MISSION, VISION, CORE VALUES

Warner Mission
The mission of Warner University is to graduate individuals who exemplify academic excellence and Christian character, who are prepared to lead and committed to serve.

Warner Vision
Our students will have a biblical view of Christ as creator and sustainer of the universe, and be persuaded in their understanding of Him to enjoy His presence, to seek His mind and to fulfill His purpose with passion and authenticity.

Warner Core Values
1) Service: Demonstrate Christ’s mercy and compassion to others through humility of motive, attitude and action.
2) Integrity: Live blamelessly in light of Christ’s imminent return.
3) Knowledge: Seek the treasures of wisdom and knowledge hidden in Christ.
4) Wisdom: Choose what is best according to the will of God.
5) Growth: Increase in love and knowledge to the glory of God.
Manual Disclaimer
This manual is not intended to be a legal contract and is not expected to alter the nature of employment for either the employee or the institution. This document is to be used in an advisory capacity only. Terms and conditions of employment governing the staff and faculty at Warner University are contained herein. Warner University reserves the right to modify or change the Staff & Faculty Manual at any time. For additional information, contact the Department of Human Resources located on campus in the Finance and Business office.
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GENERAL INFORMATION

**Introduction to Warner University**

Every Warner University employee is important. Each one has a place of significance in the diversified campus duties that focus on the stated institutional purpose: “to provide a quality program of higher education from an evangelical Christian perspective in the Wesleyan tradition.”

All employees are important to the ministry of the University, whether faculty or staff. Together we are preparing youth for service as agents of God in His world.

It is assumed that the individual members of the Warner University Team will be doing a superior quality of work in every area. Top quality workmanship is an integral part of Christian stewardship and should result in maximum service from the equipment and dollars invested. Efficient and consistent work performance by team members can result in smooth campus operation and in a congenial campus climate. Top quality staff performance sets an example for students, who often learn more by watching actions than by listening to words. Excellence in performance inspires confidence on the part of University constituents, who give their prayers, finance, and support every year.

Each employee is challenged to make Warner University a center of inspired and faithful personal service as unto the Lord. As a condition of employment, each staff member should comply with the life-style commitment of WU.

We as staff are to be good stewards of God’s time, money and equipment with which He has entrusted us.

**A Brief Historical Sketch**

The burden for a Church of God University in the South found official expression with the organization of Church of God Southern Convention in 1948. In 1958-1961, a committee functioning under the aegis of the Convention operated an Extension Center of Anderson University at Columbia, South Carolina, and at Birmingham, Alabama.

In 1964, a group of Church of God congregations in the South formed the Southeastern Association of the Church of God for the purpose of establishing and sponsoring a four-year Christian University. The Association through its Board of Trustees selected the Lake Wales site in 1965, appointed an administrator in 1966, proceeded with the building plans and scheduled ground breaking in 1967. The first freshman class began in September of 1968. Each succeeding year an additional class was added. By the fall of 1971, a full four-year bachelor’s program was offered. Later an Associate in Arts degree was added as well as an Individualized Program of Study tailored to fit individual needs.

**Statement of Purpose**

Warner University, founded in 1968 by the Southeastern Association of the Church of God (Anderson, Indiana), is a co-educational, four-year Christian University in the liberal arts tradition wherein the study of religion, the arts, sciences, literature, languages, and mathematics and related subjects may be taught and advanced...(Articles of Incorporation, 1964). Warner University is committed to a search for truth in the context
of Biblical Christianity and seeks in all its policies and practices to pursue truth and encourage each student to achieve his or her highest potential as an individual.

The mission of Warner University is to graduate individuals who exemplify academic excellence and Christian character, who are prepared to lead and committed to serve. The administration, faculty, and staff are Christian, qualified in their areas of service, and dedicated to the ministry of Christian higher education. Administrators, faculty, and staff serve as advisors and mentors to students and seek to provide an environment that is both challenging and supportive for students.

The curriculum at Warner University is designed to develop general knowledge and includes over 20 different liberal arts and professional preparation fields for specialized study. Students are expected to develop attitudes and skills, which will be used to enrich and promote lifelong learning. Warner provides a campus where the traditions of our Christian heritage are valued and honored.

**Public Relations**

Warner University is dependent upon the goodwill, confidence, and support of its friends as it serves the church and society. A University that has loyal friends both within the institution and without enjoys some of the most valuable assets any University could wish. To create and keep alive this feeling of warmth and goodwill is the responsibility of every person associated with the institution. Whether an administrator, a faculty member or a member of the staff, the task is to promote and foster a friendly relationship with other members of the campus community as well as with the outside community, alumni, parents of students, the Church of God, persons from other church traditions, citizens of the community, and the constituents in general.

In carrying out these objectives a heavy responsibility rests upon the faculty. Each faculty member is a valuable medium for interpreting the University to the church, the public and students accurately. This ability to interpret will be proportionate to the faculty member's interest and active part in shaping policies. For these reasons, avenues are maintained for faculty to participate in identifying major problems and in developing their solution.

Good public relations involves the staff and their attitudes toward themselves as members of the University. The staff member who feels positive about being significantly involved in a great cause will display a contagious enthusiasm.

Good public relations in a University is essential to areas, but it is highly important that faculty members examine their instructional practices, counseling and advising procedures with a special concern for desirable public relations.

**Accreditation**

The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The Commission's mission is the enhancement of educational quality throughout the region and it strives to improve the effectiveness of institutions by ensuring that institutions meet standards established by the higher education community that address the needs of society and students. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by
the Commission on Colleges that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

**THE PROCESS OF ACCREDITATION AND THE QEP**

An institution must submit a Compliance Certification document that demonstrates its judgment of the extent of its compliance with each of the Core Requirements, Comprehensive Standards, and Federal Regulations as presented in the Principles. The Compliance Certification document is reviewed by an off-site review committee which advises the on-site review committee by making observations about the information the institution provides and by determining the institution’s compliance with standards. The concept of quality enhancement is at the heart of the Commission's philosophy of accreditation. Each institution seeking reaffirmation of Accreditation is required to develop a Quality Enhancement Plan (QEP). Engaging the wider academic community and addressing one or more issues that contribute to institutional improvement, the plan should be focused, succinct, and limited in length. The QEP describes a carefully designed and focused course of action that addresses a well-defined topic or issue(s) related to enhancing student learning.

At the culmination of the QEP, the Commission on Colleges sends an on-site committee of professional peers to the campus to assess the educational strengths and weaknesses of the institution. The written report of the committee helps the institution improve its programs, refine its QEP, and also provides the basis on which the Commission decides to grant, continue, reaffirm, or withdraw accreditation. (From the SAC/COC homepage, July 3, 2010)

**ORGANIZATIONAL STRUCTURE**

**Senior Administrative Functions**

**President**

The President is the chief administrative and executive officer of the University. The President's duties include seeing that the University operates in conformity with the policies established by the Board of Trustees. As Chief Executive Officer, the President is ultimately responsible for everything concerning the University and for the effective and economic operation of all departments.

**Executive Vice President & Chief Academic Officer (CAO)**

The Executive Vice President & Chief Academic Officer (CAO) is the chief academician of the University. The EVP reports to the President and acts for the President in the President's absence. As Chief Academic Officer, he/she supervises the instructional programs and staff of the School of Ministry, Arts & Sciences, School of Business, School of Education, School of Distance Education, Director of General Studies, Learning Resource Center, Academic Skills Center, Office of Disability Services, Career Counseling, Institutional Research, Computer Services, and ancillary services of the University.
Vice President for Business & Finance & Chief Financial Officer (CFO)

The Vice President for Business and Finance is the chief financial officer of the University. The Vice President reports to the President and is responsible for the financial and business affairs of the University, including preparation and coordination of the institution’s operating budget, financial reporting, purchasing and materials management. The Vice President is also responsible for the administration of support services of the University including, auxiliary services, plant operations, facilities, risk management, construction management, and public safety and security.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement reports to the President and is responsible for the leadership and management of all public relations efforts. The Vice President supervises communication and institutional advancement programs with all external constituencies, including development efforts and alumni affairs. The Vice President also assists with ancillary services of the University.

Vice President for Enrollment Management and Marketing

The Vice President for Enrollment Management and Marketing manages the departments responsible for the recruitment, enrollment, and retention of students, public relations and marketing, and the University website. The Vice President supervises, coordinates and evaluates the Admissions, Financial Aid, and Registrar’s offices. The Vice President also assists with ancillary services of the University.

Support Administrative Functions

Dean, School of Ministry, Arts & Sciences

The Dean of the School of Ministry, Arts & Sciences is the operational officer for the School of Ministry, Arts, & Science. The Dean works closely with the Chief Academic Officer in the administration of the academic programs of the School. The Dean is responsible for supervising, coordinating and evaluating the programs, services and personnel of the following departments: Ministry and Humanities department, the Social and Natural Sciences department, General Studies, and the Online Church Ministry program. The Dean is responsible for supervising, coordinating and evaluating the programs, services and personnel for the programs housed in the school departments.

Dean, School of Business

The Dean of the School of Business is the operational officer of the School of Business. The Dean works closely with the Chief Academic Officer in the administration of the academic programs of the School. The Dean is responsible for supervising, coordinating and evaluating the programs, services and personnel of the traditional and degree completion Business Administration program, the Health Care Management program and the Master of Science in Management and the Master of Business Administration degree programs.

Dean, School of Education

The Dean of the School of Education is the operational officer of the School of Education. The Dean works closely with the Chief Academic Officer in the administration of the academic programs of the School. The Dean is responsible for
supervising, coordinating and evaluating the programs, services, and personnel of the Physical Education and Teacher Education departments, the degree completion Educational Studies program and the Master of Arts in Education program.

**Dean, School of Distance Education**

The Dean of the School of Distance Education is the operational officer for the School of Distance Education. The Dean works closely with the CAO in the administration of the academic programs of the School and with the Vice President of Enrollment Management & Marketing in the administration of the recruitment, enrollment & retention of students in the School. The Dean is responsible for supervising, coordinating, and evaluating the programs, services and personnel for the programs housed in the School.

**Dean, Student Life**

The Dean of Student Life manages a variety of programs and services which are designed to aid students in their growth and development outside the formal classroom. Programs and services include: orientation, student activities, residence life, student government, student employment, spiritual and faith development programs, intramural sports, and personal counseling.

**Accreditation Liaison**

The Commission on Colleges strongly recommends that the President appoint an Accreditation Liaison, a senior, regular full-time faculty member or administrator who reports directly to the President. All official communications from the Commission go to the chief executive officer. The Accreditation Liaison is to ensure that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution. The liaison familiarizes faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.

**Office of General Counsel**

The Office of General Counsel reports to the President. General Counsel provides legal advice for matters related to the operation of the University. A request for legal advice from a member of the campus community should come through the Office of the President or another administrator. General Counsel is not available for personal legal issues to members of the campus community.

**Director of Athletics**

The Director of Athletics provides executive leadership for the Department of Athletics staff, coaches and all student athletes.
SEXUAL HARASSMENT & GRIEVANCE POLICIES

Sexual Harassment Policy
Sexual harassment committed by any faculty, staff, and/or student against any member of the Warner University community is prohibited. It is a violation of Sec. 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972.

Sexual Harassment Defined
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education.
b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.
c. Such conduct has the purpose or effect of interfering with an individual's academic or work performance, or creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment undermines the integrity of the workplace, research, learning, and teaching environments. It is unsolicited, non-reciprocal behavior that includes:
   1. Graffiti
   2. Verbal abuse
   3. Rape
   4. Leering or ogling
   5. Physical assault
   6. Sexist remarks regarding the victim's clothing or body and general sexist jokes, comments, or pictures
   7. Patting, pinching, or brushing up against someone
   8. Suggestions/demands for sexual favors in return for grades, hiring, promotion or tenure
   9. Derogatory gender-based humor

Harassment
The University intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any kind will not be tolerated. Harassment can take many forms. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexual harassment may include unwelcome sexual advances, request for sexual favors, and other verbal or physical contact of a sexual nature. When such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly, it is considered sexual harassment.
Examples of Sexual Harassment:
- Unwelcome sexual flirtations
- Advances or propositions
- Verbal abuse of a sexual nature
- Subtle pressure or request for sexual activities
- Unnecessary touching of an individual
- Graphic comments about an individual's body
- Display in the workplace of sexually suggestive objects or pictures
- Sexually explicit or offensive jokes
- Physical assault

As an employee of the University, you are responsible for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it immediately to the Vice President for Finance and Business. When the University becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action.

**Grievance Policy**

Should a grievance develop between a faculty member and another member or members of the academic community, petition may be made to the Faculty Personnel Policy Committee. The petitioner must state in writing the nature of the grievance, other parties involved, and attempts at resolution. The Faculty Personnel Policy Committee shall investigate the grievance in accordance with established procedures and make recommendations to the Vice President & CAO for a definitive resolution. Those involved shall receive a copy of the recommendation.

Should an employee have a grievance with another member of the community, the aggrieved should first try to reach a resolution with his/her supervisor. If this should not be practical or not in agreement with the Supervisor's decision in the matter, the aggrieved employee should present the problem in writing to the Business Office, to the attention of Human Resources or the Vice President for Finance & Business. The HR or VP will schedule a conference with the aggrieved. Such a conference would include the aggrieved employee plus one other person of the employee's choosing, if desired, to come to a final resolution.

If such a conference is unable to resolve the grievance, the employee may appeal as follows: Within three days of the conference decision, the aggrieved shall present to the President a written notice of appeal. The President shall appoint a committee of three of the President's cabinet members (not to include the person who made the initial decision). This committee shall conduct an appeal hearing. The hearing shall be conducted within ten days after the appeal is filed. During this hearing, the person making the initial decision shall present any evidence in support of the decision. The employee shall have an opportunity to present evidence denying or mitigating the reasons for the decision. After the hearing, the committee shall present to the President a recommendation which affirms, denies or alters the initial decision. The President will render a final decision which shall be considered final.
Deadlines for Filing a Grievance

Faculty and staff will have up to sixty days following an incident to file a complaint. Warner University will accept, review, and respond appropriately to all sexual harassment complaints by former employees and students submitted within sixty calendar days of termination. Student complaints must be submitted with ten months of the incident. In special circumstances time limits may be waived with the mutual agreement of campus representatives. If a person decides to file a sexual harassment complaint every effort should be made to resolve a complaint within thirty days of receipt of the complaint.

The following procedure shall be adhered to:

1. The Human Resources Director shall conduct an investigation.
2. The objective of the investigation will be to provide appropriate relief to the aggrieved party, notify the alleged harasser of the complaint, and resolve the complaint to the mutual satisfaction of both parties. If a resolution is reached, a dated copy of the terms of the resolution indicating the nature of the complaint and the names of the parties shall be recorded and kept in the Department of Human Resources in a special file. A copy should be filed with the Sexual Harassment Grievance Panel. The record shall be kept for a period of three years, at which time it will be destroyed provided there are no recurring incidents.
3. At the conclusion of the informal procedure the Human Resources Director must report the results of the findings to the Panel Chairperson who shall decide if the grievance has been resolved or merits further investigation.
4. If either party deems the informal proceedings inappropriate, or if the matter is not resolved, the aggrieved party may initiate the formal grievance procedure. In extraordinary circumstances, when the continued working or academic relationship between the aggrieved party and the accused creates an impossible working/academic environment, a temporary transfer or reassignment of duties will be considered.
5. The formal grievance procedure is as follows:
   The aggrieved must submit a written and signed complaint of sexual harassment to the Director of Human Resources within 10 working days after the informal resolution failed or within sixty calendar days of the incident (ten months for students).

The complaint shall state clearly and concisely the facts that are the grounds for the proceeding, and the relief sought. Upon the receipt of the complaint, the Human Resources Director will, within fifteen days, contact the person who allegedly engaged in the harassment and inform him/her of the basis of the complaint and give them the opportunity to respond. That person will have five days to respond to the complaint. The answer shall contain full, direct, and specific responses to each claim in the complaint.

Within fifteen days of the aforementioned deadline, the appropriate campus representative will convene the Sexual Harassment Grievance Panel, regardless if a response has been received from the accused.
The Sexual Harassment Grievance Panel

The Sexual Harassment Grievance Panel shall be comprised of four to six individuals who are trained in sexual harassment investigations. There will be equal representation of male and female panel members.

All members of the grievance panel will treat the information disclosed as CONFIDENTIAL to the extent as permitted by law, although records of the panel may be made available for CONFIDENTIAL REVIEW by the responsible committee or administrator in any resulting disciplinary or complaint procedure arising out of the same incident.

The Grievance Panel will hear and consider testimony and other relevant reliable evidence, to make findings of fact, to determine whether the University policy on sexual harassment has been violated, and if so, to recommend appropriate relief and disciplinary action. If requested the Director of Human Resources will act as advisor on questions of policy.

