

# OZARK

CHRISTIAN COLLEGE  
FACULTY HANDBOOK

November 2023

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## **Welcome and Introduction**

Ozark Christian College strives to produce mature leaders for the church. Doing so requires a committed faculty. You have been asked to serve (or to consider serving) at OCC because you have proven character and competence that we need, and you will accelerate the fruit of our synergy. We hope this handbook will be helpful and informational, but we also hope it will be inspirational. Motives always matter in Christian work. May our motives be as high as the heavens as we serve the King.

This principle will guide the work at OCC: “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” (Col 3:17).

This Faculty Handbook provides information in the interest of good working relationships. It explains the guidelines of the faculty and additional academic policies not covered in the OCC Academic Catalog. These guidelines help faculty members know what is expected from them and what they can expect from the college. Faculty are also under the guidelines and policies of the Personnel Handbook that may be referenced in this handbook. Additionally, faculty should be aware of the policies of the appropriate Student Handbooks (Residential and Online Learning) and assist OCC administration in student compliance with these policies.

Policies in the Faculty Handbook are monitored and reviewed by the Academics Office in consultation with the Vice President of Institutional Research and Effectiveness. Changes to the policies in the handbook can be suggested to the Executive Vice President of Academics, Faculty Advocacy Committee, or via a proposal to the Academic Council. All changes must be approved by the faculty. Changes to the Faculty Handbook specific to a change in the title or responsibility of personnel, based on their job description and the college organizational chart, may be made by the Executive Vice President of Academics.

## **SECTION ONE: Institutional Statements**

### **1.1 Mission**

The mission of Ozark Christian College is to train men and women for Christian service as a degree-granting institution of biblical higher education.

### **1.2 Vision**

The vision of Ozark Christian College is to glorify God by evangelizing the lost and edifying Christians worldwide.

### **1.3 Statement of Faith**

Ozark Christian College has its roots in the Stone-Campbell heritage (Independent Christian Churches and Churches of Christ) that began in the United States in the early 19th century. This heritage seeks the unity of all Christians based on the authority of the Bible for the evangelization of the world. OCC recognizes that creeds and confessions of faith have at times been more divisive than unifying, but in light of its commitment to Scripture, OCC believes that agreement on certain matters of the faith is essential to carry out its mission. Therefore to avoid any misunderstanding or misinterpretation, the following statements are given, and all trustees, administrators, and faculty affirm their unqualified acceptance of the following:

**GOD:** There is one, holy God who eternally exists in three persons—Father, Son, and Holy Spirit. God created all things visible and invisible. God is perfect in wisdom, power, and love, knowing all things past, present, and future, and his sovereign plan of redemption was set in place before the foundation of the world. (Gen 1:1-2, Dt. 6:4, Heb 11:3, Eph 1:9-10; Rev 13:8)

**JESUS:** Jesus Christ is God's only begotten Son, born of a virgin, fully divine and fully human, and our Savior and Lord. Jesus, who was without sin, died in our place as a substitutionary sacrifice for our sins, bearing divine wrath and reconciling to God all who trust in him. Jesus was bodily resurrected in victory over sin and death. He ascended to the right hand of the Father where he presently reigns as our king, high priest, and advocate until his glorious return. (John 3:16, Col 1:15; 2:9-15; 1 Cor 15:3-8, 20-28; 2 Cor 5:18-21; Heb 4:14-15)

**HOLY SPIRIT:** The Holy Spirit is fully divine and active in the church and the world. The Holy Spirit draws all people to Christ by illuminating the gospel and convicting of sin. The Holy Spirit dwells in the life of a believer to transform, guide, assure, and empower living a fruitful Christian life. (John 16:8-11; Acts 2:38; 2 Cor 3:17-18; Gal 3:2)

**BIBLE:** God is revealed in the Bible, the uniquely inspired written Word of God and infallible in all it affirms. The Bible is the final authority in all matters of faith and practice. (2 Tim 3:16; 2 Pet 1:20-21)

**HUMANITY:** God creates all humans, male and female, in his image, and therefore all people have intrinsic value and purpose. By the sin of the first man and woman (Adam and Eve), death entered the world. All have sinned and fall short of the glory of God, alienated from God and without hope apart from the blood of Jesus Christ. (Gen 1:26-27; Gen 3; Rom 3:23; Eph 2:1-3)

**SALVATION:** Salvation can be found in Christ alone and is offered to all by grace through faith. A living faith is demonstrated through repentance, confession, baptism by immersion, and a life of obedience. (Rom 3:23; 5:12, Acts 2:38, Gal 3:26-29; Eph 2:4-10)

**CHURCH:** The church is the body of Christ on earth, with Christ as the head. God's church is comprised of a priesthood of all believers, serving as ministers of the gospel according to the gifts which God has given them. Together the church is called to make disciples of all nations until Christ returns. (Matt 28:18-20; Eph 3:10; 4:11-13; Col 1:18; 1 Pet 2:9-10)

**RETURN OF CHRIST:** Christ will visibly return to restore creation and judge the world. There will be a bodily resurrection for the believers to eternal life with God in heaven and for the unbelievers to eternal judgment in hell. In heaven, sin will be no more and those in Christ will live in fellowship with God forever. (Acts 1:11; 2 Thess 1:5-12; 1 Thess 4:13-18; Rev 20:11-15)

## **1.4 Institutional Goals**

Ozark Christian College is committed to:

- **exceptional academics.** OCC provides qualified, innovative, and biblically faithful instruction to prepare our students to serve Christ and his Church.
- **engaging experience.** OCC offers quality co-curricular and extra-curricular programs to grow students in Christian maturity and equip students for Christian ministry.
- **transforming community.** OCC cultivates a life-changing community marked by personal holiness, joyful diversity, gracious honesty, and loving service.
- **distinctive resources.** OCC offers Christ-centered events, materials, and personnel to encourage and equip our constituents.
- **strategic stewardship.** OCC manages physical, financial, and human resources to honor Christ and advance the mission of the college.

## **1.5 Core Values**

*The following core values express the heart of Ozark Christian College:*

### **The Word of Christ Taught in the Spirit of Christ (Col 1:28)**

We are a biblical community, grounding our curriculum and life in God's Word.

### **Not to Be Served, but to Serve (Mark 10:45)**

We are a serving community, looking to others' interests, not our own.

### **Speaking the Truth in Love (Eph 4:15)**

We are an honest community, practicing maturity through careful truth-telling.

### **Trusting in the Power of God (1 Cor 4:20)**

We are a dependent community, leaning not on our own strength, but on God's.

### **An Atmosphere of Grace, Trust, and Freedom (Rom 15:7; 1 Pet 4:10)**

We are a gracious community, maintaining unity in mutual acceptance and trust.

### **Making Christ Known through the Church (Matt 28:19-20; Eph 3:10)**

We are a witnessing community, partnering with the Church in the Great Commission.

### **Worshiping in Spirit and Truth (Jn 4:23-24)**

We are a worshiping community, pursuing God and the praise of his glory.

## **1.6 Academic Mission**

The academic mission of Ozark Christian College is to educate and equip students to become like Christ and serve Christ in leadership ministry.

