



ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

Faculty Handbook 2016-17

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Introduction to Arizona Christian University

Mission Statement

Arizona Christian University provides a biblically integrated education that prepares its graduates to serve the Lord Jesus Christ in ministries and professional occupations.

Vision Statement

Arizona Christian University exists to educate and equip followers of Christ to transform culture with the truth.

History and Accreditation

In June 1960, a new institution of higher learning was officially founded under the leadership of pastors from the Sun Valley Conservative Baptist Association in Phoenix, Arizona. It was called Southwestern Conservative Baptist Bible College. Today, reflecting the growth of the college and the expansion of its mission, we know it simply as Arizona Christian University (ACU).

Over the past 50-plus years, the world has changed so dramatically that even the most imaginative minds of that time would have struggled to conceive of the changes to come. Virtually every area of human existence – politics, education, science, technology, medicine, interpersonal relationships, and even Christian worship – all have been re-thought, re-shaped, and re-invented.

Arizona Christian University is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413. Phone: 800.621.7440 / 312.263.0456. Fax: 312.263.7462. info@hlcommission.org.

ACU is also affiliated with the Council for Christian Colleges and Universities (CCCCU), 321 8th St NE, Washington, DC 20002. Phone: 202.546.8713. Fax: 202.546.8913 . council@cccu.org.

Academic Philosophy

The University is committed to an educational process that includes the spiritual, mental, emotional, social and physical dimensions of our students' lives and environments. The Bible holds a unique and central place in the curriculum. The pursuit of truth is approached with vigor and enthusiasm. The basis of our teaching and learning is that the source of all truth is God and His Holy Word.

Academic Freedom

Within the parameters of the Arizona Christian University Statement of Faith, the University encourages both faculty members and students in the search for truth. The right to examine all relevant data will be protected.

Academic freedom and neutrality are not considered as identical. It should be recognized that the intent to advance a particular point of view, so long as all the facts are accessible and the argument is distinguished from the inquiry, is not antithetical to academic freedom.

University Wide Assessment

The University maintains a climate of assessment that involves the entire institution. Assessment is the systematic collection, review, and use of information about educational programs carried out for the primary purpose of improving student learning and development. The purpose is to provide important feedback designed to improve instruction. It also allows us to communicate with students and accrediting agencies regarding the quality of education received at ACU.

Assessment involves:

- setting explicit student learning goals or outcomes for an academic program;
- evaluating the extent to which students are reaching those goals; and
- using the information for program development and improvement.

Assessment is an integral part of instruction as it determines whether or not the goals of education are being met. Assessment affects decisions about grades, placement, advancement, instructional needs, curriculum, and, in some cases, funding. Assessment inspires us to ask hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?" Faculty members are required to participate in activities such as goal and objective revisions and program assessments.

Organization and Administration of the University

The Board of Trustees has the full authority for the corporate affairs of the University. The Board of Trustees delegates full authority for operation of the University to the President who shall be fully accountable to the Board of Trustees.

Therefore, the Board of Trustees is the policy-making authority of the institution. Having established policy for the school, the board has delegated to the President the responsibility for administering such policies. Much of this responsibility may be delegated to other administrative personnel. Faculty members are requested to follow the administrative structure as the normal chain of command and means of communication. While faculty members are expected to respond to questions and requests for information by the board, the correct approach to the board should be through the Department Chair, Dean of Academic Affairs, and President before an audience with the board may be expected.

Equal Opportunity Policy

ACU provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, gender, national origin, age, disability of qualified individuals, genetic information, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion,

transfer, disciplinary action, layoff, return from layoff, training, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy on Discrimination and Harassment

Arizona Christian University is committed to providing an environment free of unlawful discrimination. In implementing this commitment, Arizona Christian University maintains a strict policy prohibiting unlawful harassment, including sexual harassment or statements or physical conduct relating to a person's gender, ethnicity, race, color, national origin, age, disability, military status, genetic information or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy may include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment. It is important to note that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. All employees are required to report any incident of harassment they witness or they are subjected to.

All employees of ACU, both management and non-management, are responsible for assuring that a workplace free of discrimination and harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. ACU strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

If you believe that you have been unlawfully harassed or discriminated against, you should promptly report the facts of the incident(s) and the names of the individuals involved to the Dean of Academic Affairs. Supervisors should immediately report any incidents of harassment to the Dean of Academic Affairs. The Dean of Academic Affairs will investigate all such claims and take appropriate corrective action, including disciplinary action when it is warranted.

The University does not condone retaliation against any member of the faculty, staff, student body, or other employee of the University who has made a report of unlawful harassment or discrimination, or against anyone that has testified, assisted, or participated in the investigation of such a report. Retaliation will lead to disciplinary action by the University against the offender.

Americans with Disabilities Act

ACU is committed to the fair and equal employment of individuals with disabilities. It is ACU's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment, and all employees.

Disability

"Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

Reasonable Accommodation

¹ACU will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations where a workplace barrier may interfere. A reasonable accommodation is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Faculty Policies and Procedures

ACU adheres to all requirements for faculty as set for by the Higher Learning Commission. As such, instructors agree with and support the university's Statement of Faith and Core Commitments. Academic credentials must be in compliance with the requirements of the HLC Qualified Faculty Criteria for Accreditation. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors possess an academic degree relevant to what they are teaching and

¹ Department of Labor Federal Register, 2013

at least one level above the level at which they teach, except when equivalent experience is established. When faculty members are employed based on equivalent experience, this experience should be tested experience in that it includes a breadth and depth outside of the classroom in areas relevant to the teaching discipline. Qualified status will be determined on a case by case basis. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Faculty Hiring Process

Recruitment and selection of full-time faculty for positions not filled through administrative decision or Human Resources referral is conducted by search committees composed of a number of faculty members from the department in which a vacancy occurs (typically, a minimum of three and a maximum of five). In the case of small departments, additional faculty members are appointed from related programs. At least one member of the Search Committee should be from outside the department in which the Search Committee will function. Additional membership will include the Dean of Academic Affairs and Human Resources. Membership of the Search Committee is reviewed by the Dean of Academic Affairs who approves the final composition of the committee. See Appendix E for Committee structure and charge.

Faculty Search Committees are *ad hoc* departmental committees. Their primary function is to assist in recruitment and screening of candidates, interviewing, and making recommendations to the Dean of Academic Affairs and President who makes the final decision for hire. The committee will use established criteria for faculty interviewing and hiring for the selection of applicants whose credentials and qualifications suggest they are best suited for employment at ACU. Although a participatory process, the committee will manage and disseminate information in strict confidentiality to protect the privacy of candidates and preserve the integrity of the search process.

When a department receives approval to conduct a full-time faculty search, the Department Chair appoints a committee to carry out the search in accordance with established ACU Human Resources practice and procedures described in the current ACU Faculty Handbook. The Search Committee then elects a chair and a secretary at the first meeting. At this meeting, the search committee will review the procedures for faculty interviewing and hiring taken from the current Faculty Handbook and the Human Resources Office will provide an orientation to university hiring policies and procedures. The job description and preferred characteristics for the position are then reviewed.

In preparation for campus interviews, the Search Committee prepares a set of core questions to be asked of each finalist. The Search Committee then reviews the *curricula vitae* of applications received and determines which candidates will be interviewed.

On-campus interviews are scheduled with the top three candidates for a position. The schedule will include the President (or designee), the Dean of Academic Affairs, Human Resources, and the faculty members from the department in which the vacancy occurs. Prospective faculty are required to present a guest lecture or teaching seminar for the Department. The search committee will make periodic reports of its progress to the Dean of Academic Affairs and Human Resources.

Each member of the search committee identifies strengths and weaknesses of each candidate and a preferred candidate for the position. The committee chair then conveys the recommendations to the Dean of Academic Affairs and the President who make the final decision for hire. The President then presents the selected candidate to the Board of Trustees.

Once this occurs, the Business Office will complete the hiring packet. Prospective faculty need to provide, at their own expense, official transcripts of their highest degree earned. They must also complete an Arizona State Board for Private Postsecondary Education Instructor Resume Form and employment questionnaire, as well as sign the ACU statement of faith, divorce policy and drug and alcohol policy. When the forms are completed with all the appropriate signatures, the President will authorize the Human Resources Office to issue an offer of employment to the successful candidate and inform all applicants not chosen for employment.

Part-time and adjunct faculty members are hired by the Department Chair on a per course basis. The potential candidate must meet with the Dean of Academic Affairs for final approval. The Department Chair should complete the Adjunct Appointment Form and submit it to the Dean of Academic Affairs for approval. Arizona Christian University does not discriminate in hiring, promotion, evaluation or other personnel practices on the basis of gender, genetic information, race, national or ethnic origin, mental and/or physical disability, or age.

Appointment

Full-time contracts are not to extend beyond the end of the fiscal year during which the appointment becomes effective. Part-time and adjunct faculty members are hired by the Dean of Academic Affairs (often delegated to Department Chairs) on a per course basis as recommended by the Department Chairs or Dean of Academic Affairs within budgetary guidelines. Part-time contracts are for one semester at a time.

Employment with ACU is at will, in accordance with Arizona state law, unless a written contract stipulates otherwise, an employee may be terminated at any time, with or without notice or cause; likewise an employee may voluntarily terminate employment with or without notice. All faculty members must provide official transcripts, complete an employment questionnaire and Arizona State Board for Private Postsecondary Education Instructor Resume Form, and must sign the board Approved Arizona Christian University Statement of Faith (Appendix A), Divorce Policy (Appendix B) and Drug & Alcohol Policy (Appendix C). The board Approved Arizona Christian University Statement of Faith must be signed annually.

The University will provide faculty with an equipped office, however, the University retains ownership of this equipment including computing equipment provided for faculty use. You must sign all pages of your letter of agreement or faculty contract as acknowledgement that you have received a copy of, read, understood, and agree to the Faculty Handbook which includes the statement of faith, divorce policy, the drug and alcohol policy, faculty benefits, and Code of Professional Ethics. Return all signed forms to the Business Office Manager by the date specified (or the first following business day if this date falls on a non-business day). Please note that we will not be able to process your appointment until we have received all the required documentation.

Disciplinary Action Policy

Discipline for employees may be applied in progressive steps as follows:

- Oral warning
- Written warning
- Final written warning, suspension and/or disciplinary probation
- Termination of employment

However, the nature of the offense and the particular circumstances determine whether or not all or any of the steps in the above sequence are followed. Disciplinary steps may be omitted or repeated, as ACU determines appropriate.

The purpose of disciplinary measures short of termination is corrective, to encourage employees to improve their conduct or performance so that they may continue their employment with ACU. ACU expects all employees to behave in a mature and responsible manner and to perform their jobs conscientiously, without the need of disciplinary action. These corrective disciplinary measures will not apply in the event of any offense that ACU determines to warrant immediate termination of employment or in other circumstances when ACU determines that corrective measures would be ineffectual or otherwise inappropriate.

Faculty Rank and Titles

The members of the Arizona Christian University (ACU) faculty are full faculty, part-time faculty and affiliate faculty. These faculty categories are described below. No other faculty designations will be used. Departments at ACU may use any or all of these faculty ranks and titles.

Full Faculty

Full faculty are members of the academic faculty in the ranks of instructor, assistant professor, associate professor and professor. Full faculty members have duties and responsibilities that include teaching, scholarship and service as stipulated by the Dean of Academic Affairs consistent with the requirements of the University, the President, and the Board of Trustees, as described in the Faculty Handbook, and any applicable written contract. Full faculty may also participate in the university's program of fringe benefits for faculty members, including all those as defined in the ACU Faculty Benefits Handbook.

Instructor

The rank of Instructor is assigned through appointment to a faculty member with an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Under unusual circumstances, instructors may hold a bachelor's degree in the field to be taught with at least three years of directly related occupational experience. Instructors are otherwise ineligible for the typical professorial ranks or do not desire the level of scholarship and service required for reappointment and advancement in these ranks. Appointees to this rank are expected to assume a predominantly instructional role and participate in all other faculty service activities normally assigned to full-time faculty. Appointees to the rank of Instructor are not eligible for advancement in rank. They must be informed in writing at the time of their original appointment that their positions are not eligible to be considered for promotion in rank. Terms of employment are stipulated in the individual's appointment contract.

Assistant Professor

The rank of Assistant Professor is assigned through appointment to a faculty member who has an appropriate terminal post-baccalaureate professional or academic degree and an entry level record of teaching, scholarship and service. Appointees with a Master's Degree must have at least three years of verified tertiary teaching experience or its equivalent (two years of verified equivalent experience for one year of teaching). New faculty with a Ph.D. and no teaching experience will be ranked as an Assistant Professor. For appointment at the rank of Assistant Professor, it is expected that there must be strong potential for development as a teacher and scholar at the university level. The terms of employment are stipulated in the individual's appointment contract.

Associate Professor

The rank of Associate Professor is assigned through appointment or promotion to a faculty member with an appropriate terminal professional or academic degree who has substantial professional qualifications and experience. All faculty members at this rank must have a master's degree or higher. Appointees with a Master's degree must have at least six years of teaching experience; a faculty member with a doctorate must have at least two years of teaching experience. It is expected that in order to be promoted to Associate Professor, the Assistant Professor must have demonstrated a beginning record of scholarly activity or creative endeavor such as publications, presentations at professional meetings or conferences, service on department and university committees, professional service activities outside the college and membership in professional organizations since the previous appointment or promotion. The terms of employment are stipulated in the individual's appointment contract.

Professor

The rank of Professor is assigned through appointment or promotion to a faculty member with an outstanding record of professional accomplishment in teaching, scholarly activity and service. It is expected that in order to be promoted to Full Professor, the Associate Professor must have demonstrated consistent growth and achievement in teaching, scholarship and service as evidenced by above average teaching evaluations, above average annual performance evaluations, and a satisfactory record of service to the university and community since the previous appointment or promotion. The terms of employment are stipulated in the individual's appointment contract.

Part-Time (Adjunct) Faculty

These faculty members have term contracts with ACU. Part-time faculty may serve on appointed program, department or university committees. Adjunct faculty may only teach a maximum of 9 credit hours per semester.

Emeritus Faculty

The designation of emeritus is given by the Board of Trustees upon the recommendation of the President when a full faculty member has voluntarily separated from teaching at Arizona Christian University after rendering distinguished service to the University for at least five years. Faculty rank at the time of voluntary separation generally governs the emeritus rank given. When granted, the word "Emeritus" is added to the rank and department designation held at the time of retirement (e.g. Professor Emeritus of Business). Emeritus appointments are courtesy appointments without remuneration and are not eligible for ACU fringe or other benefits except, upon request, courtesy use of library facilities, receipt of ACU publications and alumni

mailings, permission to march in academic commencement processions. It is customary for emeritus faculty to be included in the ACU catalog. Upon invitation, they may attend University and departmental meetings, but do not have a vote at these meetings.

Emeritus faculty may act as principal investigator on ACU grant proposals and participate in other academic endeavors of the university, including, but not limited to, scholarly activity, faculty service and community service, consistent with the policies and limitations of the faculty specified in the Faculty Handbook.

Emeritus faculty may, upon recommendation of the Department Chair and with the approval of the Dean of Academic Affairs may receive a contract to teach on a part-time course-by-course basis or to fulfill other duties. These appointments are subject to the same regulations and limitations as adjunct faculty. In such cases, the terms and conditions of employment, if any, will be set forth in the employment contract.

Courtesy privileges granted emeritus faculty may be rescinded at the sole discretion of the University at any time. Specific benefits provided to an emeritus faculty are determined by the ACU Board of Trustees and are subject to review and modification on a periodic basis. With special recommendation of the Dean of Academic Affairs or President, particularly meritorious and distinguished full faculty members who do not meet the years of service requirement set forth herein, may be nominated for Emeritus status.

Affiliate Appointments

The Affiliate designation is used to appoint individuals with extensive experience to uncompensated courtesy positions at ACU. Affiliate appointments are volunteer appointments without remuneration and are not eligible for ACU fringe or other benefits. Affiliate faculty appointments may be made at any rank (Adjunct, Instructor, Assistant Professor, Associate Professor, or Professor) depending on the qualifications of the appointees. The appointments are for one or both semesters of an academic year and are renewable at the sole discretion of the University. Individuals with affiliate rank may not serve as Department Chair and are generally not asked to serve on Department or University committees. Affiliate faculty may be appointed at the request of the appropriate Department Chair with approval of the Dean of Academic Affairs and President or designee.

All affiliate appointees must complete an ACU Volunteer Service Application Form and background check as part of the appointment process. In addition, affiliate faculty members must provide official transcripts, complete an Arizona State Board for Private Postsecondary Education Instructor Resume Form, and must sign the board Approved Arizona Christian University Statement of Faith (Appendix A), Divorce Policy (Appendix B) and Drug & Alcohol Policy (Appendix C). The board Approved Arizona Christian University Statement of Faith must be signed annually. You must sign all pages of your letter of agreement or faculty contract as acknowledgement that you have received a copy of, read, understood, and agree to the Faculty Handbook which includes the statement of faith, divorce policy, the drug and alcohol policy, faculty benefits, and Code of Professional Ethics. Return all signed forms to Human Resources. Please note that we will not be able to process your appointment until we have received all the required documentation. Additional federal, state and local regulations may apply. Please see the ACU Human Resource Office for complete details.

Comprehensive Faculty Development and Evaluation System

All faculty at Arizona Christian University are expected to exhibit excellence in teaching, scholarly activity and service. As faculty members advance in rank, demonstration of progressive mastery in each of these areas is required.

Teaching

Teaching involves activities associated with the design and delivery of course content to students. However, actual in-class time is only a portion of the typical professional expectations for university faculty members. Broadly defined, teaching responsibilities include all activities designed to advance the student learning experience including tutoring, counseling, mentoring and advising students, as well as efforts to improve teaching effectiveness through continuous performance improvement. Evaluation of teaching effectiveness will include University-conducted student evaluations of teaching, peer reviews by other members of the department, and critical assessments by Department Chairs, and Dean of Academic Affairs. The purpose is to provide important feedback designed to improve instruction. Additional criteria for evaluation of teaching effectiveness will include consideration of administrative or supervisory responsibilities for courses taught; contributions to course and curriculum development; participation in the development of innovative approaches to teaching, such as preparation of creative instructional materials or performance of research in educational methods and techniques; teaching in continuing education programs; and other responsibilities characteristic of the profession. Faculty are advised to keep careful records of their professional activities outside the classroom so that an appropriate annual evaluation may be conducted.

Scholarly Activity

The University expects that all faculty will be engaged in high quality scholarly or creative activity of professional significance related to the faculty member's field. Original works of scholarship advance the reputation of the faculty member and the University. Further, scholarly activities in the area of research and education denote a maturing academician. Appropriate scholarly activities may occur in a variety of settings that include research laboratories, classrooms, ministry or performance venues and result primarily in publication as first or second author in peer-reviewed journals. Such scholarship should also routinely involve authorship of other scholarly publications such as abstracts, book chapters and article reviews; presentations at regional, national, and international society meetings or at other educational institutions; submission of grant proposals and receipt of grants (particularly competitive peer-reviewed grants); sponsorship of student research; and demonstration of interdisciplinary collaboration with other researchers as principal investigators or co-investigators. Objective evidence, in the form of publications and grants, documentation of scholarly awards received and other evidence of recognition for scholarly accomplishments must be provided for the annual evaluation of scholarly activity.

Service

Service involves those professional activities related to the faculty member's academic specialty which promote the mission of the institution inside and outside the University. It is expected that all such activities be carried out beyond assigned teaching and scholarly activities while not interfering with these primary duties. Further, compensated activities are generally not considered service for evaluation. Suitable faculty service activities include participation in departmental or University committees and service as faculty advisor

for professional student organizations. Contributions in the areas of community service most often take the form of participation and leadership in regional, national or international professional service organizations; review of grant proposals, manuscripts or books; service on the editorial boards of professional journals; and community education presentations to professional groups or the public. Recognition is assessed in terms of the quantity and quality of service and leadership. Suitable contributions in the areas of faculty service and community service should be reflected in the faculty member's comprehensive faculty evaluation portfolio.

