



VIRGINIA CHRISTIAN UNIVERSITY  
ACADEMIC DEPARTMENT



# FACULTY & STAFF HANDBOOK

2019-2020

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# Charter 1: Institutional Information

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## 1. Founding Philosophy

The Virginia Christian University is an independent, or denominational, private institution of higher learning, organized as non-profit educational institution under the Corporation Laws of the State of Virginia. The founding philosophy of the Virginia Christian University is to provide Christ-centered education in which the Holy Scripture is central and its professional graduate degrees are to equip graduates to enter into ministry. Its educational programs have integrated a biblical world-view so that graduates will adhere to the moral and spiritual values based on Christian faith.

Virginia Christian University exists to equip men and women for dynamic Christian service and leadership in Bible-believing churches by providing higher education that emphasizes academic excellence, spiritual development, and preparation for ministry, both lay and professional.

## 2. A Brief History of the University

### **VIRGINIA CHRISTIAN UNIVERSITY FOUNDED, MAR. 2005**

In March 2005, Virginia Christian University was founded by Dr. Thomas Rhee and Dr. Woong Joe Kang, co-founder of the University, to train qualified ministers wholly committed to the Word of God. The hope of the University was to launch a truly ethnic Christian theological training, with the aim of reforming Lord Jesus' churches in the U.S. The uniqueness of such an institution is its vision to serve as a bridge between the East and the West, academically and missiological, and ministerial by the power of God the Holy Spirit for the expansion of the Kingdom of God and the glory of Triune God.

### **VACU EXEMPT FROM STATE REGULATION AND OVERSIGHT IN THE COMMONWEALTH OF VIRGINIA**

Since 2006, Virginia Christian University is exempt from the Federal income tax under section 501(c)(3) of the Internal Revenue Code. Also, Virginia Christian University is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.

### **VACU CERTIFIED FOR SEVIS BY USCIS**

In August 2008, VACU is certified by the U.S. Citizenship and Immigration Services (USCIS) for the Student and Exchange Visitor Information System (SEVIS) to issue Forms I-20 and accept F-1 nonimmigrant foreign students for its degree programs.

### **MOU ESTABLISHED WITH DAEJEON THEOLOGICAL UNIVERSITY**

On August 14, 2012, Virginia Christian University and Daejeon Theological University in Daejeon, South Korea, established the Memorandum of Understanding (MOU) to promote the academic cooperation

between the two institutions, expand the scholarly associations, and promote mutual understanding within the overarching Kingdom works. Furthermore, both institutions agreed to explore the potential future establishment of a framework for educational and scientific cooperation.

### **MOU ESTABLISHED WITH KOSIN UNIVERSITY**

On October 26, 2012, Virginia Christian University established the MOU with Kosin University to promote mutual cooperation in the area of education, practice, research and cooperative educational exchange.

### **VACU RECOGNIZED BY THE GENERAL ASSEMBLY OF THE PRESBYTERIAN CHURCH IN KOREA**

On September 23, 2014, Virginia Christian University is acknowledged as a recognized college by the General Assembly of the Presbyterian Church in Korea in South Korea.

### **VACU GRANTED A RENEWAL OF RELIGIOUS EXEMPTION**

Pursuant to 8 VAC 40-31-50 of the Virginia Administrative Code, Virginia Christian University has been granted a renewal of its religious exemption from the regulations of State Council of Higher Education for Virginia (SCHEV) for a period of five years, beginning November 8, 2016 and ending November 8, 2021, as long as the institution's primary purpose remains to provide religious training or theological education.

### **VACU RECEIVES CANDIDACY FOR ACCREDITATION FROM ABHE**

Virginia Christian University received Candidacy status for Accreditation from the Association for Biblical Higher Education (ABHE) at its 70th Annual Meeting held in Orlando, Fl. from Feb. 8-10. VACU hosted ABHE visitation for initial accreditation in November 2016. With the Candidate status, Virginia Christian University is now recognized as ABHE's Commission on Accreditation (COA) Member and is required for review in five years for Full Accreditation.

Virginia Christian University is related to the Presbyterian Churches in America through its church courts. Presently, VACU is sponsored by and responsible to several Korean Presbyteries of the Presbyterian Churches in America. VACU works very closely with the Theological Seminary Program of the Presbyterian Churches in U.S. and its curriculum has been designed to fulfill the requirements of the uniform curriculum of the Presbyterian Churches in the states.

The campus of Virginia Christian University was located at educational building of Messiah Presbyterian church in Washington, 4313 Markham St Annandale VA 22003. In 2007 the Virginia Christian University moved twenty miles from Messiah Presbyterian Church in Washington to its present site. The Campus of VACU is located in 14012 F and 14016 G, 14016 A Sully field Cir Chantilly, Fairfax VA 20151. The Campus is located in Chantilly, VA. School offices are open from 9:00 A.M. to 5 P.M, from Monday through Friday, except on holidays noted on the Academic Calendar. The school telephone number is (703)629-1281 and the Fax number is (703)657-0690.

### 3. Doctrinal Statement of VACU

The doctrinal position of VACU is historically that of conservative reformed theology, evangelical Christianity, and The Westminster Confession. Virginia Christian University rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great Doctrines of the historic Protestant Christian faith. Traditionally, VACU rests firmly stand for these great truths, and it is the desire of VACU to continue to provide personnel for service in these ranks. VACU will maintain its theological position. To guarantee that VACU will maintain its theological position, each member of the Board of Trustees, Faculty, and Staff is required initially and annually to engage in and subscribe to the following Statement of Faith. The Board, Administration, and Faculty, Student of VACU believe:

#### **Section 1: The Holy Scriptures:**

(1) We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17). Scripture inerrancy means that the original documents were without error. To describe inspiration as verbal and plenary is to explain not how Scripture was inspired by God the Holy Spirit but what resulted from that activity of God the Holy Spirit.

(2) We believe in all the words of Scripture and all portions of it, as originally written, were God-breathed. It came from God the Holy Spirit, to be sure, but He employed finite humans to write down His message and to recognize it as God's Word. The human writers God selected to pen his Word were not sinless humans, either (2 Peter 1:21).

#### **Section 2: The Triune God:**

(1) We believe in one Triune God, eternally existing in three persons God the Father, God the Son, and God the Holy Spirit co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections.

(2) We believe in the Triune God revealed as eternally existing in three equal persons, God the Father, God the Son and God the Holy Spirit. There are three persons in the Godhead, the Father, the Son, and the Holy Spirit: and these three are one God, the same in substance, equal in power and glory (Deuteronomy 6:4, 2 Corinthians 13:14). "In the unity of the Godhead there are three persons, of one substance, power and eternity; God the Father, God the Son, and God the Holy Spirit. The Father is of none, neither begotten nor proceeding; the Son is eternally begotten of the Father, the Holy Spirit eternally proceeding from the Father and Son"(Westminster Confession II-3).

(3) The Bible presents a consistent picture of three distinct persons, God the Father, God the Son, and God the Holy Spirit, all of whom are assigned status as deity, who relate to each other on a coordinate level, who share in works of creation, redemption, and sanctification, and who in every way are related to by New Testament believers, each in turn and all in unison, as God, yet they are consistently presented not as three gods but as united.

#### **Section 3: The Person and Work of God the Father**

(1) We believe that God the Father is, the First Person of the blessed Triune God, a self-existent spirit, unseen by men, who shares one essence with Jesus Christ and the Holy Spirit, and possesses the same

attributes of omniscience, omnipotence, love, truth, holiness, righteousness, and goodness (1 Corinthians 8:6. John. 5:46, 6:26, 7:28, 14:9-10, 15:9, 17:11, 17:25, Matthew 6:8, 6:32, Ephesians 3:20, James.1:17). He receives worship and is the One to whom human beings relate through Christ, having sent Jesus Christ and the Holy Spirit to the earth (John 4:23, 8:42, 14:6, 14:26).

(2) We believe God the Father resurrects the dead, and that heaven belongs to Him (John 5:21,14:2, Romans 6:4). He controls the timeline for eschatological events (Acts 1:67). He draws the elect to Christ, having chosen them before the foundation of the world (John 6:44, Ephesians 1:3). He predestines believers to adoption as sons and preserves them in their relationship to God (John 17:11, Ephesians 1:5).

(3) We believe God the Father is to be the focal point for believers in their Christian lives and in their fellowship (Romans 6:11. 1 John 1:3). He cares for them, comforts them, hears and answers their prayers, honors believers that serve Jesus Christ, leads them, and gives them gifts (John 12:26, 15:1, 16:23, Romans 6:11, 2 Corinthians 1:34, 1 Thessalonians 3:11, James 1:17, 1 John 1:3).

#### **Section 4: The Person and Work of Christ as God the Son**

(1) We believe that the Lord Jesus Christ, the Second Person of the blessed Triune God, eternally God, self-existent God the Son, became man (incarnation), without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Luke 1:35, John 1:1-2, 1:14).

(2) We believe in the full deity of the Lord Jesus Christ. We believe in the Lord Jesus Christ's Preexistence and Eternity: God the Son is eternally begotten of God the Father. He existed as Only Son of God the Father before he was born of Mary. God the Son always existed(omnipresence), being as eternal as God himself. The truth is, God the Son is both. He is the God-man. Both Christ's perfect humanity and his undiminished(full) deity are absolutely essential to the Scriptural portrait of him.

(3) We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25, Ephesians 1:7, 1 Peter1:35, 2:24).

(4) We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God the Father, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-11, Romans 8:34, Hebrews 7:25, 9:24, 1John 2:12).

#### **Section 5: The Person and Work of God the Holy Spirit**

(1) We believe that God the Holy Spirit is, the Third Person of the blessed Triune God, a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11, Romans 8:9, 1 Corinthians12:12-14, 2 Corinthians 3:6, Ephesians 1:13-14).

(2) We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with God the Holy Spirit (John 16:13, Ephesians5:18, 1 John 2:20, 2:27).

(3) We believe in God the Holy Spirit as a divine person, a personality distinct from God the Father and God the Son. By the deity of God, the Holy Spirit is meant that He is One with God, and One in the God-head, co-equal, co-eternal, and con-substantial with God the Father and God the Son. His works are

assigned to the Spirit which only God can perform, thus arguing for his full deity. God the Holy Spirit was involved in the work of creation (Genesis 1:2). Both the revelation and inspiration of Scripture were the result of the work of the Holy Spirit (2 Samuel 23:2).

### **Section 6: The Creation and Man**

(1) We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literals, twenty-four-hour days, as detailed in Genesis chapter one.

(2) We believe that God created an innumerable host of angels, some of whom followed the lead of Lucifer, now called Satan, in rebelling against God, thereby bringing sin into the universe. We believe in Satan's complete defeat by the Lord Jesus Christ.

(3) We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition (Genesis 1:26-27, 5:2, Psalm 51:1-8, Romans 3:22-23, 5:12, Ephesians 2:13, 2:12). We believe in man's need of repentance, redemption and justification through faith alone in Christ crucified and risen from the dead.

### **Section 7: Salvation of Men**

(1) We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:15, Ephesians 1:7, 2:8-10, 1 Peter 1:18-19).

(2) We believe that men are justified by grace through faith, on the ground of the shed blood of Christ, and that all who receive the Lord Jesus Christ as Savior are born again (regeneration) of the Holy Spirit and thereby become children of God the Father (John 1:12-13).

(c) We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith is then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:34, 1 Corinthians 12:13, Ephesians 1:34, 2:8-9, Philippians 2:13, Titus 3:5, 1 John 2:2).

### **Section 8: The Eternal Security and Assurance of Believers**

(1) We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40, 10:27-30, Romans 8:1,38, 1 Corinthians 1:48, 1 Peter 1:5).

(2) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14, Galatians 5:13, Titus 2:11-15, 1 John 5:10-13).

(3) We believe in the perseverance of the saints. Saints who have accepted in his Beloved, effectually called and sanctified by his Holy Spirit, can neither totally nor finally fall away from the state of grace; but shall certainly persevere therein to the end, and be eternally saved (Phil. 1:6, John 10:28-29).

### **Section 9: The Two Natures of the Believer and Sanctification**

(1) We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13, 8:12-13, Galatians 5:16-25, Ephesians 4:22-24, Colossians 3:9-10, 1 Peter 1:14-16, 1 John 3:59).

(2) We believe that sanctification, which is a setting-apart unto God, is threefold: It is already complete for every saved person because his position toward God is the same as Jesus Christ's position. Since the believer is in Christ, he is set apart unto God in the measure in which Christ is set apart unto God (John.17:17. 2 Cor.3:18).

(3) We believe, however, that he retains his sin nature, which cannot be eradicated in his life. Therefore, while the standing of the Christian in Christ is perfect, his present state is no more perfect than his experience in daily life. There is, therefore, a progressive sanctification wherein the Christian is to "grow in grace," and to "be changed" by the unhindered power of God the Holy Spirit (Eph. 4:24. 5:25-27).

(4) We believe also, that the child of God the Father will yet be fully sanctified in his state as he is now sanctified in his standing in Christ when he shall see his Lord Christ and shall be "like Him" ( I Thess.5:23. Heb.10:10-14. 12:10).

### **Section 10: Separation, Holy Life of the Believer**

(1) We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12:12, 14:13, 2 Timothy 3:15, 1 John 2:15-17, 2 John 9:11).

(2) We believe that it is the duty of each believer to live a holy life unto God, keeping himself unspotted from the world, and that it is God's intention that this shall be accomplished in the believer's life by his constant dependence on the divine ennoblement of the indwelling Holy Spirit. We believe in the illuminating, indwelling and sanctifying work of the Holy Spirit enabling the Christian to witness effectively to the gospel and to serve responsibly in the world (I Cor.11:1, Eph. 4:1-3, 5:1-3, John 14:16-17, 14:26).

### **Section 11: Missions and the Believer**

(1) We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Matthew 28:19-20, Mark 16:15, Acts 1:8, 2 Corinthians 5:19-20).

(2) We believe in the responsibility of the church in transforming people and culture in the contemporary context, in obedience to God according to the Scriptures all, to the realization of the kingdom of God (Rom 12:1-2).

### **Section 12: The Church of the Lord**

(1) We believe that the church of The Lord Jesus Christ is composed solely of believers: it is the Body and Bride of our Lord and is the one body into which all believers are baptized by the Holy Spirit. Christ is head of the church (Acts 2:1-47, Ephesians 1:22).

(2) We believe in the autonomy of the local church (Acts 13:14, 20:28, Romans 16:1, 1 Corinthians 3:9-16, 1 Peter 5:14).

(3) We recognize water baptism and the Lord's Supper as scriptural ordinances. They are a means of Christian testimony for the church today (Matthew 28:19-20, Acts 2:41-42, 18:8, 1 Corinthians 11:23-26).

### **Section 13: Ministry and Spiritual Gifts**

(1) We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helping, leadership, administration, exhortation, giving, mercy, and teaching, prophecy, speaking in tongues, and the working of miracles are given by the Holy Spirit for expansion of the Kingdom of God and evangelism (Romans 12:6-8, 1 Corinthians 12: 4-11, 2 Corinthians 12:12, Ephesians 4:7-12, 1 Peter 4:10).

(2) We believe that the gifts of prophecy, speaking in tongues, and the working of miracles have ceased as special revelation since the record of Scripture, found in Old and New Testaments were completed and their authority became established (II Tim.3:15-17).

(3) We believe that God hears and answers the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7, James 5:14-15, 1 John 5:14-15).

### **Section 14: The Personality of Angel and Satan.**

(1) We believe that angels are created beings, not the Creator (Ps.148:5) Angels are personal beings; that is, they possess intelligence (1 Pet 1:12), feelings (Lk2:13) and will (Jude 6). They are spirit beings (Heb.1:14), though unlike God. They are limited in power, knowledge, and activity (1 Pet.1:11-12).

(2) We believe that the fall of the angels was done from a privileged position. He was not a deprived creature who had not drunk deeply of the blessings of God before he sinned (Ezekiel 28:11-15). Evil angels as Satan delight in opposing God and antagonizing His work.

(3) We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the lake of fire (Job 1:6-7, Isaiah 14:12-17, Matthew 4:2-11, Revelation 20:11).

### **Section 15: The Second Coming of Jesus Christ**

(1) We believe in the personal, bodily and victorious second coming of our Lord Jesus Christ. God the Son will then set up His kingdom upon the earth, after which He will deliver the Kingdom to God the Father that the Godhead may be all in all. The certainty of Christ's return, of the future resurrection and judgment, ought to have its effect upon our lives. Believers do have hope that is based on divine certainty. Death does not end it all. A day of reckoning and accounting will come. There is no second chance after death (Matthew 24:29-37, Act. 1:11, Revelation 22:20).

(2) We believe in the second coming of our Lord Jesus Christ as a single event; not two comings, but one stage in the one coming (Matt. 24:22, Luke.21:36, John.5:29, II Thess.2:3). The exact time of the second coming of the Lord is unknown (Matt. 24:36).

(3) We believe in the second coming of our Lord Jesus Christ will be a personal coming (Acts.1:11), a physical coming (Heb. 9:28. Rev.1:7), a visible coming (Matt. 24:30, 26:64, Luke.21:27), a sudden coming (Matt 24:37, Mark 13:33-37), a glorious and triumphant coming. God the Son will not return in the body of His humiliation, but in a glorified body and royal apparel ((Heb. 9:28. Matt. 24:30).

(4) We believe in our Lord Jesus Christ will return at the end of the world for the purpose of introducing the future age, the eternal state of things, and He will do this by inaugurating and completing two mighty events, namely, the resurrection of the dead and final judgment (Matt.13:49-50, 25:14-46, Luke 9:26, John 5:25-29, Rom 2:3-16, Rev.20:11-15).

### **Section 16: The Resurrection of the Dead, the Eternal State**

(1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46, John 5:28-29, 11:25-26, Revelation 20:56, 22:12).

(2) We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the resurrection, when soul and body are reunited to be glorified forever with the Lord (Luke 23:43, 2 Corinthians 5:8, Philipians 1:23, 3:32, 1 Thessalonians 4:16-17, Revelation 20:46). "At the last day, such as are found alive shall not die, but be changed; and all the dead shall be raised up with the selfsame bodies, and none other, although with different qualities, which shall be united again to their souls forever" (the Westminster Confession. Ch. 32-2).

(3) We believe that the souls of unbelievers remain, after death, in conscious misery until their resurrection, when with soul and body reunited they shall appear at the Judgment of Jesus Christ, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46, Mark 9:43-48, Luke 16:19-26, 2 Thessalonians 1:7-9, Jude 6-7, Revelation 20:11-15).

(4) We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost (John 5:24-29). "The bodies of the unjust shall, by the power of Christ, be raised to dishonor; the bodies of just, by his Spirit (God the Holy Spirit), unto honor, and be made conformable to his own glorious body" (the Westminster Confession. Ch. 32-3).

### **How should we then live in view of the biblical message about the future?**

We should live according to Scripture, live as though we would appear before the Our Lord God in a matter of minutes or hours. As we so live, we should view every opportunity as though it might be the last one we will ever have. The Bible does not teach God's people to fold their hands and wait idly for Christ return. Rather, it emphasizes the need to be actively serving while we wait for God's Son from heaven.

## **4. Mission Statement of VACU**

**1) MISSION STATEMENT:** The Mission of VACU is to glorify the Triune God by providing higher education of biblical knowledge and spirituality for students who desire to serve the church of God and fulfill the Great commission of the Lord through the power of God the Holy Spirit.

**2) VISION STATEMENT:** The Vision of VACU is to provide the best training possible for students who are preparing for the gospel ministry and world missions for the expansion of the Kingdom of God through the power of God the Holy Spirit.

## 5. Institutional Core Values & Goals

Believing that the Church is constantly in need of a sound ministry, committed to the Bible and the Confessional Standards of the church (the Westminster Confession), VACU is dedicated to the following distinctive principles:

(1) Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as God originally gave it, and, therefore, the only infallible rule of faith and practice.

(2) Belief in the Reformed Faith as set forth in the Westminster Confession of Faith and the Larger and Shorter Catechisms. VACU stands firmly on these historic confessional standards as they set forth the biblical faith. Full subscription to the whole of these Standards is the position of VACU.

(3) Belief in the Great Commission as the mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

(4) Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God the Holy Spirit so that he or she can be taught. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God through the power of the Holy Spirit.

(5) Belief in Strong Commitment to Missions; VACU is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service, in missions.

(6) Emphasis on the practical as well as the theological aspects of ministry. VACU believes that learning "how" to minister is as important as learning "what" to minister and therefore trains as well as instructs (Mat.28:19-20).

(7) Commitment to developing students for a ministry and service attitude as evidenced by preparing them both academically and experientially to serve Jesus Christ in the Church and society.

## 6. Philosophy of Education

(1) VACU is a biblical university: The Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

(2) The doctrinal distinctive of VACU (see Doctrinal Position), rooted in a proper exegesis of the Scripture, are regarded as "absolutes" and they are to be upheld as such by the faculty and communicated clearly to each student.

(3) We are aware that teaching sound doctrine alone is not enough. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples. Recognizing the

limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life. We also believe that it is imperative for students to be involved in practical "hands-on" ministry and mission to complement their university studies.

(4) The primacy mission of VACU is to provide quality collegiate education. VACU is a Christian academic community in the tradition of evangelical institutions of higher education. As such, VACU continues the philosophy of education which first gave rise to the university, summarized in the following proposition; God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture.

Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God. Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely.

## 7. Core Student Learning Outcome

**Each graduate of Virginia Christian University will be able to:**

- (1) Demonstrate a sound knowledge of the Scriptures, as evidenced by successful completion of the coursework within the program and improved scores on a standardized Bible test.
- (2) Define and systematically summarize one's theological understanding as evidenced by a comprehensive, personal statement of faith.
- (3) Present a reasoned defense of one's beliefs that is intellectually and rationally sound.
- (4) Apply biblical principles in his lifestyle and ministry internship so that he might exhibit godly character, as assessed by the college faculty.
- (5) Analyze and identify effective methods of discovering biblical truth from the Scriptures in order to produce a disciplined system of lifelong learning skills.
- (6) Communicate effectively the Gospel through sermons, Bible studies, and/or witnessing, in the context of his gifts and calling whether at home or on the mission field. The code of conduct states the kind of lifestyle expected of trustees, administrators, faculty, and students.
- (7) Stimulate a spirit of inquiry, investigation and critical thinking so that they can able to defend their faith and biblical truth for the expansion of the Kingdom of God.

## 8. Spiritual Maturity Statement (with Growing and Learning Together Lifestyle)

As a community of believers, our first desire at VACU is to worship and engage with God, both corporately and individually for glory of Triune God. We believe that academic learning divorced from a life of biblical spirituality and holiness neither honors God nor serves His people. Working with the local church, our goal is to grow our faculties and students so that their experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships and involvement in society.

With chapel, daily prayer times, spiritual retreats, on-campus community groups, overseas mission's trips and ministry experiences in and around Virginia, the opportunities for spiritual growth abound. Consider how VACU can help faculties and students grow in their relationship with God as you seek to worship Him with your whole heart, soul and mind through of God the Holy Spirit.

VACU is a community in which individuals join to further their academic achievement, personal development, and spiritual growth. Together we seek to honor Christ by integrating faith and learning while our hearts and lives reflect mature Christian practice in our Lord Jesus Christ.

This statement explains the principles and the expectations that help us live together and meet institutional objectives. We acknowledge that it is impossible to create expectations that fully satisfy every member. Nevertheless, certain expectations bring order to community life. When individuals join VACU, they freely and willingly choose to take upon themselves the responsibilities outlined in this statement.

### **1) Assumptions**

Loving Triune God and being accountable to Him are the primary motivations for Christian relationships and behavior. The Scripture as word of God is our authority; it provides the essential teachings and principles for personal and community conduct.

God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to others through supportive relationships. Members of this community are either committed to Christ or are at least sympathetic with a Christian perspective. They also desire to achieve a liberal arts education in an evangelical Christian context. A well-trained faculty and a competent staff, equipped with facilities and materials necessary for effective work, stand ready to help you become a whole person.

### **2) Responsibilities for Relationships.**

Living in daily fellowship with others is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships in our community. We acknowledge that we live in a fellowship where we depend on and are accountable to one another.

The New Testament word for fellowship is KOINONIA. It is translated as PARTAKER, COMMUNION, -COMMUNICATION, -CONTRIBUTION, -DISTRIBUTION. -Members, therefore, are encouraged to seek as many opportunities as possible to demonstrate KOINONIA. Within our community the greatest expression of fellowship and the highest principle for relationships is love. As Scripture states:

“We should love one another. This is how we know what love is: Jesus Christ laid down His life for us. And we ought to lay down our lives for our brothers...let us not love with words or tongue, but with actions as in truth. Since God so loved us, we ought to love one another. Whoever loves God must also love his brothers.” (1John 3:11-16, 18; 4:11, 21 NIV)

In order for spiritual growth to occur, we have identified the following specific expressions of love among the most desirable in our relationships.

### **3) Serving One Another**

Each member of the community is expected to strive consciously to maintain relationships that support, encourage, and help others.

“We who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Let each of us please his neighbor for his good, to build him up.” (Romans 15:1-2, NIV)

#### **4) Supporting One Another**

We are responsible to support those experiencing grief, discouragement, illness, tragedy, and other personal trials. Expressions of bearing one another's burdens include comfort, consolation, encouragement, and intercession. Difficulties in relationships can occur because of our humanness. In such cases we are to respond as Scripture states:

"...clothe yourself with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another." (Colossians 3:12 NIV)

#### **5) Resolving Problems**

Speaking the truth to each other in love can strengthen our community. We can often resolve problems of relationships and behavior by constructively confronting one another in an appropriate spirit. If the welfare of the one confronted is paramount and if the confronter acts in love, growth can result.

#### **6) Healing of Relationships**

Healing broken relationships is necessary for healthy community. When persons or groups have been hurt, regardless of the reason, we are expected to reach out to one another, to forgive one another, to restore relationships, and to make restitution.

"...and He (Christ) has given us the ministry of reconciliation...and He has committed to us the message of reconciliation." (II Corinthians 5:18-19 NIV). Implementing the above expressions of love in relationships requires sensitivity to others and continual effort. It also requires that we love others as we love ourselves. Relationships of this quality enrich our lives and community, honor God, and assist in meeting the goals of VACU.

#### **7) Responsibility for Behavior in Jesus Christ**

##### **(1) Biblical Expectations**

Scripture teaches that certain attributes are available to all individuals through the Holy Spirit. These attributes include "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law." (Galatians 5:22-24, NIV). This "fruit of the Spirit" is to be sought, nurtured, and demonstrated in our relationships.

In contrast to encouraging these positive attributes, Scripture condemns such things as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, and prejudice based on race, sex, or socioeconomic status.

Scripture as word of God also prohibits certain behaviors and community members should avoid them. They include backbiting, cheating, dishonesty, drunkenness, gossip, immodesty of dress, lying, occult practices, profanity, sexual promiscuity (including adultery, homosexual behavior, pre-marital sex), theft, and vulgarity (including crude language).

In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of VACU community are expected to uphold the laws of the local community, the state of Virginia, and the nation, except for those rare occasions in which obedience to the civil authority would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the

civil penalty for his/her behavior. Behavior resulting in civil arrest on or off campus is subject to review within VACU's disciplinary procedures.

## **(2) College Expectations**

In addition to Biblical expectations, members of VACU community voluntarily commit themselves to the following standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the total community. These standards are not presented as absolutes or as an index of Christian spirituality, but rather as expectations of community of VACU. Because of the importance of trust in and responsibility to one another, violations of these standards are seen as a serious breach of integrity within the community.

The following standards apply to students, faculty, and administrators at VACU and all agree to uphold them:

Corporate worship, community building, and learning are essential for our community. Therefore, students, faculty, and administrators are expected to attend chapel. Regular attendance signals a mature response to VACU goals.

Because of our concern for the worth and dignity of persons, each member of the community is expected to respond to special needs existing in our society and on our campus. Therefore, discrimination against others based on race, national origin, sex, disability, or socio-economic status is not acceptable.

Members of the community are to observe the Lord's Day (Sunday) as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, "business as usual" that relates to VACU programs and services will not be sanctioned or encouraged except where necessary.

Consideration of others and standards of respect and good taste are important to Greenville; therefore, all activities should be guided by this principle. Hence, any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated. Vandalism of property is also not acceptable.

The pornography industry exploits people. Further, the use of the industry's products is immoral. Therefore, pornographic materials are not to be used, possessed, or distributed on or away from campus.

The community recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.

Members are also expected not to abuse the use of legal substances. Gambling (exchange of money or goods by wagering or betting) is an unwise use of God-given resources, and therefore, is not acceptable in any form.

There are aspects of our culture over which devout and sincere Christians disagree - for example, forms of entertainment such as television and movie viewing, dancing, listening to popular music, reading books, and playing video games. Rather than provide a list of proscriptions, VACU expects its members to apply Scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. As individuals and as a community, we must uphold the ideal of purity when choosing whether or not to participate in an activity. Prudence tells us that environments and activities which diminish one's moral sensitivity should be avoided.

Members of VACU observe the demands of academic integrity such as honesty and giving credit to sources. Plagiarism will not be tolerated. Compliance with day-to-day policies and procedures of the community is expected from all members. These routine items are listed in the Student Handbook and Catalog of VACU.

### SUMMARY

The intent of this statement is to identify expectations and responsibilities that assist VACU to function as a Christian community and to achieve goals as an institution of higher learning. This statement addresses relationships and behavior. These emphases are parallel and vital to the quality of our lives together. The behavior part of the statement includes standards that are specific to VACU. These standards are important and must be consistently maintained to assure a proper climate for growing and learning. These standards need to be kept in perspective with the Biblical responsibilities for relationships and behavior.

The book of Colossians provides an appropriate summary of the goals for our community:

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom...with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father...” (Colossians 3:12-17, NIV)

As long as you are a member of VACU, you are responsible for implementing these stated expectations. Your signature on the application attests that you understand and are willing to comply with the expectations and responsibilities.

## 9. Community Lifestyles Statement

Members of VACU are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord Jesus Christ. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of VACU community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit of the spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are not acceptable for members of VACU community. Examples include pride, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior and prejudice (1 Cor 6:9-11). Members of VACU community work hard to eliminate inappropriate attitudes and actions in their personal lives and in the life of the community and to see them replaced by Christ-like attitudes and actions appropriate for mature Christians.

VACU values the worth and dignity of human life as expressed through the fruit of God the Holy Spirit. Having been made in the image of God, those who live and work at the institution express like faith and are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with the views of the Fellowship of VACU Brethren Churches, VACU believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with its objectives to develop moral and spiritual leadership, VACU expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23). Without question, the Christian must abstain from all that is morally degrading. While VACU does not normally assume the role of a censoring agent, it does expect tangible evidence of a life committed to growth in Christ and sound judgment based on biblical principles.

Some substances may harm one's physiological and psychological well-being. In some cases, they dishonor the body, which is the temple of God the Holy Spirit (Romans 12:1). Therefore, members of the community are to refrain from the use of tobacco in any form, hallucinogenic drugs, illegal substances (including marijuana), and/or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.

VACU is committed to maintaining an alcohol-free campus. This means that the consumption of alcohol will be prohibited on campus properties and at VACUs-affiliated events. Adult employees of VACU will use careful discretion in any use of alcohol, avoiding the serving or consumption of alcohol in any situation in which traditional undergraduate or underage members of VACUs family are or are likely to be present. Underage drinking is not only contrary to school policy, but also against the law.

## 10. Code of Conduct

Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of VACU in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and so state in writing. Virginia Christian University affirms that:

1) Each Christian is to be Christ like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christlikeness does not come by observing certain outward expectations but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Romans 12:12; Philippians 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Corinthians 3:18; Philippians 2:12-13, 1 John 1:47).

2) Believers are to glorify God in their bodies and are to live holy lives (1 Corinthians 6:19-20; 1 Peter 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Corinthians 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:78).

3) Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thessalonians 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13).

4) Individuals who, after spiritual instruction (Galatians 6:1), continue to dishonor the Lord by persisting in un-Christian like behavior or unruly conduct may, after due process, be dismissed from VCU (1 Thessalonians 5:14).

## 11. Dress Code of VACU

### 1) Philosophy and purpose

It is management's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization for glory of God as Christian in the Campus. The VACU recognizes the growing popularity of casual business dress and the positive effects of this shift to boost employee and student morale, improve quality, encourage more open communication and increased productivity, therefore, creating a more comfortable work and study environment. The VACU reserves the right to continue, extend, revise or revoke this policy at its discretion.

### 2) General Guidelines for Student Dress Guidelines in Campus

Appropriate student dress and grooming are important factors in the safe and orderly operation of VACU. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

Our district values and needs the support of parents in upholding the district and campus dress and grooming guidelines. The student may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- Shall not create a health problem or safety hazard for the student or others.

Using these general guidelines and the specific guidelines listed below, VACU administrators, with dress and grooming standards at VACU and at all school-related activities. All students are required to adhere to the district dress and grooming guidelines, as well as to any additional guidelines developed and approved for the campus. Exceptions will be permitted for bona fide religious reasons.

### 3) Specific Guidelines/Restrictions in Campus

Students should wear garments, shoes, jewelry, accessories and hairstyles that

- Are appropriate and modest in length and coverage
- Reflect a positive image of the school and contribute to a distraction-free learning environment and
- Lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment. Students are not to wear clothing that is tight, loose, sagging, baggy, revealing, spaghetti-strap, backless, low cut or short.

**Pants** – must be worn at the waist or upper hip and not reveal underclothing.

**Shorts and Skirts** – must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.

**Tops, Shirts and Blouses** – must not reveal underclothing, midsection, torso, back, chest, breasts or cleavage.

**Dresses** – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer.

**Shoes** – must not detract from or interfere with the learning environment or present a safety or health hazard Tennis shoes or closed-toe shoes are preferred. House shoes/house slippers of any kind are not allowed.

**Underclothing** – must wear appropriate underclothing.

**Head Coverings** – no type of head covering is to be worn with the exception of (a) a cap or hat that is part of a uniform worn at a school activity or (b) for religious or medical purposes.

**Pajamas/Loungewear** – any and all pajamas/loungewear are prohibited.

**Jewelry/Piercings** – Noisy, distracting and excessive jewelry or accessories are prohibited (including wallet chains). Jewelry/Piercings must not detract from or interfere with the learning environment or present a safety or health hazard.

**Tattoos** – permanent or temporary, must be covered at all times.

**Hair/Make-Up** – Hair must be well groomed, neat and clean at all times; hair style/color and makeup must not detract from or interfere with the learning and school environment or present a safety

**Backpacks** – must not detract from or interfere with the learning environment or present a safety or health hazard.

**“I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation where with ye are called, with all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavoring to keep the unity of the Spirit in the bond of peace” (Eph.4:1 – 3)**

# Chapter 2:

## General Policies and Procedures

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### 1. Life Style Expectations

Members of Virginia Christian University are expected to demonstrate a positive and growing commitment to Jesus Christ as Lord by continued study and obedience to the Scripture in all areas of life. A regular experience of forgiveness and renewal, surrender to God the Holy Spirit, demonstration of Christian love and service to others, concern for evangelism and world missions, honesty, personal integrity, recognition of the rights of others, defense and advocacy of justice, response to the needs of the poor and oppressed, and emphasis upon glorifying God, in all thought and action, are examples of behaviors which are endorsed and encouraged.

Certain practices are forbidden in Scripture and are not condoned in the lives of members of VACU community. Sexual relationship outside of marriage, homosexuality, drunkenness, theft, dishonesty, and disobedience to the state (except in those rare instances that violate a biblically informed conscience) are example of practices which are unacceptable.

Other aspects of community life include a commitment to the pursuit of excellence, forbearance for one another, recognition of the Lord's Day as a day of worship and rest, a growing awareness and reflection of Christ in daily life, and a dedication to the concerns that motivated His life on earth.

We believe that a decision to become a part of Virginia Christian University implies a willing commitment to live in accordance with the teaching of the Bible, as well as a willing acceptance of the responsibilities and conditions of membership. It is our hope that those led by the Lords to become a part of the distinctive Virginia Christian University community and have already adopted a Christ-lifestyle.

### 2. Drug Free Workplace Policy

Virginia Christian University has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institutions workplace.

The workplace is defined as any classrooms, hallways, restrooms, parking, or storage areas that are connected to the main campus at 14012-F Sully field Cir Chantilly VA 20151, or any location outside of the main campus where Virginia Christian University programs or courses are discussed or promoted. All staff & faculty must sign a drug-free policy awareness statement on the last page of this Handbook.

### 3. Equal Opportunity; Non-Discrimination Policy

All aspects of Virginia Christian University's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503

and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denial benefits of, subjected to discrimination under or denied employment in the administration of or in connection with Virginia Christian University programs because of race, color, age, disability, citizenship, handicap or political affiliation.

The Virginia Christian University's commitment is that participation in any program shall be open to citizens and national if the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

The Virginia Christian University's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of Virginia Christian University's programs.

#### 4. Sexual Harassment Policy

Sexual harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964. It is the Virginia Christian University's policy that all its employees have a right to work in an environment free from sexual harassment in any form. Such conduct (sexual harassment) may result in disciplinary action up to and including termination.

No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee that refusal to submit to sexual advances will adversely affect employee's employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

**Sexual Harassment is defined as:** (1) Unwelcome physical or verbal contact; (2) Sexually explicit language or gestures; (3) Uninvited or unwanted sexual advances; (4) An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes. No employee shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program.

The Virginia Christian University prohibits other sexually harassing conduct in the workplace of the VACU, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about a person's body; gestures; or the display in the workplace/University of sexually suggestive objects or pictures.

Any employee who believes that (s)he has been a victim of sexual harassment in the workplace of VACU should notify his/her supervisor(Dean) and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints.

#### 5. Racial Harassment

The Virginia Christian University is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. The University seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States of America and the world.

The present and future course of the Virginia Christian University are designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, and to work diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and indirectly feed the destructive forces of racism.

The Virginia Christian University is therefore committed to consistent efforts toward maintaining a Christ centered community free of all forms of racial harassment and has adopted a racial harassment policy as a basis for community guidance, education, and complaint resolution.

Racist and discriminatory conduct means verbal or physical behavior that explicitly demeans the race, color, ethnic ancestry, or national origin of an individual or individuals, and: 1) has the purpose or effect of interfering with the education, the University related work, or other institutionally authorized activity of a student, employee, official, or guest; or 2) creates an intimidating, hostile, or demeaning environment for learning, working, or other activity authorized by this University.

**Some cases of racist and discriminatory behaviors by a student, employee, official, or guest include:**

- (1) Physical contact or attacks for racist and discriminatory reasons.
- (2) Intimidation through the threat of force or violence.
- (3) Verbal assaults based on ethnicity that demean the color, culture or history of any person and perpetuate stereotypical beliefs about and attitudes toward minority groups. Such behaviors may include name calling, racial slurs, slang references, and jokes.
- (4) Non-verbal behavior that demeans the color, culture, or history of any person, and perpetuates stereotypical beliefs about and attitudes toward minority groups. Such behavior may include name gestures, portrayals, graffiti, or acts of exclusion. In any case of racist behavior, the offended person must report the incident immediately to the President or the Dean.

## 6. Academic Freedom

In institution of higher education, like Virginia Christian University, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Virginia Christian University and they are elaborated as follows:

1) Faculty(Professor) of VACU is entitled to full freedom in research and in publication of the results, subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the University's officer or President of the University, provided it does not interfere with his/her duties at the University. Faculty(Professor) of VACU are entitled to freedom in the classroom to discuss their subject but should exercise this freedom in a responsible manner.

2) Faculty (Professor) members of VACU may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty members' special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge

his/her profession and his/her institution by his/her utterances. Hence, the faculty member should always be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that (s)he is not speaking for VACU.

3) Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of Virginia Christian University and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of the University.

## 7. Categories of Employment

**1) Executive Officers:** Employment in this group are officers of the institution, defined as President, Vice-President, Director of Finance, Academic Dean, Administration, Vice-President of Development, Student Deans.

**2) Administrative Professional:** Employees in this group are exempt from overtime and are compensated on a straight salary basis for the work produced and not for hours worked. They provide administrative, supervisory, or professional support directly or indirectly to Executive Officers.

**3) Support Staff:** In this group are included the employees that are non-exempt from overtime and are therefore compensated for actual hours worked in the performance of the job. Positions include: clerical/secretarial, receptionist, and service/maintenance support for the educational and administrative functions of VACU.

**4) Faculty (Professor):** These employees are those holding degrees from accredited colleges and other universities. They are paid, at will, on a quarter to quarter basis. Some cases will be possible to pay bi-quarter basis. They are expected to complete all tasks in the job description for faculty members and are not paid for hours other than those in the classroom.

**5) Other Staff:** Employees included in this group are other non-faculty staff, hired on an emergency, short-term, temporary, or project-oriented basis. Types of appointments to this category are referred to as Temporary or Project appointments. They are employed on an hourly basis.

## 8. Types of Appointment

Administrative personnel, who also teach courses, are designated as possessing faculty status with faculty voting privileges. All final appointments, re-appointments, and promotions of the faculty shall be made by the President with input from the Academic Dean and approval of the Board of Directors.

**1) Regular Full-Time:** Applies to Executive Officers, Administrative/Professional and Support Staff employees. A full-time employee is an individual who is appointed to an authorized position and is scheduled to work a normal 30-40-hour workweek on a regular basis for nine consecutive months (39 weeks) or more. For Executive Officers and Administrative/Professional employees, employment is of a career nature with full-time professional effort and commitment to the advancement of Virginia Christian University. Full-time faculty consist of those teaching 15-18 academic hours per week with the remaining 25-22 clock hours dedicated to Virginia Christian University committees, research, and administrative works. All of these hours must be completed on site for credit. Those instructors putting in less than 40 hours per week are considered part-time.

**2) Regular Part-Time:** Applies to Administrative/Professional and Support Staff (Clerical/ Secretarial and Service/Maintenance) employees. A part-time employee is an individual who is appointed to an authorized position and is scheduled to work a normal workweek of less than 30 hours on a continuing basis, normally for nine months or more. Part-time employees do not normally work during times when Virginia Christian University is not in session.

**3) Temporary:** Temporary staff employees are individuals who hold limited appointments to non-exempt positions which normally parallel clerical/secretarial or service/maintenance positions. Temporary employees may work up to 40 hours per week on specific, short-term, non-continuing appointment, normally not to exceed one year.