## **1.7 Learning Goal**

Graduates of Ozark Christian College will be grounded in Scripture, growing in Christlikeness, practicing cultural discernment, and vocationally prepared for Christian service.

## **1.8 Learning Philosophies and Outcomes**

The curriculum of Ozark Christian College includes courses in three areas: General Education, Biblical Education, and Professional Education. OCC has identified the following learning outcomes for each area of the curriculum.

### **1.8.1 General Education**

**GE 1:** Communicate effectively in written and oral forms.

**GE 2:** Think critically from a Christian worldview.

**GE 3:** Identify informational needs for lifelong learning.

**GE 4:** Engage collaboratively to accomplish shared objectives.

**GE 5:** Appreciate and responsibly engage the physical world and diverse cultures, both past and present.

**GE 6:** Integrate learning and experiences to new settings and complex problems.

**GE 7:** Solve quantitative problems from everyday life situations.

### **1.8.2 Biblical Education**

**BE 1:** Know the historical and theological content of the Bible.

**BE 2:** Employ historical-grammatical principles for biblical interpretation.

**BE 3:** Affirm one's personal belief in the lordship of Jesus and in the authority of the Scriptures.

**BE 4:** Grow in spiritual formation and develop plans for continued growth.

### **1.8.3 Professional Education**

**PE 1:** Integrate a Christian service philosophy, biblical theology, cultural content, and call to ministry (vocation).

**PE 2:** Demonstrate the ability to engage the culture in which Christian service takes place.

**PE 3:** Execute the principles of biblical discipleship within their Christian service context.

**PE 4:** Demonstrate professional competencies in Christian service contexts.

## **SECTION TWO: Faculty**

### **2.1 Faculty Agreements**

Working agreements for full-time faculty, full-time administrators with teaching responsibilities, professors-at-large, and non-teaching faculty are offered on an annual basis in March of each year. This agreement covers the fiscal year beginning the following July 1. These agreements are offered by the President with the expectation that acceptance thereof morally obligates both parties to complete the agreement unless the faculty member violates an institution policy, at which time they are subject to the suspension and discipline policy listed below. Employment agreements for adjunct faculty, faculty emeritus/emerita, online instructors, and visiting instructors may be offered per semester or online module.

### **2.2 Faculty Categories Defined**

The faculty of Ozark Christian College is divided into the following groups: (1) full-time faculty; (2) administrator with teaching responsibilities; (3) professors-at-large; (4) adjunct faculty; (5) faculty emeritus/emerita; (6) online instructor; (7) visiting instructor; (8) non-teaching faculty.

**Full-time faculty.** This teaching position is renewed through an annual ten-month working agreement. Full-time faculty members will teach 24 credit hours per academic year as calculated by the faculty workload calculation or teach less than 24 hours with additional faculty, administrative, or student service responsibilities as assigned by the Executive Vice President of Academics. Faculty teaching in the graduate studies program will be expected to maintain a minimum of two undergraduate courses per semester. Faculty will have no academic expectations in the summer months upon the completion of annual assessment and prior to fall faculty retreat unless they elect to teach summer courses. Full-time faculty members have voting privileges at faculty meetings.

**Administrator with teaching responsibilities.** This is an administrative position renewed through an annual working agreement as described in the Administrator Handbook. Administrators may teach up to 12 credit hours per academic year as assigned by the Executive Vice President of Academics and approved by the supervising Executive Vice President and/or President. Administrators with teaching responsibilities will have voting privileges at faculty meetings.

**Professors-at-large.** This is a teaching position contracted annually. Professors-at-large teach up to 20 credit hours per academic year as calculated by the faculty workload calculation, often teaching the same course(s) over multiple years. Professors-at-large who have served for five years have voting privileges at faculty meetings.

**Adjunct faculty.** This is a teaching position contracted annually for full-time staff with appropriate teaching responsibilities or per semester for individuals who are not employed by the institution full-time. Adjunct faculty may attend faculty meetings but do not have voting privileges.

**Faculty emeritus or emerita.** This is an honorary title for professors who want to stay active in scholarship, supervision of graduate theses/capstone projects, and occasional teaching after their retirement from full-time faculty. Faculty emeritus/emerita is a continuing appointment status, inactive until a “rehire” appointment is approved for up to one year at a time. Faculty emeriti have voting privileges during years they are active in teaching appointments.

**Online instructor.** This is a teaching position specific to online courses and contracted per online module. Online instructors do not attend faculty meetings.

**Visiting instructor.** This is a teaching position contracted per course. Visiting instructors are often ministry professionals teaching a seminar course. Visiting instructors do not attend faculty meetings and do not have voting privileges.

**Non-teaching faculty.** The position of librarian is a faculty position without teaching expectations, though they may elect to teach with approval from the Executive Vice President of Academics. This position is renewed through an annual working agreement. Non-teaching faculty have voting privileges.

### **2.3 Criteria for Faculty**

Faculty and instructors for undergraduate courses must have an earned, accredited graduate degree with a minimum of 18 graduate hours in a field relevant to their area of teaching. Faculty teaching in the area of professional education courses may be considered with a minimum of seven years of ministry leadership experience specific to the area of their teaching in lieu of an earned graduate degree.

For graduate courses, qualified faculty members are identified primarily by a terminal degree in the field of study and a record of research, scholarship, or achievement appropriate to the graduate program. In special circumstances, an exception can be made for those who do not have a terminal degree and who have similar qualifications, which would typically be a master's degree and seven years of experience.

Due to the mission of the institution, faculty are to be leaders who are fulfilled and effective in areas of Christian service. The institution seeks men and women who believe in New Testament Christianity, actively worship and serve in a local congregation, and whose moral and personal life is above reproach.

### **2.4 Faculty Documents and Records**

Personnel files (application, background check, financial information, housing allowance) are housed in the Human Resources Office. Faculty files including CVs, transcripts, and employee working agreements are housed in the Academics Office. Files related to faculty evaluations, grievances, or discipline will be housed in the office (Executive Vice President of Academics or Dean of Graduate Studies) appropriate to the filing. Information in any academic files is accessible to the Executive Vice President of Academics, the President, and the Personnel Committee of the Board of Trustees. Faculty members have the right to review their official academic and personnel files upon written request, which will be accommodated within a reasonable time. Faculty members will review copies of their file in the presence of an office representative. Written responses to any record may be submitted by the faculty member for inclusion in the file.

### **2.5 Calling New Faculty**

The Board of Trustees has delegated the responsibility of calling new faculty to the President.

#### **2.5.1 Calling New Full-time Faculty**

The typical process for hiring a full-time faculty member is the following:

(a) The Executive Vice President of Academics, with the approval of the President, appoints a search committee and provides them with a charge outlining their task. The search committee will include a minimum of two full-time faculty members and be led by the Chair of the Area Council or Dean. The

majority of the committee's membership will come from the area of the curriculum in which the position will teach.

(b) The search committee will post a position description on the institution's website and other channels appropriate to the position (e.g., ABHE, CCCU, SBL, SPCE, ATS). All applicants will submit an application, CV, and two letters of reference to the Human Resources Office of the college.

