

Abilene Christian University

Faculty Handbook

Revisions to the Faculty Handbook confirmed on 7-1-16

A handwritten signature in black ink, appearing to read "Phil Vardiman". The signature is fluid and cursive, with the first name "Phil" written in a larger, more prominent script than the last name "Vardiman".

Phil Vardiman, Ph.D., chair, Faculty Senate (2015-16)

A handwritten signature in black ink, appearing to read "Robert Rhodes". The signature is written in a cursive style, with the first name "Robert" and last name "Rhodes" clearly distinguishable.

Robert Rhodes, Ph.D., Provost

Table of Contents

Chapter One: Faculty Mission and Responsibilities	3
Part One: Faculty Mission.....	3
Part Two: Shared Governance.....	4
Part Three: Faculty Definition and Voting Responsibilities	4
Part Four: The University Academic Program	5
Part Five: Faculty Senate.....	6
Part Six: Faculty Committees.....	6
Chapter Two: Faculty Employment Policies	8
Part One: Appointment to the Faculty	8
Part Two: Termination of Faculty Appointments	14
Part Three: Academic Freedom and Responsibility	15
Part Four: Employee Handbook - Specific Policies.....	16
Part Five: University Policies - Specific Policies	19
Chapter Three: Orientation to the Academic Life: University Organization	20
Part One: Academic Administration	20
Part Two: Special Academic Programs	25
Part Three: Academic Guidelines.....	27
Part Four: Academic Regulations and Procedures.....	30
Part Five: Release of Educational Records.....	32
Part Six: Special Provisions Relating to Other University Divisions.....	34
Chapter Four: Orientation to the Academic Life: Faculty Support	36
Part One: Faculty Research	36
Part Two: Faculty Enrichment	38
Part Three: Services Available to Faculty	38
Appendices	42
A: Constitution of the Faculty Senate.....	42
B: Descriptions of Academic Councils.....	49
C: Descriptions of Standing Committees.....	58
D: Descriptions of Advisory Committees.....	75
E: Tenure and Promotion Policy.....	78

CHAPTER ONE

FACULTY MISSION AND RESPONSIBILITIES

PART ONE: FACULTY MISSION

We, the faculty of Abilene Christian University, consider ourselves a community of Christian scholars dedicated to equipping our students to live integrated, Christ-centered lives of service and leadership.

Through our example, our instruction, and the environment we provide in classrooms and on campus, we try to motivate students to love learning and to pursue truth throughout their lives.

Our goal is to see that our students combine their Christian faith, their professional commitment, and a broad range of human knowledge into a coherent worldview that recognizes the interrelatedness of all parts of God's universe.

Our goals are based on Christian values. We believe in God as Creator; Jesus, His Son, as Savior and Lord; and the Holy Spirit as Comforter indwelling the Body of Christ, His Church. We believe in the Bible as God's inspired Word, and all truth as God's truth.

We view the student as unique, made in the image of God; the family as a God-ordained institution; and the world community as the context for our professional and spiritual service.

We consider teaching a calling from God and a ministry for Christ, demanding excellence within our disciplines.

We believe that our actions should be guided by integrity, love, and respect for individual and cultural diversity. We believe in protecting individual freedom of conscience and, at the same time, in encouraging one another to meet mutual goals and responsibilities.

Commitment to Code of Conduct

We recognize the importance of the faculty's influence in the lives of students, both in and out of class. Beyond the teaching mission is the responsibility to provide a positive role model for students in their daily walk with God. Faculty and administration are expected to model an exemplary Christian lifestyle in all aspects of their conduct.

PART TWO: SHARED GOVERNANCE

The university operates by the principle of shared governance. Shared governance “refers to governance of higher education institutions in which responsibility is shared by faculty, administrators, and trustees. The AAUP (American Association of University Professors) emphasizes the importance of faculty involvement in personnel decisions, selection of administrators, preparation of the budget, and determination of educational policies. Faculty should have primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process” ([AAUP http://www.aaup.org/AAUP/about/mission/glossary.htm](http://www.aaup.org/AAUP/about/mission/glossary.htm)).

PART THREE: FACULTY DEFINITION and VOTING RESPONSIBILITIES

In the spirit of shared governance and in view of the founding principles of Abilene Christian University, the following definitions and voting criteria are established:

I. Definitions

- A. **Faculty** - The faculty of the university includes credentialed individuals, full-time and part-time, who hold the faculty rank of instructor, assistant professor, associate professor, or professor.
- B. **Faculty rank** - At the point of hire, and subsequently through promotion, faculty are assigned rank: instructor, assistant professor, associate professor, and professor. Faculty who have been awarded tenure and rank do not surrender that tenure or rank when promoted to an administrative post.

II. Voting responsibilities.

The Elections Committee of the Faculty Senate, which may seek support of the Provost’s Office, oversees elections.

- A. **Votes to change the Faculty Handbook:** Changes to Chapters 1 and 2 of the Faculty Handbook are to be voted on by faculty. Changes in Chapters 3 and 4 of the Faculty Handbook may be made by the Provost or Provost’s designee without faculty vote and become effective 30 days after notice has been given to the Faculty Senate at a regular meeting of that body.
- B. **Votes to change the Tenure and Promotion Policy** are to be voted on by all persons with faculty rank.

- C. **Votes on matters of curriculum** are voted on by persons with faculty rank on separate ballots, with one ballot distributed to persons at the level of chair and below. A second ballot is distributed to faculty above the level of chair or whose administrative assignments include more than one department. The Faculty Senate Elections Committee will announce both tallies. The combined tally determines the outcome of the election.
- D. **Faculty Senate elections, including resolutions**, are limited to full-time faculty at the level of chair and below.

PART FOUR: THE UNIVERSITY ACADEMIC PROGRAM

The faculty is responsible for the academic program of the university, subject to the approval of the President and ultimately the Board of Trustees. The faculty determines:

1. General requirements for graduation including course requirements that are common to all majors for all degrees
2. Admission requirements
3. Policies governing academic probation and suspension
4. Requirements for graduating with honors.

The faculty has regularly scheduled University Faculty Meetings chaired by the Provost. When needed, the President or Provost may call special meetings. When some academic question needs to come before the faculty, the usual procedure is for one of the academic councils (University Undergraduate Academic Council, University Graduate Council, University General Education Council, Teacher Education Council) to discuss the question and bring a recommendation to the University Faculty Meeting for discussion and vote. This does not preclude questions being raised or motions made from the floor during the University Faculty Meeting. If the Provost or the Faculty Senate believes the proposal brought to the faculty is a matter of major importance, the proposal will be presented and discussed at one meeting and a vote taken after a subsequent meeting as circumstances may require. In either case provisions for absentee voting will be made.

PART FIVE: FACULTY SENATE

The Faculty Senate of Abilene Christian University is a representative body of the faculty that is concerned with:

- Faculty work and welfare;
- The preservation of faculty prerogatives;
- Efficient and decorous conduct of all affairs of the university of concern to the faculty.

The constitution of the Faculty Senate is in Appendix A.

The membership of the Faculty Senate is listed at:

<http://www.acu.edu/legacy/academics/provost/committees/index.html>

PART SIX: FACULTY COMMITTEES

I. Academic Councils

Six academic councils guide the university's academic programs:

1. Graduate Council
2. Research Council
3. Teacher Education Council
4. University General Education Council
5. University Undergraduate Academic Council
6. University Undergraduate Research Council

Descriptions of Academic Councils are in Appendix B.

Current memberships are listed at

<http://www.acu.edu/legacy/academics/provost/committees/index.html>

II. Standing Committees

Much of the work of the university is accomplished through several important standing committees:

1. Admissions Committee
2. Athletics Committee
3. Disciplinary Review Board
4. Honors Advisory Committee
5. Library Committee
6. Major Scholarships Committee

7. Student Life Committee
8. Suspension Appeal Committee
9. Undergraduate Readmission Committee
10. University Tenure and Promotion Committee.

Descriptions of Standing Committees and qualifications for membership are in Appendix C.

Current memberships of Standing Committees are listed at
<http://www.acu.edu/legacy/academics/provost/committees/index.html>.

III. Advisory Committees

Other aspects of the university's work are accomplished through various advisory committees. Current Advisory Committees are:

1. Advisory Committee for the Health Professions
2. Faculty Development Committee.

Descriptions of Advisory Committees and qualifications for membership are in Appendix D.

Current memberships the Advisory Committee for the Health Professions is listed at
http://www.acu.edu/academics/cas/healthprofessions/advisory_committee.html
Current membership of the Faculty Development Committee is listed at
<http://blogs.acu.edu/adamscenter/funding/faculty-development-committee/>

CHAPTER TWO

FACULTY EMPLOYMENT POLICIES

PROLOGUE

Equal Opportunity Employment

Abilene Christian University is an equal opportunity employer and has a policy to employ without regard to race, color, age, sex, disability, or national or ethnic origin in keeping with applicable state and federal laws.

While it is the desire of Abilene Christian University to increase the percentage of faculty members who are women and ethnic minorities, decisions regarding hiring and promotions are based upon an individual's qualifications.

PART ONE: APPOINTMENT TO THE FACULTY

Appointments to the faculty are made by the President upon the joint recommendations of the Provost, the dean of the appropriate college or director of a unit, and the chair. When a position is available, normally a search and review committee is formed, a search undertaken, and applicants reviewed.

All full-time faculty members must be active, involved members of a local congregation of the Churches of Christ.

For a candidate to be considered for a position, the candidate's portfolio must include the following: a vita; at least two letters of recommendation (one academic, one from a church leader); a statement of philosophy of teaching and learning and the role of scholarship in teaching and learning; a statement about the relationship of faith and Christian worldview to teaching and learning; a statement concerning the candidate's personal spiritual journey; official transcripts of all academic work; and selected copies of papers and publications. The prospective list of possible candidates for the position is typically reduced to a maximum of two.

With the approval of the Provost and the appropriate dean or director, the prospective faculty members will be invited to the campus to meet with administrators, chairs, and members of the department/school. Soon after the visits, the dean and chair or director may recommend a candidate to the Provost. Before a candidate is offered a contract, the candidate must complete a background check arranged through Human Resources. If the President concurs with a positive recommendation from the Provost, a contract will be offered to the candidate; and in the case of

tenure-track hires, the first year in which the faculty member may apply for tenure and/or promotion. Faculty appointments may be non-tenure track or tenure-track. The contract letter will indicate the nature of the appointment and the rank at which the faculty member is being appointed: instructor, assistant professor, associate professor, or professor.

Part-Time Faculty

In addition to those who hold the faculty rank of instructor, assistant professor, associate professor, and professor, Abilene Christian University has five categories of part-time faculty:

1. Adjunct instructors
2. Supply instructors
3. Intercollegiate faculty
4. Faculty-in-residence and visiting faculty
5. Senior (retired ACU) faculty.

In consultation with the Provost, the dean of each college will make the category determination for each part-time teacher employed by the university. Part-time faculty must meet the same requirements for professional, experiential, and scholarly preparation as full-time faculty as noted in Appendix E.

Adjunct Instructors

Adjunct instructors are used on a sustained basis and are an integral part of the ongoing academic work of a department/school. The policies and guidelines governing the use of adjunct instructors include the following:

1. Annual contracts (to be issued by June 1; contact Provost's Office for contract information)
2. Voting privileges in the respective department, school, or college at the discretion of the dean of that college; voting privileges not permitted in university faculty decisions
3. Catalog listing as adjunct instructors, as well as listing in other official university publications of faculty and adjunct faculty
4. Service on departmental/school committees and college committees in proportion to the teaching load but no service on university committees
5. To the extent possible, a semester's notice before non-renewal of annual contract
6. Benefits, such as tuition discount and medical benefits, not provided for adjuncts
7. Adjunct instructors whose appointment is determined by a grant or extramural funding are to be reappointed on a case-by-case basis with the approval of the college dean and the Provost.

Supply Instructors

Supply instructors are hired on a semester-by-semester contract. Contact Provost's Office for contract information. The policies and guidelines governing the use of supply instructors include the following:

1. No voting privileges in department, school, college, or university faculty decisions
2. Not listed in the catalog or other university publications as part of the ACU faculty
3. No advance notice of non-renewal of contract required.

Intercollegiate Faculty

Intercollegiate faculty members are used on an as-needed basis and teach for ACU, but are on the faculty at another regionally accredited university in an intercollegiate agreement. Intercollegiate faculty members do not have voting privileges in an ACU department, school, college, or the university. They may be listed in the ACU catalog as intercollegiate faculty. All fringe benefits accrue through the home campus.

Faculty-in-Residence and Visiting Faculty

From time to time, departments/schools in the university may have in-residence or visiting appointments in which individuals will assume positions for varying lengths of time. Examples of in-residence appointments include the following: artist-in-residence, missions coordinator, minister-in-residence, researcher-in-residence, and scholar-in-residence. These appointments are temporary and normally do not carry voting privileges in the department, school, college, or university.

Senior Faculty

A full-time faculty member who is retiring from ACU may be re-employed as Senior Faculty for special assignment either as a teacher, a researcher, or a teacher/researcher. He or she must be recommended by the chair and dean. The renewable two-year contract is normally considered half-time, which entitles the faculty member to continue with certain benefits through Human Resources.

Senior Faculty members normally teach two three-credit-hour courses per semester and assist with other duties in the department/school. Office space will be provided as available. A special salary policy applies to Senior Faculty.

These appointments are temporary and normally do not carry voting privileges in the department, school, college, or university.

Full-Time Faculty

The full-time faculty of the university comprises individuals who have faculty rank and are employed full time in the university's academic division.

Faculty Workload

Teaching load

The teaching load and other official faculty assignments take into account faculty members' need for time to devote to professional growth and scholarly products. Unless otherwise specified, ACU faculty assignments assume a twelve-semester-hour teaching load. Unless specified in the contract, summer school teaching is compensated independently of regular salary. In most cases teaching assignments are limited to twelve semester hours in a regular semester and six semester hours during the summer.

Non-teaching workload

As a part of their regular responsibilities, full-time faculty members are expected to devote time to research or creative scholarship, professional enrichment, committee assignments, and advising students. Variations from the above must have the approval of the respective chair and dean. Subject to the dean's approval, reassigned time may be granted for scholarly activities, administrative duties, or other special projects.

Faculty Renewal Leaves (Sabbaticals)

The university provides Faculty Renewal Leaves for tenured faculty based upon applications reviewed by the Faculty Renewal Leave Committee and the Provost. The purpose of leaves is to provide a faculty member with a significant period of time to devote to enrichment, reflection, writing, and retooling, which ultimately leads to higher quality teaching and other forms of scholarship. These leaves are contingent on merit and available funding. The Provost makes the decision based on the recommendation of the Faculty Renewal Leave Committee. For more information, see [Faculty Renewal Leaves](#).

Chapel Attendance

Daily chapel is a focal point in the spiritual life of the university and a cohesive force for the Abilene Christian University community. Faculty members are expected to attend chapel regularly. Nothing should be scheduled that will interfere with this expectation.

Faculty Absence from Class/Faculty Meetings

Faculty members are expected to meet classes and attend faculty meetings, except in cases of emergency. Reasons which may justify missing a class or faculty meeting may be attendance at professional meetings, scholarly research away from the campus, speaking engagements that benefit the university, sickness or death in one's family, and other reasons subject to the chair's approval. All such absences should be approved in advance.

In addition to reporting to and/or obtaining the approval of the chair, faculty members must report all absences of more than five consecutive days because of illness to the departmental/school administrative coordinator for entry on the monthly report for lost time.

If a faculty member wishes to miss a day or two of classes for professional reasons, he or she should submit a Travel Request to the department or school chair. Each such request will be considered by the chair and dean or director on its merits and in terms of its value to the university as an educational institution. Such absences will not impact the faculty member's pay. If a faculty member wishes to be away from classes for personal reasons, the chair and dean must approve such absences in advance.

A faculty member should be punctual in meeting all classes. It is important to be in the classroom ready to begin at the appointed time.

Other Leaves of Absence

Faculty members may request leaves of absence without salary for a variety of reasons, such as teaching at another institution, postdoctoral research or study, travel, and mission work. Requests for such leaves should be directed to the department or school chair and the dean of the appropriate college.

If the leave is granted, the faculty member must leave his or her retirement plan intact (even though no contributions will be made to it during the period of the leave). To liquidate his or her retirement plan the faculty member must terminate employment with the university. The faculty member may also arrange during the leave of absence to pay for hospitalization and life insurance premiums on a monthly basis with the payroll office.

Faculty members who receive Faculty Renewal Leaves may be absent from campus for one or two semesters (one semester at full salary or two semesters at one-half salary). In the latter case, the salary may be supplemented by an appointment at another university or through an external grant. For further details, see the information at

<http://www.acu.edu/legacy/academics/provost/renleaves/index.html>

Office Hours

Each full-time faculty member is provided an office equipped with desk, chairs, bookshelves, filing cabinet, telephone, and computer. Office assignments are made by the dean of the college in consultation with the department or school chair or director.

Each full-time faculty member is required to schedule and post a minimum of 7 hours each week and to be available during these hours for conferences with students. These office hours should be posted on the office door and reported to the dean and department or school chair at the beginning

of each semester. Faculty members must announce their office hours to their classes and indicate those hours to students in their syllabi.

Salary Policies

Full-time ACU faculty members are typically on an academic year contract spanning the fall and spring semesters with salary paid in 12 monthly payments, with some exceptions. There may be a summer teaching assignment with extra pay. As a general rule, the university does not encourage teaching more than 12 hours per semester.

Class Syllabus Requirements

Each teacher is required to publish and distribute a new class syllabus for every class by the end of the first full week of each long term (or the second day of each short term). Electronic publication and distribution are acceptable. Each faculty member must submit one copy of each course syllabus to the department/school chair's office. For the requirements, see <http://www.acu.edu/academics/adamscenter/faculty-resources.html>.

Course Evaluation

Each semester every faculty member must devote a short amount of class time toward the end of the semester to obtain each student's opinion of the course and teaching. The faculty member may not be present when the evaluation is given and may not see the results of the evaluation until grades have been submitted to the Office of the Registrar. While these data are only one component of a comprehensive understanding of teaching and learning and do not provide a means of assessing faculty performance on the level of evaluations by chair or dean, they nevertheless do indicate trends over a period of time that will assist in evaluating the faculty member's classroom performance by the chair and dean.