Administration (Department Chairs only)

Department Chairs at ACU assume primary responsibility for their department's overall functioning and representation within the university community. As such, they administer all routine Departmental activities and supervise mentored courses such as independent study, internships, practicums and research. They serve as leaders and exemplary role models for faculty and staff. Fairness in dealing with members of the Department is required. To further the goals of the university, Department Chairs must maintain an environment within the Department that encourages high standards and facilitates excellence in teaching, scholarly activity, and service. Criteria for evaluation of Department Chairs will include evidence of effective organization of departmental functioning; effective staffing in accordance with established ACU Human Resources practices and procedures; clear and effective communication with faculty regarding university policies, procedures and developments; effective and timely evaluation of faculty members, timely preparation of required documents and reports; assessment of Departmental financial needs and best use of available resources. Recognition is assessed in terms of the quantity and quality of Administrative leadership. Suitable contributions in the areas of Administration should be reflected in the Department Chair's Comprehensive Faculty Evaluation Portfolio.

Faculty Professional Development and Evaluation

Arizona Christian University has adopted a comprehensive professional development and evaluation system intended to address teaching, scholarly activity and service. An additional category, termed "administration," applies to the professional development and evaluation of Departmental Chairs. The Comprehensive Faculty Evaluation Portfolio is comprised of the Faculty Development Plan or Departmental Chair Development Plan, Faculty Peer Teaching Evaluations, Student Teaching Evaluations and Faculty Self Evaluation forms compiled throughout the academic year as follows:

EVALUATION INSTRUMENT	DATE TO BE COMPLETED
Faculty Development Plan or Department Chair Development Plan	Third week of instruction
Faculty Peer Teaching Evaluations	During the academic year
Student Evaluations	Twice in a semester
Faculty Self Evaluation	Last week of Instruction

Identification of significant and measurable components of these categories, as reflected in the faculty member's comprehensive faculty evaluation portfolio, when combined with appropriate academic credentials and consideration of length of service, will be used in assessing qualifications for all faculty reappointments and promotions. The university grants merit raises primarily on the basis of faculty performance as reported in the comprehensive faculty evaluation portfolio.

Faculty Development Plan

Each year, all full-time faculty are required to develop jointly with their Department Chair, a Faculty Development Plan regarding expectations for the upcoming academic year. Faculty Development Plans for part-time (adjunct) faculty are encouraged but considered optional. These plans will be based on the Comprehensive Professional Development and Evaluation System and will follow the procedures stipulated by the Dean of Academic Affairs consistent with the requirements of the University, the President, and the Board of Trustees, as set forth in the Faculty Handbook (see Appendix G, Faculty Development Plan Template and Department Chairs Development Plan Template). Agreed-upon goals should be based on specific faculty position descriptions yet remain dynamic and flexible to reflect the unique characteristics of individual faculty members and the various academic departments.

The Faculty Development Plan must be reviewed during an annual meeting with the Department Chair at the beginning of each academic year, but no later than the third week of instruction. The same procedure will be followed when the faculty member is a Department Chair, except that the Department Chair will develop his or her plan with the Dean of Academic Affairs, The Department Chair Development Plan will include an additional category termed “administration.”

During the annual meeting, progress towards completion of academic credentials to which approved tuition benefits apply or towards other special conditions of appointment will be discussed. Goals and a mutually agreed-upon plan for their implementation should be the product of dialogue between the faculty member and the academic administrator. The purpose is to promote constructive communication between the faculty member, the Department Chair, and the Dean of Academic Affairs. Further, dialogue between the faculty member and his or her academic administrator serves as a framework for evaluation and fosters accomplishment in teaching, scholarly activity and service. The completed Faculty Development Plans, signed by both the faculty member and the academic administrator, will be kept on file in the Dean of Academic Affairs’s office.

Faculty Evaluation Portfolio and Review

At the end of each academic year, all faculty members will compile a Comprehensive Faculty Evaluation Portfolio reflecting their accomplishments in teaching, scholarly activity and service as documented in the Faculty Development Plan or Departmental Chair Development Plan, Faculty Peer Teaching Evaluations, Student Teaching Evaluations and Faculty Self Evaluation. The Comprehensive Faculty Evaluation Portfolio must contain the following tab dividers in a ring binder:

Tab	EVALUATION INSTRUMENT
A	Faculty Development Plan or Departmental Chair Development Plan
B	Faculty Peer Teaching Evaluations
C	Student Evaluations
D	Faculty Self Evaluation

The Comprehensive Faculty Evaluation Portfolio must be submitted to the Department Chair and reviewed during an annual meeting at the end of each academic year, but no later than the last week of instruction. When the faculty member is a Department Chair, the same procedure will be followed except that the Department Chair will review the Comprehensive Faculty Evaluation Portfolio with the Dean of Academic Affairs. The Department Chair evaluation will include the additional category termed “administration.”

At the annual evaluation, the academic administrator will conduct an evaluation of the faculty member's progress in teaching, scholarly activity and service with regard to the Comprehensive Faculty Evaluation Portfolio. A copy of the evaluation signed by both the faculty member and the Department Chair will be kept on file in the Human Resources Office. Faculty members may reply in writing to the Dean of Academic Affairs to address aspects of the annual evaluation with which they disagree. Such letters will be placed in the file containing the faculty member's annual evaluation. Annual evaluations will serve as the primary basis for consideration of all faculty reappointments and promotions.

Adjunct Faculty Evaluation Plan

Arizona Christian University evaluates adjunct faculty (including dual enrollment faculty) in accordance with the Comprehensive Professional Development and Evaluation System used for the evaluation of full-time faculty. The purpose is to provide course assessment designed to improve instruction. Additionally, evaluations are considered in decisions relating to retention and course assignment for all adjunct faculty.

The formal evaluation program consists of the following three components:

1. University-conducted student evaluations of teaching
2. Review of syllabi and required course materials
3. Classroom observation and evaluation

Identification of significant and measurable components of these categories, as reflected in the adjunct faculty member's *Adjunct Performance Evaluation Summary*, when combined with appropriate academic credentials and consideration of length of service, may be used in assessing qualifications for merit raises.

University-conducted student evaluations of teaching

At the end of each semester, ACU students are notified through MyACU to participate in the course evaluations for their scheduled courses. Course evaluations are reviewed by the Department Chairs who reviews them for evidence of teaching effectiveness and makes suggestions for the improvement of teaching, course content and classroom learning environment. All faculty and adjunct faculty are able to review the results of the course evaluations through MyACU. Hardcopy summaries of the course evaluations are put into all faculty and adjunct faculty employee files.

Syllabus and required course materials review

All adjunct faculty at Arizona Christian University will be scheduled for classroom observation and evaluation during their first semester of teaching. In subsequent years, returning adjuncts will be evaluated only once per academic year or as needed. The evaluator will be the Department Chair or appropriate representative.

Prior to the classroom observation, the adjunct faculty member will provide the evaluator with written syllabi, lesson plan or outline, and a representative sample of required course materials which the evaluator will review for evidence of the following:

1. Effective course organization including clearly communicated goals and objectives, evaluation of subject matter taught, and integration of faith and learning
2. Adherence to departmental expectations including lesson planning, required texts, grading standards, maintenance of student records, safety rules and procedures

3. Utilization of various instructional delivery systems including integration of technology into coursework.

Classroom observation and evaluation

During the observation and evaluation, course evaluators will emphasize the following criteria:

1. Knowledge of subject matter and adequacy of preparation
2. Clarity of presentation and adequacy of teaching methods for the particular content
3. Effectiveness of instructor-student interactions
4. Appropriateness of assessments
5. Classroom management and use of classroom time
6. Integration of faith and learning

Additional criteria for evaluation of teaching effectiveness will include consideration of contributions to course and curriculum development; participation in the development of innovative approaches to teaching, such as preparation of creative instructional materials or performance of research in educational methods and techniques; tutoring, counseling, mentoring and advising students; and other responsibilities characteristic of the profession such as efforts to improve teaching effectiveness through continuous performance improvement.

Adjunct Faculty Evaluation Review

The classroom observation and evaluation must be reviewed during a conference before the end of each semester evaluated, but no later than the last week of instruction of the semester in which the evaluation is completed. The purpose of this conference is to review the university-conducted student evaluations of teaching, syllabi, required course materials, classroom observation and evaluation with the adjunct faculty member. The Department Chair will use this conference as an opportunity to make specific recommendations regarding teaching, delivery of course content and the learning environment. Should the evaluation reveal a deficiency, the Department Chair may address the deficiency through assistance with preparation of course materials, required attendance at professional development, training designed to improve performance, reassignment or removal from the pool of adjunct faculty who are asked to return to teach.

A copy of the *Adjunct Performance Evaluation Summary* signed by both the faculty member and the Department Chair will be kept on file in the Human Resources Office. Faculty members may reply in writing to the Dean of Academic Affairs to address aspects of the annual evaluation with which they disagree. Such letters will be placed in the file containing the faculty member's annual evaluation. Adjunct faculty evaluations will serve as the primary basis for consideration of all faculty reappointments and, when combined with appropriate academic credentials and consideration of length of service, may be used in assessing qualifications for merit raises.

Compliance with these procedures will be monitored as part of the Department Chair's Comprehensive Faculty Evaluation Portfolio.

Promotion

Promotion in rank is not automatic. Eligibility for promotion is dependent upon education, years of service, excellence in teaching, scholarly activity and service. As faculty members advance in rank, demonstration of

progressive mastery in each of these areas is required. Salary increases are considered separately and apart from promotion in rank. The university grants merit raises primarily on the basis of faculty performance as reported in the comprehensive faculty evaluation portfolio.

At ACU, the formal process of promotion in rank is initiated by the faculty member seeking promotion. It is the faculty member’s responsibility to check the ACU Faculty Handbook to verify that minimum qualifications for promotion have been met. Faculty members and their academic administrators are advised to carefully consider, in particular, the “Faculty Rank and Titles” and “Comprehensive Faculty Development and Evaluation System” sections of the Faculty Handbook. Longevity of service, in itself, does not ensure promotion. In fact, advancement will not occur through additional years of service without the requisite criteria for promotion to the various ranks so set forth.

Once individual eligibility for promotion has been established, the faculty member will assemble a portfolio of academic accomplishments and activities sufficient to support the application for promotion. The portfolio should include documentation of teaching, scholarly activity and service since the faculty member’s appointment or previous promotion at ACU.

Promotion Application Portfolio

The Promotion Application Portfolio submitted to the Dean of Academic Affairs for promotion consideration must contain the following tab dividers in a ring binder:

Tab	Content
A	The first tab in all promotion portfolios must be a letter requesting promotion. This should state both the academic rank sought and provide a brief narrative documenting how the faculty member meets all minimum requirements set forth in the ACU Faculty Handbook.
B	The faculty member’s current <i>curriculum vitae</i> which includes <ul style="list-style-type: none"> ▪ Education ▪ Professional Experience ▪ Teaching History ▪ Academic Service ▪ Publications ▪ Posters and Presentations ▪ Grants ▪ Consulting Experience ▪ Professional Society Memberships ▪ Honors and Awards ▪ Community Service
C	A descriptive narrative which summarizes all teaching, research and service activities since the faculty member’s appointment or previous promotion at ACU.
D	Copies of all Faculty Development Plans, signed by both the faculty member and the academic administrator, since either the faculty member’s appointment or previous promotion at ACU.
E	Copies of all Faculty Self Evaluations since either the faculty member’s appointment or previous promotion at ACU.
F	Syllabi from courses that are representative of the type of teaching, instructional techniques and assessments used by the faculty member.

G	Copies of University-generated summary sheets of student evaluations for all courses taught and evaluated since either appointment to the ACU faculty or previous promotion.
H	Copies of all Faculty Peer Teaching Evaluations since either appointment to the ACU faculty or previous promotion.
I	Reprints of peer reviewed publications, abstracts, book chapters and article reviews; presentations at regional, national, and international society meetings or at other educational institutions; grant proposals and funded grants that typify the faculty member's scholarly or creative activity since either appointment to the ACU faculty or previous promotion.
J	Documentation of participation in departmental or University committees; service as faculty advisor for professional student organizations; leadership in regional, national or international professional service organizations; review of grant proposals, manuscripts or books; service on the editorial boards of professional journals; and community education presentations to professional groups or the public that typifies the faculty member's service 3
K	Copies of all Faculty Evaluations, signed by both the faculty member and the academic administrator, since either the faculty member's appointment or previous promotion at ACU.

The completed Promotion Application Portfolio is to be submitted to the Dean of Academic Affairs by February 15 (or the first following business day if this date falls on a non-business day) of the academic year prior to which promotion is to be awarded. The Dean of Academic Affairs will review the Promotion Application Portfolio with reference to the requirements for promotion outlined in the Faculty Handbook. If the faculty member's record of professional accomplishment outlined in the Promotion Application Portfolio meets these qualifications, the Dean of Academic Affairs will write a letter in support of the promotion. This letter and the Portfolio are then submitted to the Dean of Academic Affairs by March 15th (or the first following business day if this date falls on a non-business day).

Upon review, if the Dean of Academic Affairs determines that the faculty member is ineligible or does not meet the criteria for promotion outlined in the Faculty Handbook, the Dean will prepare a written explanation outlining the reasons for the determination and inform the faculty member by March 15th (or the first following business day if this date falls on a non-business day). This notification requires a signed return receipt. Copies of all correspondence will be forwarded to the Dean of Academic Affairs. The Dean of Academic Affairs will retain the Promotion Application Portfolio and make it available for review by the Dean of Academic Affairs until April 30th (or the first following business day if this date falls on a non-business day).

The Dean of Academic Affairs will select at least two ACU Department Chairs with the rank of Professor and an external peer reviewer to evaluate each Promotion Application Portfolio. Members of the Department in which the applicant for promotion holds appointment are ineligible. The specific criteria for promotion as outlined in the Faculty Handbook should be forwarded to reviewers for their consideration. Reviewers should consider their recommendations concerning promotion a form of peer review. Each reviewer is responsible for carefully reading and considering all materials submitted in the Promotion Application Portfolio. Reviewers must forward a letter objectively evaluating the applicant with reference to the requirements for promotion outlined in the Faculty Handbook and making a clear recommendation regarding promotion to the Dean of Academic Affairs by April 1st (or the first following business day if this date falls on a non-business day). Their report will be included in the faculty member's Promotion Application Portfolio.

The Dean of Academic Affairs will then consider the Promotion Application Portfolio and reviewer's recommendations concerning promotion. The Dean of Academic Affairs will then forward his or her recommendation for promotion to the President and the faculty member by April 30th (or the first following business day if this date falls on a non-business day). If the Dean of Academic Affairs does not support promotion in rank, this notification to the faculty member requires a signed return receipt. The President then presents the candidate for promotion to the Faculty Curriculum Committee of the Board.

The Promotion Application Portfolio will be returned to the candidate by June 30th (or the first following business day if this date falls on a non-business day) of the year in which it was submitted. All letters and evaluative comments regarding promotion are considered confidential and, upon completion of the review period, are to be forwarded in a confidential manner to the Human Resources Office, where they will be permanently maintained in the Faculty member's file.

Appeal of Decision for Promotion

In the event of a negative decision for promotion in rank, faculty members, in conjunction with their academic supervisors, are encouraged to seek ways to improve their performance in relation to the University's expectations for promotion. Faculty members may appeal the April 30th decision of the Dean of Academic Affairs. This appeal must be in writing and sent to the University President by May 15th (or the first following business day if this date falls on a non-business day) of the year in which the application for promotion was submitted. It should provide sufficient documentation of error or eligibility for promotion to justify direct action by the President. The President, after completing a thorough review, shall submit a decision in writing to the faculty member either supporting or rejecting the appeal and outlining the reasons for the decision by June 30th (or the first following business day if this date falls on a non-business day). This recommendation shall be considered final.

Salary Increases

Arizona Christian University grants merit raises primarily on the basis of each faculty member's performance as documented in his or her Comprehensive Faculty Evaluation Portfolio and annual evaluation. Additional consideration may also be given to academic honors and recognitions, professional recognitions, and promotions in rank.

Contact Hours

Unless otherwise specified in a contract, the typical course teaching load for full time faculty is 15 (fifteen) credit hours per semester (total of thirty credit hours per academic year including fall, spring, and intersession semesters). Reasons for a decreased teaching load include duties as Department Chair or special assignments determined by the Dean of Academic Affairs. Any courses taught in excess of this course load will qualify for overload stipends at the part-time faculty rate. Faculty members may be required to teach hours in the evening to fulfill their load. Because of institutional need, if a faculty member is asked to teach fewer than fifteen credit hours per semester (total of thirty per year) other administrative responsibilities may be added to the schedule. Teaching loads of less than fifteen credits per semester (total of thirty per year) must be approved by the Dean of Academic Affairs. Mentored (independent study, internship, Reading and Conference (R & C), research) courses are not counted as part of the faculty load. Composite courses, which refer to cross-listed classes, classes that are taught at the same time in the same room by the same instructor but which have different class identifiers, and classes that are taught simultaneously in multiple

remote locations by the same instructor, are counted as one course for course teaching load and compensation calculations. Full faculty teaching contracts are generally twelve-month contracts, with one month of vacation. Terms of employment are stipulated in the individual's appointment contract.

Availability

All faculty must be available on the first day of the semester and during the required professional development periods as outlined on the ACU Academic Calendar, in the Faculty Handbook or as announced. Attendance at all mandatory faculty meetings is required. Faculty must be on campus to meet with students until the day grades are due in the Registrar's office and the last day of the semester for faculty as outlined on the ACU Academic Calendar, in the Faculty Handbook or as announced. In any case, faculty must return to campus at least one week prior to the beginning of each semester.

A minimum of thirty (30) on-campus hours per week are expected of all faculty members during which time the faculty member is available for professional responsibilities including but not limited to

- meeting all classes as assigned
- conducting a minimum of five (5) scheduled office hours reflective of the faculty member's teaching schedules and as outlined in the Faculty Handbook
- participating in academic service activities as outlined in the Faculty Handbook

All faculty are expected to meet their hours of accountability and professional responsibilities within regular business hours unless initially hired under different circumstances or amended by mutual consent.

Overload teaching

Overload teaching by faculty at ACU is discouraged. When granted, it may not exceed the equivalent of one average, additional course per term. Further, overload teaching may not be assigned at any time when the quality of instruction may be jeopardized or when such overload work would interfere with regularly assigned duties. All overload teaching must be approved by the Dean of Academic Affairs prior to the start of the semester.

Student Teaching and Music Lessons

Supervision of student teachers is counted as 0.75 load for each student teacher supervised so that supervision of 4 student teachers equal 3 contact hours, supervision of 8 student teachers equal 6 contact hours, supervision of 12 student teachers equal 9 contact hours. *Note: Adjunct faculty may only teach a maximum of 9 contact hours for a maximum supervision of 12 student teachers.* Faculty using their own automobiles in conjunction with supervision of student teachers will be reimbursed for mileage at the ACU approved rate.

Applied Music Lessons (50 minutes) are counted as 0.75 load so that 4 lessons equal 3 contact hours, 8 lessons equal 6 contact hours, 12 lessons equal 9 contact hours. *Note: Adjunct faculty may only teach a maximum of 9 contact hours for a maximum of 12 lessons.* Faculty contact load for Ensembles that rehearse 60 - 75 minutes per week (such as Praise Bands, String Ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as Jazz Band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 minutes a week (such as Chorale, Vocal Jazz, Large Instrumental Ensemble), instructors receive 3 contact hours. This includes standard performances each

semester such as home campus concerts, off-campus church concerts, high school visits, performance of the national anthem at various campus events, travel or tours during day, afternoon, evening, summer and winter sessions. For additional information, contact the Music Department Chair.