(c) The search committee will review all applicants and decide which applicant(s) to interview. Given Ozark Christian College's global mission, the college desires a diversity of faculty who represent the diversity of God's world within the guidelines of the institution's mission, core values, and statement of belief. Interviews will be held in person or via phone or video conference by the members of the committee, Executive Vice President of Academics, and President. Representatives from the Personnel Committee of the Board of Trustees will be invited to participate as advisors to the committee.

(d) Following the discussions, the search committee will recommend a candidate to the President.

(e) The President will make the final decision regarding calling new faculty.

### **2.5.2 Calling New Professors-at-large, Adjunct Faculty, and Online Instructors**

The typical process for hiring professors-at-large, adjunct faculty, or online instructors is the following:

(a) The Executive Vice President of Academics appoints the Chair of the Area Council or a Dean to search for a faculty member to fulfill the needs of their area/program.

(b) Potential candidates will be identified and contacted by the Chair or Dean. If needed, a position description will be posted on the institution's website and other channels appropriate to the position (e.g., ABHE, CCCU, SBL, SPCE, ATS). All applicants will submit an application and CV to the Human Resources Office.

(c) The Chair or Dean will review all applicants and decide which applicant(s) to interview. Given Ozark Christian College's global mission, the college desires a diversity of faculty who represent the diversity of God's world within the guidelines of the institution's mission, core values, and statement of belief. Interviews may be held in person or via phone or video conference by the Chair or Dean, additional faculty members from the relevant area of teaching, Executive Vice President of Academics, and President. Representatives from the Personnel Committee of the Board of Trustees will be invited to participate as advisors to the committee.

(f) Following the interview, the committee, including the Executive Vice President of Academics and President, will decide whether or not to extend an offer.

(g) The President will make the final decision regarding calling new faculty.

(h) Any current professors-at-large, adjunct faculty, online instructors, or visiting instructors will be considered for full-time faculty positions through the calling process for full-time faculty members described above.

### **2.6 Faculty Review and Evaluation**

Faculty review of full-time and part-time faculty occurs every other year. This process begins with the faculty member completing a self-evaluation. The Executive Vice President of Academics meets with the

faculty member to review their self-evaluation for areas of improvement. Additionally, course syllabi, graduate exit interviews, and student evaluation of courses are used in the evaluative process. The self-evaluation and written evaluation from the Executive Vice President of Academics is signed by both the faculty member and Executive Vice President of Academics and placed in the faculty member's file held by the Executive Vice President of Academics.

The performance and conduct of a faculty member are expected to be exemplary at all times. If the faculty member's performance or conduct is not satisfactory, the Executive Vice President of Academics will meet with the faculty member and provide written documentation of the expected improvement. If poor performance and/or conduct is not improved, a meeting between the faculty member, Executive Vice President of Academics, and President will be held, and a probationary period may be enacted. At the conclusion of the probationary period, a new working agreement may or may not be issued by the President.

Adjunct faculty hired exclusively for the graduate program will be evaluated at the conclusion of their first semester of instruction. The Dean of Graduate Studies will review various aspects of the course and feedback given by students' course evaluations. Once they have received an initial review, these faculty members will be evaluated every other year as they continue to teach in the program.

Online instructors are evaluated at the conclusion of their first module of instruction. The Director of Digital Learning will review the instructor's involvement and feedback given in the online course and students' course evaluations. The Director of Digital Learning will ask the individual to self-report on the extent to which they believe they have fulfilled the stated expectations of the teaching agreement. Online instructors will be reviewed at regular intervals as they continue to teach in the program.

Faculty with additional administrative responsibilities will be reviewed regarding their non-teaching responsibilities through the annual process outlined in the Personnel Handbook.

## **2.7 Disciplinary Process and Actions**

A concern that may lead to the discipline and possible termination of a faculty member may be raised by anyone, but only the Executive Vice President of Academics or President may initiate formal disciplinary actions against any faculty member. The Dean of Graduate Studies may initiate formal disciplinary actions against an adjunct faculty member teaching solely in the graduate program. The following process will be employed for faculty discipline.

- a. The Executive Vice President of Academics or appropriate Dean will meet with the faculty member (and any other appropriate parties) to determine the nature and possible resolution(s) of the concern, taking into consideration the faculty member's perspective. The Executive Vice President of Academics or Dean may choose to discuss the matter further with the President or other pertinent parties, taking care to show proper respect for the faculty member's perspective and privacy.
- b. If warranted, a probationary period may be instituted. In this event, the Executive Vice President of Academics or Dean will provide a written document of the expected improvement and the conditions of the probationary period.
- c. If the issue is not resolved satisfactorily at the point of the initial meeting or within the probationary period, the Executive Vice President of Academics or Dean shall meet again with the faculty member to discuss the matter and review options. The Executive Vice President of Academics or Dean must place a summary of that meeting, along with the written response by the faculty member, or action plan, in that individual's faculty file.

- d. If the issue is still not resolved within a reasonable time period, the Executive Vice President of Academics or Dean will consult with the President to determine the proper course of action. Such action may include asking the faculty member to change certain behaviors, asking the faculty member to take other actions to address the concern, asking the faculty member to resign, and/or terminating him or her. No faculty member will be asked to resign or be terminated without the approval of the President.
- e. In the event of any serious marital difficulties (pending separation or divorce) or any other major moral issue, the faculty member will be required to submit a letter of resignation to the President immediately. The President will decide whether or not to accept the resignation.
- f. Full-time faculty agreements are offered on an annual basis in March of each year to begin the following July 1. These agreements are offered by the President with the expectation that acceptance thereof morally obligates both parties to complete the agreement so made. However, in the event the college or the faculty member find it necessary to terminate the agreement for good reason, a written, 60-day notice shall be given, stating in full the reasons. All payments covered by the working agreement, including all insurance coverage and any other benefits, shall terminate at the end of the 60-day period.
- g. Faculty may appeal any action of the Executive Vice President of Academics, Dean of Graduate Studies, or President to the Chair of the Personnel Committee of the Board of Trustees.

## **2.8 Suspension, Dismissal, and Appeals**

All situations involving misconduct, whether explicitly described in the Faculty Handbook, the Personnel Handbook, or not, are subject to discipline. In rare circumstances, however, the misconduct may be of such a gross or sensitive nature that the President may immediately suspend an employee, including faculty, from campus and/or terminate them.

A faculty member may appeal a suspension or termination within one week of that action by submitting a written request to the Executive Vice President of Academics asking to convene a disciplinary review hearing. The request should include a rationale for the review hearing and a summary of what has transpired to date. The disciplinary review will be conducted by a committee of four with two full-time faculty members selected by the Executive Vice President of Academics and two full-time faculty members selected by the faculty member who has initiated the appeal. The Executive Vice President of Academics will serve as the fifth member of the committee and will chair the review hearing. The faculty member may attend in person or submit their appeal in writing. A review hearing will normally be held within one month of the faculty member's written appeal, with all present appropriately briefed and with opportunity for the faculty member to present his or her perspective in person. Following the hearing, the committee will issue a written recommendation, with rationale, to the Chair of the Personnel Committee of the Board of Trustees. The Board of Trustees will then issue a decision and communicate that decision to the faculty member and the President.