## 9. Employment at Will

Employment at Virginia Christian University shall be at will by the University. The employee can be dismissed with or without notice or cause. No representative of Virginia Christian University has any authority to enter into any agreement for any specified period or to make any agreement contrary to the foregoing.

Any oral statements or promises to the contrary are not binding upon Virginia Christian University. Should such a statement be made, please confirm it with the Dean of Student or the President. Virginia Christian University shall not be responsible for any statements that are not confirmed in writing by the President or the Dean of Student.

## 10. Working Conditions

It is the policy of the Virginia Christian University to provide a safe and healthy work environment for its employees. If an unsafe or unhealthy work situation is identified or believed to exist, a report of the condition should be made immediately to the appropriate department head, or to your immediately supervisor. The situation will be investigated and, where indicated, corrective action taken.

## 11. Supervisory Responsibilities

In order for Virginia Christian University to operate efficiently, it is essential that supervisors carry out their delegated responsibilities in accordance with the organizations goals and objectives. It is the responsibility of an effective supervisor to:

- 1) Assign and review work; ensure the proper completion of day-to-day work in his or her area of responsibility.
- 2) Ensure appropriate on-the-job training and employee orientation to the department or work area.
- 3) Actively promote equal opportunity and affirmative action.
- 4) Promote safe work practices and conditions.
- 5) Establish standards and expectation for work performance.
- 6) Evaluate employees job performance.
- 7) Advice and counsel employees regarding their performance.
- 8) Serve as the primary resource for employees, as well as assist with their work-related problems, whenever appropriate.

Almost any action taken concerning employees begins with the recommendation of the supervisor. The responsibilities listed above cover the essential part of a supervisor's duties but are not intended to be complete.

## 12. Responsibilities of Staff

The Virginia Christian University seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to anyone, but they are listed to prevent any misunderstanding between the University and its staff member.

### **The responsibilities are:**

To spend the work day effectively by performing the assigned tasks and demonstrating an awareness of priorities.

To perform each task quickly, safely, and well.

To be at work when scheduled, fulfilling the regular work hours/day.

To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled.

To use work hours for work related activities only.

To cooperate with reasonable requests from co-workers. To respect the confidentiality of sensitive information.

To keep all school and office related matters undisclosed to people unaffiliated with Virginia Christian University.

To respect the rights of others.

To respect the property of others and Virginia Christian University and to use the University's property only for legitimate work purposes, unless specific authorization has been received by the President of Virginia Christian University.

To abide by the Lifestyle Expectations of Virginia Christian University.

## 13. Rule for Faculty

### 1) Screening and Hiring Process

#### (1) Policy on faculty selection

Procedures for selection of faculty are carried out through the academic dean and the executive vice president. Potential faculty members are solicited through contacts with alumni, supporting pastors and churches, current faculty and administration. Potential faculty must be able to demonstrate that they are academically qualified, dedicated Christian leaders, and are Evangelical in theology. If a person is to teach in a theological area (including practical theology) their higher education must be from an Evangelical institution. Potential faculty members are hired according to need. Full-time faculty appointments are recommended to the board of directors for ratification after being selected by the academic dean and executive vice president.

## **(2) Hiring process**

Full-time or part-time faculty will be interviewed by the academic dean and executive vice president. For full-time faculty, the executive vice president will submit his recommendation (based on the academic dean's recommendation and the executive vice president's own personal assessment) to the board of directors for their approval. After board approval, the academic dean is permitted to submit a full-time contract.

It is recognized that board meetings may not occur at the time when a full-time faculty member needs to be hired. Therefore, the executive vice president may invite a professor to teach full-time without a contract until the next board meeting or action of the executive committee of the board. At the end of the semester when that board meeting occurs, the executive vice president will offer a contract if the board has approved it. Otherwise, the professor may not continue in this temporarily full-time status.

## **(3) Necessary documents**

Each new instructor is required to submit to the school office the documents indicated below:

- Teaching Faculty Agreement
- Mission and Doctrinal Statement.
- Spiritual Maturity Statement, Community Lifestyles Statement Agreement
- Official transcript of all graduate degrees from accredited school (Note: schools approved by the Korean Ministry of Education are counted as accredited.)
- Resume or Curriculum Vita
- Job Application

## **2) Faculty Rank**

Faculty members are ranked as Part-Time Adjunct Faculty, Full-Time Instructor, Assistant Professor, Associate Professor, or Professor.

## **3) Reviews for Rank Promotion**

At the end of the academic year, the professor will be eligible for an evaluation which can result in promotion to the next level or rank. Evaluation includes analysis of academic degrees, student evaluations of teaching (i.e. class evaluation form), out-of-class contributions to the students and school, modeling of spirituality and ministry, relationships with co-workers, and other factors. A faculty member should not assume that he or she will automatically be promoted at the end of an academic year. Faculty members should not expect promotion more than once in three years (and possibly less often).

The academic dean will conduct the evaluation of all full-time faculty members (as well as part-time faculty who would like useful input). The records from these interviews are one of the major considerations in determining rank promotions. (See "Faculty Evaluation Procedures" below.)

## **4) General Responsibilities of Faculty**

(1) To be aware of and abide by the mission, goals, objective, purpose, philosophy, and statement of faith of Virginia Christian University.

(2) To be familiar with and abide by the Faculty Tardy/Absence Policy.

(3) No full-time faculty member shall engage in any occupation, pursuit, endeavor, or behavior which will affect the regular and punctual discharge of the faculty members official university duties. Requests to engage in outside employment must be approved by the Board of Directors.

(4) Each member of the faculty and administrative staff shall perform such services in instruction, advising, committee work assemblies, orientation, registration, graduation, and other such duties as may be assigned by the University.

(5) All faculty, whether full or part-time, must attend regularly scheduled faculty meeting.

(6) Ethical Statement: Refrain from undue criticism and hasty judgment concerning fellow workers.

(7) Ethical Statement: Respect the right of the student to ask question.

(8) Ethical Statement: Strive for a just and unprejudiced appraisal of student work.

### **5) Special Responsibilities of Faculty**

All faculties are expected to adhere to the following policies and assume these specific responsibilities as follow as;

(1) Faculty members are not to be absent from a class without first informing the Academic Dean or the President of the University.

(2) Each faculty member is expected to post his/her office hours and conference periods. Copies are to be provided to the Academic Dean or the President of the University.

(3) Submit a copy of the courses syllabus, including mid-term and final examination with keys for each course that is taught, each semester, to the Academic Dean.

(4) Be prepared for class before every session; follow the outline specified in the syllabus; and offer outside help or tutoring to all students by appointment.

(5) Require students to purchase the textbook; or printed notes for the class, from the University. A book order for the new term must be completed by the due date specified by the Dean of Academic Affairs usually 5 weeks prior to the beginning of the term. Printed notes to be purchased by the students must be turned in at least 4 weeks prior to the beginning of the term.

(6) Give exams according to the exam schedule of the University.

(7) Attend faculty meetings and school functions.

(8) Enforce student attendance policy by recording student absences in the attendance register supplies.

(9) Participate in committee activities as required by the Academic Dean and the Vice President of the University.

(10) Maintain open, honest, and respectful communication with all students, faculty, administration, and staff.

(11) Assist the University to keep the facilities clean and orderly.

(12) Review and approve annually graduation requirements and to approve all candidates for graduation.

### **6) Effective Instruction**

The primary responsibility of each faculty member shall be to remain current in the subject matter of the courses the (s)he is teaching and to teach effectively. Effective instruction shall be deemed to include, but not limited to, the following:

(1) The instructor shall state clearly the instructional objectives of each course at the beginning of each term. The course content shall be oriented toward fulfilling the course objectives.

(2) Instructors shall inform the students at the beginning of the term of the methods to be used in determining the final course grade and of attendance requirements or attendance policy of student. A grading system shall be employed to permit a student to determine his letter grade standing at any time during the course.

(3) Instructors shall give in each course a number of tests, papers, and/or oral reports appropriate to the content of the course; the total number of grades for each student shall not, however be less than two. Instructors shall inform the students of the source material before each test (class notes, texts, previous tests, etc.).

(4) Graded examinations and other papers shall be made available to the student for inspection and discussion. Such papers shall be graded and made available to the student in time to make the paper part of the students learning experience. If papers are not returned permanently to the student, but are kept by the instructor, the instructor must maintain student files for no less than five (5) years.

(5) Instructors are expected to hold their classes regularly and at scheduled times as assigned by the Academic Dean. Classes shall start promptly at the scheduled time and end at the scheduled time (not before). In case of illness or emergency, the instructor shall notify the Academic Dean or the President of the University so that appropriate actions may be taken. If an instructor must be absent to attend a conference or otherwise participate in events related to his profession or to Virginia Christian University, (s)he shall notify the Academic Dean and/or the Vice President at least two weeks prior to the event and help to arrange a replacement for the classes that will be missed.

(6) Instructors shall inform students of the times and location at which they will be available for consultation.

(7) The full-time semester teaching load will be 15-18 contact hours per week.

(8) The faculty shall assist in enforcing the rules, regulations, and all policies of the University.

(9) Faculty members must allow feedback from the students in the classroom and attempt to keep an open line of communication with them.

## 14. Duties of Faculty

### 1) Prior to the start of classes, the following must be submitted:

(1) A course outline based on the official course syllabus, provided by the VACU, must be submitted for approval by the Academic Dean's Office.

(2) Recommended and required textbooks must be registered with the bookstore four weeks prior to the commencement of the new semester in order for them to be available at the commencement of the semester.

### 2) During the Semester the following must be done:

(1) A course outline must be issued to each student during the first-class period.

(2) Faculty must maintain attendance and grade records on the class rosters provided by the Registrar's Office.

(3) Faculty must not permit students that are not on the roster into class. All Audits must be on your roster. Please ask any students not listed on your roster to come see the Registrar immediately.

(4) Faculty must inform the Academic Dean's Office if a student is absent for two consecutive class meetings. Role must be taken each class.

(5) Faculty must inform the Academic Dean's Office if a student fails a mid-term or two consecutive quizzes.

### **3) Instructor evaluations must be conducted during the Semester as follows;**

(1) Courses taught for the first time at VACU by an instructor are to be evaluated at the second week of the semester.

(2) Courses which an instructor is continuing to teach at VACU must be evaluated by the fourteen weeks of the semester.

### **4) The procedure for the evaluation process is as follows:**

(1) An evaluation packet will be left in your box located outside the VACU front desk.

(2) The evaluation forms in the packet are to be handed out to each student to fill out. During this time, instructor must step out of the room, after asking one student to be in charge of collecting the completed evaluation forms.

(3) That student should also be responsible for placing the evaluation forms back inside the envelope, sealing the envelope, and bringing them to the Academic Dean's Office.

### **5) At the close of the Semester the following must be done:**

(1) Within one week after the final examination, the following items must be submitted to the Academic Dean's Office, as it will become permanent record in accordance with SCHEV procedures and the accreditation body's standards. Should these requirements not be fulfilled, disciplinary measures may be taken, and instructor's paycheck may be withheld until all requirements are met.

(2) A copy of all examinations and any other testing materials with their respective answer keys.

(3) Individual grade results recorded on official roster including attendance, quiz, midterm and final scores. An indication of the method of grading and arrival at the final score and letter grade must be provided as well.

(4) Attendance record/grade report must be provided directly to the Registrar in a sealed envelope no later than the 2th week after the class finished. If the Registrar is not available, give the envelope to the Academic Dean's Office.

## **15. Social Security**

The Virginia Christian University employees who are not licensed or ordained ministers participate in the Social Security Program. In addition to be a substantial supplement to the Virginia Christian University Retirement Program, Social Security provides benefits to persons who become disabled before reaching the age of 65.

The Medicare provisions of the Social Security law are applicable to those reaching the age of 65. In some instances, it also provides benefits to the totally disabled person. The cost of this insurance is fixed by law and is paid equally by the individual and the University.

## **16. Classification and Compensation Program**

There are three major objectives of the compensation program at Virginia Christian University;

- (1) It is designed to recruit, retain, and promote the growth of highly qualified individuals.
- (2) This objective intends that the salary practices be internally equitable and competitively attractive, as influenced by external markets.
- (3) This University's program of employee compensation must be structured on economic reality and administered in a manner that ensures uniform and consistent opportunity and consideration for all employees.

# Chapter 3:

## Job Descriptions and Evaluation

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Support Staff positions are evaluated on job content. Job facts are usually obtained by descriptions provided through the completion of position questionnaires and by direct interviews with employees and supervisory personnel. The questionnaire is the source document utilized in the evaluation process.

### 1. Job Descriptions

#### Section 1. Job Description (Essential Duties) of the President

The President, as the Chief Executive Officer of the University, is responsible for leadership and oversight of all departments, functions, programs, personnel and students of the University and its affiliates. A full voting member of the Board of Trustees, the President is responsible to implement orders and resolutions of the University's Board of Trustees.

Subject to the control of the Board of Trustees, the President shall:

- (1) Supervise and control the affairs of VACU and the activities of the officers.
- (2) Perform all duties incident to his office and such other duties as may be prescribed by Scripture, law, the Articles of Incorporation, or these Bylaws.
- (3) Exercise such powers and perform such other duties as may be prescribed from time to time by the Board of Trustees.
- (4) Preside at all meetings of the Administrative Council.
- (5) Nominate such offices as deemed necessary to fulfill the objectives and the goals of the institution and submit them to the Board for approval.
- (6) The President shall not serve as the chairperson of the Board or of its executive or nominating committees.
- (7) Lead the student leadership and the recruitment of student leaders.
- (8) Oversee the enforcement of the community life covenant and the standards of conduct.
- (9) Oversee the organization and training of disciplinary/all committee participants.

#### Section 2. Job Description (Essential Duties) of the Vice President

The Vice President is involved with the operation activities and responsibilities of the VACU program. The Vice President is directly responsible to the President for the effective administration and coordination of VACU affairs dealing with business administration, public relations and development of the VACU. The duties and responsibilities of the Vice President are summarized as follows:

- (1) To provide current information on the overall operations of the VACU to the President and the Board of Trustees.
- (2) To assist in the preparation of the VACU budget.
- (3) To maintain accurate records and accounts of the necessary operational expenditures of the VACU.

- (4) To maintain the personnel files for faculty and staff.
- (5) To effectively manage the VACU properties, facilities, and grounds including, but not limited to, security, new construction, renovations, maintenance, and equipment of the VACU.
- (6) To implement procedures for acquiring supplies and equipment which have been approved and/or accounted for within the budget.
- (7) To supervise the performance of administrative personnel, librarians and computer specialists.
- (8) To perform any other duties requested by the President

### **Section 3. Job Description (Essential Duties) of the Chancellor**

Subject to the control of the Board of Trustees, the Chancellor shall:

- (1) Manage the office of Administration generally with President.
- (2) Establishing and maintaining a teaching, learning, and working environment where people are appropriately served within available resources.
- (3) Recommends hiring and to terminate faculty.
- (4) Provides instructional leadership and ensures the effective administration of assigned disciplines within the corresponding school.
- (5) Assures a positive faculty/student relationship.

### **Section 4. Job Description (Essential Duties) of the Academic Dean**

The Academic Dean is a member of the President's Cabinet and helps to develop strategic and operational plans and policies of the University. The Academic Dean is responsible to direct all matters relating to accreditation, and to the oversight of the learning resource center which includes the Library and related services. This includes course work, syllabi, approval of thesis and dissertation topics, graduation requirements and quality of instruction. The Academic Dean is directly responsible to the President.

Subject to the control of the Board of Trustees, the Academic Dean shall:

- (1) To coordinate the VACU academic and instructional programs and curriculum.
- (2) To supervise the development of the VACU's academic calendar and monitor its implementation.
- (3) To counsel students regarding specific academic programs and course selections.
- (4) To obtain input and feedback from students and faculty regarding perceived problems with the curriculum, schedules, faculty, and instructional quality.
- (5) To provide supervisions regarding the acquisition of resources for the library.
- (6) To coordinate and supervise the VACU's class schedule, teaching assignments, faculty- student counseling hours, and related academic activities.
- (7) To monitor the quality of instruction of the faculty.
- (8) To process student grievances.
- (9) To direct and supervise the Registrar.
- (10) To seek, interview and recommend instructional personnel for employment.
- (11) To prepare departmental budgets related to the educational programs.
- (12) To coordinate the evaluation of instructional personnel.
- (13) To supervise the VACU graduate program.

### **Section 5. Job Description (Essential Duties) of the Dean of Undergraduate Studies**

Subject to the control of the Board of Trustees, the Dean of Undergraduate Studies shall:

- (1) Direct the School of Undergraduate Studies generally.
- (2) Direct the undergraduate program, which shall include any sub-undergraduate (institute) studies.
- (3) Develop curricula appropriate to the undergraduate program.
- (4) Coordinate the undergraduate program with supporting services such as, but not limited to, enrollment management, library services, and publications.
- (5) Select and evaluate undergraduate faculty based on their academic, doctrinal, philosophical, and spiritual competency as they relate to the overall objectives of VACU.
- (6) Formulate the undergraduate strategic plan and budget.
- (7) Perform such other duties as are stated in the authorized position description approved by the Board.

### **Section 6. Job Description (Essential Duties) of the Dean of Graduate Studies**

Subject to the control of the Board of Trustees the Dean of Graduate Studies shall:

- (1) Direct the School of Graduate Studies generally.
- (2) Direct the graduate program.
- (3) Develop curricula appropriate to the graduate program;
- (4) Coordinate the graduate program with supporting services such as, but not limited to, enrollment management, library services, and publications;
- (5) Select and evaluate graduate faculty based on their academic, doctrinal, philosophical, and spiritual competency as they relate to the overall objectives of VACU;
- (6) Perform such other duties as are stated in the authorized position description approved by the Board.

### **Section 7. Job Description (Essential Duties) of the Dean of Student**

The Dean of Student is a member of the President's Cabinet and Academic Leadership Team. Responsibilities include oversight of Student Life departments, working through directors and execute initiatives and ongoing responsibilities as student counselor.

Subject to the control of the Board of Trustees Dean of Student shall:

- (1) Lead the student leadership initiative and the recruitment of student leaders.
- (2) Direct enrollment management, including student recruitment, admissions, and student records.
- (3) Direct such services appropriate in number and kind to the student body profile and to the mission of VACU that support the physical, social, moral, spiritual, and intellectual development of students, including security and health, housing, food, bookstore, mailroom, computer lab, athletics, student government, orientation, financial aid, academic and other student records, conduct guidelines, grievance and complaint procedures, counseling (personal, academic, career, spiritual), and opportunities for spiritual ministry and community service.
- (4) Ensure the availability of adequate facilities and equipment to support student services functions.

(5) Inform students regarding the services available to them and monitor the effectiveness of student services.

(6) Develop, publish, and make available to appropriate users such institutional publications that are necessary for Student Affairs mission fulfillment and consistent with accepted standards for postsecondary Christian education, including the student handbook, Website, and recruiting and promotional material.

(7) Formulate the Student Services Office strategic plan and budget.

(8) Perform such other duties as stated in the authorized position description approved by the Board.

(9) Develop strategic enrollment projections of each program.

(10) Counsel students as referred by the Student Life staff.

(11) Administer the orientation for all new students. Advise the faculty of matters relating to student life.

(12) Oversee the enforcement of the community life covenant and the standards of conduct. Maintain log of disciplinary activity.

(13) Conduct or oversee training and chapel presentations, such as alcohol awareness.

(14) Assist with student meditation and conflict resolution as needed.

(15) Assist with incoming student interviews as needed to promote retention.

(16) Represent the VACU at national and regional Student Development conferences and information periodically with other educational institutions.

### **Section 8. Job Description (Essential Duties) of the Financial Director.**

The Financial Director oversees the business services functions to include but not limited to accounting, cash management and banking, purchasing, payroll, accounts payable and received and restricted plant fund projects, and provides control and maintenance of the financial records for the VACU.

The Director of Finance is involved in those activities of the VACU program which are concerned with financial operations.

Subject to the control of the Board of Trustees, the Financial Director Shall The duties and responsibilities of the Director of Finance are summarized as follows:

(1) To provide current financial information to the President and the Board.

(2) To assist in the preparation of the VACU's budget.

(3) To disburse VACU funds within the parameters of the Board approved budget.

(4) To maintain accurate financial records, purchase orders, and any other accounts necessary for budget control, including audit trails.

(5) To collect moneys owed the VACU.

(6) To supervise the purchase of instructional materials, library references, textbooks, and computers.

(7) To perform any other duties requested by the President.

### **Section 9. Job Description (Essential Duties) of the Advisor of International Student**

The Advisor of the International Student will report to the Director of Administration. The Foreign Student Advisor will be responsible for: The Foreign Student Advisor will report to the Academic Dean. Subject to the control of the Board of Trustees, the Advisor of International Student shall:

- (1) Advising foreign students regarding the necessary documents surrounding enrollment at VACU.
- (2) Processing 1-20 Forms for international/foreign students.
- (3) Preparing foreign students' admission files for review by the Director of Admissions, after which a letter of acceptance can be issued.
- (4) Contacting other school advisors to secure necessary documents for transfer students to enroll at VACU.
- (5) Maintaining contact with foreign students to assess their needs for enrollment at VACU.
- (6) Assisting foreign students in finding housing within the surrounding areas of the VACU.
- (7) Assisting foreign students in securing a Social Security card, if applicable.
- (8) Attending NAFSA meetings, as needed.
- (9) Managing quarterly orientation sessions for students with F-I Visas.
- (10) Answering email inquiries from foreign students
- (11) Checking students with part-time status for the purposes of INS reporting.
- (12) Reporting address changes of students with F-1 Visas to the INS.
- (13) Helping students apply for off-campus employment.
- (14) Assisting graduates to apply for optional professional practical training.
- (15) Answering telephone inquiries, as needed.
- (16) Supervising students in work-study program, if any.
- (17) Preparing monthly/quarterly reports, as requested.
- (18) Occasionally perform any other duties as requested by the Academic Dean.