Accompanists attend one-half (or 30 minutes) of each applied voice lesson. Every effort is made to schedule lessons so that accompanists can work consecutively with a minimum of down time between students. Accompanist responsibilities include 1 – 2 master classes and end of semester juries. Recitals are assigned according to student needs in any given semester and are paid in addition to the weekly lessons. For current compensation information, contact the Music Department Chair. Recital responsibilities include a jury, dress rehearsal, additional rehearsals as required and the performance. *Note: in compliance with the Affordable Care Act (ACA), accompanists may only accompany a maximum of 9 contact hours for a maximum of 18 lessons per week.*

Student Teaching and Music Lessons

Supervision of student teachers is counted as 0.75 load for each student teacher supervised so that supervision of 4 student teachers equal 3 contact hours, supervision of 8 student teachers equal 6 contact hours, supervision of 12 student teachers equal 9 contact hours. *Note: Adjunct faculty may only teach a maximum of 9 contact hours for a maximum supervision of 12 student teachers.* Faculty using their own automobiles in conjunction with supervision of student teachers will be reimbursed for mileage at the ACU approved rate.

Applied Music Lessons (50 minutes) are counted as 0.5 load so that 6 lessons equal 3 contact hours, 12 lessons equal 6 contact hours, 18 lessons equal 9 contact hours. *Note: Adjunct faculty may only teach a maximum of 9 contact hours for a maximum of 12 lessons.* Faculty contact load for Ensembles that rehearse 60 – 75 minutes per week (such as Praise Bands, String Ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as Jazz Band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 minutes a week (such as Chorale, Vocal Jazz, Large Instrumental Ensemble), instructors receive 3 contact hours. This includes standard performances each semester such as home campus concerts, off-campus church concerts, high school visits, performance of the national anthem at various campus events, travel or tours during day, afternoon, evening, summer and winter sessions. For additional information, contact the Music Department Chair.

Accompanists attend one-half (or 30 minutes) of each applied voice lesson. Every effort is made to schedule lessons so that accompanists can work consecutively with a minimum of down time between students. Accompanist responsibilities include 1 – 2 master classes and end of semester juries. Recitals and Master Classes are assigned according to student needs in any given semester and are paid in addition to the weekly lessons. For current compensation information, contact the Music Department Chair. Recital responsibilities include a jury, dress rehearsal, additional rehearsals as required and the performance. *Note: in compliance with the Affordable Care Act (ACA), accompanists may only accompany a maximum of 9 contact hours for a maximum of 18 lessons per week.*

Adjunct Faculty Hours

Beginning July 1, 2013, ACU has adopted the following policy regarding the limits on hours worked by adjunct faculty in compliance with the Affordable Care Act. Adjunct faculty are permitted to work no more than 27 hours per week on average over a twelve month period. This is a weekly maximum that may not be exceeded in any work week. Further, there is a “look back” period determined by the employer in compliance with the ACA regulations that ACU has determined will be a rolling 12-month look-back measurement method. In calculating hours worked, credit load is multiplied by three (3) to account for out of classroom preparation time. Accordingly, adjunct faculty may only teach a maximum of 9 credit hours per semester or session. This is a university-wide limit.

Adjunct faculty who perform other services and/or work in addition to their teaching load will be permitted to work only hours which, in addition to their teaching load hours, total no more than 27 hours in any work week. In order to facilitate the counting of hours worked per week, a separate contract should be issued for each of the functions (e.g. one for teaching duties and one for other duties) along with the corresponding Adjunct Appointment Forms.

Additionally, adjunct faculty are not permitted to work more than 1,000 hours or eighteen (18) credit hours in a 12-month period including J term and summer session. Accordingly, if an adjunct is teaching in the fall and spring, they are only allowed to teach up to eighteen (18) credit hours, which equates to no more than nine (9) credit hours per fall and spring semester. Important Note: The credit hours adjunct faculty teach during summer or J-term will be counted towards the 1,000 hour or eighteen (18) credit hours limit. For example, if the adjunct is teaching six (6) credit hours in the summer, they would only be allowed to teach up to six (6) credit hours in each of the fall and spring semesters. ACU strictly enforces this load limit policy.

Each Department is responsible for ensuring that when adjunct faculty are appointed (either in a new or continuing appointment), their workload does not exceed, on average, 27 hours per week on average over a twelve month period. Adjunct faculty are responsible for complying with the credit hour and/or work hour restrictions under these procedures and the Affordable Care Act. They are asked to disclose any non-benefited (e.g. adjunct or hourly) position they hold or have held at ACU during the twelve month period before accepting any other adjunct appointment. Please note, currently there are no exceptions permitted to this policy. For questions regarding the Affordable Care Act or assistance with calculating credit hours or work hours under these procedures and under the Affordable Care Act, please contact the ACU HR Coordinator. Criteria for the evaluation of adjunct faculty are the same as for full faculty (see the Adjunct Faculty Evaluation Plan section of this Handbook).

ACU reserves the right to cancel or reschedule courses, change instructors, change faculty assignments, as well as physical location for any reason. Faculty may be reassigned duties as determined by the university at any time during the term of their contracts.

Compensation

All salary and pay date information is provided to each faculty member in his or her contract. Annual compensation will be subject to standard deductions. Increases in salary, if any, occur on an annual basis subject to the guidelines implemented by ACU and the Board of Trustees. A faculty appointment carries with it the fringe benefits set forth in the ACU Benefits Package as may be amended from time to time. See Appendix D for ACU Faculty Benefits.

Employment Classifications

It is the policy of ACU to comply with the minimum wage and salary payment requirements of the FLSA, and ACU prohibits all improper deductions from the salaries of exempt employees. Arizona Christian University wants employees to raise any question concerning pay or pay practices with Human Resources.

Statement of Faith, Divorce Policy and Drug & Alcohol Policy

Arizona Christian University is evangelical in its stand upon the Word of God as the only trustworthy and authoritative revelation of God. Its fellowship and discipline are predicated upon the declaration of Faith to which each member of the Board of Trustees and each member of the Faculty subscribe. Faculty are expected to abide by the ACU Statement of Faith and to conduct themselves in a manner consistent with our intentionally Christian environment. All faculty members must sign the board approved Arizona Christian University Statement of Faith annually (Appendix A), Divorce Policy (Appendix B) and Drug & Alcohol Policy (Appendix C).

Faculty Committees

Full-time faculty will be asked to serve on University and Department committees. Committee assignments are made by the Dean of Academic Affairs or by election of the faculty. Faculty committees meet as needed during the school year. Meetings are held at the call of the committee chair. Official minutes will be taken of each meeting and placed on file with the Dean of Academic Affairs' office. The Dean of Academic Affairs is an ex-officio member of all committees. See Appendix E for ACU Committee structure.

Dismissal

Employment with ACU is at will, in accordance with Arizona state law, unless a written contract stipulates otherwise, an employee may be terminated at any time, with or without notice or cause; likewise an employee may voluntarily terminate employment with or without notice.

In most cases, dismissal of faculty occurs for reasons of professional incompetence, misconduct including but not limited to violations of the Statement of Faith (Appendix A), Divorce Policy (Appendix B), Drug & Alcohol Policy (Appendix C), and/or Code of Professional Ethics (Appendix F) or other policies outlined in this handbook or financial exigency, or discontinuation or reduction of a program or a department.

Grievance Procedure

A code of professional ethics is outlined in Appendix F of this handbook. It was originally adopted in the fall of 1991. It outlines the professional guidelines for the behavior of the faculty before students, peers, and the community. When disagreements occur within the University, it is expected that both faculty and administration will follow this code of ethics. To this end, the following grievance procedure applies to all faculty and library personnel employed by Arizona Christian University.

1. Before initiating the formal grievance procedure, the aggrieved faculty member or librarian and the department chair shall discuss the issue following the principles and guidelines outlined in

Matthew 18:15-17. Several meetings may be required. If there is a failure to resolve the grievance at this level, the faculty member or librarian may request the initiation of formal grievance procedures. If an appeal is not made according to these guidelines, the previous decision will become final.

2. Any formal complaint within the ACU Grievance Procedures must be brought within 60 calendar days of the alleged grievance event or of the grievant's knowledge of the event. The grievant must submit the grievance in writing, including all relevant documentation, to the department chair.
3. The department chair shall respond in writing to the grievant within 30 working days of receipt of the written grievance with his or her recommendation and a brief summary of the reasons for that recommendation. If the grievant is dissatisfied with the chair's response, the grievant may appeal to the Dean of Academic Affairs. Any such appeal must be submitted within 30 working days of receipt of the Department Chair's response and must state the basis of the appeal and include any relevant supporting documents.
4. The Dean of Academic Affairs shall respond in writing to the grievant within 30 working days of receipt of the written grievance with his or her recommendation and a brief summary of the reasons for that recommendation. The aggrieved faculty member or librarian may request a hearing at this time, with the option of calling and questioning witnesses. The grievant may be present when testimony is taken. The grievant may also request another person be present as an adviser.
5. The Dean of Academic Affairs, or designee, after completing his or her deliberations, shall submit a decision in writing to the grievant, stating the reasons for the recommendation. The recommendation of the Dean of Academic Affairs shall be considered final.

Strategic Plans

In order to facilitate development and implementation of the University Strategic Plan, each Department is required to have a Departmental Strategic Plan on file with the Dean of Academic Affairs' Office. The plans must be updated by October 1 (or the first following business day if this date falls on a non-business day) of each academic year.

Departmental Strategic Plans should cover a five-year period and give an indication of emerging trends within the discipline, student demand and associated employment opportunities, marketing and anticipated changes in faculty staffing. The Department's strategic plan should describe how its strategic priorities relate to those of the University.

Requests for New Faculty Positions

Requests for new full-time positions are first directed to the Dean of Academic Affairs in the form of a justification memo detailing the need for the position, why the department cannot meet the need with existing faculty, and a justification for the proposed salary. All requests must be made in accordance with the department's strategic hiring plan and must address the following items:

- Teaching and enrollment demands: Describe how the teaching contributions expected from the proposed new faculty member will help the department respond to its anticipated student enrollment demands.
- Scholarly specialization: Describe the expected future directions for the Department and discipline. Position requests should be consistent with these directions.
- Financial requirements: Include an estimated starting salary as well as an indication of expected moving and setup costs. For positions supported by an endowment or other sources of funds, describe these with the amounts available.
- Space: Identify office and rehearsal or laboratory needs for the new faculty member. If renovations are required, provide details, including estimated costs.

The Dean of Academic Affairs will review the request with the President. If approved, the Dean of Academic Affairs's Office will work with the Department Chair to coordinate the faculty hiring process following the process established in the Faculty Handbook.

Filling Existing Faculty Positions Vacated by Resignation or Termination

Requests for full-time positions that become vacant as a result of resignation or termination are first directed to the Dean of Academic Affairs in the form of a justification memo detailing the need to fill the position, why the department cannot meet the need with existing faculty, and a justification for the proposed salary.

The Dean of Academic Affairs will review the request with the President. If approved, the Dean of Academic Affairs's Office will work with the Department Chair to coordinate the faculty hiring process following the process established in the Faculty Handbook.

Church Membership

The University requires that the full-time and part-time faculty shall be members of an evangelical church of like faith and practice.

Attendance at Commencement

All full-time and part-time faculty members are expected to be in attendance at Commencement. Exceptions must be approved by the Dean of Academic Affairs.

Chapel Services

All full-time faculty members are expected to attend chapel. This support to the student body and administration is essential. Faculty should plan this into their schedule.

Academic Policies and Procedures

Academic Advising

Arizona Christian University maintains an open door policy. Full-time faculty members are expected to be in their offices the majority of time when they are not in class during the normal working day and available to meet with students by appointment at other times as necessary to accommodate their students' advising needs.

ACU Cares

ACUCares is a tool available for all faculty and staff to aid in the care of ACU Students. ACUCares is available through MyACU to alert the appropriate staff as it relates to a student's well-being, behavior, attendance, social concern, etc. ACUCares is not intended for use in case of an emergency. Faculty and Staff should contact campus safety and/or call 9-1-1 in the event of an emergency.

Academic Alerts

Academic Alerts must be completed for all students who are earning less than a "C" in a course. Comments and suggestions for improvement should be provided. Academic Alerts are submitted electronically through MyACU. The information submitted will be forwarded to the student in an email and copied to the Director of Academic Services and the Registrar.

Academic Dishonesty

Academic honesty is expected of all Arizona Christian University students. Violations may result in disciplinary actions. Procedures vary according to circumstances. Actions that may be taken include a reprimand, a written warning, a failing grade for the work involved, suspension from the course, failure for the course, and suspension or expulsion from the academic program.

University policy requires that whenever faculty or staff observe an act of academic dishonesty, a Student Academic Conduct Incident Report be completed and forwarded to the Dean of Academic Affairs. Forms are stored in a confidential, secure file. When reports of academic dishonesty reach the Dean of Academic Affairs's office, they are checked for prior offenses. Repeat offenders are referred to the Academic Standards Committee for further review. If this is the first offense, it is up to the instructor in consultation with the Dean of Academic Affairs to determine if the incident should be referred to the Community Standards Committee for a more formal hearing. If you observe an incident of academic dishonesty:

1. Complete the Student Academic Conduct Incident Report and attach any supporting documents or evidence.
2. Submit your materials to the Dean of Academic Affairs.

This form is used only for incidents of academic dishonesty, including, but not limited to cheating, plagiarism, alterations or misuse of University documents and records, facilitating academic dishonesty by knowingly helping or attempting to help another student commit an act of academic dishonesty, and unauthorized collaboration, such as working together when doing so has been prohibited by the instructor.

FERPA regulations restrict disclosure of information regarding academic dishonesty incident reports. Based on these regulations, only instructors who have an educational need to know will be notified when a student has been suspended or expelled from Arizona Christian University.

Accidents/First Aid

Refer to Medical Emergencies

Advising and Registration Process

Advising is one of the most important services provided by our faculty. Faculty advisors provide guidance and suggestions regarding academic planning, degree requirements, course descriptions, course prerequisites, and elective selections to help students progress towards graduation. Advisors also help with administrative procedures such as registration, change of major, course equivalences and graduation requirements. Ultimately, registration is the student's responsibility.

Departmental Procedures

The following is expected of all full-time faculty and coordinated through the Department Chair. All full-time students must be advised at least once each semester and may be advised more frequently, but should meet with you no later than one week before their assigned registration date. Students currently on Academic Warning, Suspension or Probation are also advised by the Director of Academic Services. In addition to their faculty advisor, each student-athlete is also advised by the Assistant Athletic Director, who must review and sign-off on their NAIA eligibility requirements each semester. If you have any questions regarding advisement procedures for student athletes, contact the Assistant Athletic Director.

Contacting Advisees

All full-time students must be advised at least once each semester and may be advised more frequently. Prior to official semester registration dates as published in the ACU Academic Calendar:

- Obtain advisee names and email list from the ACU Advisor program.
- Email your advisees to identify yourself as their adviser. Encourage advisees to schedule a time to meet with you to ensure that they are registering for the appropriate courses and on satisfactory academic pace for graduation.
- If you haven't already done so, inform students of your role as their faculty advisor and the importance of your academic role in their academic success
- Full-time students (12 or more credits) in good standing are assigned to a faculty member in the department of the student's major interest for advisement purposes.
- Part-time students (fewer than 12 credits) may request a faculty adviser by contacting the Department Chair of the area in which they intend to concentrate their studies.

- Faculty advisors assist with program planning, setting and reviewing educational objectives, registration, career planning, and other matters of an academic nature.
- In your email message to advisees, ask students to come by your office and schedule an appointment with you.
- To ensure ease of scheduling advisee meetings, post a schedule of times that you're available on your office door.

By registering for classes, students enter into a legally binding contract to pay all tuition and fees, including any non-refundable fees. As an advisor, it's important to share this information with students. Instruct them to thoroughly review the ACU Catalog. The catalog includes information on admission requirements, application procedures, expenses, financial aid, academic and general policies, registration, course descriptions, degree programs and their requirements for all programs offered at ACU. Students are responsible for all relevant information. It is important to also advise students that courses are arranged in a sequence. If they decide to take courses out of sequence, they may not be able to meet the requirements to graduate on time.

Adjunct Faculty Office

The Adjunct Faculty Office is located in the Administration Building B, on the second floor, SCI 207. This room serves as a place for adjunct faculty to meet with students during regularly scheduled office hours each week and as a workspace. Please be sure that the room is locked when not being used. There are computers with Internet and email access and a telephone in the room. Please contact the IT department (602-386-4142 or helpdesk@arizonachristian.edu) for your computer password or questions regarding your account.

Animals on Campus

Animals are not permitted on campus except Seeing Eye and hearing ear dogs or certified service animals. Requests for exceptions to this policy, for instructional purposes in the classroom, should be made through the faculty member's Department Chair.

Book Orders

Arizona Christian University's Textbook Policy has been established to address the cost of college textbooks and other instructional materials and to ensure compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008. Compliance is vital, since the provisions are linked to student federal financial aid accessibility. This policy applies to all University faculty and adjunct faculty.

Textbook Adoption Deadlines

Arizona Christian University has established firm deadlines and procedures for the adoption of textbooks for upcoming semesters. These deadlines and procedures enable ACU to fully comply with the HEOA of 2008, including the requirement that textbook information (including ISBN and prices) be provided to students at the time of registration.

Department Chairs are responsible for ensuring that all courses under their direction have adoptions submitted by the established deadlines, even in instances where no instructor has been assigned for a course section as of the announced adoption deadline date.

Timely adoption of textbooks is required for all courses, but particularly lecture, lecture/laboratory, laboratory, and recitation/discussion courses. These course types are generally assumed to be courses with textbook requirements.

The legislation requires that for each full semester and collectively for J Term and summer sessions, the University will distribute a list of all textbooks and course materials required or assigned for an undergraduate course by publication on its website and posting at its bookstore.

To this end, Department Chairs will provide adequate information regarding selected texts and course materials to the Dean of Academic Affairs no later than 5 p.m. on the date that final course schedules are prepared as follows:

- For Spring Semester, October 1
- For Summer Sessions, December 1
- For Fall Semester, March 1
- For J Term, May 1

The bookstore coordinator is to accept textbook orders in accordance with this policy and procedures. Under no conditions will the receptionist and bookstore coordinator accept textbook orders directly from anyone other than the Department Chair.

Publication of the Class Schedule and Textbooks

The Class Schedule and textbook selections will be published for student viewing in advance of registration. This listing, including optional available textbook formats, whether paperback, hard-copy or digital, ISBN and edition number will be made available in the Registrar's Office on campus and on the campus website no later than the following dates:

- For Spring Semester, November 1
- For Summer Sessions, January 1
- For Fall Semester, April 1
- For J Term, June 1

These dates are considered the published textbook adoption deadline dates. Changes in textbook adoptions may be made prior to these dates, but require the approval of the Department Chair, the Registrar, Admissions, the Business Office and the Bookstore. Changes in textbook adoptions may not be made after this time as students will have already begun purchasing texts.

Process for Textbook Adoption

It is the responsibility of the faculty member, through their Department Chair, to recommend textbooks for adoption by the established adoption deadlines.

- Faculty must submit the necessary textbook adoption by the published textbook adoption deadline date or forfeit the opportunity to select a new textbook at that time.
- Before the textbook recommendation is finalized, the department chair must approve the selection.