## **2.9 Non-reappointment**

A full-time faculty member may be separated from the college by non-renewal of working agreement. Typically notice of non-reappointment will be given by the President, in writing, by March 1. The decision for non-renewal may be based on the following: Faculty Review and Evaluations, Discontinuance of Academic Programs, Enrollment Reduction, or Financial Exigency.

**2.10 Resignation**

A full-time faculty member who intends to resign must give the Executive Vice President of Academics written notice of intended withdrawal by March 15 (in conjunction with the date annual working agreements are signed).

## **SECTION THREE: Faculty Duties, Responsibilities, and Expectations**

The role of a faculty member at Ozark Christian College is one of spiritual leadership as well as one of academic instruction. The Spirit of Christ is our standard and strength as we seek to conduct ourselves in a Christlike manner in our relationships with the students. What a privilege to influence the lives of our students so “that Christ be formed in them” (Gal 4:19).

### **3.1 Teaching Expectations**

Teaching responsibilities for full-time and administrators with teaching responsibilities are assigned by the Executive Vice President of Academics on an annual basis. Teaching load is adjusted as deemed necessary for additional institutional responsibilities.

#### **3.1.1 Classroom Expectations**

A teaching faculty member is expected to be knowledgeable of the subject and topics they teach and stay current in their academic discipline. Faculty bring this knowledge to the classroom to provide a content-rich experience for students. In the classroom (residential and online), faculty members should utilize appropriate and varied teaching methods, make reasonable efforts to aid student retention and success, keep course materials and syllabi up-to-date, make effective use of instructional technology, and provide timely grading with appropriate feedback to students. Faculty should model and enforce classroom decorum and respect for others and cultivate appropriate relationships with students.

Faculty for residential campus courses should not miss more than 10% of scheduled classes, except in the case of serious illness. When teachers are absent from class, they are to submit a report to the Academics Office explaining the reason for the absence and a statement of arrangements made.

#### **3.1.2 Evaluation of Student Work**

Faculty members are responsible for the evaluation of students' coursework. Caution must be exercised in assigning this task to student assistants. If grading is done by students, the faculty member must be responsible for the student assistant's work and be able to defend the assistant's qualification to make just evaluations.

#### **3.1.3 Academic Assessment**

In conjunction with the institution's commitment to continuous improvement, all faculty members are expected to participate in ongoing academic assessment, including class embedded assessments, at the direction of the Assistant Academic Dean.

#### **3.1.4 Faculty Workload Calculation**

##### **3.1.4.1 Undergraduate Courses**

Undergraduate courses are weighted in the faculty workload calculation as 1/credit hour designation unless the course meets certain exceptions. These exceptions include class sizes in excess of 40 students, writing or research-intensive courses, or communication courses. Readings courses, internships, and courses with a small headcount are calculated per student enrolled.

##### **3.1.4.2 Graduate Courses**

Graduate courses are weighted in the faculty workload calculation as 1.33/credit hour designation to account for both credit hours of instruction and continued research in their area of teaching.

### **3.1.4.3 Additional Responsibilities**

Faculty may receive additional credit for the annual workload calculation for administrative responsibilities or serving as a program coordinator/academic advisor.

## **3.2 Faculty Research and Service Expectations**

### **3.2.1 Research**

All full-time faculty are expected to continue to grow in their knowledge and understanding of the field in which they teach. In conjunction with this, faculty are encouraged to be active in research activities in their areas of teaching and service. Research by OCC faculty can be demonstrated through various avenues including:

- Publishing authored or edited books, book chapters, articles, editions, translations, or research reports;
- Delivering invited lectures, conference papers, or participating in conference panels;
- Organizing, coordinating, and developing international and national professional conferences;
- Preaching, teaching, or other leadership activities at national conferences;
- Other intellectual inquiry that demands a significant portion of time and energy for the benefit of the institution.

#### **3.2.1.1 Writing for Publication**

Faculty members are encouraged to write for various publications and publishing houses. Care should be taken that writing projects do not interfere with teaching responsibilities. Additionally, writing projects should reflect the beliefs and policies of the institution. If a faculty member anticipates their writing would be controversial to the constituency of the institution, they should notify the Executive Vice President of Academics in advance of publication.

### **3.2.2 Faculty Service to the College**

#### **3.2.2.1 Participation in Shared Governance**

All full-time faculty members will participate in shared governance through active engagement in faculty meetings, field area councils, and various committees (see 3.3.3 and 4.5).

#### **3.2.2.2 Academic Advising**

Full-time faculty members will assist in academic advising of students. Program coordinators will oversee the academic advising for students in their major program and coordinate with additional faculty members. The Director of Digital Learning will oversee the academic advising for online campus students. The Dean of Graduate Studies, in conjunction with Concentration Coordinators, will oversee the academic advising for graduate students.

#### **3.2.2.3 Mentor Groups**

All full-time faculty members are expected to lead a weekly mentor group comprised of students.

#### **3.2.2.4 Student Counseling and Mentoring**

Faculty members are encouraged to assist students in personal, academic, and vocational issues. Students with significant needs should be referred to counseling services or the LAMP Office.

### **3.2.3 Faculty Service to the Constituents of the College**

Full-time faculty members are to actively serve the local and global church in order to keep their teaching grounded, model Christian service, and advance the college's mission. Full-time faculty members will be expected to engage in three weeks of service during winter, spring, or summer breaks or as otherwise determined by the Executive Vice President of Academics. Faculty members are free to make their own schedule of events (speaking, leadership training, etc.).

#### **3.2.3.1 College Relations and Communications**

Faculty members have the privilege of representing Christ and the ministry of Ozark Christian College. When faculty members do this effectively, it represents the college in a way that builds the public's trust. All media inquiries must be directed to the Communications Office. The Vice President of Marketing and Communications will provide appropriate resources and talking points so as to assist faculty and other staff in telling the story of Ozark Christian College clearly, consistently, and accurately.

### **3.3 Additional Faculty Expectations and Responsibilities**

#### **3.3.1 Office Hours**

All full-time faculty are expected to keep office hours during the fall and spring semester. Office hours should be posted to provide students an opportunity to come to them for assistance. Online instructors are expected to keep virtual office hours weekly throughout the modules.

#### **3.3.2 Friday Luncheon and Meeting**

All full-time faculty members are expected to attend the weekly employee meeting that begins at 12:30 p.m. on most Fridays during the fall and spring semesters. Faculty are invited to attend the lunch that precedes this meeting at 12:00 p.m. Professors-at-large, adjunct faculty, and faculty emeriti are invited to attend both lunch and the meeting, but are not required.

#### **3.3.3 Faculty Meeting**

All full-time faculty members are expected to attend the bi-weekly faculty meeting that begins immediately following the Friday Luncheon (approximately 1:15 p.m.). Attendance at these meetings is taken and reported to the Executive Vice President of Academics. Full-time faculty who are absent from a meeting should notify the Academics Office regarding their absence and are responsible for learning information shared through the weekly minutes distributed following the meeting.