### **Section 10. Job Description (Essential Duties) of the Director of General Education**

Subject to the control of the Board of Trustees, the General Education Director shall;

- (1) Manage the office of General Education generally.
- (2) Supervise and control General Education of VACU.
- (3) Develop curricula appropriate to General Education part.
- (4) Develop, publish, and make available to appropriate users such institutional publications that are necessary for General Education.
- (5) Formulate strategic plan of General Education and budget.
- (6) Perform such other duties as are stated in the authorized position description approved by the Board.

### **Section 11. Job Description (Essential Duties) of the Registrar**

The Registrar directs and coordinates all facets of the operations of the Registrar's Office including student registration and records. Class schedules, instructional space assignments, graduation clearance, and other related matters. Plans and develops strategies for maintenance and upgrading of academic information infrastructure.

The Registrar is involved in those activities which are concerned with the overall administration of student records and transfer credit. The duties and responsibilities of the Registrar are summarized as follows:

- (1) To safeguard the Official seal of the school.

- (2) To record and safeguard student records and transfer credit.
- (3) To evaluate and update student credits for graduation.
- (4) To process registration of new and continuing students.
- (5) To tabulate or gather the following data for the quarterly report:
  - (a) Number of graduating students. (b) Number of students on academic probation. (c) Number of students terminated / withdrawn. (d) Number of transfer students. (e) Number of re-entry students
- (6) To issue graduation diplomas and certificates.
- (7) To issue official and unofficial student transcripts.
- (8) To participate in the preparation of documents needed by state educational agencies or accreditation agencies.
- (9) To draft reports as required by the Academic Dean.
- (10) To perform other duties as required by administration.

### **Section 12. Job Description (Essential Duties) of the Director of Admissions.**

Directs the daily operations of the admission of VACU. Assists in policy-making, strategic planning, budgeting, and assessment of matters related to the advertising, recruitment, and admissions for academic programs.

Subject to the control of the Board of Trustees, the Director of Admissions shall; The Director of Admissions is involved in those activities which are concerned with recruitment of new students and implementation of admission policies. The Director of Admissions is directly responsible to the Academic Dean.

The duties and responsibilities of the Director of Admissions are summarized as follows:

- (1) To administer the recruitment and admissions program of the VACU.
- (2) To supervise recruitment representatives of the VACU.
- (3) To attend VACU fairs and recruitment events.
- (4) To establish academic files or records for each potential student.
- (5) To tabulate or gather the following data:
  - (a) Number of Student Inquiries (by semester). (b) Number of Applications processed (per semester).
  - (c) Number of Student Interviews (per semester). (d) Number of new Students Accepted for enrollment (per semester). (e) Number of Matriculated Students (per semester). (f) Number of Transfer Students (per semester). (g) Number of students Rejected for Admission (per semester).
- (6) To process application papers of new students.
- (7) To conduct transcript evaluation for compliance with admissions requirements.
- (8) To attend meetings and committees as required by administration.
- (9) To implement advertising activities of the school.
- (10) To perform other duties as required by administration.

### **Section 13. Job Description (Essential Duties) of Librarian**

The Librarian as Director of Learning Resource Center is a professional staff member who manages the integrated library system (ILS) and the technical service of the Learning Resource Center through

oversight of the acquisition, cataloging and classification, preparation and preservation of material resources.

Subject to the control of the Board of Trustees, the Librarian shall; The Librarian shall report to the Director of Administration and in the absence of the President. The Librarian shall be responsible for:

- (1) Enforcing library Policies and Procedures as published in the VACU Policy and Regulation Manual.
- (2) Supervising the library and library staff.
- (3) Maintaining and cataloguing the current inventory of books, textbooks, instructional equipment and materials housed in the library.
- (4) Maintaining and revising a growth plan for the library's acquisition of holdings and materials.
- (5) Preparing purchase orders and processing of all library purchases.
- (6) Advising the faculty of new textbooks or books purchased by the Library.
- (7) Working with the faculty members and students regarding new purchases.
- (8) Answering all inquiries related to instructional materials and library holdings, to include journals.
- (9) Preparing a monthly report to show the statistics of the library, including attendance and use of Library holdings.
- (10) Assist the students in the operation of computer stations and Internet searches.
- (11) Attending all the Executive Council meetings.
- (12) Repairing all the educational equipment, if in need of repair.
- (13) Meeting with the Academic Dean to discuss the needs of the Library.
- (14) Performing an annual Self-Evaluation Report (SER).
- (15) Perform any duties as requested by the administration.

#### **Section 14. Job Description (Essential Duties) of Director for information Technology System**

Subject to the control of the Board of Trustees, the Director for information Technology shall;

- (1) Assist staff and public with using electronic information sources, software, Internet, I D Card of student, faculty.
- (2) Perform original and edit cataloging, Account management system, technical system of library of VACU.
- (3) Resolve cataloging problems and maintain online public catalog and website.
- (4) Also coordinate for the Librarian in library management.
- (5) Also developing website and technical system of school; ensures the right information of the students file.

#### **Section 15. Job Description (Essential Duties) of Accountant**

The Accountant performs the business services functions to include accounting purchasing, payroll, with the Director of Finance for the VACU.

Subject to the control of the Board of Trustees, the Accountant shall:

- (1) To perform payment according to budget and manage of check book.
- (2) To maintain accurate financial records.
- (3) To collect moneys owed the VACU.

- (4) To supervise the purchase of instructional materials.
- (5) To perform any other duties of finance requested by the President with the Director of Finance for the VACU.

## 2. Professional Qualification of Faculty

Faculty (professor) of VACU must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples of student for glory of God. Every board, administrator, staff and faculty member must sign, the Statement of Belief and Covenant or Doctrinal Position, Philosophy of Education, and distinctive principles of VACU.

Our Faculty (professors) rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great basic doctrines of the historic Protestant Christian faith and the Westminster Confession. Therefore, all faculty of VACU will maintain its theological position. In addition to the General Regulation of the University,

Every board, administration, teaching staff (professor) of VACU and faculty member must sign, the Statement of Belief and Covenant or Doctrinal Position, Philosophy of Education, and distinctive principles of VACU. Faculty (professors) of VACU rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great basic doctrines of the historic Protestant Christian faith and the Westminster Confession.

All faculties (professor) of VACU will maintain its theological position. In addition to the General Regulation of the University, our professor(teacher) must have degrees such as the Doctor of Ministry (D.Min. or D.C.E), and Doctor of Theology(Th.D.) or Ph.D. degree, after receiving the Master of Theology (Th.M.) and M.Div. or MA degree in accordance to their major field of study.

### 1) Standards and Evaluative Criteria of Undergraduate Professor of VACU.

(1) There must be one full-time, contracted, academically and spiritually qualified faculty for each major/program offered, including general education, to teach and provide teaching-related duties, such as advising and curricular oversight needed for the institution, and whose job responsibilities are specifically spelled out in the contract and a job description.

(2) There must be a faculty of sufficient size to exercise the duties expected of a faculty and to provide the instruction needed for the institution to fulfill its purpose.

(3) Faculty members must know, understand, and respect the purpose, objectives and philosophy of VACU.

(4) The faculty must possess the appropriate academic credentials and experiences for their teaching assignments for students. Professor of VACU hold at least the master's degree in their teaching field from an accredited institution in order to teach at bachelor's level.

(5) The required percentage of full-time faculty must possess an earned accredited degree from an accredited institution.

\* At least thirty percent (30%) of all faculties possess the doctorate in their teaching area from an accredited institution.

\* At least twenty-five percent (25%) of all faculties hold the doctorate in their teaching field for each major offered.

(6) The full-time faculty must represent a good mix of maturity and teaching experience.

(7) Full and part-time faculty employed by VACU must have, on file, official personal and professional information in the appropriate institutional office such as contracts, evaluations, transcripts, and other pertinent data.

## **2) Standards and Evaluative Criteria of Graduate Professors of VACU**

Membership in the graduate faculty must be based upon such criteria as possession of the earned doctorate degree in the appropriate field, considerable teaching and research experience, publishing, and other academic endeavors and participation in relevant professional societies.

(1) Faculty involved in teaching and curricular-advising assignments at the master's and doctoral levels must be academically and professionally qualified.

(2) Faculty involved in graduate teaching must regularly be evaluated by VACU through an established process.

(3) VACU must established policies and procedures for graduate faculty recruitment and selection.

(4) VACU must maintain in the appropriate academic office up-to-date graduate faculty files containing official transcripts, contracts, evaluations, development data, and other such materials.

(5) VACU must provide a clear, written, graduate-level faculty advising process.

(6) The graduate faculty must know, understand, and support the purpose, objectives, and philosophy of VACU.

(7) VACU must have written policies regarding graduate faculty appointment, retention, advancement, and dismissal.

## **3. Workplace Violence Policy**

The Virginia Christian University is committed to maintaining an environment for its students and employees, who is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the VACU, vendors and those having no legitimate purpose to be on the VACU's campus.

To ensure a safe environment for employees and students, Virginia Christian University prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within VACU facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Virginia Christian University prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

**1) Emergency Procedures:** Call Public Safety at 911 or extension 6211.

**2) Immediate Physical Danger**

- (1) Get out of the area and away from the immediate threat.
- (2) Call Public Safety immediately after you are in a safe place.

**3) Violence Committed**

Call Public Safety immediately if a person commits an act of violence against you or another person.

**4) Intimidating Situation**

Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions). Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the dispatcher all the facts and remain on the line until the officers arrive.

**5) Non-Emergency Procedures**

If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

(1) Report instances of intimidation or concerns about workplace violence to your direct supervisor. \* Determine with your supervisor if the issue can be resolved at this level. \*If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the President of VACU.

(2) If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the Investigation Officer of VACU (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought.

(3) Upon receipt of the written complaint, the Investigation Officer of VACU will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the IO will determine what further investigative action is required.

(4) After the initial discussion(s) with the complainant, the Investigation Officer of VACU will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

- (a) Interviewing the party(ies) alleged to have committed the act;
- (b) Interviewing witnesses identified by the complaining or accused party; and
- (c) Reviewing documents relevant to the complaint.

(5) As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the Investigation Officer of VACU will determine the appropriate actions to be taken.

(6) The IO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the Investigation Officer of VACU believes a violation of the VACU's Workplace Violence

policy has occurred and whether or not resolution has been achieved. The IO's report shall be completed 'within 30 days of receipt of any complaint(s); however, such time may be extended for an additional 30 days if necessary.

(7) If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment.

(8) Either party may appeal, in writing, the decision of the Investigation Officer of VACU by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within 30 calendar days of receipt of the appeal.

(9) All reports of concerns made under this policy are confidential. The confidential records will be kept in the office of the Investigation Officer of VACU. Supervisors, the Investigation Officer of VACU and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the Investigation Officer of VACU and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the Investigation Officer of VACU, and/or other necessary persons.

#### **4. Unauthorized Entry**

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or university official except by permission or invitation of the resident student or the appropriate university official or faculty member.

#### **5. Academic Freedom**

The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. The teacher is entitled to freedom in the classroom in discussing his/her subject, but s/he should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

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

## 6. Academic Freedom Statement

True freedom can exist only within the framework of an authority structure derived from Triune God and based upon the Word of God. Within that context the freedom to pursue and disseminate truth is necessary to the proper functioning of VACU. This freedom will involve exploring new frontiers of learning, meeting great minds of the past and present, encountering and evaluating divergent ideas—all engaged from the framework of historic Christian orthodoxy.

VACU is committed to the historic beliefs and practices of the conservative Reformed theological framework as expressed in the Doctrinal Statement found in the Catalog. Accordingly, members of the administration and faculty are expected to be in agreement with those theological beliefs. Faculty members are encouraged to expose students to a variety of divergent views, but in a way that will not violate but rather enhance the integrity of the mission and vision of the university.

## 7. Academic Year

The academic year at VACU is based on two semesters, which run approximately as follows: Fall Semester runs from early August (second week) to End-November (last week). Winter term(module) runs from early January (second week) to mid of February (first week). Spring Semester runs from early February (Monday, second week) to End-May (last week). Summer term(module) runs from July (second week) to mid-August (first week). The regular weekly schedule of classes includes Saturday sessions.

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## Chapter 4: Attendance Policy of Student

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It is the privilege of VACU to provide quality instruction in an environment where learning can flourish. In order to receive maximum benefit from the instructional program, students are expected to attend school regularly and be punctual each day and each class time of lecture for best learning. It is understood that good attendance positively impacts the learning process.

Good school attendance is so very important. School attendance very closely correlates with academic performance in schools; therefore, enforcing compulsory school attendance is everyone's job both law enforcement and schools. We, as attendance workers must work hand in hand with law enforcement to keep students in school. If allowed to continue violating school attendance law, student will sooner or later become a dropout statistic. Every student deserves an education, and we must see that they attend school to get an appropriate education. School attendance workers have an important part in building our future.

### 1. Class Attendance

Regular and punctual attendance in classes is expected of all students at VACU. Each faculty member is to state in writing to all students in a class the attendance policy for that class. The faculty member is the judge of whether the student has met the stated attendance requirements of the course.

Class attendance is considered essential to the educational process. VACU subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets through the final exam. **(1)** The professor must receive the names of students from the office of VACU. **(2)** The professor must call attendance from those who have registered for every class. **(3)** The professor must verify the student through their ID and attendance record the first day. **(4)** The professor must announce the class policy to their students for the attendance of class. **(5)** The professor will report to the school office on those students who have missed two or more classes.

Recognizing that situations may arise to prevent a student from attending a class, VACU will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to VACU Office according to the Withdrawal Procedures described in VACU Catalog and Faculty Handbook. Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attenders are at risk of alienation from education that can lead to decreased options for future pathways.

## 2. Seminar Attendance

The success of a seminar depends upon the regular attendance and participation of each member. For this reason, an unusual number of absences from the regular meetings of a seminar will result in a grade of F for the course, despite completion of other requirements.

## 3. Special Absence

All absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, recovery from an accident, required court attendance, educational tours and trips, and certain religious holidays. If a student is absent from school, his/her family should call the School office at (703) 250-8711, report the absence. It does not alleviate your responsibility to provide a written excuse, as directed in this policy. A student shall not be absent from school or from any other required school hours except for illness or other providential cause, unless with written permission of the teacher, or other duly authorized school official.

## 4. Illegal Excuse

A student, who is absent from school without legal excuse, will be marked as being unexcused for the period of each absence. Students will be notified of their responsibility for their unexcused absences by the proper school authority;

(1) The office of VACU will also send a notice by mail to the students who have accumulated three absences from the class of school, informing them of the attendance policy and inviting them to contact VACU Office to discuss the matter.

(2) An unexcused absence occurs when the student does not provide, within two (2) days after an absence, an explanatory note signed by the student or visitation by a physician, which satisfies the criteria for excused absence. After three (3) days unexcused absences from school or the class, an official notice of unexcused absence will be sent to the student. The notice will list the dates of unexcused absences and notify students that any further illegal absence constitutes a summary offense under the School Code.

## 5. Excused Absence

Excused absences may be granted for: illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, family trips, religious holidays, and exceptionally urgent reasons which affect the student, and which do not include work at home. Absences for other reasons will be considered unexcused. For an absence to be excused, the student must send a note to the office of VACU within two (2) days after each absence or the day of absence.

Instructor(Professor)s may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the students' responsibility to monitor absences and to comply with the instructors' syllabus concerning make up work. Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an F based on grade performance in the course. Grades will not be raised or lowered based directly on attendance.

## 6. Early Excuse

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or Academic Dean. If student wish to be excused early during the school day, student must present a note to the Academic Dean of VACU. The note should indicate (1) the date and time of dismissal; (2) appropriate reason of absence; (3) signature of the student. The secretary of VACU will issue an "early dismissal" slip to the student, which student must present to the teacher (for his/her signature) at the time of departure of the student. If student return to VACU on the same day, student is to report to the office or Academic Dean before going to class.

## 7. Appeals Process

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate chief instructional officer or his designee. The appeal must be submitted in writing within one week of the incident.

## 8. Assignments

Students are expected to spend **two-three hours** outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class. Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day. The student alone assumes responsibility for all absences. A student who presents the instructor with an adequate and documented reason for an absence normally will be given an opportunity to make up the work missed. The responsibility for initiating the request to make up class work missed is vested in the student.

# Chapter 5: Emergency and Crisis Procedures

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## 1. Trespass

- (1) Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible of trespass.
- (2) Any individual refusing to leave a residence hall room as directed by the occupant(s) of that room is responsible of trespass.
- (3) Any unauthorized individual entering or attempting to enter university property which has been closed, locked and/or posted shall be responsible of trespass.

## 2. Unauthorized Use of University Property or Documents

No student shall use, possess, or sell any parking decal, VACU Access Key, keys or official university documents issued by the university to another individual. Specifically, this prohibits the following infractions:

- (1) Use, possess, lend, or sell a parking decal which was not specifically issued to and paid for by the student holding the decal.
- (2) Use, possess, lend, or sell a VACU Access Key to obtain entry or services to which the individual is not entitled.
- (3) Use, possess, lend, or sell any university keys not specifically issued to the student.
- (4) Use of official documents or identifying information by a student not authorized to do so.

## 3. Violence to Persons and Weapons

"Be ye therefore followers of God, as dear children; And walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet-smelling savour" **(Ephe.5:1-2)**.

- (1) No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.
- (2) No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus.
- (3) Realistic facsimiles of weapons are also specifically not allowed.
- (4) Rifles, shotguns and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the university police station.
- (5) Weapons used for hunting must be checked and removed from campus at the end of the appropriate hunting season.

# Chapter 6: Academic Policies

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## 1. Academic Dishonesty

### (1) Academic Misconduct.

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or unadministered test. Examples include, but are not limited to:

Stealing, buying, or otherwise obtaining all or part of an administered or unadministered test. Selling or giving away all or part of an administered or unadministered test including questions and/or answers.

Bribing any other person to obtain an administered or unadministered test or any information about the test; Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.

Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.

Entering a building or office for the purpose of obtaining an administered or unadministered test. Any buying or otherwise acquiring any theme report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.

Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.

### (2) Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered. Examples include, but are not limited to:

- a) Copying from another student's test paper.
- b) Allowing another student to copy from a test paper.
- c) Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member.
- d) Collaborating on a test, quiz, or other project with any other person(s) without authorization
- e) Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.

- f) Taking a test for someone else or permitting someone else to take a test for you.

### **(3) Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

- a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- b) Listing sources in a bibliography not used in the academic exercise.
- c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- d) Submitting as your own written work, sculpture, etc. prepared totally or in part by another.

### **(4) Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- a) Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- b) Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
- c) Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- d) Copying another student's essay test answers.
- e) Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- f) Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.
- g) Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

### **(5) Withdrawal of a Degree**

The University reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it

had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

## 2. Academic Evaluation

Students are evaluated at the end of each term, based on the grades received by the deadline noted on the grade sheets. The rules for determining whether a student is in good academic standing are printed in the catalog of VACU. Listings of Academic Committees of VACU are generated by the Dean of Student to show which students are to receive warning letters, to be continued on, placed on, or removed from probation according to the rules governing academic evaluation.

The Virginia Christian University has a committee that reviews these cases, arranges for interviews with students when appropriate, considers petitions for readmission of students who have been dropped, and recommends appropriate action.

## 3. Academic Freedom

The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. The teacher is entitled to freedom in the classroom in discussing his/her subject, but s/he should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

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

## 4. Academic Standing

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. The conditions associated with each of these classifications are described below and are intended to be used to guide the student in his/her academic planning. In particular, a student

placed on academic probation must meet with his/her academic advisor to develop an academic strategy for success that will also allow him/her to be removed from academic probation.

**(1) Good Standing...**Good standing status is assigned to the term record of any undergraduate student with a term and cumulative grade point average (GPA) above the standard of 2.00 at the close of the term.

**(2) Academic Probation....**An undergraduate student will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Students on probation must meet with their academic advisor to develop a written academic plan and establish GPA goals using the Veigel GPA calculator. While on probation, a student must adhere to the conditions of the program of study in which he/she is enrolled. For example, a student enrolled in a full-time BBS program must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. A student in a part-time BBS program can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that the student achieve both a term and cumulative GPA of 2.00 or higher in a subsequent term.

### **(3) Dismissal**

**A. Term Grade Point Average...**An undergraduate student will be dismissed from the University when his/her term GPA falls below the 2.00 standard for three (3) consecutive terms.

Students who earn a term GPA below 1.00, not including their first term at VCU, may be automatically dismissed from the University. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a term GPA below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

**B. Cumulative Grade Point Average....**An undergraduate student will be dismissed from the University when his/her cumulative GPA remains below the 2.00 standard for the probationary period of three consecutive terms unless an extended period is approved by Academic Dean.

