

Pacific Union College

Faculty Handbook

Spring 2023

Pacific Union College
Faculty Handbook

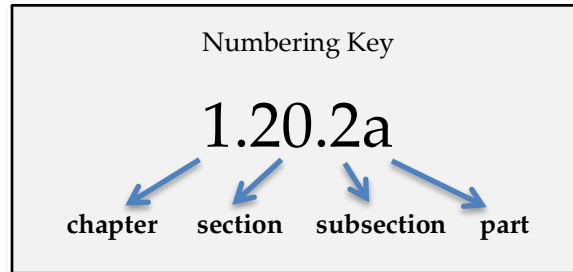


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1.10 FACULTY CATEGORIES DEFINED

Whenever the term “faculty” is used by itself in this Handbook it means those who hold regular academic rank as defined below or comparable professional rank such as those defined in “Equivalence Guidelines.”

The term “teaching faculty” is used to designate those of the faculty who are either full-time or salaried part-time instructors.

The term “general faculty” designates a larger group consisting of administrators, teaching faculty, all other salaried personnel, and those associated with the college by a part-time teaching function who do not carry regular academic rank.

1.15 ACADEMIC RANKS AND TITLES

Faculty members holding regular academic rank are classified as follows: instructor, assistant professor, associate professor, professor, and associate or professor emeritus. Qualifications for the various ranks are determined by the guidelines detailed below in “Criteria for Assigning Rank and Title.” Deviations from those guidelines (either accelerated or retarded promotion rate) are based on the teacher evaluation criteria in the section entitled “Faculty Member Review and Evaluation.”

1.15.1 Regular Academic Ranks

a. Instructor

Master’s degree or bachelor’s degree with at least one year of successful college teaching (or equivalent) at PUC or elsewhere, or exceptional scholarly promise.

b. Assistant Professor

Master’s degree and at least three years of successful college teaching (or equivalent) at PUC or elsewhere; or master’s degree plus 30 graduate quarter hours in the teacher’s field of service and at least one year of successful college teaching (or equivalent); or evidence that the doctoral degree has been earned prior to the beginning of the Fall Quarter and the promotion is recommended by the department chair and the College administration.

c. Associate Professor

Doctoral degree and a minimum of five years of successful college teaching (or equivalent) at PUC or elsewhere, at least three at the assistant professor level; or a master’s degree plus 30 graduate quarter hours in the teacher’s field of service and a minimum of ten years of successful college teaching (or equivalent), at least three as an assistant professor. In each case, a teaching portfolio must be submitted.

https://bit.ly/PUC_Fac_Appt-Prom_Proc_pdf

(See also: Terminal Degrees, section 1.20.1)

d. Professor

Doctoral degree and a minimum of seven years of successful college teaching experience (or equivalent) at PUC or elsewhere, at least three at the associate professor level, and the submission of a teaching portfolio.

https://bit.ly/PUC_Fac_Appt-Prom_Proc_pdf

(See also: Terminal Degrees, section 1.20.1)

e. Professor Emeritus

Upon retirement from denominational service a faculty member on continuous appointment may be accorded emeritus status. To become eligible for emeritus rank, the recipient must have served the denomination in a distinguished manner, must have been a member of the Pacific Union College faculty for at least fifteen years prior to retirement, and must be retiring from Pacific Union College at the earned rank of Professor or Associate Professor. A faculty member who has left PUC prior to retirement may receive emeritus status after retirement if he or she has at least twenty years of service at PUC.

Candidates for this honorary rank are recommended by the department chair to the Vice President of Academic Administration, who then presents the recommendation to the Rank and Tenure Committee for consideration.

As part of the nomination process, the Committee seeks information on the career and service of the retiring faculty member. Included with the nomination documents should be information about service to the College, evidence of teaching excellence, and contribution to the discipline. Information on nomination procedures is available from the chair of the Rank and Tenure Committee.

The College *General Catalog* carries listings of emeritus personnel as long as they live, and emeriti are invited to certain social and all academic functions of the College. There are no other obligations of the emeriti or the College with respect to this relationship. Emeriti are not expected to remain active in any significant academic endeavors such as teaching or research. An emeritus may engage, however, in academic functions such as teaching, research, or administrative duties to the extent agreed upon by the college administration and the chair of the department in which the emeritus appointment is held.

1.15.2 Honorary Doctorate

President's Cabinet chooses appropriate candidates for honorary doctorates, bringing them to the Board of Trustees for approval. Anyone may suggest the name of a candidate to a member of Ad Council for consideration.

1.15.3 Categories of Teaching Faculty Without Regular Academic Rank

Those personnel who assist with the teaching function of the College but are not regular faculty members are classified in the following categories:

a. Lecturer

One employed by the college on a temporary and/or part-time basis

b. Adjunct Professor

A professional in another institution with a part-time role as a teacher in a Pacific Union College program

c. Affiliate Professor

A full-time teacher in a Pacific Union College program in an affiliated institution.

d. Research Professor

A full-time researcher (who may also teach) who in view of scholarly attainments would otherwise be eligible for the rank of professor but who does not meet the requirement of years in the classroom.

1.15.4 Academic Support Personnel

There are several types of professionals not directly involved with classroom instruction who provide an educational service either to academic departments or directly to students. These are grouped as academic support personnel. Those serving in this category provide support to the college in general as well as to the academic departments' education function. Academic support personnel function in:

- Media Services
- Information Technology and System Services (ITSS)
- Teaching and Learning Center (TLC)
- Records Office
- Library

1.15.5 Librarian Rank

Librarians have professional rank (librarian, associate librarian, assistant librarian), comparable to professor, associate professor, and assistant professor, with the understanding that the rank is to be related to academic and professional degrees held, supervised training, effectiveness, and length of professional service.

Assignment of rank for library staff members is by action of the Board of Trustees upon recommendation of the President. Prior to making formal recommendation to the Board of Trustees, the President will consult with the Vice President of Academic Administration who will bring to the President's attention the recommendations of the Director of Library Services and the Rank and Tenure Committee.

In matters of job security, tenure, fringe benefits, and vacations, professional librarians are on the same basis as teaching personnel with regular rank. They are entitled to participate in the faculty governance structure with voting privileges and in academic ceremonies, wearing the academic regalia appropriate to their degrees and institutions.

1.20 CRITERIA FOR ASSIGNING RANK AND TITLE

The criteria discussed in this section are to be regarded as guidelines, not as rigid requirements.

They are to be used as the basis of recommendations to and by the Rank and Tenure Committee.

Faculty promotion and assignment of rank for new faculty members are by action of the Board of Trustees upon recommendation of the President. Prior to making formal recommendation to the Board of Trustees, the President consults with the Vice President of Academic Administration who brings to the President's attention

recommendations of the appropriate department chair and the Rank and Tenure Committee.

1.20.1 Terminal Degrees

For those fields of study in which the doctoral degree is not normally considered the terminal degree, the term “terminal” degree” may be substituted for “doctoral degree.” For those fields for which the terminal degree is in the process of change, the promotion process will be guided by appropriate adjustment of the guidelines by the Rank and Tenure Committee.

1.20.2 Equivalence Guidelines

The following are Equivalence Guidelines for activities and achievements not listed in the definitions of academic rank:

- a. One year of professional experience closely related to college teaching is equivalent to 1/3 to 1 year of college teaching experience, depending upon the nature of the experience.
- b. The CPA (Certified Public Accountant) may be considered the equivalent of up to 1/2 year (15 semester hours) of graduate study and 1/2 year of professional experience.
- c. Equivalency for college teaching experience is limited to five years of college teaching.
- d. For the purpose of promotion, three years of secondary teaching is considered equivalent to one year of college teaching.
- e. Recognition for outstanding professional achievement by the larger academic community within one’s profession may be judged equivalent to the Ph.D. for promotion purposes.

1.20.3 Rank for Teaching Faculty Transferring to PUC

A teacher transferring from another four-year college or university ordinarily comes to Pacific Union College in the same rank, provided the other institution has similar guidelines for faculty rank. Exception to this may be made in special circumstances, in which case the prospective faculty member is to be so informed at the time the position is offered. Promotions at Pacific Union College are subsequently based upon service at Pacific Union College and prior service information.

1.20.4 Degrees from Non-Accredited Institutions

Pacific Union College normally recognizes academic degrees awarded by undergraduate and graduate schools that are fully accredited by an appropriate regional or professional accrediting association. A degree awarded by an institution not accredited by the appropriate accrediting association is not recognized by Pacific Union College in determining rank in the assignment of salary, or for publicity purposes, including listing in the College Catalog, unless specifically authorized by vote of the Board of Trustees. No financial assistance is granted to a faculty member in pursuit of a degree from a non-accredited institution.

1.20.5 Criteria for Assigning Title

The academic department recommends to the Vice President of Academic Administration an appropriate major field or departmental designator, such as Assistant Professor of Biology or Professor of Biblical Studies. Such designators indicate the major field of work; they may be the name of the department to which the faculty member is attached or a major specialty area associated with the department. Care is taken to avoid titles that might be confused with the area of study represented in other departments, and consistency within a department is maintained. In exceptional cases, two designators may apply; i.e., “Professor of Theology and Social Services”, “Instructor of Physics and Engineering”.

1.20.6 Full-Time Employees with Part-Time Teaching Faculty Appointments

An employee shall be treated as full-time teaching faculty for the purpose of promotion provided all three of the following hold:

- a. They have full-time PUC employment.
- b. They are teaching at least half-time.
- c. Their non-teaching load is related to their teaching field.

1.20.7 Part-Time Teaching Faculty Appointments

For the purposes of evaluation and promotion, faculty who teach at least half-time will be treated as regular faculty. However, only full-time faculty may achieve continuous appointment.

1.25 APPOINTMENTS AND CONTRACTUAL ARRANGEMENTS

1.25.1 Recruitment

Faculty appointment is by action of the Board of Trustees upon recommendation of the President. Prior to making formal recommendation, the President will have consulted with the Vice President of Academic Administration who brings to the President the recommendation of the appropriate department chair and the Rank and Tenure Committee.

As secretary of the Board of Trustees, the President notifies the prospective faculty member of the appointment offer, in writing, and issues a contractual statement outlining responsibilities to the College, the remuneration and other perquisites that may be expected, and the specific duration of the appointment.

The contractual statement is signed in duplicate by the President and one copy is signed by the faculty member and returned to the President’s Office. The agreement is considered binding on both parties. Any deviation from the agreement must be a matter of written record signed by both the President and the faculty member, except in cases of dismissal.

Part-time employment does not normally carry regular academic rank, and is arranged by an exchange of letters between the part-time teaching faculty and the Vice President of Academic Administration, who will specify the term of employment, the

responsibilities of the part-time teaching faculty, and the amount of remuneration to be paid by the College.

1.25.2 Orientation of New Faculty Members

An orientation program for new faculty members is conducted by the Vice President of Academic Administration at the beginning of each academic year. Orientation sessions include a discussion of the Faculty Handbook; an overview of College facilities, services and auxiliaries; information regarding routine matters such as ordering of supplies, mail and duplication services, submission of expense reports, and other appropriate information. Orientation of new teaching faculty into the teaching program and departmental procedures is the responsibility of the department chair.

1.25.3 Indebtedness of Transferring Employees

Procedures for handling indebtedness of employees transferring to another organization, including health care institutions, are detailed in **Chapter 4 Financial Policies** of this Handbook.

1.25.4 Types of Appointment

Faculty members are salaried personnel whose terms of appointment are classified as one-year appointments, three-year appointments, or continuous appointments. These terms of appointment are intended to describe the period of review for reelection to the faculty. The employment of all faculty members in these categories is established by one-year contracts.

a. Non-Salaried, Part-Time Teaching Faculty

The term “non-salaried teacher” is used to designate a person who ordinarily teaches less than half-time, is not salaried, and is paid at the basic rate per academic load unit as defined below in “Guidelines for Assigning Teacher Loads” and “Salary Scale for Lecturers.”

b. One-Year Appointment

All faculty members are employed initially on a one-year appointment that may be renewed on the basis of satisfactory service.

c. Three-Year Appointment

After three one-year appointments a faculty member ordinarily will be given either a three-year appointment, which is renewable, or will be notified that employment will not be continued. In unusual cases, by agreement that is mutually satisfactory to the faculty member and the Board of Trustees, there may be additional one-year terms. A three-year appointment means that the faculty member receives one-year employment contracts annually but that this status is reviewed for reelection to the faculty at the end of three years, or on the recommendation of a superior.

d. Continuous Appointment (Tenure)

The Board of Trustees may at any time confer continuous appointment upon a faculty member who holds the rank of associate professor or professor. After the end of the second three-year appointment, a faculty member may ordinarily expect to be given either continuous appointment status, or an explanation of the delay. Though

it may be reviewed at any time on the recommendation of a superior, the status of a faculty member on continuous appointment is normally reviewed every five years. This review includes submission of a teaching portfolio (https://bit.ly/PUC_Fac_Appt-Prom_Proc_pdf). Those on continuous appointment receive one-year employment contracts annually.

When professors are granted continuous appointment they are required to make a 15- to 20-minute formal presentation in a faculty meeting. They should include a few of their most successful pedagogical techniques as well as their approach to integrating Seventh-day Adventist Christian faith and values into teaching in their discipline. A discussion, typically led by the Dean, should follow.

A continuous appointment, or a three-year appointment during the three-year period, may be terminated only by special action of the Board of Trustees for reasons listed below in the section 1.40.3 "Separation Causes."

The term "tenure" when used in this Faculty Handbook means continuous appointment as defined in this section.

e. Contract Period

Contract terms for all faculty appointment categories are from July 1 to June 30. The locus or site of appointment is the academic department unless otherwise specified.

Part-time teaching faculty (as opposed to adjunct teaching faculty, who are not reviewed by Rank and Tenure Committee) will be reviewed by the Rank and Tenure Committee at least every three years.

f. Transferring Teaching faculty

A teacher transferring to Pacific Union College from another Adventist senior college or university where the teacher had continuous appointment, normally will be considered for continuous appointment at Pacific Union College to begin after two years of service.

g. Change of Appointment Status

The appointment status of each faculty member is determined by action of the Board of Trustees upon recommendation of the President. The President's recommendation is normally based upon the recommendation of the Rank and Tenure Committee, whose work is based upon the faculty evaluation criteria and procedure detailed later in "Faculty Review and Evaluation." (See: Faculty Review and Evaluation, section 1.45)

h. Documents and Records

Personnel files are housed in the Human Resources office. Academic files are housed in the office of the Vice President of Academic Administration. Information in the Academic files is accessible to the Vice President of Academic Administration and the Rank and Tenure Committee. Faculty members have the right to review their official academic and personnel files upon written request, which will be accommodated within a reasonable time. Faculty members will review copies of their file in the presence of an office representative. Written responses to any record may be submitted by the faculty member for inclusion in the file.

Unofficial files may be kept by the President or department chair. Copies of such files are made available to the faculty member at the discretion of the office or department in which they are housed.

1.25.5 Credentials and Licenses

Faculty members and administrative personnel receive official papers indicating that they are authorized Seventh-day Adventist workers. These include:

a. Ministerial Employees

Ministerial Credential. To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as licensed ministers and ordained to the ministry. An ordained minister is authorized to perform all the ministerial functions of the Church without limitation.

Ministerial License. To ministerial employees who have demonstrated a divine call to ministry that is recognized by a conference with an assignment as a spiritual leader, pastor, chaplain, or evangelist. Such employees must have been ordained as a local elder, and are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the territory of the assigned organization. A licensed minister is on the path toward ordination.

Commissioned Minister Credential. To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as a licensed commissioned minister, in which capacity he/she has served for at least five years. In addition, individuals who have demonstrated a divine call to ministry and whose spiritual leadership is acknowledged by election or appointment to serve in full-time spiritual leadership positions (administrative, departmental, and institutional) normally occupied by an ordained minister prior to the adoption of this policy are also eligible to receive Commissioned Minister Credentials. Commissioned ministers are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the territory of the assigned organization, institution or congregation.

An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Minister Credential.

It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.

Commissioned Minister License. To ministerial employees who have demonstrated a divine call to ministry that is recognized by a conference with an assignment as a pastor, institutional chaplain or commissioned minister in a leadership position. Such employees must be ordained and must currently serve as a local elder, and are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the assigned institution or congregation. Commissioned ministers holding a license are not normally on the path toward ordination to the ministry.

Commissioned Ministry of Teaching Credential.

Commissioned Ministry of Teaching License.

b. Non-Ministerial Employees

Administrative Ministries Credential. To non-ministerial employees who are in leadership positions with not less than five years in denominational service. These individuals have demonstrated proficiency in the responsibilities assigned to them and are salaried employees in the denominational remuneration scale. These may include North American Division, union, conference and institutional officers and administrators, directors and associate directors.

Administrative Ministries License. To non-ministerial employees who are leaders with limited experience (less than five years) including North American Division, union, conference, and institutional officers and administrators, directors and associate directors.

Missionary Credential. To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational remuneration scale. These may include regularly employed field, institution, and office employees.

Missionary License. To employees with limited experience (less than five years) including regularly employed field, institutional and office employees.

Ministry of Teaching License.

1.25.6 Nepotism

Two members of the same immediate family are not generally to be employed in an area where one would have direct supervision over the activities of the other.

1.25.7 Equal Opportunity Commitment

The College, in practice, abides by the following policies:

- a. The College is committed to providing equal opportunity for qualified persons regardless of gender, sexual orientation, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, race, color, national or ethnic origin, ancestry, age, or any other characteristic protected by state or federal law or local ordinance. It extends to them all the rights, privileges, programs, and activities generally accorded or made available to members of our College community. Administration of all educational and admissions policies, financial affairs, employment programs, student life and services, or any other College-administered program is covered by this commitment to equality of opportunity.
- b. The College reserves the right to discriminate to the extent constitutionally permitted and set forth in 42 U.S.C. Section 2000(a).
- c. Decisions for the promotion of an employee are based on the employee's qualifications for the position applied for.

1.30 WORKPLACE HARASSMENT POLICY

1.30.1 Sexual Discrimination, Sexual Harassment, and Sexual Misconduct

The College is committed to maintaining a respectful working environment that is free of sexual or gender-based discrimination and harassment and sexual misconduct. Acts of sexual or gender-based discrimination and harassment and sexual misconduct, regardless of the length of the relationship or gender of the individuals, are inconsistent with this commitment, strictly prohibited, and intolerable.

The College's policies regarding sexual or gender-based discrimination and harassment and sexual misconduct may be found at www.puc.edu/titleixpolicy.

Reports of sexual or gender-based discrimination and harassment and sexual misconduct can be made directly to the Title IX Coordinator or via the online reporting tool at www.puc.edu/ixreportform.

Stacey Nelson, Title IX Coordinator
(707) 965-6226
titleix@puc.edu
Human Resources 121A

1.30.2 Non-Sexual Harassment

Actions or words involving slurs and other verbal or physical conduct relating to an individual's race, color, religion, gender (excluding harassment that is sexual in nature), national origin, age, or disability, may constitute harassment when such conduct:

- a. has the purpose or effect of creating an intimidating, hostile, or offensive working environment,
- b. has the purpose or effect of unreasonably interfering with another's work performance, or
- c. otherwise adversely affects an individual's employment opportunities.

Employees, volunteers, and others providing services to the College are prohibited from engaging in such actions, which are intolerable and illegal and will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlined in the College's Harassment Policy which can be found at https://www.puc.edu/__data/assets/pdf_file/0006/157776/Harassment-policy.pdf.

1.35 FACULTY-STUDENT NON-FRATERNIZATION POLICY

The faculty and staff of Pacific Union College assist the College in meeting its mission of providing a quality higher education in a Christian environment for its students. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

In order to promote the efficient and fair operation of the College and to avoid misunderstandings, complaints of favorites, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, faculty are strictly prohibited from fraternizing with students, including but not limited to, dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Faculty who violate this policy will be subject to discipline, up to and including termination of employment.

1.40 SEVERANCE POLICIES

1.40.1 Non-Reappointment

A faculty member completing a one-year or a three-year appointment may be separated from the College by non-renewal of contract. The decision for renewal or non-renewal is based upon the evaluation process described in "Faculty Review and Evaluation." (See: Faculty Review and Evaluation, section 1.45) Notice of non-reappointment is to be given by the President, in writing, not later than four months before the close of the contract year.

1.40.2 Resignation

A teacher who intends to resign must give the Vice President of Academic Administration written notice of intended withdrawal at least three months before the end of the last academic year in which the teacher intends to serve.

1.40.3 Separation Causes

A teacher on a three-year appointment or continuous appointment who has not completed a term specified in a contract, may be separated from the institution by the Board for institutional, professional, or personal causes as detailed in the following sections:

a. Separation for Institutional Causes (Termination)

The Board of Trustees may terminate the employment of a faculty member because of one of the following institutional conditions:

Discontinuance of Academic Program. Discontinuance of the program in which the teacher is employed or a modification of the program that leaves no position available that the teacher is appropriately qualified to fill will result in termination, except that the College will make a reasonable effort to relocate or retrain the teacher. The President will seek the advice of the Vice President of Academic Administration and the recommendation of the Curriculum and Efficiency Committee.

Enrollment Reduction. A drop in enrollment may result in the President's recommending to the Board of Trustees a reduction in the number of faculty positions. Prior to the recommendation for separation of specific faculty members, the President will seek the counsel of the Vice President of Academic Administration and the appropriate faculty committee(s) for a recommendation of priorities for the necessary retrenchment.

Financial Exigency. In case of severe financial crisis as determined by the Board of Trustees, the President may recommend a reduction in the number of faculty positions. Prior to the recommendation for separation of specific faculty members, the President will seek the counsel of the Vice President of Academic Administration and the appropriate faculty committee(s) for a recommendation of priorities for the necessary retrenchment.

Separation Procedure

When it becomes necessary for institutional causes to terminate one or more faculty members, the President, after counsel with the Vice President of Academic Administration and the appropriate faculty committee(s), usually the Curriculum and Efficiency Committee, recommends termination to the Board of Trustees.

A teacher on continuous appointment who is relieved of employment for an institutional cause, upon signing a release agreement (available at the Human Resources Office), receives full salary and all regular allowances, refunds, *et cetera*, for a maximum of twelve months from the day of notification of separation, or until the date on which the teacher begins other satisfactory employment, whichever occurs first.

A teacher on an uncompleted three-year appointment will be informed at least four months before the close of the contract year that separation has been voted. No monetary compensation or benefits will be provided after the close of the contract year. If for some reason the above schedule cannot be met, the faculty member's salary will be continued for four months from the date of notification of separation.

b. Separation for Personal or Professional Causes (Dismissal)

A teacher may be separated from the institution by the Board for one of the following personal or professional reasons:

Gross and Inexcusable Inefficiency. Unwillingness or inability to maintain the quantity and range of tasks expected at the required level of quality.

Neglect of Duty. Failure to perform significant portions of a teacher's job description.

Incompetence. Inability to perform the duties required by the job description due to lack of knowledge, understanding or skill.

Insubordination. Constant or continuing refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority.

Unethical Behavior. Gross violation of the statement of professional ethics as presented under "Faculty Duties and Responsibilities" later in this chapter. (See: section 1.50)

Misconduct. Conduct in clear violation of the standards or regulations of the school as expressed by the school objectives and the statement of ethics. Misconduct includes but is not limited to dishonesty, immorality or conviction of a felony. The President may place a faculty member on leave when charged, pending further action. Such relief from duties in no way abridges the rights of the faculty member to hearings and other proceedings of the grievance process. (See: Grievance Committee, section 2.25.3)

Repudiation of Church Standards. As an employee of a Seventh-day Adventist Church institution, a teacher at Pacific Union College is expected to support its standards and teachings. Repudiation or defiance of the purposes, standards and beliefs of the Church is reason for separation from College employment.

Dismissal Procedure

The President is the only person empowered to recommend to the Board the separation of a teacher. Normally the necessity for separation will be determined by recommendation from the Department Chair to the Rank and Tenure Committee. If the committee agrees with the need for separation, its decision will be communicated to the President by the Vice President of Academic Administration. If the teacher concerned prefers privacy, the teacher may request that the decision concerning separation be made by the President.

When the President has decided that separation is necessary, the teacher is to be notified in writing of the reason(s) and of the basis for the recommendation of dismissal. This notification must be delivered early enough so that the teacher will have adequate time for a hearing before the Grievance Committee (if that course of action is chosen) and for the President's careful consideration of the Grievance Committee's report.

If the President determines that the report of the hearings before the Grievance Committee does not provide adequate justification for retaining the teacher, the recommendation for separation will be presented to the Board of Trustees, whose decision will be final.

The President may relieve a faculty member of teaching or administrative duties at any time after the faculty member is notified of intent to recommend separation. In that case the salary and benefits of the faculty member will continue until the time specified by the final action of the Board of Trustees. Such relief from duties in no way abridges the rights of the faculty member to hearings and the other procedures outlined above.

1.40.4 Retirement

Employees are eligible to earn service credit from the first month in which they attain the age of 20 until the first of the month in which they attain the age of 68, up to a maximum of 40 years. In order to be eligible for retirement benefits, an employee must have begun denominational service before attaining age 55 and must earn ten full years of service credit before attaining the age of 65.

The normal retirement age is 65. An employee who retires on the normal retirement date is entitled to receive retirement benefits in a monthly amount starting on the first day of the month in which the age of 65 is attained.

An employee who has attained age 62 and has earned at least 35 years of service credit may retire at any time prior to the normal retirement date, and thereupon is entitled to receive a retirement benefit in a monthly amount starting on the first day of the month following the date of actual retirement from employment, or, if not in denominational service at that time, the first day of the month in which the age of 62 is attained. Continuous appointment status automatically terminates at the conclusion of the contract year during which the faculty member reaches age 65. By special action of the

Board of Trustees, a faculty member may be issued a one-year contract after reaching age 65, and one-year appointments may continue thereafter by special vote of the Board. In compliance with federal legislation, age 70 is the minimum age for mandatory retirement. For the retirement benefits of employees see: “Retirement Plan” in section 4.25.2.

If a faculty member continues to teach full time after retirement, the College may subsidize the difference between retirement and full salary. The retired teacher who wishes to give volunteer service to the College may be assigned teaching and non-teaching responsibilities as mutually agreed upon by the administration, department chair and the retired teacher. Such services should in no way reduce the departmental budget.

1.45 FACULTY REVIEW AND EVALUATION

1.45.1 Evaluation Criteria

Evaluation of faculty members occurs at regular intervals for its usefulness in determining a teacher’s appointment status and eligibility for promotion, improving the effectiveness of the individual teacher, assessing the overall success of the College in fulfilling its mission, and as a basis for rewarding those qualities and characteristics that contribute to excellence in the College as a whole.