Student-Faculty Ratios

Student-faculty ratios are calculated with a formula that assumes that full-time undergraduate students take 15 hours and graduate students take nine hours. Full-time faculty are counted as one FTE faculty, unless they have reassigned time from the standard 12-hour load; part-time faculty are counted as .25 FTE for each three hours of teaching load.

Tenure and Promotion Policy - See Appendix E

PART TWO: TERMINATION OF FACULTY APPOINTMENTS

Methods of Termination

Faculty appointments may be terminated by the following means:

1. Voluntary resignation of the faculty member through letter of resignation delivered to the President no later than March 1 of the academic year and to be effective at the end of that year;
2. Retirement;
3. Mutual agreement of the faculty member and the President;
4. Non-renewal of the contract of a faculty member not holding tenure (the university is not obligated to show cause for such non-renewal);
5. “Special termination” in which the contract or appointment of any faculty member may be terminated before its normal expiration by the President for cause, such as moral delinquency; sexual immorality; failure to comply with expectations of administration and faculty; professional incompetence; financial exigencies of the university as declared by the Board of Trustees; program, degree or department/school elimination; permanent serious physical or mental disability which significantly limits the faculty member’s ability to fully and satisfactorily perform the duties and responsibilities of the faculty member and which cannot be reasonably accommodated; neglect of responsibilities; or if his or her life or teaching fails to conform to the aims and ideals of the university, including its religious expectations.

Procedures Followed in Special Termination

In a case when such special termination is imminent, a conference between the faculty member concerned and the Provost will be conducted. The President may attend this conference if he or she so chooses. If the President decides that the course of special termination is to be pursued, the following steps will be observed:

1. The faculty member will be notified by letter that special termination of his or her contract will be effective at a date designated in the letter. The President reserves the right to make any termination effective immediately. In the case of tenured faculty the letter will state the cause of the special termination.
2. If the faculty member has been granted tenure, he or she will have the option of appealing to a committee appointed to hear his or her case. The committee will consist of five members of the faculty, two appointed by the President, two appointed by the faculty member, and one appointed by the chair of the Faculty Senate with mutual agreement of the President and the faculty member. This committee shall make recommendations

- to the President, who in turn shall make recommendations to the Executive Committee of the Board of Trustees, whose decision shall be final.
3. In a case of special termination the faculty member will receive basic compensation, including fringe benefits, until the point in time described below, whichever occurs first:
 - a. The termination date designated in the President's letter, provided this date is at least two months (four months in the case of a tenured faculty member) later than the date of writing of the letter;
 - b. Two months (four months in the case of a tenured faculty member) after the designated termination date;
 - c. The date at which the faculty member begins other comparable employment;
 - d. A date before the termination date at which the faculty member may cease to perform his or her assigned duties.

PART THREE: ACADEMIC FREEDOM AND RESPONSIBILITY

Preamble

The faculty members of a Christian institution of higher learning accept unique responsibilities. One must apply a Christian perspective in achieving proper balance between academic freedom and academic responsibility. Freedom in an orderly society is always limited and never absolute. Freedom for a faculty member at Abilene Christian University is limited by his or her relationships in society, by the authority of Scripture, and by the purposes for which the university exists. The university is committed to New Testament Christianity and adheres to the Board of Trustees Policy 2.11, which says in part:

Further the President will not:

1. Hire or continue to employ any person in the following categories who is not an active member of a local congregation of the Churches of Christ as defined in Article III of the Articles of Incorporation:
 - a. all senior administrative officers including vice presidents and deans
 - b. all full-time faculty members who serve undergraduate students
 - c. all faculty serving in the Department of Bible, Missions, & Ministry in the College of Biblical Studies and all full-time faculty serving in the Graduate School of Theology
2. Hire or continue to employ faculty serving in any capacity who do not affirm and embrace the core values and guiding principles of ACU as articulated in the document entitled *Identity, Mission and the Future of Abilene Christian University* dated August 2012.

Thus, in accepting a position as a member of the faculty, the teacher understands that his or her academic freedom is not to be regarded as license to propagate a principle or an ideology that violates the basic purposes of the institution.

Freedom and Responsibility

Given the preceding qualifications, the following statements about academic freedom and responsibility apply:

1. Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that the faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish his or her conclusions concerning the significance of evidence that the teacher considers relevant. He or she must be free from the corrosive fear that others inside or outside the university community, because their vision may differ from his or her own, may threaten his or her professional career or the material benefits accruing from it.
2. Each faculty member is entitled to full freedom in the classroom in discussing the subject that he or she teaches. Each faculty member is also a citizen of his or her nation, state, and community; when he or she speaks, writes, or acts as such, he or she must be free from institutional censorship or discipline.
3. The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by governing boards, administrators, and faculty members.
4. The fundamental responsibilities of a faculty member as a teacher and a scholar include a maintenance of competence in his or her field of specialization and the exhibition of such competence in lectures, discussions, and publications.
5. Exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and the institution by his or her statements. Faculty should be accurate, exercise appropriate restraint, show respect for the opinions of others, and avoid creating the impression of speaking or acting for the college or university when speaking or acting as a private person.
6. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject or field. When discussing controversial materials in class, the faculty member should be certain that students understand the faculty member's position on the subject.

PART FOUR: EMPLOYEE HANDBOOK—SPECIFIC POLICIES

Specific Policies

As employees of the university, faculty agree to abide by and should be familiar with ACU's employee policies in general and the specific policies listed below. For further details, see the [Employee Handbook](http://www.acu.edu/campusoffices/hr/handbook/) <http://www.acu.edu/campusoffices/hr/handbook/>.

Human Resources Employee Handbook Table of Contents

Disclaimer: This employee handbook is not a contract of employment with the University. Employment with the University is "at will," which means that either the employee or the University may terminate the relationship at any time.

- **000 Employment**
 - [010. Definitions of Employment Status](#)
 - [011. Definitions of Student Employment Status](#)
 - [020. Recruiting and Selection](#)
 - [020.1 Background Check and Self-Reporting](#)
 - [021. Nondiscrimination](#)
 - [022. Employment of Relatives](#)
 - [023. Employment of Minors](#)
 - [025. Applicant Moving Expense](#)
 - [030. New Employee Orientation Period](#)
 - [040. Personnel Records and Privacy](#)
 - [041. Americans With Disabilities Act](#)
 - [042. Indemnification Policy](#)
 - [043. Intellectual Privacy Policy](#)
 - [044. Policy Development Policy](#)
 - [045. Treatment of Employees Policy](#)
- **100 Wage and Salary Administration**
 - [110. Exempt/Non-Exempt Employee Status](#)
 - [111. Supplemental Payments](#)
- **200 Hours of Work and Payroll Practices**
 - [210. Pay Days, Pay Arrangements and Hours of Work](#)
 - [211. Overtime: Non-exempt employees](#)
 - [212. Non-exempt employees working in two departments](#)
 - [213. Alternative work schedules](#)
- **300 Employee Leave**
 - [314. Sick leave](#)
 - [314.1 Shared Leave Bank](#)
 - [321. Family and Medical Leave Act \(FMLA\)](#)
 - [322. Leaves of absence without pay](#)
 - [322.1 Military Leave of Absence](#)
 - [323. Unpaid personal time off](#)
 - [324. Regulations for Parking & Operations of Motor Vehicles](#)
- **400 Standards of Conduct**
 - [410. Standards of Conduct](#)
 - [410.5 Code of Ethics](#)
 - [411. Conflict of Interest](#)
 - [412. Anti-Harassment](#)
 - [413. Attendance Control](#)
 - [414. Solicitation and Distribution](#)
 - [415. Substance Abuse](#)
 - [416. Dress and Personal Appearance](#)
 - [417. The Use of Tobacco in the Workplace](#)
 - [418. Telephone Use](#)
 - [419. Office Equipment](#)

- [420. Responsible Use of Information and Technology](#)
- [421. Whistleblower Policy](#)
- [423. Identity Theft](#)
- [424. Records Management Policy](#)
- [425. Employee Receivable Policy](#)
- [430. Performance Improvement](#)
- [440 Political Campaign Activity](#)
- **500 Employee Communications**
 - [501 Internal Communication](#)
 - [502. Campus Mail](#)
 - [510. Official Notice and Safety Bulletin Boards](#)
 - [530. Complaint Procedure](#)
- **600 Performance Development**
 - [610. Performance Appraisal](#)
 - [620. Promotions](#)
 - [621. Job Posting](#)
- **700 Safety and Health**
 - [710. Accident/Injury Reporting](#)
 - [720. Hazard Communication Program](#)
 - [730. Blood-Borne Pathogens Exposure Control Plan](#)
 - [740. Driver Policy](#)
 - [750. Surveillance Camera Policy](#)
- **800 Employee Separation**
 - [810. Employee Separation](#)
 - [820. Exit Interviews](#)
- **900 Travel and Expenses**
 - [910. Travel and and Entertainment Policy](#)
 - [911. Purchasing Card Policy](#)
 - [912. Gifts, Awards, Prizes, & Receptions Policy](#)
 - [920. International Travel Approval Policy](#)

PART FIVE: UNIVERSITY POLICIES—SPECIFIC POLICIES

As employees of the university, faculty should be familiar with the university policies listed on the University Policy Index at:

http://www.acu.edu/campusoffices/legal/policies/University_Policy_In.html

and

<http://www.acu.edu/campusoffices/riskmanagement/policies/index.html>

CHAPTER THREE

ORIENTATION to the ACADEMIC LIFE: UNIVERSITY ORGANIZATION

PROLOGUE

History and Identity

Abilene Christian University is a private, independent, comprehensive university located in Abilene, Texas. Founded by members of the Churches of Christ in 1906, the university maintains a strong relationship with its religious heritage—the Stone-Campbell Movement. Grounded in the liberal arts, the curriculum and co-curriculum are designed to develop the intellect and character of students. The university is a community of learners dedicated to scholarship and committed to Christ. Its educational programs, faculty and staff, administration, and campus environment all exist to educate students for Christian service and leadership throughout the world. Members of the Board of Trustees, senior administrators, and full-time faculty members must be faithful, active members of a congregation of the Churches of Christ.

PART ONE: ACADEMIC ADMINISTRATION

For the organizational chart of the university, see [Org Chart](#).

For the annual evaluation, the President evaluates the Provost, and the Provost evaluates the deans and directors. Senior academic positions (Provost, deans) typically require searches. The President, usually in consultation with the Provost and search committees, appoints these positions. A position that is vacated on an untimely basis will be filled by an interim appointment while searches are underway. With agreement from the President and normally in consultation with the deans, the Provost appoints other academic administrative positions.

I. Provost

The Provost is responsible for the leadership, administration, and operation of the Academic Division of the university. The four primary functions of the position are: 1) to provide vision, leadership, and oversight for the Academic Division; 2) to represent the university to external constituencies, including the Abilene community; state, regional, and national organizations; the Churches of Christ; professional and higher education organizations; and at public functions; 3) to serve on committees and projects for the university at the request of the President or the Chair of the Board of Trustees; and 4) to engage in scholarly and professional activities, including teaching, research, and service, that contribute to the mission of the university, the discipline, and the field of higher

education. The Provost provides leadership for the Academic Division of the university. The Academic Division is responsible for the academic life of the university - faculty, student learning, curricula, degree requirements, and academic services.

Administrators who work directly under the Provost include the following positions:

- a. Vice Provost
- b. Assistant Provost for Institutional Effectiveness
- c. Assistant Provost for Graduate Programs
- d. Dean, College of Arts and Sciences
- e. Dean, College of Biblical Studies and Graduate School of Theology
- f. Dean, College of Business Administration
- g. Dean, College of Education and Human Services
- h. Dean, Honors College
- i. Dean, School of Nursing
- j. Dean, Library Services and Educational Technology
- k. Dean, College of Graduate and Professional Studies
- l. Executive Director, Center for International Education
- m. Registrar
- n. Manager of Academic Financial Operations
- o. Vice President for Church Relations
- p. Vice President for Academic Affairs, ACU - Dallas

II. Vice/Assistant Provosts

A. Vice Provost

The Vice Provost reports to the Provost. The Vice Provost may teach a course annually and is expected to continue to be an active professional. Responsibilities include assisting the Provost with planning and budgeting in the Academic Division and with institutional research and assessment. The Vice Provost has primary responsibility for addressing student concerns regarding curricular and co-curricular programs, including appeals and requests for exception to policy. The Vice Provost chairs the Academic Managers group, the University Undergraduate Academic Council, and the University Calendar Committee.

B. Assistant Provost for Institutional Effectiveness

The Assistant Provost provides leadership for the Office of Institutional Effectiveness. The Assistant Provost reports to Office of the Provost. The Assistant Provost may teach up to two courses per year. The Assistant Provost for Institutional Effectiveness serves as the leader of Academic Program Reviews and the Visiting Committee Programs and supervises the Assistant Director of Institutional Research. The office is responsible for the coordination of information gathering throughout the university and for completing

information surveys requested each year from outside sources. The office also compiles much of the information used for strategic planning.

C. Assistant Provost for Graduate Programs

The Assistant Provost for Graduate Programs reports to the Office of the Provost and works directly with the college deans and Abilene-based residential graduate program directors. The APG teaches 12 hours per academic year and is expected to be professionally active. The APG provides leadership in strategic planning for graduate education, including growth and development of programs, and works with the Abilene-based college deans and program directors in the assessment and evaluation of programs. The APG chairs the Graduate Council, manages graduate policies and student appeals.

D. Vice President for Church Relations

The Vice President for Church Relations is responsible to the Provost and works to promote constructive and collaborative relationships between ACU and churches.

E. Vice President for Academic Affairs, Dallas Campus

The Vice President of Academic Affairs is directly responsible to the Provost and the President, and works to provide leadership for academic programs of the Dallas Campus. The VPAA-Dallas may teach a course annually and is expected to continue to be an active professional. Responsibilities include planning and budgeting for the Dallas campus and assisting with institutional research and assessment.

III. Deans and Directors

The university has six colleges, and a School of Nursing, each administered by an academic dean. The President and Provost appoint Deans with the concurrence of the Board of Trustees. Deans are directly responsible to the Provost. Academic deans have twelve-month appointments.

A. Deans of the Colleges

The deans of the colleges normally teach one class annually, are active professionals in their disciplines and in higher education, and serve as the chief academic administrators for their colleges. They provide leadership in strategic planning and budgeting, are responsible for personnel and administration, and guide departments and schools in the development and review of academic curriculum and graduation requirements.

B. Dean, School of Nursing

The Dean serves as the administrator of the School of Nursing. The Dean is appointed by and reports to the Provost and serves the President in alignment with the mission and strategic plan of the university. The Dean directs the achievement of

the vision, mission and values of the School. The Dean is responsible for planning, coordinating and overseeing the students, faculty, staff, curriculum, organizational structure and governance, resources, and evaluations. The Dean represents the School to the ACU and to the community and serves as liaison to health care facilities, and to other schools of nursing.

C. Dean, Library Services and Educational Technology

The Dean of Library Services and Educational Technology works cooperatively with the college deans, the faculty, and other libraries and organizations to provide resources and services in support of teaching, learning, and research. The dean participates in campus-wide deliberations devoted to planning, budgeting, and curriculum development. Externally, the dean serves on the Council of the Abilene Library Consortium (ALC), which serves ACU as well as Hardin-Simmons University, McMurry University, Howard Payne University, and the Abilene Public Library.

D. Executive Director, Center for International Education

The Executive Director of the Center for International Education is responsible for the oversight of the Study Abroad Programs. Responsibilities include leadership for ACU in Oxford, ACU in Latin America, and all short-term, for credit academic programs outside the continental USA, as well as several programs through the Council for Christian Colleges and Universities (CCCCU), other consortia, and other universities.

E. Registrar

The Registrar is responsible for maintaining accurate, secure academic records for former and current students in accordance with the policies of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

F. Manager, Academic Financial Operations

The Manager of Academic Financial Operations serves the Provost and other academic administrators by overseeing the financial operations of the Academic Division. This individual provides assistance not only with the day-to-day financial operations but also with analyzing the allocation of financial resources in the Academic Division and planning for future strategic use of those resources.

G. Department Chairs/Program Directors/School Assistant Deans

The department chair/program directors/school assistant dean provides administrative leadership for the department/program/school. Each is directly responsible to the dean of the college. They are

selected by the dean, in consultation with faculty and with the approval of the Provost. Appointments are for three-year, renewable terms. They have year-round responsibilities but may (with the dean's approval) keep less structured on-campus hours during the summer months.

H. Academic Administrative Groups

A. Provost's Advisory Workgroup

This advisory workgroup meets three times per month with the Provost. This advisory workgroup comprises the Vice Provost; the deans of the colleges of arts and sciences, education and human services, biblical studies, business administration and honors; and the deans of the School of Nursing and library services and educational technology. This group functions as an informal workgroup to address issues of concern to the Provost, to the colleges, and to the Academic Division as a whole.

B. Provost's Cabinet

The Provost's Cabinet includes the Vice Provost; Assistant Provost for Institutional Effectiveness; Assistant Provost for Graduate Programs; the deans of the colleges of arts and sciences, education and human services, biblical studies, business administration and honors; and the deans of the School of Nursing, and library services and educational technology; the Executive Director of the Center for International Education, Director of the Adams Center, Registrar, the Vice President for Church Relations, the current Faculty Senate Chair and Manager of Academic Financial Operations. The Cabinet normally meets at least once a month. The Cabinet addresses matters of academic policy and assists in planning and budgeting for the Academic Division.

C. Academic Managers

The Vice Provost chairs the monthly meeting of managers (directors, assistant and associate deans, and others) of educational programs and support services. Issues include management concerns such as integrating support services with educational programs, the exchange of ideas that will lead to improvements, policy review and revision, and problem solving. Recommendations of this group go to the Provost's Cabinet.

D. Frontline Professionals Group

The Executive Assistant to the Provost chairs the monthly meeting of the Frontline professionals, composed of support staff members who are front-line professionals in units within the Academic Division reporting to the Office of the Provost. Other persons with budgeting responsibilities may also be included. The purpose of the group is to discuss issues relevant to academics, to enhance communication and teamwork, and to provide training in areas pertinent to the work of support staff.

PART TWO: SPECIAL ACADEMIC PROGRAMS

I. Graduate Programs

Selected departments/schools offer graduate programs. Graduate programs are designed to promote leadership, service, intellectual growth, self-motivation, and integrity within a context of Christian values. The University Graduate Council, chaired by the Graduate Dean, is the principal policy-making body with respect to standards and programs of the Graduate School.

Graduate Faculty Membership

The dean of the college of the course must approve individuals instructing graduate courses. This approval is part of the faculty hire credentialing process and must be approved during the initial credentialing process.