- Faculty are encouraged to consider more than one textbook publisher and compare prices and course materials.
- Departments are strongly encouraged to adopt the same course materials for all sections of each course. In cases where more than one instructor teaches the same course, the Department Chair may require instructors involved to choose a common textbook.
- Faculty members and Department Chairs are responsible for ordering desk copies directly from publishers. The ACU receptionist and bookstore coordinator will assist and provide publisher contact information upon request.
- The bookstore will make the recommended textbooks available for student purchase. Faculty will use the adopted textbook in their classes.
- If a faculty member does not require a textbook, that information must be submitted to the Department Chair by the published textbook adoption deadline date. The Department Chair will notify the receptionist and bookstore coordinator that no textbook is required.
- The sale of course materials in the classroom is prohibited.

The adoption process must include an indication of whether textbooks are required or recommended and should include to the extent possible an indication of whether an alternate edition of the textbook, such as an earlier edition, may be used. This information is required and will be specified on the course syllabus.

Use of Self-Authored Materials

Use of self-authored textbooks and other supplemental materials are considered a conflict of interest and strongly discouraged. Faculty members seeking to use self-authored textbooks from which they, or any person or business associated with the faculty member's family, obtains direct financial gain, must submit a request to the Department Chair prior to the published textbook adoption deadline. The request must provide justification regarding the reason the required self-authored materials are uniquely suited for use in the author's course; demonstrate why the self-published textbook is better suited for adoption than other published materials; and include the estimated cost of the self-published textbook related to other appropriate textbook(s). A peer review committee comprised of faculty appointed by the Dean of Academic Affairs will review the proposal. If the committee appointed by the Dean of Academic Affairs recommends the adoption of the self-authored textbook, notification of that recommendation will be provided to the faculty member and Department Chair. The Department Chair may then include the self-authored textbook(s) in the adoption process.

Textbook Affordability Options

In order to be in compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008, faculty are encouraged

- To select textbooks that have low cost alternatives available that can be purchased by students at their discretion.
- To provide information on optional available textbook formats, whether paperback, hard-copy or digital to students
- To consider textbooks that are believed will not be revised by the publisher in the near future.
- To consider alternative modes of distribution such as placing the material on reserve at the campus library.
- To utilize free or low cost open source textbooks and course materials when possible.

Dissemination of Textbook Adoption Policy Information

Arizona Christian University in partnership with MBS Direct, our bookstore subcontractor, will provide information on the Arizona Christian University Textbook Adoption Policy to faculty and information regarding ways to save money on textbook purchases to students.

This policy will be disseminated to all faculty, Department Chairs, and the Dean of Academic Affairs within the University and published on the University's Internet website.

Bulletin Boards

Designated ACU staff must approve all notices, posters and brochures to be placed on campus building bulletin boards. All others will be removed. Questions about bulletin boards should be directed to the ACU receptionist at 602.386.4101.

Business Cards for Faculty

All orders for business cards and other official printed material must adhere to the new University graphics standards. Requests for business cards are made through the Department Chair and must follow the approved format shown here:

Full Professional Name and Degree*

Title (Adjunct Faculty, Instructor, Assistant Professor, Associate Professor, Professor, Department Chair)

Department

Examples:

John R. Doe, Ph.D.
Associate Professor
Biblical Studies

John R. Doe, Ph.D.
Department Chair
Biblical Studies

** No courtesy titles (Mr., Mrs., Ms., Miss). Degrees are listed after an individual's name and are limited to terminal degrees only (John Doe, Ph.D., not Dr. John Doe). Examples of terminal degrees are the Ed.D., Ph.D., LL.D., J.D., M.D. Other terminal degrees are M.S.W., M.F.A., M.P.A., M.Div., and M.B.A. Professional certifications such as C.P.A., L.C.S.W. and M.F.C.C. are permitted. Other degrees, such as M.A. and B.A., are not permitted on university business cards. Degrees should be listed in the order in which they were awarded. Determination of appropriate usage of other degree designations after names will be determined on a case-by-case basis.*

Business cards are available to current faculty and staff for business use only. The University provides business cards with personal information, such as personal cell phone numbers, only for individuals who work off campus, such as student teacher supervisors, with departmental approval.

Business Cards for Adjunct Faculty

Because adjunct faculty generally serve the University on a limited basis, the University does not routinely provide business cards for them. However, if the nature of an adjunct's assignment requires business cards, the adjunct must request the cards through the Department Chair, who will forward the request to the Vice President of Admissions and Marketing.

Class Cancellation

Faculty are required to meet with classes on all days and for the complete times indicated on the official ACU class schedule. In case of absence due to illness or unforeseen emergency or bereavement, you must inform your Department Chair who will make arrangements to have your class covered. Faculty should also notify the Registrar's Office registrar@arizonachristian.edu, or call 602-489-5300 and send an email or text message to all students in their classes. All requests for planned absences must be submitted in writing to your Department Chair for approval prior to the start of the semester. Approval of such requests is contingent on the availability of a suitable substitute to cover your classes. Planned absences are generally not permitted for adjunct faculty. If it is necessary to hire a substitute, you may be subject to disciplinary action.

Class Schedules & Rosters

Please refer to the latest academic class schedule to confirm time and location of your course(s) through MyACU. All students must be registered in a class in order to attend. Please verify that all students who are attending class are registered as outlined in the catalog and appear on the official class roster on your MyACU account. This includes students who audit the course. This is the instructor's responsibility. Auditing privileges are extended only to students who have registered for the course through the Registrar's Office. Visitors, including children of students, are not allowed in lecture.

Classroom Sizes and Assignments

Classrooms are assigned based on enrollment history, instructional requirements, accessibility, and room availability at the time of assignment. All classroom changes must go through the Dean of Academic Affairs in consultation with the Registrar's Office. Please do not switch classrooms on your own. This creates conflicts with scheduling and our emergency plan. This applies to both time and location. All room assignments are subject to change due to enrollment numbers or other special circumstances.

Campus Mailbox

All faculty are issued a campus mailbox for hard copies of official University communications. Mailboxes are located on the first floor of the Administration Building. It is important to check your mail regularly for important notices.

Composite Courses

Arizona Christian University uses the term composite course to refer to cross-listed classes, classes that are taught at the same time in the same room by the same instructor but which have different class identifiers, and classes that are taught simultaneously in multiple remote locations by the same instructor. Composite classes are counted as one course for course teaching load and compensation calculations.

Course Limits

Departments Chairs are responsible for determining that faculty workloads are within limits set by University policy. In terms of teaching load, adjunct faculty may teach no more than nine (9) credit hours per semester. This is a University wide limit. For example, an adjunct faculty member teaching six (6) credit hours in one department, may only teach three (3) more in another department for a total of nine (9) credit hours at Arizona Christian University.

Copyright Policy

Please note that all faculty must comply with ACU's policy on copies and copyright. Copyright laws regulate what instructors may reproduce and use in the classroom. The laws change and are updated from time to time. Educational fair use governs the use of copies for educational purposes. Copying short excerpts is usually considered fair use. Certain restrictions apply. For example, copying chapters is considered questionable.

Fair use would not include copies to be used for more than one semester or the creation of course packets from copyrighted materials. Copies may not be used to replace commercial texts or workbooks that should be purchased for use in the classroom. Students may not be charged more than the actual cost of photocopying. The number of copies may not exceed more than one copy per student. The copyright notice must be included with each copy.

Publishers will often grant permission to make copies, but the instructor must request permission from the publisher. Note that owning a copy of the book or music, just including the copyright information, or merely including a citation does not make it fair use. This could still be considered a copyright infringement. It is always safest to get permission from the copyright holder or publisher before copying anything for class.

Course Evaluations

At the end of each semester, ACU students are notified through MyACU to participate in the course evaluations for their scheduled courses. Course evaluations are reviewed by the Department Chairs who reviews them for evidence of teaching effectiveness and makes suggestions for the improvement of teaching, course content and classroom learning environment. All faculty and adjunct faculty are able to review the results of the course evaluations through MyACU. Hardcopy summaries of the course evaluations are put into all faculty and adjunct faculty employee files.

Classroom Equipment

A multimedia podium with a computer and DVD player is stationed in each room. Images are projected from the ceiling-mounted LCD projector. The computer is connected to our campus network. Overhead projectors for transparencies and VCRs may also be available. Adjunct faculty are given a computer login and key to unlock the podium cabinet during training at the mandatory adjunct faculty orientation meeting held at the beginning of the semester. You can also schedule an appointment for training by contacting the IT Department (602-386-4142 or helpdesk@arizonachristian.edu). Please remember to log off the computer and turn off the LCD projector when leaving your classroom.

Conflict of Interest Policy

The purpose of the Conflict of Interest Policy is to address potential, actual, and apparent conflicts of commitment and conflicts of interest. To this end, faculty have an obligation to act in the best interests of the University, and are expected not to let outside activities or financial interests interfere with that obligation. Please be advised that, by policy, teaching at another educational institution is considered a conflict of interest.

An actual or potential conflict of interest may occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee as a result of University's business dealings. It is also a conflict of interest for an employee or a relative of an employee to accept any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving the University.

Faculty who expect to engage in any outside activity which might create a conflict of interest, including, but not limited to outside professional activity for which they will be paid, must inform the Department Chair, and the Dean of Academic Affairs, prior to engaging in such activity. If your proposed outside activity is determined to be a conflict of interest, you can be required not to engage in the activity.

Copies

The main copier is located in the mail room on the first floor of the Administration Building. A copy code is issued to each department for faculty use. Contact your Department Chair for instructions regarding copier use, copying budgets, copyright, forms and procedures. *Please help us conserve paper.* Copy budgets are set at the beginning of the academic year for each department. Any additional copies will need to be purchased at the faculty member's expense. Copy codes are not issued to students. This copy machine is not intended for personal use.

Computer (Internet and Email Access)

All full time faculty are provided with an office and computer with Internet and email access. For adjunct faculty, a computer with Internet and email access is available in the Adjunct Faculty Offices, ADM 106 in the Administration Building and SCI 207 on the second floor of Building B. Please contact the IT department (602-386-4142 or helpdesk@arizonachristian.edu) for your computer password or questions regarding your account.

Disruptive Students

University policy requires that students assume responsibility for appropriate conduct while on campus. Disruptive behavior including but not limited to disruption or obstruction of teaching, administration, research, or other university proceedings; obscenities, aggressive tone, disruptiveness, physical abuse, verbal abusiveness, threats, intimidation, coercion and all conduct which threatens or endangers the health and safety of faculty, staff or students will not be tolerated. Faculty and others observing such behavior should notify our Department of Campus Safety at 602-366-5268 or security@arizonachristian.edu or call 911 immediately when they observe anything dangerous or unlawful. The Security Department report provides a

formal record of such incidents in the event that further administrative action is deemed necessary by the Director of Spiritual Life.

Dress Code

ACU requires all faculty and staff to adhere to a business casual” dress policy. Employees are expected to come to work well-groomed and dressed for a Christian environment even on Fridays. All faculty, staff and administration are responsible for ensuring that they dress appropriately for special functions, meetings and presentations. On Fridays throughout the year, faculty and staff may wear casual attire including jeans and other denim clothing. Athletic shoes are allowed on casual days. Your overall appearance must still be in keeping with the professional dress code. Clothing that is low-cut or otherwise revealing, flip-flops, beach sandals, caps (inside), as well as torn, dirty, or frayed clothing are not acceptable at any time. Jewelry, makeup, perfume, and cologne should be in good taste. All members of the ACU community are expected to practice acceptable personal hygiene. Any employee who arrives inappropriately dressed will not be allowed to work until properly attired. Employees with repeated violations of the ACU dress code may be subject to disciplinary action. Managers and supervisors are responsible for insuring that appropriate professional dress is maintained and counseling employees when necessary.

Email

All faculty and librarians are issued an official Arizona Christian University email address to be used for their courses. These addresses all have the same form: firstname.lastname@arizonachristian.edu. This is the only electronic mailing address recognized by the University. Instructors should include this email on their syllabi. All official University communications, including attachments, will be transmitted to this address. Please note that this address may be different than the one you are currently using if you have taught with us before. Please check your email account on a regular basis and delete or save older items in order to avoid “mailbox full” errors. Please contact the IT department (602-386-4142 or helpdesk@arizonachristian.edu) for questions concerning your email account.

Jenzabar®

All faculty and adjuncts are required to use the Jenzabar® online grading system for posting interim and final grades. Please contact the IT department (602-386-4142 or helpdesk@arizonachristian.edu) with any questions related to login ID, password issues or to learn how to submit grades online. University policy states that instructors are required to update grades frequently. In any case, instructors must provide an evaluation of student performance by mid-term.

Faculty Advisor to Student Clubs

Students clubs are in integral part of our mission at Arizona Christian University. They complement our academic programs and enhance the overall educational experience for our students. Campus policy requires that all University sponsored student clubs have an advisor who is an ACU employee. Club advisors provide assistance and advisement regarding club development and function. As such, club advisors must be in attendance at all club sponsored meetings and activities. Faculty members at ACU are expected to become

actively involved in student clubs as part of their typical professional expectations. For more information about student clubs and the role of an advisor, contact Student Services.

Faculty Meetings

Faculty meetings are normally held once a month at a time generally designated prior to the beginning of the fall semester. Attendance at all scheduled and announced faculty meetings is required for full-time faculty. All part-time and adjunct faculty, both new and returning, are required to attend one of the mandatory adjunct faculty orientation meetings held at the beginning of the semester. A sign in sheet will provide evidence of attendance.

Fax Machine

A fax machine is located in the mail room on the first floor of the Administration Building.

Field Trips and Travel

All requests for field trips and travel must be submitted to your Department Chair for approval prior to the start of the semester. Travel requests are contingent on availability of travel funding. Requests for travel reimbursement must be submitted within thirty (30) days of the travel. Forms are available from the Business Office.

All required field trips and travel must be clearly identified as required and completely described in the *Assignments and Activities* section of the syllabus that instructors hand out on the first day of class each semester. In the description include detailed information on the date, time, location, means of transportation and any fees or additional charges for which students are responsible. Field trip and travel opportunities that arise later in the semester may not be required of all students.

Faculty must inform students enrolled in the course who may potentially need special accommodations to contact the office of the Director of Academic Services on campus as soon as possible for information and assistance. Faculty must also discuss expectations for behavior during the field trip on the first day of class and again just prior to the travel.

Students are required to complete a field trip Liability Release Form prior to any off-campus trip. The forms are available from your Department Chair or the office of the Dean of Academic Affairs. Please retain the signed forms for one semester. In order to minimize risk and liability to the University, guests are not allowed on academic field trips. Participation on field trips is limited to faculty, staff, enrolled students and approved volunteers of the University only.

University-owned vehicles are to be used for transportation on all academic field trips and the use of transportation provided by ACU for the field trip is strongly urged. Please note that students who choose to instead use a privately-owned or commercially-rented vehicle and students who choose to be passengers in such a vehicle operated by another private party for transportation on an academic field trip do so at their risk. All individuals who travel to the site of a field trip early, leave the group, and/or remain after the field trip is officially completed, do so at their own risk.

Personal Vehicles may only be used after all parties have a clear understanding of the best practices guidelines related to field trip insurance coverage issues:

- The University does not provide insurance for the use of personal automobiles.
- ACU does not insure or accept liability for any damage, loss or injury resulting from the use of a student participant's own personal vehicle. Students who use personal vehicles should have a valid driver's license and liability insurance on their vehicle.
- Please note that all participants who chose to ride in a private vehicle do so voluntarily and at their own risk.
- When using their own personal vehicle, faculty, staff and volunteers should have a valid driver's license and liability insurance on their vehicle. Under no circumstances will ACU provide coverage for damage to personal vehicles. The faculty, staff or volunteer's personal automobile liability insurance will have to respond up to the limits of its liability.
- All drivers and passengers must abide by all applicable federal, state and local safety standards and laws. All traffic and parking violations are the sole responsibility of the operator of the vehicle.

Final Exams

The final exam schedule is set by the Registrar's Office. Please do not make changes to the dates and times listed. This creates conflicts with scheduling and class contact hours. Please notify the Registrar if you do not plan to administer a final.

First Aid/Accidents

Refer to Medical Emergencies.

Grades and Grading

According to the Family Educational Rights and Privacy Act (FERPA), all faculty and staff have a legal responsibility to protect confidential student educational records. You must have a legitimate educational interest to access a student's educational record. For this reason

1. Student grades must not be displayed publicly.
2. Faculty are not permitted to use any portion of the Social Security Number, student ID number or names to post grades.
3. Graded assignments such as papers, quizzes and tests must not be left on a desk or in the hall outside faculty offices. Students are not permitted to sort through assignments to retrieve their own work.
4. Only faculty are permitted access to Jenzabar to enter grades and final grades for their students.

Grades are due on the due date published by the Registrar's Office. It is critical that all grading for all classes be completed by 5:00 p.m. on this date for required end of semester processing. Grades will be officially posted at 5:00 p.m. on this date. Once grades are posted, changes will require an official grade change by the instructor.

The current ACU grading scale is:

A = 90% - 100%
B = 80% - 89%
C = 70 - 79%
D = 60- 69%
F = < 60%

As outlined in the ACU Catalog and Student Handbook an incomplete grade is only possible with a passing grade in the event of seriously extenuating circumstances verified by signed and dated documentation. The student must complete all necessary work within six (6) weeks after the end of the semester in which the “I” was received; otherwise the grade automatically becomes an “F.”

Graphics Standards

University policy states requires that all internal and external uses of ACU trademark and name (print, electronic, broadcast and clothing) comply with ACU graphic standards and be pre-approved by the Advancement Division.

Guest Lecturers

The occasional use of a guest lecturer can enrich classroom instruction. The regular instructor is held responsible for course content, teaching methods, supervision, and evaluation of students. All guest lecturers must be approved in advance. Requests for guest lecturers are to be submitted to your Department Chair, who notifies Human Resources for approval prior to the start of the semester. The Department Chair will then forward the approved request to the Dean of Academic Affairs and Human Resources prior to the start of the semester. It is the responsibility of the Department Chair to determine whether the guest lecturer is a qualified professional and the lecture topic is appropriate to the course. The use of a guest lecturer is limited to a maximum of two classroom periods per semester. Classroom guest lecturers are not paid an honorarium, travel or any other per diem expenses.

Holidays

Refer to the current ACU Faculty and Staff Calendar for important dates including holidays.

Human Subject And Animal Research Policy

See Research Approval Policy

Identification Cards

Once the Business Office has received and processed your signed contract, you will need to have your photo taken and an Arizona Christian University identification card made in the Security Office between the hours of 8:00 AM and 4:00 PM Monday through Friday. You will need this ID card to obtain your parking permit, purchase lunch in the cafeteria and access your library privileges.

Keys

If your course requires you to be issued a key, please contact our Human Resources Department). The Department of Campus Safety has expanded their service hours 24 hours a day, 7 days a week, year round. Campus Safety will work with our Faculty and Staff to assist with opening and securing buildings and rooms.

Library Access

Full time and adjunct faculty may borrow materials by presenting their ACU ID at the Circulation Desk in the Library.

Maintenance Requests

Please contact our Maintenance Department at (602-386-4131 or maintenance@arizonachristian.edu) for classroom maintenance requests (burned-out lights, locking and unlocking doors, trash collection, etc.). Please contact the IT department (602-386-4142 or helpdesk@arizonachristian.edu) for help with computers and LCD projectors (burned-out bulbs in projectors, locking and unlocking podiums, passwords. etc.).

Office Supplies

Miscellaneous office and teaching supplies (dry erase markers, pens, pencils, file folders, etc.) are available from the Academic Administrative Assistant.

Office Hours

All full-time faculty are required to be available for student consultation during five regularly scheduled office hours per week. Office hour times are to be posted outside the faculty office and a copy forwarded to the Department Chair by the first day of classes each semester. Arizona Christian University maintains an open door policy. Full-time faculty members are expected to be in their offices the majority of time when they are not in class during the normal working day and available to meet with students by appointment at other times as necessary. Adjunct faculty are required to meet with students during one regularly scheduled office hour each week. Office hours are to take place in the Adjunct Faculty Office SCI 207, located on the second floor of Building B. Part-time or adjunct faculty members should also have a telephone number or e-mail address available for students who have questions regarding their courses. Faculty should inform their Department Chair if they are going to miss a posted office hour due to illness or unforeseen emergency. The Department Chair will post the absence on the office door. Please note that faculty are expected to maintain normal office hours during finals week.