The factors listed below are considered in a faculty review. Information on the first four factors is kept in the faculty member’s personnel file, maintained in the office of the Vice President of Academic Administration. This file may be made available to authorized persons or committees, particularly the Rank and Tenure Committee.

a. Professional Preparation

This information is also printed in the faculty listing in the College *Catalog*.

b. Teaching Experience

This information is part of the individual’s service record.

c. Research/Publication/Creative Works

The activity of a faculty member within the profession/specialization in the form of books, papers, works of art or musical compositions.

d. Service to the College

A faculty member’s participation in efforts of importance to the College outside of the teaching assignment, such as advising, committee work, promotional activities, recruiting and representing the College in other public ways, as well as comments from peers or the Rank and Tenure Committee regarding the individual’s quality of service.

e. Teaching Effectiveness

Teaching effectiveness is determined or judged in three ways:

- A quarterly student evaluation by an instrument:

https://bit.ly/PUC_Course_Survey_pdf

https://bit.ly/PUC_Course_Survey_Online_pdf

The results are available to the faculty member evaluated, the faculty member's department chair, the Vice President of Academic Administration and the Rank and Tenure Committee.

- The judgment of peers within the academic department, conveyed by the department chair to the Vice President of Academic Administration when the information is needed for promotion or appointment status.
- Self-evaluation in which the faculty member observes the results of his/her own work and keeps informed about materials and techniques in the professional literature.

f. Professional Competence and Activities

Competence and activity in the professional field; that is, competence as a chemist or a historian as differentiated from criteria above which concern the teaching of chemistry or history. This may be determined by the judgment of peers with whom the teacher is or has been professionally related, by activity in a related professional society, and by participation in the various options provided by the professional growth allowance.

g. Professional Ethics

This criterion is described in the next section of this *Handbook*, "Faculty Duties and Responsibilities." The *Department Faculty Evaluation form*, lists the principles in the statement of professional ethics and asks for an evaluation on each. That form is provided to the Rank and Tenure Committee in support of recommendations regarding rank and appointment status.

https://bit.ly/PUC_Dept_Fac_Eval_pdf

h. Dedication to the Mission of the Church

Because of the relationship of the College to the Seventh-day Adventist Church, this criterion is important and must be considered even though the evaluation, based upon the judgment of students, colleagues and superiors, will be relative and subjective.

i. Faithfulness to Responsibilities and Duties

The performance of a faculty member compared with the expectations described below in "Faculty Duties and Responsibilities."

j. Quality of Interpersonal Relationships

An assessment of the way the faculty member relates to students, colleagues, and administrators.

1.45.2 Evaluation Process

The faculty evaluation process is administered by the Rank and Tenure Committee. All recommendations to the Committee, whether for periodic review of appointment status or in support of a recommendation for promotion in rank, use the *Department*

Faculty Evaluation form which requests information regarding all the criteria listed above.

https://bit.ly/PUC_Dept_Fac_Eval_pdf

https://bit.ly/PUC_Fac_Appt-Prom_Proc_pdf

A report is prepared by the chair of the department. Each member of the department (including the chair) fills out a form evaluating the person under consideration. These are submitted to the department chair (unless the chair is the one being evaluated, in which case they are submitted to the Vice President of Academic Administration). The chair (or Vice President of Academic Administration) summarizes these on a form to be submitted to the Rank and Tenure Committee. The results are also shared with the person being evaluated who then has a chance to respond.

https://bit.ly/PUC_Fac_Eval_Summary_pdf

Although the Committee and those completing the form will consider all criteria listed above, a faculty member is not expected to rank high on all the criteria. Specifically, the individual may choose, for example, to emphasize career accomplishments in “Service to the College” and show little or no accomplishment in “Research/Publication/Creative Works,” or vice versa. Such a service record should not have a negative impact in consideration for promotion.

A faculty member who feels that the normal channels have not been effective may appropriately discuss promotion with the department chair and may initiate a request to the Rank and Tenure Committee.

Review of Faculty on Continuous Appointment:

After receiving continuous appointment, a faculty member is reviewed by the Rank and Tenure Committee (RATCom) every five years, using its regular process. No portfolio is required—only the self-evaluation and evaluation by the department are submitted for review. The review may lead to two possible results:

a. Standard performance

Defined as performance comparable to that expected of other tenured faculty. If RATCom finds that the faculty member is maintaining a standard performance, the chair of RATCom communicates the results of the committee’s deliberations to the faculty member and the chair of his or her department, according to the regular process.

b. Performance requiring follow-up

Defined as performance of many activities on an acceptable level, but with evidence of deficiencies in one or more of the following areas, as evaluated by the department:

- Teaching effectiveness
- Currency in Subject Areas
- Collegiality
- Advising

If, after consideration of the department recommendation, the anonymous evaluation forms filled out by individual faculty members, student course surveys, and the advice

of the Vice President of Academic Administration, RATCom finds deficiency in one or more areas, the following process is initiated:

- a. The committee prepares a formal list of concerns, which the Vice President of Academic Administration will discuss with the faculty member and his or her chair.
- b. In consultation with the Vice President of Academic Administration and the chair of the department and, where helpful, with assistance from another faculty mentor,* the faculty member incorporates specific and constructive suggestions for improvement in the designated areas into a five-year professional growth plan. An acceptable plan is to be presented to the Vice President of Academic Administration and the chair within three months of the date of conference with the dean.
- c. The faculty member is subsequently reviewed annually by RATCom, based on the professional growth plan and an evaluation by the chair. If after review the faculty member's performance has progressed to the standard level, no further action is taken by the committee for the remainder of the regular five-year period.
- d. If, however, after the first annual review there is no evidence of improvement, RATCom may recommend separation from the college. If some progress toward the standard, though insufficient, has been made, RATCom may recommend that the faculty member under review should have one more year to show evidence of improvement. If after two years (three reviews total) the faculty member cannot show evidence of meeting the standard level of performance, any further action taken will be in accordance with the policy for termination. (See: Separation for Personal or Professional Causes, section 1.40.3 part c)

*Note: To be helpful, the mentor must be acceptable to the faculty member under review as well as to the department chair and the Vice President of Academic Administration.

1.50 FACULTY DUTIES AND RESPONSIBILITIES

1.50.1 Professional Ethics

The simplest statement of professional ethics applicable to faculty members on the campuses of Pacific Union College is that their primary concern should be to emulate Jesus in their ministry to others. It is expected that faculty members will be guided by statements of eternal principles found in the Scriptures.

Faculty members should always:

- a. be motivated by the desire to search for truth and to find more effective ways to promote a similar interest on the part of their students,
- b. show respect toward colleagues and students and be completely honest in dealing with people at all levels, and
- c. promote integrity as a most valuable characteristic of both faculty and students.

No statement on professional ethics can be complete, but conformity with the statements listed below should contribute to good working relationships on campus:

1.50.2 Relation to College and Church

In their relationship to the College and the supporting Church, ethical faculty members:

- a. understand and support the goals and policies of the College, while retaining the right to criticize and seek revision of regulations or policies by means of institutionally approved procedures, and attempt to foster similar attitudes among the students.
- b. make their abilities and influence available for the service of the public relations of the institution. When representing the College they are guided by administrators who have the responsibility for public relations.
- c. fulfill the schedule of duties assigned to them, presenting the content of their courses in accordance with established curricular processes within the College.
- d. do not accept remuneration for private instruction, tutoring, or counseling of students enrolled in the College unless the conditions are known and approved by the College Administration; nor do they reveal confidences when making such conditions known.
- e. demonstrate an attitude of cooperation when questioned by Trustees or by others in positions of authority. They do not take advantage of friendships or confidential relationships with those in positions of authority in order to gain advantages for themselves or for any segment of the campus with which they may be identified.
- f. are particularly cautious, as members of committees, in regard to the dissemination of sensitive information that may be a necessary part of committee discussions.
- g. give notice, in writing, of intention to interrupt or terminate their services to the College, at least three months before the end of the last academic year in which they intend to serve.

1.50.3 Relations with Students

In their dealings with students, ethical faculty members:

- a. bear in mind their responsibility as influences on the personal development of students, not only through the subject taught, but through their personal deportment and intellectual style.
- b. guard the academic freedom of their students as they guard their own academic freedom. Students should not be penalized for expressing opinions different from those of their instructors if those opinions are stated in a non-disruptive way.
- c. do not disclose confidences of students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- d. avoid discussing with students any personal grievances that they might hold against colleagues or administrators.
- e. provide adequate time for student consultation.
- f. strive for timely, just and unprejudiced appraisals of all student work and allow students the right of review of those appraisals.

- g. secure permission and give credit for the use, in their lectures or publications, of original student contributions.
- h. do not exclude from participation in any program, deny any benefits, or grant any advantage to students solely on the basis of race, color, creed, sex, national origin, marital status or cultural background.
- i. do not knowingly allow students to be exposed to disparagement, nor tolerate or engage in intimidation, exploitation or harassment, including sexual harassment, of any student. Consistent with the maintenance of professional and ethical relationships with students, faculty do not use their position or influence for financial gain, personal benefit or favors.
- j. in teaching and advising, must be cautious about providing counsel to students outside the academic areas wherein they were hired for or those in which they are generally recognized as having expertise.
- k. must be particularly cautious in counseling in areas such as sexual conduct, disease and abnormal psychology. In all cases advisers should ascertain where students can get the best help or advice and urge them to utilize such services.

1.50.4 Relations with Colleagues

In their relationships with colleagues, ethical faculty members:

- a. encourage colleagues in their individual development.
- b. base professional judgments of colleagues on their contributions, actual or potential, to the subject, the College, and the profession, and not on a desire to keep another faculty member in a particular position or to gain a competitive advantage.
- c. in advising students about the selection of courses, are careful to deal fairly with the professional reputation of their colleagues.
- d. seek to arrive at a solution of conflict of ideas or activities among faculty colleagues through amicable discussion in an effort to reach agreement acceptable to all. If a solution cannot be found by this means the individuals involved may resort to the grievance procedure outlined in the "Grievance Committee" (See: section 2.25.3).

1.50.5 Relations to Profession

With regard to the profession and to their disciplines, ethical faculty members:

- a. make it their first priority to find ample time for effective teaching. They are faithful in meeting all appointments and continually refresh their knowledge and skills in the subject areas in which they teach.
- b. do not allow professional activities related to their teaching field to infringe on the time required for teaching. They keep their department chair informed in regard to the extent of such extracurricular activities and are particularly cautious in regard to commitments for extracurricular activities where financial benefits are involved.

1.50.6 Relations with the Community

As members of their community, ethical faculty members:

- a. do not sponsor partisan views nor promote partisan activities except as private citizens, realizing that some members of the community may find it difficult to distinguish between the role of a faculty member as a private citizen and as an agent of the College. They exercise care when functioning as private citizens so that the College does not suffer harm because of their activities.
- b. have the rights and obligations of any citizen, as members of the community, but measure the urgency of these obligations in terms of responsibility to subject, students, profession, and the College.

1.50.7 Teaching Appointments

The primary duties of the full-time and part-time teaching faculty are teaching courses as assigned by the department chair and the Vice President of Academic Administration. Teaching assignments for all courses, laboratories and related responsibilities, are governed by “Guidelines for Assigning Teaching faculty Loads” (See: Guidelines that Determine Teaching faculty Loads, section 1.55).

Teaching faculty will plan and make adequate preparations for teaching and evaluating the work of students in all assigned courses, laboratory sessions, or related responsibilities. In the event that it is impossible to meet a teaching appointment, the teaching faculty will work with the department chair in arranging for a substitute. Teaching faculty will begin and end class sessions at the scheduled times.

1.50.8 Excusing Students from Appointments

Teaching faculty will not under any circumstances, without the consent of the Vice President of Academic Administration, excuse students from meeting regularly scheduled end-of-the-quarter examination appointments. Nor are they to dismiss students from class or examination appointments at any time during the quarter, including the days immediately preceding or following a holiday, without a valid excuse.

1.50.9 Syllabi

All teaching faculty will prepare a syllabus for each assigned course and will file a copy of this syllabus in the offices of the department chair and the Vice President of Academic Administration and will post a copy on PUC’s online class administration system. The *Catalog* description of each course should directly reflect the more detailed course description to be found in the syllabus. The syllabus should clearly state policies pertaining to course attendance and student evaluation. There should be a listing of texts and references, and a schedule for all laboratories and required field trips. The syllabus should also include a statement regarding accommodations for students with disabilities (See: Accommodating Students with Disabilities, section 1.50.16). A suggested template with all requirements is available online or from the office of Academic Administration.

1.50.10 Field Trips

See: sections 3.30.1, 3.30.2 and https://bit.ly/PUC_academic_offcampus_activity for the full description of field trip policies and the online form.

1.50.11 Students' Children in Class

Teaching faculty are to remind students who attempt to bring their children to class that they need to make other arrangements for childcare. Students' children (of any age) are not to attend classes or laboratories with their parents.

1.50.12 Grades Submission and Grade Changes

During the quarter, student grades are to be maintained on PUC's online class management system so students can monitor their progress. Teaching faculty are to submit midterm grades for any students with a grade of C- or lower by the date indicated in the official PUC calendar. Teaching faculty are to turn in a complete list of final grades for all their courses *within two working days* after the end of the examination period, so that the Registrar will have grade reports complete and ready for students and parents ten days after the end of the examination period.

Grade reports represent the scholastic achievement of the students in their courses according to the judgment of the teaching faculty. The teaching faculty bears the sole responsibility for the evaluation of the achievement of each student and must have records to document the grade given. No one is authorized to alter the teaching faculty's grade or the credit hours allowed without the teaching faculty's approval. After grades have been turned in to the Academic Records Office, changes may not be made unless the teaching faculty can establish the fact that a clerical error has been made. Any exceptions to this policy must be referred to the Vice President of Academic Administration.

1.50.13 Student Appeals to Grades

Student appeals to grades must be made within two weeks of the beginning of the next quarter (including the summer quarter). A student begins an appeal with the instructor, and the appeal may continue to the department chair and a full departmental meeting. Questions of academic worth must be settled within the department. If the student is unsatisfied with the outcome of these steps and this is a final grade, the appeal may be continued to the Vice President of Academic Administration. The Dean will only address questions of whether policies were reasonable and were followed. The Dean may bring the appeal to the Academic Standards and General Education Committee. This group examines an appeal to see if it is based on matters of procedure and process. The questions are (1) Did the grade awarded represent a substantial departure from accepted academic norms? and (2) Was there a failure to follow stated procedures? Both the student and teaching faculty may submit relevant written evidence to ASGE; they do not appear in person. The decision of the Dean, as advised by ASGE, is final.

Note: If the student alleges prejudice based on race, ethnicity, gender, age, or disability, the claim must go to the Chief Human Resources Officer, instead of following the above procedure.

1.50.14 Evaluation of Student Academic Work

Teaching faculty are responsible for the evaluation of students' coursework. Caution must be exercised in assigning this task to student assistants. If grading is done by students, the teaching faculty supervisor must be responsible for the student assistant's

work and the assistant's qualification to make just evaluations. Department Chairs are responsible for hiring and assuring student assistants of FERPA guidelines.

1.50.15 Research

Teaching faculty are encouraged to conduct research as their teaching loads, interest, and/or funds permit.

1.50.16 Accommodating Students with Disabilities

PUC is committed as an institution to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations. (Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.) In compliance with these laws, no qualified person may be excluded from participating in any college program, be denied the benefits of any college program, or otherwise be subjected to discrimination with regard to any college program. To meet their responsibilities in this area, faculty should:

- a. refer students who request accommodations to the Teaching and Learning Center so that personnel there and in the Counseling Center can provide proper screening and documentation that can qualify students for services.
- b. make arrangements for accommodations once the Disability / Accommodations Notice (signed by the Disabilities Support Service Coordinator) is received.
- c. relate concerns to the Disabilities Coordinator regarding any accommodation(s) or arrangements that have been requested by the student during their initial contacts.
- d. determine the conditions under which exams are to be administered (e.g., open book, use of notes, computer with word processing including spell check, formula sheet, calculator, scrap paper, dictionary).
- e. provide appropriate accommodations, either personally or by making arrangements with the Disabilities Coordinator. Please make every effort to proctor these accommodations in your department.
- f. assure the timely delivery of exams, along with all necessary instructions and materials for proper administration, if a student's exam is to be administered outside of class. The faculty member may also make arrangements with the student for the delivery and return of the exam.
- g. assure confidentiality of information regarding students with disabilities.
- h. include a statement regarding disabilities in class syllabus. The following example is suggested: "In compliance with equal access laws, Pacific Union College makes reasonable accommodations for qualified students with documented disabilities. You may have a learning disability, a chronic illness, or a physical or psychiatric disability that may impact your work for this class and for which you may be eligible for accommodations. To receive accommodations you need to register at the Teaching and Learning Center (ext. 7688). Please keep in mind that accommodations are not retroactive, so it is best to register at your earliest convenience. If you suspect that you may have a learning disability but it is not yet diagnosed, please consider an appointment for screening."

1.50.17 Departmental Responsibilities

a. Department Meetings

Teaching faculty are expected to attend and participate in department meetings.

b. Department Committees

Teaching faculty are expected to serve as needed on department committees.

c. Housekeeping

Teaching faculty are to be responsible for keeping assigned areas such as classrooms, laboratories, storage areas, and/or stockrooms of the department in a reasonably neat and orderly condition.

As a matter of safety and preservation of College buildings, skateboards, bicycles, roller blades and roller skates are not to be used in the buildings. Bicycles may be stored in offices or dorm rooms; otherwise, bicycles are to be stored in bicycle racks.

d. Locking Up

Teaching faculty are expected to participate in the lock-up arrangements coordinated by the department chair.

e. Department Equipment and Supplies

Teaching faculty are expected to participate in department budget planning for supplies and equipment and be responsible for the security of department and media equipment and/or supplies as mutually decided by the department staff.

f. Sponsorship

Teaching faculty are expected to accept sponsorship of student organizations as mutually agreed upon with the department chair and listed as part of the teaching load. (See: 1.55c)

g. Promotion of Department

Teaching faculty are expected to contribute ideas for promoting the department and to help with implementing them by planning for such activities as College Day, etc.

h. Recruitment

Teaching faculty are expected to serve on academy and other recruitment teams as need and time permit.

i. Department Policies

Teaching faculty are expected to participate in the decision- and policy-making processes in the department and subsequently are expected to support those policies that have been established.

j. Additional Assignments

Teaching faculty are expected to accept and carry through to completion assignments made by the Vice President of Academic Administration with the approval of the department chair.

1.50.18 College Responsibilities

a. Office Hours

All teaching faculty are expected to maintain regular office hours at times when they can be available to their students and colleagues. It is expected that full-time teaching faculty will list a minimum of six hours per week to be available to students for advising and counseling (one office hour per week, per course). Office hour location will be determined by the chair. Part-time teaching faculty are to list a proportional number of office hours per week. A notice of these hours, teaching appointments, and meetings is to be posted outside the teaching faculty's office and should be listed in the course syllabus provided to students. A copy should also be provided to the department chair. Department chairs should ensure that the department has a visible notification of how students may reach chairs and all faculty members in their department should they need assistance.

b. Fall Colloquium

All faculty are asked to be on campus beginning the Monday one week prior to the beginning of Fall Quarter classes. This assures that everyone is available for programmed events, including colloquium meetings, during that week, as well as for greeting and advising new and returning students.

c. Meetings

All faculty are encouraged to attend College Assemblies, Faculty Meetings, and Campus Community.

d. Telephone

It is required that each faculty member/administrator, as a professional person, have a listed home telephone. Each faculty member will have access to an office phone for school business. Long-distance calling and other details concerning the use of College telecommunications equipment are available from the Telecommunications Office.

e. Keys

Teaching faculty may check out department keys as needed by taking the Key Request Card, signed by the department chair, to the Payroll Office.

f. Advising Students

Student advising is essential to the academic program. Teaching faculty will accept assignments for academic advising of students as mutually agreed upon by the department chair and the Academic Administration. If a student changes majors the Records Office will help assign a new advisor.

g. Off-Campus Activities

See: "Faculty Responsibility for Student Activities" in section 5.25.

h. Student Labor

Each teaching faculty is responsible for supervision of assigned student assistants and for adhering to the department's plan for the student labor budget distribution.

i. Participation in College Governance System

Teaching faculty are expected to:

- attend all regularly scheduled and special meetings of the College Assembly.
- serve on one governance committee as a part of their teaching faculty load. If they wish to serve on more than one committee, they do so without extra load credit. If they do not wish to serve on any committee, the department chair should be asked to approve, based on special circumstances.
- accept assignments made by the Vice President of Academic Administration.

1.50.19 Commencement

a. Participation in Commencement

All full-time faculty are required to participate in the spring Commencement exercises and to wear academic regalia. Requests to be excused from participation must be submitted to the President no later than the first week of April. Those faculty members who have been accorded emeritus status, and those who are employed on a part-time basis, are encouraged to participate.

b. Regalia

The College will purchase a gown, hood, cap and tassel for the following groups of faculty:

- All faculty members with a doctoral degree whose anticipated continuing service to Pacific Union College will be no less than five years.
- All faculty members with a master's or specialist's degree whose professional area does not normally include the completion of a doctoral program and whose anticipated continuing service to Pacific Union College will be no less than five years.

There will be no regalia reimbursement to faculty members whose academic garb has been purchased by the College. After a five-year amortization period the regalia becomes the property of the faculty member. In all other cases, the College will furnish rental or limited-use academic garb for use at Commencement exercises.

1.50.20 Other Responsibilities

a. Communication with Accrediting Agencies

Communication with the regional or national accrediting or approving organizations is limited to the President or the Vice President of Academic Administration, except as the Board of Trustees or the officers of the College may direct or authorize.

b. Image of the College

All faculty are expected to promote a positive image of the College and their professional area.

c. Image of the Seventh-day Adventist Church

All faculty are expected to promote a positive image of the Seventh-day Adventist Church.

d. Community

Faculty are encouraged to participate in community activities as their interest and time permit, when such activities do not interfere with their teaching duties. This type of activity provides excellent public relations for the College.

e. Professional Activities

Faculty are responsible for keeping up to date in their professional area(s) by reading, by library research and by attending and participating in meetings of professional associations. The extent of participation, however, must not interfere with the primary teaching duties.

f. Jury Duty

Serving on a jury when called is a civic duty, and as such is recognized and supported by the College. A faculty member serving on a jury will be paid for a period of not more than two work weeks in any fiscal year.

1.55 GUIDELINES THAT DETERMINE TEACHING FACULTY LOADS

The College expects excellent teaching by its faculty and also asks for involvement in other valuable and related activities and services both on and off campus. There is considerable variance with regards to the teaching and non-teaching activities among departments as well as among teaching faculty within departments. Recognizing the consequent inequalities in work assignments, the College has developed guidelines for assigning teaching faculty loads to help to make these adjustments as fair as possible.

These guidelines provide a starting point from which to determine teaching loads. The College assumes a mutually supportive “good faith” attitude on the part of those who use these guidelines and assumes that their use will produce optimum economies and efficiencies consistent with quality and integrity in the curricula. Every effort should be made to maintain a sensible balance of classroom responsibilities and other teaching faculty load components within and among department staffs. Efforts toward uniformity, however, should not preclude reasonable or necessary variations unique to certain disciplines, departments, and individuals.

Finally, reasonable flexibility in applying the guidelines will allow creative teaching arrangements for improved instruction and efficiency and may also allow adjustments in teaching loads to permit publication-oriented scholarly research.

1.55.1 Reporting on Teaching Faculty Loads

a. Frequency

During Spring Quarter, the Registrar generates Teaching faculty Load Reports for the current academic year, Draft copies of the load reports are distributed to the department chairs for review and feedback. Department chairs then share the information on loads for individual teaching faculty with the teaching faculty involved, along with the basis for their calculation. This information may change as the need arises, in which case the teaching faculty involved are notified. Once the drafting and review process is completed, the reports are finalized and submitted to the office of the Vice President of Academic Administration and the department

chairs. Upon request, the Registrar can also generate reports on projected loads for the coming year for planning purposes.

b. Use of the Reports

These reports are filed in the office of the Vice President of Academic Administration and are referred to by the Curriculum and Efficiency Committee and the Vice President of Academic Administration. The reports are also used by the Director of Institutional Research in the calculation of departmental statistics.

1.55.2 Basic Assumptions and Definitions

In these guidelines, the major responsibilities of teaching faculty are encompassed by three major areas: teaching load, academic support activities, and administrative load.

In general, one load unit (LU) is derived from one credit hour of class time. It is further assumed that one hour of class time will normally require about two hours of outside preparation, consultation, setup, and grading. Teaching assignments of a non-lecture character will be given a load value based on contact hours and expressed as LU.

Academic support activities and administrative activities may be translated into LU terms using the following ratio: 1 LU = 1 hour of work per week throughout the span of academic year. Such translation is negotiated between the department chair and the Vice President of Academic Administration. (Guidelines are provided for campus-wide and/or routine duties such as committee appointments and advising; specialized duties need to be negotiated.)

1.55.3 Normal Academic Load

a. Teaching Load

For the academic year of three terms, the expected teaching faculty load is 36 LU of teaching load (average of 12 LU per quarter). The load expectations for administrative faculty and part-time teaching faculty are adjusted proportionally.

If a faculty member is below the expected teaching load for an academic year, then the Vice President of Academic Administration discusses the situation with department chair. Factors for consideration may include the extent to which the faculty member is below the expected minimum, the faculty member's level of participation in academic support activities, the structure of the departmental curriculum, the scheduling of every-other year classes, and the overall load distribution within the department. The Vice President of Academic Administration determines if any additional action is necessary, such as assigning a course during the summer term to make up missing units, assigning special projects, or making adjustments to course assignments for upcoming academic years. In any case, no extra contracts are paid for any teaching activity (including summer or non-standard terms) until the faculty member has fully met the expected minimum teaching load for the academic year.

Faculty members wishing to take on additional work during the academic year are eligible to request assignment to approved adjunct course offerings*. The request will be reviewed by the department chair and forwarded to administration; the

decision to award the adjunct contract is at the discretion of the Vice President of Academic Administration. The following factors are considered:

- The full course must be in excess of the faculty member's teaching expectation for the year; there are no partial contracts for individual load units that are in excess of the expected minimum.
- The overall workload is considered; the additional work should not interfere with the faculty member's performance of regularly assigned duties.
- Adjunct contracts are not paid for individualized classes such as Directed Studies, Independent Studies, Individual Student Research Projects, or Individual Music Lessons.
- If the faculty member seeking an additional contract has taught multiple classes with fewer than 5 students during the academic year, the Vice President of Academic Administration works with the department chair to see if there are ways to streamline course offerings for the future.
- The Vice President of Academic Administration reviews departmental requests to write adjunct contracts for individual course offerings. The department chair is expected to explain the necessity of the course offering and to demonstrate that it does not fit within the teaching load of any qualified faculty member.

b. Academic Support Activities

For the academic year of three terms, a full-time faculty member is expected to participate in 3-6 LU of academic support activities (average of 1-2 LU per term). These academic support activities include advising, committee work, and special activities and are completed in addition to the teaching load described above. When possible, first year teaching faculty are excused from participation in academic support activities.

c. Administrative Load

Faculty who serve as Deans of Schools, Department Chairs, and Program Directors are considered to have an administrative load. The expected teaching load is reduced accordingly.