When requested, a college dean may grant special approval for graduate faculty status to faculty members with terminal degrees* to serve on a thesis committee or teach one or two courses on a continuing or limited basis. Those with continuing status generally teach courses each year (as adjunct faculty). The instructors with limited status serve on a thesis committee or teach specified courses on a semester-by-semester basis (supply instructors).

Thesis committees will consist of faculty members who have graduate faculty status. Thesis committee chairs must be full-time ACU faculty with graduate faculty status and must have previous thesis committee experience.

Review of graduate faculty performance and scholarship is part of the annual faculty review for ACU faculty.

* For ACU purposes, terminal degrees include the PhD, EdD, MSW, MFA, DMiss, DPhil, and MLS. Faculty members with the DMin or JD degree may instruct selected graduate classes with special approval.

II. Honors College

The Honors College helps provide academic enrichment to bright, highly motivated students. Some of the benefits of the Honors College are small classes taught by selected faculty, interdisciplinary Honors Core classes, interdisciplinary short courses (colloquia), early registration, grants for student research and study abroad, visiting speakers, special transcript notes, supplemental advising, social events, small-group chapel, use of the

Honors Commons, and recognition at Commencement.

The Dean of the Honors College reports to the Provost and is advised by the Honors Advisory Committee, which includes two at-large members selected by the Faculty Senate.

III. Center for International Education

A. Study Abroad

Opportunities for study abroad are offered through the Center for International Education. Courses are offered year round at the university's international centers in Oxford, England, and Montevideo, Uruguay; and during the spring semesters in Leipzig, Germany. Fall and spring semesters focus on general education courses at the sophomore level. Summer programs are typically designed to meet the needs of specific departments/schools at the junior and senior levels. In recent summers, ACU faculty have taken groups to Oxford and Montevideo for advanced studies in their disciplines as well as to China, Honduras, Germany, and other countries. For more information, see the Study Abroad website at: <http://www.acu.edu/academics/studyabroad/index.html>.

Study abroad programs are also offered through the Council of Christian Colleges and Universities (CCCU) in a variety of locations. These are excellent programs designed for juniors and seniors who wish to have an immersion-type experience in regions of the world that are significantly different from their home countries. The student earns 16 hours of credit at ACU for the semester.

ACU has exchange agreements with a variety of international universities. Contact the Center for International Education for more information.

All ACU students are strongly encouraged to spend one semester of their sophomore year abroad and also to take advantage of any upper-level work offered by their department/school abroad. Faculty members are encouraged to take advantage of this same opportunity for purposes of professional development.

B. English as a Second Language Program

The Center for International Education is also charged with providing for international students' special needs and is accountable for maintaining all U.S. immigration guidelines. The Institute for Intensive English, through the Department of Language and Literature, provides up to 20 hours of ESL instruction per week with the goal of preparing students for regular ACU courses. Help is provided for college preparatory reading and vocabulary, composition, grammar, speaking skills, and research writing.

C. Other International Efforts

The Center for International Education assists in bringing foreign faculty and visitors to the campus, arranges for international symposia, offers internationally focused workshops to ACU personnel, and assists faculty in internationalizing their courses. The CIE collaborates in the ACU mission of providing today's students with a Christian education appropriate for the world of the 21st century, a global world that is changing rapidly. For further information, see <http://www.acu.edu/academics/language-literature/languages/esl/index.html>.

PART THREE: ACADEMIC GUIDELINES

Faculty members influence students through interactions that occur both in and out of the classroom. The goal of policy and procedures regarding student matters is to support the university mission statement: to educate students for Christian service and leadership throughout the world. Clearly stated and consistently applied policy and procedure will help to educate students in many facets of life that cut across the departments/schools and disciplines of Abilene Christian University.

Class Attendance

The educational philosophy of Abilene Christian University assumes that the instruction that occurs in regularly scheduled classes is critical to the learning process. Therefore, regular class attendance is essential.

Each faculty member must distribute a syllabus within the first week of class (or by the second day of a short course). Electronic publication and dissemination of syllabi are acceptable. A clearly stated attendance policy is a required element of the syllabus. The policy should state the expectations of all students for attendance at required course meetings. The faculty member may later choose to reduce expectations or create alternate expectations when presented with sufficiently exceptional circumstances affecting an individual student. Faculty members are encouraged to discuss such exceptions with their department/school chair.

University-Sponsored Trips (Advance Approval for Absence)

Academic learning and development of leadership take place in and out of the formal academic setting. A student who is required to be absent from a class to participate in a university activity approved by the academic administration will not be penalized by professors for missing class provided that the procedures noted on the Advance Approval for Absence form are followed. However, the student should not be permitted to participate if he or she has absences of more than nine MWF meetings, or six TR meetings, or three meetings of a one-day-per-week class. These include absences approved under this policy as well as other absences. In the event that an athletic team earns or is invited to participate in any NCAA post-season activity, participants are eligible for additional excused absences beyond the 9/6 rule. For the form, see <http://www.acu.edu/legacy/academics/provost/forms.html>.

Sponsors are responsible for securing approval of university-sponsored trips (using the official university approval forms) and for having them noted on the calendar in the Student Life Office. The forms should be completed in time for students to give them to their teachers at least seven days before the absence. Sponsors are responsible for student conduct. Each student is responsible for notifying his or her teachers in advance of the reason for absence.

Academic Probation

Students who are placed on academic probation will be informed of their status by letter. Department/school chairs or a designated full-time faculty member should work with each student on probation to create a probation contract. Provisions of the contract are at the discretion of the department/school but should include remediation measures that address the causes of the student's poor academic performance. Students who decline to participate in a probation contract during a given semester waive their right to appeal academic suspension at the end of the following semester if suspension occurs.

Academic Suspension

Students who are placed on academic suspension will be informed of their status by letter from the Registrar. Suspended students may choose to appeal their suspension by complying with the procedures contained in the notification letter. The Suspension Appeals Committee will review appeals and decide if a student may return on academic probation.

For further details on probation and suspension, see the current academic Catalog at <http://www.acu.edu/catalog/>

Disciplinary Suspension

Disciplinary suspension involves a student being withdrawn from all classes. Student Life handles such matters, and involved faculty members are notified.

If a student is suspended from the university for a period of time and then allowed to return to the university during the same semester, the student may be allowed to make up work missed within the following guidelines:

1. The student will be penalized for missed classes, late work, or missed examinations in accordance with the announced policies for the class.
2. The professor will extend individual help only to the extent that he or she deems appropriate and consistent with his or her other responsibilities.

Withdrawing from the University

See the Catalog for policy details at <http://www.acu.edu/catalog/>

- **Cancelling enrollment in classes *prior* to the start of the semester:**

Faculty should direct students to contact Student Life if they are not returning to ACU. The student should be instructed to contact the Dean of Student Life. Student Life is responsible for forwarding all cancellations to the appropriate offices.

- **Withdrawing from the university:**

An advisor should never withdraw a student from all classes or from a student's last class during the fall or spring semester. This constitutes a withdrawal from the university and must be initiated at the Student Life office. Students requesting to be withdrawn from all classes or from a last class should contact the Dean of Student Life. The steps for withdrawing from the university will be reviewed with the student, and the withdrawal will be processed when all steps are completed.

Final Examinations

Final examinations are given during the last four days of each fall/spring term and the last day of each summer term or intensive course. Classes meet at the specially scheduled examination times, and all professors must give a final examination or project.

Course Scheduling on Monday/Wednesday/Friday

At the November 6, 2002, meeting, the Provost's Cabinet made the following decision concerning MWF courses:

- a. Until 3 p.m., all undergraduate classes that meet on Monday, Wednesday and Friday should conform to the traditional 50-minute, MWF format.
- b. After 3 p.m., some freedom is granted to schedule classes at non-traditional times. Examples might be: MW classes (1 hour 20 minutes), one day a week classes (3-5:50 p.m.), etc. Time frames must conform to Banner scheduling protocols.
- c. Any proposal to schedule classes that fulfill general education requirements or meet the requirements of majors within or outside of the college during non-traditional times (3-6 p.m.) should have multiple sections and must be reviewed by the Office of the Provost prior to finalizing the schedule.
- d. Consideration should be given to the impact that non-traditional class times might have on students due to conflicts with other classes, extracurricular activities, work commitments, and use of classroom space.

PART FOUR: ACADEMIC REGULATIONS AND PROCEDURES

The official undergraduate academic regulations of the university are contained in the undergraduate catalog under the section named Academic Information. Additional remarks about specific areas of regulation are included in this section. For the catalog, see <http://www.acu.edu/catalog/>.

Authority for Enforcing Regulations

The basic authority for enforcing academic regulations and upholding academic standards as they apply in any one class is the professor in charge of that class. While exceptions to, or variations from, the stated procedures or regulations are sometimes made, the professor is the first step for approval of such exceptions. Since students know that exceptions to regulations are sometimes made, no office can shield the professor from having to make the judgments required. Fairness and consistency are enhanced by consultation with and approval by department/school chairs and deans.

Credit by Examination

Faculty should contact the University Testing Center at <http://www.acu.edu/campusoffices/testing/index.html> for information concerning credit by examination, course challenge, placement tests, and standardized tests.

Class Rolls

An accurate class roll is important throughout the semester. A correct statement of a student's registration is required in such areas as financial aid, veterans' affairs, athletic eligibility, and eligibility for participation in social clubs and other extracurricular activities. Faculty members are responsible for verifying their class rolls and seeing that each student in their classes is appropriately registered. Students who do not report to class within the first two weeks should be reported to the Registrar's Office as "no shows" by email at registrar@acu.edu. They will be subsequently dropped from the class.

Assignments should not be graded for any student who is not on the official class list. The official list is available in Banner, on myACU, or in Banner Web.

Adding a Course

Requests to make changes to a student's schedule after the add/drop period must be approved by the dean of the college in which the student is majoring (or the director of academic advising if the student is undeclared). A fee will be assessed for each change made to a student's schedule after the add/drop period.

Withdrawal From a Course

Students should be reminded that being enrolled in fewer than twelve hours could negatively affect them academically and financially (e.g., financial aid package, eligibility for insurance, athletic

eligibility, international student status, etc.).

If it becomes necessary to withdraw from a course, the student should visit first with his or her academic advisor and the instructor of the course. The advisor will provide instruction on completing a *Withdrawal from Class* form. For the refund schedule for withdrawing from a class or from the university, please see the *Financial Information* section in the ACU catalog. A withdrawal fee is charged when a student withdraws from a course.

The last day to withdraw from a course is:

- Friday of the 12th week of a long term;
- The corresponding day when 80 percent of the course is completed for other intensive sessions.

Grade of I or IP

Professors may assign a grade of “I” (Incomplete) only when illness or some significant reason beyond the control of the student prevents the student from completing the course by the end of the semester. To clarify expectations, professors should complete the Student Contract for Completing and Incomplete Final Grade. A grade of “I” (Incomplete) must be resolved no later than the end of the next long term; otherwise, it becomes an “F” on the student’s record. The student is responsible for requesting and resolving an “I.” A student who is graduating should finish any incomplete courses prior to the semester in which he or she is graduating. Students must complete all courses graded as “I” in order to participate in commencement.

The grade “IP” (In-Progress) is reserved for graduate students in graduate courses. An “IP” must be resolved no later than the end of the next long term; otherwise it becomes an “I” on the student’s record. That “I” must be resolved no later than the end of the subsequent long term. Work cannot be submitted for a grade after one year from the end of the semester in which the student was enrolled in the course.

Course Audits

Students who wish to audit a course should see the chair of the department/school (of the course) on the first day of class in order to request permission to audit the course. An approved request to audit a course must be submitted to the Registrar’s Office by Friday of the second week of the long term or the equivalent date of a summer term or intensive courses. Some courses are not available as audit courses.

Grade Changes

The forms used for changing grades and for removing grades of I or IP are obtained in the Office of the Registrar. Change of Grade forms require three signatures (teacher, department/school chair, dean) before they are submitted to the Registrar's Office for the changes to be made.

Grades become part of a student's academic history after one long semester has passed and may not be changed except in extraordinary circumstances and by special permission by the Office of the Provost. The Retroactive Change form should be used to request this type of grade change.

Mid-Term Grades

Mid-term grades are required for all undergraduate students for fall and spring semester courses unless class dates make them inappropriate (for example, a class that has already been completed, or a class that has not yet met). Mid-term grades are to be posted during the seventh week of the semester unless otherwise indicated by the university calendar. Mid-term grades provide the student with an indication of progress in courses through the sixth week of the semester but are not posted to the student's transcript. Faculty members are to enter a grade of **S** (satisfactory progress), **U** (unsatisfactory progress; a student is not performing equal to his or her potential), and **NP** (not passing). Regular grades of A, B, C, D or F are not to be entered at this time. A grade should be entered for each undergraduate student enrolled in the class.

PART FIVE: RELEASE OF EDUCATIONAL RECORDS

Privacy Rights of Students

Due to the Family Educational Rights and Privacy Act of 1974, as amended (better known as FERPA), information contained in a student's record may not be released or discussed with anyone except the student without the student's written consent, except in certain limited and specific cases, which are mentioned below.

FERPA defines "education records" as "those records, files, documents and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational agency or institution or by a person acting for such agency or institution." This includes (but is not limited to) financial aid, student life, and academic information, including individual tests or assignments, grades, academic schedule information, and transcripts.

All ACU students have the opportunity to complete an Education Record Information Release form. Information may be released to persons the student has identified on the form. Forms are filed with the student's record in the Registrar's Office, and the information is coded in Banner. **Before discussing a student's information, a faculty member must verify Education Record Information Release by looking on SZFERPA in Banner.** If a faculty member has any question about whether or not he or she can discuss such information, the faculty member should contact the Depot or the Office of the Registrar.

ACU will mail grades for the fall and spring semesters to first year freshman students at their permanent addresses. Education Record Release forms are available in students' packets at each

Passport session. Students may obtain their grades via Web for Students @my.acu.edu.

Disclosure of Student Records

In general, no personally identifiable information from a student's education records will be disclosed without written consent from the student. This includes, but is not limited to, grade reports, academic schedule information, and transcripts. Two exceptions may, however, be made: 1) directory information will be released unless the student requests that it be withheld, as explained in the section below; 2) with proper verification, records may be disclosed to parents of students financially dependent upon them as defined by Internal Revenue Code 1986, Section 152. Certain additional limited exceptions are available under FERPA. Contact Legal Services for further explanation or discussion of FERPA.

Public Notice Designating Directory Information

Abilene Christian University hereby designates student information listed below as public or "Directory Information." The institution may disclose such information for any purpose at its discretion.

- Name, classification, major field of study, address, email address, local residence, telephone number
- Previous institutions attended, dates of attendance, full-time or part-time status, awards, honors (including Dean's Honor Roll), degree(s) conferred (including dates), church affiliation, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date, and place of birth.

Currently enrolled students may withhold disclosure of "Directory Information" under the Family Educational Rights and Privacy Act of 1974, as amended. For disclosures to be withheld, written notification must be received in the Student Life Office within twelve calendar days from the first day of registration for each long term and four days for summer terms. Forms requesting the withholding of "Directory Information" are available in the Student Life office. Abilene Christian University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Non-Discrimination Notice

Abilene Christian University complies with all applicable federal and state non-discrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability, including qualified veterans of the Vietnam Era. ACU is affiliated with the fellowship of the Church of Christ. The university is governed by a Board of Trustees, all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims, ideals, and religious tenets of the Church of Christ. As a religiously controlled institution of higher education, ACU is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972. Inquiries concerning this notice or the application of the laws referenced herein should be referred to the Legal Services

office:

Slade Sullivan, General Counsel
ACU Box 29125
Abilene, TX 79699-9125
Phone: 325-674-2485
Fax: 325-674-2879
Email: legalservices@acu.edu

Access to Student Records on Banner

Educational Record information (including financial aid, student life, and academic information) concerning ACU students is confidential. Any access or modifications that are made to a student's record, via the Web or the online administrative system, should be only those that the faculty member is authorized to make in his or her role as faculty or advisor. Much of the information to which faculty members have access in their departments/schools concerning ACU students, staff, administration, or faculty is confidential. Violation of confidentiality will be regarded as a serious offense and could be cause for termination. Faculty members should read and understand the information regarding the Family Educational Rights and Privacy Act (FERPA) at <http://www.acu.edu/campusoffices/registrar/ferpa.html>. For more information, contact the Registrar.

PART SIX: SPECIAL PROVISIONS RELATING TO OTHER UNIVERSITY DIVISIONS

I. Senior Leadership Team

Current members of the senior leadership team are listed at:
<http://www.acu.edu/president/leadership/>.

II. Marketing and Public Relations

The Office of Marketing and Public Relations assists in preparation of marketing plans for programs or departments/schools. This office creates ACU's primary marketing messages to help strengthen the university's image and brand. Faculty members wishing to produce marketing materials must coordinate the production through the Office of Marketing and Public Relations.

A. Publicity/Media Relations

Marketing and Public Relations is also the designated liaison with all news media. Guest

speakers, special events, new programs, and recognition of employees and students often warrant public attention that can be achieved in the media. The office regularly communicates with the media, and that established relationship helps ACU receive maximum coverage. Faculty members should send information about academic activities to the office so the staff can promote stories through the local and campus media. If a reporter contacts faculty members, the office should be notified immediately. For media contact and preparation of press releases, faculty members should provide notice to the office well in advance of events.

B. Publications, Photography, Signage

All publications and printed material designated for off-campus distribution (including usage/application of official ACU logos and artwork) must be processed through Marketing and Public Relations. This office provides photographic services and orders all university signage. University standards and procedures have been developed to help ensure a consistent, high quality presentation of ACU to its various audiences.

III. Fundraising

All fundraising activities for the university are to be coordinated through the Advancement Office. All fundraising projects must be developed, coordinated, and approved through the department/school chair, the dean of the college, the Provost, and the Vice President for Advancement.

CHAPTER FOUR

ORIENTATION TO THE ACADEMIC LIFE

UNIVERSITY SUPPORT FOR FACULTY

PART ONE: FACULTY RESEARCH

Research, creative scholarship, and other scholarly activities are essential functions of a comprehensive university—vital in the professional life of the professor and important in the education of students. Research and creative scholarship play important roles in considerations for faculty tenure, promotion, and salary allocation. The Institutional Review Board should review research involving human subjects; more information about the IRB can be found in Appendix C.