Overrides

It is department policy that instructors not sign overrides to class size limits. Prior to the start of the semester or session, only Department Chairs are authorized to sign course overrides.

In most cases, Department Chairs are asked not to approve requests to override class size limits until all sections of the same course are filled. We understand how students prefer certain sections and regret when we can't accommodate them. However, course limits are pre-determined based on pedagogy and regulations related to class size so that students can receive the high-quality instruction that they expect at ACU.

Please continue to track data demonstrating student demand so that we can work together to refine the schedule of course offerings by better projecting course utilization. If you have any questions, please contact your Department Chair.

Parking

All faculty should display a valid parking permit to park their vehicle on the Arizona Christian University campus. Permits are obtained from our Security Department (602-366-5268 or security@arizonachristian.edu). You must have a valid ACU ID to obtain your parking permit. Faculty may park in the general parking spaces only. Faculty are asked not to park near campus housing in spaces reserved for our residential students.

Participation in ACU Approved Events

ACU policy states that students will be excused from classes and laboratories to participate in official University activities such as athletic events, rehearsals and performances that conflict with other courses. Note that an excused absence does not excuse the student from completing assignments missed because of the absence. Students are responsible for informing instructors prior to all absences of the dates they will be gone. Instructors are responsible for providing students with an equitable way to make up all missed assignments, quizzes, labs or examinations. Instructors may not penalize students for absences excused by this policy. Contact the Compliance Coordinator for Athletics or Director of Academic Services for proctoring assignments and tests. Other staff are not permitted to proctor.

Reading & Conference Course Procedure

A student may request to take a Reading and Conference (R & C) course only if there is an irreconcilable schedule conflict with another class or if the student is a graduating senior and is required to take the additional course for graduation. Prior to enrolling, the student must arrange a faculty advisor responsible for supervising and evaluating the learning experience. The faculty member and student must hold a minimum of four conferences during the course, either in person, by phone or through internet video conference. The student must complete an R & C petition including the reason for requesting the course to be taken as R & C. Permission of the instructor and Department Chair are required. The Department Chair in conjunction with the requested instructor will judge each case on its individual merit. R & C courses are only available for currently enrolled students in good academic standing. Students are required to pay for the R & C course unless the schedule conflict is clearly the fault of the University. A faculty member may receive a stipend for

the R & C course. Completed R & C contracts and all additional required paperwork must be submitted to the Dean of Academic Affairs's Office no later than 5:00 pm on the date published in the ACU Academic Calendar. If contracts and all required paperwork are not returned by this date, the course may be cancelled and ACU will not be required to honor any portion of this agreement.

Research Approval Policy

Arizona Christian University encourages and supports research by its faculty and students. To this end, the University has created an Institutional Review Board (IRB) as a standing committee to review and approve all research conducted with human participants at ACU. The IRB assumes primary responsibility for providing oversight of human subjects research conducted by individuals affiliated with the university and for maintaining compliance with applicable laws, regulations, and policies. All research, including survey research, involving human subjects must be reviewed and approved by the IRB prior to initiation. Any subsequent changes in the research procedures must also be approved.

Federal and state regulations mandate that research involving human participants be reviewed and approved by the IRB and be subject to continuing monitoring and review. The IRB uses guidelines established by the Department of Health and Human Services (DHHS), the Office for Human Research Protections (OHRP), the Protection of Human Subjects in the Federal Register (Vol. 56, No. 117, Tuesday June 18, 1991) and other relevant professional organizations to ensure the privacy, safety, health, and welfare of human research participants. For any questions regarding what constitutes research, and the procedures for submitting proposals, please contact the IRB. The IRB is also charged with providing guidance and assisting researchers throughout the process. The Animal Care and Use Committee (ACUC) is an Ad Hoc subcommittee appointed by the IRB on a need basis to review research proposals and approve those meeting ethical standards as established by law, U.S. Department of Agriculture, which regulates the Animal Welfare Act and the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals according to the Office of Laboratory Animal Welfare (OLAW), and other relevant professional organizations. Please note that ALL research and grant proposals seeking support from extra-university agencies must be reviewed and approved by the IRB or ACUC prior to submission to an agency.

Reserve Materials

Faculty may place books and other materials on reserve in the library. Please ask at the Circulation Desk in the library.

Retention of Examinations or Assignments

Faculty are required to retain copies of student examinations and assignments not returned to students for one semester in case of dispute between a faculty member and a student in assigning or recording a grade. After that time, instructors may discard course materials in a manner that preserves student confidentiality.

Security

In the event of a medical emergency, fire or if you observe anything dangerous or unlawful call 911 immediately. Report the emergency and get emergency personnel on their way to campus if necessary. Once

help is on the way and you are told to hang up, please contact our Security Department at 602-366-5268 or security@arizonachristian.edu.

Smoking Policy

Smoking is prohibited in all campus buildings and in all campus vehicles.

²Social Media Policy/Internet Postings Policy

With the rise of new media and next generation communications tools, the way in which ACU employees can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for ACU employees. This Internet Postings Policy applies to employees who use the following:

- Multi-media and social networking websites such as MySpace, Facebook, Yahoo! Groups and YouTube
- Blogs (Both ACU Blogs and Blogs external to ACU)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as “Internet postings” in this policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination. Common sense is the best guide if you decide to post information in any way relating to ACU. If you are unsure about any particular posting, please contact Human Resources for guidance. For instance, if you are writing about ACU business where you have responsibility, you may wish to make sure your manager is comfortable with your taking that action.

Your Internet postings should not disclose any information that is confidential or proprietary to ACU or to any third party that has disclosed information to ACU. If you comment on any aspect of ACU’s business or any policy issue in which ACU is involved and in which you have responsibility, you must clearly identify yourself as an ACU employee in your postings or blog site(s) and include a disclaimer that the views are your own and not those of ACU. In addition, ACU employees should not circulate postings they know are written by other ACU employees without informing the recipient that the author of the posting is an ACU employee. Your Internet posting should reflect your personal point of view, not necessarily the point of view of ACU. Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above mentioned postings are prohibited under this policy.

When posting your point of view, you should neither claim nor imply you are speaking on ACU’s behalf, unless you are authorized in writing by your manager to do so. If you identify yourself as a ACU employee on any Internet posting, refer to the work done by ACU or provide a link on a ACU website, you are required to include the following disclaimer in a reasonably prominent place: “the views expressed on this post are mine and do not necessarily reflect the views of ACU.” Your Internet postings should not include ACU’s logos or trademarks, and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

² www.blogs.cisco.com

ACU Blogs (located on university owned computers, domains and/or websites and hosted by ACU) are blogs requiring corporate approval in which employees may blog about ACU and our industry. Only ACU Blogs may include ACU's logo. ACU Blogs may also include links back to ACU web destinations. All ACU Blogs must include a legal disclaimer stating that all posts by the author, guest author and visitors reflect personal thoughts and opinions which are not necessarily those of ACU.

ACU may request that you avoid certain subjects or withdraw certain posts from an ACU Blog if it believes that doing so will help ensure compliance with applicable laws, including securities regulations. ACU reserves the right to remove any posted comment on ACU Blog site(s) that is not appropriate for the topic discussed or uses inappropriate language. ACU also reserves the right to post particular communications on an ACU Blog. If a member of the news media or blogger contacts you about an Internet posting that concerns the business of ACU, please refer that person to management. Your Internet postings should not violate any other applicable policy of ACU, including those set forth in the Employee Handbook in the Code of Conduct policy and antidiscrimination policies. You agree that ACU shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings. ACU reserves the right to suspend, modify, or withdraw this Internet Postings Policy, and you are responsible for regularly reviewing the terms of this Internet Postings Policy.

Staff Directory

The business office maintains a staff directory. Please update them regarding your current contact information by contacting our receptionist at 602-489-5300.

Student Activities

All faculty members are encouraged to attend student activities. If a faculty member is assigned as advisor for a special student activity, he or she is responsible and should be present at all related functions.

Student Handbook

Faculty members are highly encouraged to read and be aware of those policies that apply to students as outlined in the Student Handbook. Changes in the Student Handbook can be found on the MyACU website.

Syllabus Policy

Faculty are required to prepare a syllabus for each course taught, including special courses such as readings and conferences, independent study, internships, practicums, research and travel studies. The syllabus is both a permanent record of course content and requirements and a learning tool that helps students succeed in the course. It is also a contract between the instructor and students that is used when disputes arise regarding evaluation of student performance and grading. For these reasons, ACU requires that all syllabi be as comprehensive and consistent as possible. All instructors must use the required syllabus template for all ACU syllabi. This template standardizes the minimum basic components to be included in every syllabus but does not direct course content or activities in any way.

Instructors should hand out the syllabus on the first day of class each semester. Copies should be sent to the Department Chair and Dean of Academic Affairs prior to the start of the semester in which a course is taught. The Dean of Academic Affairs will archive a copy for transfer, articulation and accreditation purposes. Please

note that it is the instructor's responsibility to submit the required syllabi. If you have questions, please contact your Department Chair or the Dean of Academic Affairs.

Students Seeking Accommodation for Special Needs

Arizona Christian University is willing to make any reasonable accommodations for limitations due to any disability, including learning disability. Any student with documented certifiable special needs should contact the office of the Director of Academic Services on campus and they will inform instructors of the proper accommodations required. If students have a special need, even on a temporary basis, it is their responsibility to contact this office as soon as possible to disclose their disability information and discuss their accommodation needs. Students are required to make their requests in writing using the Accommodation Request and Documentation Form and document their disability in accordance with ACU policies and procedures. Documentation of the disability must be current (not older than 1 year) and provided by a qualified health care professional such as a diagnosing or current physician, psychiatrist or psychologist. It must comply with the requirements for documentation outlined on the Accommodation Request and Documentation Form. Accommodations are not retroactive. ACU reserves the right to verify all professional documentation and determine reasonable accommodation for any disability, including learning disability. Please see the Student Handbook for current detailed information regarding accommodation and special needs.

Student Attendance Policy

Class attendance is mandatory. Students are expected to be on time for all sessions of each course in which they are enrolled. For an excused absence, students must provide you with signed and dated documentation. Unexcused absences may result in lowered grades, administrative withdrawal from the course, or a failing grade. Prior to the published withdrawal deadline, students may be withdrawn for unexcused absences in excess of 10 percent of the total hours of instruction as counted from their first day of enrollment in that class. Instructors should make all reasonable efforts to communicate with students before initiating an administrative withdrawal. However, such withdrawals are at the discretion of the instructor. If students stop coming to class and do not officially withdraw, they may receive a grade of "F" in the course. Students must be registered in a class in order to attend. Visitors, including children of students are not allowed. This policy is strictly enforced.

To assist the University in complying with federal regulations pertaining to the distribution of Title IV financial aid, faculty members are required to maintain a record of student non-attendance from the start of each academic semester or session. Should a student fail a class due to non-attendance, the professor would be called upon, by the Director of Financial Aid, to identify the specific date that the student stopped attending the class.

Scantron Machine and Supplies

Scantron machine and Scantron forms can be found in the Adjunct Faculty Office, SCI 107.

Speaking Engagements on Behalf of the University

If a faculty member is asked by the administration to represent the University and an honorarium is provided, the honorarium may be given to the faculty member. However, if an offering is provided, the offering may go to the University.

Student Activities Off Campus

Off campus events and activities, other than pre-approved University activities such as field trips, athletic events, rehearsals and performances, are not permitted. University and student insurance does not provide coverage for activities held in homes and other similar locations. Many options are available on campus, and faculty are strongly encouraged to make use of these for class and club activities.

Telephones

All full time faculty will have access to a telephone and to the campus voice mail system. Telephones are requested through Computer Services through the faculty member's Department Chair. Long distance access codes are assigned on a need basis. Contact your Department Chair for instructions regarding long distance access codes and procedures. Long distance codes are not intended for personal use and are to be used by faculty only and not to be given to students.

Test Proctoring

Faculty have the overall responsibility for all exams given in their courses and are expected to be present during and for the duration of their exam. Test Proctoring is provided by the Academic Center as a supplemental service to Arizona Christian University faculty. The center's goal is to assist faculty in their efforts to accommodate students, especially those who may require special circumstances for testing. The center proctors exams for students registered with Student Disability Services and for students with special circumstances such as excused absences. Regular semester tests can be taken only during posted hours of operation for the testing center. Faculty can contact the Academic Center at 602-489-5328 to make arrangements.

In case of absence due to illness or unforeseen emergency when an exam is scheduled

1. You must inform your Department Chair.
2. Contact the Academic Center at 602-489-5328 to see if the Director of Academic Services is available to administer the exam at the scheduled time.
3. Try to help find a substitute for that day and let your Department Chair know who that person will be. Preferably this will be another person teaching the same course at another time, or someone who has done the course recently and is familiar with the materials.
4. If you are unable to arrange for another faculty member to proctor the exam, the Department Chair will make arrangements to have the exam covered by an appropriate person.
5. Final exams may not be proctored in the Academic Center.

Faculty should also notify the Registrar's Office (602-489-5328), the receptionist (602-386-4101), and send an email or text message to all students in their classes. It is important that faculty talk to a real person and

not assume that a message left on voicemail will be sufficient. Contact the ACU receptionist (602-386-4101) if your Department Chair cannot be reached. Note: It is not appropriate for a student, student worker or Administrative Assistant to assume responsibility for your course(s) or proctoring exams.

Textbooks

See book orders

Travel Study Experience

University policy requires that all programs that involve ACU students traveling under the supervision or guidance of ACU faculty or staff (either for credit or non-credit) are subject to the regulation of the Travel Study Committee and final approval by the Dean of Academic Affairs. This policy applies to faculty members who plan to develop or lead a travel study experience. The Travel Study and Missions Committee is responsible for oversight of travel study policy and procedures. The committee uses established criteria for the travel study and missions proposal and approval process. Please note that if students participate and do not take the course for credit or if the program is not offered for credit, the program is still subject to these guidelines. Faculty members who take students abroad and do not follow the guidelines established by the university may not advertise their programs as ACU-sponsored activities, may not award college credit for work completed on such a program, may not be covered by the University's insurance policies, and may be subject to individual liability under application federal, state and local law.

The Travel Study Experience at ACU is designed to provide students and others with an opportunity to learn outside the classroom through domestic or foreign travel. In this way, participants may enhance their educational experience with historic geographic sites, museums, culture and languages, university research libraries or government facilities only available through travel. The University must officially endorse all travel study and mission trips prior to travel. No approval will be given after the fact. Additional fees such as airline tickets, meals, group transportation, accommodations, travel and health insurance, excursions and other course related costs apply. Other travel-related costs not specified in the cost of the travel study experience are to be paid for by participants. See the ACU Travel Study Manual for more information on policies and procedures.

The University reserves the right to deny or withdraw approval for faculty, staff and student participation in travel study and/or limit the number of faculty, staff and students allowed to study abroad at any given time or location. Only ACU Students, Faculty, and Staff are eligible to participate in ACU sponsored travel study and missions travel. Dependents within the immediate family of full-time faculty or staff members may participate on trips provided they otherwise meet eligibility requirements as set forth herein. The term dependent shall be interpreted to mean the employee's spouse or a person under the age of 24 who is listed on the employee's most recent IRS filing as a dependent, or who is clearly a dependent due to a documented court action, i.e. divorce decree. This policy is strictly enforced.

Prior to participating, faculty and staff must submit an Application for Travel Study Experience and Release Time Approval form and complete the application process including submission of all forms, documents, legal releases and proof of coverage of comprehensive health insurance for international travel including medical evacuation and repatriation as required. Only faculty and staff possessing approved insurance will be allowed to participate. Approval of the Travel Study Committee, Travel Study Experience site, and Dean of Academic Affairs is required. Release time is generally not granted for faculty travel study or mission trips during the

academic year. All release time requests must be approved in writing by the Dean of Academic Affairs prior to travel.

Miscellaneous Preaching and Teaching

When a faculty member is contacted directly (by a church or group), travel costs are the faculty member's responsibility, and honorariums can be retained. The faculty member always is a representative of the University as he or she speaks in various places.

Department of Campus Safety

The Department of Campus Safety's goal is to ensure the safety and security of students, staff, faculty and visitors. This goal is achieved through the use of electronic technology, vehicle patrols, foot patrols, escorts, preparing written reports of crimes and incidents, guard observations, and responding to reports of suspicious activity, or medical incidents. Campus Safety is everyone's responsibility. If you See Something...Say Something! Please report all suspicious activity immediately to Campus Safety, and report in-progress crimes to the police department via 9-1-1, and then notify the Department of Campus Safety.

The Department of Campus Safety Office is located at 2625 E. Cactus Rd, Phoenix, Arizona; Residence Hall, 1st floor. Normal business hours are 9:00 A.M. to 5:00 P.M. for Day Classes and 6:00 P.M to 10:00 PM for Night Classes, Monday through Saturday. Campus Safety guards are scheduled to work 24 hours a day, seven days a week, year round, and can be reached via telephone; 602-366-5268. Call 9-1-1 if there is a crime in-progress, or you need immediate medical / first aid assistance.

All room and building access should be coordinated through the Administrative Assistant to the Dean of Students. These requests will be placed on the master room calendar and disseminated to Campus Safety to ensure rooms are opened on time. The Department of Campus Safety personnel are prepared to assist those needing access to a building or classroom. Please call 602-366-5268 for assistance. University identification may be requested by the guard to enter a building or classroom by the Campus Safety guard. Please respect this request.

Contact the Chief of Campus Safety via email prior to authorizing students to enter or remain in classrooms when faculty are not present. Some classrooms or buildings have sensitive material, and or may contain expensive equipment. These requests will be reviewed on a case by case basis. Campus Safety will work with our faculty and students so assignments can be completed.

Campus Safety Officers are not sworn peace officers. The Department of Campus Safety works closely with the Phoenix Police Department and other local, state and federal law enforcement agencies. The Chief of Campus Safety will conduct internal investigations, and work closely with law enforcement authorities during related criminal investigations. The police or fire department(s) will respond to the campus when immediate law enforcement or medical assistance is required.

- Campus Security 602-366-5268
- Non-Emergency 602-262-6151
- Emergency 911

Campus Crime Reports and Reporting Authorities

In compliance with the *Student-Right-To-Know, Campus Security Act, Clery Act, and Campus Sexual Violence Elimination Act*, Arizona Christian University seeks to provide a safe living environment. The University is concerned about the safety and welfare of its students and personnel. Therefore, the most current report on campus crime is located in the Campus Security office. Members of the University family may request to view this report at any time. It covers the past three (3) years of activity. The Annual Campus Safety and Fire Report is located online by visiting the Campus Safety webpage, www.campussafety.com/campussafety.

Reporting crimes and incidents are vital to achieving our goal to provide a safe learning and working environment for the campus community. Persons who are either a victim of or witness to a crime or incident should report the occurrence as soon as is practical to the Department of Campus Safety, law enforcement, or fire departments. Reporting such occurrences by either victims or witnesses may be accomplished on a voluntary basis. At times, sensitive situations may occur. The Department of Campus Safety Officers may cooperate with individuals on a confidential basis. However privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure. The Department of Campus Safety will work with the local, county, state, federal law enforcement agencies, as well as their victim's assistant units to the victim's rights are respected.

To report a crime or incident, call the Department of Campus Safety number 602-366-5268, in-progress or emergencies dial 9-1-1.

Campus Safety Services

Campus Safety Walks With You

Campus Safety Officers are available to escort students, staff, faculty and visitors to and from their destinations while on campus. If you need a safety escort please call the Department of Campus Safety at 602-366-5268.