Students who earn a cumulative GPA below 1.00, not including their first term at Drexel, may be automatically dismissed from the University. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below. First term students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

**C. Subject to Dismissal...**At the end of the probationary period (three consecutive terms), a student is subject to dismissal. The decision to dismiss a student who is subject to dismissal rests with the VACU and entails a thorough review of the student's academic record, progress and plan. Students whose academic standing is classified as subject to dismissal must meet with their academic advisor to discuss their academic standing, progress and plans.

**D. Right to Appeal a Dismissal Decision...**A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition to the Office of VACU or the Academic Dean.

The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from the University and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Committee of his/her college or school in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting. If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Committee before the Wednesday of the second week of the term. After that date, appeals will be considered for the subsequent term.

**E. Terms of Reinstatement after Dismissal...**Reinstatement to the University through the Academic Standing Committee of the VACU is subject to the following conditions:

**a) For full-time students....**The student is expected to meet the Academic Standard of the University by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student must enroll in and complete no fewer than twelve (12) and no more than fifteen (15) credits unless otherwise approved by the Academic Committee.

During the period of reinstatement, a student cannot change his/her program of study or status. Inter-college transfer requires that a student is in good standing that is, above a GPA of 2.00 for such transfer to be considered unless the transfer is approved by the Deans/Directors of both units. A student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the GPA standard as established under the conditions of reinstatement (nominally 2.00), he/she will be dismissed from the University.

**b) For part-time students....**The student is expected to meet the Academic Standard of the University by the time he/she is to graduate, that is, a cumulative GPA of 2.00. The student can enroll in and complete no more than eleven (11) credits during the readmitted term. The student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the 2.00 GPA standard as established under the conditions of reinstatement, he/she will be dismissed from the University. Failure to meet the above conditions will result in dismissal from the University. Such dismissal is considered final unless overturned by the Academic Dean/Director of the VACU. A final dismissal decision may not be appealed.

**F. Final Dismissal....**Students (a) who do not appeal the initial dismissal decision, (b) who receive a negative decision from the Academic (Standing) Committee, or (c) who fail to meet the conditions of reinstatement, are severed from the University. Such students may apply to VACU for reinstatement but must complete twenty-four (24) transferable credits at another institution with a minimum GPA of 2.50 to be considered for reinstatement.

## 5. Academic Transactions

**(1) Add....** During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions, by using a document of VACU for students. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

**(2) Drop....** Please note that "dropping" a course and "withdrawing" from a course are distinct actions and are governed by different policies. (See "Course Withdrawal Policy" below.). For both graduate and undergraduate students, courses may only be dropped during the "drop period" lasting from the beginning of the enrollment period through the end of the second week of the quarter. Dropping a course results in the course being removed from the student's academic record without a "W" appearing on the transcript, specifically, neither the course nor the grade of "W" appears on the student's transcript. Freshmen and new first-term transfer students must meet with their academic advisors to drop courses during the first quarter.

For "accelerated courses," which normally last five weeks, the drop period is limited to the first week of the course. Thus, for accelerated courses given during weeks one through five of the regular term, the drop period is week one; for accelerated courses given during weeks six through ten of the regular term, the drop period is week six (of the regular term).

**(3) Course Withdrawal....** Undergraduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week of the semester. Specifically, the last day to withdraw from a course is the Friday of the third week of the semester. For undergraduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the third week.

Graduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week of the semester. For graduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the third week of the semester.

Withdrawing from a course causes both the name of the course and the grade of "W" to appear on the student's transcript. Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor's written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the "ENROLL/WITHDRAW" form available from the Office of VACU.

Where extenuating circumstances obtain, students may petition the Academic Dean of VACU to withdraw from classes from the sixth week through the tenth week of the term. If the petition is

persuasive, the Academic Dean sends a recommendation to the President, with an explanation of the circumstances. The President will review the recommendation and make the final decision supporting or not supporting the recommendation. Course withdrawals relating to previous terms require that the same procedure be followed.

Students are strongly encouraged to consult with their academic advisor and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

**(4) Credit Limitation ....** Undergraduate students may not schedule more than 21 credits in a term without written approval from their academic dean or VACU director for Bachelor degree. The maximum course load during regular semester is 15 credits for all course; include Bachelor and Master course. There are billing implications for those students who register for more than 18 credits per semester. (see Maximum Course Load of Catalog of VACU).

## 6. VACU Honor System

In a VACU community, there can be no doubt that honor and the pursuit of knowledge are intertwined. An honor system must be believed in, supported by and administered by the entire VACU community. Upon enrollment at Virginia Christian University, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing. The Honor System at VACU does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age or disability.

All academic work such as, but not limited to, examinations, papers and other written or electronically submitted assignments is submitted pursuant to the Honor Code, and shall contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

**The Honor Code...**Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

(1) Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but

are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.

(2) Giving false or misleading information regarding an academic matter.

(3) Copying information from another student during an examination.

(4) Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.

(5) Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.

(6) Selling or giving to another student unauthorized copies of any portion of an examination. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.

(7) Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.

(8) Falsifying material relating to course registration or grades, either for oneself or for someone else.

(9) Falsifying reasons why a student did not attend a required class or take a scheduled examination.

(10) Taking an examination in the place of another student.

(11) Making unauthorized changes in any reported grade or on an official academic report form.

(12) Falsifying scientific or other data submitted for academic credit.

(13) Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.

(14) Committing the act of plagiarism - the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.

(15) Using computing facilities or library resources in an academically dishonest manner. Falsifying evidence or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

## 7. Academic Advising Process

The advisor assists students in shaping their educational experience to meet specific intellectual, personal and career goals. Advisors do not decide the student's goals or program, but help students learn how to develop appropriate goals, make good choices that enhance learning and personal growth, and succeed in and out of the classroom.

During summer orientation, all new students are assigned to a faculty or professional advisor who discusses with them the university's various programs of study, academic policies and procedures, advanced placement/exemption testing, and registration procedures. At that time,

students plan their course of study and register for fall semester classes. Advisors continue to work with first-year students until midway through the spring semester, at which time first-year students that have declared a major are assigned to advisors in their academic department or school.

## 8. Financial Aid and Scholarships

**(1) Policies...**Assists students with financing their higher education through scholarships, grants. Students must be degree seeking and making satisfactory academic progress to be considered for financial assistance. A detailed description of financial aid programs and general related requirements are on the Financial Director.

**(2) Outside Aid...**Outside aid can be scholarships (VACU or private), tuition waivers, veteran benefits, etc. A recipient of financial aid at VACU should notify the Financial Director of VACU for Financial Aid and Scholarships in writing of any other form of outside financial assistance received during the period for which aid is granted.

All outside scholarship checks forwarded to VACU should contain instructions on which semester(s) they should be applied. Scholarships received with no instructions will all be applied to the semester in which they were received. In some situations, federal and state regulations will require the the Financial Director and Scholarships to modify an existing financial aid package based on a student's receipt of outside aid. The potential exists for students to be required to repay financial aid funds already received.

**(3) Satisfactory Academic Progress...**Minimum standards have been established governing satisfactory academic progress that a student must meet to be considered for financial aid. If aid is denied and the student has extraordinary circumstances, a letter of appeal may be submitted. Appeal forms and a copy of the satisfactory academic progress policy can be found in the Office of VACU.

# Chapter 7:

## Faculty Staff, Prosperity

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### 1. Salary Grade and Range

Virginia Christian University has established a salary grade structure for classifying positions in the Administrative/Professional, Support Staff (Clerical/Secretarial) and Service Maintenance employment categories. Each employee group has a specific number of salary grades and each salary grade has a pay range identified by a minimum, a midpoint, and maximum of the range. The pay plans for each employee group are reviewed annually by the Board of Trustees to reflect the goals of internal equity and external competitiveness. Periodic salary surveys are conducted as a part of this process.

### 2. Determinants of Pay

It is the policy of this University to hire Support Staff employees at a pay-rate from the minimum to the midpoint of the salary range. In determining the starting hourly rate of pay, careful attention is given to the individuals' level of education, skills, and relevant experience.

### 3. Salary Increases

Regular full and part-time Support Staff employees may receive salary increases consistent with guidelines and rates approved each year. Compensation program of Virginia Christian University also provides that discretionary increases based on performance may be authorized annually and may be given as a reward for performance to regular, full and part-time employees. A discretionary increase may be given once a year provided the increase does not result in exceeding established salary ranges.

### 4. Tuition Benefit for Employees

Full-time employees are eligible immediately upon hire to receive free tuition for coursework at the Virginia Christian University, subject to the following conditions:

1) Employees are to be enrolled in one course per term. When the course is offered during the employee's normal work schedule, permission may be granted by a supervisor, upon written request, to take classes during work hours. If approved, the work will be made up by adjusting the employees work hours or may be counted as vacation time or leave without pay.

2) Additional coursework, beyond the one course per term schedule may be taken outside of normal working hours.

3) Employees must complete the appropriate Tuition Request Form, prior to enrollment in any class or program. Forms are available through the office of VACU.

4) Employees must apply to the Office of Admissions for the Virginia Christian University and must be admitted according to published admissions standards and deadlines.

- 5) Employees must apply for all eligible financial aid grants from the University and/or assistance prior to receive this tuition benefit.
- 6) Employees are admitted into a course on a space-available basis. If a course becomes oversubscribed, preference will be given to paying students.
- 7) Cost of private instruction, tuition for non-credit special programs and workshops, laboratory fees, independent study, internships, activity and other special fees are not included.
- 8) For summer sessions, the tuition is contingent upon whether the Virginia Christian University has met minimum course enrollment requirements. It is the employee's responsibility to verify through the Office of the Registrar that the minimum has been met.
- 9) The tuition benefit does not apply to directed study during summer terms, including summer student teaching and internships.
- 10) If an employee transfer to part-time employment or leaves Virginia Christian University employment before the course is completed, the employee may be required to reimburse the cost of the course. Future courses will not fall under the tuition benefit plan unless the employee returns to a full-time status.

### 3. Leave of Absence

The Virginia Christian University will consider requests for leave of absence, without pay, from full and part-time staff members employed for more than six months. A leave of absence is normally granted for medically related purposes. This includes maternity or other temporary disabilities that prevent an employee from performing assigned duties. A leave of absence without pay will normally be granted for periods not exceeding three months and will normally follow the use of paid sick leave and any applicable short-term disability leave. A formal leave may also be granted for education where Life University will derive direct or indirect benefit upon your return to work, and for exceptional reasons.

During a period of formal leave of absences, VACU 's contribution to the retirement plan will cease. All employees' privileges will terminate for the period of the leave of absence. At the time of the return, the employee can be re-incorporated to the same or comparable position in his/her department at the same rate of pay. In circumstances where a formal leave of absence is not appropriate and at the discretion of the immediate supervisor and/or department head, the employee may be granted an administrative leave of absence without pay for up to one month. If the absence is expected to exceed one month, a formal leave of absence without pay must be requested. Vacation and personal leave continue to accrue during an administrative leave.

Other benefits also remain in effect except when the administrative leave of absence results in a formal leave of absence. If this happens the leave of absence becomes effective retroactively to the date of the administrative leave.

Full-time employees are eligible for paid parental leave of up to one week, in addition to an unpaid leave of up to five weeks, for the birth or adoption of a child. Part-time employees who work an average of 20 hours per week and who have been employed for 12 months are eligible for an unpaid parental leave of up to six weeks for the birth or adoption of a child.

Parental leave may not begin later than six weeks after birth or adoption, and normally may not be used in conjunction with sick leave or short-term disability leave. Employees are entitled to reinstatement to their

original or a comparable position at the same rate of pay. Request for parental leave should be submitted in writing to the department head for approval and forwarded to the VACU office in advance of the leave.

## 6. Bereavement Leave

In the event of death in the immediate family, full-time and part-time employees will be permitted a bereavement leave of up to three (3) days off with pay. Immediately family included spouse, child, parent or guardian, sister, parents-in-law, and any relative living in the employee's home.

## 7. Sick Days and Vacation

Every full-time employee and part-time employee will be entitled to five (5) days of absence for sickness with pay per year, after the first year of work. The entitled sick days can be taken one at a time or the five days may be taken at once.

Vacation is paid leave provided by Virginia Christian University to full-time employees at the rates indicated below. Full-time employees who work less than 40 hours per week, 12 months per year, receive vacation on a prorated basis. Vacation is accrued monthly. Use of earned vacation must be approved in advance by the supervisor and must be taken at times which will not interfere with the operational needs of the department. Pay in lieu of vacation is prohibited.

Any employee is eligible to use vacation following successful completion of a six-month introductory period. Employees who terminate before completion of the introductory period are ineligible for vacation pay. Employees may carry over five days of vacation per employment year, to be used by the end of the second employment year following the employment year in which it was earned.

## 8. Holy Days

Paid holidays are provided to full-time employees. Paid holidays are provided to part-time employees on a prorated basis. The following paid holidays are observed by Virginia Christian University: 1) New Year's Day, 2) Memorial Day, 3) Independence Day, 4) Labor Day, 5) Thanksgiving Day, 6) Friday after Thanksgiving, 7) Christmas Eve, and 8) Christmas Day. Additional holidays may be declared and determined by the Faculty Meeting or Board of Directors of VACU.

## 9. Personal Leave

With the permission of the immediate supervisor, personal leave time is available for those occasions when the employee must take a block of time off from work for business or personal reasons without using earned vacation for other than its intended purpose.

A maximum of three (3) work days or 24 hours, not consecutive, for not less than two (2) hours per time, will be allowed in a year of employment.

## 10. Privacy of Personnel Records

Personnel files are maintained on all Virginia Christian University employees. This University respects the confidentiality of the employee's personal information and it is its intention to release information from their files only in accordance with the guidelines.

The employees' personal file is available for review upon request to the President's Office or Record Keep file room. Official personnel records contain only job-related information that falls into the following general categories:

1) Information that the employee included with the employment application and/or resume along with employment eligibility verification.

2) Information on job changes that the employee has made that at the University, including job descriptions.

3) Information that is related to benefits and compensation, including salary letters. (4) Medical information that has been provided, if any.

5) All job-related letters and memos.

6) All required sign-offs, including but not limited to: (1) Grievance Policy, (2) Drug free workplace, (3) Non-discrimination policy and (4) Sexual harassment policy.

In response to external inquiries, the of the board of directors of VACU will verify dates of employment and job titles but will provide no other information to anyone without a written authorization from the employee, unless required by statute or an appropriate court order, summons, subpoena, or search warrant. Only documented, job-related information will be used as reference data. Any inquiries of personnel information must be directed to board of directors of VACU.

## 11. Personal Status Changes

It is the employee's responsibility to inform the University of any change of personal status, such as marital status or the number of dependents. Changes of personal record forms are available in the board of directors of VACU.

## 12. Career Opportunities/Job Posting

Full and part-time staff vacancies are announced internally in the Job Opportunities bulletin, published weekly and posted on bulletin boards at Virginia Christian University. A position must be posted for a minimum of five work days from the publishing date before it can be filled.

Employees who feel they meet the requirements of a posted position must contact the board of directors of VACU for an application. Employees serving an introductory period are not eligible for transfer or promotion until they have successfully completed the six-month probationary period. Any employee selected for promotion is expected to give the present supervisor the usual two-week notice and will be required to serve an introductory probationary period of six months in the new position.

### **13. Promotion and Transfer**

A promotion is defined as a job change, following the process of competitive recruitment, to a position classified at least one salary grade higher. An employee who is promoted will receive a 10 percent salary increase or the minimum of the new salary range, whichever is greater. A transfer is defined as a job change to a position classified at the same salary grade. A transfer is sometimes referred to as a lateral job move. No introductory probation period is required.

### **14. Job Position**

Re-allocation is defined as the upward or downward salary grade movement of a position because of increased or decreased job duties and responsibilities. Employees whose positions are re-allocated to a higher salary range because of a reevaluation of the position are eligible for salary increases based upon their knowledge, skills, abilities, and experience. All salary recommendations are subject to the approval of the Board of Directors of VACU. If the re-allocation is to a lower salary range because of re-evaluation of the position will not experience any change in salary. The adjustments will occur only when the job is vacated. No introductory period is required.

### **15. Lunch period, Rest break periods**

An unpaid lunch period is provided to all Support Staff employees daily. This lunch period should be coordinated with other staff members' schedules and approved by the supervisor. Every employee is entitled to a rest break for every two (2) hours of work time. This period is just to break the routine, not to leave the premises. Normally these breaks are taken mid-morning and mid-afternoon and are not to be used to make up any working time, or to leave a work session earlier. These breaks are to be coordinated with a supervisor.

### **16. Continuing Education Fee Reimbursement**

Continuing Education: The VACU will pay the tuition of one three-hour course per semester at any other qualified institution.

Professional Memberships: The VACU will pay membership dues for professional organizations for faculty members, provided those funds are requested as a part of the annual budget requests and approved by the board as part of the annual budget

# Chapter 8:

## General Duties of Employees

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### 1. Demotion

- 1) A demotion is defined as a job change to a position classification at least one salary grade lower.
- 2) A demotion may be voluntary, or it may be the result of an action initiated by the University.
- 3) A salary adjustment is associated with this job change.
- 4) An employee's salary will be adjusted to the same relative position in the new range that (s)he had in the old range. No introductory period is required.

### 2. Performance Evaluation

It is important that the employee knows what is expected on the job. This is accomplished initially through the job description when the employee starts to work at this University. In addition to the initial six-month introductory probation review, the new employee will be reviewed by the supervisor periodically. Evaluations are based on job content and performance standards that have been established prior to the time the performance was evaluated by the supervisor.

#### **The policy statement for Staff-Performance Assessment:**

It is the policy of VACU to intentionally help its administrative team to grow and learn and thereby enter into a mode of continuous improvement. This policy seeks to establish a systematic procedure for the assessment of individual performance and the subsequent forming of plans for the personal and professional development of each member of the VACA team. According to the VACU Schedule of Assessments, a Staff Evaluation is conducted every year during July. For each staff member, an evaluation sheet is completed by their supervisor. Staff members discuss results with their supervisor, and they develop a plan for improvement.

### 3. Training and Development

Whenever possible, Virginia Christian University provides opportunities for the education, training, and development of staff employees. Emphasis is placed on courses and programs which have been determined to be necessary and of general or specific benefit to an individual or a group of employees. Specially designed training programs tailored specifically for this University's employees, non-supervisory, as well as supervisory are periodically provided, in addition to on- the-job training provided by many individual departments.

### 4. Personal Appearance

An employee of Virginia Christian University is always expected to maintain a personal appearance appropriate to the work that (s)he performs. The image presented at Virginia Christian University should be one of moderation, neatness, and good taste. If the job requires a uniform, the employee is expected to wear it. Any question about appropriate dress, must be addressed with the employee's supervisor.

## 5. Attendance of Faculty and Staff

Every employee is expected to be conscientious about attendance and punctuality at work, be part of the team, and getting work done well by deadlines and in the right place. If for any reason the employee is to be late or absent from work, (s)he should personally contact the respective supervisor, no later than the normal starting time or before. Excessive absenteeism or tardiness can be grounds for counseling, warning, and terminations. Failure to personally notify the supervisor of the absence or tardiness may result in disciplinary action up to and including termination.

## 6. Meeting, Chapel Attendance

Employees are responsible for attending all departmental or staff meetings called by any Virginia Christian University's Officer. In addition, from time to time the University will sponsor informational meetings regarding in institutions strategic directions, benefits, or programs provided by the University.

All employees are permitted and encouraged to attend chapel when available. However, employees should schedule chapel attendance with their supervisor, making certain that important operational needs of the department or work area are covered.

## 7. Faculty Grievance Procedure

The VACU Faculty(Staff) Grievance Procedure is designed to establish a process for the prompt, efficient and just resolution of staff's grievances. Its processes are intended to complement informal approaches to resolving employee complaints and not to substitute for them.

### 1) General Provisions

The VACU Faculty (Staff) Grievance Procedure is administered by the Division of Human Resource and Labor Relation where the vice president leads the division.

#### Definition of "Grievance."

(1) A "grievance" is a written complaint submitted under the policy below alleging that an administrative decision affects the grievant and is either unfair, unjust, or in violation of established policies, procedures, or statutes of VACU.

(2) The term "grievance" includes a complaint lodged in response to a denial of promotion and/or tenure or the termination of an untenured staff member, which alleges procedural irregularities in the promotion and tenure or termination processes.

(3) The term "grievance" does not include a complaint lodged in response to a denial of promotion and/or tenure or a termination of an untenured staff member which challenges the validity of assessments made

by a complainant's superiors or colleagues on the substantive merits of the complainant's bid for promotion and/or tenure or reappointment.

(4) The term "grievance" does not include a complaint about the suspension or termination of tenured staff which, under provisions of the Staff Statutes, is within the competence of the Staff Hearing Committee.

## **2) Informal Resolution of Complaints**

Some complaints may be more effectively addressed and resolved by informal means than by invoking the formal grievance procedure. The grievance procedure should not be construed as a substitute for informal attempts to resolve complaints nor should its existence be taken to minimize the potential effectiveness of informal processes. However, an attempt to informally resolve a complaint is not a prerequisite to invoking the formal grievance procedure.