University Support of Research

1. The university provides the use of library space and materials, including efficient inter-library loan services and digital resources for faculty and student research.
2. It provides office space, secretarial help, and laboratory facilities and equipment through the academic department/school.
3. Graduate students and undergraduate and graduate assistants are available in some disciplines.
4. Selective reassigned time may be arranged to allow a high level of research productivity, with the approval of the department/school chair and dean.
5. Release from all teaching assignments during the summer terms provides opportunity for full-time research. Funds for research may be obtained through research grants from outside sources or through the ACU Research Council.
6. The Office for Research and Sponsored Programs (ORSP) provides assistance in the preparation of research grant proposals to outside funding agencies.
7. College and departmental/school budgets, in some cases, provide support for faculty and student research.
8. University research funds are available through application to the Research Council. Application forms and instructions and deadlines may be obtained from the Office of Research and Sponsored Programs at <http://www.acu.edu/academics/orsp/index.html>.

Research Council

The Office of the Provost and the Research Council have the responsibility for establishing guidelines for allocation of institutional research funds. Each full-time faculty member is eligible to submit to the Research Council a proposal for research or creative activity and a request for financial support. For information about internal grant opportunities see <http://www.acu.edu/academics/orsp/grants/index.html>.

Leaves for Pursuit of a Terminal Degree

A non-tenured faculty member teaching at ACU for at least three years may apply for a leave of absence for further graduate studies. In addition, because of unique circumstances, the provost may negotiate an agreement of support for an individual who will join the faculty in the future. Whether the leave is granted will depend on the following: 1) the need for additional terminal degrees in the faculty member's department/school; 2) the probability that the faculty member can carry the program to a successful conclusion; and 3) the availability of funds in the academic budget. Any leave will be granted on certain conditions. Typically, leaves function in these ways:

1. The faculty member and the Provost will reach agreement on the terms of support for pursuit of a terminal degree. Support may include some level of compensation and/or reimbursement for a portion of tuition expenses. If the faculty member is enrolled in a traditional program he or she will be expected to take a full load of classes or be working full time on the dissertation; if a full load is not maintained the pay will be reduced proportionally.
2. The faculty member and the Provost will reach agreement on a teaching commitment that the faculty member must fulfill upon completion of the terminal degree, and upon an amount that the faculty member will be obligated to pay to the university if he or she does not complete the teaching commitment.
3. If the faculty member is maintaining employment with the university while pursuing a terminal degree, the faculty member and the Provost will reach agreement on the teaching load while enrolled in graduate classes; and continued employment is not guaranteed by the university, but will be reviewed annually as a part of the faculty member's yearly contract.
4. The Provost and faculty member will sign an "Agreement Regarding Leave of Absence" that specifies the responsibilities of each party.

Outside Funding/Reduced Teaching Load

Research grants and other forms of outside funding to support research are vital to a university, and ACU encourages each faculty member to seek such funding. The use of such funds usually is subject to the established guidelines of the granting agency. In addition to the usual expenditures for equipment, supplies, and student support, ACU expects the following uses of research grant funds:

1. Payment of summer salary, if the researcher is not concurrently receiving salary for teaching at ACU or receiving ACU institutional research funds.
2. Payment of replacement salary if the teaching load is reduced for research.

All research proposals and grant applications must be reviewed and approved by the appropriate departmental/school administrators, the Office of the Provost, the University Counsel, and the Chief Financial Officer. Guidelines are available in the ORSP. Forms for receiving approval to submit applications can be found on the ORSP web site (<http://www.acu.edu/academics/orsp/index.html>).

PART TWO: FACULTY ENRICHMENT

Funds for Professional Travel

The university encourages members of the faculty to attend professional meetings. The budget of each department/school includes funds for travel to professional meetings. Travel funds are allocated to departments/schools by the dean of the college. Some colleges and departments/schools may have restricted funds that can be used for faculty travel.

Each department/school chair, with the concurrence of the dean, decides how travel funds are to be used. It is unlikely that all the expenses for all requested professional travel could be funded. A faculty member who expects to be reimbursed for travel expenses should have a clear understanding with the department/school chair regarding what will be reimbursed before making the trip.

Faculty Development Committee

The purpose of the Faculty Development Committee (FDC) is to facilitate, advocate, and provide opportunities and resources for faculty enrichment across the university. The FDC makes recommendations to the Provost. For further information, see

<http://blogs.acu.edu/adamscenter/funding/faculty-development-committee/>.

Adams Center for Teaching and Learning

Numerous faculty enrichment opportunities are provided by the Walter H. Adams Center for Teaching and Learning. The goal of the Adams Center is to enhance teaching and learning by providing resources and tools that empower faculty. The Adams Center offers faculty opportunities for innovation, focus, leadership, and community building. A state-of-the-art facility houses several resource-rich areas to serve faculty as well as personnel to meet specific service needs. For the full range of departments and services provided by the Adams Center, see

<http://www.acu.edu/academics/adamscenter/index.html>.

PART THREE: SERVICES AVAILABLE TO FACULTY

I. University Mail Services

University Mail Services, located on the main level of the McGlothlin Campus Center, provides a full range of mail and shipping services for the ACU community. Products and services are available for department/school charge or personal payment. In most cases, faculty members get their mail from their department/school's office. Mail Services' web site at

<http://www.acu.edu/campusoffices/mail/> lists hours, the services available, mail preparation instructions, and relevant processing goals or deadlines.

Faculty members may send campus mail to anyone with an ACU mailbox. Campus mail should be addressed with the recipient's full name and ACU mailbox number. The campus mail policy and preparation instructions are available on the web site listed above. Commercial mail, including an ACU employee's personal business, is not allowed in campus mail to ACU employees.

II. Brown Library

The Brown Library exists to serve faculty in their central academic tasks of research, learning, and teaching. Library faculty and staff hope to do this efficiently and hospitably. Faculty members should feel free to discuss their needs with the Dean of Library Services and Educational Technology or with the librarian in charge of any particular area.

A. Library Research Support for Faculty

For general information about web-based resources, Interlibrary Loan, hours, check-out privileges, and research rooms, see <http://acu.edu/library/about.html>

1. Adding Books, Journals, and Databases to the Collection

Library faculty and professional librarians collaborate with faculty to build and maintain collections that support the research interests of the university, of particular disciplines and departments/schools, and of individual professors. Faculty members should talk with their department/school's liaison librarian to add new books, journals, and databases.

2. TexShare Cards

The TexShare Consortium of academic and public libraries in the state provides free or low-cost walkup access to resources, an I.D. card for borrowing books, and a statewide distribution service. Faculty members planning to visit a member library in Texas should sign up for a TexShare card at the Brown Library circulation desk.

B. Learning Support

ACU has created a unique student-focused collaborative service, the Learning Commons, which features group study spaces designed to support undergraduate research and study in a technology-rich environment. ACU designed the Learning Commons to be the place of choice for learning outside the classroom and for completing every phase of an academic project from inception to publication.

Learning Commons partners include traditional Library Services (circulation, research assistance, a printed reference collection, and online resources), an art gallery, a café, Copy

Cat Copy Center, Educational Technology, Team 55, Technology Support, the Speaking Center, the Writing Center, and the Digital Media Center.

C. Instructional Support

1. Collection Evaluation

Each department/school's liaison librarian will prepare a collection evaluation to help faculty in getting any new course or program approved. Collection evaluations assess the library's ability to support proposed courses.

2. Reserves

The Library Circulation Service places books, articles, and AV materials on reserve for particular courses as requested by professors.

3. How to Put Items on Reserve:

- Faculty members should bring any personal or library item to the Reserve Office at circulation at least 24 hours before they expect the students to call for the materials. If a faculty member has a number of items, he or she should allow more processing time.
- Faculty members should fill out a reserve form at the Circulation Desk, giving the course name and number as they appear in the course schedule, the desired loan period, and handling instructions.
- Faculty members should provide a copy of the course syllabus.
- When the item is no longer needed, faculty members should notify the Reserve Office. Faculty members should allow one business day for processing and then pick up personal items promptly.
- If faculty members have AV materials, they should follow the same procedure at the AV desk on the lower level.
- Faculty members should be aware of their responsibility to comply with copyright law. Help with copyright is available at the Research Desk.

4. Information Literacy

The library faculty is happy to collaborate with faculty members to teach research strategies, methods of determining high quality information, and the basic elements of academic integrity. Typically the conversation begins with the faculty member's expression of interest in the structured use of library materials in course assignments.

5. Region XIV Education Center

Faculty members may call Region XIV for films and other instructional materials,

which will be delivered weekly to the ACU Library Circulation Desk on Friday mornings. Faculty members should return borrowed Region XIV items to the Circulation Desk the following week. A Region XIV catalog is kept at the Research Assistance Desk in the Learning Commons.

6. Library Policies of Interest to the Faculty

Written policies are in force for the areas listed below. Copies of these policies are available on request at the office of the Dean of Library Services and Educational Technology.

- Collection Development
- Circulation Policies (for all types of users)
- Faculty Overdue Policy
- Interlibrary Loan Policy
- Mission of the Library
- Reference Service Policy
- Reserves Policy

III. Registrar

The Registrar serves as the official custodian of all academic records of the university. The basic responsibilities of the Registrar are to initiate and manage academic processes including, but not limited to, registration, academic standing, readmission, grading, and graduation; provide transcript service for current and former students; evaluate and articulate transcripts from other schools; coordinate intercollegiate enrollment (HSU and McMurry); maintain degree audits and certify students for graduation and other eligibility requests; prepare and submit records for Veterans Administration (for students receiving VA benefits); and establish (in consultation with deans and directors) policies, procedures, and processes. The Registrar also plans, prepares, and submits long- and short-term planning and budget documents and other reports as required by the university and oversees the selection, training, and supervision of office personnel.

APPENDICES

Changes to Appendix A are to be made as described within the Faculty Senate Constitution.

Changes to Appendix B and C are to be made in the same manner as those for Chapters One and Two of the Faculty Handbook.

Changes to Appendix D are to be made in the same manner as those for Chapters Three and Four of the Faculty Handbook.

Changes to Appendix E may be recommended by the Tenure and Promotion Committee, the Provost, or the Faculty Senate but for approval requires a vote as defined in Chapter One of the Faculty Handbook.

APPENDIX A

CONSTITUTION OF THE FACULTY SENATE

Definition of Terms

Faculty member, as used in this document (Constitution of the Faculty Senate) and for the purposes described herein, shall be understood to mean:

1) a full-time employee of the university, 2) one having the academic rank of instructor or above, and 3) one whose primary duty is teaching, which means that at least 2/3 of the assignment will consist of teaching duties, defined as classroom, laboratory supervision, or research. The term *faculty* shall exclude individuals whose responsibility lies above that of department chair.

I. Role and Scope of the Faculty Senate

The Faculty Senate of Abilene Christian University is a representative body of the faculty. It shall be concerned with:

- Faculty work and welfare,
- The preservation of faculty prerogatives
- Efficient and decorous conduct of all affairs of the university of concern to the faculty.

Special attention will be given to promoting communication within and between all segments of the university community. Matters may come before the Senate by administrative referral, by faculty request, or by the Senate's own initiative.

As it seems appropriate, the Senate will advise the President on the adequacy and efficiency of procedures and committees relating to any matters that affect the faculty.

The deans and academic councils from the various colleges shall nominate members to positions designated as college representatives on faculty standing committees. The Senate will nominate faculty members to serve in the at-large positions on faculty standing committees.

The actions of the Senate may be determinative when requested by the administration or the whole faculty. Otherwise its actions are investigative or advisory. Its conclusions will be delivered to the President or Provost or presented to the faculty as a whole. Except when there is true cause for confidential deliberation, all actions and conclusions of the Senate will be presented in minutes distributed to the faculty.

II. Makeup and Election of the Faculty Senate

A. Membership

1. Representation

Senate membership will consist of twenty-two members. Two at-large representatives will be elected from each college and from the unit comprising the Library and University Studies. The balance will be elected by apportionment of the faculty in the colleges, plus the chair as a member-at-large, and the chair-elect as member-at-large. Apportionment is based on the relative percentages of faculty in each of the colleges and is subject to annual review and implementation by the Faculty Senate. However, each college, as well as the unit comprising the Library and University Studies, is entitled to one representative based on apportionment.

2. Qualifications for Membership

Senators shall be members of the faculty who have three years or more of service and hold the rank of assistant professor or above. Faculty members elected to the Senate who are appointed during their term of service to positions above that of Department Chairman shall resign from their Senate seats.

3. Term of Office

Membership in the Senate is to be for three years, with the provision that only two terms may be served consecutively.

B. Elections

1. Time of Elections

Election of members of the Faculty Senate for the next academic year is to be held no later than April 1. Properly elected members shall assume office at the conclusion of the spring term.

2. Conduct of Elections

a. Regular

The Election Committee selected by the Faculty Senate and chaired by the Past Chair shall supervise the election of faculty senators. Ballots shall be circulated to all faculty members: ballots may be returned by mail to the Election Committee.

Voting also shall be by secret ballot at a time and place designated on two consecutive days. The Election Committee will supervise the balloting and certify eligibility of each voter. Votes for qualified write-in candidates will be counted.

Votes will be tallied by the Election Committee and approved by the Faculty Senate. The results shall be made known to the faculty as soon as possible.

b. Run-off elections

Run-off elections will be held between the two (or more in case of ties) candidates for each position receiving the most votes when no candidate receives a majority of votes cast in any election.

c. Special procedure for tie votes

In the case of a tie in an election with only two candidates for a position, a majority vote of the Faculty Senate in a mail ballot will be used to break the tie.

3. Qualifications for Voting

Any member of the faculty as defined in the preamble of this document may vote on all candidates for Senate membership.

4. Nomination of Candidates

The chairman of the Election Committee will appoint a nominating committee for each college of the university. Nominating committees will be appointed no later than March 1. Each committee will nominate at least two candidates for each place to be filled from within that college.

5. Deadline for Nominations

The nominating committee from each of the colleges must submit to the Faculty Senate the names of candidates no later than March 15, or the Friday following Spring Break. Names of all candidates will be announced or distributed through printed publications.

6. Vacancies

Vacancies on the Faculty Senate may be filled at the next regular election or, at the discretion of the Senate, at a special election. Replacements shall come from the same college in which the vacancy occurred, and the elected replacement(s) shall serve for the balance of the unexpired term.

III. Officers of Faculty Senate

A. Officers to Serve

The officers of the Faculty Senate shall be chair, chair-elect, past chair, and secretary.

B. Qualifications of Officers

1. Chair - Only a person who has served at least one year as a member of the Senate and has tenure is eligible to serve as chair.
2. Chair Elect - Only a person who has served at least one year as a member of the Senate and has tenure is eligible to serve as chair-elect.
3. Secretary - Any member of the Senate may be elected to the office of secretary.

C. Duties of Officers

1. Chair - The duties of the chair of the Senate shall be:
 - Preside over the Senate
 - Bring such issues before the Senate as may be deemed reasonable and worthy of consideration
 - Convene a meeting of only faculty at least once each semester to discuss or report on such matters as may be of concern
 - Serve on University Budget Committee
 - Oversee the Senate budget
 - Appoint chairs for the standing committees of the Senate and recommend issues for their consideration.

2. Chair-elect - The duties of the chair-elect shall be:

- Serve as liaison to the Provost
- Serve on University Budget Committee
- Chair the Senate Budget Committee, which shall be charged with the responsibility of preparing a budget for the following year
- Chair any special committees as may be requested by the chair.

3. Past chair - The duties of the past chair shall be:

- Serve on University Budget Committee
- Serve as chair of Senate Election Committee
- Chair or serve on any committees as requested by the chair.

4. Secretary - The duties of the secretary shall be:

- Record, maintain, and distribute minutes of Senate meetings via mail, via email, and/or posting on the Senate website
- Obtain and maintain a list of faculty members who are eligible for Senate service and election to Senate office.

D. Term of Office

Each officer of the Faculty Senate shall be elected for a period of one year. By the nature of succession, the chair and chair-elect may not succeed themselves. Secretary may be elected for one additional year.

In the event that any officer is appointed to a position above that of department chair, that individual shall resign the office and from the Senate. If the position of Past Chair is vacated for any reason, the Senate chair may appoint, with the advice and consent of the Senate, a previous Senate chair to fulfill the duties of Past Chair for the balance of that school year.

E. Election of Officers

1. Chair/Chair-Elect

The chair and/or chair-elect of the Faculty Senate shall be chosen by popular vote of the entire eligible faculty electorate. The Senate shall make nominations no later than April 8.

The election shall be held no later than April 20. Each shall assume office at the conclusion of the spring term, or in an election to fill a vacancy in either office, immediately following that election.

2. Secretary

Before the conclusion of the spring term each year, the Faculty Senate as constituted for the following year shall elect the secretary.

3. Vacancies

In the event of a vacancy in the chairs before October 31, the chair-elect shall accede to the office of chair. A special election shall be called to fill the office of chair-elect. If a vacancy occurs in the chairs after November 1, the chair-elect shall become acting chair for the remainder of the academic year and then accede to the office of chair at the end of the spring term. In the event of a vacancy in the office of chair-elect, a special election shall be called by the Senate as soon as possible to fill this office.

F. At-Large Status of Chair and Chair-elect

The chair and chair elect of Faculty Senate shall always be considered members-at-large. Upon the assumption of their offices, if the chair-elect is a current member, the unexpired term shall be filled in accordance with this Constitution. In the event the term as Senator has expired, the chair-elect, in the member-at-large status, shall be allowed to serve the ensuing year as chair.

IV. Procedures of the Faculty Senate

A. Rules of the Senate

Within the framework of this Constitution, the Senate will establish its own rules.

B. Committees

The Senate shall appoint such committees as it deems necessary to accomplish its purpose and work. The following standing committees shall serve annually, with chairs appointed by the Senate chair unless otherwise specified in this Constitution.

- Unity and Wellness
- Elections
- Committee on Committees
- Academic Affairs
- Budget
- Faculty Compensation
- University Scholars

C. Amendments

1. This Constitution may be amended during the fall or spring semester by ballot circulated to the entire faculty or by a vote taken at a faculty meeting. In either case, one week's notice shall be given. An amendment is adopted if approved by two-thirds of those voting.
2. Amendments will be submitted to the faculty when approved by the Senate or upon petition by 15 percent of the faculty.

APPENDIX B

DESCRIPTIONS OF ACADEMIC COUNCILS

Appointments

Unless otherwise noted, at-large positions are appointed by the Faculty Senate and submitted to the Provost for approval. Appointments to represent the colleges and schools are made by the Faculty Senate after soliciting nominations from deans and department/school chairs.