A copy of each panel decision will be made and retained by the Director of Human Resources. The composition of each grievance panel will be the Sexual Harassment panel and at least one member will be drawn from each party’s constituency. Each party will have the right to two (2) challenges and can challenge anyone for cause. If the Grievance Panel determines that sexual harassment has occurred, it will recommend appropriate disciplinary action. The disciplinary action will reflect the severity of the incident and any past sexual harassment offenses. Possible action shall include, but not be limited to, written warning placed in the personnel file, reassignment of duties, suspension without pay, demotion, removal from a portion of assigned duties, appropriate professional counseling, and dismissal. If there is a decision against a faculty or staff member regarded as warranting dismissal, charges of moral delinquency of a grave order must be made and the dismissal procedure outlined in the Faculty-Staff Manual followed.

Within five days following the conclusion of its investigation, the Grievance Panel shall forward its decision and recommendation for action or sanction to the President or appropriate senior administrator. The written decision will include findings of fact and recommendations for relief and disciplinary action.

Within five working days, the President will review the Grievance Panel’s decision and determine what sanction to impose on the employee found guilty of sexual harassment. The decision will be communicated in writing to the accuser, accused, and the Director of Human Resources. The Director of Human Resources will be responsible for implementing both the sanction and relief within fifteen days, unless an appeal is requested within that period of time. A copy of the grievance panel’s decision and disciplinary action, if any, will be placed in the employee’s official personnel file, or in a student file. A copy will also be sent to the Warner University Sexual Harassment Chairperson.

Either party may appeal the Grievance Panel’s decision by submitting a written petition to the President. Request for an appeal must be made to the President within fifteen days after the appealing party receives a copy of the Grievance Panel’s decision.
Campus Appeals Board

The President will select a five-member Campus Appeals Board to hear the appeal. Appointments to the Board will be made with consideration to relevant experience, knowledge of affirmative action, sensitivity to the issue of sexual harassment. Each party will have the right to two challenges.

The Campus Appeals Board will meet within thirty days from the date of the request. The written ruling of the Appeals Board shall constitute the final decision. Beyond that point, both parties may seek remedies outside Warner University.

In the event that an employee believes that his/her appeal would not be fairly adjudicated at the campus level he/she may request that a Special Appeals Board hear the appeal. Requests for a board appeal must be submitted in writing to the Warner University President’s Cabinet. The petition must state the specific reasons why a campus hearing would not be fairly adjudicated (i.e., conflict of interest). The Special Appeals Board will review the request and record of the case. The President may accept the appeal if it reasonably appears that the complaint would not be fairly adjudicated on campus. In all other cases the petition would be denied and sent back to the campus. In the course of the review the President’s Council may consult with the Chairperson of the Sexual Harassment Panel. Student appeals will not be heard at the Special Appeals Board level unless the complaint is against or by a principal administrator.

The President’s Cabinet will select the five-member Special Appeals Board. The Special Appeals Board is to be chosen from non-partisan community people, who have training and/or experience with Sexual Harassment investigation. If the President is accused, the Board of Trustees will appoint the Special Appeals Board. Each party will have the right to two challenges.

Any and all victims have the right to file a charge of discrimination based on sexual harassment with the appropriate local, state, or federal agency. Faculty members, students, staff members, and administrators who request a review/investigation in accordance with the outlined policy and procedures may expect a fair review/investigation without fear of further harassment or retaliation. Any retaliatory action taken against the grievant as a result of his/her seeking redress under these procedures, students or employees cooperating in the process, or grievance panel members is prohibited and shall be regarded as a separate and distinct grievance.

Romantic Involvement with Students

The policy of Warner University regarding romantic involvement with students is for faculty members and staff to refrain from dating or otherwise becoming romantically involved with current students.

BENEFITS

Faculty/Staff Tuition Grants

Each year Warner University budgets an amount to be used as faculty and staff tuition grants. Any faculty or staff members desiring tuition grant for themselves, a spouse or dependent child must file an application for such a grant with the Financial Aid Office. No tuition grant will be awarded until all other financial aid has been applied for, if applicable, on timely basis. The faculty/staff grant will be the amount of
tuition charged after all institutional, federal and state grants are deducted from the total tuition charge.

A full-time staff member must have completed one full year of employment with Warner University to be eligible to apply for a full tuition grant. For the spouse to be eligible, the member has to have been employed for one full year as well. A dependent child of either a faculty or staff member is eligible for a full tuition grant. Part-time employees and their families are eligible for a discount on tuition costs. Procedures describing the application process can be found in the Warner University Policies and Procedures manual. Additional information can be obtained at the Financial Aid Office or from the Business Office.

FACULTY/STAFF TUITION GRANT POLICY

THE POLICY IS SUBJECT TO CHANGE. THE MOST RECENT UPDATED POLICY IS AVAILABLE THROUGH THE FINANCIAL AID OFFICE.

The primary purpose of the tuition benefit is to assist employees in meeting the educational costs of college for their immediate family members. Primary consideration is given to the obtaining of a baccalaureate degree, although limited benefit is available for graduate level programs as well. It is also intended to provide opportunity for employees to take occasional classes for self-enrichment on a space-available basis. Educational costs are defined as regular tuition or audit fees and ½ room for dependent children. Board, books, and other fees are not included as part of the benefit.

Eligibility

Faculty: All full-time faculty are eligible for tuition assistance benefits.
Staff: All full-time staff members employed for one full year are eligible for tuition assistance benefits.
Part-time staff/Adjunct faculty: Part-time staff and adjunct faculty employed for one full year are eligible for partial tuition assistance.

Undergraduate Tuition Benefit Policy

1. Any faculty/staff member, desiring a tuition grant for themselves, a spouse, or a dependent child must fill out an application with the Financial Aid Office by August 15th.
2. Each family member applying for a tuition benefit for six or more hours of study is required to submit a Free Application for Federal Student Aid (FAFSA).
3. A tuition grant will not be awarded until all other financial aid has been applied for. The grant will be in the amount of tuition charged (excluding fees). WU will collect state and federal money the student is eligible for, subtract that money from the tuition charged and apply institutional money toward the remainder due.
4. Internal revenue code definition of dependent status shall apply in all cases.
5. All employees receiving tuition assistance benefits must remain employed for a period of time equal to ½ the time the grant was awarded. For example, if the employee, spouse, or dependent is awarded grants for four (4) years, then the employee is obligated to remain at Warner University for two additional years. If employment is not continued, the employee is responsible for the pro-rated tuition
benefits received. If ten (10) years of employment have been served, then evaluation of any reimbursement due will be considered.

6. A dependent child of either a faculty or staff member is eligible for a full tuition grant. It will also cover half of the room cost in order to encourage faculty/staff children to live on campus (provided there is space). This is a privilege and not redeemable for cash or exchangeable for other privileges. Because WU follows the IRS code for dependent status, a dependent child is defined as a son or daughter under the age of 24 and unmarried. An independent child is ineligible for the tuition grant.

7. A spouse of a staff or faculty member is eligible for a full tuition grant.

8. Until full time employees have completed a full year of service, the employee will be eligible for a maximum of four credit hours’ tuition per term. A course must not interfere with their full time position. A staff person taking a course must seek and receive approval from his/her supervisor. No more than 3 credit hours can be taken during the normal work hours.

9. No employee will be allowed to attend site-based summer school classes during normal working hours due to the longer hours per week that are necessary to complete a class.

10. All recipients are responsible for fees, books, meals, and half of room cost, if applicable. These additional charges may be paid directly by the student, paid through payroll deduction, or arrangements made through the Student Accounts Department.

11. Academically awarded government or state money such as Bright Futures, Chappie James, and Florida Academic Gold Seal and Merit, will be excluded from the Faculty/Staff Grant. These funds can be applied toward books, fees, room or board.

12. Students receiving the faculty/staff grant must be making satisfactory academic progress to continue to receive the benefit. WU will not cover costs associated with loosing aid due to failing grades (i.e. FRAG).

Graduate Tuition Benefit Policy

1. Any faculty/staff member, desiring a tuition grant for themselves, a spouse, or a dependent child must fill out an application with the Financial Aid Office.

2. All employees receiving tuition assistance benefits must remain employed for a period of time equal to ½ the time the grant was awarded. For example, if the employee, spouse, or dependent is awarded grants for four (4) years, then the employee is obligated to remain at Warner University for two years. If employment is not continued, the employee is responsible for the pro-rated tuition benefits received. If ten (10) years of employment have been served, then evaluation of any reimbursement due will be considered.

3. Internal revenue code definition of dependent status shall apply in all cases.

4. The employee, the spouse of the employee, or the dependent child is eligible for ½ tuition grant for graduate tuition. Full graduate tuition grant is not permitted.

5. Full-time employees must complete a full year of service before receiving graduate assistance.

6. A maximum of 15% of a graduate cohort is eligible for graduate tuition benefits.

7. All recipients are responsible for ½ tuition, all fees, and all books.
Procedure
To apply for the Tuition Grant for yourself, spouse or independent child, you must fill out an application by August 15th each year. These applications are available in the Financial Aid Office and shared drive under forms. The forms must have all appropriate signatures and be returned to the Financial Aid Office in order to receive the grant.

UNIVERSITY POLICIES

UNIVERSITY NAME USE
The policy of the University is that no employee shall use the University's name in such a way as to imply endorsement of products, political groups, organizations or activities. Individual endorsement of an individual's choice should not be sent on University letterhead. Items of personal use should not be purchased in the University's name. (See also the Graphic Identity Manual for logotype and logo mark in the office of the Vice President for Enrollment Management and Marketing).

COMPUTER SOFTWARE
Warner University does not condone the illegal duplication of software. According to the U. S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. University employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

AUTOMOBILE USE
Warner University is not responsible for any damage caused to an employee’s vehicle that is used during working hours and will reimburse the employee based on actual miles driven, times the rate established ($0.35 mile). This reimbursement is total compensation for all gasoline mileage, wear and tear, and insurance costs associated with the business use of the vehicle.

PERSONAL PROPERTY
Warner University is not responsible for the protection, damage or theft of any personal property brought on campus. Any items that are sexually suggestive, offensive, or demeaning to specific individuals or groups along with firearms or other weapons are strictly prohibited.

USE OF PROPERTY
The University does not make equipment available to employees for personal use.

SAFETY
Safety is to be given primary importance in every aspect of planning and performing all University activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.
Here are some general safety rules:
• Avoid overloading electrical outlets
• Ask for assistance when lifting heavy objects or moving furniture
• Keep file drawers, cabinet doors and desk drawers closed when not in use.
• Sit firmly and squarely in chairs that roll or tilt.
• Wear or use appropriate safety equipment as required in your work.
• Keep your work area clean and orderly, and aisles clean
• Stack materials only to safe heights.
• Watch out for the safety of fellow employees.

Your supervisor may post other safety procedures in your department or work area. A safety and security manual is provided by the Security department.

SMOKING

In compliance with the Florida Clean Indoor Air Act, Warner University is a smoke free workplace. No smoking is allowed in buildings or elsewhere campus. No smoking signs are posted to increase public awareness of this policy.

POLITICAL ACTIVITIES

It is consistent with the interests of the University that members of the staff be permitted to participate in the political and governmental activities. However, to assure that the University will not become directly involved in any political activities or suffer from undue diversion of the interests of its employees, the following statements will be the rule as it regards political activity:

• No employee may use or attempt to use his/her official authority or position in the University directly or indirectly to affect the nomination or election of any candidate for any political office.
• No employee will attempt to affect the voting or legal political affiliation of any other employee of the University or any student.
• No employee will attempt to cause any other employee or student to contribute time and money, whether as payment, loan, or gift, to support a political organization or cause.

DRUG FREE WORKPLACE POLICY STATEMENT

Warner University is committed to principles that require all employees to refrain from the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance at any time or place. Any violation will be cause for immediate dismissal from employment at Warner University.

As a condition of employment required by the Drug Free Workplace Act of 1988, each employee of Warner University must agree to:

1. Abide by the terms of the above statement
2. Notify Warner University of any criminal drug statute conviction for a violation no later than five days after such conviction.

Any employee who voluntarily admits such criminal activity prior to arrest or conviction may be terminated. The employee may be required to participate and satisfactorily complete a drug abuse assistance or rehabilitation program approved for
such purposes by a federal, state, or local health program, law enforcement, or other appropriate agency at no expense to the University.

Information about drug abuse and its dangers is available in the Student Development Office and the Business Office.

**LIFESTYLE**

Certain behaviors are unacceptable with the Warner University community. These behaviors include but are not limited to:

- Dishonesty
- Drunkenness
- Immodesty of dress
- Lying or committing fraud
- Moral impropriety (premarital sex, extramarital sex, homosexual activities, any form of deviant sexual behavior or cohabitation)
- Occult and/or idolatrous practices
- Profanity (cursing, swearing, abusive speech)
- Stealing
- Vulgarity (crude language, music)
- Abortion
- Gambling
- Pornography

**FAITH CONVICTION STATEMENT**

As a community of Christian disciples seeking to integrate Christian faith, scholarship and servanthood, we offer this living theology:

**On God** - We believe in God as transcendent and immanent, revealed in the Old Testament as the God of Abraham, Isaac and Jacob, and more fully revealed in the New Testament as the Father of our Lord and Savior Lord Jesus Christ. God is ultimate and supreme, therefore worthy of worship and complete allegiance from all humans. Through Holy Scripture, God is revealed as triune: Father, Son and Holy Spirit.

**We pledge our faith and worship to the one eternal, triune God!**

**On Scripture** - We believe and confess with the General Assembly of the Church of God, Anderson, Indiana: “the Bible is the divinely inspired and infallible Word of God. The Bible is without error in all that it affirms, in accordance with its own purpose, namely that it is “profitable for teaching, for reproof, for correction, for training in righteousness, that the man of God may be adequately equipped for every good work” (2 Timothy 3:16-17, NASB). Therefore it is fully trustworthy and authoritative as the infallible guide for understanding the Christian faith and living the Christian life.

**We commit ourselves to the honest and rigorous study of God’s Word, celebrate its Good News, and submit to its authority!**

**On Creation** - By faith we declare that God is Creator (Hebrews 11:3) and recognize that all creation is an expression of divine love. God has proclaimed all creation to be “very good” (Genesis 1:31). We confess that the form and order of the universe is a testimony to the wisdom and power of God agreeing with the Apostle Paul, “Ever since
the creation of the world his eternal power and divine nature, invisible though they are, have been understood and seen through the things he has made.” (Romans 1:20, NRSV). We believe that humans are created in the image of God (Genesis 1:26-27, James 3:9) and thereby stand in special relationship with their Creator. In this special relationship, all humans possess dignity and value as God’s unique representatives and thus are called to be guardians and stewards of our planet (Genesis 2:15) as an expression of love for God and his creation.

We commit ourselves to being faithful stewards of creation as an expression of our love for God!

On Humanity – We believe that although humans were created in God’s image, they rebelled and became alienated from their Creator. In this state, humans are in need of being reconciled to God through faith and trust in Jesus’ redemptive work on the cross of Calvary. Once reconciled, humans are to become agents of reconciliation (2 Corinthians 5:18) in the world still loved by God (John 3:16-17).

We acknowledge humanities wonder and need and are committed to the work of reconciliation!

On Jesus and Salvation – We believe that salvation is initiated by God’s love for creature and creation, that it is provided through the exemplary life, sacrificial death and bodily resurrection of Jesus Christ and that it is enabled by the convicting power of the Holy Spirit. This salvation is solely by God’s grace, not through any human merit, available to all and received through faith and trust in the finished work of Christ (Ephesians 2:8-10).

We rejoice in the wonderful salvation that God offers in Christ to all!

On the Spirit and Holy Living – We believe that salvation is more than just receiving eternal life in the hereafter. The abundance of life promised by Christ (John 10:10) is lived in the “here and now” through the vitality and power of the indwelling Holy Spirit. This relationship with the Holy Spirit forms disciples into “the full stature of Christ” (Ephesians 4:13, NRSV). The Holy Spirit unites believers into the Church, the body of Christ, and empowers them to fulfill God’s Kingdom purposes on earth through holy living and the exercising of gifts in ministry.

We desire to live in the vitality and power of the Holy Spirit so that God’s Kingdom purposes can be realized!

On the Kingdom of God – Christ began his ministry by proclaiming the arrival of the Kingdom of God (Mark 1:14). We believe that the Kingdom is an “already, not yet” reality. Since only God knows the “not yet” dimension (see Acts 1:6-8), disciples are to live as agents of God’s Kingdom now. We believe that this Kingdom is a present reality when disciples live under God’s rule and work for God’s purposes. Since Jesus taught that the greatest commandment is to fully love God and neighbor (Mark 12:29-31), the work of love is the disciples’ top priority and an expression of God’s “now” Kingdom! We pray as Jesus taught, “Your kingdom come. Your will be done, on earth as it is in heaven.” (Matthew 6:10 NRSV) We also commit ourselves to loving as Jesus taught so that God’s Kingdom might be realized now!
On the Church – We believe that the Church is the body of Christ and consists of all who have placed their faith and trust in Christ as Savior and Lord. As a body, the Church is a community of diversity, wherein “there is neither Jew nor Greek, slave nor free and male nor female” (Galatians 3:28, NASB), with each part necessary for its proper functioning (see 1 Corinthians 12). The purpose of the Church is to glorify God by living the life of the “now” Kingdom through the enabling power of the Holy Spirit in order to continue the work of Christ on earth (Matthew 28:18-20).

We give thanks to God for the Church and consider it an honor to share in her life!