## **3) Initiation of a Grievance.**

The grievance document should identify the person filing the grievance and his or her employing unit. It should describe the nature of the complaint, the evidence in support of it, and the remedy sought. Supporting documentation (if any) should be attached.

If the formal grievance procedure is to be invoked, the grievant should initiate the process as soon as reasonably possible after he or she becomes aware of the basis for the complaint and after any efforts to resolve the matter informally under the policy above prove unsuccessful. Normally, a reasonable period of time within which to file a formal grievance is one month after learning the basis for it.

## **4) Processing a Grievance before the Labor Relation Hearing Committee**

The grievance procedure is initiated before the committee by filing a grievance document with the chair of the committee within three weeks after the matter was first submitted to the Vice President. Upon receipt of a grievance the chair of the committee shall calendar the matter for a preliminary review before the committee as soon as possible. If prompt preliminary review involves the necessity of a meeting during the semester or summer break, it is in the sole discretion of the committee to schedule a meeting during the break or to wait until the university is back in regular session. The chair of the committee will inform the Vice President of the meeting date at least one week prior.

## **5) Full Investigation of Grievance**

In conducting a full investigation, the committee may utilize any procedures it deems appropriate to the nature of the complaint, including any of the following:

(1) It may hold a hearing in accordance with the following procedures: The hearing is closed to all persons except as the committee may otherwise direct. The grievant or his/her designee has the right to be heard personally.

Committee members may participate actively in the hearing to such extent as they deem appropriate. Technical rules of evidence do not apply at the hearing, but the committee will endeavor to assure that the hearing is conducted in a fair manner and that only reliable evidence is presented. The committee shall summarily determine all questions of procedure; and the findings, conclusions, and recommendations of the committee are not impeachable due to procedural irregularities, errors, or omissions.

In addition to the above procedures, the committee may make such further procedural rules as it considers helpful and fair.

(2) As part of the full investigation the committee may request additional documentation from the grievant and /or the university. Each party is expected to provide information relevant to a material issue as is within his or her competence. During all proceedings described in the grievance procedure, each party is expected upon the call of the other or upon the request of the committee to provide information relevant to a material issue as is within his or her competence.

### **6) Committee Report on Grievance.**

(1) Upon completion of an investigation, the committee will develop a written report stating its findings and recommendations. The report shall indicate the names of committee members assenting to it.

(2) The committee should submit its report on the grievance within six weeks of the date on which the preliminary review was completed or as soon as possible thereafter. If completion of a full investigation would require the committee to meet during the semester or summer break, it is in the sole discretion of the committee to conduct the investigation during the break or to wait until the university is back in regular session. If the committee elects to delay its investigation until the university is back in session, it should submit its report within six weeks of the date on which the university returns to session or as soon as possible thereafter.

(3) The chair of the committee shall cause copies of the report to be transmitted to the Vice President, to the chair of the Labor Relation Committee on Staff, and to the grievant.

### **7) Action by Vice President on Committee's Recommendations.**

Within one week after receipt of the committee's report, the Vice President shall notify the committee chair that the report has been received and indicate the university's response to the committee's report by written communication to the committee chair, to the chair of the Labor Relation Committee and to the grievant, within two weeks of the date on which the committee's report was received.

### **8) Confidentiality**

Confidentiality is important to the success of any grievance procedure. Accordingly, it is expected that those who participate in the grievance process and thereby become privy to allegations of a grievant, the university's response, information obtained during any investigation, the final reports of the committee, and the university's final report, should respect the confidentiality of matters disclosed to them.

The confidentiality referred to above is designed as a protection for the grievant. Thus, should the grievant choose to make public that which would otherwise be deemed confidential, the university, the Committee, or the subcommittee may respond by disclosing related matters that ought, in fairness to the university, or the committee, be disclosed.

The President's office for purpose of this procedure assumes a neutral role and is available to discuss the problem with the employee. A Faculty with grievances cannot be worked out with the school may call or write: Any questions or problems which have not been satisfactorily answered or resolved by the VACU may be directed to the:

<p>James Monroe Building, 101 North Fourteenth St, Richmond.VA 23219 (804) 225-2600, Fax(804)</p>
<p><b>State Council of Higher Education for Virginia (SCHEV)</b></p>
<p>A Faculty with grievances cannot be worked out with the school may call or write:</p>
<p>The Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste.130 Orlando, FL 32822. (407)215 -2216</p>
<p><b>The Association for Biblical Higher Education (ABHE)</b></p>
<p>Any questions or problems which have not been satisfactorily answered or resolved by the VACU may be directed to the:</p>

## 8. Security and Safety

All the employees are expected to cooperate in securing Virginia Christian University property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to a supervisor of the Office of VCU.

Virginia Christian University is not responsible for personal items that might be damaged or lost on or about the premises. Virginia Christian University intends to provide a safe working environment with everyone assistance. Please observe safety regulation, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the supervisor. In the event of a fire or medical emergency, notify the president's office and call 911 for immediately assistance.

## 9. Have Any Questions?

The Virginia Christian University encourages all the employees to make their immediate supervisor their first resource for any questions that they have related to their job duties, work assignments, job

performance and/or policies and practices. This University's goals are to ensure that clearly stated policies and procedures will make resolution of issues increasingly possible at this level.

However, if the employee wished to discuss an issue with someone outside its department, please visit VACU office or President. Questions or concerns will be handled on a completely confidential basis. Virginia Christian University wants to know and take care of its employee's concerns.

## 10 General Responsibilities of Faculty

1) To be aware of and abide by the mission, goals, objective, purpose, philosophy, and statement of faith of Virginia Christian University.

VACU faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples. Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life.

2) To be familiar with and abide by the Faculty Tardy/Absence Policy.

3) No full-time faculty member shall engage in any occupation, pursuit, endeavor, or behavior which will affect the regular and punctual discharge of the faculty members official university duties. Requests to engage in outside employment must be approved by the Board of Directors.

4) Each member of the faculty and administrative staff shall perform such services in instruction, advising, committee work assemblies, orientation, registration, graduation, and other such duties as may be assigned by the University.

5) All faculties, whether full or part-time, must attend regularly scheduled faculty meeting.

## 11. Specific Responsibilities of Faculty

All faculties, staff members are expected to adhere to the following policies and assume these specific responsibilities as follow as;

1) Faculty members are not to be absent from a class without first informing the Academic Dean or the President of the University.

2) Each faculty member is expected to post his/her office hours and conference periods. Copies are to be provided to the Academic Dean or the President of the University.

3) Submit a copy of the courses syllabus, including mid-term and final examination with keys for each course that is taught, each semester, to the Academic Dean.

4) Be prepared for class before every session; follow the outline specified in the syllabus; and offer outside help or tutoring to all students by appointment.

5) Require students to purchase the textbook; or printed notes for the class, from the University. A book order for the new term must be completed by the due date specified by the Dean of Academic Affairs usually 5 weeks prior to the beginning of the term. Printed notes to be purchased by the students must be turned in at least 4 weeks prior to the beginning of the term.

6) Give exams according to the exam schedule of the University.

7) Attend faculty meetings and school functions.

8) Enforce student attendance policy by recording student absences in the attendance register supplies.

- 9) Participate in committee activities as required by the Academic Dean and the Vice President of the University.
- 10) Maintain open, honest, and respectful communication with all students, faculty, administration, and staff.
- 11) Assist the University to keep the facilities clean and orderly.

## 12. Effective Instruction

The primary responsibility of each faculty member shall be to remain current in the subject matter of the courses the (s)he is teaching and to teach effectively. Effective instruction shall be deemed to include, but not limited to, the following:

- 1) The instructor shall state clearly the instructional objectives of each course at the beginning of each term. The course content shall be oriented toward fulfilling the course objectives.
- 2) Instructors shall inform the students at the beginning of the term of the methods to be used in determining the final course grade and of attendance requirements or attendance policy of student. A grading system shall be employed to permit a student to determine his letter grade standing at any time during the course.
- 3) Instructors shall give in each course a number of tests, papers, and/or oral reports appropriate to the content of the course; the total number of grades for each student shall not, however be less than two. Instructors shall inform the students of the source material before each test (class notes, texts, previous tests, etc.).
- 4) Graded examinations and other papers shall be made available to the student for inspection and discussion. Such papers shall be graded and made available to the student in time to make the paper part of the students learning experience. If papers are not returned permanently to the student, but are kept by the instructor, the instructor must maintain student files for no less than five (5) years.
- 5) Instructors are expected to hold their classes regularly and at scheduled times as assigned by the Academic Dean. Classes shall start promptly at the scheduled time and end at the scheduled time (not before). In case of illness or emergency, the instructor shall notify the Academic Dean or the President of the University so that appropriate actions may be taken. If an instructor must be absent to attend a conference or otherwise participate in events related to his profession or to Virginia Christian University, (s)he shall notify the Academic Dean and/or the Vice President at least two weeks prior to the event and help to arrange a replacement for the classes that will be missed.
- 6) Instructors shall inform students of the times and location at which they will be available for consultation.
- 7) The full-time semester teaching load will be 15-18 contact hours per week.
- 8) The faculty shall assist in enforcing the rules, regulations, and all policies of the University.
- 9) Faculty members must allow feedback from the students in the classroom and attempt to keep an open line of communication with them.

### 13. Faculty Evaluation

To promote instructional and educational quality, all faculty members at Virginia Christian University are evaluated individually at least twice to fourth a year by students, peers, Deans, or other members of the administration. Faculty members are evaluated within the following areas:

- 1) Commitment to Virginia Christian University's statement of faith, mission, purpose, philosophy, and objectives.
- 2) Quality and quantity of instruction.
- 3) Adherence of all Virginia Christian University 's policies, procedures, and protocols.
- 4) Attendance and punctuality (instructional and non-instructional)
- 5) Participation in required meeting and special projects.
- 6) Skills in dealing with academic and non-routine job problems with students.
- 7) Cooperation with the administration and other faculty members.
- 8) Quality of syllabi, examinations, outcomes/assessment plan, and implementation.
- 9) Academic and professional integrity.
- 10) Availability for students during designated office hours.
- 11) Professional, moral, and ethical demeanor and actions.
- 12) Student retention.
- 13) Providing a positive learning environment in the classroom.
- 14) Instruction provided within the statement of faith, mission, purpose, philosophy, and objectives of the University.

All evaluations are reviewed with the faculty member by the Academic Dean or his/her designated representative. Should the faculty member disagree with the evaluation, (s)he will be allotted the due process as described elsewhere in this handbook.

Should the University feel that disciplinary action is warranted as a result of any evaluation, this matter will be handled by the Academic Dean or the President. The faculty member will be allowed due process in completion of this disciplinary action.

### 14. Appointment Procedures

Whenever a vacancy exists, the President will advertise for applicants through general or specific publications as appropriate to the field in which the vacancy exists. The person in the hiring committee shall collect any credentials submitted and shall review those of each applicant with the faculty members in that area in order that the best applicants may be determined.

An applicant to be interviewed will meet with the faculty members on academic affair committee or on the hiring committee. Then, the committee submits recommendations regarding the candidate to the President. Once the candidate has been selected by the President, he will make an official offer. Information required of the candidate is:

- 1) Application for employment including a letter of interest, a curriculum vitae, and transcripts.
- 2) Summary of recommendations.
- 3) Letters of recommendation.

The candidate has been selected from the interview pool, an offer shall be made by the President. If the offer is accepted, a letter of appointment shall be sent to the applicant.

## 15. Contracts

All full-time faculty, staff member shall be hired by contract. Contracts should clearly contain the terms and conditions of employment. Both sections must be signed, both the section of the employee and the representative of the University.

Part-time faculty may be assigned temporary academic rank, but they are not entitled to extended contracts. Probationary credit toward extended contracts is lost upon resignation from the University.

All faculty member employed under extended contract are required to give written notice of the intention of resign. This written resignation should be addressed to the President and post marked no later than one term preceding the expiration of the contract period.

The Virginia Christian University, each year, preceding the expiration of a contract period, shall in writing, advise all faculty members and other personnel employed under written contract whether an employment contract for the succeeding academic year will be offered to them.

Any faculty employed under a written contract shall be employed only for the term specified in his/her contract. Subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

## 16. Dismissal

The President of the University may remove, at any time, a faculty member or other employee for cause upon written notification. If a faculty member is temporarily suspended or removed from office, the officer in charge of hiring shall, upon request of the dismissed faculty member, immediately serve a hearing.

Any request to the corresponding committee must be submitted in writing, within 15 days of the dismissal. The committee will render its recommendation within ten (10) days from the conclusion of the hearing. Such recommendation will go to the President, who may accept or reject it. Any faculty member, as any employee under a contract, may be dismissed before the end of such contract term for any of the following reasons:

1) Conviction or admission of guilt of a felony or of any crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed.

2) Professional incompetence, neglect of duty or default of academic integrity in teaching, in research, or in scholarship.

3) Sale or distribution of illegal drugs, teaching under the influence of alcohol or known use of illegal drugs; any other use of alcohol or illegal drugs which interferes with a faculty members performance of duty or responsibilities to the University.

4) False swearing with respect to official documents filed with the University.

5) Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.

6) Immoral or absence conduct.

7) Willful violation of the University University's policies and other published rules and policies; or demonstrated failure to support, or active opposition to the published mission, purpose, philosophy, objectives, and statement of faith of the University.

## 17. Procedures for Dismissal

Dismissal of a faculty member under extended contract or a probationary faculty member before the end of a specified term should be proceeded by:

- 1) Discussion between the faculty member and appropriate administrative offices looking toward a mutual settlement.
- 2) A statement of charges, framed with reasonable particulars.
- 3) If a contract is terminated for financial emergency reasons, it is not considered dismissal, but leave of absence with no pay for no more than one year.

## 18. Rank and Qualifications

**1) General Qualification:** Appointment of the faculty of the Virginia Christian University presupposes a willingness on the part of the appointee to cooperate with his/her colleagues and the administration in pursuing the goals of the University. When called upon to do so by virtue of position or special circumstances, the faculty is expected to abide by the rules and policies of the University and to support activities to a reasonable degree. The faculty is expected to conduct all classroom and other activities in a professional manner.

**2) Special Qualification:** The following criteria will be applied in order to evaluate individuals for appointment (as determined by interview and supporting materials) and faculty members for advancement in rank or increase in salary beyond any annual increases:

- (1) Effectiveness in the classroom including degree of knowledge in the subject matter.
- (2) Reliability in discharging academic obligations.
- (3) Effort to increase the professional effectiveness through further study, research, publications, or other contributions to the welfare of the University.

As a general policy, the qualifications for appointment and promotion are as set forth below. It should be noted that these requirements are not intended as justification for automatic promotion, conversely, justified exceptions may be made if warranted:

- (1) Instructor: M.A. or M. Div. or Th.M.
- (2) Assistant Professor: a minimum of two years as an instructor at the Virginia Christian University.
- (3) Associate Professor: Ph.D. or Th.M. or D.Min., plus three year of full-time college teaching or equivalent experience.
- (4) Professor: four years as an associate professor, outstanding loyalty and responsibility, both to the daily tasks of its position and to the broader achievements which are the mark of professional merit.

Faculty members eligible for promotion will be considered each Spring, with the corresponding committee being the decision-making body. The faculty member denied promotion shall be informed of the reasons for the denial in writing. Criteria used for promotion shall include but not be limited to: (a) Superior teaching; (b) Outstanding service to the Virginia Christian University; (c) Academic achievement

as well as additional degrees obtained; (d) Professional growth and development; (e) Length of service to Virginia Christian University; (f) Related activities or services such as research, etc.

## 19. Faculty Absence Policy

Three unauthorized absences will serve as a violation of contract, resulting in dismissal. It is the instructor's responsibility to give adequate notice of his/her intent to miss a class to the Academic Dean or the Vice President, so arrangements may be made for a replacement for the class(es). If this is not done, the instructor must bear the burden of dismissal as described below.

**1) Sick Leave:** Full-time faculty members accumulate sick leave at the rate of one day per month, not to exceed 12 days per year. The Dean of Academic Affairs should be notified of illness immediately.

**2) Excused Leave:** During the first year of employment, a faculty member will have deducted from his/her pay, on a prorated basis, the sum equivalent in hours for personal business days off. If a faculty member elects to take a personal day off during the first year of employment, the day must be cleared with his/her Dean.

After one-year employment, a faculty member will not be assessed financially for personal business absences so long as the reason for the absence is cleared with his/her Dean prior to the absence and if this absence does not interrupt the integrity of the faculty members classroom or other duties.

**3) Professional Leave and Illness:** Instructors are expected to meet their classes at scheduled times unless circumstances warrant administrative approval of an alternation in schedule. Classes shall start promptly at the scheduled time and end at the scheduled time and not before. In the case of illness or emergency, the instructor shall notify his/her Dean and the administrative offices so that appropriate action may be taken. If an instructor must be absent to attend a conference or other professional activity, it is his/her responsibility to arrange with an appropriate faculty member to cover the classes during the absence. When such arrangements have been made, the Dean must be informed. This same procedure applies to extended illness.

## 20. Class Room Policy and Procedures

### 1) Course Syllabus Outline Format

(1) Course Description: Brief one paragraph description of the course like what is contained in the VACU Catalog.

(2) Description of Mission and Vision of VACU: Brief description of Mission and Vision of VACU.

(3) Course Purpose: Brief philosophy of the course which answers why the course is taught and how it helps accomplish the purpose of VACU.

(4) Course Formation and Policies: Measurable Course Formation and Policies of what the student will be able to do after he/she finishes the course of study.

(5) Requirements: Criteria must be completed in order for the student to receive credit for the course.

(6) Grading Criteria: Reflects how the student's grade will be calculated. It may also indicate how absence penalties and late work will affect the student's grade.

(7) Textbook(s): Listed in bibliography format.

(8) Sequence and Outline: Calendar of topics to be covered which includes major assignments and due dates.

(9) Selected Bibliography: Current list of other books which are related to the course material that the teacher has found helpful.

(10) Statement of Students with Disabilities: Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from the instructor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to the instructor within the first two weeks of class.

A course syllabus is required for every class, every instructor, every semester. Copies of all course syllabi are to be in the College Office prior to the semester's beginning and are subject to the approval of the Administration.

## **2) Classroom Procedures**

(1) Obtaining Supplies: Faculty members may obtain the following classroom materials through each VACU Director: Attendance/Grade Sheets, Dry Erase Markers & Erasers, White Board, Overhead Projector, etc.

(2) Developing Required Student Handouts: The required course syllabus per class must be given to the student within the first week of class periods. The teacher must also give to the student any policies relating to attendance, dress, punctuality, class participation, and any other items which may affect the evaluation of the student's work in the class and/or the conduction of the class.

## **3) Reporting Emergencies**

(1) Medical Emergencies: In the event of a medical incident, the faculty member should notify the present Administration member. He should give the location of the emergency, cite some details of it, and identify himself. The faculty member will take all precautions necessary to keep the student(s) calm and reassured and assist in keeping a crowd from forming. In the event of an emergency, the faculty member should call for help by dialing 911.

(2) Maintenance Repairs and Emergencies: Major repairs and emergency situations are handled through each VACU Director.

## **4) Returning Tests and Graded Materials and Posting Grades**

Graded coursework is to be made available to the students. Grades should not be posted publicly. Such reporting should be done so that only minimal time lapses between testing, grading or performance evaluation, and the student's receiving evaluation.

## **5) Duplicating Class-Related Materials**

Faculty members are free to have all class-related materials duplicated on the copier machine. For higher volumes of copying, please contact VACU Office. All work to be duplicated by the VACU Office

must be submitted 48 hours in advance to guarantee completion by the stated deadline. Faculty members will correspond directly with each VACU concerning course syllabi, handouts, tests, etc. If necessary, the faculty member may have VACU Office distribute the information to each VACU. All such information must be submitted to VACU Office before noon of the day needed.

### **6) Engaging Guest Speakers and Lecturers**

No faculty member shall engage guest speakers for classes, clubs, and other organizations without clearance from the Administration. A written request for guest lecturers should be presented to VACU Office.

### **7) Scheduling Non-Classroom Commitments**

Definition: Non-classroom commitments are those responsibilities held by a full-time faculty member on or off campus which may directly or indirectly influence one's teaching, preparation, class schedule, or related responsibilities.

VACU reserves the right to have approved in advance all internal/external extra obligations of each faculty member. These responsibilities include pastorates, non-VACU work commitments, VACU-related work commitments, and civic responsibilities (whereby regular hours must be maintained). Those wishing to maintain non-classroom commitments must send a written request through the Academic Dean.

### **8) Selecting and Ordering Textbooks**

Selecting the selection of a quality textbook for each class is a mutual responsibility to be shared by the faculty member and the department chair. The faculty member must first discuss textbook selections with his department chair. Approval rests with the administration.

Ordering textbook orders must be submitted at the proper time and according to the proper procedure. Procedures may vary from semester to semester. Furnishing Desk Copies of VACU does not necessarily furnish teacher manuals. Instructor copies purchased by VACU should be returned at the end of the semester. If a desk copy is provided by the publisher, please notify the University Office so that it can be ordered.

### **9) Selling Materials to Students**

Any texts or supplies that students need may be sold through the Library and other Christian bookstore. This policy has been established for the protection of all persons concerned, particularly the faculty member.

### **10) Reviewing Evaluations**

Each semester, faculty members will allow students to conduct a course evaluation in the classroom. The VACU Office will summarize the evaluations. A conference will be scheduled to discuss results and a copy of the summary will be filed in the faculty member's personal file and the course file.