Deans will usually have 75% administrative and 25% teaching loads; loads may be adjusted in consultation with the Vice President of Academic Administration (VPAA). The VPAA also determines the amount of administrative load for all other administrative assignments including Department Chairs and Program Directors. A list of current administrative load assignments is available in the office of the VPAA and the office of the Registrar.

Loads that depart significantly from the norm must be approved by the VPAA and reviewed by the Curriculum and Efficiency Committee.

1.55.4 Course Types and Load Unit Factors (LUF) to Consider for Teaching Faculty Loads

a. For Most Courses

Simply record the credit hours.

b. Classes of Unusual Size

If more than 40 students are enrolled in a class, then 0.075 load units per credit hour will be added for every 10 additional students. If only 1 student is enrolled in a regularly-scheduled class, then the professor will receive 1 LU for the class (same LU as provided for a Directed Study). All class enrollment counts are taken from the Census Date (Monday of week 4 of the quarter).

c. Courses Requiring Unusual Preparation

If the nature of the course demands unusual preparation time, whether for new lesson plans, excessive homework to grade or elaborate equipment demonstrations, with agreement of the Vice President of Academic Administration the load unit will be multiplied by a factor from 1.0 to 1.25.

d. Team-taught Courses

If the team is composed of two people, both of whom are present and interactive at all class sessions, the load unit for each person may be multiplied by 0.75. If more than two teaching faculty are involved, the load units are to be divided so that the total load units for the course do not exceed 1.5 for a course in which all teaching faculty are present and interactive at all class sessions. If the duties are divided between teaching faculty and are non-interactive at all class sessions, the load units will be multiplied by appropriate factors whose sum is not be more than 1.0 unless the department chair has arranged with the Vice President of Academic Administration to assign full credit to each teaching faculty. Courses that require team grading of numerous essay tests and papers may be eligible for 1.0 LUF for each of the two teaching faculty.

1.55.5 Load Unit Factor for Laboratory and Other Courses

Non-lecture courses vary significantly in contact hours and work demands from department to department. The following guidelines are for internal use as a department seeks to distribute its workload equitably. Evaluating entities must seek the advice of the department chair about the rationale and integrity of the LU assignment. The list below groups courses according to type and estimated preparation time. The typical baseline is 1 LU=3 work hrs/wk. The LU is calculated by contact hours x "factor." The factors are based on estimated teaching faculty involvement and preparation.

a. Laboratory

If a course has an L after the number in the course listing, it is counted as a lab. Because of the variation in direct teaching faculty involvement, the load unit factor for labs can be as low as 0.33 or as high as 0.66. General guidelines are given below. Labs credited as being worth 0.66 must be approved by the Vice President of Academic Administration. For specifics, see the detailed list maintained by the Registrar and the Vice President of Academic Administration. Note: Teaching faculty supervising multiple labs during the same time slot receive credit for one lab only.

- Reduced preparation/supervision/grading responsibilities: factor = 0.33 * contact hours.
- Normal preparation/supervision/grading responsibilities: factor = 0.5 * contact hours.
- Excessive preparation/supervision/grading responsibilities: factor = 0.66 * contact hours.

b. Other Types of Courses

Since there are many variations in LUs for courses, see the detailed list maintained by the Registrar and the Vice President of Academic Administration. The examples listed here are for illustration only.

- Directed Study & Independent Study: 1 LU per course, not more than 3 LUs/year
- Supervision of honors projects, senior projects & senior theses: 0.25 LU per student
- Departmental Colloquiums for 0.2 student credit: 0.5 LU per quarter

1.55.6 Support and Service Activities

The following activities fall into the category of Academic Support Activities. The general guideline for calculating academic support load units is based on estimated clock-hours of work each week: 1 LU = 1 hour of work per week throughout the span of academic year.

Actual LU may be negotiated with the Vice President of Academic Administration. A list of current load credits is available in the office of the Vice President of Academic Administration or the office of the Registrar.

Other duties may be assigned by the department chair but should be approved by the Vice- President for Academic Administration.

a. Committees

Chairs	Member	Committee
0 LU/yr	0 LU/yr	Committees meet only occasionally (Admissions; Board Observers; Community Services Planning; Emergency Operations; Enrollment Management Council; Institutional Review Board; Student Appeals; Student Grants, Loans & Scholarships; Student Life & Ministries; Traffic Appeals)
2 LU/yr	1 LU/yr	Committees that meet multiple times per quarter (Admissions; Assessment; Faculty Development, Research, and Honors; Faculty Handbook; Grievance; IT Steering; Nominating; Preprofessional; Student Conduct)
4 LU/yr	2 LU/yr	Committees that meet weekly (Academic Standards & General Education; College Services Program Review; Curriculum & Efficiency; Rank & Tenure; WASC Planning)

b. Advising

0.1 LU per advisee per year

c. Special Assignments

All special activities must be approved by the Vice President of Academic Administration. A detailed list of current approved assignments is maintained by the Registrar and the Vice President of Academic Administration.

Some specific examples are shown below for guidance.

0.5 LU/yr	Department Honors Society Director
1 LU/yr	Bio Safety Hazards Coordinator, Ministerial Summer Practicum
1 LU/yr	S.A. Financial Sponsor, Diogenes Lantern Sponsor, Video Yearbook
2 LU/yr	Vice Chair of Academic Senate

1.55.7 Duties of Teaching Faculty Other than Full-time or Part-time

The duties of lecturers, adjunct professors, affiliated professors, or visiting professors are to be mutually agreed upon at the time of hiring by the Vice President of Academic Administration and the department chair.

1.60 FACULTY DEVELOPMENT FUNDS

Recognizing that professional growth is unique to the individual and may involve many different types of experience, this policy provides that financial support by the College will be allocated according to the following outline to facilitate budget planning and to enable teaching faculty to select those experiences that are most beneficial.

Under this plan each member of the faculty is allotted an annual faculty development allowance for professional growth. This money is used to cover the following options that are decided upon by the teaching faculty and approved by the department chair and the Vice President of Academic Administration.

While convention travel is an activity to which these funds apply, there are many other options as well, including the purchase of books and software; attendance at museums, lectures, and concerts; on-line seminars, professional memberships and subscriptions; etc. Virtually any activity or initiative that the faculty member deems useful to his or her own professional development is acceptable. Department chairs need to approve the dispersal of all such funds, and faculty must be able to justify unusual requests. In general, non-capital equipment items should be purchased with non-capital equipment funds, instead of faculty development funds. Also, it is not the intent that professional development funds be used to purchase computers.

Each member of the faculty is expected to submit to the department chair, in writing, a long-range plan. This plan must include convention attendance and may include other activities as worked out in consultation with the department chair and the Vice President of Academic Administration. Application for funds for supplies, equipment and activities other than convention attendance must be made to the Faculty

Development, Research and Honors Committee. Those qualified may incorporate the above activities into a sabbatical proposal.

1.60.1 Advanced Study

The administration has established a graduate study program to assist faculty members in the enhancement of their teaching and subject matter expertise. In January of each year, when the Vice President of Academic Administration queries the faculty regarding their teaching plans for the following academic year, those interested in applying for a graduate study program should indicate that interest. The Vice President of Academic Administration will supply the faculty member with an application form that shall be returned along with the recommendation of the department chair. The application should indicate the degree being sought, the estimated time for completion, and the anticipated expenses. The college will normally support applicants up to 3 years at the master's level or up to 5 years for the doctoral degree. The application should also explain how the advanced study will improve the teaching competence of the faculty member.

The ad hoc committee on graduate study will review the applications and make its recommendation to the Vice President of Academic Administration. The President's Cabinet must authorize any graduate study applications, and arrangements will be a matter of written record between the Vice President of Academic Administration and the faculty member. Approval of the request for graduate study assistance is at the sole discretion of the Board of Trustees.

Upon approval by the Board of Trustees, the College will execute the Advanced Study Agreement with the faculty member. See: section 4.15.2 for financial aspects of the advanced study.

1.60.2 Sabbatical

The purpose of a sabbatical is to allow faculty members release from their teaching responsibilities for a specified time to pursue research or other scholarly activity unrelated to graduate education.

a. Eligibility

Faculty members are eligible for a sabbatical if they:

- Teach full time and hold the rank of associate professor or above.
- Show a pattern of successful teaching.
- Participate in non-teaching collegiate assignments.
- Have taught continuously for three calendar years without a sabbatical. (One year of full-time teaching consists of three quarters with a full academic load.)

b. Requests

Eligible faculty members may request a sabbatical once every three years based on the following guidelines:

- Requests with the recommendation by the department chair shall be submitted to the Faculty Development, Research and Honors Committee at least two regular academic quarters prior to the requested time for the sabbatical.

- Requests should delineate a specific proposal, a timeline, and an explanation of how the anticipated outcome will enhance the faculty member's professional growth and contribute to the mission of the College.
- Requests should generally be made for one quarter (i.e., fall, winter, spring or summer); and in special circumstances may be approved for more than one quarter depending on the proposed activity.

c. Selection

A sabbatical request may be granted as follows:

- The Faculty Development, Research and Honors Committee will examine the proposals and make its recommendations to the academic administration.
- Academic administration will review the recommendations; sabbaticals will be granted subject to financial constraints, scheduling considerations and final approval by the Board of Trustees.
- Assistant Professors who have completed terminal degrees may occasionally be granted a sabbatical for a particularly worthy project, as judged by the Faculty Development, Research, and Honors Committee.

d. Reporting

At the completion of the sabbatical the faculty member will present a written report to the Vice President of Academic Administration.

See: "Sabbatical Wage" in section 4.10.4 for financial provisions associated with the sabbatical.

1.60.3 Awards for Scholarship and Creativity

The Faculty Development, Research and Honors Committee may grant awards to members of the College faculty or administration for publication of scholarly research or the production of original works in art or music. The size of the award varies according to the scope and quality of the work, considered in the following examples:

a. Research/Scholarly Publication

Category I: A book exhibiting independent thought, scholarly research, and competent writing.

Category II: A major research report in a professional journal, a book similar to the author's thesis/dissertation, or a book edited by the faculty member.

Category III: A short research report, article, or book review in a professional journal.

b. General Interest Publication

Category I: A book for a general audience, adults or children.

Category II: A magazine article for non-professionals (e.g., *Adventist Review*).

c. Creative Work

Category I: Unspecified. Judged on the originality, significance, and aesthetic quality of the work, and on the site and nature of its exhibition or performance.

Not later than the first week of April a copy of the publication or creative work and a brief description of its background and development should be submitted to the Faculty Development, Research and Honors Committee, which determines the awards. See Appendix B-8 and Appendix B-9 for award guidelines.

1.60.4 Educator of the Year Award

The Educator of the Year Award is designed to recognize and reward excellence in classroom instruction.

Students vote online for their choice for Educator of the Year. Then the Faculty Development, Research, and Honors Committee invites two student government leaders to join the committee as they make the final selection. The faculty member with the greatest number of votes usually is selected by the committee, but items such as classroom performance, relationships with students, professional relationships on campus, and contribution to the nominee's discipline may also be considered.

All teaching faculty who meet the following criteria are eligible for the award:

- Has completed three years of teaching at PUC.
- Is planning to teach at PUC the following academic year.
- Has at least 70% of a full-time contract.
- Has not received the award in the past 10 years.

The Educator of the Year receives a plaque and a monetary award at a campus Community ceremony in Spring Quarter, and is expected to give a speech in a campus Community meeting the following academic year.

1.60.5 Meritorious Service Award

To assist in the fulfillment of its mission, the College offers the Meritorious Service Award for full-time faculty members. The award recognizes faculty who have gone far above and beyond professional expectations in their contributions to the College's mission. See: Appendix B-10 for the selection process description. A given year may have zero, one, or more recipients.

1.65 FACULTY RIGHTS, PRIVILEGES, AND LIMITATIONS

1.65.1 Academic Freedom

Academic freedom is an expression of the concern an institution feels for its own integrity, not simply a right sought by and granted to scholars in the exercise of their profession. For a church and its schools, integrity is particularly important since the mission of the church depends upon its spiritual, moral, and intellectual strength, and there is no such strength without integrity.

All learning and teaching take place within the framework of some worldview, with explicit or implied assumptions about knowledge, human nature, and virtue. The historical roots of the university may be found in a principle that long undergirded the development of all Western higher education: intellectual growth is best attained within an environment of Christian faith and commitment.

At Pacific Union College, as at most Christian institutions of higher learning, academic freedom has been central to establishing such an environment. A religious institution's endorsement of academic freedom, then, reflects not only a belief that freedom is necessary in a democratic society, but also a recognition that freedom is a God-given necessity for true Christian faith and commitment.

Pacific Union College therefore subscribes to principles of academic freedom generally held important in Western higher education, principles that make possible the disciplined creative pursuit of truth (AAUP).¹ Pacific Union College also recognizes that academic freedom is never absolute and that it implies responsibility. The following statement makes explicit that responsibility and that freedom.

1.65.2 Principles and Responsibilities of Academic Freedom

As residents of a democracy, Pacific Union College teaching faculty are guaranteed the freedom to speak and to write responsibly, free from unwarranted limitation. As members of a learned profession they must recognize that the public to some degree judges the profession by the professor. Therefore, in public speech and writing teaching faculty will be accurate and tactful, making it clear when they are speaking for the institution and when they are speaking for themselves (AAUP 3,4).

As representatives of a religious educational institution, Pacific Union College teaching faculty must remember that the public's view of both the institution and the Church may be strongly influenced by what teaching faculty say and publish (AAUP 4). They should not ignore that fact or abuse their professional status.

Scholars are free to do responsible research while they fulfill the obligations outlined in their agreements with the College (AAUP 3).

Teaching faculty are entitled to freedom in the classroom to discuss their subjects honestly; however, they will not introduce into their teaching controversial matter unrelated to their subjects.

The first responsibility of academic and religious leaders is to seek for and to disseminate truth. Their second responsibility is to counsel together when scholarly findings have a bearing on the message and mission of the Church.

Scholars who are humbly seeking truth will not refuse to listen to the findings and the advice of others. They recognize that others also have discovered and are discovering truth. They are willing to learn from them, and will actively seek their counsel before they publicly express views inconsistent with those generally taught by the Church, for they are concerned about the harmony of the Church community.

1.65.3 Academic Freedom Limitations

On the other hand, ethical administrators will foster an atmosphere of Christian cordiality within which scholars will not feel threatened if their findings differ from traditionally held views. Since the development of the Church depends on the

¹ The American Association of University Professors and the Association of American Colleges have articulated those principles in a formal document: *1940 Statement of Principles and Interpretive Comments*, reprinted in the 1984 edition of *AAUP Policy Documents and Reports*. This statement refers to that document while making clear the ways in which a Christian institution's special circumstances modify those generally held principles.

continuing study of dedicated scholars, the College President, the Board of Trustees, and Church leaders will protect scholars, not only for their sake, but for the cause of truth and the welfare of the Church.

The historic doctrinal positions of the Church have been defined by the General Conference in session and are published in the *Seventh-day Adventist Yearbook* under the title “Fundamental Beliefs.” The Church expects that teaching faculty in the Church’s educational institutions will not teach as truth what is contrary to those beliefs. Teaching faculty who hold views in conflict with the published “Fundamental Beliefs” will not present their ideas to students or in public forums without first counseling with their peers. Truth, they will remember, is not the only product of the crucible of controversy; disruption also results. Dedicated scholars will exercise discretion in presenting concepts that might threaten Church unity and the effectiveness of Church action.

Aside from the “Fundamental Beliefs,” there are broad areas in which honest disagreements occur within the Church but which do not affect one’s relationship to it or to its message. When expressing such disagreements, teaching faculty will be fair in their presentations and will make their loyalty to the Church clear. They will attempt to differentiate between hypotheses and facts, and between central and peripheral issues.

Before inviting a high-profile or potentially controversial guest to speak in class, a faculty member should confer with his or her department chair.

1.65.4 Academic Freedom Grievances

Specific grievances concerning academic freedom should be referred to the Grievance Committee, which will follow procedures for grievance resolution stated in this *Handbook*. This committee should take all possible care to ensure that its actions will be fair and will protect the right of the faculty member. This is not only a matter of justice, but it is also a matter of the integrity of the College as a place of learning.

That integrity is central to the life, and therefore to the mission, of the College. The faculty and administration consequently will recognize the importance of academic freedom and affirm their commitment to its preservation in the institution.

1.65.5 Grievance and Complaint Procedure

Provision has been made for hearing grievances and complaints and redress of wrongs when found either between faculty members or between a faculty member and an officer representing the institution. A complete description is given in Chapter 2 under “Grievance Committee” (See: section 2.60.1).

1.65.6 Outside Employment or Business Activity

A faculty appointment at Pacific Union College including teaching, administrative duties, research and other college service is intended to be a full-time professional position except by special arrangement with the administration. Therefore, activities other than those directly serving the College and considered part of the job description are discouraged. The issues involved are:

- Time involved in the outside activity.

- Relationship between the outside activity and the academic discipline of the faculty member. If the outside activity is closely related or a part of the faculty member's profession such as consulting in the field of expertise, the activity can be allowed to infringe slightly on service to the College as a part of professional growth. If the outside activity is unrelated to the College service, the time given is the crucial factor and must be restricted to no more than time normally reserved for one's personal life.

1.65.7 Conflict of Interest

All faculty members and other employees of Pacific Union College have a duty to be free of any conflicting interest when they represent the College in a negotiation, a financial transaction, or any dealings with others in which they represent the College. A conflict of interest exists when an employee has such a substantial personal interest due to a relationship with a person or a business that it might affect the judgment that must be exercised in representing Pacific Union College. The College subscribes to the "Conflict of Interest Policy" as stated in the North American Division Working Policy. A more complete description of the policy may be found in that reference.

(See: <https://www.puc.edu/campus-services/human-resources/forms-policies>)

A "Conflict of Interest" statement must be signed by all administrators and all College employees having responsibility for handling of funds or decisions regarding the use of funds. A copy is included as Appendix B-6.

1.65.8 Publications

Publications, printing and other graphic reproductions bearing the name or the emblems of the College or any of its divisions are to be channeled through the Vice President of Enrollment, Marketing, and Communications approved by the President in order that the total publishing program may be coordinated to maintain a distinctive identity and ensure quality representative of the College, and may be administered with economy and with regard for the needs of all divisions of the College. (See also: *Preferred Images*, section 6.42)

1.65.9 Grant Proposals

Writing grant proposals is important to the success of Pacific Union College's programs. Faculty and staff are encouraged to pursue any leads they might have concerning funding for research and/or program development projects. When processing a grant under PUC's name, please follow PUC's protocol, which can be obtained from the Vice President of Academic Administration (for academic programs) or the Vice President for Advancement (for non-academic programs). (See also: *Advancement*, section 6.85)

1.65.10 Solicitation of Funds

Solicitation of funds to support College programs is under the direction of the Vice President for Advancement, working through the President's Cabinet and the Board. Any fund-raising efforts by individual faculty or departments are to be arranged through the Vice President for Advancement. (See also: *Advancement*, section 6.85)

1.65.11 Copyright

- a. The College has first claim to the copyright of faculty publications toward which the College has substantially contributed salary, services, equipment or other facilities.
- b. The College assumes the copyright registration fee when it holds the copyright.
- c. The Vice President of Enrollment, Marketing, and Communications, on the authorization of the President, is recognized as the publishing agent for books, brochures, monographs, etc., produced in the name of the College and under its copyright.
- d. The publishing agent and the author(s) are to establish the cost of production and distribution and get approval from the Vice President for Financial Administration.
- e. In the event the College does not claim the publication, the author(s) will be free to make personal arrangements for publication, subject to the College's control of the use of its name.

1.65.12 Logo and Seal

- a. The PUC logo is a symbol of the school. When it is employed incorrectly, it reflects negatively on the school. For this reason, permission to use the College logo, including use in on-campus publications, must come from the office of Enrollment, Marketing, and Communications. This ensures the integrity of the logo and the College's corporate identity.
- b. Like the logo, the seal represents the College. It is primarily used for formal documents, such as diplomas, the general catalog, official transcripts, and commencement programs. Also, it is used as the official seal from the President's Office. No department may use the seal without the approval of the office of Enrollment, Marketing, and Communications, which works closely with the President's Office to maintain the seal's integrity.
- c. The logo for PUC's Alumni Association is an important symbol, representing thousands of alumni and friends of the College. The logo does not represent the College at large and should only be used on items that pertain directly to PUC's official alumni association. To maintain its integrity, the logo may not be used without the permission of PUC's Alumni Association and the office of Enrollment, Marketing, and Communications.
- d. For additional information and guidelines on the use of the logo and the seals, see the *Guide to a Clear and Consistent Image* available at the office of Enrollment, Marketing, and Communications.

1.65.13 Ownership of Materials/Teaching Notes

- a. Printed or duplicated notes or syllabi produced by a faculty member primarily for the use of students are considered the property of the College.
- b. The publication and sale of such notes or syllabi should be arranged through the College Bookstore so that the revenue will accrue to the College.
- c. Since copyright law protects the owners of a work, their work must not be used without permission. It is the responsibility of the individual faculty member or

department to obtain the necessary permissions. A Copyright Certification Form is required for all materials duplicated by the College either for free distribution to students by the teaching faculty or for sale to students through the College Bookstore. This form is assigned at the Copy Center (See: Appendix B-7) and asks the instructor to indicate that permissions for using copyrighted material have been obtained from the author, publisher or other copyright holders for all copyrighted material within a syllabus, lab manual, selection of readings, etc., or that there is no copyrighted material being used.

- d. The doctrine of “Fair Use” may allow for the copying of a short item for one-time use on the spur of the moment. For additional clarification of copyright provisions, consult the booklet *Questions and Answers on Copyright for the Campus Community*, available at no charge from the College Bookstore.
- e. Copyright protection also extends to music materials and prohibits the copying of printed or recorded music for performance, accompaniment, arranging, etc., unless prior permission is obtained. The “Fair Use” exception does not apply to musical performances by either individuals or groups.
- f. In the case that a faculty member who has been paid for the development or transition of an online course leaves the College, they may take the course materials and teach it elsewhere, but PUC will also retain the right to teach the course up to two years after the faculty member has left PUC employment.

1.65.14 News/Publicity

The following procedures for dissemination of news should be regarded as in the interest of the College:

- a. How we communicate is just as important as what we communicate. As an academic institution with high standards, PUC’s image is strengthened when what we communicate is well presented and carries a consistent message.
- b. All off-campus communications representing College business must be approved by the office of Enrollment, Marketing, and Communications prior to release. When there is a situation of interest to the media, the College usually appoints a single spokesperson. All media inquiries must be directed to the office of Enrollment, Marketing, and Communications.
- c. If you are asked to be a spokesperson, writers in the office of Enrollment, Marketing, and Communications are available to help fine-tune your message.
- d. For additional information, writing tips, and guidelines on news articles and publicity, see: *A Guide to a Clear and Consistent Image*, available at the office of Enrollment, Marketing, and Communications.

1.70 DEPARTMENT CHAIRS

1.70.1 Term of Office and administrative load

The Department Chair is usually appointed by the Dean in consultation with the VPAA for a four-year term beginning on July 1 and ending on June 30 four years later.

Faculty who serve as Department Chairs are considered to have administrative load. The expected teaching load is reduced accordingly.

Chairs are considered to have a baseline administrative load of 3 LU per year. In consultation with the Deans, the VPAA determines the amount of administrative load for extended administrative assignments for Department Chairs who have extra duties such as facility maintenance or accreditation.

1.70.2 Evaluation and Appointment

Chairs are evaluated every other winter quarter by the department's faculty. This evaluation is administered by the Dean, who shares the results with the VPAA and chair, and provides input regarding the quality of leadership outside the department and the effectiveness with which they relate to the broader campus. During the first and third years of a chair's term, the dean holds interviews with members of the school or department.

The Dean also shares the evaluation results with the Rank and Tenure Committee, which recommends to the College administration one of the following alternatives, dependent on the best interests of the department:

- Leadership by a new chair for a four-year term.
- Continued leadership by the current chair for another four-year term.
- Continued leadership by the current chair for a term of less than four years, with another person completing the four-year term.

When the first option is chosen, the chair-elect is designated during the Spring Quarter to work closely with the current department's Chair to plan for the coming year.

When, in the opinion of the VPAA, it is inadvisable to appoint a permanent chair or director, an acting chair will be appointed for a term of not more than one year.

Faculty members who are appointed to a leadership role will usually hold the rank of professor or associate professor.

The chair of each department is responsible to the Dean in all academic, personnel, and financial resource matters that affect the department and school. Specific duties of all chairs include the following:

1.70.3 Academic Duties

- a. Assist the Dean of the school as they conduct searches for new program faculty in each school, when approved by the President's Cabinet.
- b. Assist the Dean of the school as they conduct searches for adjunct faculty, when approved by the Dean.
- c. Call regular department meetings to discuss curriculum, pedagogy, and other department matters.
- d. Meet with prospective students.
- e. Perform other duties as assigned by Dean.

1.70.4 Financial Duties

- a. Consult with the Dean about the department's budgeting.

1.70.5 Administrative Duties

- a. Consult with the Dean of the School about yearly class scheduling.
- b. Represent the department in Academic Senate as voting members.
- c. Inform the Dean of the school about needs for custodial service, maintenance, and building repairs.
- d. Be responsible for department-specific equipment and inventories.
- e. Assist the Dean with Program Reviews for each program, as required by CECOM.
- f. Coordinate unplanned scheduling changes with the Records office.
- g. Find adjunct faculty and assist the Dean of the School in supervising curriculum with adjunct faculty.
- h. Work with Dean to hire and manage student workers, as needed.

1.70.6 Associate Chair

- a. In departments appointing an Associate Chair, the following procedures are to be followed:
 - b. The department chair is appointed.
 - c. The associate chair is appointed with input from both the department chair and the faculty.
 - d. The associate's term of office is four years or until the end of the current chair's term, whichever is less.
 - e. The evaluation process for associate chairs is the same as for chairs.