On the Return of Christ – We believe that history is moving toward a final consummation of God’s ultimate purposes and plans. Whereas Christ came first to offer his life as “a ransom for many” (Mark 10:45, NRSV), he will come again “to judge the living and the dead” (2 Timothy 4:1, NRSV). Since this coming is known only to God the Father, we believe our role is preparation and not prediction, preparing ourselves and others for the second coming of Christ!

We exclaim with the ancient saints, “Maranatha, come Lord Jesus!”
STAFF

Warner University
BEYOND BELIEF

22
STAFF INFORMATION

EMPLOYMENT

Every employment position with Warner University is “at will”. This means that either Warner University or the employee may terminate the employment relationship, with or without notice, for any reason, with or without cause. “At will” status can only be changed through written agreement duly authorized and executed by the President of Warner University. Nothing in the staff manual or any other University document or statement will be considered as creating guaranteed or continued employment or any other guarantee or continued benefits.

Introductory Period

All employees are hired with a ninety-day introductory period. The introductory period is designed to provide a consistent and equitable method of handling new employees’ performance. Successful completion of this period will allow the new employee full or part time status. The introductory period may be extended if necessary.

Classification

For the purpose of determining eligibility for fringe benefits, University staff employees are classified as follows:

1. A full-time employee is one who works thirty-two (32) or more hours a week on a regular basis.
2. A regular part-time employee is one who works less than thirty-two (32) hours a week, but at least twenty hours a week on a regular schedule for 10 to 12 months.
3. A casual employee is one who works for short periods of time as needed.
4. Temporary employees are hired on a maximum 90-day basis to fill in during emergency situations.

A job description will be maintained for each position at Warner University. When your duties and responsibilities are changed, your description will be updated by your supervisor.

Application of Labor Laws

Warner University conforms to the requirements of both Federal and State laws that are applicable to employee relationships. Federal labor laws are posted in the Business Office.

Minimum Wage Law

The beginning wages of nonacademic employees are set to meet or exceed the federal or state minimum wage, whichever is higher, as required by law.
Maximum Hours
The Fair Labor Standards Act of 1938, as amended exempt administrative and professional personnel. All other workers except registered students come under provisions of this law.

Employment Opportunity (Nondiscrimination)
It is the policy of Warner University to select, place, promote, and transfer the best qualified individuals for each opening without regard to sex, age, handicap (if otherwise physically qualified), color, race, or national origin.

ADA Compliance
Warner University complies with the provisions of the Americans with Disabilities Act (ADA). Warner University will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability or a person’s diseases such as AIDS or AIDS related virus, Sickle-Cell Trait, cancer, heart disease, or other life-threatening illnesses or diseases. Warner University will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on Warner University.

Issuance of Identification Cards
Each member of the Warner University staff is required to acquire a Warner University ID card and keep it on their person at all University events and while on campus. The ID cards are made and issued through the Student Life Department.

Business Hours
The regular business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday except as herein stated. Several offices will remain open until 6:00 p.m. on Monday through Thursday to accommodate the needs of evening students. Schedules for these offices shall be flexed to insure proper coverage. (See also Benefits: Personal Days). During summer months the scheduled office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. Summer hours begin the Monday following the 15th of May and return to the regular hours two weeks prior to registration for the fall term.

Dress Code
All office personnel will present themselves in a professional manner wearing business dress or business casual. Shorts or jeans should be avoided. An occasional exception may be made by a supervisor if it is more conducive for the activities and functions within a department.

Customer Relations
All personnel will demonstrate to co-workers, students and members of the general public proper conduct and exceptional service. Here are several things you should do: 1. Act competently and deal with people in a courteous and respectful manner. 2. Communicate pleasantly & respectfully with other employees/students at all times. 3. Follow up on messages and instructions.
4. Perform duties in an orderly manner.
5. Take great pride in your work.
6. Provide polite businesslike replies to inquiries and requests.

**Outside Employment**

A person’s job at Warner University is expected to be his/her primary source of employment if he/she is a regular full-time employee. Outside employment is allowed as long as a person adheres to the following guidelines:
1. The hours of a person’s outside employment shall not coincide or conflict with his/her University hours of scheduled work.
2. A person’s outside employment shall not conflict with University job responsibilities or affect ability to perform satisfactorily in his/her University position.

**Absences**

Unscheduled work absences on the part of full-time employees will result in loss of pay and may result in pro-rata cutting of benefits. This does not apply to absences due to illness, disability, or prearranged vacation time. The following will apply:
1. All absences, except emergencies and sick leave, must be approved in advance. A written request must be submitted to the immediate supervisor.
2. All absences will be charged to vacation, sick leave, or other. If the category is other, there will be a deduction in pay unless there is an explanation that meets the approval of the immediate supervisor. The Director of Personnel must also approve the explanation.
3. After an emergency, the employee must have a written report on file in the Personnel Office. Absences other than sick leave or other emergencies will be filed with the Business Office prior to the absence.

If an employee fails to contact their supervisor for three consecutive days of unscheduled absences, it will be considered the employee has abandoned the job and will be terminated.

**Standards of Conduct**

By accepting employment at Warner University, you have a responsibility to the University and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

**Disciplinary Actions**

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in the following manner; however Warner University reserves the right to terminate employment at any time, with or without reason:

- First Offense - Verbal Warning
- Second Offense - Written Warning
- Third Offense - Suspension
- Fourth Offense - Review for Termination
Examples of these behaviors are as follows:

- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of the day without expressed permission from your supervisor.
- Sleeping, loitering or loafing during work hours.
- Excessive use of the University’s telephone for personal calls.
- Smoking.
- Creating or contributing to unsanitary conditions.
- Excessive absence or tardiness.
- Obscene or abusive language toward any supervisor, employee, or student; indifference or rudeness towards vendors, students or fellow employees; any disorderly/antagonistic conduct on University premises.
- Speeding or careless driving of a University vehicle or University property.
- Failure to report damage to or an accident involving University equipment.
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; clocking in or out or altering another employee’s timecard or records, or causing someone to alter your timecard or records.
- Failure to follow Warner University’s policies and procedures.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Insubordination.
- Willful violation of any University rule; any deliberate action that is extreme in nature and is obviously detrimental to the University’s efforts to operate responsibly.
- Willful violation of security or safety rules.
- Negligence or any careless action that endangers the life or safety of another.
- Being intoxicated or under the influence of a controlled substance while at work; use or possession or sale of a controlled substance in any quantity while on University premises except medications prescribed by a physician.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on University property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the University premises or when representing the University.
- Engaging in an act of sabotage.
- Theft of the University’s property or the property of fellow employees and students.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records.
- Immoral conduct or indecency on University property.
- Conducting a lottery or gambling on University property.
- Failure to follow Warner University policies and procedures.

These lists are not all-inclusive.

**Termination**

Employees wishing to terminate their services are asked to give a minimum of two (2) weeks notice. An exit interview must be scheduled with the Business Office to receive the final payroll check. At that time all University property, keys, credit cards, etc. must be returned to the Business Office prior to receiving the final check.
If an employee is to be discharged, generally a two (2) week notice will be given and a termination review will be scheduled with the Business Office. Warner University reserves the right to discharge any employee for any reason the University feels is a detriment to the University. If termination is due to misconduct, insubordination, or severe reasons, dismissal will be immediate.

**Access to Confidential Information**

All internal information including, but not limited to, student records, accounts payable, budgets, inventories, and payroll are privileged information. Employees who have access to such information are expected to treat it accordingly even after you are no longer employed at Warner University. Copying and/or removing internal information from the premises, without proper authorization, is prohibited. Any authorization for removal of material from the premises must be in writing and have the signature of the Vice President for Finance and Business.

No employee is to be given access to information from files, computers, or other sources, unless it is necessary to perform his or her designated tasks. Any employee who gains access to proprietary information without authorization is subject to reprimand and immediate dismissal.

**Compensation and Performance**

**Deductions**

The University is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your Federal Income, Social Security and Medicare taxes. Court approved garnishments for back taxes, alimony and/or child support are other mandatory deduction that may be required. These deductions will be itemized on your check stub. If you have questions regarding your payroll deductions, contact the Payroll Manager in the Business Office.

**Direct Deposit**

Direct Deposit is required for all Warner University personnel. You may choose up to four different accounts for which your pay may be directed. Multiple financial institutions may be used. Forms are available through the office of Finance and Business and can be completed at any time after employment begins. Changes to banking account information must be submitted a minimum of seven days before a pay day to be effective on that pay day.

**Overtime**

All hourly wage employees who work over forty hours during the regular workweek will receive overtime pay at the rate of 1-½ times their regular salary for each hour worked. Salaried employees will receive compensatory leave for hours worked beyond forty.
**Compensatory Leave**

Any non-exempt salaried employee who works over forty hours during the regular workweek will be accrued compensatory time off. Compensatory leave should be taken prior to the end of the following week or the end of the pay cycle (whichever comes first).

**Pay Cycle**

Staff employees receive their direct deposit vouchers semimonthly. Pay dates are the 15th and the last day of the month. Pay dates that occur on the weekend or one of our listed holidays will be paid on the banking day before. Pay stubs can be picked up in the Finance and Business Office or the cashier’s office any time after 11:00 A.M. Time cards must be approved by the responsible supervisor and turned into the Finance and Business Office on the 8th and 23rd of each month. Time card pay periods are the 23rd through the 7th and the 8th through the 22nd of each month.

**Lunch/breaks**

All employees are required to take at least a 30-minute lunch break daily. Additional breaks may be taken at fifteen-minute intervals: one in the morning and one in the afternoon as time permits. Breaks are a privilege and not a right and are allowed as time may permit. Breaks are not to be combined with the beginning or ending of the workday and not in conjunction with the lunch break.

**Time Cards/Records**

All hourly employees are to clock in and out using a time clock. Employees are responsible to keep an accurate record of work performed. Falsification of a time card will result in termination of employment. Employees are not permitted to clock in or out the time of another employee’s timecard.

**Staff Performance Review**

The primary focus of a performance evaluation is continuous improvement by each person and each unit that are a part of Warner University. The University fulfills its purpose as an institution of Christian higher education when it offers a quality program and excellent service to its students and when it enables each person who works here to be a growing person who is reaching his or her own potential and goals. Performance evaluations and reviews are intended to help each employee improve his or her service to the University and thereby assist the University in its effort to offer a quality program. This is intended to be a mutually beneficial relationship. All new employees will serve a three-month introductory/probationary period with a review at the end of three months with his/her supervisor, if necessary.

All employees will have a periodic performance review. The review will be conducted by the immediate supervisor and may involve a self-evaluation. The performance review requires a personal interview. A written report of the evaluation is to be placed in the employee’s permanent file in the Personnel Office and a copy given to the employee. Currently, the evaluations are done in February of each year.
BENEFITS

Dental Benefits
Warner University provides for all full time employees a group dental insurance plan free of charge for the employee only. The employee has the option to purchase dental insurance coverage for a spouse and/or children. The open enrollment period is June 1-30. If changes are made after the initial enrollment, restrictions may apply to benefit waiting periods.

Medical and Hospital Benefits
The regular full-time employee of Warner University is entitled to coverage under the Group Health Insurance Benefits program of the University. A new employee must make the decision to enter the program no later than thirty days from the beginning date of employment. The open enrollment period is June 1-30.

Warner University offers three different options for individual health coverage identified as a Gold, Silver, or Bronze plan. The employee’s balance of any premium is processed as a payroll deduction and is a pre-tax deduction. Spouse and/or Family coverage is available. The office of Finance & Business has the current plan pricing, options and benefit schedules.

HIPAA
The Health Insurance Portability and Accountability Act of 1996 was signed into law on 8/21/96. HIPAA’s provisions limit exclusions for pre-existing conditions; prohibit discrimination against employees and dependents based on their health status; guarantee renewability and availability of health coverage to certain employers and individuals; and protect many workers who lose health coverage by providing better access to individual health insurance.

Special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special enrollment periods are to apply to you and/or your spouse and/or your dependents if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption. Under these rules, a group health plan is required to provide a special enrollment period for these individuals should they request enrollment within 30 days after a special enrollment event has occurred.

Cobra
The Federal Consolidated Omnibus Budget Reconciliation Act gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Warner University’s health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and dependent child no longer meet eligibility requirements. Warner University provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Warner University’s health insurance plan. The notice contains important information about the employee’s rights and obligations.
Life Insurance, Short-term and Long-term Disability Insurance

After completing employment for 90 Days, the Staff member is eligible for enrollment in the employer-sponsored SHORT TERM/LONG TERM DISABILITY PROGRAM. (The employee must complete the enrollment form.) This benefit also includes a Term Life Insurance Policy with an Accidental Death and Dismemberment Rider. The Life Insurance pays 2 Times the annual salary of the deceased to the named beneficiary. The University pays 100% of the premiums for this benefit. Faculty and Administration are eligible on the first day of employment. Staff are eligible after 90 days of employment.

Pension Plan

All regular full time staff employees are eligible to participate in the pension plans offered by Warner University. The pension plans are governed by ERISA and are 403(b) plans under the IRS code. After being employed for 90 days, the University will contribute the equivalent of 5% of a full-time employee’s salary that is enrolled in one of the pension plans. You will be notified and provided the application for enrollment. The University contributions will begin when the application is submitted. The plans offered by the University are the Church of God Pension Plan, Horace Mann Insurance Group and the TIAA-CREF Pension Plan.

Paid Leave of Absence

The University provides bereavement leave for the death of an immediate family member up to a maximum of 5 days. Family members consist of your spouse, mother, father, child, brother, sister, grandparent or grandchild, and your spouse’ relatives of the same distinction.

Sick Leave

An employee who must be absent from work because of illness is requested to make contact with his/her immediate supervisor as soon as possible but no later than 8:30 A. M. on the day of absence. If an employee is absent 3 or more consecutive days due to an illness, a doctor’s note is requested from the employee to return to work. Sick leave may be used due to illness of the employee, spouse or dependent child of the employee. Sick leave in excess of days earned results in a reduction of pay.

Full-time employees of the University earn sick leave at the rate of one-half (1/2) day per month employed. In other words, six (6) days sick leave for a full twelve-month period, or five (5) days for a ten-month period. The sick leave record year begins the first day of your employment. A maximum of 30 days of sick leave may be carried over to a new year. There is no payment for sick leave when the employee separates from Warner University.

Part-time and temporary employees do not accrue sick leave.

Vacations

A full-time, 12-month employee is entitled to vacation on the following basis:

A. In the case of a new 12-month employee, after successfully completing a 90-day introductory period the employee begins to accrue vacation time at the rate of ½ day monthly beginning with the third month of full-time service. At that rate the employee will have accrued 5 days vacation by the end of the first year of employment.
B. The following vacation time is accrued after one (1) full year of service for full-time twelve month employees:

- 2-5 years of service: 10 days
- 6 years of service: 11 days
- 7 years of service: 12 days
- 8 years of service: 13 days
- 9 years of service: 14 days
- 10 years or more: 15 days

Any vacation accrued at the time of separation will be payable to the employee. An employee may carry over as many days as will be accrued the following year. (Example: a five-year employee may carry over at the time of his/her anniversary up to 11 days to the following year). Anniversary date of employment is used to determine vacation time. A ten or eleven month, part-time and temporary employee does not accrue vacation time.

**Holidays**

Full-time and part-time employees are entitled to the following paid holidays:

- New Year’s Day
- Thanksgiving, plus Friday
- Martin Luther King Day
- Christmas Day, plus four days
- Good Friday
- Memorial Day
- Independence Day
- Labor Day

**Holiday Pay**

The remuneration of all workers includes these holidays. Full-time employees on hourly rates are credited eight (8) hours for each holiday. An employee must work the preceding scheduled workday and scheduled workday following the holiday to be eligible for holiday pay unless the holiday falls within the employee’s vacation period. If an employee is on vacation, the holiday does not count against the vacation time.

A ten-month or eleven-month employee does not receive holiday pay for any day occurring during the months of absence. Part-time employees do receive holiday pay.

**Jury Duty**

If a staff member is called to serve on jury duty, they are requested to notify their supervisor immediately. The staff member will be paid by the University while on jury duty. Any compensation for your time from the courts for jury duty is to be made payable to Warner University.

**Worker’s Compensation**

Worker’s Compensation laws protect all employees. Worker’s Compensation covers any work-related illness or injury. It is required by law that all such injuries be reported. An employee who suffers from or incurs a work-related injury or illness should notify his/her supervisor immediately. Within 24 hours, the supervisor must complete an injury report and submit it to the Human Resources Department. This form must be completed
even if the employee does not seek medical care. Notification beyond a 72 hour period may create a non-payment situation with the insurance carrier. An employee who incurs a work related injury must have a Worker's Compensation Occupational Injury Report form filed to receive any kind of compensation.

**Unemployment Compensation**
Warner University provides coverage for all eligible employees for unemployment compensation benefits as required by the State of Florida.

**Social Security**
Warner University is required to match each employee’s contribution to Social Security and Medicare, the federal program that provides retirement and disability benefits and health care for people 65 and older. This amount is a mandatory deduction from the employees’ compensation.