## 21. Grading System

All faculty members must follow the established grading system for Virginia Christian University. The scale is given below:

### 1) Grade Scale Grade Point

A= Superior 90-100: 4 points B= Excellent 80-89: 3 points C= Average 70-79: 2 points D= Passing 60-69: 1 points F= Failing 0-59: 0 point

When none of the previous ratings are applicable to the student, the faculty member must submit one of the following codes:

- (1) "W" Withdrawal prior to the mid-semester point.
- (2) "WP" Withdrawal following the mid-semester point with a grade average of greater than 60.
- (3) "WF" Withdrawal following the mid-semester point with a grade average less than 60.
- (4) "AU" Generally given to audit-status students. No credit is given.
- (5) "I" Assigned to those courses in which work has not been completed and/or in which the final examination has not been taken at the time of grade submission. An "I" is a temporary assignment and thus requires that a final grade be reported to VACU Office within two weeks after the close of the semester. An "I" which remains on the student's record past the two-week period is given the grade that the student earned without the missing work.
- (6) "P" In some courses, a "P" will indicate a satisfactory completion of that course. "P" courses indicate that numerical equivalents are not being assigned.

**2) Grade Submission Deadlines....** All student grades must be submitted to VACU Office by the third day following the last exam. Faculty in need of extensions must notify VACU Office so that the Administration will not take disciplinary action unfairly against the faculty member.

**3) Attendance Sheets....** Each faculty member must keep complete and accurate account of all student grades and attendance. If requested by the Administration, the faculty member must promptly supply all necessary records.

## 22. Authority of Curriculum & Program Development and Approval

Curriculum development is a faculty responsibility. Curriculum development in the academic department is under the authority of the vice president. Actions that require the approval of the President and the Board of Trustees are indicated below.

### 1) Curriculum Development and Approval

In university curriculum, we have categories of curriculum deployment that include academic programs, changes to academic programs, course development and changes to courses.

Faculty will discuss academic program and course changes with their committee and university administration. Faculty utilizes input from the committees, environmental scans and other pertinent data relevant to their programs. Any curricular changes along with program proposals will be submitted to the Academic Department.

## 2) Who May Initiate Curriculum Change?

Curriculum changes include planning and establishing new programs, changing a program's name, moving programs, discontinuing programs, developing new courses and revising courses and degree requirements. These changes may be initiated, prepared and presented for review to all relevant VACU campus bodies by:

- (1) The academic committee or faculty of the department or school that will house the program.
- (2) The department chairperson, director or dean of the department, school or college that will house the program.
- (3) The vice president.

## 3) Steps to follow, in order, in seeking campus approval to plan or establish new programs, change a program's name, move programs or discontinue programs: Obtain approval from the following:

(1) Academic committee of the department in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or Academic committees of the departments in which a program is housed and to which it may be moved (for proposals to move programs).

(2) Voting faculty of the department in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or voting faculty of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs) and the code unit voting faculty of the department(s), if not identical with the department voting faculty.

(3) Chairperson or director of the department in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or chairpersons or directors of the departments in which a program is housed and to which it may be moved (for proposals to move programs).

(4) Academic committee of the VACU in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or curriculum committees of the VACU in which a program is housed and to which it may be moved (for proposals to move programs).

(5) Dean/Director of the VACU in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or deans/directors of the VACU in which a program is housed and to which it may be moved (for proposals to move programs).

(6) The Vice president

(7) Academic Department

## 4) Program Development.

**(1) Type of Programs: Degree Programs:** A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the VACU code level. As a general rule, in order to be considered for degree program status, a course of study should require coursework in the proposed program area of at least: 27 credit hours at the undergraduate level; half the total hours required at the master's level. Anything less than this within an existing degree program should be designated a concentration, a decision that can be made at the university level.

Although in general a discipline specialty is represented by a VACU course code, the level of disaggregation in some of the codes is such that consultation through Academic Department with the appropriate staff person in the President is recommended before submitting any request for a new degree program if there are any questions about its classification or categorization.

**(2) The Review Required for Creating Different Type of Programs:** Type of programs addressed herein: Baccalaureates and master's degrees. For the procedure to be followed by the body seeking to plan or establish one or more of the Type of programs covered herein see the appropriate sub-section.

For Strategic Planning, a letter of intent to plan a new program should be submitted to the vice president, as appropriate, prior to preparing a Notice of Intent to Plan or a Request for Authorization to Plan a new program.

Authorization from the President to plan a new degree program does not constitute a commitment on the part of the Board of Trustees to approve a subsequent request to establish the program. Such authorization constitutes clearance for the institution to document and further justify the need and demand for the proposed program. After an institution receives authorization to establish a new degree program from the President, it must submit two progress reports to the vice president. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program. Both reports will include information on the extent to which an institution has met projected enrollments and degrees conferred and, if start-up funds were provided, will report on the readiness of the program to continue once start-up funds are discontinued (generally, at the end of the third year). These reports will be submitted as a part of the institution's biennial long-range planning submission.

**(3) The Notice of Intent to Plan and the Request for Authorization to Plan:** To request permission to plan a new program, a document entitled "Notice of Intent to Plan" is prepared for undergraduate, master's programs. A document entitled Request for Authorization to Plan is prepared for doctoral and first professional degree programs. The appropriate document is submitted to the curriculum committee of the department in which the program will be housed. The Notice of Intent to Plan or Request for Authorization to Plan shall describe the proposed degree program and how it fits into the institution's mission and strategic plan. This document shall present a justification for the program's duplication of other programs if similar programs already exist in the VACU.

**(4) The Request for Authorization to Establish:** After the Notification of Intent to Plan has been filed with the President, the Board of Trustees will advise the group responsible for the Notice of Intent to Plan or for the Request for Authorization to Plan to create a proposal requesting authorization to establish the new degree program. The proposal shall address the following concerns: program description, program justification, projected enrollment, degree requirements, faculty required to deliver the program, library resources required, facility resources required, and budget resources required to deliver the program. Budget projections must indicate that the proposed program will generate enough student credit hours to support itself or explain how it will generate additional non-enrollment-based resources to support itself.

In general, the President expects that funding to support new degree programs will be provided through a combination of internal reallocations, enrollment increase funds, and external grants. Where appropriate (i.e., in cases where there is convincing evidence of potential for program success if initial support is

provided) and when central funds are available, start-up funds may be provided, generally for no more than three years, with the expectation that the program will ultimately be self-sustaining and the start-up funds will be returned and recycled for the use of other VACU programs. In cases where the allocation of start-up funds is appropriate, but they are not immediately available, recommendation from the President of approval of the program may be delayed until such funds are available.

The persons responsible for creating the proposal requesting permission to establish a new program shall consult with the administrators of other academic and administrative units that may be affected by the implementation of the new program. These administrators include, but are not limited to, department chairs, directors and/or deans, the library director(s), the director of information technology. A record of the outcome of said consultations will be included in the proposal.

### **5) Changes to Existing Programs.**

(1) Request for authorization to change the name or title of an existing program.

- (a) The review of a request to change a name or title of a degree program
- (b) The Board has final authority to authorize a change in the name or title of a degree program.

(2) Moving an Academic Degree or Program

- (a) The review of a request to move a program.
- (b) After the request for authorization to move a degree program goes through the review procedures and is approved by the President, the President notifies the Board.

(3) Discontinuation of an Academic Degree or Program

- (a) The review of a request to discontinue a degree program
- (b) After the request for authorization to discontinue a degree program goes through the review procedures and is approved by the President, the President notifies the Board.

### **6) Development of New Courses and Revision of Courses and Degree Program Requirements**

Recommendations for new courses, course revisions, changes in degree requirements, new and revised degree concentrations/options, academic concentrations, changes in admission requirements to degree programs, creation, deletion or revisions to minors and honors courses and programs may originate in the various departments, divisions, within interdepartmental committees, or at the dean or vice president level.

## **23. Intellectual Property Policy**

### **1) Policy Overview and Definitions**

This policy addresses the ownership of Intellectual Property for works developed or created by members of the university community, including faculty, staff, and students, and the circumstances and processes under which agreements and determinations of ownership are reached. The policy applies to Intellectual Property (IP) developed or created by members of the university community or with university resources.

Scholarly work created by faculty or students is IP and is normally owned by the creator(s). Scholarly work is defined broadly to include pedagogical, literary, scientific and other creative work developed by faculty members and/or students (or staff members acting outside the scope of their employment). This includes (i) work related to scholarship, such as books, journal articles, inventions, advances, discoveries, software, creative works, artistic works in any medium (including, but not limited to, musical composition, choreography, visual art, scriptwriting), videos and photographs, and (ii) work related to teaching, such as textbooks, lecture notes and other course notes (whether in summary or verbatim form, whether privately held by the faculty member or distributed to the class, whether paper or electronic), problem sets, syllabi, training materials, and websites for classes. This means that the majority of scholarly work generated by faculty and/or students is IP that is owned exclusively by the creator(s). Exceptions may arise in circumstances involving identity interest, functional interest, or exceptional use of university resources, as described below. IP created by university staff within the scope or course of their employment, on the other hand, is owned by the university.

The university has an ownership interest in IP if it involves (i) an identity interest or (ii) a functional interest and may have an ownership interest in IP if its creation involved (iii) an exceptional use of university resources. Depending on the IP involved, the university's ownership interest may arise out of one or more of an identity or functional interest or exceptional use of university resources.

(1) The university has an "identity interest" in works that are integral to, and reflect more directly on, the identity of the university than on the identity of the individual(s) who create them. For example, it has an identity interest in items disseminated by and for the university, such as various university catalogs, institutional web pages, alumni bulletins, admissions brochures, and fundraising materials. An identity interest also occurs when there is a prominent use of the university's name, or of any image, trademark or logo of the university (see the university's communications webpage for more information). Simply identifying the author of a work as a professor would not be considered prominent use of the university's name. If the university has an identity interest, the IP is wholly owned by the university. Therefore, faculty members who intend to utilize the university's identity in creating IP or a product that incorporates the university's IP must discuss with Academic Dean ownership of the IP and/or product as early as possible in the development of the IP and/or product. Determination of ownership must be reached prior to distribution of the IP and/or product.

(2) The university has a "functional interest" in works that are used to enhance the effective functioning and coordination of ongoing operations of the university, or in which the university has a contractual or legal obligation. For example, it has a functional interest in administrative and personnel procedures, including software, and internal handbooks and reports. The university has a functional interest in IP created with Federal or other outside funds which carry an obligation that the university retain certain IP rights or assign them to another party outside the university. Certain collaborative agreements also require the university to negotiate IP rights with other entities, which gives rise to a functional interest. If the university has a functional interest, the IP is wholly owned by the university.

(3) "Exceptional use of university resources", with respect to faculty or student work, means that the university has provided funding, facilities, or staff support of a degree or nature not typically made available. Ordinary use of computers or the university library, routine support from the university's Library Services staff, or use of university office space does not constitute exceptional use of university resources. In addition,

the university's provision of standard labs and studios, funding of sabbatical leaves, and funding provided to support scholarly work (e.g., startup funds and annual faculty development grants) are typically not considered to be exceptional use of university resources. In the instance that a faculty member expects to be provided, or the university expects to provide, exceptional and atypical support, a contractual agreement or formal determination should be reached in advance of such funding and/or allocation of resources, fixing the extent, if any, of university ownership of IP that may result from the work (see Section III of this Policy). If a contractual agreement or formal determination is not reached in advance of such funding and/or allocation of resources, and faculty member or student proceeds with a project involving exceptional use of university resources, the parties' rights in any resulting IP will be determined in accordance with the procedures set forth in Section III of this Policy, including any requisite determination regarding whether the project involved exceptional use of university resources.

## **2) Policy for Faculty, Staff, and Students**

### **(1) Faculty**

Scholarly works created by members of the faculty and all the intellectual property rights associated with them remain with the creator(s) unless the university has an identity or functional interest, or the work is created by, with, or through exceptional use of university resources.

As discussed above, if there is an identity or functional interest, the university wholly owns all right, title, and interest in and to the IP, unless the university and the creator(s) agree otherwise. For instance, the university has a functional interest in faculty administrative work, such as committee reports and departmental or institutional records. When faculty members contribute to university publications such as the university catalog or VACU Magazine, the work is owned by the university because the university has both identity and functional interests in the work.

While the IP ownership of work related to teaching rests with the faculty member, the university has a functional interest in its ongoing instructional operations. In consideration of employment as a faculty member at the university, faculty members grant a non-exclusive perpetual license to the university to use and modify curricular and instructional materials they develop at the university. If requested by the university, faculty members will execute and deliver to the university a written agreement granting the university a license consistent with this Policy.

The university may have an ownership interest in common with the creator(s) in faculty work that involves exceptional use of university resources, including substantial use of other university employees. The ownership, use, and development of such IP will be governed by mutual agreement between the creator(s) and the university, or if an agreement cannot be reached between the creator(s) and the university, by a determination made under the procedures of Section III of this Policy.

### **(2) Staff**

The legal principle embodied in copyright law known as "work made for hire" provides that all work created by employees within the scope or course of their employment belongs to the employer. The university has both functional and identity interests in IP developed by staff members and could not function if it had to negotiate the right to use work produced by individual staff members. Following standard and typical employment practice, the university owns all IP developed by staff members within the scope or

course of their employment. If an individual is hired as both a member of the staff and the faculty, the determination of IP rights depends upon the relation of the IP to the scope of employment of each job. IP that is created by members of the staff outside the scope or course of their employment is the property of the staff member. Staff members must discuss with their supervisor, in advance, any situations in which they intend to claim ownership of any IP that could be construed as being within the scope or course of their employment. The ownership, use, and development of such IP will be governed by mutual agreement between the creator(s) and the university, or if an agreement cannot be reached between the creator(s) and the university, by a determination made under the procedures of Section III of this Policy.

When IP is created by staff members working directly with members of the faculty or with students, the university has an interest in the IP. For example, when a programmer in ILS develops software in collaboration with or at the request of a faculty member, the university owns the software written by the staff member. In all cases faculty members, staff members and students are expected to acknowledge assistance or co-authorship when appropriate.

### **(3) Students**

Scholarly work generated by students in their capacity as students are owned by the students who create them. Course-related materials, assignments and other similar materials in students' possession may also include IP of faculty members. Students who consider distributing such materials to others should be aware that they may not have property rights to all the materials in their possession such as course syllabi, copies of lectures, or other IP of faculty members or the university.

Students who are employed by the university are subject to IP policies for staff (see Section II.B of this Policy). The university owns all right, title, and interest in and to IP created by student employees within the scope or course of their employment, unless the student is employed in a faculty-directed project leading to scholarly work, in which case the faculty member or the university, as applicable, owns the student-created IP. Faculty members are expected to acknowledge assistance or co-authorship when appropriate.

### **(4) Grants, Sponsored Works and Specially Funded Works**

Many grants and contracts from government agencies or private sponsors contain provisions governing intellectual property and/or other rights to the property which obligate the grantee (the university) in some way. In such cases, the university has a functional interest in the IP and owns all property rights associated with the IP. The Office of External Grants will assure that IP restrictions are accounted for in grant application and administrative processes associated with it. Principal investigators are required to comply with any such restrictions, including reporting requirements. Academic Dean must be consulted in advance of any grant application regarding such restrictions (see Section III.1) of this Policy).

## **3) Process for Determination of Ownership of Intellectual Property**

In the majority of cases, application of the foregoing principles will be straightforward and there will be no question about who owns the rights to the IP. In such cases, the owner will decide the uses of the IP and will receive any income associated with it, provided that a faculty member, staff member, or student who co-owns IP with the university will not determine the uses of the IP, and receive any associated income, in the absence of an agreement with the university. All questions about whether a project involves

exceptional use of university resources or whether a functional or identity interest of the university may exist should be referred to Academic Dean. The Dean in consultation with the creator(s) and appropriate university deans, vice presidents and supervisors will endeavor to reach an agreement with the creator(s) regarding the ownership, use and development of the IP. Agreements will be deposited with the Treasurer of the university according to the procedures established in Section VI.D. If no agreement is reached, the Dean will make a determination (see Section III.B of this Policy).

### **(1) Reporting**

The uniform application of this Policy requires that the university be made aware of IP created by members of the university community with the use of university resources. Responsibility for reporting the creation of IP rests with the creator(s). Academic Dean will develop a procedure that will facilitate such reporting.

In cases where the IP is a scholarly work created by a faculty member, or staff member outside the scope of his or her employment, and no identity or functional interest is involved, no reporting is required, provided that, upon the university's request, faculty members will execute a written agreement granting the university a non-exclusive perpetual license to use and modify any curricular and instructional materials that the faculty member develops at the university, which may be considered scholarly work

Certain cases must be addressed specifically to Academic Dean. Creator(s) must report, as soon as the situation is reasonably clear and before work is well underway, on the production or planned production of any IP that meets one or more of the following conditions:

- (a) The IP involves or has the potential for involving a functional or identity interest of the university.
- (b) Production of the IP involves or may involve exceptional use of university resources.
- (c) The IP is produced with Federal or other outside funds which impose ownership, reporting or other requirements on the university or the creator(s). In such cases, reporting may be required within specified time limits, which must be observed.
- (d) The IP is jointly created by faculty and staff.
- (e) The IP is created in a collaborative relationship with another entity requiring that entity's IP policies be reconciled with those of the university.
- (f) The creator(s) intends to seek a patent on or otherwise commercialize the IP, in which case, the process of protection or commercialization may involve substantial cost and effort, and the creator(s) may wish the university to consider providing some or all of that support and share the net rewards, liabilities or risks with the university.
- (g) The creator(s) is a staff member who intends to claim ownership of IP that could be construed as being within the scope or course of employment at the university.
- (h). The creator(s) has any question about ownership or other rights in the IP. Unless otherwise agreed, the creator(s) should use a current IP Disclosure Form promulgated by the Dean to report IP to the university. If there are multiple creators of the IP resulting from a project, the report must name all the creators and all the creators sign the report.

### **(2) Determination Process**

When a report is required under Section III.A, and no agreement with the creator(s) is reached, Academic Dean, in consultation with the creator(s) and appropriate university deans, vice presidents and supervisors, shall decide whether the

IP involves a functional or identity interest, whether its creation involves exceptional use of university resources, or whether the work is created within the scope or course of employment of a staff member at the university. The Dean shall decide of ownership of the IP and associated intellectual property rights, responsibilities, and use rights of the university and the creator(s), and, if appropriate, how the university will recoup its costs and share in financial gains from the IP. This determination should be made in a timely manner. In all cases, the Dean will be guided by the principles set forth in this Policy and the creator(s) will be given an opportunity to explain the situation or proposal and recommend terms for ownership, responsibilities, use rights, risks and financial arrangements.

### **(3) Written Determination**

The Dean's determination shall be made in writing, signed by the Dean. The determination shall contain provisions outlining the allocation of ownership, interests, use rights, responsibilities, risks, and a mechanism for the sharing of net proceeds, if any, and other rights between the creator(s) and the university. The Dean will cause the written determination, once made, to be delivered promptly to the creator(s). The determination, bearing the date on which it was delivered to the creator(s), shall be filed with and maintained by the Treasurer of the university.

The determination shall become final and shall be binding on the creator(s) and the university unless, within thirty (30) days of the date on which the Dean has delivered the determination to the creator(s), the creator(s) file a notice of appeal of the Dean's determination with Academic Dean. If the creator(s) do not file a notice of appeal, the university and the creator(s) will execute a written agreement allocating their respective right, title, and interest in and to the IP consistent with the Dean's determination within thirty (30) days after receiving a copy of the Dean's determination.

### **(4) Appeals**

On receipt of a notice of appeal, an ad hoc committee of VACU students, faculty or staff members shall be formed by the Treasurer of the Board. It shall be comprised of one individual selected by Academic Dean, one individual selected by the creator(s), and one individual agreed to by the creator(s) and the Dean. In the event that the creator(s) and the Dean cannot agree, the third member will be appointed by the Treasurer of the Board. The committee shall review the Dean's determination, the position of the Dean and the creator(s), and the relevant facts and circumstances surrounding the IP, and will make a written recommendation to the President not later than sixty (60) days following the date of receipt of the notice of appeal.

The President, after review of the recommendation of the ad hoc committee, shall issue a determination within thirty (30) days of receipt of the ad hoc committee recommendation. The President's determination will be filed with the Treasurer of the Board, and a copy will be delivered to the creator(s). This determination of the President will be final and will be binding upon the university and the creator(s). Each of the parties will execute a written agreement allocating respective right, title, and interest in and to the IP consistent with the President's determination within thirty (30) days after receiving a copy of the President's determination.

**(5) Time**

The President, on application by either Academic Dean or the creator(s) or on the President's independent initiative, shall have the authority to modify the time requirements of this Section (3) for good cause. If the President or Academic Dean is a creator or co-creator of IP as to which no agreement has been reached, and which requires a determination under this Section III, the process described in subsections 1), 2), 3), 4), and 5) of this Section III shall not apply as to that IP. The determination shall instead be made by the Chair of the Board of Trustees of the university. The Chair's determination, when ratified by majority vote of the Board of Trustees, shall be final and shall be binding upon the creator(s) and the university.