Safety Survey

Upon request the Department of Campus Safety will evaluate any University facilities and make recommendations to improve safety and security. To request a safety survey contact the Chief of Campus Safety at acutips@arizonachristian.edu.

Lighting and Landscape Safety

Campus Safety Officers work closely with facilities personnel regarding lighting and landscaping maintenance to enhance safety and crime prevention. Staff and students are able to notify ACU Facilities via email at facilities@arizonachristian.edu or acutips@arizonachristian.edu if lights or other facilities are not functioning properly.

Emergency Response and Procedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University will use this process:

1. Confirm that such an emergency exists;
2. Determine the appropriate segment or segments of the campus community to receive a notification;
3. Determine the content of the notification; and
4. Initiate the notification system.

Reasonable steps will be taken to notify campus personnel, including but not limited to personal visits, emails, texting, phone calls, and social media.

³Emergency Text Messaging

Staff and faculty are required to sign up for the University Emergency Text Messaging Notification service. Staff and Faculty need to log onto the Campus Safety webpage (www.arizonachristian.edu/campussafety) and follow the directions for emergency messaging.

Annual Testing of the Emergency Response and Evacuation Procedures

An annual test of the University's emergency response and evacuation procedures:

- Tests may be announced or unannounced;
- Publication of the emergency response and evacuation procedures through the online Campus Safety Computer Based Training
- Documenting each test (a description of the exercise, the date, time, and whether it was announced or unannounced, etc.)
- Tests can be but not limited to planned and unplanned drills, and exercises.
- There should be an appropriate activities designed for assessment and evaluation of emergency plans and capabilities.

Missing Students

Reporting a Missing Student

Students who have been missing for 24 hours should be reported to the Department of Campus Safety at 602-366-5268. In addition to the Department of Campus Safety, certain officials have significant responsibility for student and campus activities. Missing students may also be reported to these individuals.

- Head of Student Services
- Director of Residence Life
- Director of Athletics
- Coaches
- Faculty

³ "Federal Register"

- Adjunct Faculty
- Mentors/Advisors
- Resident Assistants
- Administrative Assistants

These University officials listed will immediately report the missing person to the Department of Campus Safety.

Lost & Found

The Department of Campus Safety is the central repository for all found property. Please contact the Campus Safety Office, Monday-Friday between 9:00 A. M. and 2:00 P.M If an item has been lost or misplaced. The telephone number is 602-366-5268.

Emergency Plan

Emergencies, accidents, injuries and other unexpected events can occur at any time. Being prepared both mentally and physically for the unexpected is the first and best defense to an emergency response. Each of us must take a pro-active approach to providing a safe environment and, although no guide can cover all situations, the procedures outlined in this guide will help prepare you should an emergency arise. Please visit the Campus Safety webpage for the online Emergency Response, OSHA Hazardous Material, and other safety training; www.arzionachristian.edu/campussafety .

Be sure to:

Familiarize yourself with your surroundings.

- Know the locations of all exits from your area or building.
- Know the location of fire alarm pull stations.
- Know the location of fire extinguishers and first-aid kits.
- Keep your cell phone on your person to notify the on Campus Safety or 911
- Be aware of what is going on around you.
- Lock your car and conceal valuable items.
- Never leave personal property unattended.
- Keep this guide handy, either close or under your phone.
- Know how to contact Campus Safety and emergency contacts.
- Learn the proper procedures to follow when an emergency condition exists.
- Follow established procedures when an emergency condition exists.
- Learn the location of all building exits.
- Learn the location of all alarm pull stations and fire extinguishers.
- Report fire hazards to campus security.
- Do not block fire doors in an open position.
- Do not block corridors or passageways with chairs, desks, inventory, etc.
- During emergencies, follow the instructions from this guide and campus security and remain calm, remain quiet and listen for further instructions.

Safety Equipment

Fire extinguishers and alarms are to be used only in case of a fire. Fire safety equipment is expensive to replace. Rendering safety equipment nonfunctional (such as removing the battery from smoke alarms) may jeopardize the lives of others. Exit signs in buildings clearly mark exit routes for emergency situations.

Suspicious Persons

Because we are a diverse community, it is sometimes difficult to determine who does or does not belong on the campus. There may be occasions when we encounter an individual who does not appear to have a valid reason to be on campus. There are other situations where a person's actions, such as prowling parking lots, looking into vehicles, or making unusual verbal comments raise suspicion. We depend on our faculty and staff to notify Campus Safety immediately if you encounter an individual or situation you feel is out of place or suspicious.

What to provide to Campus Safety about the suspicious person:

- Detailed description of the person
- An explanation of the person's actions and any other pertinent information

Campus security will attempt to identify the individual to determine if they have a legitimate reason to be on campus.

Suspicious behavior may include:

- Going from door to door, office to office.
- Loitering in a hallway or area. Entering a private office unescorted.
- Offering items for sale in buildings.
- Entering a secured area.
- Asking for an unknown person or department.
- Asking for money.
- Leaving an unrequested package.
- Excessive accessories (bags, backpacks, etc.)

Medical Emergencies

If you feel the injury or illness constitutes an emergency call 911 immediately to hasten the response of paramedics. Contact campus security, resident director or resident assistant after calling 911. If the injury or illness is not an emergency contact campus security, the resident director or a resident assistant for help. If you are hesitant or unsure if the illness or injury is an emergency or not, contact campus security, the resident director or a resident assistant for help.

Evacuations

Evacuations are incident driven. Should become necessary to evacuate a building, it is important that you remain calm, leave the building immediately, and exit in an orderly fashion. The evacuation should be conducted immediately upon hearing a fire alarm or if directed by Campus Security, the police or fire department. Prior to any emergency, determine exit routes and exit points in your area. Help others with disabilities that may need help. Attempt to account for all persons who are in your area. Close doors behind you. Do not use elevators. Do not re-enter building until permitted by Campus Security, Police, or Fire Department.

Classroom

- Instructors will order their students to evacuate the building, through the nearest and safest exit, in an orderly and quick fashion.
- Instructor should stay until all students have evacuated the classroom and the building.
- All Clear Notice Given THEN and ONLY THEN the group should move to the designated evacuation area.
- Stay in a group, and wait until an “all clear” is given by the proper authorities.
- DO NOT re-enter the building for any reason until the “all clear” is given.

Dorm/Residence Hall – Day

In the event of a fire alarm the Resident Assistants shall proceed to their floors to make a room check for the possibility of any students remaining in their rooms. They shall make sure the dorm is empty before proceeding to the evacuation area.

Dorm/Residence Hall – Night

In the event of a fire alarm the Resident Assistants (or other University officials) shall gather all the students from their assigned floor to the predetermined point not less than 100 feet from the building. At this time, they shall account for all students on their floor, and then proceed to the evacuation area.

Evacuation Areas

- Baseball Field Southeast Corner of Field
- Gymnasium
- West lawn of Gymnasium
- Northeast corner of Campus, Lot 9
- Scottsdale Bible Cactus Campus, Lawn, Chapel, Parking Lot

Fire

If you discover a fire:

- Evacuate the fire area and close doors.
- Activate nearest wall-mounted fire alarm.
- Do not use elevators
- Report all fires to the fire department by calling 911.
- Notify Campus Safety as soon as possible after evacuating the building, and calling 9-1-1.

When you hear the fire alarm:

- Evacuate the building quickly and respond to every alarm as though it is a real emergency.
- Evacuation is mandatory when an alarm sounds.
- When the building alarm is sounded, leave immediately, close the door(s) and walk quickly to the nearest exit.
- Alert others to do the same.
- Assist persons with disabilities to exit the building.
- Do not use elevators.
- If you are unable to leave due to smoke or fire conditions in the building or due to a physical condition, call 911 and give your exact location.
- Once outside, move to one of the designated evacuation locations on or off campus
- Keep area clear for emergency vehicles and personnel.
- If safe to do so, building management personnel should turn off all utilities.
- Do not re-enter an evacuated building unless authorized by the fire department.

Earthquakes

Although the possibility of an earthquake in the Phoenix area is slim, we need to know what to do in the event one does occur. WHEN AN EARTHQUAKE STARTS, TAKE COVER WHERE YOU ARE! DO NOT TRY TO RUN OUT OF THE ROOM DURING AN EARTHQUAKE.

Classroom, Office or Library – Instructors, supervisors or monitors shall shout, “Earthquake! Take cover!” All students shall move away from the glass windows

Chapel – The person in charge shall shout, “Earthquake! Take cover!” All students shall move away from the glass windows

Dorm/Residence Hall – When a quake starts, remain where you are. If in bed, stay there. If in a room or hall, find cover and brace yourself.

Hallway – When an earthquake starts, brace yourself in an interior doorway or drop to the floor and cover your neck and head.

Outdoors – Look for an open area away from buildings, cars and utility lines and drop to the ground.

Remember: Do not panic or try to run outdoors. There is not time to exit safely while an earthquake is in progress.

After an earthquake, take time to think and restore calm.

- Check for injuries. If you are uninjured, assist those who need help. Do not light matches, lighters, or turn on light switches. If there is immediate danger instructors should keep class members together in order to evacuate the building as a group.
- Never use the elevator in the event of an earthquake or fire.
- If a large earthquake occurs during evening classes students, faculty should evacuate the building as a group after the shaking has stopped.
- Assemble outside and proceed to the evacuation area as a group. Stay together as a group and do not try to navigate through the dark campus without help.

Severe Windstorm

Windstorms can cause damage to the University grounds. This damage can be minor to severe, with flooding, power outages and impaired services.

- Remain inside buildings or your vehicle
- Move away from windows
- Sit next to inside walls.

Bomb Threats

Bomb threats have become a common event in public organizations. The vast majority of bomb threats are hoaxes, but the seriousness of the threat cannot be ignored. All bomb threats will be taken seriously, but will not be cause for an automatic evacuation. Campus Safety asks staff and faculty to know your surroundings. If something looks out of place report it immediately.

Suspicious Package vs. Unattended Package

Suspicious

- You located the package a caller reported as being a bomb...It is the same color and description as the caller described
- Wires sticking out of a backpack or reported package
- Ticking noise or smoke coming from the reported package
- Sticks wrapped in tape with a clock like device attached to it
- Package with oil stains
- Etc.

Unattended

- Backpack left in an area
- Package left in an area

- These packages or backpacks may look normal but are usually not left in the area
- These packages are often confused as being suspicious in reality they are just unattended packages or backpacks

Never handle objects you are not sure of. Call Campus Safety.

- When in doubt call Campus Safety, who will assess the situation
- Clear the area, the size necessary to evacuate an area depends on the size of the device
- Don't use cell phones or take pictures
- Be a great witness

What to Do When a Bomb Threat Phone Call Is Made

If you receive a telephone call that a bomb or other explosive device has been placed on campus, ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Keep talking to the caller and record the following, if possible:

- Time of the call.
- Age (if possible) and sex of the caller.
- Speech pattern or accent.
- Emotional state of the caller.
- Background noises, if any.

Remain Calm

- Immediately notify the police and campus security with the above listed information.
- If there is a need to evacuate the building, an administrator or police officer will announce the evacuation.
- Proceed with all other people in the building to the appointed assembly area for that building and wait for further instructions.
- Do not return to the building until an "all clear" has been given.

Explosions

While the possibility of this incident may be considered rare, it cannot be ignored. Whether due to accident or sabotage, there is the possibility of explosions. In case of explosion, the first evidence will be an extremely intense light. A blast wave may be anticipated almost immediately. The following must be done immediately.

Remember the following when dealing with an Explosion Incident or Bomb Threat Evacuation:

- Time
 - The less time you spend near the source the less chances you have for exposure to whatever exploded
- Distance
 - The greater distance you are away from the source of the explosion the less likely you are to receive exposure or injury
- Shielding
 - The stronger the shield you are behind gives you a better chance of survival

Inside the Building:

- Move away from the windows.
- Drop to your knees, take cover under the tables and chairs.
- Clasp your hands behind your head, covering your neck.
- Bury your face in your arms, protecting your head.
- Close your eyes and cover your ears with your forearms.

Outside the Building:

- Crouch or lie down behind the nearest building, yard bench, curb or in the gutter if such protection is within a step or two.
- If there is no such protection, drop to the ground on your abdomen and lie flat.

If it has been determined that the explosion is within the building, the fire alarm shall be sounded and all persons will leave the building and proceed to safe areas.

Toxic Materials

There are buildings on campus that pose the possibility of release of toxic gases, fumes, or chemical exposure. A major street running adjacent to the campus, and a major freeway less than a mile east of the campus allows for the exposure of toxic material due to an accident. If there has been no formal order to evacuate from the University campus, you should:

- Remain upwind from the release of toxic material
- Look to see the direction of the wind by looking at the trees or flags on campus
- If you can see a cloud from the release...Is the cloud low to the ground or rising above the buildings
- Proceed to the previous listed evacuation points away from the toxic release.
- If you can't evacuate, turn off the AC, Cooler, and stuff any opening with clothes or rags to seal the room – protecting yourself from possible fumes.
- Wait until an “all clear” has been sounded before leaving the room.

Civil Unrest

In the event of a civic disorder contact Campus Safety immediately. Organized groups may utilize means to purposely disrupt normal programs at the University. Campus Safety will provide direction on the University's

response, and will work closely with law enforcement authorities. Civil Unrest incidents are incident driven, and require a variety of responses.

Key Policy

It is vitally important to the campus of Arizona Christian University that all keys are accounted for at all times. Our previous Key Policy has changed because of thefts that occurred where internal keys were used to gain access to buildings. This posed a vital security threat to our University. Re-keying the University is costly and requires several man-hours to accomplish. The Department of Campus Safety has expanded their service hours 24 hours a day, 7 days a week, year round. Campus Safety will work with our Faculty and Staff to assist with opening and securing buildings and rooms.

Designated Faculty and Staff will be notified by Division Heads if they will be issued University keys. Keys may be obtained through the Department of Campus Safety. A key request form will need to be completed, signed, and approved before the key is issued. Only designated Faculty and Staff will be issued keys. Adjuncts and students will no longer be issued University keys. Do not loan out your keys to other staff members or students. This could result in the removal of assigned keys. Lost or stolen keys must be reported to Campus Security immediately. Faculty and Staff may be responsible for the costs to replace lost or stolen keys, and could be responsible for property loss and/or damage due to negligent management of issued keys. This includes the loaning of keys to unauthorized personnel, loss, or not properly securing keys. Security of the campus must be a priority for all employees.

Campus Dorms

Campus dormitories are not open to the public. Exterior doors are always locked and never should be propped open. Guests are authorized only when accompanied by a current dorm resident, campus security, resident staff, or recruitment staff. School employed maintenance staff will enter in pairs and announce their presence when entering dorms occupied by the opposite gender. Off campus/contract personnel must be accompanied by a school employee at all times, unless cleared by the Security Coordinator or Maintenance staff. During summer and winter breaks (when the dorms are not occupied) a single maintenance worker can gain access.

University Identification

All faculty and staff are required to keep their University Identification on their person at all times when they are working on campus or attending official University business off campus. Arizona Christian University is a private university, but our campus is open to the north along E. Cactus Road, to the west along N. 25 Place, and there are some opening along the east and south perimeters. To assist with campus safety and security it is recommended that University employees wear their University ID cards or University name tag in a visible location. Displaying your identification will also assist guests and student in case they need to contact you for assistance. Your University ID can be obtained by making an appointment with Campus Safety, or by stopping by the Department of Campus Safety office, 1st Floor Building "L", Residence Hall, 623-366-5268.

Transportation and Parking

Faculty who operate motor vehicles (cars, trucks or motorcycles) do not pay a University registration fee if they park their vehicle on campus, either regularly or occasionally. All vehicles must be insured and have current Arizona Registration in accordance with the laws of the state. In addition, the following policies will govern the use of all vehicles, and will be enforced by Campus Security and Maintenance:

The Department of Campus Safety issues parking permits for all vehicles parked on campus. Faculty, staff, and students are subject to city ordinances and ACU Campus Codes including assessed fines for failure to comply as noted below. First fine column is the amount to be paid within 30 days, and second column is the fine if paid after 30 days.

<u>Violation</u>		< 30 DAYS	> 30DAYS	<u>Violation</u>		< 30 DAYS	> 30DAYS
CC 101	Parked in Disabled Parking w/out current permit	\$144	\$288	CC 109	No Vehicle Stored/Left Disabled for 30 Days w/ACU Decal	\$35	\$70
CC 102	Using Disabled Parking Permit/Not Disabled	\$144	\$288	CC 110	No Vehicle Allowed On Campus w/out ACU Permission/Tow	\$125	\$250
CC 103	Parked in a Reserved Parking Stall (Not Authorized)	\$35	\$70	CC 111	No Parking within 15 feet of a Fire Hydrant	\$43	\$86
CC 104	Parked in 2 Stalls/Blocking Disabled Parking	\$35	\$70	CC 112	No Parking within 20 feet of a Campus Crosswalk, Driveway	\$35	\$70
CC 105	Exceeding Posted Speed Limit (10 MPH)	\$35	\$70	CC 113	No Parking between a Safety Zone or No Parking Zone	\$35	\$70
CC 106	Reckless Driving (Speeding, Squealing Tires, etc.)	\$144	\$288	CC 114	No Unauthorized Parking or Driving In Unpaved Area	\$35	\$70
CC 107	No Current ACU Parking Decal/Decal Not Displayed	\$55	\$70	CC 115	Failure To Obey Direction of Campus Safety or ACU Staff	\$100	\$200
CC 108	Expired Vehicle Registration on Campus	\$35	\$70	CC 116	No Parking area prohibited by ACU signs, flags, line tape	\$35	\$70

Appendix A: Statement of Faith

Arizona Christian University is evangelical in its stand upon the Word of God as the only trustworthy and authoritative revelation of God. Its fellowship and discipline are predicated upon the following declaration of Faith to which each member of the Board of Trustees and each member of the Faculty subscribe.

We Believe:

1. In the Scriptures of the Old and the New Testaments as verbally inspired by God, as inerrant in the original writings and as the supreme and final authority in faith and life.
2. In one God, eternally existing in three persons: Father, Son and Holy Spirit.
3. That Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man, and is the only Mediator between God and man.
4. That man was created in the image of God: that he sinned and thereby incurred physical death and spiritual death which is separation from God.
5. In the vicarious death of the Lord Jesus Christ as a substitutionary sacrifice for our sins, and that all who believe in Him are justified on the grounds of His shed blood.
6. That all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God. All such are indwelt by the Holy Spirit and baptized by Him into that spiritual body (church) of which Christ is the head.
7. In the eternal security of all who trust in our Lord Jesus Christ.
8. In the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and advocate.
9. In (a) "that blessed hope" and in the personal, premillennial, and pretribulational return of our Lord Jesus Christ to rapture the church, and (b) His visible return to the earth to establish His kingdom.
10. That baptism is the immersion of a believer in water, in the name of the Father, and of the Son, and of the Holy Spirit, setting forth the essential facts of redemption - the death, burial, and resurrection of Christ; and also the essential facts in the experience of the believer - sin and resurrection to newness of life: and that the Lord's Supper is a commemoration of the Lord's death until He comes.
11. That a local New Testament church consists of a company of baptized believers who have voluntarily associated themselves for worship, for instruction and for service for our Lord.
12. That a local New Testament church is a self-governing body and must be free from interference by any convention or any other ecclesiastical or political authority. Therefore, the church and state must be kept separate as having different functions, each fulfilling its duties free from the dictates or patronage of the other.
13. In the bodily resurrection of the saved and lost. The saved shall appear in heaven at the judgment seat of Christ to receive rewards and to dwell with Him for all eternity. The lost shall be judged at the great white throne and be cast into eternal hell.
14. That every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his conscience. We believe, however, that only those are properly entitled to be called Baptists who believe in and subscribe to the historic Baptist faith.