**Family and Medical Leave Act of 1993**
Allows employees who have been employed by the University for twelve (12) months or more and who have completed 1,250 hours of service in the preceding 12 months are permitted to take up to 12 weeks of unpaid leave for:
- A serious health condition
- To care for a family member with a serious health condition
- The birth of a child
- The placement of a child for adoption or foster care

Eligible employees can take up to 12 weeks of unpaid leave for the above circumstances during a 12-month period. Health benefits will be maintained at the same rate as they would have been incurred had the employee not taken leave. The employee will be restored to the same or similar position upon returning from leave.

**Additional Insurances through AFLAC**
The University has an agreement with AFLAC for group insurance rates. Full-time employees can apply for supplemental insurance coverage from AFLAC insurance. The employee pays the total cost of insurance. Premiums are at a group rate, however, and are pre-taxed and payroll deducted. Premiums are fixed so if the employee ever leaves Warner University, he/she can take their insurance coverage with and the premium will never increase. There are no prequalification requirements. Accident and illness, personal cancer and hospital plans are offered. Open enrollment for AFLAC coverage is June 1 to June 30 of each year. New employees can enroll within the first 30 days of employment.

**Personal Days**
Regular staff employees who work during the summer will earn the equivalent of 6 personal days off. The six days earned can be used during a one-year period from May 15 to May 15. Personal days expire and do not accrue. There is no payment for personal days at separation. Eleven-month employees earn 4 personal days and ten month and part time employees do not earn personal days off.
Disclaimer: Any reduction in work hours may result in loss of benefits. When an employee falls below 32 work-hours per week for three consecutive months, the employee will lose medical coverage, pension plan contributions, short term and long term disability and life insurance benefits. If an employee is out of work for worker’s compensation, disability, or on FMLA leave, they must continue to pay for their share of the medical insurance premiums or the coverage’s are subject to lapse.
FACULTY INFORMATION

GENERAL INFORMATION

Preamble

Warner University faculty members have a high and holy calling. They are expected not only to be strong academicians but also to fulfill the spiritual ideals of the University by skillful work, noble attitudes, and inward character. The expectation is exacting but how better than by examples can students be helped to become persons who are intelligent and effective in their citizenship, service and witness. This academic excellence accompanied by spiritual excellence gives strong justification for the importance of the Christian University in today’s society. Warner University was created to fulfill this role. Each faculty member can justly be proud to be a part of such an institution. This manual is presented to help each faculty member (full-time, part-time and adjunct) understand his/her academic role and to function effectively.

Education Convictions

Education is to fit persons for their destiny so that they can pursue effectively their role under God. Christian higher education must be guided by the foregoing assumptions.

On Education

Education includes:
1. A common search for and sharing of truth whenever and wherever found.
2. Fostering a lifelong positive attitude toward truth resulting in a continued commitment to truth.
3. The development of skills for efficient service and the ability to walk in truth.

Education plays a key role in helping each person realize his/her fullest potential. It requires that learning be life long. Meaningful experiences contribute to effective learning; therefore, the curriculum needs to be relevant and vital.

On Curriculum

Curriculum is the whole of the interacting forces of the total environment, which students encounters during their University career.
1. Curriculum includes the program of instruction of which all the subject matter and learning experiences are to be understood and interpreted. The following areas are covered in the program of instruction.
   a. General education, defined as those phases of non-specialized learning which should be the common experience of all educated men and women. In Christian higher education an essential part of the general program are those courses of instruction, which take into account, the Christian heritage and which assist each student to prepare for service.
   b. Opportunities for specialization in keeping with the students’ calling, choices, interests and abilities with particular emphasis upon service occupations.
2. Curriculum also includes the co-curricular and extra-curricular activities for which the University assumes direct responsibility. These require guidance in order that the most desirable conditions may be offered the student for the development of a well-rounded personality.
3. Curriculum includes the influence of all other life activities and experiences during the University years. While these influences may not come under the control of the University, the University nevertheless takes these into consideration as it assists the student to face the world in the spirit of service. The University, in its program of community service, seeks to help students as well as the wider community to understand and become truly Christian.

On Personnel

The faculty recognizes the validity of the Christian heritage in a program of education and that human beings are required to understand and build on that heritage. Therefore, it is imperative that the University be staffed with persons whose influence will be constructively Christian. This calls for these basic qualities in all personnel:

a. Christian convictions and character
b. Emotional maturity, an attractive and warm personality
c. Respect and love for all people expressed in interpersonal relationships
d. Open-minded and a scholarly attitude toward truth.
e. Ability to communicate effectively
f. Skill for specialized tasks
g. Practical expressions of loyalty to the University.

ORGANIZATIONAL STRUCTURE

ADMINISTRATION OF THE ACADEMIC PROGRAM

Organization

The University is organized into four academic schools, School of Ministry, Arts, & Science, School of Business, and School of Education, and School of Distance Education. Each school is led by a Dean and is made up of departments and/or programs including the faculty and support staff.

The School of Ministry, Arts & Sciences is made up of the Ministry and Humanities and the Social and Natural Sciences departments, and the General Studies program.

The School of Business is made up of the traditional Business Administration (undergraduate programs), the Master of Business Administration program (a graduate, accelerated, evening & weekend, and online program), and the Master of Science in Management program (a graduate, accelerated, online program).

The School of Education is made up of the Physical Education and Teacher Education departments, and the Master of Arts in Education program.

The School of Distance Education is made up of the Online Church Ministry program, degree completion programs in the Business Administration program and the degree completion program in Health Care Management, and the non-traditional Educational Studies program (an accelerated evening degree completion program).

Faculty

Membership

1. Regular Faculty
   a. Full-time academic personnel with instruction as major duty.
   b. Administrators in academic or academic related areas.
c. Staff members in academic related areas on the instructor level as a
minimum whose duties include instruction and/or work in academic areas.

d. Part time members of the academic staff whose primary occupation is
serving at Warner University.

e. Individuals who have at least a Master's degree or equivalent in field.

f. Individuals who have teaching or academic duties as a part of their
employment assignment.

2. Adjunct Faculty
   a. Persons who are not usually full time employees of the University but teach
courses on an "as needed" basis.
   b. Those given special faculty assignments but are not regular teaching
members of the faculty or University.
   c. Those who have a Master's degree or the equivalent in field or have at least
a Bachelor's degree in a field where developmental courses are needed.

Appointment
Regular faculty members are appointed by the President upon the
recommendation of the Chief Academic Officer and the appropriate school dean.
Such appointments or decisions to appoint are reported to the Board of Trustees and/or
the Executive Committee of the Board in its next session.

Adjunct faculty members are appointed by the President upon the
recommendation of the Chief Academic Officer, appropriate school Dean and
department chairperson or program coordinator.

Duties of the Regular Faculty
Specific details of faculty duties are given in other sections of the Staff/Faculty Manual
but are listed below in broad outline:
   a. Carry out the program of instruction.
      a. Serve as academic advisors to students.
      b. Play an active role in policy formation.
      c. Serve as a member/officer of academic and other committees requiring faculty.
      d. Work with student committees and activity groups.
      e. Advance in his/her field through scholarship and research.
      f. Engage in church and community services and University promotional activities.
      g. Serve in counseling and other special capacities as assignments are given.
      h. Grow professionally through participation in professional growth activities.
      i. Participate regularly in faculty meetings.

Part-time and Adjunct Faculty
Individuals selected for faculty positions by the appropriate school, must
demonstrate evidence of a maturing Christian faith. They must meet the requirements
for academic and professional preparation as set forth by our accrediting agency. In
addition, they must demonstrate the ability to interact with adults in a pleasant and
acceptable manner.
Orientation

As an aid to new part-time and adjunct faculty at Warner University, orientations are provided. During the interview process, part-time and adjunct faculty members are given an overview of the course requirements and general procedures. Faculty receive standard syllabus for courses assigned and a directory of contacts. In addition, occasional faculty in-service sessions are mandated to address instructional issues, answer questions, and provide a greater connection between a School’s part-time and adjunct faculty and the University.

Faculty Evaluation

The Dean of the appropriate school and/or a department chair/program director will evaluate part-time and adjunct faculty members. Evaluations may include several different assessment methods including student surveys, review of syllabi, exams, other class materials, and/or class observations.

Faculty Course Assignments

Instructional assignments for courses are scheduled by giving first priority to the load and scheduling needs/requirements of full-time faculty members. After assignments have been made to the full-time faculty, additional courses, as available, will be offered to part-time and adjunct faculty. Part-time and adjunct faculty members are assigned courses on an “as-needed” basis. While efforts are made to provide continuity in assignments, teaching assignments from previous terms are no guarantee of similar assignments, or even any assignment, in subsequent terms.

Part-Time and Adjunct Faculty Contracts

Contracts, which include the scheduled course assignments, are distributed as early as possible prior to the semester being taught.

FERPA

Warner University adheres to the Family Educational Rights and Privacy Act of 1974. Faculty and Staff have access to student information on a “need-to-know” basis. Students have access to their records and the University may only release information with the written consent of the student.

Reimbursement and Pay

The expense reimbursement and payment forms will be provided by the appropriate school. They cannot be faxed or emailed back to the University. Pay requests cannot be processed until receipt of original grade rosters and attendance sheets. The appropriate school dean will submit the request to the Chief Academic Officer. All payment submissions to the Business Office for reimbursement are handled through the office of the CAO.

Payroll is direct deposited on the 15th and last day of each month. If the 15th or the last day of the month is on a day other than a regular bank work day (holidays, weekends, etc.), payroll is direct deposited on the last work day before the 15th or last day of the month. Direct deposit vouchers are mailed out on the actual payday. Request for Course Payment forms must be received in the Business Office by the 8th for payroll to be processed on the 15th, and by the 23rd for payroll to be processed on the
last day of the month. Time must be allowed for the paperwork to be received by each school and submitted to the Office of the Chief Academic Officer in order to be signed, processed, and distributed to the Business Office for payment.

**Commencement**

Regular faculty are expected to attend and participate in Commencement ceremonies. Part-time and adjunct faculty are welcome and encouraged to participate in Commencement ceremonies, pending space and seating allowances.

**Duties of Department Chairpersons and Program Directors**

Department Chairs and Program Directors are selected by the Chief Academic Officer on the recommendation of the appropriate school Dean and with the approval of the President. In view of the University's present stage of development and the size of departments/programs, Chairs/Directors do not always have reduced teaching loads. They serve under their school Dean with duties and responsibilities as follows:

- a. To serve where needed as chair for respective departmental meetings.
- b. To help the school dean and the CAO evaluate and plan present and future programs and advise in the management and coordination of programs in their respective departments.
- c. To help the school dean identify and suggest, for employment or continued employment, suitable personnel for the respective departments.
- d. To help the school dean project budgetary needs and for their respective departments.
- e. To work with and counsel personnel within their respective departments.
- f. To report to the school dean and work with him/her on matters requiring attention within their respective departments.
- g. To be constantly alert and contribute to the general welfare of the University.
- h. To prepare an evaluation of each faculty member in their respective departments.

**Faculty in Other Academic Areas**

**Director of the Learning Resource Center**

The Director of the LRC is appointed by the President upon the recommendation of the Chief Academic Officer and is directly responsible to the Chief Academic Officer. Duties include, but are not limited to:

1. preparing a proposed budget in advance of the Board of Trustees meeting to cover anticipated library expenses for the coming year.
2. providing adequate library services to the students and faculty of Warner.
3. recommending the appointment, promotion, and dismissal of members of the library staff to the CAO and the President.
4. selecting materials for the library engaging aid from appropriate sources to acquire a balanced collection of library materials best suited to the needs of the University.
5. overseeing educational media materials and equipment.
6. overseeing education curriculum resources.
7. overseeing that the physical plant is adequate to give the kind of service that is required by the objectives of the University.
8. selecting, training, supervising, and evaluating student library assistants.
9. formulating policies and regulations governing the use of the library materials by students, faculty, and other users of the library in consultation with the Faculty Learning Resource Center Committee.

10. managing the allocated budget.

11. instructing on the use of the library.

12. serving as chair of the Learning Resource Committee and on other committees to which he/she is assigned by the President and/or Vice Chief Academic Officer.

13. participating in faculty meetings.

Other Librarians

Library personnel with appropriate educational qualifications and who have specific LRC responsibilities such as reference services and/or Distance Education services.

Registrar

The Registrar is appointed by the President upon the recommendation of the Vice President of Enrollment Management and Marketing and is responsible to the V.P. Duties include, but are not limited to:

1. Advising
   a. To assess academic abilities and needs of admitted students and share the assessment with appropriate faculty members and advisors. Prepare academic profile of all admitted students.
   b. To see that each admitted student is assigned an advisor and reassigned as he/she selects his/her major, if necessary.
   c. To be responsible for seeing that academic requirements are appropriately scheduled into each student's program.
   d. To keep students advised on academic progress, to see that appropriate regulations are observed where academic probation is involved and to give advisement as needed in regard to student workload, etc.
   e. To alert and advise students on admission to upper division requirements.
   f. To make certain candidates for graduation meet all academic requirements.
   g. Maintain and keep current the University Catalog.
   h. Maintain and manage semester schedules.

2. Registration
   a. To assist in preparing the schedule of classes and materials and facilities for registration.
   b. To enroll students in classes.
   c. To prepare class lists and related records for the orderly beginning of instruction.

3. Records
   a. To manage student lists, graduate and academic records.
   b. To prepare and issue transcripts.
   c. To certify selected data such as GPA probation lists from these records for administration, faculty and student groups, alumni office, etc.

4. Statistics and Research
   a. To tabulate, analyze, and interpret data relative to a student's academic progress or academic matters more general in nature.
   b. To investigate specific problems.
c. To certify to the faculty, candidates for certificates, diplomas, and degrees.

5. Graduation Exercises
   a. To be responsible for apparel and diplomas for commencement and baccalaureate programs.
   b. To arrange processions and other details as the CAO may require.
   c. To prepare information on each graduate for press release.

6. Serving as Chairperson of the Admitting and Registration Committee, on the Academic Council, on the Academic Policy Committee, and participate in faculty meetings.

7. Supervising personnel and controlling supplies and equipment connected with the Registrar’s Office.

Assistant Registrars
Personnel who have the appropriate educational qualifications and serve as assistants to the Registrar.

Director of the Academic Skills Center
The Director of the Academic Skills Center (ASC) is a faculty member responsible for the administration and supervision of the ASC. The Director reports to the CAO.

Director of Disability Services
The Coordinator of Disability Services is a part-time position assigned to coordinate services for persons with disabilities and other responsibilities as assigned. The Director reports to the CAO.

Director of Career Counseling
The Director of Career Counseling is a faculty member responsible for the administration and implementation of career counseling for students. The Director reports to the CAO.

Academic Recommending Boards, Committees, and Councils
Appointments are made by the Chief Academic Officer (CAO) in consultation with the President, unless otherwise specified. The President’s Cabinet members and Deans are ex officio when not directly assigned to a board, committee or council. Student members of committees are selected by the Dean of Students and CAO. Each committee will have an appointed chairperson and is to select a secretary. The chair will be responsible for scheduling meetings according to the committee duties and the needs of the University. The secretary shall take minutes of the meeting and report them in writing to the Office of the CAO for the committee’s permanent file. The members are expected to attend and participate in all meetings and share in the activities and assignments, as needed.

1. The Institutional Review Board
The Institutional Review Board (IRB) is comprised of the School Deans and the University Counsel. The Board is responsible for approving all research projects involving human or other living subjects. Guidelines for such research are detailed in a separate
The IRB reports to the Chief Academic Officer, Academic Council and faculty.

2. **The Academic Council**

   Members are appointed by the Chief Academic Officer, in consultation with the President, and unless otherwise specified will include the President (ex-officio), Athletic Director, Registrar, and the CAO who serves as the chairperson. Others may be appointed. The Council members shall make recommendations for Board of Trustee action through the President in matters pertaining to “requirements for admission; courses of study; frequency of course scheduling; conditions for graduation; candidates for degrees, fellowships and awards; rules and methods for the educational work of the University.” (Bylaws, Article II, Section 3, [d]) The Council also functions as the Faculty Athletic Committee.

3. **General Education Council**

   The General Education Council is made up of representative faculty from all disciplinary areas offered at the University. Usually the Associate Dean of General Studies will chair the Council. The Council will develop, maintain, and evaluate outcomes for the general education program of the University, review course syllabi, learning outcomes and assessment plans for courses meeting general education requirements, and approve new courses for meeting general education requirements. The General Education Council reports to the Chief Academic Officer, Academic Council and faculty.

4. **Graduate Council**

   The Graduate Council is comprised of the School Deans, Coordinators of graduate degree programs, and one graduate qualified faculty from outside the programs offered. The Council is to be responsible for the review and evaluation of admissions and academic policies, curriculum, orientation, and advising as well as other issues related to the programs offered. The Council serves as the Academic Policy and Curriculum Committees for all graduate programs. In addition, the Council is responsible to insure the academic quality and rigor of the programs are appropriate for graduate study, and meet accreditation standards. This Council reports to the Chief Academic Officer, Academic Council and faculty.

5. **Teacher Education Council**

   The Teacher Education Council is made up of faculty and/or coordinators of each of the Teacher Education programs offered at Warner University, the designated Florida DOE Ombudsman, and two students from Teacher Education programs. The Chairperson of Teacher Education Department serves as the chair of the Council. The Council approves students for admission to Teacher Education majors and for internships. The Chair reports to the Chief Academic Officer.