Professors-at-large, adjunct faculty, faculty emeriti, and visiting instructors are invited to attend but are not required. Faculty meeting minutes will be made available to them for their review.

#### **3.3.4 Chapel**

All full-time faculty members are expected to attend weekly chapel services on Tuesdays at 9:30 a.m.

#### **3.3.5 Faculty Retreat and In-Service**

All full-time faculty members are expected to attend the annual faculty retreat the week prior to the fall semester and the in-service day the week after the final week of the spring semester. Professors-at-large, adjunct faculty, and faculty emeriti scheduled to teach during the forthcoming academic year may attend if available.

### **3.3.6 Commencement**

All full-time faculty are required to participate in the spring Commencement exercises and to wear academic regalia. Requests to be excused from participation must be submitted to the Executive Vice President of Academics a month prior to Commencement. Professors-at-large, adjunct, and faculty emeriti may participate in Commencement ceremonies with advanced notification to the Academics Office.

## **3.4 Faculty Rights, Privileges, and Limitations**

### **3.4.1 Academic Freedom**

Ozark Christian College recognizes the freedom of expression and pursuit of truth as essential to the goals of collegiate education. All faculty and students are free to research and explore ideas appropriate to various disciplines and to express ideas and views without fear of reprisal. Within the boundaries of their commitment to the doctrinal statement, mission, and objectives of Ozark Christian College, faculty members are given the right and responsibilities of academic freedom. Faculty and students have freedom of expression in the classroom but should avoid the classroom as a forum for personal agendas not relevant to the discipline or to the objectives of the course.

### **3.4.2 Intellectual Property**

Ozark Christian College values the contributions that all faculty make inside and outside the classroom. To that end, OCC has adopted a policy on intellectual property that is meant to honor those contributions of the faculty, while protecting the stewardship responsibilities of the institution. Faculty who develop and teach a course for the college may use the content in another context without permission of the college. OCC may use the course design and content with any qualified instructor of its choosing without permission of any previous course developer or instructor.

### **3.4.3 Disability Accommodation**

Ozark Christian College provides reasonable accommodation for any student or employee, including faculty, with special needs, provided that the individual's disability is known either through observation or self-disclosure, and that the individual provides the necessary information regarding any accommodation request sufficiently in advance to assess the request and provide an accommodation. OCC reserves the right to request official documentation of an individual's disability in those cases where the nature and scope of the disability is not observable.

Questions about an employee's request for accommodation should be referred to the Human Resources Office.

## **SECTION FOUR: Governance**

### **4.1 Board of Trustees**

The Board of Trustees constitutes the directors and final arbiters of policies pertaining to Ozark Christian College. No policy or practice may be adopted by the faculty or the President that is inconsistent with or contradictory to policies established or decisions made by the Board of Trustees. The Board of Trustees may unilaterally change, add, or eliminate any policy listed in the Faculty Handbook, including those policies that would otherwise require faculty approval.

### **4.2 Faculty Voting**

Any decision subject to the approval of the faculty of Ozark Christian College requires a simple majority vote of all full-time faculty, eligible professors-at-large, faculty emeriti, and eligible administrators present at a faculty meeting. Voting may be conducted by voice or in writing. Decisions specific to graduate programs will be approved by full-time faculty, eligible professors-at-large, and faculty emeriti who are on the teaching rotation for the graduate program.

### **4.3 Chief Academic Officer**

The Executive Vice President of Academics serves as the Chief Academic Officer of Ozark Christian College. The Executive Vice President of Academics is responsible for the oversight of all the institution's educational offerings regardless of modality or location of delivery. The Executive Vice President of Academics is also responsible for the oversight of all faculty and additional academic personnel. In all student matters, such as academic disciplinary matters, complaints, academic appeals, or the like, the student will be subject to the oversight of the Executive Vice President of Academics.

### **4.4 Dean of Graduate Studies and Assistant Academic Dean**

Reporting to the Executive Vice President of Academics are the Dean of Graduate Studies and Assistant Academic Dean.

The Dean of Graduate Studies provides oversight and direction for the development of a graduate studies program and faculty teaching graduate courses.

The Assistant Academic Dean provides oversight and direction of student learning assessment.

### **4.5 Faculty Committees, Area Councils, and Program Coordinator**

Full-time faculty members may be asked to serve on one of several committees or councils. Professors-at-large who have taught for several years may also be asked to serve on these committees as needed.

#### **4.5.1 Academic Council**

The Academic Council meets every other month during the fall and spring semesters. The council has the following responsibilities: 1) Evaluate and review curriculum and academic policies. 2) Evaluate degree requirements and recommended changes from area councils. 3) Recommend changes to the faculty for approval, including new academic programs, core curricular requirements, and college learning outcomes. Changes specific to the graduate program will be recommended to the graduate faculty for approval.

The Executive Vice President of Academics serves as chair of the Academic Council. This council is comprised of the following: Dean of Graduate Studies, Assistant Academic Dean, Vice President of

Institutional Research and Effectiveness, Chairs of the Area Councils, Dual Degree Program Advisor, Registrar, Director of Academic Operations, Librarian, ARC Director, and an At-Large Faculty Member.

#### **4.5.2 Area Councils (Undergraduate Studies)**

Three area councils (General Education, Biblical Education, and Professional Education) meet twice during each of the fall and spring semesters and are chaired by a full-time faculty member appointed by the Executive Vice President of Academics. Council chairs will serve for a two-year (renewable) term.

The General Education Council will consist of a minimum of four faculty members who teach within the general education curriculum and to include a minimum of one faculty member teaching an online general education course. Membership on this Council will also include the Academic Resource Commons director, the Library Director, the Dual Degree Liaison, and a student representative.

The Biblical Education Council members include a minimum of one faculty member teaching in each area of the biblical education curriculum, one faculty member teaching an online biblical education course, the program director for the Bachelor of Theology degree, the chair of the Spiritual Formation Team, and a student representative.

The Professional Education Council members include each program coordinator for professional education majors, a minimum of one faculty member teaching an online professional education course, the Dual Degree Liaison, the Director of the Ministry Center, and a student representative.

The area councils have the following responsibilities: 1) Provide input on course scheduling. 2) Make proposals concerning any curricular changes in their field. 3) Discuss the application of assessment data. 4) Develop and implement yearly action plans for their area. 5) Report through the area chair to the Academic Council. Additionally, members of the council may be asked to assist in the hiring and interviewing process of potential faculty candidates.

#### **4.5.3 Graduate Studies Council**

The Graduate Studies Council is chaired by the Dean of Graduate Studies. Members include the concentration coordinators, at-large graduate faculty members, and the Director of Graduate Studies. This council has the following responsibilities: 1) Review graduate program assessment data. 2) Make proposals concerning curricular changes. 3) Review and recommend new concentrations and/or graduate programs for approval by the Academic Council and Graduate Faculty. 4) Review and recommend academic policies for Graduate Studies.

#### **4.5.4 Library Committee**

The Director of Library Services serves as chair of the committee which is comprised of a member of the General Education faculty, Biblical Education faculty, Professional Education faculty, Graduate Program Committee, Online Learning/Academic Technology representative, the Director of the Academic Resource Commons, and a student representative.