**4) Transfer of Rights to the University**

The university anticipates that even when IP is clearly the property of individuals, those individuals may wish to transfer rights to the university in exchange for help in developing, disseminating or protecting their creations. Requests by members of the university community for such an exchange will be addressed on a case-by-case basis. As stated in Section II.1), faculty members grant a non-exclusive perpetual license to the university to use and modify curricular and instructional materials developed at the university, which license will be made the subject of written agreement upon the university's request.

If the university has an ownership interest in the IP, e.g., if the IP involves identity interest, functional interest, or exceptional use of university resources or if the creator(s) and the university agree to transfer the ownership interest of the creator(s) to the university, the creator(s) will execute and deliver promptly to the university a written agreement assigning the creator(s) rights in the IP to the university.

**5) Time Spent on IP Production Not for the University**

IP developed by students, faculty and staff members without the use of university resources, or outside the scope or course of employment at the university is not governed by this Policy, unless it involves an identity interest of the university. For instance, a report provided to another organization in a consulting role is IP created through outside employment. Faculty members should be guided in accepting any outside employment by the Faculty Handbook statement regarding Class Responsibilities. Staff members should be guided by VACU policies on conflict of interest and outside employment as outlined in the Employee Handbook.

**6) Application of this Policy; Effective Date; Registry of Agreements and Determinations**

**(1) Faculty and University Staff...**This Intellectual Property Policy applies to and is binding upon members of the faculty and upon members of the university staff because of their employment at VACU. The policy should require faculty and staff to sign an acknowledgement or participation agreement as a condition of employment. Unless otherwise provided in writing, the terms, conditions, and provisions of this Intellectual Property Policy shall be deemed to survive termination of employment and shall continue to apply to any IP created, in whole or in part, by a member of the faculty or a member of the university staff while employed by the university. As used in this policy, the term "faculty" shall mean the professors, associate professors, assistant professors, instructors, lecturers, and the visiting professors of the university,

and the term “university staff” shall mean the administrative officers and all non-faculty employees of the university.

**(2) Students...** This Intellectual Property Policy applies to and is binding upon students as an element of the contract between the student and VACU. Unless otherwise provided in writing, the terms, conditions, and provisions of this Intellectual Property Policy shall be deemed to survive the student’s graduation or other termination of the contract between the student and VACU University and shall apply to any IP created, in whole or in part, by a student while enrolled at the university.

**(3) Effective Date...** This Intellectual Property Policy becomes effective (DATE), 2017. It will be amended on February 16, 2020. This policy shall apply to IP created, in whole or in part, by members of the Faculty, members of the university staff, and students on or after the date of adoption by the Board of Trustees.

**(4) Registry of Agreements and Determinations....** The Finance Director of the university shall maintain a registry of all agreements and final determinations pertaining to Intellectual Property to which this Policy applies. All agreements between creator(s) and the university pertaining to ownership, rights, duties, and obligations of each in IP to which this Policy applies and all final determinations made pursuant to Section (3) of this Policy shall be deposited in said registry and retained by the Finance Director.

## 24. Faculty Teaching Load Guidelines

This document establishes guidelines when making teaching assignments for full time, part time (adjunct), and tenured faculty members holding administrative appointments. These guidelines elaborate on the Teaching Load Policy in the Faculty Handbook.

1) The expected undergraduate teaching load for full-time members of the faculty is four courses or twelve credit hours per semester for the fall and spring semesters. The expected graduate teaching load for full-time members of the faculty is three courses or nine credit hours per semester for the fall and spring semesters.

2) Adjunct faculty will teach fewer than four courses or twelve credit hours per semester for undergraduate program, and three courses or nine credit hours per semester for graduate program.

3) One credit hour is equal to 50 minutes. One course is equal to 3 credit hours. A semester consists of 16 weeks.

4) The University’s institutional priorities render exceptions to the standard undergraduate teaching load both necessary and appropriate. Examples of activities that may justify reassigned time include research development, independent study, direction of graduate theses and dissertations, approved administrative tasks and committee assignments, special projects and significant service assignments.

5) Division chairs are normally expected to teach two classes per semester.

6) Academic administrators above the chair level holding faculty rank are normally expected to teach one class per semester.

7) Division chairs are expected to complete the Faculty Load Form each semester and submit it to the Academic Dean.

# Chapter 9: Standing Committees

Faculty members are appointed by the Faculty Meeting to various committees based on their expertise and on the needs of the University. The different committees of the University are:

(1) Assessment, Strategic Committee. (2) Academic Committee (3) Student Committee. (4) Library Committee. (5) Finance and Development Committee.

Ex-officio members of any committee shall not be voting members, but all other committee members (including student members) shall have the right to present motions and to vote. There shall be no proxy in case of absence.

Each standing committee elects its own chairperson. The Chairperson shall call meetings, upon reasonable notice, and it is the responsibility of each member to be present. Meetings shall be held by each committee at least once each semester with a report of the meeting made to the faculty at the regularly scheduled faculty meeting. These reports shall become part of the minutes of the faculty meeting. A report of the committee meeting should also be given to the administration.

## 1. Assessment, Strategic Committee

A continuing process for dynamic strategic planning is critical to the future of any organization. At Virginia Christian University, the planning process considers the interaction among environmental trends and challenges, and the institution's purpose, values and strengths. To ensure the efficient and effective use of resources, VACU conducts a systematic review of its mission, goals. Each goal and objective is prioritized and regularly assessed based upon expected outcomes using qualitative and quantitative measures against internal and external data. Based upon the assessment of mission, goals and objectives and adjusting operational plans to assure that the mission of the institution is fulfilled.

Internally, committees gather and process information. These committees represent five major areas with the institution: academic- administration- enrollment management, student- spiritual life, and financial, library.

### 1) Goals of Assessment, Strategic Committee

- (1) To evaluate the assessment methods for validity and reliability.
- (2) To evaluate the effectiveness of the annual Assessment Day proceedings.
- (3) To review the Assessment Plan (Strategic Plan).
- (4) To establish liaisons with Registrar in each curricula and co-curricular department.
- (5) To recommend changes in the assessment process based on the SWOT analysis.
- (6) To evaluate Strategic Plan of VACU

The Strategic Planning Committee is a standing committee established for the purpose of providing counsel and recommendations to the President. Generally, the purpose will be accomplished by assessing and then addressing the future of the institution. Specifically, the Committee is charged with developing a recommended Strategic Plan for the institution, including a supporting Academic Plan, Facilities Plan,

Safety Plan, Assessment Plan, and Budgeting Plan. These plans are reviewed (and revised as needed) by VACU community, reviewed and approved by the President and then reviewed and approved by the Board of VACU.

### **2) Each year the Committee does the following:**

- (1) Reviews the Environmental Scan in the area of assessment and strategic plan.
- (2) Reviews the assessment of VACU results in the area of assessment.
- (3) Develop a SWOT analysis---'Based on this information, what are the Strengths, Weaknesses, Opportunities, and Threats(SWOT) that face VACU?'
- (4) Chairman submits a progress to report to Assessment (Strategic) Planning Council at monthly meeting.
- (5) A SWOT analysis of the area of Assessment is submitted by January 15 of each year.

### **3) Procedures of the Committee**

- (1) The identification of appropriate inter-related student outcomes in the context of institutional goals (mission), program objectives and course objectives.
- (2) A shared commitment on the part of students, faculty, staff, and administration to achieve these stated outcomes.
- (3) A written outcomes assessment plan that articulates multiple means to validate expected learning outcomes.
- (4) Criteria appropriate to the higher education credential to be awarded for evaluating success with respect to student achievement.
- (5) Validation, as a result of using the outcomes assessment plan, that students are achieving the stated outcomes relative to institutional goals, program objectives and course objectives.
- (6) A process whereby these outcome measurements lead to the improvement of teaching and learning.
- (7) The ongoing provision of reliable information to the public regarding student achievement, including graduation and employment rates.

### **4) Membership of the Committee**

The Strategic Planning Committee is a standing committee that reports to the President of VACU. It will, from time to time, appoint ad hoc committees to assist in the accomplishment of its purpose. The members of the Committee are carefully selected by the President to ensure broad-based participation by the VACU community. Typically, each member has significant experience and knowledge in strategic planning with VACU or with Christian higher education.

## **2. Academic Committee**

The Academic program is appropriate to the achievement of the institutional mission and to the level being offered, specifically for service in church-related ministry enabling students to achieve a biblical worldview.

**1) This committee is in charge of the following matters:**

- (1) Review academic requirements, standards, policies and practices for making recommendations for changes, administration and enrollment management.
- (2) Review student academic complaints.
- (3) Evaluate examinations relevant to course content, depth, and length. (4) Review the curriculum and curricular policies.
- (4) Review course syllabi.
- (5) Hear student's complaints for academic reasons.
- (6) Assist the Academic Dean in formulating academic policies.

**2) Development of Academic Programs****(1) Curriculum-Administration-Enrollment**

Catalog, course syllabi, class schedules, degree/program templates noting progression of degree completion by semester and year, degree audits, world view development, competency development implementation and assessment.

**(2) Ministry Formation Program**

Student ministries handbook, diagram of implementation and course/year required, student ministry files, roster of ministry supervisors, faculty minutes, policy/procedures for selection/assignment/development of cooperative supervisors, lists of cooperating off campus supervisors, completed evaluation forms showing on campus oversight and evaluation of interns and participants.

**(3) Academic Patterns and Procedures**

Catalog, academic calendar, schedules for at least three previous years, organizational chart, faculty handbook, job descriptions, grading, research, verification of education reflecting collegiate rigor and patterns of educational delivery, cyclic evaluation of academic delivery.

**(4) Alternative Academic Patterns**

Catalog, course syllabi, course materials, enrollment data, grading/evaluation data, policies and procedures for ensuring integrity, verification regarding collegiate rigor and delivery.

**(5) Faculty Resources**

Class schedule reflecting faculty assignments and student loading, faculty handbook, grading data, faculty evaluation results, faculty files, faculty contracts, faculty meeting minutes, policies and practices for faculty development, faculty committee minutes, job descriptions, published minimum requirements required for employment, benefits description, policy and procedure regarding intellectual property rights, procedures and forms for faculty evaluation, educational assistance.

**3) Procedures of Academic Committee. Each year the committee does the following:**

- (1) Review assessment results in the area of Academics.
- (2) Review the environmental Scan in the area of Academics.
- (3) Develops a SWOT analysis—'Based on this information, what are the Strengths, Weaknesses, Opportunities, and Threats(SWOT) that face VACU?'
- (4) Chairman submits a progress report to Assessment(Strategic)Planning Council at monthly meeting.
- (5) A SWOT analysis of the area of Academics is submitted by January 25 of each year.

### 3. Student Affairs Committee

The importance of spiritual integration of student in the educational process in theological schools will become crucial in the preparation of Christian ministers and leaders for church and global transformation. VACU provides quality, weekly chapel services. VACU will encourage greater spiritual integration in the faculty-student relationships by recognizing faculty who intentionally model VACU' values and facilitate the spiritual growth and revival will be scheduled to better meet the needs of students, faculty, staff and the community.

**1) This committee evaluates the student life and service....**The committee is responsible for the administrative oversight of the student personnel life, student government, non-academic counseling, and student health service

#### **2) This committee is in charge of:**

- (1) Make recommendations to the faculty regarding orientation, graduation, extracurricular student activities, and discipline, spiritual growth of student.
- (2) Evaluate the student's policies of the VACU regarding non-academic areas.
- (3) Receive applications for institutional scholarships and award the scholarships in accordance with established criteria.

#### **3) Development of Student Services**

- (1) Statement of student development philosophy.
- (2) Student handbook, Catalog, Annual report.
- (3) Procedures for dealing with complaints, discipline, and dismissal actions, health, safety, and fire inspection reports
- (4) Constitution/bylaws of student government, agendas/minutes of student government, food service menus, policies for personal counseling, policies governing student employment, policies governing chapels and athletics, orientation materials, employment opportunities.

#### **4) Enrollment of Students**

- (1) Registration reports:(a)10-year enrollment figures, (b) Program enrollment, (c) Graduation rates,(d) Retention rates for past three years
- (2) Student files
- (3) Population of potential students (survey results)
- (4) Long term enrollment plan.
- (5) Policies and procedures for determining make up of disciplinary committees and for helping students during times of personal and physical crisis and psychological stress (e.g., suicidal tendencies, divorce, counseling, etc.

#### **5) Student Services**

The VACU provides services that contribute to the holistic development and care of students and that are appropriate to the level of education and delivery system.

- (1) A commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education.
- (2) The organization and delivery of student services that are appropriately aligned with the institution's mission and culture.
- (3) Services that meet the needs of students, regardless of location or instructional delivery system.
- (4) Services that address diverse student needs, abilities, and cultures.
- (5) Qualified professionals empowered to supervise and provide student services and programs for student. To review the evaluations of the spiritual development goals for students, faculty, and staff of VACU.
- (6) Leadership development facilitated by curricular and/or co-curricular programs that are integrated with the educational objectives.
- (7) A regular system of assessing needs, experiences, and levels of student satisfaction in order to improve services.
- (8) Opportunities for students to provide input in institutional decision-making.
- (9) Published procedures for and records of addressing student complaints and grievances.

## **6) Assessment of Students**

**(1) Incoming Students...**Some assessment data that will be helpful indicators:

- (a) Percentage of freshmen in the top 20% of high school and college class.
- (b) Freshmen average high school and college scores.
- (c) Reading and English writing skills of freshmen.
- (d) Result of test of Scripture and theology, church history, vision of students.

### **(2) Current Students**

- (a) Student satisfaction survey is typical instruments that are used to determine how student view the effectiveness and efficacy of co-curricular departments.
- (b) Campus life of student: The six principles state that the VACU is an educationally purposeful, open, just, disciplined, caring, and celebrative community. Each of these characteristics can be assessed by the students, staff, faculty, and other stakeholders the VACU.
- (c) Some other principles that may be assessed are social responsibility, civic and political responsibility, moral and ethical values, faith-spirituality, motivation and commitment. Student focus group, case studies, and anecdotal responses are open used to collect this kind of information.

**(3) Graduating Students...**Some assessment data that will be helpful indicators;

- (a) Graduation rate.
- (b) Performance on national standardized tests in the area of discipline.
- (c) Performance on certification or licensure exams.
- (d) Performance on institutionally developed comprehensive exams for graduating;
  - \* Test of reading and English writing skills of graduating student.
  - \* Test of scripture and theology, church history, vision of graduating students.

**(4) Alumni....** Some assessment data that will be helpful indicators;

- (a) Percentage of graduates immediately beginning graduate school.

- (b) Percentage of graduates receiving a job offer in the discipline within six months.
- (c) Assessment of employers.
- (d) Achievements after graduation in discipline.
- (e) Alumni satisfaction survey concerning education received.

## 4. Library Committee

The program ensures the availability of learning resources and services of appropriate form, range, depth, and currency to support the programmatic offerings and meet student needs.

### 1) Essential Elements of Library

- (1) Faculty involvement with the library staff in the analysis of resource adequacy, the selection of resource materials, and the establishment of library policy.
- (2) Library staff participation in curricular planning.
- (3) The availability of reference services and other means of support to help users find needed information.
- (4) Evaluation of learning resource utilization by the learning community.
- (5) Sufficient funding, staff and practices to procure and maintain needed library resources and services

### 2) Library and Other Learning Resources.

Administrative handbook of library policies and procedures, student library orientation guide, library budget/expenditures, library committee minutes, register of periodicals and journals, register of available indices, shelf list, circulation statistics, agreements with other libraries, librarian's annual report, analysis of collection by discipline, enrollment, age of material (based on copyright dates), technology, online indices, and usage. Library manual policies and procedures.

### 3) Development of Library Services

- (1) Library personnel qualifications and job descriptions.
- (2) Librarian's annual report.
- (3) Internal report(s) comparing collect strengths and programs offered.
- (4) Financial records regarding library expenditures including percent E and G budget.
- (5) All faculty personnel records including resumes or vitae, transcripts, and any written.
- (6) Justification in the record for faculty teaching without requisite graduate studies in the area in which he/she instructs (These should be available only in the on-campus work room).

## 5. Finance and Development Committee

### 1) Goals of Finance and Development Committee

- (1) To review the evaluations of the budget planning process.
- (2) To evaluate the budgetary systems of control.
- (3) To review the evaluations of the accounting system to ensure that it follows accepted principles.

- (4) To review the annual audit report.
- (5) To ensure that strategic plan proposals are financially realistic.
- (6) To recommend changes in the financial processes based on the SWOT analysis.

## **2) Financial Resources**

- (1) A consistent record of financial stability as documented by external, opinioned audits available to the public.
- (2) A budgeting process that serves as an effective instrument of financial control.
- (3) The cultivation of multiple revenue streams sufficient to enable the realization of institutional goals.
- (4) Adequate resources to ensure achievement of educational goals.
- (5) Risk management policies and procedures sufficient to safeguard assets.
- (6) Appropriate board oversight of financial management to meet public accountability obligations.
- (7) Sufficient financial reserves to enable an effective response to unforeseen crises.
- (8) Adequate internal controls to safeguard assets and protect personnel from accusations of wrongdoing.
- (9) Evidence that institutional planning informs the budgeting process.

## **3) Financial needs**

About Institutional Effectiveness and Planning, institutional resources.

- (1) Past three years of financial statements.
- (2) Five-year financial plan.
- (3) 10-year financial graph.
- (4) Fund raising plan to support the financial plan.
- (5) Financial aid records and procedures.
- (6) Procedures for internal financial controls.
- (7) Capital campaigns and associated documents.
- (8) Donor rosters.
- (9) Strategic planning document.
- (10) Documented use of results to improve VACU, financial picture, or program delivery.
- (11) Documented use of results to improve VACU, financial picture, or program delivery.



(2) Final grades for all students within Two (2) WEEKS OF THE FINAL EXAM, including copies of all exams administered with answer keys, and any changes in the syllabus.

8. Faculty Member agrees to attend at least one general faculty meeting each semester.

9. The VACU reserves the right to terminate this contract, if necessary, for the protection of the University's academic standards, or if such termination is deemed in the best interests of the students and / or the administration.

10. Faculty Member understands and agrees that an academic officer of the VACU may visit the class in session to evaluate teaching ability, effectiveness and adherence to the syllabus but, this should in no way be seen as an infringement on the normal rights to academic freedom. Faculty Member also understands and agrees that students will be asked by the University to submit directly to the Dean's office written evaluations of Faculty Member's performance at midterm and / or the end of term.

11. Faculty Member agrees to notify the VACU of all textbooks and / or other supplies needed by the students in sufficient time for these to be obtained, or to provide both the President's Office and students with another available source.

12. Limited copier privileges are available to the faculty for class materials and exams. Large copying needs must be recharged to either the Faculty Member or the students. Further information is available from the President and is stated in the Faculty Handbook.

13. Faculty member agrees that any keys issued by the administration to the faculty member are the responsibility of the faculty member. These keys are not to be duplicated or released to any other individual and must be returned at the end of each semester to the Director of General affairs.

#### **14. Responsibilities of Faculty, Staff**

The Virginia Christian University seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to anyone, but they are listed to prevent any misunderstanding between the University and its staff member.

The responsibilities are: (1) Spend the work day effectively by performing the assigned tasks and demonstrating an awareness of priorities. (2) To perform each task quickly, safely, and well. (3) To be at work when scheduled, fulfilling the regular work hours/day. (4) To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled. (5) To use work hours for work related activities only. (6) To cooperate with reasonable requests from co-workers. (7) To respect the confidentiality of sensitive information. (8) To keep all school and office related matters undisclosed to people unaffiliated with Virginia Christian University. (9) To respect the rights of others. (10) To respect the property of others and Virginia Christian University and to use the University's property only for legitimate work purposes, unless specific authorization has been received by the President of Virginia Christian University. (11) To abide by the Lifestyle Expectations of Virginia Christian University.

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**15. ACCEPTANCE OF THE DOCTRINAL STATEMENT OF VACU.** By the signature of the Faculty below, the Faculty does hereby accept this appointment and subscribes, without reservations, to Doctrinal Statement of VACU as printed in Catalog of VACU.

**16.** By their signatures below, the faculty member agree to the terms and conditions set forth above, any appended schedules, and that the Faculty Member was given, has read and understands the Catalog of VACU, the Faculty Handbook and any and all supplements to each.

EXECUTED, effective as of the Effective Date ( \_\_\_\_\_ ).

In the presence of ( \_\_\_\_\_ ) \_\_\_\_\_  
Date

**Virginia Christian University and Professor**

By: \_\_\_\_\_  
Thomas Rhee, President of VACU  
Hereunto Duly Authorized  
Date

By: \_\_\_\_\_  
Date

NAME OF PROFESSOR

## B: SAMPLE OF NOTIFICATION OF INCOMPLETE FOR STUDENT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Semester: ( ) Fall, ( ) Spring, ( ) Summer, ( ) Winter Year: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The work for this course must be completed within two weeks of the last day of examinations for the semester in which you took the course. **After this date the "I" will revert to the instructor's incomplete grade, which averages a zero for all outstanding work.** Shown below is the requirement to remove the grade.

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**To the Instructor:** Please submit this completed form to the VACU Office. The VACU Office will then send a copy to the student and place the original in the student's file.

**Submission Guidelines:** An "I" is given only when unusual circumstances prevent the completion of a *major project or examination, which would affect the final grade*