6. **Academic Policy Committee**

   The Committee is comprised of four or more full-time faculty, two full-time students, the Registrar and a representative from the Financial Aid Office. The Committee is charged with the formation of academic policy and is empowered to review existing policies, recommending changes when needed, and to request studies and research related to academic programs. The Committee acts upon academic honesty activities and policies of the University when needed. The Committee also acts as the Academic Appeals Committee for academic policy issues and also hears grade appeals when they have not been resolved between the student, instructor, department chairs/program directors, and school dean. Topics commonly handled by this
Committee are admissions, financial aid, satisfactory progress, honors, attendance, and completion requirements. This committee reports to the CAO and the Academic Council.

7. Academic Support Services Committee
   The Committee is comprised of four or more full-time faculty, two full-time students, and the Registrar. The Committee advises the administration regarding policies, program and services related to the Academic Skills Center, Career Counseling, Computer Labs, service learning programs, Student Records, Student Activities, the Bookstore, and use of buildings and facilities. This Committee reports to the CAO, Academic Council, and the President.

8. Admitting & Registration Committee
   The Admitting & Registration Committee is composed of the Registrar (chair), Vice President of Enrollment Management and Marketing, the CAO, and personnel from student services offices. The committee serves as an admitting committee for students who do not meet minimum requirements, for academically dismissed students seeking readmission, and for any other special admissions situations.

9. Advising & Retention Committee
   This Committee is comprised of four or more Warner personnel, two full time students, the Director of Articulation, and the Registrar. The Committee is charged with the development and review of admissions requirements, advising policies and procedures, and retention programs. It is empowered to review existing policies, recommending changes when needed, and to request studies and related research. This Committee reports to the CAO and the Academic Council.

10. Curriculum Committee
    This Committee is comprised of two senior faculty members, two or more full-time faculty members, and two full-time students. This committee is charged with the maintenance and review of the University curriculum. It is responsible for ruling on requests for additions or deletions of courses, changes in major and minor requirements, initial ruling on significant changes in major requirements and the establishment of new majors. This Committee works with the General Education Council to review and make recommendations on the appropriateness of courses for inclusion in the various components of the General Education requirements and of the educational objectives of the University. It shall advise in matters related to the holdings, policies and services of the Learning Resource Center. This committee reports to the CAO and the Academic Council.

11. Distance Education Committee
    The Committee is comprised of distance education program coordinators, director of general studies, an assessment representative, and a representative from the Registrar's Office. The purpose of the Distance Education Committee is to ensure that distance learning programs and courses are appropriately monitored and supported and provide quality instruction by developing, evaluating, and monitoring the following as they relate to distance learning: policies, procedures, guidelines, technology, infrastructure, and support services. This Committee works to ensure that students and faculty have the needed abilities to be successful in the distance education environment, including the development of assessment and training programs for students, staff, and faculty. The committee will ensure all distance education programs and courses follow the principles of good practice, are learner centered, and are
designed to promote student success. The Committee reports to the Chief Academic Officer, Academic Council, and Faculty.

12. **Faculty Personnel Policy Committee**
   The Committee is comprised of three full-time senior faculty members, two or more full-time faculty members, and the Vice President for Business and Finance. The Committee provides a roundtable for faculty and administration for the exchange of ideas regarding faculty. The Committee members seek to be proactive in exploring and advising in regard to institutional standards, policies and programs that relate to the status, development and welfare of faculty members. The Committee advises on specific needs or problems referred to it by the total faculty, individual members of the faculty, or the administration. It will serve as the review committee for recommending approval of requests for sabbatical or other leaves. Any termination decision made by the President is a final administrative action and may not be appealed to this committee. Topics for consideration by this committee may include but not limited to: salary and benefits, faculty security, contracts, academic freedom, instructional load, student organization involvement, rank and promotion, and social and service activities. This Committee reports to the CAO and the Academic Council.

13. **Institutional Effectiveness Committee**
   This Committee is comprised of the Executive Director of Assessment and Reports, the Director of Institutional Effectiveness, and individuals representing academic and support services. The Institutional Effectiveness Committee (IEC) is charged with the task of evaluating the University's effectiveness in accomplishing its mission and goals. To this end, Committee members will review the substance, relevance and utility of evaluation procedures and advise on their continued use and development, and when necessary, recommend the implementation and development of evaluative procedures. This committee is responsible for recommending the development and implementation of academic/program assessment and evaluation programs. A key focus is to be the connection between educational goals, assessment of outcomes, and the use of the results to improve instruction. This Committee reports to the CAO and the President.

14. **Instructional and Faculty Development Committee**
   The Committee is comprised of four or more full-time faculty and two full-time students. This Committee focuses on instructional effectiveness and faculty performance with the goal of fostering continuous improvement in instruction and program quality. Committee members will suggest and monitor programs of faculty development and professional growth as they relate to instructional improvement. This Committee reports to the CAO and Academic Council.

15. **Learning Resource Center Committee**
   This Committee is comprised of the Director of LRC, the School Deans, and full-time faculty. The committee handles matters pertaining to the Learning Resource Center, its services, policies and procedures, and the needs of the academic programs. The Committee assists with the assessment of the LRC.

**Academic Meetings and Faculty Governance**

**Academic Meetings**
The faculty are to assemble to discuss policies and procedures, curricular issues, and other elements of the University relevant to academic venues. To facilitate these assemblies, the faculty will attend the following:

a. **Department Meetings**
   Each academic department will meet as needed for planning and evaluation as well as for social and professional growth. The Chair will arrange for these meetings.

b. **Dean of School Meetings**
   **Function:** The School Deans will meet with their faculty at least two times a semester. The School meetings serve the following purposes:
   - opportunities for professional growth and development.
   - Furnishes a means of intercommunication for faculty and administrative officers of the various departments and organizations on the campus.
   - Provide for cultural/social interactions among faculty and administration.

c. **The Faculty Meeting**
   **Membership:** All faculty listed under regular faculty membership participate in faculty meetings. Adjunct faculty and others may attend as invited guests without voting privileges.
   **Organization:** The CAO serves as chair. The faculty secretary is elected by the faculty on an annual basis.
   **Function:** The faculty meet at least two times a semester. The faculty meetings serve the following purposes:
   - Manages and attends to the business elements as deemed part of the faculties responsibilities.
   - Coordinates the academic function of the University community.
   - Participates in policy formation through recommendations to administration, the Board of Trustees Executive Committee and the Board of Trustees.

**Faculty Role in Governance**
The faculty's role in University governance include:

1. **Curriculum**
   Authority over the content, quality and effectiveness of the curriculum of the University. This includes the development, assessment and ongoing improvement of the curriculum. This also includes authority of all educational programs for which academic credit is awarded. The Board of Trustees has given the faculty specific authority by virtue of their policy, “The Responsibility and Authority of Faculty in Academic Governance.”

2. **Participation in Faculty Recommending Committees**
   All full time faculty are assigned membership and duties on one or more Faculty Recommending Committees. These committees develop recommendations for curriculum changes and additions, academic, campus life and personnel policies, faculty professional development and recognition, and learning resources.

3. **Orientation, Information and Communication**
   All faculty are provided opportunities and are expected to learn about the institution and their role in policy formation. It is the expressed policy of the Board of Trustees and administrative officers of the University for faculty to have the lead role in the academic functions of the institution. Additionally, faculty are
expected to participate in those public and private events and activities that represent the academic nature of the institution.

4. Participation in Curriculum Development
   All academic departments work together to devise a general education program for students that adequately prepares students for the course work expectations of the majors offered and provides for the educational mission of the University. Additionally, academic departments are expected to develop and evaluate the general education program/courses and majors/minors offered by the department. The curriculum development process provides ample opportunity for the faculty to evaluate and refine the educational outcomes of the students (see section 6.30).

5. Participation in the Quality Enhancement Plan (QEP)
   All full time faculty members are expected to support and participate in the Quality Enhancement Program. This is the mechanism SACS uses to exemplify the reaccreditation process. As stated on the SACSCOC website, the concept of quality enhancement is at the heart of the Commission’s philosophy of accreditation. Each institution seeking reaffirmation of Accreditation is required to develop a Quality Enhancement Plan (QEP). Engaging the wider academic community and addressing one or more issues that contribute to institutional improvement, the plan should be focused, succinct, and limited in length. The QEP describes a carefully designed and focused course of action that addresses a well-defined topic or issue(s) related to enhancing student learning.

FACULTY PERSONNEL POLICIES

QUALIFICATIONS

GENERAL QUALIFICATIONS

1. Christian conviction and character as demonstrated by:
   a. A positive testimony of a personal Christian experience.
   b. Wholesome spiritual influence and leadership.
   c. A profound respect for the Bible as the inspired word of God.
   e. Sound convictions on the essentials of the Christian faith and life (See Faith Conviction Statement page 20).

2. Mature, attractive and warm personality as reflected in:
   a. The ability to handle emotional problems in a mature fashion.
   b. Personal warmth and appeal.
   c. Pleasant personal habits.
   d. Good taste in dress.
   e. A sense of humor.

3. Respect and love for people as seen by:
   a. Faith, interest, and understanding in people.
   b. Realistic interest in and understanding of people.
   c. Attitude of positive good will toward all persons.
   d. Ability to relate to people.

4. Evidence of open-mindedness and scholarly attitude toward truth portrayed in:
   a. Good stewardship of truth.
b. Firm convictions without dogmatism.
c. Ability to discipline self for serious study.
d. Ability to wait until facts are in before drawing conclusions.

5. Ability to communicate effectively as shown in:
   a. Correct and skillful use of the English language.
   b. Ability to think clearly.
   c. Ability to engage in and encourage two-way conversation.
   d. Objectivity when challenged or questioned.
   e. Open, frank and honest attitude.

6. Professional competence and integrity for specialized tasks as demonstrated by:
   b. Aptitude for a particular field through practical experience.
   c. Orderliness in work.
   d. A constant attempt to make improvement through self-evaluation.
   e. Ability to accept the job as a challenge.

7. Loyalty to the University and the church as demonstrated by:
   a. A positive attitude toward the University and the church.
   b. Ability to evaluate the institution critically, objectively and constructively.
   c. Taking an active role in the church.
   d. Being interested in the University and the church as a whole.
   e. Understanding the basic doctrinal convictions of the University.
   f. A service motive which demonstrates his/her relationship not only to the University but also to the church and the nation.

**PROFESSIONAL COMPETENCY QUALIFICATIONS**

1. A continuing program of academic preparation - the minimum of a Master's degree with a major in the teaching field is required or at least 18 graduate semester hours in the teaching discipline, holding at least a Master's degree while actively working toward a terminal degree.

2. A continuing program of practical experience - the instructor should have had field experience and that he/she use and make opportunities for additional experiences so as to keep abreast with modern development.

3. A continuing program of scholarship in the faculty member's major field - critical thinking and evaluation should be present in teaching, reports, and community service.

4. The ability to integrate an orderly, systematic, business-like procedure that demonstrates dependability and promptness.

5. The ability to communicate in areas of specialization. A good faculty member shares effectively with the students so teaching becomes a way of life.

6. The ability to relate Christian faith to one's field - the Christian faculty member makes a positive witness in the teaching content as well as method.

7. The ability to relate enthusiasm and zeal connected with one's field - this is characterized by a willingness to go "beyond belief."

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*Procedure on Faculty Recruitment*
Faculty recruitment is a continuous process. Changes occur unexpectedly as well as by calculated planning. Often promising men and women are urged or invited to prepare for the teaching profession. The following serves as a guideline:

**Persons Directly Involved in Faculty Recruitment**
1. Department faculty (may contact related and interested faculty)
2. Department Chairpersons and Program Coordinators/Directors.
3. School Deans
4. Chief Academic Officer
5. President
6. Board of Trustees (and its Executive Committee)

**Sources - One or more of the Following:**
1. Personal acquaintance of potential faculty members
2. Sister institutions, including those of denominations with similar spiritual conviction and emphasis.
3. Division of Church Service of the Executive Council of the Church of God.
4. Christian University placement services such as Christian University Referral Service, and the Council of Christian Colleges and Universities.
6. Other higher education institutions.
7. Other search opportunities for higher education employment

**Procedure**
1. Central file kept active - a central file on potential faculty members is kept in the office of the Chief Academic Officer. Applications and résumés are filed by department and discipline.
2. Strategy outlines as need arise - when need for faculty becomes apparent the Dean of the appropriate school and Chief Academic Officer discusses strategy for securing suitable candidates. Definite assignments are made for exploring possible candidates through one or more of the sources outlined above or other feasible sources.
3. Identification of candidates - when suitable, candidate(s) are identified and the credentials (Faculty Application, transcript, etc.) have been examined by the Dean of the appropriate school and the Chief Academic Officer a recommendation to interview is made to the President.
4. Interviews scheduled - the President may then authorize personal interviews privately first with the President, the Chief Academic Officer, the Dean of the appropriate school, the departmental chair and the department faculty, and with selected students and other faculty.
5. Contract offered by the President - if after the interview, the President, the Chief Academic Officer, the Dean of the appropriate school, and the faculty candidate are positive about the employment opportunity, the candidate is offered a contract by the President. The Board of Trustees is kept informed of contracts offered to candidates for full-time teaching positions.

**Appointment and Promotion**
Contract
1. The contract for regular faculty is a formal agreement between Warner University and the faculty member. As such it contains:
   a. The standards required of the faculty member.
   b. The assignment for the contract period.
   c. A statement of financial arrangement including benefits.
2. Presentation and confirmation of contract:
   a. Under ordinary circumstances a “Letter of Commitment” for regular faculty is offered by March 1. The faculty member is given 30 days in which to sign and return the “Letter of Commitment” indicating his/her intention to continue employment at Warner University. In the absence of such signature after 30 days the position shall be considered vacant.
   b. For special, part-time and adjunct faculty the contract is usually offered just prior to the special assignment and only for the period covered by the special assignment.
3. Termination of contract - the contract may be terminated by either party through mutual agreement or for cause as explained under “Termination of Employment.”

Reappointment and Faculty Security
1. Faculty Security: Warner University is concerned that qualified faculty members are secure in their position even when administrative changes are in process. Faculty members with qualifications as outlined in this manual are retained on the basis of continuing need for their service, their continued usefulness to the institution, their continued progress in scholarship and teaching performance, and continued personal exemplification of the convictions and ideals of Warner University.
2. Reappointment: A regular faculty member who is eligible for reappointment will ordinarily be offered a letter of commitment by March 1 with a contract following in the semester. The letter of commitment shall state the guarantee of a position at the prior year’s salary level, rank and contract term.
3. Non-Reappointment: Any faculty member who, after reasonable opportunity and without prejudice, is found to be unsuited for the teaching work of the University will not be offered a contract by the President. In which case notice shall be given in writing by the President by March 1.
4. These provisions apply to regular faculty members and not to temporary, special, part-time or adjunct instructors, which the administration may find necessary to employ from time to time, according to the terms of the signed contract.

Basis and Procedures for Promotion
Promotion in rank is not the result of years of service but represents recognition by the University that a faculty member has demonstrated excellence in the criteria for various ranks. Promotion in rank should also not be awarded in lieu of compensation but only in cases where an objective demonstration for meeting criteria has been presented. (Section 3.40 lists the criteria for various ranks).
Promotion decisions are made by the President with recommendations by the Chief Academic Officer in consultation with the appropriate school Dean. The procedure for promotion is as follows:
• The request for promotion may be initiated by the candidate, department chairperson or program coordinator, director, Dean of the appropriate school, Chief
Academic Officer, or President. Candidates should submit a request to be considered for promotion to his/her department chair or supervisor in writing by the close of the Fall semester. The department chair or program coordinator will serve as a facilitator in the promotion process. A chairperson/coordinate seeking promotion will contact the chairperson/coordinator/director of another department to serve as a facilitator.

- The chairperson and candidate will assemble a portfolio to demonstrate the candidate’s excellence in the criteria for rank. The promotion portfolios should include but not be limited to:
  1. An up-to-date curriculum vita with listing of publications, memberships, and activities in professional organizations.
  3. Information on current research and/or academic projects in progress.
  4. Transcripts of all collegiate work.
  5. Copies of the Faculty Self-Evaluation and Annual Report from the most recent two years.
  6. Copies of all course evaluation results administered by the University and any self-administered assessments from the most recent two years.
  7. A description of University activities and responsibilities beyond the classroom including committee assignment(s), schedules for student advising, and student organization and activities involvement.
  8. A syllabus for each course currently being taught.
  9. A description of involvement in current and past service activities.

The facilitator will write a cover letter for the portfolio in which he/she assesses the candidate’s qualifications. The portfolio and letter is sent to the Chief Academic Officer during the first two weeks of the Spring semester.

The Chief Academic Officer will appoint a three-member peer review committee from the Academic Council. The committee will review the portfolios and make recommendations to the CAO.

The Chief Academic Officer will in turn consider the portfolio, the report of the review committee, and the assessment of the facilitator to make recommendation to the President.