1.70.7 Summer Department Functions

During the summer each academic department is expected to maintain routine departmental business and correspondence and participate in the ongoing academic business of the College. Each department chair will assume this responsibility for the entire summer session, or, with the concurrence of the administration, appoint another faculty member to carry out these departmental responsibilities. These administrative tasks will be a part of the assigned summer load. The load credit will be negotiated on the basis of demonstrated department responsibilities.

1.75 PROGRAM DIRECTORS**1.75.1 Term of Office and administrative load**

The Program Director is usually appointed by the Dean in consultation with the VPAA for a four-year term beginning on July 1 and ending on June 30 four years later.

Faculty who serve as Program Directors are considered to have administrative load. The expected teaching load is reduced accordingly.

Program Directors are considered to have a baseline administrative load of 3 LU per year. In consultation with the Deans, the VPAA determines the amount of administrative load for extended administrative assignments for Department Program Directors who have extra duties such as facility maintenance or accreditation.

1.75.2 Evaluation and Appointment

Directors are evaluated every other winter quarter by the department's faculty. This evaluation is administered by the Dean, who shares the results with the VPAA and director, and provides input regarding the quality of leadership outside the department and the effectiveness with which they relate to the broader campus. During the first and third years of a director's term, the dean holds interviews with members of the school or department.

The Dean also shares the evaluation results with the Rank and Tenure Committee, which recommends to the College administration one of the following alternatives, dependent on the best interests of the department:

- Leadership by a new director for a four-year term.
- Continued leadership by the current director for another four-year term.
- Continued leadership by the current director for a term of less than four years, with another person completing the four-year term.

When the first option is chosen, the chair-elect is designated during the Spring Quarter to work closely with the current department's Director to plan for the coming year.

When, in the opinion of the VPAA, it is inadvisable to appoint a permanent director, an acting director will be appointed for a term of not more than one year.

Faculty members who are appointed to a leadership role will usually hold the rank of professor or associate professor.

The director of each department is responsible to the Dean in all academic, personnel, and financial resource matters that affect the department and school. Specific duties of all directors include the following:

1.75.3 Academic Duties

- a. Assist the Dean of the school as they conduct searches for new program faculty in each school, when approved by the President's Cabinet.
- b. Assist the Dean of the school as they conduct searches for adjunct faculty, when approved by the Dean.
- c. Call regular department meetings to discuss curriculum, pedagogy, and other department matters.
- d. Meet with prospective students.
- e. Perform other duties as assigned by Dean.

1.75.4 Financial Duties

- a. Consult with the Dean about the department's budgeting.

1.70.5 Administrative Duties

- a. Consult with the Dean of the School about yearly class scheduling.
- b. Represent the department in Academic Senate as invitees.
- c. Inform the Dean of the school about needs for custodial service, maintenance, and building repairs.
- d. Be responsible for department-specific equipment and inventories.
- e. Assist the Dean with Program Reviews for each program, as required by CECOM.
- f. Coordinate unplanned scheduling changes with the Records office.
- g. Find adjunct faculty and assist the Dean of the School in supervising curriculum with adjunct faculty.
- h. Work with Dean to hire and manage student workers, as needed.

1.80 DEANS OF SCHOOLS**1.80.1 Term of Office and administrative load**

A Dean is usually appointed for a four-year term beginning on July 1 and ending on June 30 four years later.

1.80.2 Selection and Evaluation

Deans are usually selected by a search committee convened by President's Cabinet and chaired by the VPAA. Candidates may or may not be existing faculty at PUC. Deans can also be selected and appointed by the President and confirmed by the Board of Trustees.

Deans of Schools will normally hold the rank of professor or associate professor.

Deans of Schools are usually evaluated every winter quarter by the VPAA. The VPAA will share the results with the Dean. The VPAA also provides feedback to the Dean regarding quality of leadership and effectiveness in relation to their school and the broader campus. During the first and third years of a Dean's term, the VPAA holds interviews with faculty and staff of the school. During the second and fourth years of a Dean's term, the VPAA will evaluate the performance metrics of the Dean and share the results with the Dean and the President.

In year four, the VPAA shares the evaluation results with the Rank and Tenure Committee, which recommends to the College administration one of the following alternatives, dependent on the best interests of the school:

- Leadership by a new Dean for a four-year term.
- Continued leadership by the current Dean for another four-year term.

- Continued leadership by the current Dean for a term of less than four years, with another person completing the four-year term.

When the first option is chosen, where possible the Dean-elect is designated during the Spring Quarter to work closely with the current Dean in planning budget, curriculum changes, teaching assignments, schedules for the coming year, etc.

In the event that a Dean needs to be replaced mid-term, the Dean will retain their faculty rank and will usually have retreat rights to their department, if a faculty position is available.

The Dean of each school reports to the VPAA in all academic, personnel, and financial resource matters that affect the school. Specific duties of all Deans include the following:

1.80.3 Academic Duties

- a. Counsel members of the school regarding their duties, including teaching methods, testing and grading policies, research, attendance at conferences, conventions, and other professional activities.
- b. Maintain high academic standards within the school; ensure all faculty post and meet office hours and use PUC's LMS for posting assignments and grades.
- c. Ensure teaching faculty prepare syllabi following the guidelines in the syllabus template and ensure completion of the review process.
- d. Supervise and ensure the effective advising of students majoring in each department of the school.
- e. Perform evaluations for each faculty member as directed by the Rank and Tenure Committee (RATC), which includes discussing course evaluations and growth as teaching faculty.
- f. Facilitate the RATC evaluation of faculty of each school for contract renewal and promotion.
- g. Respond to student and teaching faculty grievances as described in Grievance Committee procedures (See: section 2.25.3).
- h. Conduct searches for new faculty in each school, in consultation with department Chairs, when approved by the President's Cabinet.
- i. Create and communicate loads to faculty in the school and the basis upon which they were calculated.
- j. Call regular school meetings to discuss curriculum, pedagogy, and other school matters.
- k. Meet with prospective students.
- l. Advise incoming students and manage other school issues throughout the summer, as needed.
- m. Perform other duties as assigned by the VPAA.

1.80.4 Financial Duties

- a. Supervise and manage the school's budget, including authorizing travel and miscellaneous expense reports.
- b. Prepare an annual budget proposal including labor, supplies, and equipment, to be approved by the Chief Financial Officer (CFO).
- c. Any requests for expenses over \$1000 or outside of the approved budget must be approved by the CFO, in conjunction with the Financial Oversight Committee.

1.80.5 Administrative Duties

- a. Produce and submit a yearly school Assessment Report and Strategic Plan to the office of the Vice President of Academic Administration.
- b. Interact with the office of Enrollment, Marketing, and Communications to promote the school's programs.
- c. Supervise the management of the school's offices.
- d. In consultation with department Chairs, prepare class schedules for the school's programs.
- e. Coordinate classrooms with those responsible for classroom assignment.
- f. Represent the school in Academic Senate as voting members.
- g. Represent the school in Dean's Council and President's Cabinet on a monthly basis as non-voting members.
- h. Manage and approve payroll for hourly staff and adjunct faculty.
- i. Manage buildings within the school in consultation with departmental Chairs and request support for custodial services, maintenance, and building repairs.
- j. Manage departmental equipment and inventories.
- k. Actively pursue funding for school building enhancements.
- l. Collect and maintain detailed class records (See: section 3.25) from all departing faculty and adjunct teaching faculty.
- m. Submit program reviews to the Curriculum and Efficiency Committee (CECom), as required by CECom.
- n. Supervise the revision of Curriculum Guide sheets and General Catalog copy for the school's programs.
- o. Prepare and submit requests to CECom regarding substantive changes in the General Catalog.
- p. In consultation with department Chairs, hire and onboard quality adjunct faculty and student workers, as needed.
- q. A staff or faculty member seeking dual appointment must receive approval of their direct supervisor and the Vice President in that area, as requested by the Dean.

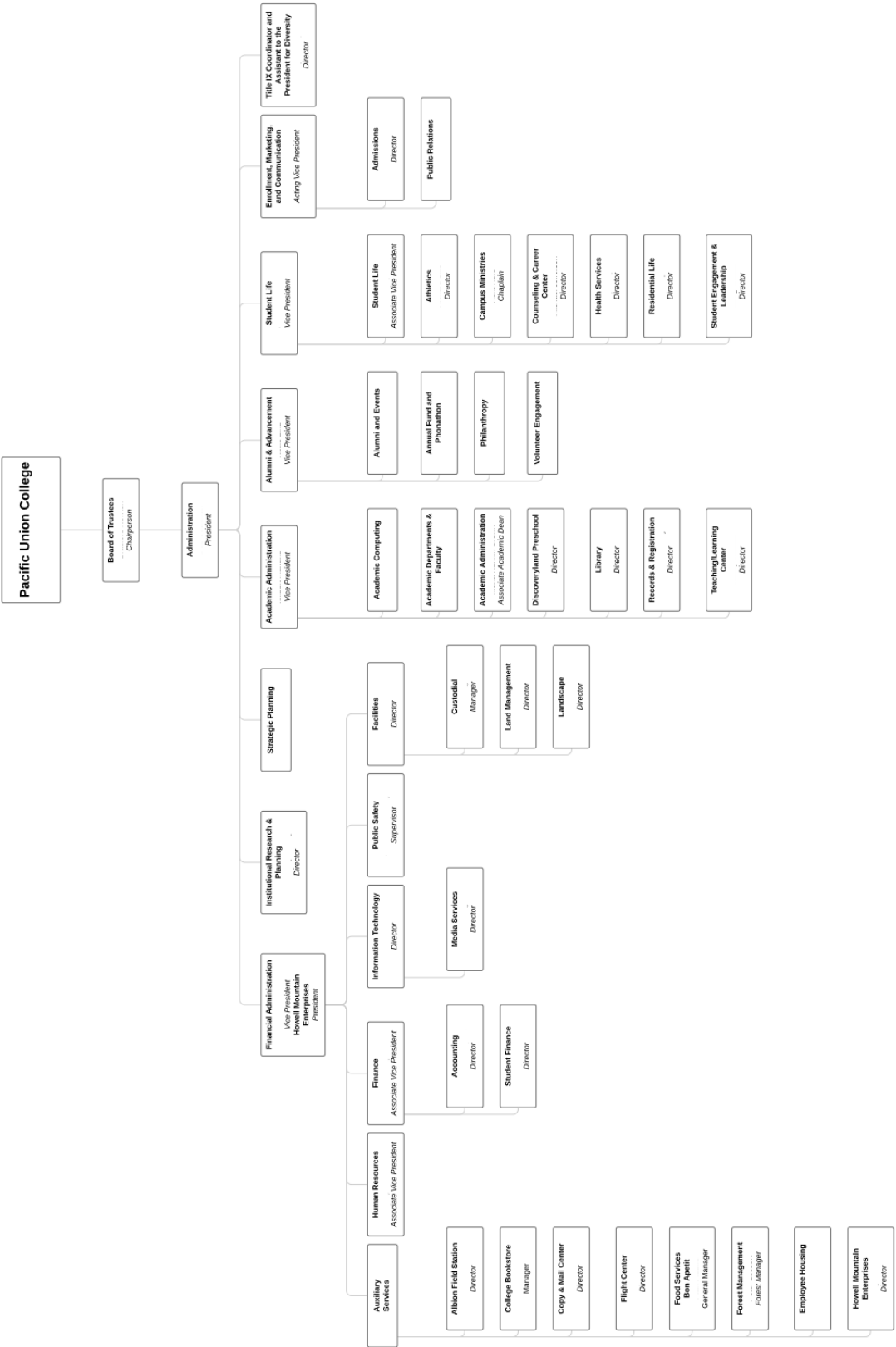
Chapter 2

Faculty Governance

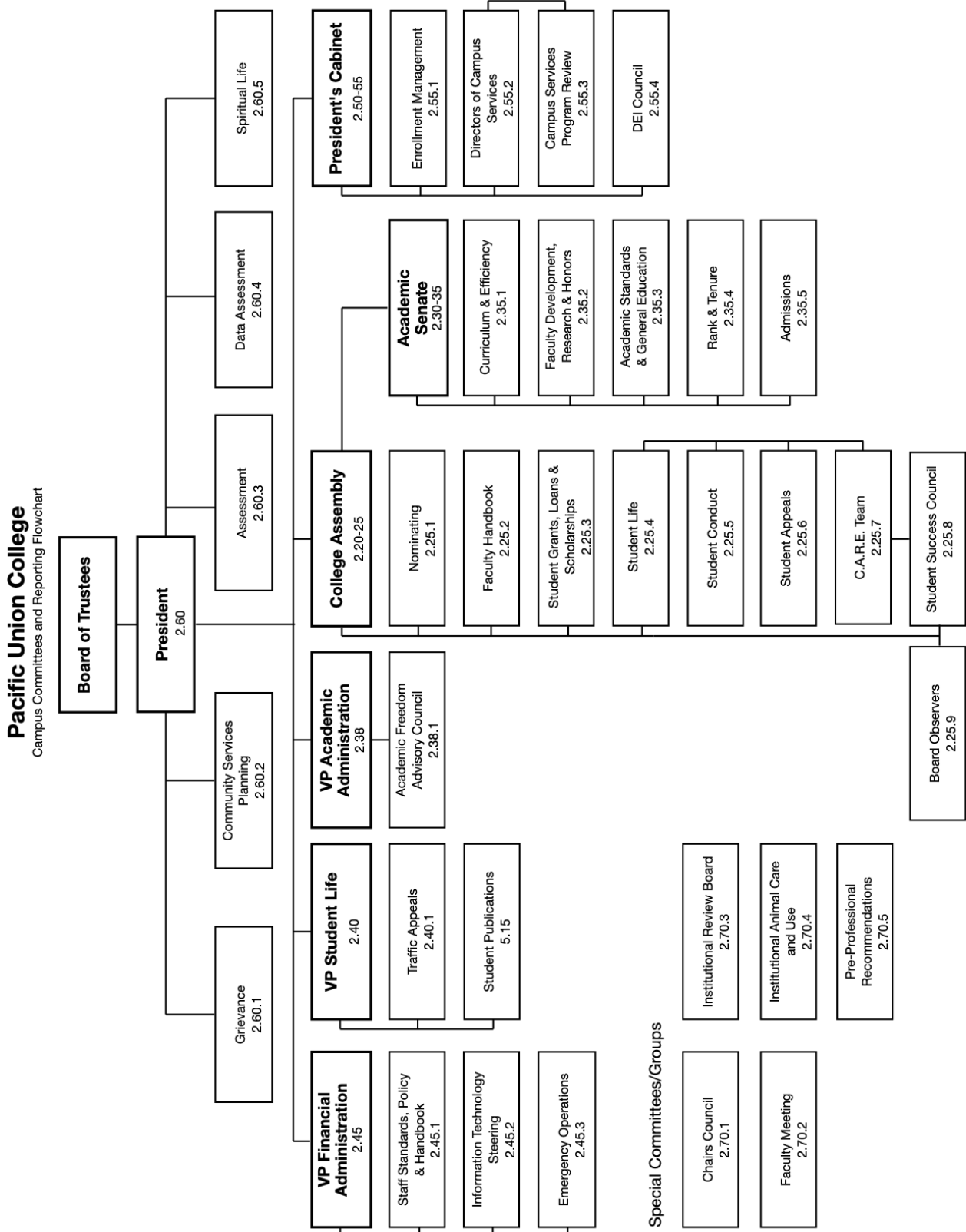
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2.10 ORGANIZATION CHARTS OF THE COLLEGE

2.10.1 Administration Responsibility



2.10.2 Committee Structure



2.15 GENERAL GUIDELINES AND OPERATING PROCEDURES FOR DELIBERATIVE BODIES

2.15.1 Amendments

The General Guidelines and Operating Procedures for all deliberative bodies may be amended at any regular meeting of the College Assembly by a three-fourths majority vote of the members present, taken by secret ballot, provided there is a quorum and provided the amendment was on the agenda and discussed at the previous regularly scheduled meeting.

2.15.2 Distribution of Membership Lists

A list of all deliberative bodies and their respective members is distributed by the President to each member of the College Assembly at the beginning of the academic year.

2.15.3 Ad Hoc Committees

In addition to standing committees, committees for special purposes may be established. The purpose of an ad hoc committee is to discuss and make recommendations relative to any item that is not clearly within the realm of any standing committee. An ad hoc committee may be created by the College Assembly, Academic Senate, the President, or any Vice President. Membership of an ad hoc committee will include those with the necessary expertise and those with various viewpoints. An ad hoc committee reports to whoever establishes it and is dissolved when the task of the committee is completed or when the creator of the committee chooses to dissolve it.

2.15.4 Policies Relating to Standing Committees

a. Purpose and Procedures

The primary purpose for all deliberative bodies is to fulfill their specific responsibilities in harmony with the mission statement of the College.

Each organizational element in the governance structure is designed with the intent that all deliberations and actions will serve to encourage spiritual growth and Christian commitment of the total campus community while providing a quality academic experience according to the Adventist philosophy of Christian education. Such a view of education encourages the balanced development of the whole person in the image of the Creator.

It is understood that teaching faculty and support staff have limited time to spend on committee work, so committee efficiency is of primary concern to each member. To foster committee efficiency and excellence in teaching, faculty receive load credit for only one committee. If they wish to serve on more than one committee, they serve without extra load credit.

b. Agenda

The list of agenda items for most committees will be made available to the relevant parties by the chair via e-mail or hard copy.

Any standing committee that is going to discuss an item that may have significant impact on a given department should contact the chair of that department when that action is to be discussed by the committee. The chair can then decide whether to attend the committee meeting, as described under Open Meetings (See: part h below).

Standing committees are encouraged to collaborate with other standing committees when agenda items are perceived to have joint jurisdiction.

An item may be placed on the agenda for consideration by any member of the committee.

c. Committee Reporting and Authority

All committee actions are subject to review, approval or veto by the appropriate parent body (Academic Senate and/or College Assembly).

All standing committees are to keep regular minutes of their meetings. Copies are to be circulated within one week to committee members and the Vice President responsible for that area, with an extra copy for the archives housed in the office of the Vice President of Academic Administration.

Committee guidelines and working policies developed from those guidelines for continual use by the committee must be approved by the committee's parent body and made available to all committee members as well as those whose interest the committee serves.

d. Report Format

While each committee reporting to Senate may have diverse documentation styles, it is recommended that a uniform style be used with the following format:

<p>Committee Report to Academic Senate</p> <p>Date of Action: From: Chair: MOTION: Committee's Vote (#yes__ #no__): Background Information: Arguments pro and con: Documentation or data upon which the proposal is based:</p>
--

e. Terms and Membership

Membership and chair terms begin on July 1 of the year of election.

The term of membership for each committee is four years. To provide continuity for on-going committee work, the chair's term is three years, except where specified otherwise. Initially, elected members are given staggered terms to provide for committee continuity. Student memberships are one year.

Committee membership consists of elected faculty, elected staff, and those who serve on an ex officio basis. The term “general faculty” refers to members of those groups defined in the “Faculty” section of this Handbook. (See: section 1.10).

In committees that have student members, students enrolled in good and regular standing may be nominated by the Student Senate. Exceptions are committees where faculty personnel are under review. Students serve one-year terms.

A member who is absent without prior arrangement for more than three consecutive, regularly scheduled meetings should be replaced by the Nominating Committee’s usual procedure for filling vacancies.

f. Membership Responsibilities

The committee chair:

- Prepares reports for Academic Senate or College Assembly on motions requiring action by the committee’s parent body.
- Calls and presides at committee meetings.
- Prepares agenda with supporting documentation for committee meetings.
- Helps committee achieve purpose and objectives within the framework of the College’s mission and any larger issues facing the College.

Individual committee members:

- prepare for meetings, including, but not limited to, spending time necessary to read and study agendas.
- help the committee achieve its purposes through active participation.
- are willing to ask probing questions.

g. Quorum and Voting Protocol

Three-fifths of the total membership constitutes a quorum for all committees except where indicated otherwise. Business may be conducted only when a quorum is present.

Students assigned as members to standing committees are considered part of the quorum as voting members. If a student does not maintain attendance, the Student Senate will be asked for a replacement.

h. Open Meetings

The meetings of all deliberative bodies (except Rank and Tenure and Grievance committees) are open meetings that any faculty or staff member may attend as a nonvoting observer of the discussion. Observers may be asked to contribute to the discussion, at the discretion of the chair.

Upon their arrival, observers and designees of standing committee members should notify the chair.

Committees have the right to declare executive sessions as necessary; typically this is when deliberations involve discussion of individual personnel. During executive session, only committee members may be present.

2.20 THE COLLEGE ASSEMBLY

College Assembly

Reports to: The President of the College, who serves as chair.

Membership: General faculty; non-salaried staff members are encouraged to become members at the start of the academic year – they may maintain membership with voting privileges by regular attendance at Assembly meetings.

Chair: College President or designee.

Frequency of Meetings: Once per month during the academic year. Special meetings may be called by either the chair of the College Assembly or by a majority vote of the members, giving time for reasonable notice.

Quorum: Three-fifths of the total membership of the Assembly.

2.20.1 Role

The role of the College Assembly is to:

- a. Be the parent body of the governance structure of Pacific Union College, serving as both a study and legislative group.
- b. Encourage spiritual growth and Christian commitment of the total campus community.
- c. Foster professional development and familiarize the faculty and staff with current educational policies, problems, issues, trends, and various committee and Senate actions.
- d. Initiate discussion, make recommendations and take action relative to the academic program, student life, services and academic support, auxiliary and business enterprises, etc.
- e. Hear matters that are outside the domain of any other particular deliberative body.
- f. Share with the Board of Trustees through the President a general sense of the feeling of the College community. The College Assembly may review and discuss agenda items of the Board of Trustees.

2.20.2 Operating Procedures

Because of the unique Christian philosophy of the College, a portion of each meeting is to be devoted to spiritual matters.

A maximum of fifteen minutes of announcements at the beginning or end of each Assembly session are permitted. All other announcements are to be in printed form for distribution with the agenda.

- a. Agenda items are to be submitted to the President's office not later than seven teaching days before the College Assembly meeting. The agenda is to be distributed to members no later than five teaching days before the College Assembly meeting. This agenda is to be accompanied by supporting documentation for any items to be discussed and/or voted on. Administrative reports or supplementary material for

presentation of administrative reports are to be distributed with the agenda, so that the members may be prepared to discuss the items.

- b. Late items may be added to the agenda by a three-fourths Assembly vote. No final vote may be taken on an item not on the published agenda, unless three-fourths of those members present agree to taking a vote. New business may be introduced only after the regular agenda is completed.
- c. Items for the agenda may be proposed by any Assembly member, subject to approval by the President. Any item accompanied by a petition signed by twelve faculty or staff members from at least two different departments must be placed on the agenda of the next Assembly meeting.

2.20.3 Relationship to the Academic Senate

The College Assembly is the parent body of the Academic Senate. While all actions of the Academic Senate may be considered final and need not be voted on by the College Assembly, the College Assembly may choose to reconsider any action and/or give direction to the Academic Senate.

The College Assembly may veto any action of the Academic Senate by a two-thirds majority vote.

2.25 STANDING COMMITTEES OF THE COLLEGE ASSEMBLY

2.25.1 Nominating Committee

Nominating Committee

Reports to: College Assembly.

Membership:

Ex Officio: President's designee (non-voting secretary).

Elected: Three teaching faculty, two staff.

Chair: Appointed by College President.

Term: Four years.

Frequency of Meetings: At least once per quarter.

a. Functions

- Provide advice when made known to the Nominating Committee regarding candidates when ad hoc committees of major significance are being appointed.
- Attempt to achieve broad participation in the governance structure and balanced representation for varying faculty viewpoints, disciplines, expertise, and interests on all committees.
- Maintain reasonable rotation of standing committee members and chairs.
- Maintain records of committee memberships, loads, and terms.
- Provide the President's Office a list of the membership of all committees for which the Nominating Committee is responsible for distribution to each faculty / staff member at the beginning of the academic year.

b. Selecting Standing Committee Members

At the beginning of Winter Quarter, the Nominating Committee solicits names for all vacancies by sending all College Assembly members a listing by committees of all committee members and openings for the next academic year. All faculty and staff are asked to indicate their preference as to committee memberships for themselves and others. Faculty and staff may need to consult with their Chairs and Directors/Supervisors before agreeing to committee assignments.

The Nominating Committee selects nominees for all standing committees as stated in the description of that committee in the Faculty Handbook, taking into consideration College Assembly input, individual interests and desires, and balance. These names are approved by the President before they are circulated. On each committee there should be no more than one faculty member from any department and at least one but no more than three (preferably two) from any of the following categories:

- *Arts and Humanities:* Communication and World Languages; English; History; Music; Theology; Visual Arts

- *Professional:* Aviation; Business Administration and Economics; Education; Library; Nursing and Health Sciences
- *Sciences:* Biology; Chemistry; Data Science; Mathematics; Physics; Kinesiology; Psychology and Social Work

The list of nominees is circulated among the College Assembly members for consideration at least one week before the ballot is distributed. Voting is by ballot during the week before Winter Quarter finals, for a final yes/no vote on each nominee.

In the case of a resignation, the Nominating Committee nominates a new member to serve the balance of the remaining term. This nominee is elected by the College Assembly by ballot.

c. Selecting Standing Committee Chairs

A chair is nominated for each standing committee that will have a vacancy the following year. The person selected serves as chair for three years (which may extend the term of membership). A current chair may be nominated for an additional three-year term.

d. Selecting Nominating Committee Members

At least one month prior to the end of Spring Quarter, the Nominating Committee is to send to College Assembly members a listing by departments of eligible members of the Assembly, to be used as a preliminary ballot to select new Nominating Committee members. Committee chairs are not eligible to serve concurrently on the Nominating Committee. This faculty input is considered along with the Nominating Committee's own recommendations in choosing nominees for the Nominating Committee. Names are to be placed on the ballot for Nominating Committee vacancies.

A copy of the final ballot is distributed to College Assembly members at least two weeks before the end of Spring Quarter. Voting is by ballot during the week before Spring Quarter finals.

e. Selecting Nominating Committee Chair

At least one month before the end of the current chair's term, the Committee recommends a chair from among the elected members for a four-year term. The College President will consider the recommendation and appoint the recommended chair or a chair from among the elected members for a four-year term.

2.25.2 Faculty Handbook Committee

Faculty Handbook Committee

Reports to: College Assembly.

Membership:

Ex Officio: President or designee; Vice President of Academic Administration or designee; Editor of the *Faculty Handbook* (Regular employees have voting rights).

Elected: Three teaching faculty members above the instructor level, of whom at least two hold continuous appointment.

Chair: Recommended by the Nominating Committee and approved by College Assembly for a three-year term. The current chair may be re-elected.

Term: Four years.