The Library Committee has these responsibilities: 1) Advise the Library Director in establishing and evaluating policies for the operation of the library. 2) Advise the Library Director in decisions concerning significant library purchases. 3) Assist in gaining from faculty and others recommendations of additional titles in the areas where teachers need to improve the library's collection. 4) Facilitate communication between the library staff and the faculty and vice versa. The Director of Library Services serves as chair.

#### **4.5.5 Student Conduct Committee**

Two full-time faculty members will serve on the Student Conduct Committee. This committee is called when a student conduct situation requires the use of a formal process as outlined in the Student Handbook.

#### **4.5.6 Faculty Advocacy Committee**

The Faculty Advocacy Committee will be comprised of a minimum of five full-time faculty members that represent different levels of teaching experience, diversity of gender, and diversity of ethnicity. At least one member will be active in teaching online courses and one member will be active teaching graduate courses. The committee is chaired by a full-time faculty member nominated and voted on by full-time faculty members at the conclusion of each even numbered academic year. Members of the committee are appointed by the chair to serve for two years.

The Faculty Advocacy Committee has the following responsibilities: 1) To study and make recommendations to the Executive Vice President of Academics for ongoing faculty improvement. 2) To make suggestions to the Executive Vice President of Academics regarding faculty or academic policies. 3) To assist with new faculty orientation. 4) To work with the Executive Vice President of Academics to consider ways to make faculty meetings more productive.

#### **4.5.7 Spiritual Formation Committee**

This Spiritual Formation Committee provides oversight for curricular and co-curricular learning specific to spiritual formation/biblical education outcomes. This committee is led by the Chapel Minister and includes the department coordinator for Christian Formation major and members of the faculty and student services.

#### **4.5.8 Over-absent Committee**

The Over-absent Committee will meet at the conclusion of the fall and spring semester to consider student petitions regarding absences.

#### **4.5.9 Ad Hoc Committees**

The Executive Vice President of Academics may appoint faculty members to an ad hoc committee to meet specific needs of the institution.

#### **4.5.10 Undergraduate Program Coordinators**

A full-time (or in special cases, a professor-at-large) faculty member will serve as the program coordinator for the majors offered in conjunction with the undergraduate programs offered by the institution. The program coordinator will be responsible for the following: 1) Provide academic advising to students enrolled in the major (and coordinate with other faculty advisors if needed). 2) Provide an annual program assessment and report to the Academics Office. 3) Conduct regular program review as outlined and scheduled by the Academics Office. 4) Coordinate with the Director of Academic Operations regarding the scheduling of courses and faculty assignments for the major program. 5) Recommend curricular changes for the major program in conjunction with academic policy. 6) Coordinate with the Executive Vice President of Academics regarding hiring faculty for the program. 7) Assist in recruitment of prospective students in conjunction with the Admissions Department.

#### **4.5.11 Graduate Studies Concentration Coordinators**

A full-time (or in special cases, a professor-at-large) faculty member will serve as the coordinator for the concentrations offered in conjunction with the graduate programs offered by the institution. The program coordinator will be responsible for the following: 1) Assist the Director of Graduate Studies with academic advising to students enrolled in the concentration when needed. 2) Provide an annual program assessment and report to the Dean of Graduate Studies. 3) Conduct regular program review as outlined and scheduled by the Dean of Graduate Studies. 4) Coordinate with the Director of Graduate Studies regarding the scheduling of courses and faculty assignments for the concentration. 5) Recommend curricular changes for the concentration in conjunction with academic policy. 6) Coordinate with the Dean of Graduate Studies regarding hiring faculty for the program. 7) Assist in recruitment of prospective students in conjunction with the Admissions Department.

## SECTION FIVE: Academic Policies

Faculty should be familiar with all policies outlined in the OCC Academic Catalog of the institution. Faculty members are expected to be familiar with the catalog, abide by the academic policies and grading scale, and work in harmony with co-workers so that faculty members speak with a united voice on academic matters. Any questions concerning academic policies should be referred to the Executive Vice President of Academics or Registrar. Online instructors should contact the Director of Digital Learning regarding academic policies specific to the online program. Adjunct faculty teaching graduate courses should contact the Dean of Graduate Studies regarding academic policies specific to the graduate program. Additionally, faculty are required to follow the following policies.

### 5.1 Course Expectations

#### 5.1.1 Course Syllabi

Faculty members are required to utilize the appropriate OCC syllabus template provided. Course syllabi are to be uploaded to the course Canvas LMS account for student access. An electronic copy of all syllabi should be posted to the Faculty Exchange within two weeks of the start of the semester/module. Adjunct faculty and visiting instructors may request assistance from the Assistant Academic Dean or another faculty member in utilizing the syllabus template and providing it to the Academics Office. Faculty may request that the OCC Bookstore print copies of the syllabi for purchase by students.

#### 5.1.2 Course Grading

Faculty for residential campus courses are required to enter final grades through the OCC web portal (JICS) by the day and time indicated on the annual academic calendar. Faculty are required to use the Canvas LMS for grading to provide students and approved academic and student service personnel timely information about the student's academic progress. Faculty may also use a gradebook available from the OCC Bookstore.

The grading scale found in the OCC Academic Catalog must be followed.

#### 5.1.3 Graduating Student Grades

Faculty will notify the Registrar by the last day of regular classes if any candidates for graduation will fail the class. Teachers have the discretion to exempt students who are graduating with four- or five-year degrees from final exams during their final semester if they have a "B" average in the course. An instructor may decide to make no exemptions from final exams.

#### 5.1.4 Student Attendance (Residential Courses)

Faculty for residential campus courses are required to utilize Canvas to track weekly student attendance. This will provide students with a record of their class attendance and the approved academic and student service personnel with timely information to assist in student retention.

The equivalent of two weeks of absences plus one additional absence in a class will result in the student receiving an "F" for the course. **Any absences for school-sponsored activities (such as varsity sports, courses that require travel, or employment responsibilities at the college) are not counted toward this number of absences.** In cases of extenuating circumstances (such as an extended illness) beyond the student's control, appeal for credit may be made to a faculty-led committee. This appeal must be in writing stating reasons for the absences, and must be presented to the Academics Office before final exams begin for the semester in question. Petition forms are available from the Academics Office.

Professors will email a list of over-absent students (along with the dates of the absences) to the Academics Office by the Friday before the last week of class. The Academics Office will email the students about their need to appeal. Students will fail the course unless they complete an appeal. If a student should go over-absent during the last week of class, his/her name should be emailed to the Academics Office by the last Friday of classes.

The Over-absent Committee may deny the appeal, accept the appeal, or accept the appeal with a grade reduction. The student and teacher of the class will be informed of the faculty committee's decision in writing within the final exam week.

In rare cases where a student knows before the semester that he/she will miss over two weeks of class due to ministry-related work (CIY, Choices), the following process will be followed. The student will be directed to the Academics Office. S/he will be asked to complete an "excessive absence learning contract." The learning contract will list each day the student knows s/he will be absent. Faculty will be able to assign additional work to compensate for the student's absences. The student is not approved for the absences without the signatures of the Director of Academic Operations, the instructor of each course affected, and his/her immediate supervisor in the off-campus work. The only students who will be approved for going over-absent are students who will be participating in activities which support institutional learning outcomes.