**Termination of Employment**

*Non-Reappointment:* (Refer to “Reappointment and Faculty Security,” 3.32,

1. **Mutual consent:** Either party may initiate termination through mutual consent. Ordinarily a 90-day notice should be determined by mutual consent with salary terminating at the end of 90 days. If mutual consent termination is to be immediate, 30 days severance pay is applicable, or until the end of the contract, whichever is nearest.

2. **Dismissal for Cause:** Dismissal of a faculty member may be necessary on occasion. The causes demanding such action include immoral conduct, persistence in unsound doctrine, unprofessional conduct and/or gross inefficiency.
   a. **Dismissal Procedures:** In the event it is necessary to dismiss a faculty member for cause, the following procedure shall apply:
i. The Department Chair/Program Director and the School Dean shall confer with the faculty member in an effort to either remedy the concern or reach a termination accord.

ii. If the meeting with the Chair & School Dean does not resolve the concern, the Chief Academic Officer shall make a determination of termination. This decision of termination for cause shall be given in writing to the faculty member. If the faculty member chooses to accept the decision without filing an appeal, the faculty member shall vacate the campus within three days of the decision. If the faculty member chooses to appeal the decision, the termination shall be stayed pending the outcome of the appeal procedure.

3. **Appeal Procedure:** Within three days after receiving a notice of termination for cause, a faculty member shall present to the President a written notice of appeal. The President shall appoint a committee of three of the President’s cabinet members (not to include the person who made the initial decision). This committee shall conduct an appeal hearing. The hearing shall be conducted within ten days after the appeal is filed. During this hearing, the person making the initial decision shall present any evidence in support of the decision. The faculty member shall have an opportunity to present evidence denying or mitigating the reasons for the decision. After the hearing, the committee shall present to the President a recommendation which either affirms, denies or alters the initial decision. The President will render a final decision which shall be considered final.

**Rank for Regular Faculty**

Four ranks are recognized in the regular instructional staff: Professor, Associate Professor, Assistant Professor, and Instructor. Appointments to rank are made by the President in conference with the Chief Academic Officer. The following criteria apply:

**Professor**

a. Eearned doctorate or SACS.COC equivalent terminal degree.
b. A minimum of ten years of full-time teaching experience, which demonstrates a high order of competence.
c. Evidence of substantial institutional and community service.
d. Record of productive scholarship.
e. Evidence of Christian commitment and church service.

**Associate Professor**

a. Eearned doctorate or SACS.COC equivalent terminal degree or 80 semester hours of graduate work with 48 hours being in field.
b. A minimum of five years of full-time teaching with evidence of effective and professional development.
c. Evidence of substantial institutional service and some community service.
d. Evidence of scholarly activity.
e. Evidence of Christian commitment and church service.

**Assistant Professor**

a. Eearned doctorate or SACS.COC equivalent terminal degree or Master’s degree in field.
b. A minimum of three years of full-time teaching with evidence of effective and professional development.
c. Evidence of effective institutional service and some community service.
d. A comprehensive plan for an advanced degree and evidence of scholarly activity related to course preparation and instruction.
e. Evidence of Christian commitment and church service.

**Instructor**
a. A Master's degree in field and plan for obtaining an advanced degree.
b. Evidence of potential and progress toward being an effective teacher.
c. A commitment to institutional and community service.
d. Scholarly activity related to course preparation and instruction.
e. Evidence of Christian commitment and church service.

**FINANCIAL MATTERS**

**Salary**

a. **Salary for Part-time and Adjunct Instruction:** Part-time instructors with full academic qualifications are paid on the basis of per credit hour or its equivalent per semester provided enrollment meets the minimum level. Classes with enrollment below the minimum level could be compensated on a pro-rated basis.
b. **Salary Schedule for Regular Faculty:** The salary ranges for faculty within the various ranks with increments for further preparation, teaching experience, special responsibilities, and excellence are developed based on the current salaries of faculty with qualifications, experience, and responsibilities.
c. **Summer Salary:** Summer salary for the faculty is at the part-time rate. Adjustments are made for summer classes based on enrollment.

**Moving Up In Rank**
When moving up in rank the starting base level shall be not less than the salary level in the previous rank. Support documents, which demonstrate the meeting of qualifications for the next rank, will be submitted by the faculty member requesting promotion.

**Fringe Benefits**

a. Health & Hospital Benefits - the University participates in a group health insurance program and currently pays 90% of the premium for the regular full-time faculty member.
b. Pensions - 5% of salary toward a defined contribution 403(b) pension plan. Faculty members MUST make application for this benefit to be received.
c. Social Security/Medicare Tax - for non-ministerial teaching staff, the University pays the amount required by the Internal Revenue Service and deducts an equal amount from the salary. For ministerial teaching staff, the University adds to the salary the amount that would ordinarily be paid by the University.
d. Workmen's Compensation

e. Unemployment Compensation
f. Life & Disability Insurance - Life insurance is two times the annual salary.
g. Educational Allowance and Scholarship Assistance - The principle of scholarship assistance is endorsed. Since funds are limited, the University is eager to explore with the applicant external possibilities for such assistance. Actual scholarship financial
assistance may take one of several forms; on occasion an early sabbatical is possible, or a grant with a leave of absence may be arranged.

h. Financial Aid - Financial aid as a fringe benefit is available for regular full-time faculty and their immediate dependents for both undergraduate and graduate courses. The current grant benefit is available in the Financial Aid Office. Such aid is prorated for part-time faculty and their dependents.

**Moving Assistance**

Limited moving assistance may be available upon application to the Chief Academic Officer.

**Professional Growth**

Professional growth support is available to regular full-time faculty upon application to the Dean of the appropriate school. Regular part-time faculty may also request assistance for professional growth activities. At the beginning of each school year, faculty are asked to submit a Professional Growth Plan to the Chief Academic Officer. Funds will be distributed to faculty as available and needed.

**Secretarial Service**

Secretarial service is available to regular full-time faculty for the preparation of course materials, taking telephone messages, correspondence, scheduling of appointments, and other similar support services.

**Travel Allowance**

For approved University travel, application is made to the Chief Academic Officer.

**LEAVE OF ABSENCE**

**Sabbatical**

Every seventh year, a scholarship grant equal to one-half of annual salary may be available for sabbatical leave of absence on condition that the time is spent in approved study or research. (The theory of sabbatical leaves is that they are not a bonus, reward, or vacation for past service but an occasion to prepare for future usefulness to the institution.) Sabbatical leaves are not granted to those past the age of sixty-five. It is understood that a faculty member who avails himself of a sabbatical leave shall serve the University for a period of at least two years following the leave of absence. In the event that he/she fails to remain with the University for such succeeding period, then he/she shall reimburse the University for a proportionate sum based on two years expectancy of service. The reimbursement is to be made on the basic salary for the actual period of absence from the University. Application for sabbatical leave must be accompanied with plans for approval by administration. Other considerations include its place in the schedule of the master plan and availability of substitute arrangements.

**Extended Leave of Absence**

An extended leave of absence is defined as an approved leave that does not break the professor's seniority sabbatical pattern. However, the time spent on leave of absence will not be counted as a part of the service required to qualify for sabbatical
leave. The purposes of such a leave are: a. study and research; b. prolonged illness; c. service to the church. The leave is without salary and must have administrative approval.

**Sick Leave**

Amount of sick leave with pay is determined by the years of service given to the institution and whether regular full-time or regular part-time. Group insurance is carried by the institution. Sick leave may be granted at the rate of one month per year of service. This leave is cumulative up to 12 months of unused leave benefit.

**Vacation**

The faculty is directly accountable to the University for a period of 9.5 months during which time they are required to be on campus in the performance of duties. Nevertheless, during vacation periods, faculty are expected to comport themselves as agents or representatives of Warner University, which does credit to God and the institution they serve. Furthermore, the faculty should actively promote the University in the interest of student recruitment and general support.

**Summer Activities**

The summer period between school years provides an opportunity to reorganize courses, do research, further one's education or make general preparation for the coming school year. It also provides opportunity to keep in touch with the church and to render service to the constituents of the University.

**Other Short Absences**

Professional growth opportunities and other circumstances, some of which are beyond control, may require faculty members be off campus and not be able to meet classes. Requests and arrangements for such absences are to be made in writing to the Dean of the appropriate school. Absences of this nature extending more than one class day should have prior approval by the appropriate school Dean.

**Faculty Workload**

Many factors not readily assessable are involved in the faculty workload. Those that are common during the school year are:

**Program of Instruction**

Recognizing the need for fair and efficient instructional activity without compromising quality instruction, the faculty workload shall be set at a 30 credits per year in which at least 24 credits are regularly scheduled classes having a minimum enrollment of 15 students per lower division course and 8 students per upper division course. In cases where enrollments fall below these minimums, a faculty member may be asked to teach an additional regularly scheduled class or assume additional duties. Up to 6 credits of workload per year shall consist of regularly scheduled classes and/or a combination of the following:

**Supervised Internships**: Requiring at least three on-site visits rated at 2 students per credit. Internships with no on-site visits will be considered unsupervised and rated at 0,
unless the supervising faculty member justifies the level of supervision to the Dean of the appropriate school and Chief Academic Officer's satisfaction.

**Practicum Experiences and Senior Projects:** Requiring at least three student hours per week in aggregates of one to five students are rated as 1 credit. Independent Study or Directed Study: When not compensated and requiring at least three meetings per semester rated at 2 students per credit.

**Special Advisory or Administrative Assignments (including departmental chairs), or Committee Assignments:** Requiring extensive time to prepare or perform are rated by the Dean of the appropriate school and Chief Academic Officer at 1 to 3 credits. Classes that are large, taught for the first time, or advanced so as to require considerable research, preparation and paperwork, may be given a rating of one and one-third hour per each session per week.

**Non Academic Responsibilities**

a. Non-Class Responsibilities - If the faculty member carries a normal program of instruction and other factors are constant, they are assigned non-class campus activities. These include activities that require little or no preparation and work outside the actual session, such as counseling students, advising activity groups, and serving on committees.

b. Off-Campus Responsibilities - each faculty member is expected to give a reasonable amount of service related to the University for its constituency, such as alumni and the church, for the cause of education in general, and for specific needs related to their particular field of instruction.

c. General Responsibilities - when the faculty member is given administrative responsibilities or heavy duties in other areas, the overall workload is kept constant by making adjustments as required. During periods when the classes are not in session, the faculty has opportunity for general research and preparation, or working on course syllabi, and for increasing their usefulness to the institution.

**Faculty Research**

Good teaching has general research as an important element. Since the major function of the faculty at Warner University is classroom instruction, most of the research will be in the area of instructional preparation. Formal research and writing is encouraged. Each faculty member is encouraged to do additional research in his/her field and to share articles made available for publication with the academic community and institutional administration. Faculty teaching graduate level courses are required to do research and writing in his/her field and publish or present their papers in scholarly journals and at professional conferences and conventions. Record of these scholarship activities will be reported in the Faculty Self-Evaluation and Annual Report submitted each year. The following policy applies in respect to assisting in the preparation of scholarly publications:

**Categories of Research:**

1. Research that is definitely related to a current course.
2. Research that is general or not directly University related.
3. Research that benefits the constituency served by the University.
Warner University support for scholarly research and publications is based on:

1. Research that is definitely current-course related should be covered by budgetary allotment.
2. Research that is not directly University related.
3. May use secretarial services as time is available.
4. Expenses of copies and mailings will be borne by the academic department through research resources made available by the Chief Academic Officer. All such research resources must be approved prior to expenditures.
5. Research that is of direct benefit to the constituency which the University seeks to serve comes under the category of "public service" and should be covered by that budgetary allotment.

The Chief Academic Officer should be consulted in reference to research activities to determine its appropriate category.

A copy of each item of scholarly research should be submitted to the CAO for submission to the LRC to be added as a part of the library collection.

**Outside Employment and Activity**

A full-time member of the faculty is engaged in responsibilities that require his/her major energies and that he/she should do nothing to compromise that quality performance of those responsibilities. Nevertheless, supplemental income or outside activity such as graduate study is sometimes required. Outside employment or activity may take various forms: consulting, part-time teaching at another institution or at Warner University, self-employed business ventures, interim responsibilities with churches, and the like.

**Approval:** Off campus employment or professional commitment not in violation of contractual obligations is at the discretion of the faculty member. In all cases in which the outside venture extends over more than three weeks of a regular semester, the faculty member shall notify the Dean of the appropriate school and Chief Academic Officer. Permission is generally granted if the employment will not interfere with the performance of duties. If obligations to the University on the part of the faculty member are jeopardized (such as canceling class or reducing the normal class time, chapel absences, missing committee or faculty meetings, etc.), the Dean of the appropriate school and Chief Academic Officer will consult with the faculty member and may deny the privilege of off-campus employment. Off campus commitments require yearly notification.

**Full Time Faculty Academic Overloads**

Under normal conditions, full time faculty members should not carry more than one course (3 credits) overload per semester. In addition, full time faculty should not be conducting more than 2 independent studies per semester. School Deans will evaluate and identify course overload needs, but final approval comes from the Chief Academic Officer.

**Role of Faculty in Policy Formation**

The faculty plays an active role in policy formation. Each member of the faculty is expected to participate in committees, conferences and particularly in the faculty meetings where they are invited to share their ideas and convictions relative to the
policies of the University. It shall be the policy of the Board of Trustees, the Executive Committee, and the administrative officers of the University to communicate with the faculty on all matters relating to academic functions, with a view to giving ample opportunity for faculty participation in shaping policies affecting the growth and function of the University.

a. The importance of being informed on general University policies:

An examination of the general duties of the faculty indicates varied responsibilities. To become familiar with duties in areas other than academic, the faculty member is responsible to study sections of this manual dealing with those duties, the current University catalog and student handbook and the Strategic Plan, as well as other information that may be released from time to time. The faculty member is expected to attend all faculty meetings, orientation sessions, retreats, etc., designed for faculty.

The Faculty Workshop scheduled prior to the opening of the fall term is designed to provide all faculty members an opportunity to become acquainted with and share in the continued development of policies, programs, and procedures. The faculty should have a broad background of understanding of the historical development and operation of the University as a whole as well as the academic program in particular.

All regular faculty members are required to participate in the workshops. New faculty members may be asked to participate in special orientation sessions in addition to the workshops.

b. Familiarity with the current University catalog is essential:

Every member is expected to know thoroughly the catalog dealing with academic matters. The Catalog speaks officially for faculty and administration. Deviation from the Catalog is possible only by senior administrative action.

Faculty Service to the Community, the Church, and Promotional Activities

Faculty members render significant service to the University community and the church and at the same time promote Christian higher education through effective public relations. Since the value of this is recognized, faculty members are urged to take advantage of these opportunities and may be requested to take assignments. Approval for absences connected with these services and promotional activities will be granted by the Dean of the appropriate school's office only when the educational purposes of the school are not impaired.

The Faculty and All-School Activities

When all-school activities are scheduled during regular class hours, all members of the faculty as well as the student body are expected to participate. These will include such activities as chapel, convocations, retreats, assemblies, etc. In addition, all faculty are expected to participate in certain University activities that may not occur during regular class days and hours such as baccalaureate-commencement ceremonies, new student orientation, and advising-registration days.
PROFESSIONAL GROWTH

The faculty member will be expected to continue to grow throughout their time with Warner University. The University encourages this and draws attention to the following:

Faculty Meetings and Workshops

Professional and cultural growth activities are sometimes scheduled in connection or in addition to the faculty meetings.

Professional Memberships

Faculty members are encouraged to maintain membership in professional associations and attend conferences, workshops, in-service training, etc., related to their fields of instruction.

Graduate Studies

Faculty members are expected to complete formal studies leading to a terminal degree and pursue further study as needed and available. Some financial assistance can be provided for tuition support. In addition to the sabbatical provision, special leaves of absence can be arranged. For assistance and further information, see the Chief Academic Officer.

Evaluation of Instruction

The University makes possible and urges that each faculty member periodically evaluate or have evaluated his/her skill in teaching. This can be done through use of:

a. Student-faculty course-rating instruments
b. Self-evaluation
c. Evaluation by other members of the teaching staff
d. Evaluation by the administration

LRC Resources

Literature in electronic form, as well as books, magazines, and audio-visual media are related to the improvement of instruction and higher education in general and are available for use by the faculty.

Scholarship

Productive scholarship with research findings shared with the faculty and the larger community is encouraged.

Other Possibilities

Programs of mutual self-improvement, fellowship with other scholars, involvement with students in independent study and honor work, travel, and collegial visitation are other opportunities for professional growth.

ACADEMIC FREEDOM

Academic Freedom is a protection for the student who has a right to have presented and to examine truth in all fields of study. To assure this protection Warner University is committed to academic freedom in the best University tradition. Instructors have freedom in the classroom in discussing their subject, but they should be careful not to introduce controversial matter which has no relation to their subject. As scholars, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort that they are not speaking for the institution. To maintain faith with the constituencies served by the University, instructors must conduct themselves maturely and hold personal convictions in harmony with those held by the University. Within this
framework, the faculty member is encouraged to seek truth and to present it in his/her teaching field using varied and unique methods that are in keeping with accepted teaching practices. Ultimately there is no conflict in truth whenever and wherever found.