Appendix B: Divorce Policy

We, the Board of Trustees and Administration of Arizona Christian University, believe the following regarding a biblical view of marriage:

1. God has designed the marriage relationship to be permanent. (Gen. 2:24, Mal. 2:16, Matt. 19:9, Luke 6:18, Rom. 7:1-3)
2. No one has the right to break the marriage covenant except for the reasons indicated in scripture; and if anyone does so for other reasons, he or she commits grievous sin. (Matt. 5:32, Mark 10:7-12)
3. When the marriage covenant is broken, there may be an innocent or injured party. (Matt. 19:8-9, I Cor. 7:15)
4. Marriage partners must pursue forgiveness and reconciliation (I Cor. 7:3-5, I Cor. 7:10-11)
5. Involvement in a divorce, especially a non-biblical one, can restrict the opportunity for ministry and leadership. (I Tim. 3:2)

Because the Board of Trustees strongly upholds the biblical teaching regarding the sanctity and permanence of marriage and because we are opposed to divorce which occurs on non-biblical grounds and because we desire marital fidelity and harmony of all our ACU family, we, along with the Administration, will generally not hire full-time faculty or staff who have been divorced or are married to divorced persons.

However, applicants who have divorce in their backgrounds will be reviewed by the Administration to determine the basis of the divorce and the extent to which the applicants demonstrate character and can be expected to serve as good role models. The administration will take into account the following when considering any divorced persons, or those married to divorced persons, for employment as staff or faculty, or service as a trustee:

1. The current and previous marital status of the applicant
2. The circumstances of the divorce including the time, cause, and applicant's attitude toward the divorce
3. A divorce that occurred before salvation may be regarded differently from a divorce that occurred after salvation.
4. A divorce that was the result of a spouse's sexual immorality or irremediable abandonment will be considered differently from one that had other bases.
5. Repentance for the applicant's own contribution to the divorce
6. Demonstration that forgiveness and reconciliation, where possible, have been pursued.
7. The level of involvement with students
8. A staff member with little or no contact with students or with policy making would be considered differently than those who do.

Further, if it becomes apparent that biblical standards in marital relationships are not being maintained by married staff, faculty, or trustees, the administration will investigate the circumstances to determine whether the situation can be corrected and whether continuation of employment or service is in the best interests of the Lord's work at Arizona Christian University.

If, at any time, I can no longer adhere to this Statement, I shall tender my resignation at once knowing that I shall be out of harmony with the School's purposes.

Appendix C: Drug and Alcohol Policy

Introduction

Attitudes and behaviors regarding the use of drugs and alcohol have long been a topic of controversy in the Christian community. Opinions especially regarding the consumption of alcohol range from complete abstinence to responsible use within the limits established by law.

ACU has a responsibility to come under the authority of Scripture as well as state and federal law when it comes to this topic. Therefore, the following policy is grounded and guided by biblical principles and meets the requirements of the federal Drug-Free Workplace Act while addressing the medical issues at stake when using drugs or alcohol.

A Biblical Perspective

Clearly the Word of God condemns drunkenness. “And do not get drunk with wine, for that is debauchery, but be filled with the Spirit.” (Eph 5:18 ESV) See also: Isa 5:11-12, Prov 20:1, Gal 5:19-21, 1 Pet 4:3.

As followers of Christ we believe, as stated in Rom 14:13, that it is wrong to put a stumbling block in another believer’s way. No believer should exercise his freedom in Christ in a manner that is a detriment to another believer. Rom 14:15 states, “For if your brother is grieved by what you eat, you are no longer walking in love.” (ESV)

According to Paul, “for freedom Christ has set us free.” (Gal 5:1a ESV) Believers are free, therefore, either to choose abstinence or moderation in accordance with their liberty in Christ.

Legal Issues

Federal

The Drug-Free Workplace Act of 1988 and its amendment in 1989, the Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to be able to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.

State and Local

In the state of Arizona, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal. In the State of Arizona, possession, use, or selling of illegal drugs in any amount is a felony.

Medical Concerns

Alcohol and other drugs can cause serious harm to users and other individuals associated with users. Alcohol and drugs are absorbed into the bloodstream and transmitted to virtually all parts of the body. Even moderate doses can reduce physical coordination and mental alertness, making certain activities such as sports and operating a motor vehicle dangerous. Larger doses of alcohol and drugs can cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness.

A binge or long-term heavy drinking as well as drug abuse may result in respiratory arrest and death, and increases one's risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, irreversible brain damage, and psychological and/or physical addiction.

In pregnant women, alcohol and drug usage can result in short term problems at birth and in permanent deformities and disabilities in the baby.

Support System

The Counseling Center is available for drug and alcohol abuse counseling and can help locate competent professional help for addiction or other related problems incurred with the use of drugs and alcohol. All matters are considered confidential.

Policy

In order to comply with state and federal regulations and because of our commitment to abide by our standards as a Christian institution:

1) All students and employees are strictly prohibited from possession, manufacture, use, and/or distribution of illegal *drugs*. Possession of or being under the influence of any type of illegal substance will be grounds for dismissal and will be turned over to the authorities for further action.

2) All students and employees are strictly prohibited from possession, use, and/or distribution of *alcohol* on property owned or used by the university, or serving alcohol as part of any university sponsored activity, whether on or off campus. Additionally, employees should use discretion with regard to the use of alcohol as a representative of ACU, especially when ACU students are present.

Further details relating to a Drug-Free Workplace can be found in the student, staff and faculty handbooks. Arizona Christian University reserves the right to revise or amend this policy without prior public or private notification.

Employee Consent

I agree to abide by the ACU Drug and Alcohol Policy.

Date

Signature

Appendix D: Faculty Benefits

Insurance

Arizona Christian University makes available to faculty and staff, health insurance plans on a group payroll deduction basis. The University pays the premium for the employee for all full-time faculty and staff who are employed $\frac{3}{4}$ -time or more and whose employment is expected to continue for nine months or more.

Life Insurance

Arizona Christian University has implemented a uniform Life and AD & D program. The program consists of Life Insurance equal to the employee's gross salary for death from any cause. This is mandatory but is employer paid. All eligible employees are automatically covered on their eligibility date. **See policy for specific coverage limitations.**

Additional coverage may be purchased on a voluntary basis for employee, spouse and/or dependent children. Contact the Business Office for details.

Disability Insurance

All full-time employees will be covered by disability insurance paid for by the University. Benefits of this program are explained in a brochure on this subject, which is available at the Business Office.

Workmen's Compensation

Workers' Compensation, an insurance program that pays medical and disability benefits for work related injuries and illness, covers all persons employed by the University. The program is administered by the Department of Labor and Industries. Worker's Compensation insurance is paid fully by Arizona Christian University. Each covered employee has a right to benefits if injured on the job; in return the employee forfeits the right to sue the employer for job-injury benefits.

All employees are hereby notified that in the event they do not specifically reject the provisions of worker's compensation law they are deemed to have accepted compensation under terms of the law and that under terms thereof, employees have the right to reject the same by written notice prior to any injury sustained. Forms for such notice are available to all employees through the Business Office.

- a. Workers' Compensation covers all Arizona Christian University employees, including faculty, staff, student employees and temporary hourly employees, except that volunteers are included as employees only for purposes relating to medical aid benefits only. Medical Aid benefits include proper and necessary medical and surgical services during the period of disability. **NOTE: A volunteer is a person who performs any assigned or authorized duties for the University by his own free choice. Such a person may be granted maintenance and reimbursement for actual expenses incurred in performing his assigned duties.**

- b. Salary payments shall be reduced by the amount of any workers' compensation payments that may be payable to an employee during a disability. The maximum salary payment for any pay period shall not exceed an employee's basic salary rate, including any payments which were received from workers' compensation. Arizona Christian University reports and pays premiums for Workers' Compensation coverage for all employees. Premiums for faculty, staff, students and temporary hourly employees are accounted for and paid through the payroll system.
- c. Each budgetary unit head who utilizes volunteers must report monthly by memorandum, the names, hours worked by date employed and budgetary unit to be charged, to the Business Office. The Business Office will calculate the premium and remit the premium to the Department of Labor and Industries.

Retirement Annuity

Authority for retirement system: The Arizona Christian University retirement program has been established by the Board of Trustees for the purpose of providing retirement incomes and related benefits to faculty and staff.

Definitions:

Annuity: Retirement income purchased from the Teachers' Insurance and Annuities Association and its companion organization the University Retirement and Equities Fund (TIAA/CREF) by joint contributions.

Annuity Retirement Option:

Lifetime income after retirement, selected from several choices to provide maximum income for the retiree only or reduced income during retirement that includes continuation of a portion of the income to a beneficiary.

Eligibility to Participants in the Retirement System:

Participation is available to each member of the University faculty or staff in a position normally requiring employment equal to or greater than 1000 hours per year (20 hours per week) and does not include employment incidental to obtaining an education. Employment shall not include leaves of absence without pay, but shall include leaves of absence for active military service that interrupt University employment, leaves of absence for illness with pay and professional leave time with compensation.

Arizona Christian University makes available to faculty and staff, retirement and insurance plans on a group payroll deduction basis. This section is prepared in order to provide a general review of what is made available, plus a very general analysis of the plans. For brochures on the plan in question and for additional information, please contact the Business Office.

To provide retirement plans for the employees of Arizona Christian University, the Board of Trustees has adopted, by resolution, the (TIAA/CREF) Teachers Insurance and Annuity Association /University Retirement Equities Fund retirement plan.

The following schedule reflects the retirement plan, general description, and the amount of contributions by the employer and employee:

PLAN	BENEFIT	COST TO EMPLOYEE	COST TO EMPLOYER
TIAA-CREF	Faculty/Staff retirement plan with contributions to annuity companies with employee options as to allocation of premium between TIAA-CREF	6%	Discretionary match-determined each year. Maximum cost 6%

Sick Leave

When sick leave is taken the following procedures should be followed:

1. In case of absence due to illness or unforeseen emergency, faculty must inform their Department Chair who will make arrangements to have their class(es) covered. The same procedure will be followed when the faculty member is a Department Chair, except that the Department Chair must inform the Dean of Academic Affairs. Faculty should also notify the Registrar's Office (602-386-4111), the Receptionist (602-386-4101), and send an email or text message to all students in their classes.
2. The faculty member shall call daily thereafter unless prearranged otherwise.
3. Full-time staff members shall be granted sick leave at the rate of ten days per year. Unused sick leave may be accumulated from year to year, but not beyond thirty working days. It is the employee's responsibility to maintain an accounting of his/her sick leave.
4. Sick leave will not be paid while an employee is on paid vacation.
5. Unused sick leave will not be paid when employment is terminated.

Family Medical Leave Act Leave

University employees employed for one year or more *and* who have worked at least 1,250 hours in the preceding year may qualify for a maximum of twelve weeks of leave per year for one, or more, of the following reasons:

- (1) The birth of the employee's child, and in order to care for the child during the first year of birth;
- (2) The adoption of a child by the employee, or the placement of a child with the employee for foster care, and in order to care for the child during the first year of placement;
- (3) To care for a spouse, child or parent who has a serious health condition or due to the employee's own serious health condition⁴.

⁴ * A serious health condition includes an illness, injury or impairment that requires (1) absence from work, school or other normal daily activities for more than 3 days; (2) in-patient care at a hospital, hospice or residential medical care facility; (3) care by a licensed health care provider for a continuing or chronic condition; or (4) absences due to pregnancy.

(4) When an immediate family member (spouse, child or parent) is a retired member of the Armed Forces, reservist or member of the National Guard who is ordered to active military duty, in order to make necessary arrangements for the absence.

(5) Employees who are the spouse, son, daughter, parent, or next of kin of a member of the United States armed services who is recovering from a serious illness or injury sustained in the line of active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member.

The "leave year" for purposes of calculating leave entitlement is the 12-month period looking backward from the date a needed leave begins. Leave may be taken for time periods of twelve consecutive weeks or less, or may be taken intermittently or on a reduced work schedule when medically necessary due to the employee's or family member's serious health condition.

If intermittent or reduced schedule leave is permitted, the employee may be required to temporarily transfer to an alternative position. Intermittent and reduced schedule leave is not permitted when leave is taken following the birth, adoption or placement for foster care of a child.

For employees who have been employed for less than one year or who worked less than 1,250 hours in the year preceding the beginning date of requested leave or who are otherwise ineligible for leave under this policy, the granting of a leave of absence and the conditions under which a leave of absence may be granted, including the amount of leave, will be determined on a case by case basis in the sole discretion of _____.

Leave Request Procedure

An employee requiring leave must submit a written request to his or her supervisor stating the reason for the leave and the expected beginning and ending date of the leave. Leave request forms are available from _____. When the need for leave is foreseeable, such as an expected birth or adoption or for planned medical treatment, the employee must request leave at least thirty (30) days before the leave period is expected to begin. However, when such advance notice is not possible, a leave request shall be submitted as soon as practicable before the beginning of the leave. (In the event of a medical emergency, leave may be requested orally as soon as reasonably possible by either the employee or a responsible family member if the employee is unable to make the request, provided that the employee should submit a written leave of absence request as soon as he or she is able.) A failure to provide adequate notice prior to a requested leave date may result in postponement or denial of leave.

When leave is anticipated for the purposes of medical treatment, the employee should consult with supervision and make a reasonable effort to schedule the leave, including intermittent or reduced schedule leave, so as not to unduly disrupt normal business operations. When leave is requested due to a serious health condition of the employee or a family member, the Company may, for justifiable cause, require the employee to attempt to reschedule medical treatment relating to the condition, subject to the ability of the health care provider to reschedule the treatment and the approval of the health care provider as to any modification of the treatment scheduled.

Leave Certification

For leave due to a serious medical condition of the employee or a family member, the Company requires the submission of a medical certification signed by the licensed health care provider

treating the employee or affected family member. The Company also reserves the right to require medical recertification from time to time during the leave period, and further reserves the right to obtain a second medical opinion with respect to any medical certification provided on behalf of an employee or family member. The necessary certification forms will be provided upon receipt of the employee's leave request. A failure to complete and submit a medical certification form in a timely manner may result in denial or postponement of the leave or denial of continuation of the leave.

Pay Status

An employee going on leave must utilize all accrued and unused [PTO, sick leave and vacation] during the leave period, and will receive all normal and customary pay for sick leave and vacation time used. If these, or other applicable, benefits are exhausted prior to the end of the leave, the remainder of the leave will be without pay. [PTO, sick leave and vacation] benefits will not continue to accrue during leave periods.

Benefits

The Company will make its normal contributions for health insurance premiums for an employee on approved leave at the same rate and in the same manner paid while the employee is present at work. For paid portions of a leave, premium payments which are the employee's responsibility will be deducted from pay in the normal manner. Any portions of insurance premiums that are the employee's responsibility during unpaid leave must be paid on the date payroll premium deductions are normally made. A failure to make required insurance premium payments while on leave may result in the loss of insurance coverage. The Company also reserves the right to recover all insurance premium payments made on behalf of an employee during leave in the event the employee fails to return to work following the expiration of his or her leave period unless the failure to return is due to a continuation, recurrence or onset of a serious health condition or other circumstances beyond the employee's control.

Return from Leave

An employee returning to work upon the expiration date of his or her leave will be reinstated to the previous position held or to an equivalent position with the same pay and benefits. Upon return from a leave due to the employee's serious health condition, the employee must provide a medical certification that the employee is physically able to resume work prior to being reinstated. If, at any time during a leave, an employee determines that he or she will not return to work upon the expiration of the designated leave period, the supervisor should be advised of that fact in writing as soon as possible. Reinstatement following a leave may be denied (1) if the employee's position is eliminated or a layoff occurs during the leave period, (2) if leave is fraudulently obtained, (3) if the employee fails to return to work after using his or her twelve weeks of leave entitlement during the leave year, or (4) for any other reason permitted by law.

The following forms are available for use. The most up to date forms can be found on <http://www.dol.gov/whd/fmla/index.htm#Forms> or by contacting HR Betty at 602-354-9520:

WH380E – Certification from Healthcare Provider of Serious Health Condition of Employee

WH380F – Certification from Healthcare Provider of Serious Health Condition of Employee’s Family Member

WH381 – Notice of Eligibility and Responsibility

WH382 – Designation Notice

WH384 – Certification of Qualifying Exigency for Military Family Leave

WH385 – Certification of Serious Injury or Illness of a Covered Servicemember

WH385V - Certification of Serious Injury or Illness of a Covered Veteran

Staff Dependent Educational Benefits Policy

Full tuition scholarships are available for dependents within the immediate family of full-time faculty or staff members. The term dependent shall be interpreted to mean the employee’s spouse or a person under the age of 24 who is listed on the employee’s most recent IRS filing as a dependent, or who is clearly a dependent due to a documented court action, i.e. divorce decree. Regular undergraduate courses, including summer school and ADCP, are covered by the tuition waiver policy provided the recipient would not be one of the minimum number needed for the class to be offered. For example, if a minimum of six enrollees is needed, recipient will not count as one of the six. If the dependent is also eligible for other scholarships and grants, the total amount granted shall not exceed the basic tuition cost for full time enrollment. Dependent must first apply for and receive the maximum annual benefit through his/her own employer reimbursement prior to applying for an ACU tuition waiver.

Each individual wishing to qualify for this scholarship must:

Complete the admission requirements for Arizona Christian University.

File a FAFSA and a VFAO

Complete the tuition waiver form which can be obtained from the financial aid office.

Membership in Professional Organizations

Membership in professional organizations is encouraged for faculty. Reading professional journals and participating in conferences is expected as a means of keeping current in your discipline. ACU will typically pay for one professional organization membership or journal subscription for each full-time faculty member. All requests for memberships, dues or subscriptions must be submitted in writing to your Department Chair for approval. Approval of such requests is contingent on the availability of funds.

Travel and Conference Travel

Planned absences are generally not permitted for faculty. Arizona Christian University, however, encourages its faculty to continue their professional development through conferences and seminars. Full-time faculty members may be reimbursed for a portion of the expense for attending one professional conference per academic year. Approval of requests for conference attendance and travel must be obtained from your Department Chair and the appropriate requisitions submitted. All requests for conference attendance must be submitted in writing to your Department

Chair for approval prior to the start of the semester. Approval of such requests is contingent on the availability of funds and the availability of a suitable substitute to cover your classes. All travel for University business must be authorized in advance and in accordance with ACU policy. To be reimbursed for travel expenses, it is essential that the most current procedures are carefully followed.

Mileage Reimbursement

When a faculty member needs to travel on behalf of the University, the University will reimburse mileage at the approved campus rate. Monthly expense forms are available in the Business Office and must be turned in at the end of the month.

Academic Regalia

Proper academic regalia for commencement are furnished to the full-time faculty member without cost. Adjuncts are encouraged to attend commencement

PAYROLL CHECKS

Payroll checks are distributed on the 15th and the last day of the month to all full-time faculty members. Part-time and adjunct faculty members are paid on the 15th and the last day of the month during their contracted academic semester. If a payday falls on a weekend or holiday, payroll checks will be distributed on the last workday prior to the weekend or holiday.

Appendix E: Faculty Committees

General: Faculty committees will meet at least once a month or as needed during the school year. Official minutes will be taken of each meeting and will be placed on file with the Dean of Academic Affairs's office. The Dean of Academic Affairs is and ex-officio member of all committees to which they are not specifically named.

The following Committees listed are under review. The Committee Charge will be published in the near future.

Academic Standards Committee
Admission Committee
Assessment Committee
Curriculum Committee
Library Committee
Institutional Review Board
Travel Study
Retention Committee
LIA Steering Committee
Faculty Search Committee
Institutional Effectiveness Council
Student Care Committee

Appendix F: Professional Ethics

Believing that we have been called by God to serve His will and accomplish His work at Arizona Christian University, we believe that it is our obligation to maintain a good testimony in word and deed, which will bring glory to our Father in Heaven. The following code of ethics is included in an attempt to guide behavior that would be blameless before the students, fellow University personnel and the constituency that supports the University.