Frequency of Meetings: At least once per month during fall, winter, and spring terms.

a. Functions

The functions of the Faculty Handbook Committee are to:

- Review all proposals for substantive and stylistic changes in the Faculty Handbook.
- Present recommendations for change to the College Assembly.
- Maintain, review and update the Faculty Handbook.

b. Procedures and Responsibilities

- In consultation with the President, the Faculty Handbook Committee appoints an editor of the Faculty Handbook.
- The Faculty Handbook Committee notifies and consults with all departments and governance bodies that would be affected by a proposed change in the Handbook well before any recommendation is presented to College Assembly.
- The Faculty Handbook Committee receives and reviews all solicited and unsolicited recommendations for substantive and stylistic changes in the Faculty Handbook from governance committees and individuals within the faculty, staff, and administration. Following review of a proposed change, the committee takes an action either in support of the recommendation or in opposition to it. The committee notifies the originator of the recommendation of the action taken. The committee prepares and presents to College Assembly those recommendations that are supported. Unsupported recommendations may be presented by the originator to College Assembly with permission of the President. In such cases, the President notifies the Faculty Handbook Committee of the time and place of the presentation.
- Annually, the chair of the Faculty Handbook Committee invites all standing committees to review their descriptions in the Faculty Handbook and to make appropriate recommendations for change.

- The Faculty Handbook Committee reviews the Faculty Handbook annually, noting areas that are no longer descriptive of current practice, that require clarification, or that need substantive modification. Following the annual review, the committee formulates tentative recommendations for changes in the Faculty Handbook. After ensuring adequate involvement of affected departments and governance bodies, the committee presents appropriate recommendations for change to the College Assembly.

In consultation with the President and the *Faculty Handbook* editor, the committee arranges for regular updates of the *Faculty Handbook* to reflect changes approved by the College Assembly and / or the Board of Trustees. All additions to or modifications of the *Faculty Handbook* are clearly dated. The President's Office is responsible for all distribution.

2.25.3 Student Grants, Loans and Scholarships Committee

Student Grants, Loans, and Scholarships Committee

Reports to: College Assembly, which must approve major changes in guidelines and policies.

Membership:

Ex Officio: Vice President for Student Life (chair); Director of Student Financial Services (secretary); Registrar; Director of Enrollment Services; Dean of Men; Dean of Women.

Elected: Two teaching faculty; two students.

Chair: Vice President for Student Life.

Term: Four years.

Frequency of Meetings: At least once per quarter.

a. Functions

- Establish and review institutional guidelines for awarding financial aid.
- Provide information about financial resources available to current and prospective students.
- Monitor the awarding of financial aid funds to students in accordance with established guidelines.
- Monitor the academic progress of financial aid recipients.
- Search for new sources of student financial aid.

2.25.4 Student Life Committee (SLC)

Student Life Committee

Reports to: College Assembly.

Membership:

Ex Officio: Vice President for Student Life; Director of Residential Life; residential hall deans; Campus Chaplain; Director of Athletics; Director of Counseling Center; Director of Health Service; Director of Student Involvement; Director of Orientation, Transitions, and Retention; Student Association President; Student Association Social Vice President.

Appointed by Student Senate: Two resident hall assistants; two village students.

Elected: Five faculty (one of whom must be from the Theology department); two staff; two additional students (one male, one female).

Regular Invitees: Career Services Coordinator; Disability Services Coordinator; Director of the Teaching and Learning Center; Director of Public Safety; Food Services Manager; Vice President of Academic Administration.

Chair: Vice President for Student Life.

Term: Four years.

Frequency of Meetings: At least once per quarter.

Documentation: All recorded actions include rationale. Minutes are kept in the office of the Vice President of Student Life.

Communication: Minutes distributed to members and chair of College Assembly.

Input From: Members, Residential Life Committee, Student Conduct Committee, Student Appeals Committee, Student Association, Student Senate, Spiritual Life Committee, Care Team, Publications Board, Student-Athlete Advisory Committee, and ad hoc Student Life committees and workgroups.

The mission of the Student Life Committee is to enhance and compliment co-curricular student life on campus. The committee contributes to the support and quality of the PUC experience as related to co-curricular programs and services. The Committee serves as the final locus of dialogue in the formulation and recommendation of major policies and program initiatives that affect student life and that contribute to student satisfaction and success.

a. Functions

- Examine the total college program to determine areas where student responsibility and involvement can be encouraged.
- Undertake a continuous review and critique of existing regular and special co-curricular programs focused on students' developmental, social, spiritual, and physical needs.

- Assess issues related to students and their well-being and deal with these issues in the context of existing policies, drawing upon appropriate resources and resource persons as needed.

b. To Act

- Create an environment in which learning experiences in academic, spiritual, social, and cultural areas may be extended beyond the classroom.
- Promote the enrichment of student life by exploring ways to use college and community resources for extending the student's drives, interests, and motives.
- Evaluate the changing College environment to provide for the needs of the individual student.
- Assess the activities and conduct of student organizations to encourage their useful contributions to student life and to the College.
- Foster responsible citizenship and leadership through experience in evaluating existing and proposed policies and programs.
- Interpret and apply policies and standards of the *Student Handbook* to individuals and situations.
- Reviews information sources available that could help identify issues relevant to student life. Such information sources include individual faculty, students, and staff, as well as the Office of Institutional Research and the Care Team.
- Monitors strategic plan initiatives related to Student Life departments.
- Adjudicates student appeals as appropriate part of process.
- Investigate departures from specified standards, give counsel and recommend appropriate discipline.
- Provide the College Assembly with an annual summary of the actions of the Student Conduct Committee, Publications Board, and the Student Appeals Committee.
- Approves Residential Life student staff, campus ministries leaders, New Student Orientation peer leaders, and other key student leadership appointments.
- Receive reports on screened applicants for Student Missions and Task Force appointments. Approves students for service.
- Approve candidates running for the Student Association. Monitor current SA officers' eligibility to remain in office.
- Approve the Student Association calendar of events, as well as non-academic activity requests.
- Such other duties as may be assigned to it.

c. To Recommend

- Recommend necessary changes in the *Student Handbook* to the President's Cabinet.
- Recommend to the faculty, college administrators, church pastors, Student Association, and other appropriate personnel regarding the religious and social activities both on and off-campus.

2.25.5 Student Conduct Committee (SCC)

(Subcommittee of Student Life Committee)

Student Conduct Committee

Reports to: Student Life Committee (SLC)

Membership:

Ex Officio: Vice President for Student Life or designee; Director of Residential Life; residence hall dean on duty of the opposite gender from invitee dean.

Selected from a list of available individuals maintained by the SCC Chair: One faculty member; one staff member who is not a dean (both current or past members of SLC)

Invitee: Student advocate (non-voting, as outlined in the *Student Handbook*).

Chair: Appointed by the President from among the committee members.

Term: SCC selectees serve on a per incident basis.

Frequency of Meetings: Weekly or as needed.

a. Functions

- Interpret and apply policies and standards of the *Student Handbook* to individuals and situations.
- Investigate departures from specified standards, give counsel, and recommend appropriate discipline.
- Review student life standards and policies, and recommend necessary changes in the *Student Handbook*.

b. Appeal Process

Students have the right to appeal in writing a Student Conduct Committee decision within 24 hours of the decision; however, a student may not appeal based solely upon dissatisfaction with a decision, or if the student has brought alcohol or drugs onto campus. The following should be the basis for an appeal:

- Information presented at the Student Conduct Committee (SCC) was inaccurate.
- New information is available that is relevant to the decision and was not available earlier.
- Failure of the SCC to adhere to proper procedures as outlined in the *Student Handbook* or other established guidelines.

The written appeal should be given to the Vice President for Student Life, who will arrange for it to be reviewed by the Student Appeals committee.

In any disciplinary situation (academic or nonacademic), a student has the right to a faculty or staff support advisor of his or her own choosing.

2.25.6 Student Appeals Committee

(Subcommittee of Student Life Committee)

Student Appeals Committee

Reports to: Student Life Committee (SLC)

Membership:

Ex Officio: Vice President for Student Life.

Elected by SLC: One faculty member; one staff member who is not a dean (from either current or past members of SLC). Neither can be current members of the Student Conduct Committee.

Invitee: Student Conduct Committee chair; student advocate (non-voting, as outlined in the *Student Handbook*).

Chair: Vice President for Student Life.

Term: Four years.

Frequency of Meetings: As needed.

a. Functions

- Determine whether an appeal is valid, based on section B of the appeal process described under the Student Conduct Committee.
- For appeals that are to be heard by this committee, decide the outcome.

2.25.7 Campus Assessment, Response, and Evaluation (CARE) Team
(Subcommittee of Student Life Committee)

Campus Assessment, Response, and Evaluation Team

Reports to: Student Life Committee (SLC)

Membership:

Ex Officio: Vice President for Student Life or designee; Vice President of Academic Administration ; Disabilities Services Coordinator; Chief Human Resources Officer; Director of Residential Life; Public Safety Supervisor; Teaching & Learning Center Representative

Appointed: Student Life Representative (appointed by Vice President for Student Life); Faculty Representative (appointed by Vice President of Academic Administration).

Consultants: Director of Health Services; Director of Career & Counseling, Title IX Coordinator.

Chair: Vice President for Student Life or designee.

Invitee: Student advocate (non-voting, as outlined in the *Student Handbook*).

Term: Four years.

b. Functions

- Provide members of the PUC community with an accessible avenue to report concerns regarding concerning student, faculty, and staff behavior.
- Conducting behavioral threat assessments
- Connect students, faculty, and staff with appropriate resources for the development of a treatment plan towards goals for health, safety, and success.

2.25.8 Student Success Council

<p>Student Success Council</p> <p>Reports to: College Assembly</p> <p>Membership: <i>Ex Officio:</i> Academic Vice President; Vice President for Student Life; Vice President for Enrollment; Director of the Teaching & Learning Center; Registrar; Director of the Counseling Center; Director of Student Involvement; other invitees as needed.</p> <p><i>Elected:</i> one teaching faculty; one representative from Residence Life.</p> <p>Chair: Academic Vice President.</p> <p>Term: Four years.</p> <p>Frequency of Meetings: monthly; more often as needed.</p>

a. Functions

- Monitor trends in retention, time-to-degree, and graduation rates through careful examination of appropriate data.
- Establish realistic short and long-term retention, progress, and completion goals.
- Plan and oversee the adoption of long-term strategic initiatives for student success.
- Assess retention initiatives for effectiveness.
- Create a culture of retention on campus through programming, communication, and other initiatives.

2.25.9 Board Observers

Board Observers

Reports to: College Assembly members.

Membership:

Elected: two faculty member; one staff member.

Term: Two years.

Frequency of Meetings: Three times per year. Observers attend the PUC Board of Trustees meetings held in fall, winter, and spring quarters.

a. Functions

- Board Observers serve the function of sitting in on the PUC Board of Trustees meetings as representatives of the faculty and staff. As guests of the Board, they do not have any voting privileges but may be invited to comment or provide feedback on a discussion.
- The Board Observers will be invited to share a meal with the Trustees and College Administrators prior to the board meeting.
- At the Board meeting, the Board Observer will have assigned seating.
- When the Board of Trustees goes into executive session, the Board Observer will be excused from the meeting.
- Following the meeting, the Board Observer is to write a summary of the meeting to be shared with the faculty and staff. The summary can be a detailed blow-by-blow report or it can be a report of select observations with added commentary or anything in between. Each observer will bring a unique viewpoint and emphasis of items that catch their attention.
- Board Observer's written reports should be emailed to the at announce@puc.edu in a timely manner soon after the event to maintain the report's relevance.

2.30 THE ACADEMIC SENATE

Academic Senate

Reports to: College Assembly, at least once per year on significant happenings. All actions of the Academic Senate may be considered final and need not be voted upon by the College Assembly. However, the College Assembly may reconsider or veto (by two-thirds majority vote) any action and/or give direction to the Academic Senate.

Membership:

Ex Officio: Vice President of Academic Administration; Registrar, chairs of all academic departments (as representatives of their departments); chairs of committees that report to the Academic Senate; director of Honors Program.

Elected: Vice chair of Academic Senate; two upper-division students. Elected members serve a one-year term.

Chair: Vice President of Academic Administration, who prepares the agenda, calls all regular and special meetings, and distributes the agenda to Senate members.

Vice chair: Member of the teaching faculty with previous Academic Senate experience, not currently a department chair. The vice chair works in consultation with the chair, assists the chair in preparation of the agenda for each meeting, and serves as moderator when the Academic Senate is in session.

Secretary: Registrar, who prepares and makes available the minutes of each meeting to the members of the Senate and to all other members of the teaching faculty.

Regular Invitees: All Vice Presidents, Deans of Schools, and the Director of the Teaching and Learning Center.

Frequency of Meetings: Regular meetings are usually held once per month during the academic year at a time set by the Vice President of Academic Administration. Special meetings may be called by the chair or vice chair or by a majority vote of the members, allowing time for reasonable notice.

Quorum: Three-fifths of the total membership.

a. Functions

- To represent the College faculty in the conduct of its business.
- To discuss and deliberate any item relevant to the academic program of the College.

b. Operating Procedures

A maximum of five minutes of announcements at the beginning or end of each Senate session is permitted. All other announcements are to be in printed form for distribution with the agenda.

c. Agenda

Agenda items are to be submitted to the chair no later than seven teaching days before the Academic Senate meeting. The agenda is distributed to members no later than five teaching days before the meeting. This agenda must be accompanied by supporting documentation and arguments both pro and con.

Late items or new business may be added to the agenda by a three-fourths Senate vote. Discussion of these may take place only after the regular agenda is completed. No final vote may be taken on significant items not on the published agenda.

Any teaching faculty or staff member may request that an item be placed on the agenda, subject to the approval of the chair. If the chair does not approve, he/she may be overruled by a petition signed by five teaching faculty members.

d. Agenda Format

The first page lists the items to be discussed, and the following pages provide supplementary and supporting documentation for each item brought to the Academic Senate for consideration. The supplementary material contains the following:

- statement of the issue or problem that the proposed legislation is designed to cover.
- A short one-paragraph statement of the recommendation.
- A brief outline of the arguments, both pro and con, relative to the recommendation.
- A statement of the final vote of the committee submitting the proposal.
- A formal motion for the adoption or rejection of the resolution.

e. Significance of Items

Significant items should be identified on the agenda by the chair or, for late items or new business, at the meeting.

No final vote may be taken on an item deemed to be significant during the meeting in which the item first appears on the agenda and is discussed. For significant items the discussion is to be continued at the next meeting, which may not be held for at least one week. Any exception requires a three-fourths vote of the members present. At the request of a member, an item not declared significant may be reclassified by a one-fourth vote of the members present.

2.35 STANDING COMMITTEES OF THE ACADEMIC SENATE

2.35.1 Curriculum and Efficiency Committee (CECOM)

Curriculum and Efficiency Committee

Reports to: Academic Senate.

Membership:

Ex Officio: Vice President of Academic Administration; Registrar; Controller (voting members); *Catalog* editor (non-voting member). A designee may be appointed by the Vice President of Academic Administration to serve as secretary (non-voting member).

Elected: Six faculty members, two from each of the three categories of the faculty.

Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: Typically weekly, plus extended meetings as necessary.

a. Functions

- Assist each department in conducting a periodic departmental review, to assess all aspects of the department's strengths and weaknesses, and formulate plans for the future that will enhance its contribution to the overall mission of the College.
- Present each department's program review to the Academic Senate along with the committee's response to the review. This will then be used by various committees in evaluating changes involving the department.
- Monitor the development and quality of courses, programs, and majors in light of departmental program reviews.
- Study the academic quality and financial efficiency of the total academic program and of each academic department, considering such items as:
 - Academic efficiency: teaching faculty loads, productivity, student-teacher ratios, class size/sections, program redundancies, and scheduling.
 - Financial efficiency: costs per student hour generated, class size, and equipment and staffing needs.
- Establish efficiency and productivity goals with each department through a comparison with other departments, other campuses, and long-term trends.
- Review all graduate and undergraduate programs, including majors, minors, and courses that appear in the *Catalog*. It is assumed that the *Catalog* editor will handle minor changes without bringing them to the committee.
- Distribute portions of the academic equipment budget as funds are available.

2.35.2 Faculty Development, Research and Honors Committee (FDRH)

Faculty Development, Research and Honors Committee

Reports to: Academic Senate.

Membership:

Ex Officio: Academic Administration designee (secretary).

Elected: Five teaching faculty.

Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: Typically once a month.

a. Functions

- Encourage and reward faculty excellence through recognition programs (e.g., Educator of the Year, Meritorious Service Award) and by providing resources on teaching and learning.
- Formulate and administer an annual plan for general faculty development in consultation with the Vice President of Academic Administration.
- Review sabbatical and research proposals and encourage scholarship through available funds.
- Facilitate faculty discussion of problems and innovations concerning the teaching professional in higher education.
- Assist faculty members by providing resources that will enable development of their professional skills.

2.35.3 Academic Standards and General Education Committee (ASGE)

Academic Standards and General Education Committee

Reports to: Academic Senate.

Membership:

Ex Officio: Vice President of Academic Administration; Registrar; Assistant Registrar (secretary); Honors Program Director.

Designee: Student representative from Student Senate.

Elected: Four teaching faculty, including at least one from each of the three categories.

Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: Weekly.

a. Functions

- Review and recommend changes in academic standards and policies relative to academic issues (e.g. admission and readmission; academic probation; grading; attendance; integrity and ethics; graduation requirements; granting of credit by transfer, examination, or off-campus study) in all programs, both on and off campus.
- Review, study, and make recommendations relative to the General Education programs for all degrees, including the Honors Program.
- Maintain oversight of GNST 201 and 401 Assessment Seminars.
- Collect and review assessment data for General Education student learning outcomes (SLOs).
- Establish guidelines, evaluate and decide academic appeals beyond those routinely handled by the Registrar.

2.35.4 Rank and Tenure Committee

Rank and Tenure Committee

Reports to:

- Academic Senate, on all but confidential matters.
- Vice President of Academic Administration, on confidential matters.

Membership:

- Ex Officio:* Vice President of Academic Administration (nonvoting member).
- Elected:* Five members of the teaching faculty above the instructor level, of whom at least three are on continuous appointment.

Chair: Recommended by Nominating Committee and voted by College Assembly.
Should be a full professor on continuous appointment.

Term: Four years.

Frequency of Meetings: As needed.

Quorum: At least four voting members.

a. Functions

- Promote and work for recognition of high standards in teaching and conduct, spiritual leadership, and scholarly attainment among those who are retained and advanced.
- Work for a fair, uniform and objective consideration in the advancement of faculty members for all departments.
- Consider and recommend guidelines for the Faculty Handbook relative to the qualifications of teaching faculty for various ranks or appointment status and the procedures for termination.
- Communicate to the department chair, regarding recommendations affecting personnel within the department. If the chair's recommendations are not accepted, the chair is invited to join the committee as a nonvoting participant in the discussion.
- Review and make recommendations on cases of separation from the college for professional causes. Individuals under such consideration may request an opportunity to appear before the committee.
- Conduct an annual review of the faculty and make recommendations regarding changes in rank and/or appointment status based upon the policies set forth in section 1.20, *Criteria for Assigning Rank and Title*. In cases where a department recommends non-renewal of contract after a three-year appointment, an individual may request an opportunity to appear before the committee.
- Establish qualifications and guidelines and make recommendations for recipients of emeritus designation.
- Make recommendations to administration for department chairs according to the procedure detailed in section 1.70, *Department Chairs*.

2.35.5 Admissions Committee

Admissions Committee

Reports to: Academic Senate.

Membership:

Ex Officio: Vice President of Academic Administration or designee; Director of Admissions; Registrar or designee; Director of the Teaching and Learning Center; Director of Student Financial Services or designee.

Elected: Three teaching faculty. The Committee may invite others (non-voting), as needed.

Chair: Vice President of Academic Administration or designee.

Term: Four years.

Frequency of Meetings: Before the start of each term or as needed.

a. Functions

- Enforce the policies of suspension and dismissals as they are stated in the College Catalog.
- Review and act upon all admissions appeals.
- Discuss admission policies and standards, and make recommendations to ASGE.
- The chair will provide the Academic Senate with annual summary statistics of student admissions, readmissions, probations, suspensions, and dismissals at the last Senate of the year.

2.38 ACADEMIC ADMINISTRATION COMMITTEES

2.38.1 Academic Freedom Advisory Council

Academic Freedom Advisory Council

Reports to:

Vice President of Academic Administration.

Membership:

Ex Officio: Vice Chair of Academic Senate; chairs of CECOM; ASGE, RATCOM, and FDRH; chair of the department where the issue is housed.

Chair: Vice Chair of Academic Senate.

Term: Ongoing.

Frequency of Meetings: As needed.

a. Functions

The Council provides guidance to both faculty members and administrators who wish to know the considered view of senior faculty on an issue involving academic freedom. It may be convened upon request either by a faculty member or by an administrator. Its findings are not binding, but rather provide wisdom from the community of faculty.

2.40 STUDENT LIFE COMMITTEES

2.40.1 Traffic Appeals Committee

Traffic Appeals Committee

Reports to:

- Director of Public Safety.
- Vice President for Student Life.
- College Assembly, on matters of general interest.

Membership:

- Elected:* Two teaching faculty; one staff,
- Appointed:* two students (one male, one female).

Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: At least once per month during the academic year.

a. Functions

- Act as an appeals board for those who receive a citation.
- Maintain records of appeals and suspended fines.
- Review and make recommendations regarding citations.

2.45 FINANCIAL ADMINISTRATION COMMITTEES

2.45.1 Staff Standards, Policy and Handbook Committee

Staff Standards, Policy, and Handbook Committee

Reports to:

Vice President for Financial Administration.
College Assembly, on items of general interest.

Membership:

Ex Officio: Chief Human Resources Officer.
Elected: Four staff members representing at least three different areas.

Chair: Chief Human Resources Officer.

Term: Four years.

Frequency of Meetings: At least once per quarter.

a. Functions

- Review and recommend changes in personnel standards and policies for hourly employees relative to hiring, termination, wages and benefits, Equal Employment Opportunity Commission guidelines, and other legal requirements.
- Review and recommend to the administration and College Assembly any necessary changes in the Staff Handbook with regard to both substance and style.
- Update the Staff Handbook on relevant items voted by the Board of Trustees.

2.45.2 Information Technology Steering Committee

Information Technology Steering Committee

Reports to: Vice President for Financial Administration.

Membership:

Ex Officio: Vice President for Financial Administration (or designee); ITSS Director, ITSS Associate Director, Registrar.

Elected: Three faculty, one of whom is from the Library; two staff, one each from Marketing and Student Life areas.

Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: Monthly or as needed.

a. Functions

- Address campus-wide IT policies and strategies to provide guidance for relevant IT functions and other inter-departmental areas.
- Recommend annual and multi-year IT strategic directions, including action steps.
- Ensure the college has an appropriate role in planning and implementing campus and system IT initiatives.
- Evaluate and recommend standardized software, automation of college IT functions, and business processes.
- Review and evaluate technology needs of the college, and identify opportunities to leverage and focus IT resources.
- Review, prioritize, and recommend new IT project requests.
- Review IT policies, procedures, and guidelines. Recommend changes and formulate new policies in accordance with federal regulations.
- Establish subcommittees as necessary to carry out specific IT functions.

2.45.3 Emergency Operations Committee

Emergency Operations Committee

Reports to:

Vice President for Financial Administration.

College Assembly, for items of major significance or general interest.

Membership:

Ex Officio: Vice President for Financial Administration or designee; Public Safety Site Supervisor (Allied Universal); Director of Health Services; Vice President for Student Life; Vice President for Enrollment, Marketing, and Communications; Director of Facilities Management; Director of Emergency Services Program (or Designee); HME Director of Operations.

Elected: One EMS faculty; one staff member; one student from Senate or EMS.

Term: Four years; one year for students.

Frequency of Meetings: At least once per quarter.

a. Functions

- Oversee and audit the safety of each entity of the College and the institution as a whole.
- Recommend and evaluate preventive activities relative to safety, fire and disaster planning.
- Evaluate compliance with OSHA guidelines and make recommendations.
- Review major accidents and suggest ways to prevent further problems.
- Evaluate and make recommendations regarding the performance and image of the College Public Safety services.
- Review and make recommendations relative to monthly inspection reports.
- Coordinate safety process with PUC Church and community safety plans.

2.50 PRESIDENT'S CABINET

President's Cabinet

Reports to: College President.

Membership:

Ex Officio: College President; all Vice Presidents.

Chair: College President.

Term: Ongoing.

Frequency of Meetings: Weekly or as needed.

a. Functions

- Provides counsel to the President on important institutional matters.
- Engages in planning and all major administrative decision-making for the college including the hiring of faculty and salaried staff, maintaining of the academic calendar, approving major campus events, and other matters of importance.
- Creates an annual budget for the College.
- Approves any unplanned or unbudgeted expenditure or commitment of greater than \$10,000.
- Ensures that the college maintains its core mission as a Seventh-day Adventist institution of higher learning.

2.55 PRESIDENT'S CABINET COMMITTEES

2.55.1 Enrollment Management Council

Enrollment Management Council

Reports to: President's Cabinet.

Membership:

Ex Officio: President (or designee); Vice President for Advancement (or designee); Vice President for Enrollment, Marketing, and Communications (or designee); Director of Institutional Research; Director of Student Financial Services; Retention Coordinator; Academic Advising Coordinator; Director of Information Technology Systems and Services; Dean of Men; Dean of Women; Chaplain.

Elected: Two teaching faculty; one staff.

Chair: Vice President for Enrollment, Marketing, and Communications.

Term: Four years.

Frequency of Meetings: At least once per quarter.

a. Functions

- Review the marketing and retention efforts of the College.
- Give perspective and direction to the development of a marketing plan.
- Seek ways to better influence the size and desired characteristics of the student body.
- Consider methods for increasing understanding and support for enrollment management activities.

2.55.2 Directors of Campus Services (DOCS)

Directors of Campus Services Committee

Reports to: President's Cabinet.

Membership:

Ex Officio: all Vice Presidents or designees; all directors of non-academic campus departments.

Chair: Elected by committee members; prepares the agenda, calls all regular and special meetings, and distributes the agenda to DOCS members.

Vice Chair: Elected by committee members, serves under the Chair for one year, and becomes the next Chair. The Vice Chair works in consultation with the Chair, assists the Chair in preparation of the agenda for each meeting, and prepares and makes available the minutes of each meeting to the members of DOCS and President's Cabinet.

Terms: Elected officers serve 1-year terms.

Frequency of Meetings: Monthly.

Quorum: Majority of membership.