If a faculty member feels that their Academic Freedom has been censured without following fair practice, the following procedures should be followed:

1. Within a two week timeframe of the incident, the faculty member should contact their chair/program director to raise questions of concern. The chair/program director will review with the instructor the nature of the censor and the action imposed, if any. The chair/program director will also review information from the source of the censor and attempt to support or refute the issue, and respond to the instructor.

2. If the instructor is not satisfied with the response, the instructor may request a session and/or submit questions to the appropriate school dean. The dean will review the issue and consult with the other deans regarding the merit of the issue and provide the instructor with a decision regarding the appeal. If the instructor involved is a chair/program director, the appeal goes directly to the appropriate dean.

3. If the instructor is not satisfied with the progress or the result of the appeal from the dean, the instructor may, within six weeks of the response from the dean, call for a session with the Chief Academic Officer. The CAO will review the appeal and materials, collect additional materials or information as needed, interview whomever may be appropriate, and render a final decision.

OPERATIONAL DETAILS ON ACADEMIC MATTERS

BUDGET PREPARATION

Expenses Related to the Program

a. Instructional materials related to the respective course offerings such as printing of course syllabi, examinations, handouts, films and other teaching aids.

b. Office supplies essential to maintaining the faculty office as related to the field of instruction.

c. Equipment repairs and maintenance where applicable.

d. Equipment purchases where applicable.

e. Any other expenses related to the department.

f. Capital improvements in terms of classroom, lab, etc.

g. Projected special income.

BOOKS AND LEARNING RESOURCES

Faculty members are responsible for textbook orders through the bookstore. Generally, the same text will be used for at least three years unless change is justifiable and approved by the department chair or program director and Dean.

Faculty members are responsible for library books, audiovisuals, and other library reference materials in advance so materials will be on hand when needed. The instructor is also responsible to supply the LRC with a list of reserve books needed for each course taught.
The Preparation of a Syllabus

For each course assigned to a faculty member, he/she is required to prepare and keep current the course syllabus according to the form approved by the faculty. A copy of the approved form is available in the Dean of the appropriate school’s office. Under ordinary circumstances courses and syllabi will be evaluated and changed each time they are taught. Each syllabus should include the following:

1. Student Outcomes
2. Methodology
3. Basis for evaluation
4. Course content comprised of a suggested weekly schedule and specific reading assignments.
5. Instructional Materials and Resources
   a. basic text and supplementary books
   b. Audiovisual materials and other resources
6. Assignment and assessment details
7. Any unique features and other comments about the course
8. An appropriate attendance policy statement
9. The academic honesty policy statement
10. Statements regarding the Office of Disability Services, Office of Career Counseling, and the Academic Skills Center

Duties and Responsibilities Related to Classroom Instruction

To Meet the Class According to Time and Place Scheduled

Any changes are to be worked out through the Dean of the appropriate school. In the event that the faculty member is unable to meet the class, suitable arrangements are worked out in advance with the department chair/program coordinator or the Dean of the appropriate school. All schedule changes are to be filed in the Dean of the appropriate school’s office unless prevented by emergency reasons. Promptness is expected. Students should be informed when a faculty member is absent. No faculty member may detain a student so that he/she is late for his/her next class.

To Conduct Field Trips

Field Trips and special class activities, whether or not they interfere with the student’s regular schedule, need to be planned and scheduled with the Dean of the appropriate school. When they interfere with regularly scheduled classes or activities, students must clear with his/her instructors and supervisors one week prior to the activity.

To Employ Teaching Methods that Prove Most Effective

No set method is prescribed since the personality of the faculty member, the students, the nature of the course, and the environmental circumstances are variable factors. However, the faculty member is expected to be flexible in his/her approach and constantly seeking to improve in both method and content.

To Maintain a University Standard in Student Class Work

All courses offering University credit are expected to maintain a liberal arts standard. To attempt to define the standard is difficult for the nature of each course calls for variations. The following are suggested guidelines:
1. For regular semester courses, each semester hour of credit will included an equivalent of one class session per week for fifteen weeks plus the examination period. Laboratory courses/sessions and others not requiring work outside of class should meet two or three hours a week for each hour of credit. For field experiences, practica, and internships the policies and procedures outlined in the catalog must be followed.

2. For distance learning, including accelerated semester courses and on-line courses, guidelines will be established appropriate to the program and in keeping with approved standards by the faculty.

3. The average student is expected to do about two hours of preparation for each regular class session.

4. Students are expected to complete all the assignments, otherwise grades are reduced.

5. Incomplete grades (I) are allowed only for emergency reasons cleared by the faculty member. The incomplete grade policy is described in the catalog. A semester incomplete must be removed by the end of the 8th week of the next semester or the grade earned when the incomplete was given applies. A "Request to Award an Incomplete" form must be approved by the Dean of the appropriate school.

**To Evaluate Student Work**

1. The primary purpose of evaluation is to help the student in the learning process; the giving of grades is necessary, but secondary. Work turned in for evaluation should be returned with comments and/or class discussion for the benefit of the student's learning as quickly as possible.

2. Evaluation should be based upon contribution and effort as reflected in daily work, class attendance and participation, examinations, and term projects. The type of examination is left up to the faculty member. Rather than adhering to any one type, variety is urged. The grades should be based on several opportunities for earning grades. Grades are in terms of letters as outlined in the catalog.

3. Warner University uses the 4 point grade system. GPA is calculated by dividing earned quality points by attempted credit hours.

<table>
<thead>
<tr>
<th>Grade Meaning</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A</td>
<td>Superior Performance</td>
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<tr>
<td>A-</td>
<td>Excellent Performance</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good Performance</td>
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<tr>
<td>B</td>
<td>Good Performance</td>
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<tr>
<td>B-</td>
<td>Favorable Performance</td>
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<td>C+</td>
<td>Above Average Performance</td>
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<td>Failing</td>
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<td>P</td>
<td>Passing</td>
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<td>AU</td>
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<td>I</td>
<td>Incomplete</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
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<tr>
<td>NG</td>
<td>No Grade Reported</td>
</tr>
</tbody>
</table>

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4. The following grade descriptions establish a course grading plan:

   A is the highest academic grade possible, reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding and critical thinking as well as originality or creativity as appropriate to the nature of the course. It indicates the student demonstrates a high level of initiative.

   B is a grade that denotes achievement considerably above acceptable standards. Good mastery of course materials is evident and student performance demonstrates originality, creativity, or both, it indicates the student works well independently and often demonstrates initiative.

   C indicates a satisfactory degree of attainment and is the acceptable minimum standard for graduation (provided the minimum required GPA is achieved). It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of the course content and coursework expectations.

   D denotes a limited understanding of the subject matter, meeting only the minimum requirements for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for the course. It may indicate the student displays little or no initiative.

   F indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and failure to complete course requirements.

   P indicates the student has demonstrated “C” level work or better. It is only assigned for approved courses.

   I indicates course work was not completed for an acceptable reason. A plan for completion is in place and both the professor and Dean of the appropriate school approve the incomplete.

   W is a notation that the student was enrolled but elected to withdraw from the course. The Registrar’s Office, only, posts this grade.

To Keep and Supply the Registrar With Course/Enrollment Data
These include:

1. At the end of the first full week of classes, faculty members will report student attendance in each class including students who are on the class roster but do not attend and students who are attending but not on the roster. The Registrar's Office will then confirm schedule changes or withdrawals and send a new class roster to the faculty.

2. Grade reports are due in the Registrar's Office no later than the second day following the last day of exams each semester unless a specific alternate schedule is established. The following is the procedure used for reporting grades for regular semester courses. Accelerated semester courses will have other procedures based on the characteristics of the course and/or program.
   a. At midterm the summary grade sheets are submitted online with the Registrar's Office immediately following the mid-term date.
   b. A list of students who have unsatisfactory grades is compiled and distributed to academic and activity advisors who counsel students.
   c. The final grades are submitted online to the Registrar's Office at the end of the semester. Due dates for grades are established by the Registrar.
3. Grade Changes
   Grade changes are only permissible under certain circumstances. With the approval of the Dean of the appropriate school the following may be reasons:
   a. An obvious error in computation by the faculty member as reported or an error in the reporting of grade.
   b. The removal of an incomplete grade.
   c. Course materials evaluated that were not used to calculate the original grade.

To Give Individual Instruction
   Personal attention is highly desirable and constitutes one of the major points of attending a small university. The amount of personal attention depends upon the nature of the class, the course, the student, and the faculty member. The following are suggestions:
   1. Faculty members should become familiar with each student’s ability and expect the student to make wise use of that ability.
   2. Each faculty member should be interested in the person’s individual needs in relationship to each course and seek to meet those needs.
   3. The faculty member should be available, within reason, to the student who may benefit from special attention even outside the classroom situation. This applies to both the gifted as well as the deficient student.

To Maintain the Schedule for Final Exams
   Students enrolled in a course with a final examination or an alternative culminating experience in place of an examination are required to participate at the officially scheduled time during exam week. In case of conflicting examinations on the official schedule, examinations requiring group participation take precedence over examinations scheduled by class meeting time. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier (by day or time) takes precedence over a course meeting later.

   No instructor of a course may give a final examination or require an alternative culminating experience in place of an examination during a time other than that which is officially scheduled unless the instructor has obtained prior approval from the dean under which the course is taught. The dean will insure that the alternative schedule does not create problems for, or conflict with, other scheduled exams during the week.

   Make-up examinations may be permitted when justified by illness, conflicting examinations, four or more examinations on the same day, or for certain emergencies. Arrangements must be made prior to the scheduled examination time.

Office Hours
   Each full time faculty member is required to post and maintain at least ten open office hours per week for student consultation. A copy of the office hours will be reported to the Dean of the appropriate school and Chief Academic Officer at the beginning of each semester.
INSTRUCTIONAL EVALUATION AND IMPROVEMENT

Faculty members are expected to seek ways to improve their instruction each semester. The University includes in its faculty assessment procedures three different sources of data that can be used to assist in this process. The findings of such assessments should result in positive steps toward improvement. While there is more that may and in some cases should be done to gather data for evaluation and improvement, the following should be done each year:

Student Course—Faculty Evaluation Survey
The University administers a student course-faculty evaluation survey each semester. Each faculty member has at least one course surveyed during the Fall semester. New faculty have all of their courses surveyed for two years. The survey findings are shared with the faculty member and his/her Department Chair. A copy is also placed in the faculty member's file in the Dean of the appropriate school. Faculty are expected to analyze and use the findings in their self-evaluations.

Self-Evaluation and Annual Report
Each year faculty members complete a Self-Evaluation and Annual Report to be filed in the Chief Academic Officer's office. This procedure includes the collection and reporting of data, self-evaluation of the various faculty duties and activities, and personal reflections on their work. The Self-Evaluation and Annual Report is discussed with the department chair/program director and in some cases with the Dean of the appropriate school. While much of this may be subjective, it does have value, particularly when the faculty member is willing to discuss his/her challenges with the chair/program director and/or Dean of the appropriate school, and/or if deemed necessary the Chief Academic Officer.

Evaluation by Dean and/or Chairperson
Faculty members are evaluated by their Dean of the appropriate school and/or department chair/program director each year. This provides an opportunity to discuss strengths and areas where improvement may be needed as well as planning for professional growth needs and opportunities. Evaluations are filed with the Dean of the appropriate school.

Faculty Inter-Visitation
Faculty members are encouraged to visit the classes of their colleagues and invite other faculty member(s) to visit their classes. In the event that a faculty member is experiencing difficulty, the department chair/program director or the Dean of the appropriate school and Chief Academic Officer may organize such visits for the purpose of evaluation and the development of plans for improvement.

ACADEMIC ADVISING
Academic advising is provided to each student throughout his or her academic career. Advising helps students evaluate, plan and schedule to meet graduation requirements and to provide guidance with regard to initial career placement and/or the pursuit of graduate studies. When a student is admitted to Warner University, an advisor is assigned.
Advising Folder

When the advisor is assigned an advisee, an advising folder of pertinent information and forms is provided from the Admissions and Registrar's Offices to be kept up to date as the student progresses. The file content includes the advisor's copy of transcripts, test scores, and any other academic data. Only upon receiving the advising folder should the advisor officially work with the student.

Academic advisors are responsible for attention to the following matters:

a. To be available to the advisee during advising and registration periods and during posted office hours or appointments at other times.
b. To help the student chart academic progress and a detailed program for each semester. The student must be counseled to create a program of study commensurate with abilities and time available.
c. To review grades with each student when school is in session. Of particular concern are students on academic probation.
d. To report to the Dean of the appropriate school any student in serious academic difficulty or who fails to respond to their communication efforts.
e. To have the prospective graduates apply for graduation and have a degree audit during the semester prior to their planned graduation semester.
f. To keep the Academic Advisor Folder up-to-date. In case of a change in major, the folder is delivered to the new advisor.
g. To alert students of the appropriate time to apply for admission to their major.
h. To inform the student about the assistance that is available at the Academic Skills Center, to refer the student to the Career Counseling Director, and if needed, to refer the student to the Director of Disability Services.

Faculty Procedures for Teaching in the Online Environment

Online Faculty Expectations

Following are the basic expectations for faculty practice in on-line teaching. These are minimum expectations for faculty teaching in Warner University Online Program.

1. All Online Instructors must post a complete downloadable syllabus that includes all class outcomes, activities, assessments, and due dates three days before the course start date.
2. The syllabus must adhere to Warner University standards and include all required policies and guidelines.
3. Faculty teaching online must clearly state their course expectations by posting this information on the Forum prior to the opening date of the course. This same information should also be stated in the Syllabus. The first thing that happens in an on-line class is for the instructor to introduce him/herself both as a content expert in the subject matter (build credibility) and as a person (build community.) Access to online courses is granted to faculty in advance of the students. It is important that your information is posted first, to set the tone for the class. It is recommended that in addition to your personal introduction, you provide a list of expectations/policies for the course (e.g. Participation Policy, Plagiarism Policy, etc) these policies will also be stated in the syllabus. By doing this, your policies will be clearly defined, and can be referred to easily throughout the course. Suggestions for the introductory posting include:
a. Detailed contact information for the faculty member. This should include email address, phone numbers, online office hours, if applicable. This is necessary so that the student has multiple modes of communication with which to contact you if issues arise.
b. Expected turnaround time for e-mail responses (Best practices indicate a 24 hour response to emails with an upper limit of 36 hours, unless other arrangements have been made for special circumstances).
c. Expected participation of you, the faculty, in the forum discussion (e.g. “I will check into the Forum regularly, read all postings, and respond frequently. I may not respond immediately to each posting as I hope to foster a learning community in which you collaborate and assist one another.”).
d. Due dates and required formatting for assignments. This is especially important if you are going to vary from what is pre-loaded in the Week-by-Week or Assignments page (e.g. “By Sunday I will post the items due for the week and make any modifications of due dates, etc.”).
e. Expectations in terms of participation in forum discussions for the student. What merits full participation vs. partial? How will you grade participation? How will you handle a student that “disappears” and “re-appears” weeks later? What is respectful communication on the Forum, what will and will not be tolerated.
f. Expectations for academic performance: how grades are determined, expectations as to forum participation, and such policy items as guidelines for success in the class, your policy about late assignments, or late postings, plagiarism policy or any other policy statements that affect academic performance.
g. For each week, if you are constructing the course during the term, post all of the weekly materials 48 hours prior to the start of the week. There must be a minimum of 48 hours between an assignment’s posting and its due date.

4. Faculty in online courses must respond to e-mail messages from students within 36 hours (Within 24 hour is recommended, 36 hours is the upper limit).
   a. Students should be directed when to use email vs. posting on the forums only in situations where a private response is required. Questions of clarification, to inform faculty of issues, or general references about the course, should be posted in the “Questions for the Instructor Forum.”
   b. When one student asks a question by email, don’t just give a restricted reply but repeat the question “the question has been asked -------” and then give your answer to the whole class in the Questions for the Instructor Forum.
   c. (Two of the common email problems include a student incorrectly uses a faculty email address and employs email systems like Yahoo that may be blocked.)

5. Faculty in online courses must respond to postings in the “Questions for the Instructor Forum” within 36 hours (Within 24 hour is recommended, 36 hours is the upper limit).
   a. Do not communicate with students solely by the use of email notices since this bypasses the archiving capability of the course management software that offers the best evidence store for solving disputes should they arise later.

6. Discussion forums are very much a part of online learning, and must always be utilized in online classes. E-mail, via the Online Classroom or through our mail system, should be used for private communication with a student regarding specific issues. Email sent from the Online Classroom will provide tracking if needed for specific incidents. Forums
should be used to build rapport and interaction among students in a class, and as a place to facilitate active learning.

7. Faculty must interact with students in the forum (asynchronous discussion) areas of their web courses as needed to facilitate class discussion. When discussions are lively and self-directed, faculty need to participate frequently (Best practices require every other day, with an upper limit of every third day) so that students know you are there and actively engaged. Participation by faculty is warranted more often when the discussion lags, when it goes off track, when incorrect information is posted, or when questions arise. Faculty are expected to interact in the forum, re-direct discussion, summarize, recognize contributions, provide additional materials, content clarification, etc.