## **5.2 Learning Outcomes, Courses, and Program Approval Process**

### **5.2.1 Student Learning Outcomes**

Revisions to undergraduate student learning outcomes will be made by the appropriate Area Council, reviewed by the Academic Council, and submitted to the faculty for approval. Performance indicators related to student learning outcomes and corresponding rubrics are under the oversight of the Area Councils and can be modified by approval of the council.

Revisions to graduate student learning outcomes will be made by the Graduate Studies Council and approved by the graduate faculty.

### **5.2.2 New Course Approval**

New courses may be proposed by faculty members for inclusion in the OCC Academic Catalog and the schedule of courses through the following process.

New course proposals shall include the following information:

- Course name, course level, course catalog designation, credit hours
- Course catalog description, including prerequisites
- Student Learning Outcome(s) appropriate to the course
- Program Outcomes/Concentration Outcomes appropriate to the course (if course is designed for an undergraduate professional major or graduate concentration)
- Course Objectives/Outcomes
- Course/content outline
- Brief rationale for the new course, including a statement describing how the course fits into the overall program for which it is intended, identification of potential faculty/instructor, and if there would be any special needs for this course (materials, equipment, library resources, etc.)

### **Undergraduate Courses**

New course proposals or changes to current courses will be submitted to the chair of the appropriate Area Council for review. If a course is specific to a professional major, the course proposal should also be first submitted to the program coordinator for the major and then brought to the Professional Education Area Council. New courses designed as elective options for any area of the curriculum can be approved by the Area Council and submitted to the Executive Vice President of Academics without further approval. Any course designed to modify the core requirements or serve as a new option for core requirements of any degree program will be submitted to the Academic Council and the undergraduate faculty for approval.

### **Graduate Courses**

New course proposals or changes to current courses will be submitted to the Dean of Graduate Studies for review by the Graduate Studies Council. Any course designed to modify the course requirements or serve as a new option for core requirements of any graduate program/concentration will be submitted to the Executive Vice President of Academics and the graduate faculty for approval.

### **5.2.3 New Degree Program Approval**

New degree programs (including majors) for Ozark Christian College will require an extensive development and review process to ensure that the program is appropriate to the mission of the school and meets a need of the current and future constituency of the institution. All new programs will also need to be reviewed and approved by both ABHE and HLC prior to any announcement, advertisement, or recruitment for the program. Please note the review process may take 12 months to complete.

The Executive Vice President of Academics will appoint a task force to create a proposal for new degree programs. The process of evaluating the needs for a new degree program should include the following steps:

- Survey and analysis of potential student populations for degree program
- Survey and analysis of church constituents regarding degree program
- Survey of sister institutions and other higher education institutions offering similar programs
- Survey of the current human, financial, and other physical resources of the institution available to support the new degree program

Data from surveys should be presented to the Executive Vice President of Academics. Upon approval from the Executive Vice President of Academics, the task force will complete further research to compile a program proposal which should include the following information:

- Name of the program and corresponding CIP code (see Registrar's Office)
  - Accreditation requirements
  - Modality of the program
- Program specifics
  - Total credit hours
  - Connection to College Student Learning Outcomes
  - Program learning outcomes
  - Program requirements
  - Course offerings (see new course requirements for any new courses)
  - 3-year course schedule
  - Proposed faculty or additional positions
    - CVs required for any potential adjunct faculty
- Proposed initial date for implementation of the program
- Primary target audience for the program

- Program alignment with the mission of the institution
- Physical facilities and equipment needed to support the program
- Evidence of market for new program exists and enrollment projections
  - Identified student population(s) and data compiled to support the need for the program
  - Program distinctions (with comparison to sister institutions)
- Projected growth and plan to manage growth (finances, faculty, other resources)
- 3-year budget to demonstrate return on investment
- Plan for marketing and recruitment (in conjunction with Admissions Department and Marketing and Communications Office)
- Library and information resources needed
- Program assessment plan
  - Program level outcomes
  - Student persistence and completion
- Additional information as requested by executive leadership

A degree program proposal will be reviewed by executive leadership for comment and further study by the Task Force. New undergraduate programs/concentrations would be submitted to the Academic Council for review and then to the undergraduate faculty for final approval. New graduate programs/concentrations would be submitted to the Graduate Studies Council for review and then to the graduate faculty for final approval.

No new degree program offering will be advertised by Ozark Christian College until it has received final approval from all appropriate committees and has been approved for offering by the appropriate accrediting agencies.

### **5.3 Admissions, Enrollment, and Graduation Requirements**

All requirements for admissions, enrollment, and graduation are under the purview of the Executive Vice President of Academics in consultation with the faculty and in accordance with appropriate higher education standards. These requirements are provided to students in the OCC Academic Catalog.

## **SECTION SIX: Institutional Policies**

All faculty members are responsible to be familiar with and follow the institutional policies found in the Personnel Handbook. These policies include but are not limited to the following:

- Equal Employment Opportunity
- Code of Ethics
- Campus Safety
- Drug-Free Workplace
- Harassment and Sexual Assault
- Electronic Communications
- Unauthorized File Sharing
- Non-Discrimination Policy
- Guidelines for Maintaining Moral Integrity
- Statement on Religious Beliefs on Human Life, Gender, Marriage, and Sexuality

### **6.1 Faculty Non-fraternization Policy**

Romantic relationships that do not involve prohibited sexual activity may nonetheless create the appearance of or fact of an abuse of power or of undue advantage. Any romantic relationship between faculty members of disparate power (e.g., supervisor and supervisee) is particularly problematic, and should be avoided unless the relationship existed prior to the affiliation of both individuals with OCC or before their roles at OCC involved disparate power. Romantic relationships between OCC faculty and OCC students are strictly prohibited unless the relationship existed prior to the affiliation of the student or faculty member with OCC. Exceptions to this policy may be granted by the President in certain circumstances where there are not concerns about disparate power.

### **6.2 Release for Student Reference**

Faculty are often requested to provide references for current or former students. It is prudent to honor such requests with careful attention to safeguarding both the faculty member and the institution from any potential liability. Because FERPA provides legal protection for the privacy of a student's educational records, faculty who are asked to serve as a reference must have the student sign a written release form before discussing the student's educational performance or record. If serving as a reference, faculty should focus on objective factors that are measurable, use specific examples where appropriate, avoid speculating on areas outside one's own direct knowledge, and in all things "speak the truth in love" (Eph 4:15). A release form is available by contacting the Registrar's Office.

### **6.3 Marriage and Divorce**

Scripture teaches that "marriage should be honored by all, and the marriage bed kept pure" (Heb 13:4). While marriage is certainly not a condition of employment, those who are married are expected to honor that covenant and commitment faithfully. In light of society's casual regard for the sacred covenant of marriage as opposed to Scripture's strong teachings, Ozark Christian College, as a private religious institution, calls and retains only those personnel who share its high regard for Scripture's teaching on marriage and divorce. In terms of calling new personnel, a prior divorce or marital difficulty does not in itself disqualify one from applying, but any final candidate for a position must summarize the pertinent circumstances with the Executive Vice President of Academics and President to determine if those circumstances are in conflict with Scripture. In terms of retaining existing personnel, any permanent staff or faculty employee who is unfaithful to his or her marriage covenant is subject to discipline.