1. I will endeavor to be a good representative of the University and teach as much by Christian example as by precept, both on and off campus. I will represent the University to the best of my ability in both public and private contacts by knowing and following the policies of the University.
2. I will endeavor to cooperate sympathetically and actively with my colleagues in the training of mature Christian leaders. In the case of disagreement, I shall speak to the proper authorities and make my views known, while still being willing to abide by their final decision. (In the event I cannot accept that decision, I shall leave rather than be a disruptive influence in the University.)
3. I will recognize the right of the student to receive a full class of profitable instruction. I will endeavor to be on time to every class, and will strive to be well prepared for each class, utilizing the gifts and abilities that God has entrusted to me.

4. I will endeavor to always be equitable in my dealings with students, striving for fairness in evaluation of their work and in the assignment of their grades.
5. I will endeavor to keep friendly relations with students while carefully preserving the dignity of my position as a faculty member and the maintenance of good testimony before the Lord and others.
6. I will recognize the privilege of freedom of expression and thought and the pursuit of knowledge. I will honestly attempt to be objective in those areas that are debatable, especially when differences are represented among the faculty.
7. I will hold in confidence any information shared with me by students, except when it is of such a nature that it must be disclosed to the proper authorities for the maintaining of the standards of the University or the laws of the state. In the case of the latter I shall clearly state to the student that it will be necessary for me to inform the proper authority.
8. I will be very careful to respect the confidential nature of the Faculty, Staff, and Administrative meetings. I will exercise discretion in what I say about the University to students or members of the constituency outside the University, always being supportive of its goals and objectives.
9. I will be faithful and supportive in my attendance to faculty and committee meetings, out of respect for my colleagues, and will endeavor to contribute with a positive attitude and desire to benefit the University.
10. I will continue to maintain the doctrinal position of the University, in both teaching and lifestyle. This includes both my beliefs and behavior with respect to Jesus Christ and His church. If at any time I cannot honestly adhere to the doctrinal statement or this code of ethics, I will submit my resignation to the University rather than cause confusion or division.

Appendix G: Development Plan Templates



Faculty Development Plan Academic Year 20__ - 20__

Name: _____ Department: _____

Major Goals for this Academic Year: *(State your broad professional/career goals for this coming academic year.)*

1. Teaching

1.1 Delivery of course content to students. *Please list all courses, including elective courses, in which you will participate during upcoming academic year. Supervision of student teachers is counted as 0.75 load for each student teacher supervised. Applied Music Lessons (50 minutes) are counted as 0.75 load. Faculty contact load for Ensembles that rehearse 60 – 75 minutes per week (such as Praise Bands, String Ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as Jazz Band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 hours a week (such as Chorale, Vocal Jazz, Large Instrumental Ensemble), instructors receive 3 contact hours. This includes standard performances each semester such as home campus concerts, off-campus church concerts, high school visits, performance of the national anthem at various campus events, travel or tours during day, afternoon, evening, summer and winter sessions. Mentored courses (independent study, internship, R & C and research) are not counted as part of the faculty load. Indicate the course number, course title, credit hours and enrollment for each course. Do not include hours for review sessions, prep time, examinations, etc.*

Course Title	Department	Lecture Hours	Workshop Hours	Lab Hours
TOTALS				

1.2 Other Teaching Goals and Objectives:

A. Please describe all activities designed to advance the student learning experience (tutoring, counseling, mentoring and advising students etc.) that you plan to engage in during this academic year.

B. Please describe all other teaching responsibilities (administrative or supervisory responsibilities for courses taught, contributions to course and curriculum development, participation in development of innovative approaches to teaching, teaching in continuing education programs, etc.) that you intend to engage in during this academic year.

1.3 Goals to improve teaching effectiveness: *Please describe any other goals you have to improve your teaching and how you plan to achieve them.*

2. Scholarly Activity

2.1 Please describe your plans for scholarly activity in the following areas:

A. Publications in peer-reviewed journals and authorship of other scholarly publications such as abstracts, book chapters and article reviews.

B. Presentations at regional, national, and international society meetings or at other educational institutions.

C. Submission of grant proposals and receipt of grants (particularly competitive peer-reviewed grants); sponsorship of student research; and interdisciplinary collaboration with other researchers as principal investigator or co-investigator.

2.2 Other Scholarly Activity Goals and Objectives: *Please describe any other goals you have to improve your scholarly activity and how you plan to achieve them.*

3. Service

3.1 Please describe your plans for service in the following areas:

A. *Departmental and University committees service and service as faculty advisor for professional student organizations for the upcoming academic year.*

B. *Participation and leadership in regional, national or international professional service organizations.*

C. *Review of grant proposals, manuscripts or books, service on the editorial boards of professional journals, and community education presentations to professional groups or the public.*

[Empty box for text entry]

3.2 Other Service Goals and Objectives: Please describe any other goals you have for service and how you plan to achieve them.

[Empty box for text entry]

Submitted by _____ Date _____
(Signature)

To be reviewed during an annual meeting at the beginning of each academic year with the Department Chair and the Dean of Academic Affairs no later than the third week of instruction.

Reviewed by _____ Date _____

Employee _____ Date _____

Comments at time of review:



Chairs Development Plan
Academic Year 20__ - 20__

Name: _____ Department: _____

Major Goals for this Academic Year: *(State your broad professional/career goals for this coming academic year.)*

1. Teaching

1.1 Delivery of course content to students. *Please list all courses, including elective courses, in which you will participate during upcoming academic year. Supervision of student teachers is counted as 0.75 load for each student teacher supervised. Applied Music Lessons (50 minutes) are counted as 0.75 load. Faculty contact load for Ensembles that rehearse 60 – 75 minutes per week (such as Praise Bands, String Ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as Jazz Band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 hours a week (such as Chorale, Vocal Jazz, Large Instrumental Ensemble), instructors receive 3 contact hours. This includes standard performances each semester such as home campus concerts, off-campus church concerts, high school visits, performance of the national anthem at various campus events, travel or tours during day, afternoon, evening, summer and winter sessions. Mentored courses (independent study, internship, R & C and research) are not counted as part of the faculty load. Indicate the course number, course title, credit hours and enrollment for each course. Do not include hours for review sessions, prep time, examinations, etc.*

Course Title	Department	Lecture Hours	Workshop Hours	Lab Hours
TOTALS				

1.2 Other Teaching Goals and Objectives:

A. *Please describe all activities designed to advance the student learning experience (tutoring, counseling, mentoring and advising students etc.) that you plan to engage in during this academic year.*

B. Please describe all other teaching responsibilities (administrative or supervisory responsibilities for courses taught, contributions to course and curriculum development, participation in development of innovative approaches to teaching, teaching in continuing education programs, etc.) that you intend to engage in during this academic year.

1.3 Goals to improve teaching effectiveness: *Please describe any other goals you have to improve your teaching and how you plan to achieve them.*

2. Scholarly Activity

2.1 Please describe your plans for scholarly activity in the following areas:

A. *Publications in peer-reviewed journals and authorship of other scholarly publications such as abstracts, book chapters and article reviews.*

B. *Presentations at regional, national, and international society meetings or at other educational institutions.*

C. Submission of grant proposals and receipt of grants (particularly competitive peer-reviewed grants); sponsorship of student research; and interdisciplinary collaboration with other researchers as principal investigator or co-investigator.

2.2 Other Scholarly Activity Goals and Objectives: *Please describe any other goals you have to improve your scholarly activity and how you plan to achieve them.*

3. Service

3.1 Please describe your plans for service in the following areas:

A. Departmental and University committees service and service as faculty advisor for professional student organizations for the upcoming academic year.

B. Participation and leadership in regional, national or international professional service organizations.

C. Review of grant proposals, manuscripts or books, service on the editorial boards of professional journals, and community education presentations to professional groups or the public.

3.2 Other Service Goals and Objectives: Please describe any other goals you have for service and how you plan to achieve them.

4. Administration (for department chairs only):

4.1 Please describe all activities that you plan to engage in during this academic year designed to maintain an environment within the Department that encourages high standards and facilitates excellence in teaching, scholarly activity, and service.

4.2 Please describe your plans for Administration in the following areas: effective staffing in accordance with established ACU Human Resources practices and procedures; clear and effective communication with faculty regarding university policies, procedures and developments; and effective and timely evaluation of faculty members.

4.3 Please describe your goals for effective organization of departmental functioning; timely preparation of required documents and reports; effective assessment of Departmental financial needs and best use of available resources.

4.4 Other Administrative Goals and Objectives: Please describe any other goals you have to improve your Administrative skills and how you plan to achieve them.

[Empty dotted box for signature or stamp]

Submitted by _____ Date _____
(Signature)

To be reviewed during an annual meeting at the beginning of each academic year with the Department Chair and the Dean of Academic Affairs no later than the third week of instruction.

Reviewed by _____ Date _____

Employee _____ Date _____

Comments at time of review:

Appendix H: Fundraising Activity Policies and Procedures



INSTITUTIONAL ADVANCEMENT – FUNDRAISING ACTIVITY POLICIES AND PROCEDURES

SOLICITATION OF FUNDS AND/OR SALE OF PRODUCTS | GOODS | SERVICES

Arizona Christian University (ACU) is operating with a comprehensive strategic fundraising plan through the Division of Institutional Advancement. Each of the fundraising activities is developed for the benefit of ACU, and the strategy is approved by the Board of Trustees.

There are times, however, when additional fundraising is important to the institution and necessary to benefit ACU students. Therefore, the following regulations govern all fundraising activities through Institutional Advancement:

1. If you are planning a fundraising activity, please first check with Institutional Advancement before making any plans to ensure your efforts are not in conflict with other ACU fundraising efforts.
2. Plans for all fundraising activities must be submitted at least thirty days prior to the activity through Institutional Advancement for review and approval (Fundraising Activity Request form). This includes, if needed, marketing services and materials via the Marketing Request Form and/or facility usage via the Special Events Request Form (all available on MyACU). The final decision will be provided via email from Institutional Advancement within seven days of submission.
3. All fundraising activity will be assessed 20% included in expenses due to indirect costs.

Approval for any fundraising activity will be subject to the following guidelines:

- a) Only a submitted written Fundraising Activity Request Form will be considered for approval.
- b) Failure to comply with this guideline may result in a decline or request for more information for further consideration.
- c) ACU employees may only submit a Fundraising Activity Request Form with Department and/or Division Head approval.
- d) Permission to proceed with any fundraising activity will be based on how the activity fits within the mission of the institution, the financial needs assessment, the merit of the project, anticipated resources needed to execute the event, and other considerations.
- e) Receipts and/or deposits of all funds and all disbursements of these funds will be in accordance with all policies and procedures of the ACU Business Department. All OFFICIAL receipts will be issued in accordance to standard receipting procedures for the university.
- f) No other fundraising activities or groups, regardless of their worth or merit (e.g., selling t-shirts), will be approved or allowed on the ACU campus without the express approval of the President or Institutional Advancement. In other words, any desired fundraising effort by an individual or organization seeking to use the ACU “student/employee family buyer base” for personal profit will not be allowed.
- g) Institutional Advancement will require that donor information be collected including, but not limited to, the donor’s name, address, and phone number, along with a written contact report.
- h) All donor information is confidential and is subject to use consistent with the ACU Donor Bill of Rights.

Appendix I: Institutional Advancement Special Events Policies and Procedures



INSTITUTIONAL ADVANCEMENT – SPECIAL EVENTS POLICIES AND PROCEDURES

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INTERNAL ACU EVENTS ON CAMPUS & OFF CAMPUS

These policies and procedures have been established to promote and strengthen Arizona Christian University's (ACU) reputation for excellence in special events. It enables university leadership to better track, prioritize, support and calendar university events and student activities. ACU is committed to producing high-quality events and activities that contribute to the university's strategic plan. Events are considered scheduled only when the Special Events Team approves an event or activity in writing to the requesting department or recognized student organization.

Definitions

Special Event

A special event is any event, activity or series of activities that is organized by a university department that is NOT a regularly scheduled class, a regularly scheduled athletic game/practice, or a departmental meeting. Special events may require the use of additional university resources beyond those normally provided for daily business. Special events include, but are *not limited to* athletic camps, concerts, recitals, awards nights, theatre productions, fairs, conferences, academic presentations, preview days, etc.

Special Events Team

The purpose of the Special Events Team (SET) is to approve, support and administer the university's Special Events Policy and the ACU Event Master Calendar as well as to promote communication between all university departments. The team is comprised of representatives from the President's Office, Institutional Advancement, Admissions, Student Services, Academics, Athletics, Facilities, Campus Safety, and Information Technology. The SET is under the direction of the Vice President of Institutional Advancement.

Policies

General

The physical facilities of Arizona Christian University exist primarily for the support of academic and athletic programs. Priority approval is given to university programs or events relating to official university functions that promote academics, athletics, retention of students, and recruitment of future students. University departments seeking to use the facilities at ACU will complete the online *Special Event Request Form*, which can be found under the "Employees" tab on MyACU.

Exception: Student Life activities that do not impact the peace and quiet of the neighborhood (events/activities without lights, music, or amplified voice, etc.) can be

approved by the Head of Student Services, and then listed on the ACU Event Master Calendar with a detailed event summary. Coordination of set-up will be left up to the event owner.

A request to host an event or activity at ACU does not guarantee the approval of the event or activity. The SET will review the Event Master Calendar and will approve or deny the request based on whatever is in the best interest of the university. Events are considered scheduled only when the SET approves an event or activity in writing to the event owner.

Requests to hold events or activities in the Residence Hall will be communicated to the university's Director of Residence Life, who will make a recommendation to the SET based on availability and impact on student living conditions.

It is not the responsibility of the SET to plan, operate, set up or break down your event. The SET will review Special Event requests to ensure there is enough support staff (Maintenance, Campus Safety, etc.), adequate parking, and identify and resolve any scheduling conflicts.

If an event's date or location changes after the SET's decision has been communicated, the event owner will submit a new proposal via the Special Event Request Form. The new proposal will be reviewed by the SET at the next meeting. If event details (i.e. set-up) change after a special event is approved by the SET, the event owner is responsible to update the necessary campus departments (Maintenance, Security, Information Technology, etc.). It is the responsibility of the event owner to confirm set-up details with these departments at least two weeks prior to the event.

The university reserves the right to establish the location of an event on the campus, limit the duration, mandate levels of service in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of the university's facilities.

Events that include any type of fundraising, solicitations, ticket sales, or sales of goods must be pre-approved by the Office of Institutional Advancement via the Fundraising Activity Request Form found on MyACU.

If an event is denied approval by the SET, the event owner may appeal the decision in writing to specialevents@arizonachristian.edu. The chair of the SET will facilitate the communication to the Senior Executive Cabinet where the appeal will be reviewed. The Senior Executive Cabinet may elect to review any event or activity that was denied by the SET to either affirm the decision or ask the SET to reconsider the decision.

Insurance

If an event owner or department engages an outside entity to assist in or be part of the event, the outside entity must provide a certificate of insurance one month prior to the event. The certificate of insurance must have a minimum \$2,000,000 combined single limit and it must name Arizona Christian University as "additional insured," and indicate the user's coverage is primary. Such outside parties include, but are not limited to, bands, performers, artists, speakers, tent suppliers and vendors. The outside entity agrees to indemnify the institution and hold it harmless from all liabilities arising out of their use of university property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney's fees.

Compliance/Campus Disruption

In compliance with federal, state, and local laws, Arizona Christian University prohibits the unlawful possession, use, manufacturing, dispensation, distribution, and or sale of a controlled substance, alcohol, tobacco, or vapor products by students, staff, faculty, adjunct faculty, or visitors in the

workplace, while conducting university business, or attending university-sponsored activities/events on or off campus host sites.

Individuals attending university-sponsored activities/events (on or off campus) are prohibited from entering and remaining on the premises while under the influence of alcohol or drugs, and must leave the premises immediately. Guests who must use tobacco or vapor products during the activity or event may do so off campus along the public sidewalks that surround the campus or off campus sites.

The following is to address disruptive behavior at university-sponsored events and activities on or off campus. Students, staff, faculty, adjuncts, individuals, members of groups, organizations, and their guests hosting or attending university business, activities, or events on property controlled, operated, or owned by the university are expected to conform to Arizona Christian University's Code of Conduct, and federal, state, county, and city laws/ordinances.

Disruptive behavior will not be tolerated. Disruptive behavior may best be defined as any behavior that inhibits the university-sponsored event or activity. This includes but is not limited to an individual or group's conduct, behavior, or speech:

- Physical violence
- Verbal abuse
- Harassment
- Intoxication
- Use of illegal drugs, alcohol, tobacco, or vapor products
- Failing to respect others when expressing their own view points
- Entering the playing field/court during an event or activity

Any person(s), while on university-owned or -controlled premises, who willfully refuse the request or command of an authorized university official to desist in any prohibited conduct may be ejected from the premises and subjected to arrest.

Individuals, groups, and organizations holding events on the property of Arizona Christian University shall be solely responsible for the conduct of the event in accordance with all conditions established by the university and for the matter presented at the event. The university reserves the right to terminate its consent to the use of its property if the event violates the university's values and beliefs, incites or is likely to lead to violence or danger to person or property, advocates violence, breaking the law, overthrow of government, or otherwise violates or imminently threatens to violate the law or rights of others.

Event Promotion

Events are not to be promoted until the event owner has received written approval from the SET.

Any and all promotional materials should be requested from the university marketing department via the Marketing Request Form found on MyACU. Promotional requests should be submitted at least one month prior to the event.

No decorations are to be installed without first securing university approval. The driving of nails, tacks, or other metal articles into walls, or posting of papers and signs marring the property in any way are absolutely prohibited. Decorations may not be tacked, pinned, taped or otherwise affixed to or placed on walls, ceilings, windows, doors, molding, and furniture within university space. Promotional posters may not be placed on any glass doors on university property. Charges related to the extent of any damage will be incurred.

Event Safety/Permits

Any department or group planning or sponsoring a special event in/on university property will notify the department of Campus Safety one month prior to the event. The Department of Campus Safety will conduct a special event review that will encompass all aspects of the event including, but not limited to, proper insurance coverage, staffing, egress, occupant capacity, sanitation, fire prevention, proper electrical practices, and permits. The use of any public assembly space, as defined by the City of Phoenix, County of Maricopa, and the State of Arizona, may require other regulatory departments to review the event or activity to ensure the university is in compliance with laws or ordinances.

Food and Beverage Service

All food provided at events on university property are to be provided by the university's catering services or a licensed vendor through the Maricopa County Health Department, and in compliance with the City of Phoenix, County of Maricopa, and the State of Arizona laws and regulations regulating food handling and service.

Procedures

- Employees or students who desire to hold an event or activity on campus must first secure approval from their direct supervisor.
- A request must be submitted via the *Special Events Request Form* found on MyACU. This request must be submitted at least one month prior to the event. This gives the SET time to ensure there is enough support staff (Facilities, Campus Safety, etc.), no scheduling conflicts, adequate parking, etc.
- The request will be reviewed by the SET, which will either approve or deny the event or ask for additional information to aid in the decision.
- Once a decision has been made, a representative from the SET will provide the event owner with a written approval or denial. If approved, the SET representative will reserve the necessary facilities on the applicable university calendars.
- If the event owner receives written approval, the event owner will then contact the necessary departments (Maintenance, Security, Information Technology, Music, etc.) to discuss event needs. The event owner will communicate these needs at least two weeks prior to the event and make the necessary departments aware of any changes that may occur leading up to the event.
- For external groups seeking to rent university facilities, refer to the Facility Rental Request Form, found on the main ACU website.