8. Faculty in online courses are expected to log into their class at least one (1) week prior to the start of the class. This should be done to ensure all material is correct and updated, to test any web links or external material that may be used in the class, and to update all dates on assignments, quizzes, and forums to match the current term.

9. Monitoring class participation is essential, especially during the first week of class. Online faculty should view the participants list in your class and make sure that all registered students have posted assignments. If you notice that student has not completed work, please contact the Online Coordinator. This will allow the Coordinator to contact the student in order to ensure success in the class and properly withdraw the student if necessary.

10. Online Faculty are expected to log into their course at least once in a 36 hour period, including weekends. If an emergency arises and an absence of more than two consecutive days is necessary, as soon as possible, alert students to your situation (gone for the weekend, at a meeting, on vacation, in the hospital, evacuating for a hurricane, etc.) or notify them when you may have computer, connection, or electrical problems that limit your availability to students. This will help to better facilitate students' activities, assignments, address any issues that may occur, and demonstrate to students that we are actively engaged in their learning. This is especially important in our accelerated programs. Students in these programs are working within a limited time frame and a quick response to any question is necessary for their success, this cannot be accomplished if we are not checking the course on a daily basis. Also, many of these students are working adults and do the majority of their work on the weekends, which may cause questions about the required work. If we are not checking the courses on the weekends, these issues may not get addressed and work may not be able to be completed by the due date.
   a. Check your email and Moodle classroom for messages at least once every other day and give prompt replies within 24 hours.

11. Grading: In order to better assist our students, all assignments, discussions, quizzes, or any other required weekly work, must be graded within 48 hours to 96 hours of its required deadline time. Grading is an important source of feedback to our students as it allows them to monitor their progress in the class. Provide detailed feedback to students each week and within seven days of the end of each week or the due date of the assignment whichever is earlier. The feedback must include an explanation, specific comments and a grade or score on all assignments. This feedback should include comments on strengths as well as areas for improvement for all assignments.

12. Final Course Grades: All final course grades must be submitted within one (1) week from the ending date of the course. The importance of this has been noted in our course evaluations. This will better accommodate our students that are required to submit
grades to their employers for reimbursement and also provide important feedback to our students concerning their progress in their programs.

13. **Virtual Classroom Structure:** There are some essential elements that must be present in each classroom in order to ensure success for both the student and the instructor.
   - Updated Course Syllabus
   - An introduction to the class from the instructor. This will help to build a sense of community and give the instructor the opportunity to outline expectations for the class.
   - Contact information. Each class should have a “Questions for the Instructor” forum as well as contact information concerning email and an office phone number if applicable.
   - Student introduction forum. This forum will allow the students to have the opportunity to introduce themselves to the class and the instructor and to build a sense of community.
   - Course Evaluation. This will be implemented by the Online Coordinator.
   - Virtual Classroom Grade Book. All online courses must use the grade book provided in the Virtual Classroom Management System (MOODLE). This is very important to our students, because it provides them with the ability to access their grades and monitor their progress in the class.

14. All online courses will be monitored by the Online Coordinator in order to facilitate the instructor and the student with any technical issues that may occur. The Following “Best Practices” are suggested as methods to improve student learning:
   a. Don’t set expectations for your students to do something online that you yourself would be unwilling to do. If you want them to check course forums every day then be willing to model the same. Discuss such specific expectations in your syllabus.
   b. When one student asks a question, don’t just give a restricted reply but repeat the question “the question has been asked -------” and then give your answer to the whole class.
   c. Set up a feedback forum for such public responses and make sure that each student knows to check it regularly for follow-up comments. Mention this expectation in your syllabus.
   d. Avoid communicating with students solely by the use of email notices since this bypasses the archiving capability of the course management software that offers the best evidence store for solving disputes.
   e. Set up discussion forums with clear topics and dates that can simplify navigation.
   f. Having established the requirements in your syllabus that all work shall be posted to the appropriate forum, please allow students to email work when they may have connection problems or board difficulties. Permit this exception with the stipulation that the required work will be posted according to the syllabus when access is restored.
   g. Repeat, repeat, repeat. Copy and paste is efficient for this.
   h. Incorporate a weekly chat time to assist learning.
   i. Accommodate For Your Learners – Try to provide multiple forms of representation to help the student visualize concepts. (Examples: graphs, charts, tables, illustrations, visual analogies, and demonstrations or sound files for auditory learners).
   j. Consider the Students Prior Knowledge – Use various ways for the student to review the material and process what they have learned in context of their prior experiences.
k. Chunk Information – This could easily be accomplished through bulleted points, lists, etc. Smaller chunks of text are easier to read & understand on screen.
l. Provide a Frequently Asked Questions Forum Section – Include a list of questions & answers that are often asked within your courses. This will save you and the student valuable time.
m. Do not provide information, resources, specialty links or functionality that you don't expect students to use.
n. Make sure your content is accurate, readable, technically correct, and easy to follow. Also, be sure all due dates are correct.
o. Invite experts to participate in online chats and discussion forums. Announce to the students when the expert will be arriving online.

15. When administering an online exam include all guidelines and instructions needed for students to complete the test. Students should not be obligated to search around the course pages or a syllabus to find testing rules.

ACADEMIC SUPPORT

STUDENT LIFE AND THE FACULTY

Purpose

The purpose of the Student Life program is the development of the whole student within the Christian framework. Education can best be effective when students are given a firm foundation for total health. The Student Life Program at Warner University includes the following:
a. Suitable residence halls and food service
b. A wholesome program of recreation and entertainment
c. Opportunities for social interchange and development
d. Personal counseling
e. Interest and service club memberships
f. Cultural and fine arts activities
g. Health care
h. Spiritual ministry opportunities
i. Opportunities for understanding crucial social and world problems

Faculty Role

Faculty members play a key role in helping co-curricular activities enhance the academic and spiritual ideals of Warner University through the following:
1. By Example: Each faculty member whether visible or not is committed to the life style of a Christian scholar. This means to demonstrate by attitude, speech, and action the ideals for which the University stands. Being under the judgment, the Lordship and the enabling of Christ and the Holy Spirit the Christian scholar is striving to become the perfect person according to a divine call of God.
2. By Precept: Each faculty member by what he/she says in unofficial capacities as well as official capacities is a powerful influence on the University community.
3. By Advising: Each faculty member is responsible to see that the group coming under his/her jurisdiction strives for quality and excellence and always within the spiritual as well as academic framework. With this in mind the following Code for CoCurricular Activities has been designed: Warner University is a Kingdom of God
enterprise. As such it is committed to Paul’s injunction "...whatever you do, do all to the glory of God" (I Cor. 10:31). We are to remember Christ’s prayer, that even though Christians are "in the world", "they are not of the world" (John 17:16). With this in mind the following governs activities of Warner University:

a. All activities must be designed to edify, build up, and recreate for the common good.
b. Wholesome humor, is in order.
c. Avoid involving persons in activities that are lewd, sexually suggestive, drug abusive, violent, greedy, or nonproductive to Christian outcomes.
d. When evil is present it must be clearly understood that it is foreign to the Christian standard and thus comes under divine judgment and the consequences of that judgment.
e. It is not necessary to concentrate on the seamy side of life. There is so much in quality art form that is good and positive.
f. The central thrust is to be redemptive, nurturing, praiseworthy (Phil 4:8).
g. In promoting the Christian lifestyle, live that which is Christian in principle, substantive in quality, and enduring in value. Kingdom of God citizens reflect the standard of their King in thought, word, and deed.

**INSTRUCTIONAL MATERIALS, EQUIPMENT AND SUPPLIES**

Library supplies and audiovisual materials are secured through the Pontious Learning Resource Center. Textbooks and other related materials and orders are placed with the Bookstore manager two months before actual need of the materials. Expenses for instructional costs such as video/film rental, photocopying, and other costs related to instruction are part of the departmental budget.

**TELEPHONE SERVICE**

Telephones are provided for each faculty member. Their use should be primarily University related.

**ACADEMIC SKILLS CENTER**

Warner University desires to see students make progress toward a degree. To assist students, the University has created and staffed an Academic Skills Center (ASC). The staff help students identify academic needs and outline an individual plan to overcome the problems. Students may refer themselves to the ASC for help in areas where they feel a need, or they may be referred to the ASC by a faculty member.

**DISABILITY SERVICES**

Warner University provides an office that conducts confidential evaluations of student needs based on documented learning disabilities. The director will communicate directly with faculty at the beginning of each semester regarding students with special needs.

**CAREER COUNSELING**

Warner University provides an office that facilitates progressive support to students regarding retention, career choices, career development, and marketable skills for
entering the student’s desired field of interest. The director works with the students throughout their University experience, beginning with the incoming first-year students.

Technology Services
Each faculty office will be provided a computer to facilitate professional activities. Computers will be updated on a regular basis and common software will be installed. Email accounts, access to the Internet, and on-campus data resources will be provided. Assistance will be available for learning to effectively use the technology as well. The University system of communications and informative exchange is a secured environment and access to inappropriate materials is censured. If a faculty member finds access to valued materials is denied, contact the Director for IT Services.

Computer Lab Usage for Classes
Computer labs are available for class use if prior arrangements are made with the PLRC staff. If a class will need the computer lab, the lab will be scheduled on a per use basis. This is to be done with a 2-week notice to prevent scheduling conflicts and give ample notice to other users. No classes will be scheduled to meet on a regular basis in the computer lab.

Software Installations in the Computer Lab
If a class needs to use software other than the currently installed software, special arrangements must be made with the director of IT Services. This will give the needed time to check the system requirements, install, and test the software in the lab. If a problem arises, there will be time to work through the problems or find other similar software.

Student owned software will not be installed on the computer lab computers. Occasionally, textbooks will have software included. This software is licensed to the student who purchased the text, not Warner University. Since the student has ownership and not Warner University, the software cannot, by law, be installed in the computer lab. If a professor wants to use such software in the lab, arrangements will have to be made for appropriate licensing.

Academic Matters, Misc.
Policy on Class Attendance and Absenteeism
Students are expected to take responsible initiative in respect to class attendance and work. In order that each student, faculty member, and those persons involved in verifying illness or emergencies may have a clear understanding of policy on class attendance and excusing of absenteeism the following is noted:

a. Class attendance at Warner University is important. Unless one attends one will miss the value gained from the faculty member’s sharing and general class interaction. Each student is expected to make a contribution to each class session. This requires participation.

b. Students are expected to attend all classes as part of the normal learning process. Extended absences for illness and emergency reasons must be approved by the Dean of the appropriate school.

c. Students must be especially consistent in attendance during the first weeks of the semester in order to confirm registration and to be listed on the official course roster.
Students who fail to follow this procedure and who have not received prior approval for absences may be administratively withdrawn from the courses in question by certification of the instructor on the official class lists.

d. The syllabus for each course will state clearly the attendance policy and faculty will keep accurate records of attendance. Students are responsible to meet class attendance requirements and complete the required work regardless of the reason for an absence.

Policy on Absences Related to Field Trips and Public Relations Activities

Students on occasion are involved in academic field trips, experiences and practica as well as public relations and representation activities (athletics, drama, forensics, music, etc.) The planning of these activities and the selection of students should take into consideration the impact of the students’ academic success. Activities that necessitate missing several classes must be done with care.

For students to be given an excused absence for University public relations and representation activities, an official notice must be provided by the office requesting the excuse with a list of students involved and information about the event, departure time, and return time. This notice is to be provided prior to the event. Classroom work needs to be made up on the faculty member’s timeline.

For more specific information contact the Financial Aid Office.

Curriculum Matters, Misc.

Process for Curriculum Development

Recommendations for curriculum development and changes may be proposed by students, faculty, the Board of Trustees, or members of the supporting constituency. Once the recommendation is identified, it is directed usually by the Dean of the appropriate school or Chief Academic Officer, and then sent to the appropriate department to be processed.

Process by Which Major Curriculum Changes are Made

1. Curriculum proposals are developed by academic departments and presented to the appropriate School faculty for review.
2. Proposals are then submitted to the Faculty Curriculum Committee.
3. Proposals approved by the Curriculum Committee are submitted to the Academic Council.
4. Proposals approved by the Academic Council are submitted to the faculty.
5. After approval by the faculty, proposals are submitted to the Administration and the Board of Trustees for approval and budgetary allocation.
6. If a request comes from the graduate environment, the Graduate Council functions as the Curriculum Committee. Once processed through the Graduate Council, the proposal then goes to Academic Council.

Faculty Matters, Misc.

Class Size

a. The preferred minimum number of registrants for a course to be offered is 15 lower division, 8 upper division (although a smaller enrollment may be allowed by action of the Chief Academic Officer). Exceptions may be made for required courses which students must take and for which no substitutes can be arranged.
b. The maximum size is determined by the nature of the course. On occasion it will be necessary to divide large classes into several sections.

**Summer Classes**
a. Summer classes may be scheduled with a minimum of 10 students. If less than 10, then approval rests with the Vice President and Chief Academic Officer.
b. Practicum and internship classes are usually arranged on an individual independent study basis.
c. Remuneration for faculty members serving summer classes is the regular part-time rate for school year being completed. Practicum and internship faculty members are paid on an independent study basis.

**Faculty Advisors to Student Activity Groups**
The University follows a policy whereby authorized student activity groups and functions must have a faculty advisor.
1. **Selection of the Advisor:**
   Advisors are appointed by the Chief Academic Officer and Dean of Student Life. Where possible, the activity group is invited to state choice of advisors and likewise the faculty member is invited to state his/her preference. After the nomination is made, Dean of Student Life notifies both the advisor and the group, which he/she sponsors.
2. **Duties of the Advisor:**
   a. To become thoroughly familiar with the activity group he/she advises.
   b. To attend meetings and functions of the group.
   c. To guide the activity group in maintaining standards worthy of the ideals and purposes of Warner University.
   d. To see that the regulations of the University are upheld, including rules in academic and conduct probation.
   e. To make an annual evaluation of the activity group and report in writing to the Dean of Students.

**Policy on Guest and Audit Class Participants**
a. Guests may attend classes by permission or invitation but not on a regular basis.
b. Students may audit (not seeking credit) but may attend at will and are not entitled to faculty member's attention except as they are present for lectures, discussion and/or performances. Persons who intend to participate in a class regularly should at least register on an audit basis before the second class session. An audit fee may be waived if the faculty member or administration seeks participation of auditors as a service to the class or University. Auditors in terms of teaching load and remuneration are counted half when fee is not waived.
c. Co-curricular activities are subject to their respective regulations but are on occasion taken for credit or audit provided they are listed in the University catalog as courses, in which case registration with the usual fees applies.

**Independent Study Guidelines**
Independent Study is an individual course of study directed by a faculty member for an individual student, or for a few students studying separately. A program of reading, exams, research, experimentation or fieldwork, and discussions is developed by the
supervising instructor. A student applying for Independent Study will be a junior or senior with at least a 3.00 GPA. The Independent Study form is available from the Office of the Dean of the appropriate school and requires approval of the instructor, the department chairperson or program director, and the Dean of the appropriate school. Students may take only one Independent Study per semester. All conditions and approvals of Independent Study should be completed during the registration period. The Independent Study form must accompany the registration form for the registration to be processed. Students are charged an extra fee for an Independent Study course. A faculty member may not conduct more than 2 independent studies during a semester.

**Academic Standard for Independent Studies**

a. Faculty must conduct regular sessions with the student for the independent study.
b. Students must do extra work in lieu of non-class experience.
c. Students must be assessed in the same manner as those taking a course in class.

**OWNERSHIP OF INTELLECTUAL PROPERTY POLICY STATEMENT**

Warner University adopts the following as its policy on the ownership of intellectual property created, advanced or refined at the institution:

1. **Traditional/Individual/Aesthetic Product** - This is a reference to those properties created by a person for the purpose of professional advancement or scholarship. Examples of this are journal articles, research papers, reports, books, plays, software, and works of art. Such products are protected by the traditional federal copyright laws. Unless contained in one of the exceptions below, such properties belong to its creator. The exceptions to this are:
   a. **Sponsored Research**: If the institution supports the research or preparation of any intellectual property through funding or any other means of support, the institution shall have a right to demand an agreement between the creator and the institution which determines ownership of the product. This agreement shall be consummated prior to the support being provided. The terms of the agreement shall determine ownership of the product. In the event no written agreement exists, the property shall be owned exclusively by the creator.
   b. **Product of Job Description**: When intellectual property is created by faculty, staff, or students of the institution and the creation is a part of the normal paid employment responsibilities, or done as a project for the benefit of the operations of the institution, the property is owned by the institution, unless the parties have entered into an agreement stating otherwise. Examples of this are as follows: a staff member creates a software program to be used by the institution as a part of his job responsibilities; a student marketing class creates a marketing program to be used by the institution; a faculty member, as a part of a faculty committee assignment, creates a crisis intervention protocol for use by the institution.
   c. **Commissioned Work**: If the institution hires a student, staff member, or faculty member to specifically create and deliver an intellectual property to the institution for use by the institution, then that property is exclusively owned by the institution unless the parties have entered into a written agreement stating otherwise.
d. **Method of Adoption:** This policy shall become effective upon its adoption by the Board of Trustees of the institution and only this board shall have the authority to change or amend the policy. Reviewed/Approved by the Board of Trustees October 28, 2008.