Eligibility for Office: One year as a director at the College.

a. Functions

- Review and approve recommendations from Campus Services Program Review Committee (CSPRCComm); send approved recommendations to the President's Cabinet.
- Facilitate the assimilation of new directors into the campus structure, function, and culture using an assigned mentorship program.
- Organize and facilitate leadership and critical campus training.
- Disseminate information to service departments via the directors.
- Share information about the functions and budgets of campus service departments and facilitate cross-department communication and collaboration.

b. Operating Procedures

The Chair should aim for a maximum of five minutes of announcements at the beginning of each DOCS session. Additional announcements may be distributed in printed form with the agenda as needed.

c. Agenda

- The agenda and supporting documentation are distributed to members no later than three (3) business days before the meeting.
- Late items or new business may be added to the agenda by a majority DOCS vote. Discussion of these items may take place only after the regular agenda is completed.

- Any DOCS, administration, staff, or faculty member may request that an item be placed on the agenda, subject to the approval of the chair.
- The agenda will generally follow the subsequent format:
 - Announcements
 - Department Spotlight
 - CSPRComm Reviews
 - Requested Discussion/Voting Items
 - Training

DOCS understands that the protocol outlined herein may need to adapt due to extenuating circumstances.

2.55.3 Campus Services Program Review Committee (CSPR COMM)

Campus Services Program Review Committee

Reports to: Directors of Campus Services (DOCS).

Membership:

Ex Officio: the Vice President whose area is under review; Vice President of Financial Services designee.

Elected: Four staff members, one each from Student Life, Institutional Support, Academic Support, Facilities Management / Instructional Support; one faculty member.

Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: Typically weekly.

a. Functions

- Conduct program reviews of campus service departments, based on the College Services Department Program Review Instructions, on a five-year schedule.
- Present a list of commendations and recommendations to the departments, and recommendations to DOCS for approval.
- Present the approved list of commendations and recommendations to the departments, and recommendations to the President's Cabinet.

2.55.4 Diversity, Equity, and Inclusion Council

Diversity, Equity, and Inclusion Council

Reports to: President's Cabinet

Membership:

Ex Officio: President, Vice President for Academic Administration or designee, Vice President for Student Life or designee, Chief Human Resources Officer, Title IX Coordinator, Disabilities Coordinator, Athletics and Recreation Director or designee, Student Association President or designee

Appointed: Three faculty and three staff representatives appointed by the President in consultation with the Assistant to the President for DEI; two student representatives (one male, one female) appointed by the Student Senate. Representatives may serve consecutive terms.

Chair: Assistant to the President for Diversity, Equity, and Inclusion.

Vice Chair: The Council will nominate for appointment by the President a Vice Chair from amongst active Council members by the start of Spring quarter of the previous officer's final term of service. Additional officers may be appointed by the Council.

Terms: Appointed officers serve 2-year terms in office; general members serve 4-year terms; student representatives serve 1-year terms.

Frequency of Meetings: Weekly or as determined by a majority vote of the DEI Council.

Quorum: Majority of membership.

a. Functions

- Support the College's commitment to being a learning institution that supports diversity, equity, and inclusion efforts and guided by research and assessment data.
- Seek relevant, collaborative strategies to create a community of belonging where the voices and experiences of all PUC members and stakeholder groups (including but not limited to, race/ethnicity, gender identity, LGBTQIA+ community, ability, disabilities, first-generation college students, historically marginalized individuals, and groups, etc.) are included.
- Create and assess an ongoing strategic plan which considers four dimensions²:
 - Access and Success: the inclusion and success of diverse populations with a focus on social justice and education to position diversity as an educational resource for students, staff, faculty, board of trustees, and community stakeholders.

² Dimensions based on recommendations by the Association of American Colleges and Universities.

- **Campus Climate and Intergroup Relations:** the campus environment for diverse groups; attending to individuals' multiple identities; the complexity of identities within groups; and the interaction between groups.
 - **Education and Scholarship:** the role of the curriculum, teaching and learning strategies; recruitment of diverse faculty, staff, and students; and faculty and staff development efforts in the education of students to participate in a global community.
 - **Institutional Viability and Vitality:** the overall success of the institution's efforts to fully integrate diversity, equity, and inclusion into its systems and culture.
- Identify, coordinate, and collaborate in the development and implementation of DEI initiatives.
 - Consult governance committees (ex. Rank & Tenure, FDRH, CECOM, Academic Senate, CSPRCom, DOCS, Student Senate), as needed.

2.60 PRESIDENT'S COMMITTEES

2.60.1 Grievance Committee

Grievance Committee

Reports to:

The President, at least once per quarter with summary of grievance actions for the quarter and any trends in subjects or areas.

College Assembly, with annual summary of grievance actions.

Membership:

Elected: Five regular members and four alternates: three from the teaching faculty and two staff, together with two alternates in each category.

Should any regular committee member be a party to the grievance, or be deemed to have a conflict of interest, or be on leave, a replacement in the appropriate category (faculty, staff) will be chosen by vote of the remaining committee members. In the event that the chair of the committee is similarly disqualified, the vice chair will occupy the chair.

If there should still not be five members, replacements will be drawn from previous members of the Grievance Committee who have most recently completed their terms. Again, the remaining committee members will vote to choose the replacement.

Questions of disqualification for partiality or conflict of interest are determined by a majority vote of the nine members, with the chair and the person whose qualification is in question being ineligible to vote. The grievant, or any committee member, may privately request the chair for a vote on such qualification, and the question may be discussed, and will be voted upon.

Appointed: Two additional members (one each) may be appointed as voting members by the parties to the grievance. These must be chosen from faculty, staff, or students.

Chair: Recommended by Nominating Committee and voted by College Assembly.

Vice Chair: Recommended by Nominating Committee and voted by College Assembly.

Term: Four years.

Frequency of Meetings: As needed.

Quorum: For administrative and policy meetings, which are attended by regular members and all four alternates, a majority. For grievance determinations, all five regular members (or their replacements).

Voting: By secret ballot. Any party to a grievance who is a member of the Grievance Committee may not vote on that grievance.

a. Functions

- Help maintain an environment of trust and harmonious interpersonal working relationships among administration, faculty, staff, and students by providing a formal process to deal with injustices, real or perceived.

- Ensure that all members of the campus community are informed of their right of access to a grievance process for personal or professional grievances and are provided with copies of the grievance procedure.
- Determine, in conjunction with HR, whether the grievance falls within the jurisdiction of the committee.
- Seek input from the parties to the grievance, their immediate superiors, and other appropriate sources.
- Conduct a formal hearing to evaluate and make decisions on any formal grievance.
- Prepare a report on each grievance considered. The report is to include:
 - A synthesis of the major facts and issues collected from the research and hearings undertaken.
 - A brief explanation, critique, or rationale of the findings of the Grievance Committee relative to the grievance.
 - The recommendation as to what action should be taken.
 - Send the report to the President for a response.
 - Monitor collection and storage of all documents from the initiation to the conclusion of a formal grievance procedure.
 - Monitor grievances that come to the committee to locate any trends in subjects or areas.
 - Make recommendations in writing to appropriate personnel relative to ways to improve interpersonal relationships at the College.

b. Definition of Grievance

A grievance is defined as any real or perceived injustice, unfair treatment or wrong that is personal or professional in nature. The establishment of a grievance committee does not mean that all grievances need to come to the Grievance Committee. Grievances should be settled at the lowest possible level in the College organization. A grievance may not be formally processed unless an informal effort has been made to resolve it. Both informal and formal grievance processes must begin with the immediately involved parties. No prejudice should attach to persons utilizing the grievance procedure.

c. Informal Grievance Process

The parties to the grievance should try to resolve the problem between themselves, or in one of the following sequences, up to the Vice Presidential level:

Faculty: Teaching faculty > Department chair > Academic V.P.

Non-Faculty: Worker > Supervisor > Department manager > Appropriate V.P.

d. Formal Grievance Process

Grievance policy, initiation, resolution and release forms must be obtained by the grievant from Human Resources or the Chair of the Grievance Committee.

Grievant submits the formal petition to the Grievance Committee. At this time the committee will notify the party against whom the grievance has been filed. Copies

of any previous documentation from all parties to the grievance must be forwarded at this time on hard copy to the Chair of the Grievance Committee.

The Grievance Committee will conduct hearings and make a definitive recommendation to resolve the grievance that will discuss the evidence considered and the basis for the recommendation. During Grievance Committee formal hearings, parties to the grievance have the right to be present, to submit evidence, and to present and/or question witnesses. The Grievance Committee reserves the right to set reasonable limits on the amount of time the parties may have during hearings or the number of witnesses parties may present.

The Grievance Committee submits its findings whether for or against the grievant to the President. The President will review the findings of the Grievance Committee, with the right to override the findings of the Grievance Committee, and respond to the Grievant normally within fourteen days with the decision. The President or an appointee by the President will ensure that any actions required by the decision are carried out. The decision of the President is final.

If the grievance/complaint is against the President the Grievance Committee would report their findings to the Chair of the Board. The Chair of the Board will review the findings of the Grievance Committee, with the right to override the findings of the Grievance Committee, and respond to the Grievant normally within fourteen days with the decision. The decision of the Chair of the Board is final.

The findings and recommendations resulting from each stage of the formal grievance process will be communicated in writing to the complainant and to the person or persons against whom the complaint was lodged. In cases involving discrimination, the document will specifically indicate whether or not it has been determined that discrimination took place, and the reasons for the determination. If it is found that discrimination occurred, the document will set forth what remedial actions will be taken.

e. Formal Grievance Filing Deadline

The formal grievance process must be initiated within six months of the date when the alleged grievance occurred, or within six months of the date when the grievant should have become aware of the grievance, but in no case should it be longer than one year.

f. Grievance Petition Format

At each step in the formal grievance process, a petition is submitted that conforms to each of the following:

- The petition must be presented in legible hard copy.
- The petition must state the nature of the grievance.
- The person, persons, and/or office against whom the grievance is directed must be specified.
- The time when the grievance occurred and when there was an awareness of it must be stated.
- Circumstances surrounding a delay between when the grievance occurred and an awareness of the grievance must be explained.

- The specific remedy or action desired must be stated.
- The attempts that have been taken to resolve the grievance and the results obtained must be described.

g. Formal Grievance Response Deadlines

The Grievance Committee has six workweeks to conduct its activities and reach a recommendation once a formal grievance petition is submitted to the Committee. This time may be extended where all parties to the grievance mutually agree.

h. Recordkeeping and Confidentiality

All written records, from the initiation of the formal grievance procedure up through and including an action by the President, must be forwarded to the Chair of the Grievance Committee to be kept in files in Human Resources. Access to these files may be obtained only if all parties to the grievance agree to their release by signing the Grievance Release Form, or the action becomes a subject of litigation.

2.60.2 Community Services Planning Committee

Community Services Planning Committee

Reports to: College President.

Membership:

Ex Officio: President (or designee); teacher of record for GNRL 100; Chaplain;
President's nominee (non-voting staff support); Student Association President.

Elected: Two faculty; one staff.

Chair: President (or designee).

Term: Four years.

Frequency of Meetings: As needed.

a. Functions

- Plan weekly Campus Community speakers and events.
- Create a curriculum for Campus Community Services that includes important core values such as service, integrity, scholarship, and college history. The curriculum should also highlight activities and accomplishments of campus departments.
- Ensure that student evaluations of Campus Community Services are conducted; revise curriculum as needed.

2.60.3 Assessment Committee

Assessment Committee

Reports to: President.

Membership:

Ex Officio: Dean of the School of Arts, Humanities, and Professionals; Vice President for Student Life; Director of Institutional Research; Director of Residence Life; College Chaplain.

Elected: Three faculty.

Chair: Dean of the School of Arts, Humanities, and Professionals.

Term: Four years.

Frequency of Meetings: At least two times per quarter.

a. Functions

- Review and approve campus-wide assessment tools used for both academic and non-academic purposes.
- Review and approve the schedule for campus-wide assessment activity.
- Monitor the volume and proliferation of campus survey activity to mitigate “survey fatigue.”
- Oversee assessment reporting, making sure individuals and groups receive data that is pertinent to their areas of responsibility.
- Ensure that the assessment loop is closed by receiving reports on actions taken in response to the data provided.
- Oversee the Institutional Student Learning Outcomes (ISLOs), making sure they are assessed in an appropriate and timely manner.

2.60.4 Data Administration Committee

Data Administration Committee

Reports to: College President.

Membership:

Ex Officio: Director of Institutional Research; Admissions Director; Vice President of Academic Administration or designee; Vice President for Student Life or designee; Vice President for Enrollment, Marketing, and Communication or designee; Marketing, and Communications; Vice President for Finance or designee; ITSS Director; Registrar; Student Finance Director; two ITSS programmers (at least one involved with Colleague).

Invitees: Depending on the agenda, members of the President's Cabinet; department chairs, directors and/or faculty may be invited.

Chair: Director of Institutional Research.

Term: Four years.

Frequency of Meetings:

Once per quarter or as needed, but not more than 12 times per year.

a. Purpose

- Steer campus-wide review and further development of information management policies and procedures. Provide valuable guidance for the effective IR function and its full integration into PUC organizational structure and operation.

b. Functions

- Ascertain campus needs—and state and accreditation requirements—involving information availability, integrity, standardization, and security (confidentiality).
- Guide the campus through a comprehensive data audit, develop and approve uniform data definitions, and develop a PUC Information Glossary.
- Ensure that suitable data management practices and policies are promptly developed and updated campus-wide to meet shifting legal requirements.
- With Administration's input, develop the scope of regularly needed data for informed decision-making.
- Review campus-wide information sharing practices and capacities, and make recommendations for their upgrade and revision to match campus needs and accreditation requirements.
- Steer the development of dashboards to inform the administration, college community and general public with relevant data.
- Advise IR staff in developing the annual calendar of activities.
- Advise and support IR staff in other issues that may arise in developing and carrying various IR functions

2.60.5 Spiritual Life Committee

Spiritual Life Committee

Reports to: College President.

Membership:

Ex Officio: College Chaplain; Vice President for Student Life; Theology Department Chair; PUC senior pastor; Director of Residential Life; Associate Residence Hall Deans; Student Chaplains; SA Vice President for Religious Life.

Designees: Associate Pastor designated by the College church Senior Pastor; two students selected by the Campus Chaplain (one from general student body, one from Missions); any other members appointed by the President.

Elected: Two faculty; one staff.

Chair: Appointed by the President from Ex Officio members.

Term: Two years.

Frequency of Meetings: At least once a quarter during the academic year.

Communication: Minutes distributed to committee members, the President, the Vice President for Student Life, the Vice President of Academic Administration, the Chair of the Faculty Senate, Student Association President, Student Association Executive Vice President, and the College Assembly. Archival records of the work of the Spiritual Life Committee are kept by the Office of Student Life.

a. Functions

- Gauge the quality of spiritual life and recommend and/or initiate plans, programs, and activities fostering the spiritual growth of students, faculty, and staff.
- Oversee Strategic Plan initiatives related to campus spiritual life.
- Approve, coordinate, and give direction to all organized spiritual activities which concern campus life; approve speakers for community spiritual programs (send to Cabinet for final approval).
- Approve plans and personnel for spiritual activities; e.g. prayer groups and study groups and weeks of prayer.
- Review and approve Spiritual Master Plan and assessments.
- In addition to broad-based responsibility for providing guidance to spiritual activities and entities on campus, regular recurring tasks of the committee are as follows:

Fall Quarter

- Review organizational plans of spiritual activities for the current academic year.
- Review proposed list of Week of Prayer speakers for Winter.
- Review plans for Mission Emphasis Week.

- Review plans for Camp Recruitment Week.

Winter Quarter

- Review the proposed list of Student Week of Prayer speakers.
- Review USLS results.
- Review and update the spiritual master plan as needed.

Spring Quarter

- Review the proposed list of Week of Prayer speakers for the following academic year.
- Review and confirm nominees for prominent appointed student spiritual activities offices.
- Set goals and objectives for the next academic year.

b. Protocols

- The chair sets the agenda in consultation with committee members and circulates the agenda to members several days before the scheduled meeting.
- Decisions are usually made by consensus rather than motions and votes.
- The work of the committee is generally conducted by the entire group. However, specific tasks may be assigned to sub-committees.
- It is the responsibility of the chair to process committee recommendations and documents for the perusal and action of other governance bodies unless specifically assigned otherwise by the committee.
- Recommendations and/or documents from other governance bodies directed to the Spiritual Life Committee are processed in consultation with the chair, with appropriate communication following any actions taken.

2.70 SPECIAL COMMITTEES/GROUPS

2.70.1 Chairs Council

The Chairs Council is convened quarterly by the Vice President of Academic Administration and consists of all department chairs, the Registrar, and the Director of the Student Success Center. This is an advisory body that receives information from the dean and other invitees, and where opportunity is given for dialog on topics of general academic interest.

2.70.2 Faculty Meeting

Faculty Meeting is convened three times a year by the Vice President of Academic Administration. This forum provides an opportunity for all faculty to become informed about changes in academic policies and programming, to receive reports from colleagues engaged in research and teaching innovations, and to discuss issues of general interest to faculty members.

2.70.3 Institutional Review Board

Institutional Review Board

Reports to: Departments engaged in research involving human subjects.

Membership:

Ex Officio: Dean of the School of Sciences; three faculty members with experience in ethics and/or human research; one science faculty member, drawn from the membership of the IACUC.

Chair: Dean of the School of Sciences.

Term: Ongoing.

Frequency of Meetings: As needed, based on submission of research proposals.

The institutional Review Board is responsible for ensuring that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in any college-based research study. Proposals typically come to committee from academic departments in which faculty mentors guide their students in course-based research. The committee also considers proposals from external researchers who wish to do studies involving PUC faculty, staff, or students.

The IRB, along with the IACUC, is administered through the office of the Vice President of Academic Administration as part of the Human and Animal Protections program at Pacific Union College. While these are standing committees, they are unique within the campus committee configuration in that it is not part of the governance structure. Also, membership is ongoing and is not dependent on the regular nominating process.

2.70.4 Institutional Animal Care and Use Committee (IACUC)

Institutional Animal Care and Use Committee

Reports to: Departments engaged in research involving animal subjects.

Membership:

Ex Officio: Dean of the School of Sciences; a Doctor of Veterinary Medicine; two science faculty members with experience in research involving live animals; one non-science faculty member, drawn from the membership of the IRB.

Chair: Dean of the School of Sciences.

Term: Ongoing.

Frequency of Meetings: As needed, based on submission of research proposals.

The Institutional Animal Care and Use Committee (IACUC) is responsible for overseeing the safety and welfare of live animals used in research at Pacific Union College. Proposals typically come to committee from academic departments in which faculty mentors guide their students in course-based research.

The IACUC, along with the IRB, is administered through the office of the Vice President of Academic Administration as part of the Human and Animal Protections program at Pacific Union College. While these are standing committees, they are unique within the campus committee configuration in that they are not part of the governance structure. Also, membership is ongoing and is not dependent on the regular nominating process.

2.70.5 Pre-Professional Recommendations Committee

Pre-Professional Recommendations Committee

Reports to: Receiving professional schools.

Membership:

Ex Officio: Vice President of Academic Administration; Pre-professional advisors in the health sciences; two representatives from Student Life; Theology Department Chair.

Chair: Vice President of Academic Administration.

Term: Ongoing.

Frequency of Meetings: Weekly, primarily during the Fall Quarter.

The role of the Pre-Professional Recommendations Committee is to consider student requests for institutional recommendations as part of the application process to health-care related professional schools. The committee is charged with examining each candidate's academic and student life record and making an appropriate written recommendation that becomes part of the student's application file.

While this is a standing committee it is unique within the campus committee configuration in that it is not part of the governance structure. Also membership is ongoing, is based on campus role, and is not dependent on the regular nominating process.

Chapter 3

Academic Policies

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3.10 ACADEMIC POLICIES

3.10.1 Academic Programs

A proposal to establish an academic department, academic major, or concentration of courses leading to a degree or certificate, must be recommended by the Curriculum and Efficiency Committee, the Academic Senate and the Vice President of Academic Administration, and must finally be approved by the Board of Trustees.

The proposal must:

- establish the need for the proposed program.
- demonstrate its appropriateness for contributing to the aims and objectives of the College.
- summarize the requirements of the program, including
- availability of staff with requisite academic and professional competence, and
- physical facilities required.
- estimate the initial capital outlay and the cost of operating.

A proposal to modify or discontinue a department or a major is to be processed similarly by the Curriculum and Efficiency Committee, the Academic Senate, and the Vice President of Academic Administration and the Board of Trustees.

3.10.2 College Early

This program provides the opportunity for secondary school juniors and seniors with good academic standing to enroll in one lower-division college course per quarter. Approval for additional courses may be obtained from the Vice President of Academic Administration. College Early courses are offered at the student's high school or at the College. Those offered at the College are available only on a "space available" basis.

3.10.3 Student Missionary and Taskforce Enrollment

Academic credit is given for experience while on Student Missionary or Task Force assignment. Students may earn up to six units of credit per quarter for two quarters while they are involved in the SM/TF program by registering through the Records Office for GNRL 350 Field Experience.

3.10.4 Study Tours

Tours provide an opportunity for students to earn academic credit by taking advantage of specific learning opportunities during travel away from campus. The following policies apply to study tours and to associated courses offered for academic credit.

- a. All requests for tours proposed by a department are to be submitted to the Vice President of Academic Administration at least 9 months in advance of planned departure. The form titled, *Approval Request for Proposed Tour*, is available through the Academic Administration office or online.

- b. Courses offered in conjunction with study tours must be comparable to similar campus courses in their balance of actual class work, written assignments, library and/or museum visits, lectures, concerts, and formal study.
- c. At the instructor's discretion and on a space-available basis, consideration may be given to individuals who wish to participate in a tour without academic credit. The administrative/tuition fee may be reduced for those who do not seek credit.
- d. Students wishing to receive credit for a study tour course must apply, be admitted, and register before tour departure.
- e. Participants' total charges for the study tour, including the cost of tuition, must be approved by the Director of Budgets and Fiscal Services before the tour may be authorized.
- f. Full payment of study tour costs, as well as settlement of the student's current account with the College, must be made at least three weeks before departure.
- g. Study Tours should be clearly designed to meet specific learning outcomes. Itinerary, dates, accommodations, etc., should be related to specific educational goals. Shorter and modestly priced tours may better serve this need than longer and more luxurious ones.

Tours designed for continuing education, sightseeing, etc., must be operated on a profitable basis. Operating tours that do not meet the clear objectives of an academic department may not take priority over regular or summer teaching duties.

3.15 SUMMER SESSION

Course offerings by the instructional departments are proposed and planned through cooperation between the department chair and the Vice President of Academic Administration. All plans for the summer session are processed by the office of the Vice President of Academic Administration and the Records Office.

3.15.1 Academic Criteria For Summer Courses

Summer courses are to have the same academic integrity as those offered during the regular academic term. They are evaluated routinely with the instrument used during the academic year.

Goals of courses taught during the Summer Session are to:

- Contribute to the needs of beginning students.
- Contribute to the general education program so that students in various curricula may use the Summer Session to catch up on general requirements.
- Enable students to accelerate or catch up after changing or adding majors.
- Have a broad appeal to attract students who would not otherwise enroll in the Summer Session.

3.15.2 Compensation for Fourth Quarter Service

See: "Provisions Governing Fourth Quarter (Summer) Contracts" in section 4.10.5.

3.15.3 Summer Load Determination

Each academic department works with the Vice President of Academic Administration and the Registrar in the development of the department's summer offerings. While teaching faculty are not obligated to work in the summer they are encouraged to do so if they are needed. It may sometimes be necessary to hire teaching faculty who do not regularly teach on campus.

3.20 EXTERNAL PROFESSIONAL RELATIONSHIPS

3.20.1 Faculty Member Professional Memberships

Individual faculty members are encouraged to identify with their profession by membership in a professional society. A professional growth allowance is provided by the College which a faculty member may choose to use to assist with the membership fee. See: "Faculty Development" in section 1.60 and "Faculty Development Allowances" in section 4.15.

The President's Cabinet must approve proposals for local chapters of professional or scientific honor societies, or clubs of faculty members or student groups, before such groups are organized. Requests for authorization are processed through the Faculty Development, Research and Honors Committee to the Academic Senate and to the Administration and must be supported by a statement of objectives, a proposed constitution and bylaws, and a list of proposed charter members or sponsors of the organization.

The chair of a department in which a student chapter or club is authorized is responsible for its organization and operation according to College policies.

3.25 ACADEMIC RECORDS

3.25.1 Institutional

The College maintains a central depository of all official academic records in the vault located in the Records Office.

3.25.2 Class Records of Faculty Members

Faculty members are required to report final grades to the Records Office **within two working days** after the end of the examination period so that grade reports will be complete and ready for students ten days after the end of the examination period. The detailed records upon which these final grades are based are the property of the individual teaching faculty and are to be maintained for a minimum of one year after submission of final grades. Teaching faculty must deposit such records with the department chair upon leaving the institution. Adjunct teaching faculty must submit such records to the department chair each quarter by the grade submission deadline.

3.25.3 Keeping Tests

Teaching faculty are required to keep student examination papers for a minimum of three months after administration unless they are returned to students.

3.25.4 Family Educational Rights and Privacy (FERPA)

The College complies with the requirements of the Family Educational Rights and Privacy Act of 1974. See “FERPA” in the College *General Catalog*.

3.30 GENERAL ACADEMIC POLICIES AND PROCEDURES**3.30.1 Class Field Trips**

During the first two weeks of each quarter, teaching faculty are to submit to the Vice President of Academic Administration a list of the class field trips authorized by the department chair for that quarter. The Vice President’s office will approve, process, and monitor the requests and discuss any items which need clarification.

(See online form at: https://bit.ly/PUC_academic_offcampus_activity)

If later in the quarter it is determined that a field trip would be educationally valuable to the students, the teaching faculty will seek authorization from the Vice President of Academic Administration at least one week in advance of the excursion, explaining why this field trip is particularly worthwhile. Field trips should not be scheduled during the last two weeks of the quarter.

Teaching faculty should always bear in mind the unintended consequences of taking students away from campus, primarily the potential time lost in other classes. The purpose, frequency, timing, and duration of field trips should always include a careful weighing of potential conflicts. At the same time, the College recognized the educational value associated with “real world” learning experiences and encourages all faculty to reasonably accommodate the occasional disruptions caused by field trips.

Normally, the academic department bears the expense for required field trips. Departments that regularly sponsor field trips that involve long distances and trip-related expenses such as entrance fees, etc., may choose to include field trips as part of the course fee structure.

Only vehicles and drivers specifically authorized by the Director of Budgets and Fiscal Services may be used on trips sponsored by the College. Students may provide their own transportation following the guidelines outlined in the Academic Off-campus Activity Request form.

3.30.3 Office and Classroom Assignment

Suitable office facilities for all full-time faculty members are assigned by the Vice President of Academic Administration upon the recommendation of the department chair. The classroom assignment schedule is prepared by the Registrar. If for any reason a classroom or office assignment is unsatisfactory, this fact should be reported immediately to the Registrar.