Faculty members serving on councils should be individuals at the level of chair and below who teach six or more hours per semester and who have no ad hoc responsibilities to the committee on which they serve.

Graduate School of Theology

In accordance with requirements of the Association of Theological Schools, the Graduate School of Theology addresses curricular changes including the creation of programs through a process outside the University Graduate Council. The dean of the College of Biblical Studies, Provost, President, and Board of Trustees oversee a parallel approval process that is facilitated by faculty within the School. The Graduate Council serves only to inform and advise the process when required.

GRADUATE COUNCIL

Meetings

This council meets once each month during the fall and spring semesters. Additional meetings may be scheduled if agenda items require. Mail ballots are used during the summer.

Membership

1. The Dean of the Graduate School shall serve as chair and votes only in the case of a tie.
2. Each academic unit with a graduate program is entitled to one representative to the Graduate Council.
3. *Ex officio* members include the Dean of Library Services and Educational Technology, the Director of Faculty Enrichment of the Adams Center, the Registrar, the President of the Graduate Student Association, and the deans of the schools and colleges of the university.

The term of service is three years; members may succeed themselves.

Criteria for Membership

1. Must be a member of the ACU graduate faculty.
2. Must be recognized as a productive, creative scholar.
3. Must be active in graduate affairs of a department/school as demonstrated by directing graduate student research, teaching graduate courses, or serving as a director of a graduate program or as a graduate advisor.

Selection

1. Selection of the Graduate Council shall proceed as follows: each of the academic units with a graduate program or programs will submit the name of a nominee to the Dean of the Graduate School to be forwarded to the Provost for appointment.
2. Nominations shall be submitted from the academic units to the Dean of the Graduate School by March 1. The Graduate School shall make its recommendation to the Provost by April 1.

Rotation

Approximately one-third of the membership of the Graduate Academic Council will rotate each year in order to provide continuity. Members will serve three-year terms and may be reappointed.

Functions and Responsibilities

In its capacity as the Executive Committee of the graduate faculty, the Graduate Council shall:

1. Review proposals for new graduate degree programs and make recommendations to the general faculty assembly;
2. Review proposals for changes in degree requirements for graduate programs and make recommendations to the Provost and President;
3. Review and recommend changes in graduate student policies on admission, transfer credit, residency requirements, and degree completion to the Provost and President;
4. Review student petitions for exception to Graduate School policies and make recommendations to the Dean of the Graduate School;
5. Review the Final Report of each Academic Program Review for graduate programs and make recommendations as needed to the administration.
6. Review proposals for new graduate courses, program tracks or emphases, and certificate programs and make recommendations to the Provost and President.

RESEARCH COUNCIL

Membership

1. The chair shall be the director of the Office of Research and Sponsored Programs.
2. The Research Council shall consist of two Sub-Councils with the following membership:
 - a. Cullen Research Council
The Cullen Research Council shall consist of one member from each of the five colleges (Arts and Sciences, Biblical Studies, Business Administration, Education and Human Services, and Honors) and three at-large members.
 - b. Math/Science Research Council
The Math/Science Research Council shall consist of one faculty member from each of the Math and Science Departments: Mathematics, Biology, Chemistry and Biochemistry, Engineering and Physics, Agriculture and Environmental Sciences.

The term of service is normally three years, and a member is not eligible for immediate reappointment.

Criteria for Membership

Demonstrated interest, activity, and experience in research.

Selection

1. Selection of Research Council members from the colleges shall proceed as follows: A Faculty Senate committee will solicit nominations from the deans and then recommend two persons for each position to the director of the Office of Research and Sponsored Programs, who recommends to the Provost approval of one. The Provost shall make formal appointment.
2. Selection of the three Cullen and two Math/Science members-at-large shall proceed as follows: A Faculty Senate committee shall suggest two names for each position that meet the membership criteria. These names shall be submitted to the director of the Office of Research and Sponsored Programs, who recommends one name for each position to the Provost for approval. The Provost shall make formal appointment.

Rotation

Every effort shall be made to adjust terms to accomplish even rotation patterns. Some terms of service shall be adjusted in order to have no more than four members beginning in one year.

Functions and Responsibilities

As a combined group the Research Council will:

1. Determine the policies governing the conduct of research at ACU.
2. Approve the guidelines for awarding grants for internal research programs.
3. Advise on any matter that may be brought to the Research Council.

As separate subgroups, the Cullen and Math/Science Research Councils will:

1. Review and evaluate research proposals submitted to each council for funding.
2. Approve allocations of research funds from university accounts.

The President shall make formal appointment.

TEACHER EDUCATION COUNCIL

Meetings

The council will meet once per month during the fall and spring semesters.

Membership

1. The chair of the Department of Teacher Education will serve as chair and will be a voting member.
2. Members from the Teacher Education Department will include one representative from each of the following areas:
 - Elementary Education
 - Secondary Education
 - Special Education
3. Each academic department with degrees that include certification will have one representative on the council.
4. *Ex officio* members will include the Dean of the College of Education and Human Services, the Dean of the College of Arts and Sciences, and one representative from the faculty senate.

Criteria for Membership

Full-time faculty member

Selection

Members will be appointed by the deans with chair input and confirmed by the Provost.

Term of Membership

Terms will be three years with unlimited options to repeat.

Definitions:

The Department of Teacher Education is ultimately responsible to the State of Texas for all issues related to teacher certification. The Teacher Education Program includes all departments that offer degrees including certification. For the purposes of this document, the term “Teacher Education Program” will refer to all of the departments participating in teacher certification both within and outside of the Department of Teacher Education.

Functions and Responsibilities:

- Council serves as an advisory body to the Provost and to the President regarding all matters relating to teacher education.
- The council maintains an inventory of teacher education programs at ACU.
- The council reviews and acts upon all revisions to existing degrees in the Teacher Education Program and proposed new Teacher Education degrees.
- Proposed changes and/or additions will be submitted to the Dean of the College of Education and Human Services for review prior to submission to the Teacher Education Council.
- Program or course changes applying only to a Teacher Education Degree will be reviewed by the Teacher Education Council and then forwarded to the UUAC.
- In the event that a change affects degrees within and outside of Teacher Education, the course or program, changes are reviewed first by the Teacher Education Council and sent to appropriate college council.
- The council reviews all correspondence from the Texas Education Agency relating to matters involving certification requirements and changes in the standards for the approval of the various teacher education programs.
- The council will report to advisors and chairs of academic departments participating in the Teacher Education Program once each semester.

UNIVERSITY GENERAL EDUCATION COUNCIL

Meetings

The council will meet at least one time each fall and spring semester.

Membership

1. The Provost or designee shall serve as chair and may vote only in the case of a tie;
2. Fourteen full-time tenure-track faculty members will serve as members. Six representatives will be faculty members of the College of Arts and Sciences, two will be representatives of the College of Biblical Studies, two will be representatives of the College of Business Administration, two will be representatives of the College of Education and Human Services, one will be a representative of Brown Library, and one will be a representative from the School of Nursing.
3. *Ex officio* members will include the Assistant Provost for Institutional Effectiveness, the Vice President for Student Life, the Registrar, Chair-elect of the Faculty Senate or his/her designee, and two students (1 junior, 1 senior appointed by the Executive Committee of the Students' Association). The deans and directors of the schools, colleges, and units ultimately responsible for faculty and curriculum are welcome to attend any meeting of the UGEC.

The term of service is three years, and a member is not eligible for immediate reappointment.

Criteria for Membership

Full-time, tenure-track faculty member

Rotation

Approximately one-third of the membership of the University General Education Council will rotate each year in order to provide continuity.

Functions and Responsibilities

1. Annually monitors the quality of the general education curriculum, including the assessment of student outcomes;
2. Periodically reviews the entire general education curriculum and recommends changes to the University Undergraduate Academic Council;
3. Reviews proposed changes in the goals and requirements of the general education curriculum and recommends any substantive changes to the University Undergraduate Academic Council;
4. Other duties as assigned;

UNIVERSITY UNDERGRADUATE ACADEMIC COUNCIL

Meetings

The council will meet at least one time each fall and spring semester.

Membership

1. The Provost or designee shall serve as the chair and may vote only in the case of a tie.
2. Nine full-time, tenured faculty members will serve as members of the council. Three representatives will be faculty members of the College of Arts and Sciences (one each from the divisions of STEM, Arts and Humanities, and Social Sciences), one will be from the College of Biblical Studies, one will be from the College of Business Administration, one will be from the College of Education and Human Services, one will be from the School of Nursing and two will be at-large. At-large membership will be distributed among the colleges and other academic units with no two members from the same department or academic area. Department/school chairs or directors must not be a majority of the members of the council.
3. *Ex officio* members will include the Dean of Library Services and Educational Technology, the Director of Instructional Design in the Adams Center, the Registrar, a representative from the Graduate Council, and the chair of the Faculty Senate or his/her designee. The deans and directors of the schools, colleges, and units who are ultimately responsible for faculty and curriculum are welcome to attend any meeting of the UUAC.

Members will serve a term of three years. A member is not eligible for immediate reappointment.

Criteria for Membership

Full-time, tenured faculty member

Rotation

Approximately one-third of the membership of the University Undergraduate Academic Council will rotate each year in order to provide continuity.

Functions and Responsibilities

1. Reviews recommendations from the University General Education Council (UGEC). If substantive changes in the goals and requirements of the general education curriculum are approved by the UGEC, the proposed changes also must be reviewed by the full-time faculty as previously defined in Chapter One of the Faculty Handbook;
2. Reviews proposals for new degree programs and makes recommendations to the full-time faculty as previously defined in Chapter One of the Faculty Handbook;
3. Reviews student admission standards on a regular basis and makes recommendations to

the full-time faculty as previously defined in Chapter One of the Faculty Handbook. Because both the UUAC and Admissions Committee have responsibilities to review and recommend, the Admissions Committee and UUAC should inform one another of recommendations;

4. Reviews general requirements for graduation and makes recommendations to the full-time faculty as previously defined in Chapter One of the Faculty Handbook;
5. Reviews the Final Report of each Academic Program Review and makes recommendations as needed to the administration;
6. Reviews proposals for new undergraduate courses, majors, minors, certificate programs, and/or degree-offering units and makes recommendations to the Provost and President.
7. College or unit academic councils may make recommendations to the University General Education Council. Recommendations of the University General Education Council are made to the University Undergraduate Academic Council and, if approved, they may go to the full-time faculty as previously defined in Chapter One of the Faculty Handbook for action.

UNIVERSITY UNDERGRADUATE RESEARCH COUNCIL

Meetings

The council will meet at least one time each fall and spring semester.

Membership

1. The chair shall be the director of the Office of Undergraduate Research.
2. To give a broad representation from across the university the Council should have at least one representative each from: arts, humanities, social sciences and STEM disciplines
3. The Director of the Office of Research and Sponsored Programs is ex officio

Criteria for Membership

Membership on the council will include tenured or tenure-track faculty members who have demonstrated interest, activity, and experience working with undergraduate students in research or creative inquiry and who are representatives of the broad disciplinary areas represented in the university.

Selection

Members will be appointed by the Director of Undergraduate Research in the consultation with chairs, deans, and undergraduate research faculty and confirmed by the Provost.

Term of Membership

Terms will be three years with the option to repeat.

Functions and Responsibilities

- Advise the Director of Undergraduate Research

- Develop, administer, and promote programs and activities that encourage faculty and students to engage more actively in collaborative undergraduate research projects across the university, including responsibility for allocation of funds that are made available for such projects
- Establish and maintain appropriate policies and procedures for the conduct of undergraduate research that assure compliance with protocols of responsible scholarship, in conjunction with the Office of Research and Sponsored Programs
- Review and evaluate travel and undergraduate research grant proposals.
- Review, evaluate, and award Finalists and Winners of Undergraduate Researchers of the Year.
- Report annually to the university, specifically the Provost's Office, regarding the scope and significance of undergraduate research projects that have been conducted over the past twelve months.

APPENDIX C DESCRIPTIONS OF STANDING COMMITTEES

STANDING COMMITTEES OF THE FACULTY

Appointments

Unless otherwise noted, at-large positions are appointed by the Faculty Senate and submitted to the Provost for approval. Appointments to represent the colleges and schools are made by the Faculty Senate after soliciting nominations from deans and department chairs.

Faculty members serving on committees should be individuals at the level of chair and below who teach six or more hours per semester and who have no ad hoc responsibilities to the committee on which they serve.

Each committee chair or secretary shall submit a copy of the minutes of each meeting to the Faculty Senate secretary.

ADMISSIONS COMMITTEE

Meetings

The committee will meet at least one time each fall and spring semester.

Membership

1. The chair of the committee shall be selected from the faculty on the committee at meeting during the spring semester before the chair will serve in that capacity.
2. The Director of Admissions, the Registrar, the Director of Testing, eight faculty members (two from the College of Arts and Sciences, one from the College of Biblical Studies, one from the College of Business Administration, one from the College of Education and Human Services, and three at large), Vice President for Student Life, and two students shall serve as members of the committee.

The term of service for faculty is three years. The term of service for student members is one year.

Criteria for Membership

Full-time member of the ACU faculty for faculty positions on the committee

Rotation

Approximately one-third of the membership of the committee will rotate each year in order to provide continuity.

Functions and Responsibilities

1. Review admissions standards and practices.
2. Recommend changes in admissions standards to the faculty. Because both the UUAC and Admissions Committee have responsibilities to review and recommend, the Admissions Committee and UUAC should inform one another of recommendations.
3. Consider and determine exceptions to the admissions standards.
4. Act upon appeals by students relative to matters pertaining to academic standing.
5. Advise on any admissions questions brought before the committee by the director of Admissions or the Provost.

ATHLETICS COMMITTEE

Approved by a vote of the faculty March 9, 2016.

Meetings

This committee will meet at least one time each fall and spring semester. The chair will call the initial meeting each semester. Additional meetings may be called as necessary.

Membership

1. The chair shall be the Faculty Athletic Representative appointed by the President.
2. The Faculty Athletic Representative, nine faculty members (three from the College of Arts and Sciences, one from the College of Biblical Studies, one from the College of Business Administration, one from the College of Education and Human Services, one from the library, and two at large), and two students shall serve as members of the committee. When possible, one of the students should be an active student-athlete, the other should be a representative from the general undergraduate student body.
3. The athletic director and associate director of athletics for academics and compliance will serve in a non-voting capacity.
4. The term of service for faculty is three years. The term of service for student members is one year.

Criteria for Membership

Full-time member of the ACU faculty for faculty positions on the committee.

Rotation

Approximately one-third of the membership of the committee will rotate each year in order to provide continuity.

Functions and Responsibilities

1. See that the entire intercollegiate athletic program of the university, for men and women, conforms to the rules and regulations for the National Collegiate Athletic Association (NCAA), of the Southland Conference, or any other legislative body whose rules ACU subscribes, and of Abilene Christian University.
2. Review the general academic progress of athletes.
3. Perform exit interviews for graduating student-athletes or athletes who have exhausted their athletic eligibility.
4. Consider any matter referred by the President, the Provost, the Vice President for Student Life, the Faculty Senate, or any member of the committee.
5. All members are required to also sit on one of three subcommittees that will serve as working groups for matters involving *Academics, Compliance & Fiscal Affairs, and Equity & Welfare*
6. Athletics Committee members will review proposals or concerns addressed in the subcommittees.

Charge of subcommittees:

Academics

The Academics subcommittee will be specifically charged with the responsibility for oversight role over academic issues relating to the student-athletes in the Athletics. They will report any findings or concerns to the Athletics Committee to make recommendations to the President of the University. This subcommittee will:

- Monitor admission and academic progress of student-athletes, including a review of information about graduation rates, aggregated grade distributions, loss of eligibility for academic reasons, number of classes missed due to scheduling of athletics events, and other data related to the academic well-being of student-athletes.
- Review policies and procedures regarding academic standards and support.
- Recommend policies and procedures for continual improvement in the Intercollegiate Athletic Program's efforts to promote an environment of academic excellence for its student-athletes.
- Prepare an annual report for the Athletics Committee.

Compliance & Fiscal Affairs

The Compliance & Fiscal Affairs subcommittee will be specifically charged with the responsibility for an oversight role over issues relating to policies and procedures established by the NCAA, Southland Conference, ACU, and other legal requirements within the Athletics Department. They will report any findings or concerns to the Athletics Committee to make recommendations to the President of the University. This subcommittee will:

- Monitor the compliance procedures and practices of the Intercollegiate Athletics Program; make recommendations toward continuing improvement; and review all NCAA Bylaw violations annually.
- Monitor financial policies and practices; make recommendations for continuing improvement, when appropriate; and review the annual budget for Athletics.
- Recommend policies and procedures for continual improvement in the Intercollegiate Athletic Program's efforts to promote an environment of compliance and fiscal responsibility.
- Prepare an annual report for the Athletics Committee.

Equity & Welfare

The Equity and Welfare subcommittee will be specifically charged with the responsibility for oversight role over diversity issues relating to the staff, coaches, and student-athletes in the Athletics department. They will report any findings or concerns to the Athletics Committee to make recommendations to the President of the University. This subcommittee will:

- Monitor the implementation and effectiveness of the Intercollegiate Athletics Program's minority, gender, and student-athlete well-being plans and programs, particularly those that guarantee the fair and equitable treatment of student-athletes; protect the physical, educational, and emotional welfare of student-athletes; and promote the University's commitment to the fundamental values of sportsmanship and ethical conduct.
- Recommend policies and procedures for continual improvement in the Intercollegiate Athletic Program's efforts to promote a fair, diverse, and safe environment for its student-athletes.
- Prepare an annual report for the Athletics Committee.

Subcommittee Composition

- Each committee will have at least 2 faculty representatives from the Athletics Committee, with one of those faculty acting as a subcommittee chair.
- Each committee will have a representative from the Athletics Department:
 - *Academics Subcommittee – Athletics representative from Academics*
 - *Compliance & Fiscal Affairs – Athletics representative from Compliance*
 - *Equity & Welfare - Associate Director of Athletics for Compliance and Academics*

- Each committee will also have a staff representative selected by the Athletics Committee
 - *Academics Subcommittee – Staff representative from Registrar or Admissions Office*
 - *Compliance & Fiscal Affairs – Staff representative from University Council or Budget Management Office*
 - *Equity & Welfare - Staff representative from Student Life Office*
- The staff representatives would be full members of the subcommittees, but not actual voting members on the Athletics Committee.
- Each subcommittee should also have a student-athlete representative selected to serve by the Athletics Committee.