## **SECTION SEVEN: Financial Policies**

In addition to the salary and benefits stated in the working agreement, faculty should be familiar with the policies outlined in the Personnel Handbook, including:

- Employment Policy
- Introductory Period
- Compensation Policies
- Family and Medical Leave, Short-term Absence Time, Extended Sick Leave
- Long-term Disability
- Health Insurance, Health Care Reimbursement, Flexible Spending Account
- Life Insurance
- Retirement Plans

The following outlines additional benefits or further describes the financial policies specific to faculty.

### **7.1 Faculty Professional Development Funds**

OCC is committed to helping its full-time faculty develop professionally. Such development efforts are coordinated by the Executive Vice President of Academics, though each faculty member bears the primary responsibility for his or her own professional development. It is expected that faculty will continually seek to grow and improve as teachers, scholars, and academic professionals. Each full-time faculty member has available each year up to \$800 for professional development. This can include further education in one's area of instruction, clinics, seminars, conventions, research projects, professional dues, books/journals/software, overseas missions trips. In addition, a technology fund of \$1,000 every three years is available to faculty.

### **7.2 Faculty Sabbatical**

The sabbatical program has the purpose of permitting qualified faculty members to be released from regular teaching duties so they can improve their effectiveness in the teaching ministry of the college. Full-time faculty members will become eligible for sabbatical leave consideration after six years of full-time faculty service. If granted, faculty members will receive full salary and benefits during a sabbatical leave (whether six months or twelve months).

Application for sabbatical leave must be made to the Executive Vice President of Academics in writing at least 12 months prior to desired sabbatical. The application should describe succinctly but clearly the purpose of the sabbatical and how it will help the faculty member as well as the institution, including the tangible product that will result from the sabbatical (e.g., article, book, etc.). Permission of the Executive Vice President of Academics, in consultation with the President, is required on the basis of the quality of the sabbatical proposal and the ability of the institution to support the request in light of available finances and scheduling needs.

Normally no more than one sabbatical leave will be granted per semester. If more than one proposal is received for the same time period, seniority will generally be given first consideration.

Gainful employment beyond Sunday engagements is normally considered contrary to the purposes of the sabbatical program. Any exceptions to this policy must have prior written approval from the Executive Vice President of Academics. Faculty service during sabbatical leave will be subject to the faculty travel and honorarium reimbursement policies outlined in the Faculty Handbook. Royalties from books are not included. If a faculty member on sabbatical leave receives a major grant in excess of travel or other

personal expenses, the salary from the school may be reduced proportionately. No faculty member may raise money for sabbatical leave through contact with churches or individuals who support the school without written permission from the Executive Vice President of Academics.

Within one month of the completion of the sabbatical, a full report of the results of the sabbatical must be provided in writing to the Executive Vice President of Academics. Faculty granted sabbatical leave shall serve at least three more years at Ozark Christian College following their sabbatical. If teachers fail to do so, they will be required to reimburse the college for one-third of their sabbatical leave salary and benefits for each of the three years that were not completed.

### **7.3 Continuing Education Tuition Assistance and Grant**

Continuing Education Tuition Assistance is available to full-time faculty pursuing advanced degrees for up to \$2,500 a year for a total of four years equaling \$10,000 to help with tuition costs. Forms to request this assistance are available in the Academics Office and must be approved by the Executive Vice President of Academics.

A Continuing Education Grant is available for faculty members pursuing a terminal degree. The faculty member can receive up to \$6,000/year for a total of four years equaling \$24,000. Due to federal regulations, the amount of the grant given in excess of \$5,250 during a calendar year is a taxable benefit. Also, funds used for software, travel, lodging, or meals are also a taxable benefit. Grants are available per application, are only granted as funds allow, require a commitment of the faculty member regarding years of future service, and are not in addition to the \$2,500 tuition assistance listed above. See the Executive Vice President of Academics for more information regarding Education Grant.

## **7.4 Other Benefits**

### **7.4.1 Housing Allowance**

For full-time, qualified (ordained or licensed) persons, a portion of one's remuneration can be designated as a housing allowance. Application is made annually through the Human Resources Office and approval is made by the Board of Trustees.

### **7.4.2 Tuition Benefits**

See the Personnel Handbook for details regarding taking courses for credit or audit at Ozark Christian College. The Personnel Handbook also includes information regarding tuition benefits for dependents of faculty members.

## **7.5 Faculty Expenses**

### **7.5.1 Faculty Travel Expenses and Honorarium Policy**

Full-time faculty members will be involved in faculty service as described above. All speaking and leadership training events are considered faculty service regardless of how contact was made for their participation in the event. Upon return from the service, faculty members will complete a Faculty Service Travel and Expense Report and submit this along with any honorarium received to the Academics Office for submission to the OCC Business Office. Faculty will be reimbursed for all personal travel expenses (see the Personnel Handbook for travel reimbursement policies) from the honorarium provided or institutional funds in the event the honorarium does not cover the expenses incurred. The institution does not charge a fee for faculty services to churches and other organizations, but does encourage that faculty request that travel expenses be met if at all possible. After expenses are paid, the faculty member will

receive 90% of the honorarium and the college will receive the remaining 10%. The exception to this is for summer travel; following the third week of summer service, the faculty member may elect to keep the entire honorarium for any continued service but are also responsible for all expenses incurred.

If a teacher is asked to preach or present a workshop at the Spire conference or asked by the Executive Vice President of Academics to represent OCC, the college will pay mileage plus one night of lodging. If a faculty member makes a presentation on another day, an additional night of lodging can be paid by the college.

### **7.5.1.1 Interim Ministries**

Full-time faculty members may be asked to serve in an interim ministry. The following guidelines have been established so as to not conflict with the faculty member's responsibilities to the college.

- a. Check with the President and Executive Vice President of Academics before accepting an interim ministry.
- b. The church is responsible for making arrangements when the faculty member is not available due to other college service or faculty responsibilities.
- c. In regard to financial arrangements, regular faculty service policy will be followed.
- d. Involvement should be limited to weekend services. Any needed counseling or special meetings in addition to the preaching and teaching could all be accomplished in a well-planned day each week.
- e. The length of an interim ministry should be limited to three months, unless special arrangements are made with the Executive Vice President of Academics and President.
- f. The church should communicate with the President before approaching the faculty member about becoming their permanent minister.
- g. The elders should be given a copy of these guidelines before one accepts an interim ministry.

### **7.5.2 Ordinations, Weddings, and Funerals**

Full-time faculty preaching for student ordinations will have travel expenses reimbursed up to \$100. Participating in weddings or funerals will not be reimbursed as faculty service. An exception would be made when the college requests a teacher to attend a funeral as a representative of the college which would be remunerated as regular faculty service. Any payment received for participating in a wedding or funeral may be retained by the faculty member.