3.30.4 Questionnaires and Directories

Questionnaires may be distributed to faculty members only upon specific authorization of the Vice President of Academic Administration and the chair of the department whose faculty members are to be asked to complete the questionnaire. The exception to this would be questionnaires related to the regular business of the College.

Questionnaires directed to students are to be authorized only through the chair of the department to be contacted or the Vice President for Student Life. Lists of students with their addresses must not be given to anyone outside the College except as authorized by the Vice President of Academic Administration.

The selection of directories and questionnaires of all kinds in which descriptions of the College as a whole are to be given is the function of the President.

The preparation and editing of directory entries and related questionnaires is the responsibility of the President, or those assigned or authorized by him.

3.30.5 Textbook Policies

Textbook requisitions are made online through the Bookstore's website. Login and password are provided by the Bookstore Director. The due date to place textbook requisitions is posted on the PUC activities calendar.

An estimate of class size should be given, based on previous usage. Plan orders conservatively; book inventory is costly and the College has many other demands on its funds. If books run short, the class should be polled at the first meeting and the information telephoned at once to the Textbook Assistant. Reorders are shipped Second Day Air, and a message is left with the instructor when the books arrive. There is no additional charge for special order books.

3.30.6 Desk Copies

Faculty obtain desk copies of textbooks directly from the publishers. Contact information is available through the Textbook Assistant at the Bookstore.

Books, syllabi (of the type that students purchase), and supplies for students are sold through the Bookstore, rather than from individual department offices. Exceptions must be cleared with the Vice President of Academic Administration.

Chapter 4

Financial Policies

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4.10 COLLEGE FACULTY MEMBER BUSINESS RELATIONS

4.10.1 Salary Plan

The Pacific Union College Faculty salary plan, which applies to all faculty, is within the parameters of the North American Division of the General Conference of Seventh-day Adventists Wage Scale for senior colleges, with Board of Trustees-approved local adjustments. The Office of Human Resources maintains this information.

The individual faculty member's salary is based on rank, degree held, years of service, experience, and productivity. Within each of the four ranks there are several basic wage levels. An additional stipend is paid to department chairs, associate chairs, academic program directors, and for DCP (Degree Completion Program) teaching.

Employees are paid every other Thursday. A schedule of payroll dates is available in the Human Resources Office. Note that cash awards from the College are taxable.

4.10.2 The Faculty Contract

The basic faculty contract is for services rendered during three academic quarters. This service includes normal class preparation required before the start of each quarter and the completion of course records and the submission of grades at quarter's end. Compensation is calculated as an appropriate percentage of the wage scale. If a teaching faculty's service is needed during a fourth quarter, an additional contract will be negotiated. (The "fourth quarter" may be understood to be any quarter of the academic year, though in most instances it is the summer quarter.) Faculty are to be available as requested two weeks prior to the first day of classes in September for departmental meetings and Colloquium.

4.10.3 Payment Schedule

The payments specified in the basic faculty contract are normally spread over twelve months. Those who prefer that the total compensation be received during the three quarters in which the service is rendered may indicate that preference when the contract is negotiated.

4.10.4 Sabbatical Wage

A faculty member on summer sabbatical receives a stipend of 3-5 load units of credit. Approval of sabbaticals is subject to the availability of funds and approval by the board of trustees.

4.10.5 Provisions Governing Fourth Quarter (Summer) Contracts

Regular fourth quarter contracts are based on reasonable assurance that the proposed course(s) will fill. The following provisions apply:

- a. Teaching faculty who are needed for summer duties will be paid at the special contract rate (for each quarter hour of teaching to a maximum of 9 hours) or at the special weekly contract rate (for short-term courses, workshops, or administrative responsibilities to a maximum of 9 weeks).

- b. A teacher who has accepted a regular contract and whose course fails to fill will teach a smaller number of students at the regular contract rate if the course is deemed to be essential by the Vice President of Academic Administration. If the unfilled course is not deemed essential, the teacher may:
 - accept other responsibilities, if offered by administrators, in order to obtain compensation equal to the contracted amount, or
 - accept a stipend equal to one-third of the contracted amount without additional service obligation.
- c. Courses are considered filled according to the following scale:
 - regular courses: five students; remuneration: 100% of scale
 - laboratory courses: seven students; remuneration: 150% of scale
 - seminar/workshop courses: generally nine students; remuneration: 100% of scale.
- d. Teaching courses in departments such as Exercise Science, Health and Nutrition, and Music, or departments where instruction is accompanied by laboratory work, will be compensated on the basis of the Academic Load Unit formula.
- e. A Directed Study course is paid at one-fifth of the special contract rate.
- f. Summer session contracts are paid on the regular payroll dates according to the length of the course (e.g., an eight-week summer course is paid out over five biweekly pay periods).

4.10.6 Contingency Contracts

Courses may be taught on a contingency basis at any time during the academic year, however, such designation is most often used in the summer. The Vice President of Academic Administration may give a teacher the option of teaching a course on a contingency basis if there is uncertainty in regard to student interest in the course, or if a teacher or a department wishes to teach a course which is not deemed essential by the Vice President of Academic Administration.

Courses taught on a contingency basis must have an enrollment of five or more for the teacher to receive full contract pay. For an enrollment of four or fewer, the teacher may receive compensation which is proportionally less (e.g., compensation would be 4/5 of the contract if four students are enrolled). The teacher has the option of declining the teaching assignment if the small enrollment would make the level of compensation unacceptable. Such withdrawal must be announced within 24 hours of registration.

4.10.7 Directed Study Remuneration

Classes will be approved for directed study only in cases where the student must have the class for graduation, and there are no other options available due to scheduling or other unforeseen problems. When there is a request to offer a class by directed study, the remuneration to the teacher will be dependent on the circumstances of the offering. During the regular academic year, the supervising teacher will not normally receive extra remuneration.

In the case of summer offerings, the Vice President of Academic Administration will approve any directed study. Students will be charged full regular tuition for summer

directed study courses. The remuneration paid to the teacher will be one-third of the tuition collected from the student. In the case there should be more than one student in a directed study class, the total remuneration to the teacher will not exceed the rate for a regular summer contract.

4.10.8 Summer Contract Advances

See: "Salary Advances" in section 4.10.11 below.

4.10.9 DCP Teaching

Teaching faculty who accept a DCP assignment as part of their college teaching load will receive mileage.

4.10.10 Part-Time Contracts

All contract lecturers, and others not currently under a contract that amounts to at least one-half of full salary for ten months, will be paid for summer teaching at the contract teaching rate.

4.10.11 Salary Advances

Employees are paid every other Thursday. Faculty and staff members are discouraged from asking for advances. In **emergency situations**, authorization for such advances to assist with a short-term financial burden may be obtained by full-time or part-time employees with regularly scheduled hours or a scheduled biweekly salary. The following conditions apply:

- a. Not more than six advances per fiscal year may be granted.
- b. Requests shall be in writing, signed, and submitted to the Chief Human Resources Officer for review and approval.
- c. Approval is at the sole discretion of the Chief Human Resources Officer.
- d. Advances are granted only during non-payroll weeks.
- e. The amount of the advance may not be greater than 70% of the regular take-home pay for one pay period. If requests for amounts greater than 70% are approved, they are to be considered short-term loans, subject to interest. (Contact Human Resources for loan details.)
- f. Advances can normally be processed within 24 hours of request. Amounts greater than \$250, however, are paid by check, in which case one day is required for check processing.
- g. Employee spouses may not request advances for the employee, nor pick up advances given in cash.
- h. This policy applies to payroll advances. Travel and expense advances are handled under a separate policy. See: "Travel Expense" in section 4.30 later in this chapter.

4.10.12 Midyear Salary Adjustments

A teacher who is officially notified of the completion of the requirements for a graduate degree receives an appropriate salary adjustment effective the next pay period after a copy of the receipt of the notification of completion is given to the Vice President of Academic Administration and the Chief Human Resources Officer.

4.10.13 Contract Salary Schedule and Department Salary Transfers

Contact Human Resources for the current salary schedule for adjunct teaching faculty and for information regarding salary transfers between departments.

4.15 FACULTY DEVELOPMENT ALLOWANCES

4.15.1 Professional Growth

The professional growth allowance is usually \$1400 per faculty member per year, depending on budget availability. Unspent amounts are carried over from year to year. In addition, travel and other direct expenses are reimbursable for all faculty members' convention attendance. See: "Travel Expense" in section 4.30 later in this chapter.

4.15.2 Advanced Study Program

a. Selection and Funding

Factors which the Board may take into account include, but are not limited to, the following:

- The needs of the college in a given area of study and the projected needs of the program for which the teacher is being considered for graduate study;
- Benefit to the College by the applicant's pursuing the advanced degree;
- Availability of institutional funds;
- The number and quality of other applications pending for this program;
- Whether other employees in the applicant's department are being sponsored in graduate studies. Typically only one faculty member at a time from any department may receive graduate study assistance;
- The expected time for the completion.

b. Other considerations

Normally, the college will expect to continue graduate assistance for sponsored faculty members from year to year, with the following limitations.

The level of financial commitment will be based in part on the potential contribution of the applicant's study leave to the college. Assistance levels may vary from program to program. The College will normally assist with full or partial tuition only and subject to availability of financial resources. Applicants should expect to bear part of the cost of the graduate study program.

Faculty members in graduate study are expected to submit an annual academic progress update of their graduate study with their renewal application and include an official transcript and/or a statement from their research advisor.

Requests for release time from teaching duties are to be submitted to the Vice President of Academic Administration with a study plan for the leave period. Chairs should submit a plan for covering the teacher's courses during the study leave for the Dean's consideration.

The college normally sponsors applicants for graduate assistance for no more than three years for the master's degree and five years, post masters, for the doctoral degree. For a degree that normally requires more than five years, a special request should be placed with the Vice President of Academic Administration. If release time from teaching is granted, the dollar value of that time will be added to the amount to be amortized.

The faculty member should apply to the Vice President of Academic Administration for assistance renewal by February 1.

All study leaves are to be approved by the President's Cabinet and the Board of Trustees.

All faculty members benefiting from college-sponsored study shall sign an amortization agreement with the Human Resources Office.

An applicant may not reasonably rely on receiving any assistance from the College until:

- The Board of Trustees has approved the application, and
- It is determined by the Vice President for Financial Administration that there is adequate funding for the graduate study program. Approval of financial assistance is granted to an applicant for only one year at a time. Approval for one year does not create an entitlement for assistance following that year. Applications for renewal of assistance should be submitted to the office of the Vice President of Academic Administration by February 1.

c. Tax Liability

Section 127 of the Internal Revenue Service Tax Code allows for a maximum annual exclusion per employee for qualified educational assistance programs. A tax accountant should be consulted regarding all tax issues related to the receipt of educational assistance and the deductibility of education expenses.

d. Cancellation of Graduate Study Expenses

All financial assistance given to a participant by the College is considered a loan, payable upon the termination of participant's employment with the College. However, for each year of full-time teaching following the completion of participant's study, 33 1/3 percent of the loan for a master's degree or 20 percent of the loan for a doctoral degree will be canceled. (The cancellation of this indebtedness may be a taxable event for the participant.) The Advanced Study Leave Agreement (available from Human Resources) more fully describes the cancellation process.

e. Retirement Plan Contribution

The College will continue the employer's contribution to the Adventist Retirement Plan during a study leave when the recipient is on salary from or through the College, for a period of up to two years.

f. Non-College Grants

A faculty member who is eligible for a non-college grant but desires to remain on the college payroll to preserve the employer's contribution to the Adventist Retirement Plan, may do so by exchanging the grant with the College for continuing full pay and uninterrupted contributions. Where this is done, the grant will be assessed the applicable benefits percent to cover all costs to the college for having the faculty member on salary including, but not limited to, the costs of Social Security, retirement, workers' compensation, health care, and other benefits.

g. Reimbursement for Doctorate Earned at Teacher's Expense

In making arrangements with prospective faculty members who have earned the doctoral degree at their own expense, or with those who have secured their doctoral degrees by having a portion paid by the denomination, colleges may make financial reimbursements to such individuals on the following basis.

Underlying Philosophy – Reimbursement for doctoral expenses is an institutional option which encourages recruitment and retention of excellent teaching faculty. It is not an entitlement of the same nature as medical and educational perquisites and may vary with discipline and campus needs.

Doctoral reimbursement will depend upon many factors: a formal request by the prospective teacher, documentation of expenses and income during doctoral studies, availability of teaching faculty with similar training, institutional needs, institutional finances, professional promise of the candidate, and other circumstances which may be reflected in the negotiations.

There shall be a candid discussion with all prospective teaching faculty relative to the doctoral reimbursement provisions, and all reimbursement matters shall be agreed upon prior to employment of the teaching faculty. Unless prior understanding has been provided in writing by the institution, doctoral reimbursement is not available for a teacher who commences doctoral studies while employed by the school.

Reimbursement shall be made only for doctoral studies at universities or seminaries which are accredited with their regional accrediting associations. Accreditation by professional accrediting associations is not in itself necessarily sufficient.

Amortization – A maximum of five years of full-time service will amortize full reimbursement. A prorated scale will establish amortization time for less than full reimbursement. Employment of a prospective teacher, between the conferral of the doctorate and employment by the school, will normally reduce the total amount granted by the school for doctoral reimbursement.

Financial Limits – A teacher who has completed a doctoral degree at his/her own expense may apply for reimbursement of such expense from his/her employing institution at the time initial hiring arrangements are made. Teaching faculty eligible for this reimbursement will normally be those employed in positions that lead to permanent academic standing. Such reimbursement shall be agreed upon at the time of the first employment subsequent to completion of the degree, but in any event must be accomplished within five years. Reimbursement is considered optional at the discretion of the institution.

Full reimbursement will not be greater than actual out-of-pocket costs for tuition; books; fees; dissertation expenses; education loans, including fees and interest; related travel and moving expenses; and living expenses. Living expenses include cost of housing, utilities, transportation, food, and health care. Reimbursement for living expenses shall not exceed 100 percent of the ERI (Economic Research Institute) cost-of-living data in effect at the time such expenses were incurred. All expenses must be documented to the satisfaction of the employing institution. The amount is to be paid in equal installments over a five-year period. As an alternative, the institution may choose to assist in repayment of educational loans.

4.15.3 Financial Policies for Employee Transfers

a. Indebtedness of Transferring Employees

When an employee transferring to another SDA organization has outstanding indebtedness to Pacific Union College, the following conditions apply:

b. Information

The calling SDA organization is responsible for obtaining full information regarding the employee's financial responsibilities to the current employer. Any indebtedness information not communicated at the time of the transfer or within 60 days of confirmation of the call will not be the responsibility of the calling organization. Any indebtedness not covered by the calling organization remains the responsibility of the employee.

c. Duplicate Housing Expense, NAD Working Policy (X 20 06)

Initial Assistance. When an employee is moved from another SDA organization to PUC, and because of the conditions of the employee's lease or failure to sell or rent the employee's home, the employee is required to pay housing expenses both at the former location and at the new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.

Unusual Circumstances. In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1 was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.

Extreme Circumstances. If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.

NAD Policy Exceeded. Pacific Union College has adopted the following guidelines for continuing the duplicate housing subsidy when the NAD policy has been exceeded and unfavorable circumstances (such as a market downturn or difficulty in replacing

faculty) have prevented the sale of the employee's home. Continuing the duplicate housing subsidy must be requested through Human Resources and approved by President's Cabinet, and is subject to the following guidelines:

- The home shall be listed by a licensed real estate agent.
- The home shall be appraised by an independent appraiser (not the real estate agent) and the home listed based on 95 percent of the appraised value or the amount owing on the current mortgage, whichever is greater.
- If market conditions are such that the home does not sell, then attempts should be made to rent the home until such time as market conditions improve. The value of the rent shall reduce the amount of the duplicate housing subsidy.
- The duplicate housing subsidy shall be the actual expense for principal and interest, property taxes, insurance, and utilities. In addition, the home utilities shall be reimbursed based on actual monthly expenses with supporting receipts.
- To achieve a sale, the employee and Pacific Union College may agree to sell the home below the appraised value or the current mortgage owed by the employee (whichever is greater). In this event, PUC and the employee may share the cost of the reduction at an agreed-upon ratio.

Utility Expenses. In addition to the monthly allowance provided for in paragraph 4, employees may be reimbursed for the cost of utilities to provide security lighting and minimum heating.

Selling Loss Shared. In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that, in lieu of spending all the duplicate housing allowance provided in Policy X 20 06, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed-upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.

d. Unamortized Moving Expense and Educational Loans

The calling organization is responsible for assuming unamortized moving expense, which includes preliminary trips, duplicate housing allowances, duplicate automobile licenses and fees, etc., educational loans and unamortized educational expense.

4.20 EMPLOYEE BENEFITS

4.20.1 Health Care

Pacific Union College offers an employer-sponsored health care plan. It is not an insurance program. The plan provides a broad range of benefits for medical, vision, dental, and prescription expenses. For example, the plan pays benefits for expenses incurred anywhere in the world for hospital care, surgery, emergency care, pre-admission testing, and prescription drugs. However, the plan only pays a portion of the cost of these medical services. In addition, the plan does not, and is not intended to,

cover all health care services and products that are available. The plan's guidelines may be revised by administration during the year as needed. The College contracts with a third-party administrator (TPA) to administer the employer-sponsored health care plan.

The College has annual deductibles for the medical and dental portions of the plan. Deductible amounts are applied at the beginning of the plan year (July 1 – June 30) before any reimbursements are made. Information about enrollment, coverage for spouse and dependents, deductibles, co-payments, and out-of-pocket maximums is available from the Human Resources Office. The *Pacific Union College Summary of Benefits* booklet is available at the Human Resources Office.

4.20.2 Health Service

With the understanding that students have priority for services, faculty members may receive available medical services from the registered nurse and the attending physicians at the College Health Service located on the ground floor of West Hall. Medical expense incurred through the College Health Service may be reported under the Health Care Assistance Plan. The Health Service serves faculty families and married student families on a fee basis.

4.20.3 Flexible Spending Account

Under Section 125 of the Internal Revenue Service code, employers may provide employees with a flexible spending account to cover unreimbursed out-of-pocket medical and dependent care expenses using pre-tax dollars. The College contracts with a third-party administrator (TPA) to administer the flexible spending accounts. Each May and June there is an open enrollment period for employees to join or adjust their withholding for their spending accounts. Contact the Human Resources Office to establish the account, to adjust the account withholding during the open enrollment period, and to learn the current amounts that may be withheld annually for unreimbursed medical expenses and for dependent care expenses. New employees must establish their spending account within thirty days of the date of hiring.

4.20.4 Wellness Program

The College has a Wellness Program incorporated into its overall Health Plan. Faculty members and their spouses may sign up for the program through Health Service. Details of the Wellness Program may vary from year to year.

4.20.5 Vacation and Leaves

Members of the teaching faculty are not entitled to vacation time except that provided in the structure of the regular academic calendar.

a. Holidays

Only holidays that fall during the contracted academic quarters (Martin Luther King Day, Midquarter Vacation, Memorial Day, Fourth of July, and Thanksgiving) are paid holidays for faculty members.

b. Funeral Leave Time

A three-day funeral time allowance is available for salaried employees to care for urgent matters attendant on the death of members of the immediate family, defined as: spouse, mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law. A request needs to be submitted to Human Resources for a funeral time allowance for a grandparent, grandchild and all step equivalents. Employees may be required to furnish satisfactory evidence to support the leave. Should additional time be required to attend to personal matters, employees are to make arrangements with their immediate supervisor, director, or Vice President, in consultation with the Chief Human Resources Officer.

c. Jury Duty

The College expects its employees to fulfill their civic duty when selected for jury service, and follows the practice of continuing the employee's regular wages for a period of not more than two weeks in any fiscal year. It is recommended that faculty members request jury duty be scheduled during non-teaching periods.

d. Sick Leave

The equivalent of ten working days annually are allowed for regular sick leave during short illnesses. The department chair should be notified so that a record can be kept and classes can be arranged. Medical verification may be required.

Extended sick leave of up to six weeks, to be used in conjunction with a medical leave of absence (described below), may be granted to faculty and salaried employees by the College administration in emergency situations. In extreme situations, with approval of the Board of Trustees, an extension of up to six months may be granted. Length and type of service are considered in approving time extensions.

e. Family Medical Leave

As provided under the Federal and State of California Family Medical Leave Acts, a family or medical leave of absence shall be defined as an approved absence of an eligible employee for up to 12 weeks within a 12-month period under particular circumstances that are critical to the life of a family. Leave may be taken for the following reasons:

- Birth of an employee's child;
- Placement with employee of a child for adoption or foster care;
- Need for an employee to care for a child, spouse, or parent who has a serious health condition; or
- When an employee is unable to perform the functions of his or her position because of a serious health condition.

The Family Medical Leave Act stipulates the medical conditions under which an employee may be granted leave. The leave may be spread over short periods of time or taken in one block. During an unpaid leave period, all benefits except the Health Care Assistance Plan are suspended. Employees must complete a Family Leave Request form available at the Human Resources Office. Upon receipt of the request, the Human Resources Office will verify the employee's eligibility for leave with the

employee's treating physician. Once the leave is approved, the employee must obtain a medical release from the physician to return to work. Further program information and forms are available from the Human Resources Office.

4.20.6 Educational Allowance (Tuition Assistance)

The College provides assistance for faculty members' children who are enrolled in SDA denominationally owned and operated schools on the preschool, elementary, secondary, or college levels, or technical or professional schools on the undergraduate levels, or a fifth year of college or graduate work required to secure teaching credentials.

a. Eligibility

To be eligible for tuition assistance the student must be:

- An unmarried dependent of the employee.
- Less than twenty-four years of age, unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
- Eligible to be claimed as a dependent on the employee's income tax return.
- Born to or legally adopted by parent(s); or a step-child by marriage receiving less than 50 percent of support from natural parents.
- In divorce and remarriage situations the student must be:
 - Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return, OR
 - Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance. The President's Cabinet may make an exception if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

b. Tuition Assistance: Other SDA Schools

Pacific Union College provides assistance of up to 70 percent of tuition and all required fees for dormitory students, up to 35 percent for those not in a dormitory, and 10 percent of preschool expenses. (See the following section for certain limitations.) This assistance on the academy or college level is calculated on the gross charges for tuition and required fees according to the current bulletin, before family or other discounts granted by the school. If an employee's church provides a subsidy to cover the difference between constituent and non-constituent tuition rates, the tuition assistance from Pacific Union College is based on the net tuition expense to the employee. This provision does not cover charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentage may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours. These additional conditions apply:

- Assistance continues until an undergraduate course of study is completed, or to a maximum of nine semesters, thirteen quarters, or 208 credit hours. A maximum of

an additional two semesters or three quarters may be granted to complete graduate work necessary to secure teaching credentials.

- Assistance provided for students enrolled in professional programs in medicine or dentistry who have not completed an undergraduate degree is based on, and may not exceed, the normal tuition costs for the maximum number of semesters or quarters applicable to an undergraduate program.
- Students who attend summer sessions are eligible for tuition assistance. Such attendance is not to be counted against the maximum semesters or quarters referred to above.
- The amount of assistance may be affected by a Cal Grant award, as determined within the formula of the Student Aid Commission.
- Assistance may not be granted for children attending schools outside their territory unless exceptions are authorized by the President's Cabinet.
- Assistance for students enrolled in an academy or college is made directly to the school. Organizations providing assistance will make the appropriate arrangement for students attending elementary and intermediate schools. A Tuition Assistance Request form, available from the Human Resources Office, must be completed before any assistance is provided.
- When employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization will be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance is provided per student.
- Children independently attending denominationally owned and operated schools located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college.
- Adventist Colleges Abroad students receive tuition assistance based on the cost of tuition at the home campus where they are registered.
- Tuition assistance for studies through Home Study International/Griggs University is given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent whether or not the student is residing in a school dormitory.

The following exceptions may be made if approved by the President's Cabinet:

- Attendance at privately operated Seventh-day Adventist schools if the school is approved by the union board of education.
- In cases where an undergraduate-level program of study is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's area.

4.20.7 Pacific Union College Tuition Assistance

To encourage the attendance of full-time employees' dependent children at Pacific Union College, employees are eligible for the following assistance levels:

- a. While attending PUC, qualified dependents of salaried full-time College employees are eligible for tuition assistance of 70 percent of the tuition costs whether or not the dependent resides in the dormitory.
- b. Dependents attending other SDA colleges or universities and living in a residence hall will be assisted on the following basis: If the student is enrolled in a program not offered at PUC, the level of assistance will be 70 percent of the tuition costs. If the student is enrolled in a program offered at PUC, the level of assistance will be 60 percent of the tuition costs.
- c. Tuition assistance when combined with all scholarships, discounts, and financial aid may not exceed the cost of attendance. Tuition assistance will be up to but may not exceed the level of tuition charged at PUC. Cash discounts and tuition guarantee programs are available upon request.

4.20.8 Employees' Tuition Benefit

Employees are eligible for a maximum of four hours of free tuition per quarter for employee or spouse with a maximum of six hours per family per quarter. When both employee and spouse are full-time employees, each may register for a maximum of four hours. This benefit is not cumulative from quarter to quarter. Charges apply only to fees, special materials, or private lessons. Employees wishing to participate in this benefit must complete an Application for Employee Free Tuition Hours, available in the Human Resources Office, prior to the start of each quarter. The employee's department chair or director must give approval by signing the form. Employees must also register at the Records Office to enroll for a course.

If a full-time employee registers for fewer than four hours, the remaining hours may be added to the hours of coursework available to a spouse who is not a full-time employee; e.g., if the employee registers for two hours of coursework the spouse is then eligible to register for up to four hours.

Since the free tuition benefit is based on the number of hours of coursework and not their dollar value, regular college hours and audit hours are considered equal although they have different dollar values.

New employee benefits begin on the first day of full employment unless the employment is subject to a probationary period. If a probationary period precedes full employment, benefits are retroactive to the beginning of the school term in which a full employment agreement is completed. They are not retroactive to the commencement of the probationary period.

For terminating employees, the benefit will continue until the close of the school quarter in which the termination takes place, provided the termination date is past the midpoint of the school term. If termination comes before that midpoint, benefits will be prorated.

The free tuition policy applies only to regular courses. Special programs, such as DCP, offer a 50 percent tuition discount to employees subject to prior approval.

This free tuition policy also applies to retired Pacific Union College employees.