DISCIPLINARY REVIEW BOARD

See the current Student Guide for more details concerning the board.

Meetings

This board will meet when called by the chair or vice-chair in the chair's absence.

Membership

Membership is comprised of fourteen faculty members (four from the College of Arts and Sciences, two from the College of Biblical Studies, two from the College of Business Administration, two from the College of Education and Human Services, one from the Library, and three at-large), and fourteen students shall serve as members of the board.

The term of service for faculty members is three years. The term of service for student members is one year.

A Chair and Vice-Chair are appointed from the faculty members.

Criteria for Membership

Full-time members of the ACU faculty for faculty positions on the committee; full-time junior or senior student at ACU for students on the committee.

Selection

Faculty members are assigned by the Provost or designee. Students shall be nominated by the President of the Student Association, vetted by the Office of Student Life, and selected and ask to serve by the President of University or designee.

Rotation

Approximately one-third of the faculty membership of the committee will rotate each year in order to provide continuity.

Purpose and Jurisdiction

1. Afford a fair and impartial hearing to each student who appears before the Disciplinary Review Board.
2. Render final disciplinary rulings related to student disciplinary matters.
4. Provide such other judicial functions as may be assigned to it by the Provost or by the President.

HONORS ADVISORY COMMITTEE

Membership

The council will be comprised of the Honors College dean, the Honors College assistant dean, seven faculty members (one from the Honors College teaching staff; one each from the College of Arts and Sciences, the College of Biblical Studies, the College of Business Administration, the College of Education and Human Services; and two members-at-large selected by the Faculty Senate), and three honors students. Selection will be made consistent with the guidelines for appointment of committee members described at the beginning of Appendix C.

Rotation

Approximately one-third of the membership of the Honors Advisory Committee will rotate each year in order to provide continuity. Members will serve three-year terms and may be reappointed.

Function and Responsibilities

1. Advise the Honors College staff on such matters as honors requirements, program development, new course development, recruiting, assessment, relations with departments, and changes in policy, such as admission standards.
2. Consider appeals for exceptions to rules, at the request of the dean.
3. Serve as liaisons to the groups they represent, e.g., to explain and build support for Honors College activities, to gather feedback on proposals, to identify needs that the Honors College might address, and to support Honors College efforts to promote academic priorities in the campus culture.

INSTITUTIONAL REVIEW BOARD

Approved by a vote of the full faculty March 9, 2016

The Provost will appoint Abilene Christian University Institutional Review Board members.

The chair shall be the director of the Office of Research and Sponsored Programs.

The term of service is normally five years, and a member is eligible for immediate reappointment for no more than 10 years of consecutive service. Once the extended term is complete, the member may not be nominated to be a voting member of the IRB for a period of three years.

Criteria for Membership

The Provost, considering advice from the Deans, will appoint IRB members using the following criteria, which were adapted in accordance with federal regulations 45 CFR 46 and 21 CFR 56 to safeguard the rights and welfare of human subjects in research:

1. Each IRB will consist of at least five and not more than fourteen (14) voting members, with varying backgrounds to promote complete and adequate review of human research activities commonly conducted by the institution.
2. Each IRB will be sufficiently qualified through the experience, expertise, and diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects.
3. No IRB will consist entirely of men or entirely of women. Qualified persons of both sexes will be considered so long as no selection is made to the IRB only on the basis of gender.
4. Each IRB will consist of members of various professions including at least one scientist, one nonscientist, and one member who is not otherwise affiliated with the institution, and who is not part of the immediate family of a person who is affiliated with the institution (community member). Members will be full-time tenured or tenure-track faculty members, with the exception of the individual representative who is not otherwise affiliated with ACU.

Replacing members

When a vacancy occurs on an IRB, the chair of the IRB shall contact the Dean of the appropriate university college/school/division and request a nomination to fill the vacancy. The name of the nominee and a current curriculum vita should be returned to the chair. Once the nomination has been returned, the Provost will review the credentials.

The Office of Research and Sponsored Programs (ORSP) staff will review the functions and responsibilities with the nominee to ensure that the nominee realizes the time commitment needed for service on this committee.

Once the nominee has agreed to participate as a member of the IRB, a recommendation for appointment may be sent to the Provost, indicating whether the appointment is as a full committee member or an alternate and the term of service with the IRB.

Once appointed, the IRB member will complete the following forms and submit them to the ORSP:

1. Disclosure of Significant Financial Interest (annually)
2. Non-disclosure agreement (annually).

Length of Term/Service and Description of Staggered Rotation

The length of service for an appointed IRB member will be five years. Usually, no more than one fifth of membership may be considered for renewal/replacement each year. If a member resigns prior to the end of their term, a nominee may be appointed to complete the original term.

During the first year of the IRB member's initial term, the IRB chair may assign a senior committee member to serve as a mentor for the new appointee. This mentor will assist the new member, when requested, in preparing for committee meetings, contacting investigators for additional information, and working through any problems noted with the IRB submission, before the scheduled IRB meeting.

Near the end of the five-year term, the ORSP staff will inquire as to whether or not the appointee wishes to continue to serve. If the IRB member wishes to continue to serve on the IRB, the ORSP staff will submit a request to the Provost for the member to remain on the committee. The ORSP staff, in consultation with the Provost, may extend an invitation for a committee member to remain for an additional five years for a total of no more than 10 years. Once the extended term is complete, the member may not be nominated to be a voting member of the IRB for a period of three years.

IRB Member Training and Continuing Education Requirement

All new members should complete training as directed by the chair of the IRB prior to beginning their work with the board. All new and continuing members should continue training through membership in designated national organizations and by attending related national and/or regional conferences. The ORSP will fund required training.

Functions and Responsibilities

The IRB member shall:

1. Protect the rights and welfare of research subjects.
2. Determine that subject risks are minimized. IRB members will ensure that the investigators:
 - a. use procedures which are consistent with sound research design and which do not expose subjects to risk, and

- b. whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes.
3. Determine that risks to the subjects are reasonable in relation to the anticipated benefits to subjects, if any, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB member should consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies subjects would receive even if not participating in the research). The IRB member should not consider possible long-range effects of applying knowledge gained in the research.
4. Determine that selection of subjects is equitable. In making this assessment, the following should be taken into account:
 - a. the purpose(s) of the research and the setting in which it is conducted; and
 - b. should be particularly cognizant of special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, cognitively or mentally impaired persons, or economically or educationally disadvantaged persons.
5. Determine whether the informed consent is adequate, and if not, request clarifications and changes in the consent form to adequately explain the purpose of the research, the risks and benefits entailed therein, and contains all other federally or locally mandated elements.
6. Determine that the research plan makes adequate provision for monitoring the data collected to ensure the safety of the subjects.
7. Determine that there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of the data.
8. Ensure additional safeguards are in place to protect the rights and welfare of subjects that are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, cognitively or mentally impaired persons, or economically or educationally disadvantaged persons.
9. Members may be asked to serve as Expedited Reviewers, if the IRB determines that a research request qualifies for an expedited review as [defined by HHS](#).

Removal

When a committee member consistently fails to attend IRB meetings or fails to meet expectations, the ORSP staff and the Provost will meet with the committee member to determine the cause. If the IRB member indicates an inability to continue to function effectively as an IRB member, the ORSP staff or the Provost will request assistance from the Dean and/or department chair in obtaining a replacement member to serve on the IRB.

LIBRARY COMMITTEE

Meetings

The committee will meet at least once each fall and spring semester. It is the responsibility of the chair or Dean of Library Services and Educational Technology to call the initial meeting of each semester.

Membership

1. The chair of the committee shall be selected from the faculty on the committee at a meeting during the spring semester before the chair will serve in that capacity.
2. The Dean of Library Services and Educational Technology and eight faculty members (two from the College of Arts and Sciences, one from the College of Biblical Studies, one from the College of Business Administration, one from the College of Education and Human Services, and three at-large) shall serve as members of the committee.

The term of service for faculty members is three years.

Criteria for Membership

Full-time member of the ACU faculty

Rotation

Approximately one-third of the membership of the committee shall rotate each year in order to provide continuity.

Functions and Responsibilities

1. Advise the Dean of Library and Educational Technology on the library's academic materials budget.
2. Serve as liaison for the library and the faculty, students, and administration.
3. Seek ways and means of strengthening library holdings.
4. Serve as a grant committee as funds allow.
5. Advise the Dean of Library Services and Educational Technology on any matter brought to the committee by general faculty, library faculty and staff, or any student.

STUDENT LIFE COMMITTEE

Meetings

The committee will meet as called by the chair or Vice President for Student Life.

Membership

1. The chair of the committee shall be selected from the faculty on the committee at a meeting during the spring semester before the chair will serve in that capacity.
2. The Vice President of Student Life, eight faculty members (two from the College of Arts and Sciences, one from the College of Biblical Studies, one from the College of Business Administration, one from the College of Education and Human Services, one from the Library and University Studies, and two at-large), and four students shall serve as members of the committee.

The term of service for faculty members is three years. The term of service for student members is one year.

Criteria for Membership

Full-time member of the ACU faculty for faculty positions on the committee; full-time upper class student at ACU for student positions on the committee.

Selection

Students shall be selected by the Student Association to serve a one-year term.

Rotation

Approximately one-third of the membership of the committee will rotate each year in order to provide continuity.

Functions and Responsibilities

1. Serve as requested as an advisory council to the Student Life division.
2. Select students for various honors and awards.

SUSPENSION APPEAL COMMITTEE

Membership

The SAC will be composed of nine members:

- The Registrar (or designee), who will serve as a non-voting chair of the committee
- 5 faculty representatives selected by the Faculty Senate
- 1 faculty member from the Student Success program
- 1 representative from Student Life
- 1 representative from the Office of Academic Advising.

The Registrar (or designee) will chair the committee, but will not vote on individual student appeals unless there is a tie.

Purpose

The purpose of the Suspension Appeals Committee (SAC) is to provide a holistic and consistent decision process for all students who appeal academic and/or Chapel suspensions based on a set of commonly agreed upon and consistently applied criteria.

Scope

The SAC will be responsible for reviewing appeals from students who have been suspended from the University - for academic reasons, Chapel absences, or both - and for deciding on the eligibility of those students to return to ACU.

General Process

1. All suspension appeals will be submitted directly to the Registrar's Office. The role of the Registrar's Office is to gather information about suspension appeals and make it available to the SAC.
 - A. Immediately after the appeal deadline, lists of students who are appealing will be sent to all SAC members, voting and non-voting, as well as to the dean's offices of each college and to all department/school chairs. Any of these members or groups who have specific information about a specific student is encouraged to bring that information to the committee's attention. Information can be sent to the Registrar's Office to be included with the appeal information.
 - B. The SAC chair will consider the student's request to determine if the full SAC must consider the student's appeal. Guidelines to determine which appeals will need to be considered by the full SAC shall be decided by the committee annually. For example, the committee may decide that students bringing up low historical GPAs but with strong term GPAs need not be reviewed by the committee and be approved for appeal.

- C. The Registrar's Office will provide the following information for all committee members:
 - i. Information about the student's current (and future, if the student intends to change) program of study
 - ii. A copy of the student's ACU transcript
 - iii. The appeal letter submitted by the student
 - iv. Any supporting documentation provided by the student or advocates for the student
 - v. Any information provided in advance about the student from the Offices of: Academic Advising, Student Financial Services, Student Success, or others as applicable.
 - D. Based on a student's record, the chair may also request information from any other office on campus, such as
 - i. The Office of the Director of Athletics (if the student has been or seeks to be involved in intercollegiate athletics)
 - ii. The University Counseling Center
 - iii. The University Medical Clinic
 - iv. Alpha Academic Services
 - E. All information about the applicants will be assembled and placed online in a password secured location. Committee members who will be unable to attend on a scheduled meeting date may participate in the decisions electronically, via email, conference call, or other technologies that would allow participation.
- 2. The SAC will convene to act on suspension appeals immediately following the appeal deadline at the end of each long semester. In addition, the committee will also convene prior to or early in each semester to consider late appeals.
 - 3. The committee will determine a policy and process to deal with students who miss the suspension appeal deadline. The committee will review this process each academic year.
 - 4. The SAC will make decisions based on input included in the packets. The SAC will not be required to meet face to face with the student requesting readmission. The decision of the SAC is final and may not be appealed.
 - A. If the request is denied, the SAC chair will notify the student within two business days of the decision, in writing via the student's ACU email address.
 - B. If the request is approved, the SAC chair via the student's ACU email address will notify the student within two business days of the decision. The department/school chair of the student's program of study will also be notified of the decision.

- C. Students who successfully appeal will be placed on academic probation and will have a probation contract with the Academic Development Center. ADC will develop this contract with input from the committee.
5. ACD's role will be to facilitate/require student interaction with the student's advisor as related, at least, to the selection of classes, finalize the contract through conversation with the student, and administer the contract.

Assessment

SAC effectiveness will be assessed annually, and the results will be reported to the SAC, the Faculty Senate, the University Undergraduate Academic Council, and the Provost's Cabinet.

UNDERGRADUATE READMISSIONS COMMITTEE

Membership

The URC will be composed of eight members, consisting of

- The Registrar (or designee), who will also serve as a non-voting chair of the committee,
- 5 faculty representatives selected by the Faculty Senate
- 1 representative from the Office of Academic Advising
- 1 representative from Student Life.

Purpose

The purpose of the Undergraduate Readmission Committee (URC) is to provide a holistic response to requests to return to ACU and to base such responses on a set of commonly agreed on and consistently applied criteria.

Scope

The URC will be responsible for processing requests from all undergraduate students who wish to return to ACU after having been away for one or more long semesters as a result of their own choice or as a result of a suspension.

General Process

1. All requests for readmission will be submitted directly to the Registrar's Office. The role of the Registrar's Office is to gather information about the re-applicant and distribute information to the URC.
 - a. Upon receipt of a request for readmission, the Registrar's Office will notify Student Financial Services of the student's interest in returning. SFS will be asked to provide information about

- i. unpaid balances or other issues from the past that must be addressed before a student could be readmitted, and
 - ii. the student's eligibility for financial aid should the application for readmission be approved. This information will be used solely for the purpose of communicating with the student and should not have an impact on the readmission decision for that student.
 - b. The URC chair will consider the student's request to determine if the student's appeal must be considered by the full URC. For example, a student who withdrew from school due to a medical condition may not have the same issues as a student who was suspended for poor grades. The URC will develop criteria for the chair to use in making this decision.
 - c. The Registrar's Office will provide the following information to committee members:
 - i. Information about the student's current (and future, if the student intends to change) program of study
 - ii. Copies of transcripts from all institutions the student has attended
 - iii. The Application for Readmission
 - iv. A short, written statement detailing why the student wishes to return to ACU.
 - d. Based on a student's record, the Registrar's Office may also request information from any other office on campus, such as
 - i. The Office of the Director of Athletics (if the student has been or seeks to be involved in intercollegiate athletics)
 - ii. The Director of Judicial Affairs
 - iii. Student Financial Services
 - iv. The University Counseling Center
 - v. The University Medical Clinic
 - vi. The Center for International Education
 - vii. Alpha Academic Services
 - viii. Student Success.
 - e. All information about the applicants will be assembled and placed online in a password secured location. Committee members who will be unable to attend on a scheduled meeting date may participate in the decisions electronically, via email, conference call, or other technologies that would allow participation.
- 2. The URC will act on readmission packets completed at least one week in advance of each regularly scheduled URC meeting. Requests not submitted early enough to allow completion of the packet by the deadline will be considered at the next URC meeting. The URC will convene four times per year:
 - a. At least three weeks prior to the beginning of the fall term (to consider requests

submitted over the summer for readmission effective with the fall term)

- b. At least three weeks prior to the beginning of spring registration in the fall semester (to consider requests submitted during the fall term for readmission effective with the spring term and to allow readmitted students to register for spring classes with their registration group)
 - c. At least three weeks prior to the beginning of the spring term (to consider requests submitted during the fall term for readmission effective with the spring term),
 - d. At least three weeks prior to fall registration in the spring semester (to consider requests submitted December - February for readmission effective with the fall term, and to allow readmitted students to register for fall classes with their registration group)
 - e. An additional meeting late in the spring semester may be required to discuss readmission candidates for the summer term.
3. The URC will make decisions based on input included in the packets. The URC will not be required to meet face to face with the student requesting readmission. The decision of the URC is final and may not be appealed.
- a. If the request is denied, the student will be advised of the denial within two business days of the decision, in writing via email address provided on the appeal form. The URC chair will generate the letter.
 - b. If the request is approved, the URC will notify the student, the student's advisor, and the student's department/school chair of the approval in writing via email within two business days of the decision. The URC chair will generate the letter. The letter will also include information about the student's campus housing status, any hold flags which the student may have, and eligibility for financial aid.
4. Academic Development Center's role will be to facilitate/require student interaction with the student's advisor as related, at least, to the selection of classes, finalize the contract with the input of the URC and through conversation with the student, and administer the contract.

Assessment

URC operations and effectiveness will be assessed annually, and the results will be reported to the URC, the Faculty Senate, the University Undergraduate Academic Council, and the Provost's Cabinet.

UNIVERSITY TENURE AND PROMOTION COMMITTEE

Membership

The University Tenure and Promotion Committee is a standing committee of the faculty composed of tenured full faculty at the rank of professor recommended by the deans/directors to the Faculty Senate Committee on Committees.

Appointment

The Committee on Committees submits the names to the faculty for a vote, and the names are forwarded to the Provost for approval. Apportionment is based on full-time faculty by college.

Purpose

The role of the dean/director, University Tenure and Promotion Committee, and the Provost is:

1. to ensure that the department/school has faithfully and fairly executed the departmental/school guidelines for tenure and promotion,
2. to ensure that institutional promotion policy as detailed herein is upheld, and
3. to alert/notify the department/school of important information that might be missing from the promotion materials.

Procedures

Other procedures of the Tenure and Promotion Committee are detailed in the Tenure and Promotion Policy at Appendix E.

APPENDIX D

DESCRIPTIONS OF ADVISORY COMMITTEES

Appointments

Unless otherwise noted, at-large positions are appointed by the Faculty Senate and submitted to the Provost for approval. Appointments to represent the colleges and schools are made by the Faculty Senate after soliciting nominations from deans and department chairs.

Faculty members serving on councils should be individuals at the level of chair and below who teach six or more hours per semester and who have no ad hoc responsibilities to the committee on which they serve.

A. Advisory Committee for the Health Professions

Membership: health professions advisor, chair; faculty members from the Departments of Agricultural and Environmental Sciences, Biology, Chemistry and Biochemistry, Mathematics, Physics, and Psychology.

Responsibilities:

1. Advising students in selection of courses pertinent to their respective areas of interest-- medicine, dentistry, veterinary medicine, pharmacy, medical technology, and other health related professions
2. Assisting in the formal evaluation of ACU students applying to medical, dental, and other professional schools
3. Development of a curriculum appropriate to the needs of students entering the health professions
4. Setting criteria for cooperative degree programs in the health professions
5. Participating in state and regional conferences of advisors for the health professions

B. Faculty Development Committee

Mission: The Faculty Development Committee facilitates, advocates, and provides opportunities and resources for faculty enrichment across the university.

Responsibilities and Functions:

1. Review proposals and make recommendations to the Provost on applications for:
 - Faculty Enrichment Summer Stipends
 - Presidential Fund for Professional Development

2. Plan and carry out the spring pre-session conference in collaboration with the Adams Center and the Provost
3. Assist the Executive Director of the Adams Center and the Provost in identifying faculty enrichment needs.

FDC Meetings:

Meetings, as needed, may be called by a chair of the FDC or the director of faculty enrichment, as appropriate to the purpose of the meeting.

The FDC ideally consists of eight members:

- 3 representing CAS
- 1 representing CBS
- 1 representing COBA
- 1 representing CEHS
- 1 director of Faculty Enrichment (co-chair)
- 1 representing the Library/PHSSN.

Qualifications of FDC Chair:

The director of Faculty Enrichment co-chairs the faculty development committee. This co-chair from the Adams Center votes only to break a tie.

Responsibilities of FDC Chair:

- Lead in carrying out programs of the FDC
- Convene the FDC to carry out committee functions; chair such meetings
- Ensure follow-up on meetings and programs
- Participate in national and regional faculty enrichment organizations
- Lead in developing new initiatives for faculty enrichment.

Qualifications of FDC Members:

Members are advocates for faculty enrichment university-wide, generating participation and interest among the faculty they represent. They should be full-time tenured faculty holding rank of assistant professor or higher.

Selection:

Chairs recommend to deans two names for each position in their college. Deans confer with the Provost on appointments.

Term of Office:

The term of office is three years.

Responsibilities:

- Meet when the FDC is convened.
- Advocate and promote faculty enrichment efforts of the FDC in each college.
- Assist in carrying out all programs and responsibilities of the FDC.

FDC Member Profile:

The faculty development committee is comprised of faculty who are recognized by colleagues as outstanding teachers and scholars; innovative in the classroom and effective in producing learning; current in their own disciplines and broadly knowledgeable of other disciplines; creative thinkers and resourceful problem solvers; diplomatic and maintaining good rapport with faculty university-wide; influential leaders, instrumental in involving others and effecting change in pursuit of excellence.

C. Faculty Renewal Leave Committee**Membership:**

A selection of tenured faculty representative of the colleges within the university

Responsibilities:

1. To review the applications for Faculty Renewal Leaves
2. To recommend to the Provost the candidates to receive a Faculty Renewal Leave.

Term of Office:

The term of office is three years.

APPENDIX E

TENURE AND PROMOTION POLICY

Table of Contents

Introduction

I. Annual Review

- A. Description
- B. Procedures

II. Criteria for Tenure and Promotion

- A. Description
- B. General Criteria for Tenure and Promotion in Rank
- C. General Guidelines for Portfolios
- D. Specific Criteria for Tenure
- E. Specific Criteria for Promotion

III. Procedures for Tenure and Promotion

- A. Pre-Tenure Procedure
- B. Tenure Procedure
- C. Promotion Procedure
- D. Tenure and Promotion Dates and Procedures

IV. Post-Tenure Review

V. Implementation

VI. Expansion of Criteria and Examples for Tenure and Promotion

Timeline for submission and review of T & P applications was approved by the faculty (04-19-09). Reported to the AAC (May 2009).

Revised and approved by the ACU faculty, reviewed by the Academic Affairs Committee of the Board of Trustees, and approved by the administration (Spring 2008) effective in Fall 2008. Comprehensive review of “Guidelines and Procedures” to occur every 5 years. Most recent review was in Fall 2013; next review must be no later than Fall 2018.

ACU Promotion, Tenure, and Post-tenure Review: Guidelines and Procedures

Abilene Christian University is a Christian community of learning seeking to engage all dimensions of human knowledge so as to build a world of peace and justice consistent with a Christian understanding of reality. As members of this community, the faculty of the university works actively in the discovery and dissemination of knowledge, the cultivation of socially useful practices, the mentoring of students as learners and doers, and the betterment of the communities beyond our campus. Faculty members strive to cultivate the Christian virtues of love, joy, peace, patience, gentleness, goodness, self-restraint, and faith in their own lives and relationships. They also work with colleagues to build the community of learning that the university aspires to be. They regard membership on the faculty as a calling contributing to the larger mission of God in the world.

The criteria for tenure and promotion in rank are for tenure-track faculty members and rest on these two assumptions:

- Faculty members meet the applicable standards outlined in Board of Trustees Policy 2.11, which says in part:

Further the President will not:

1. Hire or continue to employ any person in the following categories who is not an active member of a local congregation of the Churches of Christ as defined in Article III of the Articles of Incorporation:
 - a. all senior administrative officers including vice presidents and deans
 - b. all full-time faculty members who serve undergraduate students
 - c. all faculty serving in the Department of Bible, Missions, & Ministry in the College of Biblical Studies and all full-time faculty serving in the Graduate School of Theology
2. Hire or continue to employ faculty serving in any capacity who do not affirm and embrace the core values and guiding principles of ACU as articulated in the document entitled *Identity, Mission and the Future of Abilene Christian University* dated August 2012.

- Because a faculty member's life as a Christian also includes time spent serving God and family, the university will respect the faculty member's need to balance professional, spiritual, family, and private life.

I. Annual Review

A. Description

The annual review is the heart of all faculty evaluations. When done well, the annual review prompts serious reflection by each faculty member and generates material that comprises part of subsequent major evaluations that need to be done.

The annual review is based on a faculty member's goals for the past academic year. Goals are stated in measurable terms relative to teaching effectiveness, scholarly/creative activity, and service; the annual review also addresses collegiality. A faculty member's goals are expected to:

1. Fit within the broader context of departmental/school objectives
2. Complement the goals of their colleagues in achieving departmental objectives
3. Follow the general criteria for promotion and tenure.

Any additional departmental/school objectives are negotiated with the appropriate dean/director, the University Tenure and Promotion Committee, and the Provost to achieve the overall mission of the university.

B. Procedures

By June 1 of each year, the faculty member submits personal goals and objectives for the coming year. After the faculty member and chair agree on these goals, they become the criteria on which the subsequent annual review is based. Successful completion of annual goals should move the faculty member toward his or her goals of promotion.

By March 1 of the next year, the faculty member submits to the chair a short, reflective report of the previous year's activities and how well the stated goals were met. The chair completes a written evaluation of the faculty member. This evaluation includes assigning a performance level to each of the general evaluation criteria. The faculty member uses this feedback to write, in consultation with the chair, goals for the subsequent year. These are submitted by June 1, and the cycle continues.

Each annual review is submitted to the dean/director by April 1. The dean/director discusses the review with the appropriate chair, who communicates any reservations to the faculty member.

II. Criteria for Tenure and Promotion

A. Description

Tenure in the professoriate generally is associated with the preservation of academic freedom, and to some degree, economic security. It provides a framework for due process when a faculty member's teaching, scholarship, or service is challenged, particularly if a challenge is capricious. It affirms the individual faculty member's contributions to the institution and its broader constituency. It also verifies the institution's long-term commitment to the faculty member's pursuit of knowledge. The possibility of achieving tenure is seen as a hiring incentive to new, diverse faculty as they consider career alternatives. Finally, tenure is a part of the traditional university culture.

Tenure at ACU encompasses these criteria, but also implies a "goodness of fit." This "goodness of fit" is measured by an individual's commitment to the mission of the university, by meeting the applicable Board of Trustees Christian faith expectations, and by his or her accomplishments in teaching, scholarly activity, service, and collegiality.

The best interest of tenure-track faculty members is served when they receive maximum information regarding expectations of tenure in terms of achievement at the university. Pre-tenure review is designed to help in this process.

Promotions will be based on professional preparation, performance of duties, and fidelity to the Christian purposes of the university. Promotion in rank depends on a faculty member receiving positive annual reviews and demonstrating a designated level of productivity and achievement.

B. General Criteria for Tenure and Promotion in Rank

The following general criteria apply in consideration for tenure and promotion in rank at Abilene Christian University. Each department/school may expand on these criteria and identify specific criteria and emphases for its discipline and relate them to the university, college, and departmental/school mission statements. The

departments prepare examples of how faculty may meet the requirements for a given rank. The appropriate dean/director, the University Tenure and Promotion Committee and the Provost review the departmental/school criteria, negotiate revisions with the department/school and approve the criteria. The departmental/school criteria are assessed as the department/school undergoes program review every five years.

C. General Guidelines for Portfolios

Portfolios must be submitted in digital format—software or PDF—and will be reviewed online by the Tenure and Promotion Committee. A specific software is not required. The Tenure and Promotion Committee will coordinate with the Adams Center to ensure a software program is supported, and will provide a link in the Tenure and Promotion Guidelines for such support. No changes in the portfolio are allowed after the October 1 deadline for submission to the dean.

The portfolio must address the four general criteria (teaching, scholarship, service, and collegiality).

The portfolio must include copies of the applicant's annual reviews, documentation of efforts toward each of the four criteria, reflective statements, and other materials deemed appropriate by the applicant.

Information and reflections must be concise and descriptive not encyclopedic.

Portfolios must 1) summarize the applicant's achievements, relying on representative, not exhaustive exhibits and 2) include goals, reflections, and self-evaluations. The portfolio must demonstrate a high level of reflection for each area.

Guidelines for Reflection:

Self-reflection is more than simply an evaluation of your achievements at the current point in time. Instead, it involves a thoughtful re-evaluation of the range of experiences that has brought you to this point in time. Reflection attempts to address not merely “what” you have accomplished, but more importantly the “why” and “how” of getting to those accomplishments. It includes a discussion of the challenges and struggles you have faced; how those have helped you evolve over time; how you have used specific experiences to improve in the areas of teaching, scholarly activity, professional service and collegiality; and how experiences in one area have affected your direction in others. Reflection involves looking at your growth over time, your values, and how your current activities have been influenced by lessons you have learned. Reflection and self-assessment are time-honored spiritual disciplines, and thus are consistent with the culture of a faith-based institution.

Finally, including thorough reflection in the portfolio helps its readers. Tenure and Promotion Committee members are responsible to evaluate applicants justly in spite of their own inexperience with other academic fields. Passages of reflection and assessment are critical for these readers. Thus, reflection is relevant and required for teaching, scholarly activity, service and collegiality.

Guiding questions to assist you in the reflection process are provided below. Note that these are not intended to serve as a template, but rather to assist the faculty member in reflecting on how growth and challenges in the areas of teaching, scholarship, service and collegiality are shaping and informing practice.

- What is the trajectory of my career so far?
- How has my direction changed as new opportunities have arisen?
- What have been my professional successes, and why?
- What have been my professional struggles, and why?
- How will the answers to the previous questions inform my future practice?
- What steps am I taking to multiply the successes and overcome the disappointments?
- How are changes in my discipline shaping my professional goals?
- What is it about ACU's resources, culture, tradition, or vision that will help me flourish professionally and personally? What has been a challenge for me? What new insights have I gained that will inform me as I move forward?
- What are my distinctive contributions to ACU?

1. Teaching Effectiveness

The effective instruction of students is the primary purpose of the university and is expected of every faculty member. Applicants must include reflection on their teaching effectiveness. The generally recognized qualities of effective teaching are:

Knowledge of the subject matter. The teacher who knows the subject matter has achieved the first condition for good teaching.

Ability to communicate. The teacher should possess skills of effective communication that are appropriate to the discipline and the objectives of courses being taught. The teacher should also exhibit genuine enthusiasm for the subject and a desire to share it with the students.

Self-reflection and improvement. The teacher should constantly work to improve courses, experiment with new materials and methods of delivery, and keep current with the subject matter.

Interest in the student. The effective teacher takes an interest in students as individuals. The teacher is conscious that teaching also offers opportunities to help the student experience ethical and spiritual growth, understand the implications of the discipline in matters of faith, and develop a Christian philosophy of life.

Integration of faith and learning. While not a generally recognized quality of effective teaching, the integration of faith and learning is critical for the faculty member at Abilene Christian University. The faith informed professor seeks to meaningfully integrate faith and learning, assisting students in identifying integral relationships that exist between the discipline and Christian theological perspectives.

The effectiveness of the faculty member's instruction will be documented in a portfolio. In addition to reflections on teaching and on the integration of faith and learning, the portfolio could contain, but is not limited to, the following items:

- Syllabi
- Teaching assignments
- Student work samples
- Student evaluations
- Reflections on teaching philosophy and the integration of faith and learning
- Descriptions of new and/or innovative teaching methods
- Descriptions of advising and mentoring activities
- Unsolicited or solicited evaluations from former students
- Teaching awards or other recognition

2. Scholarship, Creativity, and Their Equivalents

For a university community, scholarship is important. Abilene Christian University expects that each faculty member will provide evidence (i.e., product) of his or her professional competence through scholarship and/or other creative activities appropriate to the discipline. The number and type of products may vary by discipline. The applicant must justify the number and type of products in the promotion materials in reference to university

and discipline-specific criteria. Applicants must also include reflection on personal scholarship.

Examples include, but are not limited to, the following items:

- Writing/obtaining grants
- Papers presented at conferences
- Pedagogical research
- Workshops and presentations
- Juried competitions
- Exhibitions or performances
- Peer reviewed articles
- Publications
- Scholarly and/or professional awards

3. Service

A faculty member's service is directly related to the university's mission statement. Service should grow out of his or her academic and professional commitments, as well as out of a generous understanding of Christian discipleship. Service may extend to the profession, the university or its constituent parts, the church, and/or the community. The applicant must provide specific examples of service along with personal reflection on how service is informing and shaping work as a faculty member.

Examples of service in any of these areas include, but are not limited to, the following items:

- Advisory and consultative positions
- Holding an office or chair
- Committee memberships and work
- Administrative responsibilities
- Student organization sponsorships
- Service awards

4. Collegiality

A consideration of collegiality is particularly appropriate at a Christian university and is given special attention when tenure is under consideration. Collegiality involves relationships within departments/schools, within colleges, and within the university. These interactions should support the mission and goals at each level of the institution.

Examples of collegiality include, but are not limited to, the following items:

- Sharing personal values and beliefs with other colleagues
- Being willing and open to new ideas
- Being considerate, sensitive, and caring of others
- Demonstrating tolerance for opposing opinions of colleagues
- Volunteering to help other colleagues with common academic tasks
- Participating in discussions about academic issues
- Participating in academic decision processes
- Fostering a sense of community and equality
- Demonstrating interest and cooperation across disciplines

Though wide consensus exists regarding the nature and appearance of collegiality in academic settings, it cannot be measured by rigid checklists or formal requirements. The portfolio and the letter from the department/school should address the collegiality of the applicant. Finally, the applicant must include reflection on growth in collegiality.

D. Specific Criteria for Tenure

The minimum requirements for tenure at Abilene Christian University are as follows:

1. The earned doctorate or appropriate terminal degree is required with rare exceptions.
2. An application for tenure may be submitted in the fall after the fifth year of university teaching has been completed; three of those five years must have been tenure track at ACU. Other terms may have been specified in the letter of hire.
3. Any exceptions must be specified in the contract letter at time of hire.
4. The faculty member must be recognized as an effective teacher. This is demonstrated by submission of a portfolio described under the general criteria for teaching effectiveness.
5. Scholarly and/or creative activities by the faculty member must be evidenced by items such as those listed under the general criteria for scholarship, creativity, and their equivalents.
6. The faculty member must document service activities such as those listed under the general criteria for service.
7. The faculty member must exhibit collegiality. A definition of this term and methods to demonstrate this characteristic are described in the general criteria for collegiality.

E. Specific Criteria for Promotion

Each academic department/school may define the specific criteria for the individual ranks consistent with the University requirements stated below. The university requirements for each academic rank are as follows:

1. Instructor
 - An instructor must have a master's degree with a minimum of 18 graduate semester hours in the teaching discipline, with rare exceptions made for outstanding experience in the primary field.

- The faculty member must show promise of being an effective teacher and of continued professional growth.

2. Assistant Professor

- The earned doctorate or appropriate terminal degree is required with rare exceptions.
- The faculty member must show potential as an effective teacher and must show promise of continued professional growth in scholarly activity and service.

3. Associate Professor

- The earned doctorate or appropriate terminal degree is required with rare exceptions.
- An application for associate professor may be submitted in the fall after the fifth year of university teaching has been completed; three of those five years must have been at the assistant professor level. Other terms may have been specified in the letter of hire.
- The faculty member must be recognized as an effective teacher. This is demonstrated by submission of a portfolio described under the general criteria for teaching effectiveness.
- The faculty member demonstrates continued professional growth in scholarship, creativity, and their equivalents. Scholarly and/or creative activities by the faculty member must be evidenced by items such as those listed under the general criteria for scholarship, creativity, and their equivalents.
- In addition to church involvement, the faculty member must demonstrate continued service to the profession, the university, the church, and/or the community. This is demonstrated by items such as those listed under the general criteria for service.

4. Professor

- The earned doctorate or appropriate terminal degree is required with rare exceptions.
- With rare exceptions, an application for Professor may be submitted in the fall after the third year of university teaching at the associate professor level. Other terms may have been specified at the time of hire.
- The faculty member must be recognized as an excellent teacher. This must be demonstrated by submission of a portfolio described under the general criteria for teaching effectiveness.

- The faculty member demonstrates sustained professional growth in scholarship, creativity, or their equivalent. Scholarly/creative activities by the faculty member must be evidenced by items such as those listed under the general criteria for scholarship, creativity, and their equivalents. The work must have influence beyond the ACU campus.
- In addition to church involvement, the faculty member must demonstrate that he or she is recognized as contributing sustained service to the profession, the university, the church, and/or the community.

III. Procedures for Tenure and Promotion

All colleges follow university procedures for application, approval, and appeal in matters of tenure and promotion. The University Tenure and Promotion Committee is a standing committee of the faculty composed of tenured faculty at the rank of professor recommended by the deans/directors to the Faculty Senate Committee on Committees. The Committee on Committees submits the names to the faculty for a vote, and the names are forwarded to the Provost for approval. Apportionment is based on full-time faculty by college. The role of the dean/director, University Tenure and Promotion Committee, and the Provost is: 1) to ensure that the department/school has faithfully and fairly executed the departmental/school guidelines for tenure and promotion, 2) that institutional promotion policy as detailed herein is upheld, and 3) to alert/notify the department /school of important information that might be missing from the promotion materials.

Recommendation or denial of promotion by any of these persons shall rest on these three tenets.

The timelines for promotion and tenure procedures are synchronized, because often a faculty member applies for both concurrently. However, a faculty member may apply for tenure and promotion in separate years.

A. Pre-Tenure Procedure

A faculty member pursuing tenure begins the process with pre-tenure review. Pre-tenure is a formative process. The purpose is to provide the faculty member with thorough, clear, and accurate feedback regarding progress toward tenure.

1. Responsibilities of the Tenure-Track Faculty Member:

- Participate in the regular annual reviews during years one through three of service at the university.

- During the first or second year of service, begin preparing a pre-tenure/tenure portfolio with help from the Adams Center. In its early stages, the portfolio should be considered a “work-in-progress” rather than a polished document, a draft to build upon as the faculty member approaches the actual application process, usually in the sixth year of service.
- In the fall semester of the fourth year of service, submit the portfolio, addressing the four general criteria (i.e., teaching effectiveness, scholarly and/or creative activities, service, and collegiality).
- By September 9 or next business day, the portfolio is made available for review to the department/school chair, the tenured faculty members in the department/school and the dean. If fewer than three departmental faculty members fit this description, the applicant, in consultation with his or her chair, chooses a suitable number of tenured faculty members to serve in the departmental/school review. Even though there may be a sufficient number of tenured faculty members in the department/school, the applicant may still choose a tenured faculty member from outside the department/school, in consultation with the department/school chair, to serve on this committee to provide additional feedback.
- By September 23 or next business day, meet with the department/school chair, tenured departmental/school faculty members, and the dean of the college as a group to discuss the portfolio.
- By October 15 or next business day, sign and return a copy of the letter from the department/school chair that summarizes the group’s assessment of the portfolio. Should the faculty member question any portion of the summary letter, he or she should address those concerns to the dean in a letter.

2. Responsibilities of the Tenured Faculty Members:

- Review the tenure-track faculty member's portfolio.
- Meet with the tenure-track faculty member, the department/school chair, and the dean.

3. Responsibilities of the Department Chair:

- Schedule a meeting with the tenure-track faculty member, tenured faculty members, and the dean to discuss and review the tenure-track faculty member's digital portfolio.
- Write a letter to the faculty member that summarizes the department/school assessment of the digital portfolio and send a copy to the dean.
 - a. The letter must include two levels of evaluation: 1) evaluation of the faculty member's *achievements* in teaching, scholarship, collegiality, and

service and 2) evaluation of the *portfolio's quality*, including items such as content, length, organization, and clarity. (In other words, the letter should address both the *work* and the *documentation* of the work.) The letter should deal with deficiencies as perceived by the committee and the chair, but should be constructive with the aim of helping the faculty member to succeed when the material is presented to the tenure and promotion committee.

- b. The letter must be reviewed, approved, and signed by all members of the faculty member's pre-tenure review committee as well as by the department/school chair.
 - If deficiencies are noted, prepare a professional development plan in consultation with the faculty member and submit a copy to the dean.
4. Responsibilities of the dean:
 - Meet with the tenure-track faculty member, the department/school's tenured faculty members and the department chair.
 - Sign and submit to the Provost the chair's summary letter, professional development plan if warranted, and any response by the tenure-track faculty member by October 15 or next business day.

B. Tenure Procedure

The tenure-track faculty member may submit an application if he or she meets the minimum requirements in II.C. Faculty members may submit an application for tenure in the sixth year of service (tenure to be granted in the seventh year).

Experienced professors can apply for tenure in the fourth year of service rather than completing the pre-tenure process. (See II. C. 1. a & b for minimum qualifications and exceptions.) If tenure is not granted, the applicant may reapply. The last time the faculty member could submit a tenure application would be in the seventh year of tenure-track service (tenure to be granted in the eighth year). If tenure is not granted this final time, the eighth year of employment would be the faculty member's last.

The university allows tenure-track faculty members to “stop the tenure clock” in some cases, effectively extending the final date by which the faculty member must apply for tenure. Reasons for such an action may include pregnancy or family leave; personal trauma or illness; care for a parent, child, or spouse; unusual personal,

academic, or administrative responsibilities; or extraordinary events beyond the faculty member's control that affect personal performance.

Assuming the faculty member meets one of the above stated reasons for stopping the clock, a written request must be submitted by the faculty member to the chair and the dean. The faculty member, chair, and dean will then negotiate stopping the clock, and in appropriate cases, the faculty member's request will be granted. Each "stop the clock" request that is approved will extend the tenure clock for twelve months. In most cases, the option to stop the clock will be limited to two instances, for a maximum of two years.

The process for tenure and the responsibilities of the tenure-track faculty member, tenured faculty members in the department/school, the chair, and the dean are the same as for pre-tenure review except for the differences noted below.

C. Promotion Procedure

The specific procedures for promotion application follow in table form.

D. Tenure and Promotion Dates and Procedures: Table

TABLE COORDINATING TENURE AND PROMOTION DATES AND PROCEDURES

DATE	TENURE	PROMOTION
	A positive recommendation goes forward to the next level in either process. A negative response is communicated to the faculty member and all other parties involved up to this point in either process. The communication is in writing detailing the specific reason(s) for denial.	
September 9 or next business day	By September 9 or next business day, a faculty member initiates a request for tenure to the	By September 9 or next business day, a faculty member initiates a request for promotion to the

	department/school chair.	department/school chair.
September 23 or next business day	<p>The chair convenes a meeting of departmental/school faculty members who are tenured. If fewer than three departmental faculty members fit this description, the applicant, in consultation with his or her chair, chooses a suitable number of tenured faculty members to serve in the departmental/school review. Upon receiving an affirmative majority vote, the chair or the next most senior faculty member submits the applicant's digital portfolio-along with a digital summary supporting the recommendation. This recommendation is due in the college dean's or director's office by September 23 or next business day. A negative response from the department/school is returned in written form to the faculty member.</p>	<p>The chair convenes a meeting of departmental/school faculty whose rank is equal to or above the one for which the faculty member is applying. If fewer than three departmental/school faculty members fit this description, the applicant, in consultation with his or her chair, chooses a suitable number of faculty members at the appropriate rank to serve in the departmental/school review. Upon receiving an affirmative majority vote, the chair or the next most senior faculty member submits the applicant's digital portfolio-along with a digital summary supporting the recommendation. This recommendation is due in the college dean's or director's office by September 23 or next business day. A negative response from the department/school is returned in written form to the faculty member.</p>
October 15 or next business day	<p>The dean or director reviews the materials submitted by the department/school, confirms adherence to guidelines, and prepares a digital statement supporting or denying the tenure application. If the dean</p>	<p>The dean or director reviews the materials, confirms adherence to guidelines, and prepares a digital statement supporting or denying the application for promotion. The dean may appoint an</p>

	supports the tenure application, the digital portfolio and accompanying statement are forwarded to the Provost's Office, which then forwards the materials to the chair of the University Tenure and Promotion Committee by October 15 or next business day. If the application is denied, the dean informs the faculty member and chair.	advisory committee to consult in the deliberation. If the application is denied, the dean informs the faculty member and chair. If the dean supports the application, the digital portfolio and accompanying are forwarded to the Provost's Office, which then forwards the materials to the chair of the University Tenure and Promotion Committee by October 15 or next business day.
December 1 or next business day	The University Tenure and Promotion Committee reviews the digital portfolio and accompanying statements from the chair and dean. A positive recommendation (i.e., affirmative majority vote conducted by secret ballot) from the committee is forwarded in writing to the Provost by December 1 or next business day. The T & P Committee will include a written statement of a positive evaluation in the front of the portfolio. Or, a written negative response goes to the faculty member with copies to the appropriate dean/director and the department/school chair.	The University Tenure and Promotion Committee reviews the digital portfolio and accompanying statements from the chair and dean. A positive recommendation (i.e., affirmative majority vote conducted by secret ballot) is forwarded to the Provost by December 1 or next business day. The T & P Committee will include a written statement of a positive evaluation in the front of the portfolio. A negative recommendation goes to the faculty member with copies to the appropriate dean/director and the department/school chair.
January 2 or next business day	A positive recommendation by the Provost is forwarded in writing to the President by	

	January 2 or next business day. Or, a written negative response goes to the faculty member with copies to the University Tenure and Promotion Committee, appropriate dean/director and the department chair.	
January 15 or next business day	The President's decision, whether positive or negative, is communicated in writing by January 15 or next business day to the faculty member with copies to the Provost, University Tenure and Promotion Committee, appropriate dean/director and the department/school chair.	The Provost's decision is communicated in writing to the faculty member by January 15 or next business day.
	APPEAL PROCEDURE	APPEAL PROCEDURE
	If a faculty member's request for tenure is denied at any level, any appeal must be made within two weeks of notification. The person or committee to whom the appeal is made must respond in writing within two weeks of the date the appeal is received.	If a faculty member's request for promotion is denied at any level, an appeal must be made within two weeks of notification. The person or committee to whom the appeal is made must address the appeal within two weeks of the date the appeal is received. An appeal can be made only on the grounds that procedure was not followed or if important information was not considered.
	If a faculty member's request for tenure is denied at the departmental/school level, the faculty member may appeal to	If a faculty member's request for promotion is denied at the departmental/school level, the faculty member may appeal to

	the dean/director.	the dean/director who forwards materials to the University Tenure and Promotion Committee.
	If a faculty member's request for tenure is denied at the dean/director level, the faculty member may appeal to the University Tenure and Promotion Committee.	If a faculty member's request for promotion is denied at the dean/director level, the faculty member may appeal to the University Tenure and Promotion Committee.
	If the University Tenure and Promotion Committee denies a faculty member's request for tenure, the decision may be appealed to the Provost.	If the University Tenure and Promotion Committee denies a faculty member's request for promotion or an appeal of the department/school's decision, the faculty member may appeal to the Provost.
	If tenure is denied at the Provost level, the faculty member may appeal to the President.	If the promotion is denied by the Provost, the promotion in question is returned to the University Tenure and Promotion Committee. The University Tenure and Promotion Committee, after consulting with the Provost, can override the Provost's denial by rendering a unanimous opinion in favor of the faculty member. If the Provost still wishes to deny the promotion after a unanimous vote, an automatic appeal of that opinion will be forwarded by the University Tenure and Promotion Committee to the President on behalf of the faculty member.

	<p>If tenure is denied by the President, a faculty member may appeal to the Academic Affairs Committee of the Board of Trustees. A committee of five tenured professors, two of whom shall be selected by the faculty member and two by the President with the fifth to be agreed upon by both the professor and the President, will hear the appeal and advise the Academic Affairs Committee. The decision of the Academic Affairs Committee is final.</p>	<p>If the President also denies the promotion after a unanimous vote by the committee, an automatic appeal will be made by the University Tenure and Promotion Committee on behalf of the faculty member to the Academic Affairs Committee of the Board of Trustees. The decision of the Academic Affairs Committee is final.</p>
--	--	---

IV. Post-Tenure Review

The process of post-tenure review focuses on and encourages the continued professional development of individual faculty members as it relates to teaching, scholarship, service, and collegiality. It also considers this development in light of individual interests and capabilities as well as the academic needs and objectives of the university. Post-tenure review is a formative, five-year, cyclical process that builds on the annual evaluations. On each fifth year anniversary following tenure, the faculty member participates in post-tenure review.

- A. Following receipt of tenure, a faculty member continues participation in the ongoing assessment of faculty performance, the annual review. The benefit of post-tenure review, continued faculty development and enrichment, hinges on the effective, serious, and consistent application of annual reviews within each department/school of the university.
- B. Faculty should keep completed annual reviews on file for use in the post-tenure review process.
- C. At the completion of the spring term of the fifth year, the faculty member writes a 3-5 page summary review of his or her professional development over that time span.

The factual bases of this summary are the five previous annual review documents, which are included with the summary review as evidence. The summary response should involve self-reflection, an assessment of developments and trends in the four evaluative criteria, and proposals for future initiatives in light of personal, professional, departmental/school, and university objectives. Consultation with the department/school chair is encouraged and anticipated. Anyone applying for promotion in the year of his or her post-tenure review may submit the promotion portfolio in lieu of post-tenure review.

- D. Upon completion of the summary review, the faculty member submits a copy of the summary review and five annual review documents to his or her department/school chair and dean. The department/school chair may submit a response to the summary review as well. The deadline for submission is Sept. 15 of the sixth year.
- E. Following careful review of the post-tenure material, the dean schedules a meeting with the faculty member to discuss professional development during the five-year period. These post-tenure review meetings must be held prior to annual review in the sixth year.
- F. After the meeting, the dean writes an evaluation letter that is given to the faculty member and kept on file in the department/school and the dean's office.
- G. The tenured faculty member addresses any concerns about the evaluation letter to the dean in writing.
- H. The cycle repeats.

V. Implementation

A. How implementation of the new T & P policy affects non-tenure track (NTT) faculty

- 1. Background
 - a. Historically, non-tenure track faculty have played an important role at ACU, and they continue to do so today.
 - b. NTT faculty often teach heavier loads, allowing tenured and tenure track faculty to pursue research and other professional activities.
 - c. NTT faculty often are excellent teachers, bring valuable professional experience to the classroom, and are as deeply involved in service as their tenured and tenure track colleagues.
 - d. NTT faculty tend to fall into one of three categories:

- Faculty who lack the terminal degree, are relatively new to the campus, and whose role here may be fairly brief.
- Faculty pursuing a terminal degree may be moved to tenure track upon degree completion, at which point they may pursue promotion under the standard criteria.
- Faculty who will not receive a terminal degree but who have established a record of service that demonstrates a long-term commitment to the university and its mission.

2. Procedure for moving from non-tenure track to tenure track

Hiring letters should spell out whether a faculty member is tenure track or non-tenure track and under what conditions he or she may move in the future. In the absence of a pre-existing agreement, or if the faculty member desires to change his or her status, the procedures below will be followed.

- a. Both the faculty member and the position must meet the criteria for tenure track, namely:
 - The faculty member must have the appropriate terminal degree, with rare exceptions.
 - The position must be full-time.
 - The position must be ongoing, not temporary.
- b. During the annual review with the chair, the faculty member formally declares his or her desire to move to tenure track. A letter stating this desire will be drafted by the department/school chair and signed by the faculty member, chair, the appropriate dean, and the Provost to signify approval.
- c. The move to tenure track will become effective upon the renewal of the faculty member's contract, and the contract letter will define the new tenure track status and any relevant conditions of the position. The tenure clock will begin at this point.

B. Promotion options for non-tenure track faculty members

1. Eligibility:

Non-tenure track faculty with at least five years of full-time service on the ACU faculty as an instructor can apply for promotion to assistant professor upon the recommendation of their department/school chair. Multiple years of part-time service prior to full-time service may be counted on a 2:1 basis, but under no circumstances can a non-tenure track faculty member with fewer than three full-time years at ACU be eligible for promotion.

2. Application of promotion criteria:

- a. Non-tenure track faculty must meet essentially the same criteria for promotion as tenure track faculty. However, in considering criteria, the University Tenure and Promotion Committee will place slightly greater weight on quality of teaching and service and slightly less weight on research. The non-tenure track faculty member is understood to enhance the university's overall research achievement by standing in the gap and accepting heavier teaching and service assignments, thereby allowing tenured and tenure track colleagues to be professionally productive.
- b. Promotion from instructor to assistant professor for a non-tenure track faculty member will not be interpreted to require the terminal degree. Promotion from assistant professor to associate professor for a non-tenure track faculty member would be exceedingly rare, and requirements would be no less than the requirements for a person on tenure track.

C. Implementation of Post-Tenure Review

Post-tenure review will begin in Fall 2010. During the initial post-tenure review, faculty should submit all available annual reviews (may be fewer than five). During subsequent post-tenure reviews, faculty members should have five years of annual reviews in their post-tenure review.

D. How implementation of the promotion guidelines affect tenure track faculty hired prior to the fall semester of 1998:

Tenured faculty hired prior to 1998, or whose last promotion was approved prior to 1998, may have labored under the old guidelines until the new guidelines were passed. Thus, tenured faculty may confer with their chair and dean to determine whether they will

1. Use the new guidelines and procedures for their next application for promotion or
2. Use the performance percentages as designated in the 1997 Faculty Handbook:
 - 60% minimum/ 90% maximum teaching effectiveness
 - 10% minimum/ 40% maximum divided between research and professional service

Except for the designations of the percentages, the current criteria and processes will apply.

Once a faculty member in this category achieves promotion to the next rank, the new guidelines will apply in their entirety to all subsequent promotion and post-tenure review.

VI. EXPANSION OF CRITERIA AND EXAMPLES FOR TENURE AND PROMOTION

Department/School of _____ September ____, 2001

This template is to be used to provide expansion of criteria and additional examples for sections of “ACU Promotion, Tenure and Post-tenure Review: Guidelines and Procedures” as noted below.

II. B. General Criteria for Tenure and Promotion

Teaching Effectiveness

In addition to the criteria and examples provided in the “Guidelines and Procedures,” the department/school adds the following items:

- a.
- b.

Scholarship, Creativity, and Their Equivalents

In addition to the criteria and examples provided in the “Guidelines and Procedures,” the department/school adds the following items:

- a.
- b.

Service

In addition to the criteria and examples provided in the “Guidelines and Procedures,” the department/school adds the following items:

- a.
- b.

Collegiality

In addition to the criteria and examples provided in the “Guidelines and Procedures,” the department/school adds the following items:

- a.
- b.

II. C. Specific Criteria for Tenure

In addition to the minimum requirements for tenure provided in “Guidelines and Procedures,” the department/school adds the following items:

II. D. Specific Criteria for Promotion

In addition to the specific university criteria for each rank provided in the “Guidelines and Procedures,” the department/school adds the following items:

Instructor

- a.
- b.

Assistant Professor

- a.
- b.

Associate Professor

- a.
- b.

Professor

- a.
- b.