4.20.9 Purchase Privileges

a. ID Cards

As an incentive to patronize College-owned businesses, full-time faculty qualify for an ID purchase reimbursement benefit applicable to purchases in the College Bookstore, Flight Center, Food Service, College Chevron, College Market and Hardware. Purchases made with the PUC ID card receive this benefit automatically as a payroll deduction. For cash purchases, a form (Appendix E-1) is provided by the Payroll Office. Cash register receipt tapes are to be attached and turned in to the Payroll Office on a monthly basis for payroll reimbursement. A faculty member who loses or damages the ID card should notify the Human Resources Office immediately, and a new card will be issued. A fee may be charged for lost cards. Employees are responsible for all charges made to their cards whether authorized or unauthorized.

Normally, purchase privileges are extended to anyone who presents a bona fide current PUC ID card. Purchases are processed by payroll deduction for the full amount each pay period.

b. Payroll Overdrafts

Payroll check overdrafts due to ID card purchases in excess of net pay are a matter of concern. The following policies apply:

- Employees will not be penalized for one inadvertent payroll overdraft, not to exceed \$50 per calendar quarter, provided the overdrawn amount is paid to the College cashier by noon on the Wednesday following issuance of the payroll checks.
- Payroll check overdrafts in excess of \$50, or any overdraft not cared for by the noon Wednesday deadline will necessitate a letter of explanation to the Chief Human Resources Officer and ID card use may be canceled for the rest of the fiscal year.
- If a second payroll check overdraft occurs within any calendar quarter, payroll deductions to credit unions or other non-college entities will automatically be canceled, and ID card use will be canceled for the rest of the fiscal year.
- Should there be a third payroll check overdraft within one calendar quarter, the employee will be requested to immediately surrender the ID card, and all ID card purchase privileges will be canceled for the rest of the fiscal year.

Habitual abuse of the ID card privilege may result in permanent cancellation of the ID card.

The PUC ID card also permits the employee's use of the College library and physical education facilities, including the swimming pool, fitness center and weight room.

4.20.10 Miscellaneous Benefits

a. Employment: Faculty and Staff Children

As far as possible and practical, the College employs the children of faculty members of academy and college age to assist in defraying school expenses. To be

considered for an on-campus summer job, each student must complete a work application at the Office of Student Employment by April 5, and be accepted for the fall term in one of the campus schools.

b. Automobile Insurance Deductible

If an employee has an automobile accident, the College will assist in paying the deductible, after the employee pays the first \$50, subject to the following provisions: (a) This assistance covers any car owned by the employee. (b) It covers up to \$150 on the first accident, up to \$125 on the second accident, and nothing on any subsequent accidents occurring in a given fiscal year. (c) Claims must be submitted to the Human Resources Office on an expense report form not later than 90 days after the date of the accident.

c. Child Adoption Plan

Full-time faculty members may be granted assistance of 75 percent of the medical and legal expense incurred in the adoption of children if the adoption is completed. The maximum expense on which assistance is granted is the equivalent of up to three times the current monthly Category A remuneration factor and shall be limited to one allowance per child.

d. Christmas Bonus

At Christmas time the College may make small monetary gifts to all faculty and staff employees as an expression of appreciation for their faithful service.

e. Direct Deposit

Employees are encouraged to participate in (and new employees must participate in) the paycheck direct deposit program, which can be utilized with any Account Clearing House (ACH) affiliated financial institution. Enrollment information and forms are available from the Payroll Office.

f. Financial Planning Services

To assist employees in developing sound strategies for financial security, the College arranges for financial planners to be available. Further information is available from the Human Resources Office.

g. Firewood

Employees may purchase pre-cut firewood from the Land Management department at 15 percent below the regular pre-cut firewood price. Contact the Land Management department for prices and information.

h. Optional Insurance Plans

Optional insurance plans such as accidental death and dismemberment, cancer, intensive care, long-term care, and life insurance are available to employees through payroll deduction. Further information is available from the Human Resources Office.

i. Transfer and Retirement Gifts

Employees who retire, resign, or transfer to another denominational organization are granted a farewell gift from the College. **This gift is taxable income.** Employees who receive a termination settlement or settlement offer are excluded from this provision. Contact the Human Resources Office for details.

j. Music Faculty Formal Attire

Members of the music department faculty may be reimbursed up to \$150 toward the purchase of formal attire not more often than once in five years. **This is taxable income.** After two years on the faculty, the formal attire becomes the property of the teacher.

The Vice President of Academic Administration authorizes such reimbursement upon recommendation of the music department chair, based on the teacher's involvement in performance and the appropriateness of the special attire for those performances.

4.25 TAXES, RETIREMENT, AND INSURANCE

4.25.1 Social Security

All College employees except licensed and credentialed ministers come under the Federal Government Social Security program. The employee and the College each contribute to the program an equal percent of gross pay for FICA tax and the Medicare portion of Social Security. Some information about Social Security is available from the Human Resources Office. More detailed information is available from the Social Security Office. Telephone (800) 772-1213.

4.25.2 Retirement Plan

The College participates in the Adventist Retirement Plan. It is a defined contribution plan that went into place on January 1, 2000. A defined contribution plan is a retirement savings plan in which the eligible employee contributes a specified amount of money toward retirement, tax deferred, each payday. Contact the Human Resources Office for information about the plan.

The North American Division Retirement Plan (defined benefit plan) was frozen on December 31, 1999. Benefits are based upon an employee's years of service with the Church, the ten highest years of remuneration during employment, and the annual church retirement pension factor. More detailed information regarding the plan is available in the Human Resources Office.

4.25.3 Tax-Sheltered Annuity Accounts (TSA's)

To assist employees in planning for financial security in retirement, the College provides various voluntary tax-sheltered annuity plans. Contact the Human Resources Office for details of the various plans.

4.25.4 Unemployment and State Disability Insurance

Pacific Union College operates under mandatory State regulations governing Unemployment and State Disability Insurance. Those regulations establish the guidelines under which a terminated employee may receive benefits. Employees are not required to participate in the unemployment insurance costs, but under State law they are required to participate in the costs of State Disability Insurance by payroll deduction. While on State disability salaried employees are continued at full salary in

order to take advantage of the non-taxed status of State disability benefits. Employees must provide the payroll office with a copy of their disability checks in order to adjust the salary by the amount of State disability benefits. State disability benefits are paid up to one year from the date of the qualifying disability. Circulars describing the criteria under which employees may claim disability benefits may be obtained from the Human Resources Office.

4.25.5 Long-Term Disability

Full-time employees are provided with a long-term disability policy. The policy provides employees with monthly income continuance at 66 2/3 percent of the employee's pre-disability monthly salary. As the College pays the premiums for the policy, any benefits paid to the employee are taxable at the time of payment. The policy is subject to a 180-day elimination period before benefits are paid. During the first 180 days, the College will coordinate salary continuance with State Disability Insurance. This benefit is coordinated with any other disability payments such as State Disability Income (provided for up to one year after the date of disability).

4.25.6 Employee Survivor Benefit

An employee survivor benefit is paid to the survivor(s) of full-time denominational employees who die while in active service or are still on the denominational payroll, and/or to the survivor(s) of the spouse thereof, or for a dependent as defined in the Health Care Assistance Policy. Benefits provided on behalf of unmarried employees without surviving dependents will be paid to the estate of the deceased unless there is a designated beneficiary responsible for applying the benefit as needed to the final illness and funeral expenses.

4.25.7 Workers' Compensation Insurance

PUC is committed to providing employees with a safe work environment. However, should an employee have a work-related on-the-job accident, insurance coverage known as Workers' Compensation Insurance is provided. PUC self-insures its risk exposure and contracts with a Third Party Administrator (TPA) to provide claims services. Coverage includes first-aid medical care, injury-related medical care, and temporary disability payments depending upon the extent of the injury.

If an employee suffers a work-related on-the-job accident, the supervisor must be contacted at once, and the supervisor must complete an accident report and an accident investigation form with the employee within 24 hours of the accident. The Financial Administration secretary will coordinate the workers' compensation benefits and care utilizing the College Health Service, the Adventist Health St. Helena JobCare unit, and the third party administrator. During the treatment program, the Financial Administration secretary will monitor the employee's progress and answer workers' compensation questions.

Further information regarding workers' compensation and workplace safety is available through department supervisors, employment poster locations (near department time clocks), and the Financial Administration secretary.

4.30 TRAVEL EXPENSE

Authorization for travel expense should be obtained in advance by filling out a Travel Authorization Request Form and having the appropriate College administrator's signature. With the exception of local travel, arrangements must be authorized in writing in advance. It is not the policy of the college to support Sabbath attendance at conventions unless they are of a specifically religious nature. Sabbath travel to or from conventions is discouraged. Travel reimbursement is done through payroll, not in cash, and is dependent on budget availability. Travel vouchers to be reimbursed must be submitted within 90 days, or the amount is considered taxable income. After travel is completed, an expense report—with all receipts attached—is submitted for approval (or disapproval) to the appropriate Vice President. The Director of Budgets and Fiscal Services authorizes service department trips. Authorization provides reimbursement for the following items:

- Per diem for food and miscellaneous items.
- Actual hotel or motel costs (receipts needed).
- Auto mileage and tolls or air fare. (check with hr@puc.edu for current rates)
- Local bus, taxi, and in special cases auto rental costs (using economy rental services).
- Conference, convention, or workshop fees.

See <https://www.puc.edu/campus-services/human-resources/forms-policies> for Travel Authorization and Travel Expense Report forms.

4.30.1 Per Diem Allowance

The full per diem rate for food and miscellaneous expenses is applicable only to overnight trips, otherwise the actual meal costs may be reported up to the maximum per diem. Meal expenses for day trips are taxable. When one is entertained fully, the minimum per diem applies. Contact the Human Resources Office for current allowances (hr@puc.edu).

4.30.2 Hotel and Motel Accommodations

Employees are not expected to select substandard hotels/motels, but should bear in mind responsibility for good stewardship of College funds. In attending conferences, it may be convenient to stay at or close to the hotel where the conference is being held. In such cases, hotel costs may be higher.

4.30.3 Transportation Costs

In general, employees are expected to travel by the most economical means, taking into consideration the important element of time. On most trips out of the local area, air fare is more economical than traveling by auto. Auto travel will be authorized only in those situations where group travel and economy are involved. Airline tickets must be arranged for on an individual basis. The Travel Authorization Request form must be approved before tickets are purchased. Questions about this should be directed to the office of the Director of Budgets and Fiscal Services.

4.30.4 Trailer Allowance

For use of a travel trailer in lieu of hotel/motel expense, an allowance is made for travel as well as for per diem. Contact the Human Resources Office for current allowances.

4.30.5 Guest Allowance in Lieu of Hotel/Motel

When employees choose to stay with a relative or friend rather than in a hotel or motel, reimbursement may be allowed for entertainment or for a gift to the host. Contact the Human Resources Office for current allowances.

A Travel Expense Report with receipts attached is submitted through the department chair/director and the appropriate administrative officer to the Director of Budgets and Fiscal Services.

4.35 MOVING AND HOUSING

4.35.1 Housing Program

To provide affordable housing to employees the College housing program includes College-owned rentals, community rentals, Mobile Manor mobile home park, and the Woodside home ownership plan.

4.35.2 Community Housing

The College seeks to match new employee housing needs with available houses in the Angwin community. Homeowners in the community may contact the College with available rental housing.

4.35.3 College Campus Housing

The College has a limited number of employee houses available on campus. These are generally older three-bedroom, one-bath units. Availability is limited and there is usually a waiting list. Contact the Human Resources office for availability and rates.

4.35.4 Mobile Manor

The College maintains a mobile home park on the campus. The College serves as coordinator between mobile home owners desiring to sell and interested PUC-employee buyers. Availability is limited at any one time. Additionally, the College charges a monthly space rental for a park site.

4.35.5 Woodside Home Purchase Program

During the 1970s, the College established the Woodside home purchase program, in which employees purchase the house and improvements while the College retains ownership of the land. Again, the College serves as coordinator between the seller and the buyer of the house. Financing is provided by the College's bank. House prices are based on an appraisal method provided for in the ground lease. Availability of these houses is usually greatest in the late spring and summer of each year. A waiting list of interested buyers is maintained by the Human Resources Office. However, the college

reserves the right to sell or rent a particular property to any buyer or tenant, regardless of whether or not they are on the waiting list or their position on said list.

4.35.6 Housing Assistance

Salaried employees renting a house in the community may be eligible for housing assistance based upon an annual rent ceiling and assistance levels determined by the College administration. See the Human Resources Director for current assistance levels. Since the Internal Revenue Service considers housing assistance as “income,” **this housing assistance is taxable**. Contact the Human Resources Office to request participation in this benefit program.

4.35.7 Security Deposit

College rentals require a security deposit equal to one month’s rent. It can be paid in cash at the start of the rental agreement or in certain circumstances over a period of months (not to exceed six) via payroll deduction. The security deposit is governed by the terms of the rental agreement.

4.35.8 Moving Expense Policy

The Board of Trustees has established a moving and traveling expense policy for incoming, full-time salaried employees.

All moving and related traveling expenses in which the College participates must be arranged with the Chief Human Resources Officer. The Chief Human Resources Officer solicits bids from at least two moving companies and authorizes the moving arrangements with the moving company. Employees are responsible for the final moving details and arrangements. Insurance beyond the minimum amount provided by the carrier may be arranged by the employee but is not reportable for reimbursement.

Assistance is provided for the following expenses involved in moving to the College:

- An amount to cover freight/van charges and insurance up to maximums established by the College.
- Travel expense and a per diem as per current policy and 100 percent of the regular mileage allowance to move the employee’s car or up to two cars for employee and spouse.
- A flat amount rounded up to the nearest \$10 to cover packing and other moving costs as follows: Employee – 16.5 percent of the Remuneration Factor; Spouse – 16.5 percent of the Remuneration Factor. A single parent with dependent children may be granted 33 percent of the Remuneration Factor as a moving allowance.

4.35.9 Packing and Moving

Incoming employees are encouraged to pack items personally in good containers or cartons. The mover will accept for shipment only those items which are properly packed, and may furnish wardrobe cartons, and mattress and mirror cartons. The College policy does not provide reimbursement for packing labor although it grants a

flat allowance to cover packing materials, labor and other moving costs. Contact the Human Resources Office for current allowances.

Unless otherwise authorized by the College, actual up-to-maximum weight and packing materials for which the College will assume responsibility are:

	<u>Weight</u>
Employee	7,500 lbs.
Employee and family	15,000 lbs.

Assistance is limited to ordinary personal and household effects and such other things as employees use in their work or profession.

The foregoing moving allowances are limited to two per family even though both may be employed by Pacific Union College.

4.35.10 Other Provisions Related to Moving

- a. Employees who are called from another state are required to register their car(s) within 20 days of moving to California. If in the transfer the State of California requires the payment of duplicate excise tax/sales tax, license, and inspection fees, they may report such expense on one car. If the employee has a spouse, the above expenses may be reported on a second car.
- b. Actual visa costs from a foreign country will be paid by the College.
- c. The College will provide courtesy meals at the College Food Service and lodging as required by a family at a facility approved by the college for up to one week while they are looking for a permanent place of residence and/or while getting settled. A special allowance may be arranged with the Chief Human Resources Officer if extended accommodation time becomes necessary.
- d. The cost of moving all items not normally classified as household goods must be negotiated with the administration of the College before moving.
- e. The employee will arrange and be financially responsible for the servicing, disconnection and reconnection of all appliances such as stove, refrigerator, washer, dryer, air conditioner, television antenna, or other appliances.
- f. Dry cleaning of any type, house cleaning or maid service, taking up or laying carpeting, packing of goods, hanging pictures and mirrors, etc., are not included in the cost of moving or the allowance.
- g. Additional cost for expedited service and/or exclusive use of a vehicle on long distance moves may become the responsibility of the new employee.
- h. The College cannot authorize or pay for the removal of evergreens, shrubbery, potted plants or other items of a similar nature.
- i. Moving of lumber, cement, fencing, rock, brick, firewood, automobiles, boats, machine tools, animal houses and animals will not be authorized.
- j. It is illegal for carriers to accept freezers with frozen food which cannot be delivered within 24 hours, or 150 miles.
- k. Carriers will not accept explosive or other dangerous articles.

- l. Small articles of a valuable nature, such as money or hobby collections, (e.g., stamps, coins), valuable papers, bonds, etc., should be handled by the employee personally. Such items should not be left in drawers of furniture or left for movers to handle. The employee should instruct movers to label packing containers by room and on arrival at the destination, should instruct them to locate these containers in the proper rooms.
- m. At the time of delivery the new employee should make a careful inspection of goods and should immediately contact the moving company to report any loss or damage, and note it on the delivery ticket. A claim should be filed immediately, reporting the extent of damage and a statement of the value of loss. Authorization must be received before proceeding with repair or replacement.
- n. Reasonable storage and re-moving expense, incidental to locating a residence at Pacific Union College, will be paid by the College.
- o. A Purchase Order will be issued by the Chief Human Resources Officer for the moving expenses. Employee-incurred expenses are to be reported on a Travel Expense Report with receipts attached.
- p. Moving expenses will be amortized over a period of four years:
 - First two years – no amortization
 - Third year – 50 percent
 - Fourth year – balance

Employees, who transfer from Pacific Union College or otherwise terminate their employment, become responsible for repayment to the college of the unamortized portion of moving expenses.

4.40 ACADEMIC DEPARTMENT FINANCIAL OBLIGATIONS AND PROCEDURES

4.40.1 Department Budgets

Each department is provided with an annual budget covering equipment, labor, conferences and conventions, supplies and expenses. Several other budget categories apply to specific departments. All furniture and other non-consumable equipment items in excess of \$1000 are to be purchased with funds from the equipment budget. Only unspent equipment funds and convention budgets are carried forward to the new fiscal year.

Following are procedures for constructing the annual budget for instructional and academic support departments:

- a. In the fall of the year, department chairs receive a budget worksheet that lists the prior year's budget and actual expenditures.
- b. The department chair surveys the department faculty and staff to determine the financial needs of the department for the coming academic year.

- c. Mutually agreed revisions, additions or deletions are made in this budget by the chair and the Vice President of Academic Administration, with the assistance of the Director of Budgets.
- d. The Board of Trustees approves the overall College budget.
- e. Each department chair receives a copy of the approved budget.
- f. The chair receives a monthly financial report comparing actual expenditures to date with the department budget.

4.40.2 Department Purchases from Off-Campus Sources

Purchase Requisitions (Appendix E-4) prepared by the chair or by other members of the department must be signed by the chair, who takes into consideration current expenditures in relation to the department budget. The purchase requisition must indicate the account number to which the purchase is to be charged. A purchasing flow chart (Appendix E-5) shows the process for submitting requisitions for approval, depending upon the cost and type of purchase (i.e. supplies, equipment, or other purchases). Approval by the appropriate administrator is required before the Purchasing Agent may release a purchase order. Questions about purchasing should be directed to the Purchasing Agent in the Accounting Office. When the purchase order receiving copy is returned to the Accounting Office by the department, it is reconciled with the vendor's invoice and payment is made.

4.40.3 Department Purchases from On-Campus Sources

Supply and equipment purchases from a campus source other than those at the Angwin Plaza are requested on a Purchase Requisition (Appendix E-4).

a. Angwin Plaza

Department purchases at the Angwin Plaza require the department ID card, obtained from the department office, so that charges may be entered electronically in the cash registers and transmitted to the Data Center and the Accounting Office. The ID card may be used for making purchases in the College Market, the Hardware, and the College Bookstore.

b. Office Supplies

Supplies such as ink cartridges, paper, file folders, labels, pens, and pencils may be obtained at the College Bookstore using the department's charge card. Contact the bookstore manager (textbooks@puc.edu) to special order textbooks, trade books, and Adventist Book Center selections. College departments receive a ten percent discount from the retail price on non-book merchandise except gift certificates.

c. Mail and Duplicating

The following supplies are available at Mail Services and Preferred Images for use by college departments:

- PUC letterhead stationery, second sheets and envelopes (without department names)
- PUC mailing labels
- Paper for photocopy machines

➤ Overhead transparency film

Supplies are requisitioned by use of the appropriate copy center or mail services form filled out by an authorized person from the requesting department.

d. Department Letterheads

A standardized letterhead is used for all college departments. Two standard sizes are available. Only the one-half sheet memo may be personalized. Departmental distinction on the letterhead is provided by use of “Office of _____” or “Department of _____” on the letterhead. Orders for stationery are taken by the office of Enrollment, Marketing, and Communications during the spring. The Vice President for Financial Administration will approve all such requests and be responsible for ordering in quantities that will provide the greatest savings to the College. Such stationery is not for student use and should be used only for College business.

e. Direct Ordering of Educational Materials

Occasionally a teacher may need to order textbooks or other materials for students directly, rather than through the College Bookstore. Arrangements for direct ordering require advance approval by the Vice President of Academic Administration.

4.40.4 College Equipment and Other Properties

All equipment and property other than supplies are assets on the College’s books and are subject to regular audit procedures. No equipment or property may be sold, traded or discarded without authorization. Price and value approval on trade or sale must be obtained from the Vice President for Financial Administration. Whenever College property (including money) is lost, broken or stolen the department chair should immediately notify the Vice President for Financial Administration.

a. Equipment Inventories

The department chair is responsible for the proper use and protection of the department’s equipment. When equipment is purchased it should be identified with a College ID tag and inventory number by the Accounting Office. Reasonable effort should be made to inventory the department’s equipment periodically and to add items missing from the Accounting Office records or to remove obsolete items. So that records will be maintained as accurately as possible, the Accounting Office provides each department with the correct forms for use in adding equipment to inventory, or removing items that are obsolete or that have been sold or transferred (Appendix E-6).

b. Office Furniture and Equipment

All furnishings and office equipment for academic departments are provided through a special budget managed by the Vice President of Academic Administration. Requests should be directed to that office. When approved, such purchases will be made according to the regular College purchase procedure.

4.40.5 Petty Cash and Departmental Monies

All institutional monies are to be deposited at the Accounting Office. If the income is for a special purpose, the Accounting Office will create a special fund.

If it is necessary to pay cash for assorted items (usually small in amount) the receipt, approved by the department chair, may be exchanged for cash at the Accounting Office. If this happens on a recurring basis, it may be necessary to set up a petty cash fund, in which case arrangements may be made with the Accounting Office. An amount will be agreed on and expenditures may be made from it. To replenish the fund, receipts accounting for the expenditures are to be taken to the Accounting Office where they may be exchanged for cash.

4.45 OCCUPATIONAL SAFETY AND HEALTH POLICY

4.45.1 Purpose

The Federal Government is authorized by the Occupational Safety and Health Act of 1970, commonly referred to as OSHA, to enforce occupational safety and health standards for all establishments engaged in interstate commerce. Enforcement in the State of California has been delegated to the State Division of Industrial Safety and is commonly known as the CAL/OSHA program.

The purpose of OSHA is “to assure as far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources.”

4.45.2 Policy

It is the policy of Pacific Union College and its auxiliary, independent, and service departments to provide safe and healthful working conditions in all of its facilities and activities and to comply with all rules, laws and regulations pertaining to the safety and health of its employees.

4.40.3 Responsibility

Consistent with the policy of the College, the manager, supervisor or chair of each facility or department is responsible for compliance with OSHA as an integral part of a safety and fire prevention program.

4.40.4 Safety Program

The Director of Budgets and Fiscal Services has general responsibility for the coordination and establishment of a safety program with specific responsibility assumed by the department manager, supervisor or chair.

Under the Director of Budgets and Fiscal Services, there must be:

- a. An active Safety Committee which meets at least once a quarter. It has the responsibility of auditing each department's safety and fire prevention procedures.
- b. A written record of the minutes of the Safety Committee's activities. Copies are available from the office of the Director of Budgets and Fiscal Services..

- c. A prompt written response of the action(s) taken by a department to comply with the Safety Committee's recommendation regarding safety or fire prevention.
- d. A written report of any job-related accident, delivered on a standard form to the Director of Budgets and Fiscal Services Office within 24 hours.
- e. A written report on actions taken to prevent recurrence of accidents including actions taken against individual violators of safety rules and practices.
- f. Necessary training programs carried out and communications maintained.
- g. An audit and periodic review by qualified safety personnel from Adventist Risk Management, Inc., of all premises, equipment and material, so that recommendations can be developed to obtain compliance with established standards.
- h. Immediate attention to any complaints from employees concerning a possible injury or illness potential.

4.45.5 Inspections

Anyone who purports to be an inspector must be referred to the Director of Budgets and Fiscal Services before an inspection is made.

Keys. See: section 6.25, "Key Regulations and Instructions."

Use of Campus Facilities. See: section 6.15, "Campus Buildings, Facilities, and Land"

Responsibility for Rooms and Equipment. See: section 1.50.17, "Departmental Responsibilities."

Chapter 5

Student Life

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5.10 STUDENT ASSOCIATION

Faculty members may become members of the Student Association by paying an annual fee of \$30. Dues paying faculty may vote in general and Senate elections, serve on the S.A. Senate, and receive a yearbook, in addition to receiving the other campus services provided by the Student Association.

A detailed statement of the purposes, organization, and functions of the Association appears in the Constitution, which is available at the office of the Student Association President and the office of the Vice President for Student Life.

5.15 STUDENT PUBLICATIONS

The membership of the Student Publications Board is drawn from administration, faculty, staff, and students. The Chair is appointed by the President of the College. It functions as an administrative committee that reports directly to the Vice President for Student Life, who is a non-voting member. Nine members constitute a quorum. Voting membership of the committee is as follows:

5.15.1 Publications Board Membership

a. Faculty

- Chair of the Communication Department
- A faculty representative appointed by the Academic Senate
- The adviser to the *Campus Chronicle*
- The adviser to the *Diogenes Lantern*
- The adviser to the S.A. PR/Marketing Vice President
- The adviser to the *Video Yearbook*
- The Director of Marketing and Communication

b. Administration

- A representative from the office of the Vice President for Student Life

c. Students

- The S.A. President
- The S.A. Executive Vice President
- The S.A. PR/Marketing Vice President
- The editor of the *Campus Chronicle*
- The editor of the *Diogenes Lantern*
- The editor of the *Video Yearbook*
- Two students appointed by the S.A. Senate

The College is legally responsible for student publications inasmuch as it finances them and oversees the selection of their editors. That being so, the goal in the appointment of members to the Student Publications Board is to select persons who are knowledgeable of the demands of journalism and at the same time broadly representative of College interests.

5.15.2 The Functions of the Student Publications Board

- a. To approve qualified S.A. officer publication candidates prior to appointment to the Elections Committee and to the Student Life and Ministries Committee.
- b. To act as agent for the publisher of the *Campus Chronicle*, the *Diogenes Lantern*, and the *Video Producer*, and consequently to have general and direct supervision of student publications.
- c. To see that student publications follow the canons of good journalism in order to protect the interests of all the constituents of the College.
- d. To offer constructive advice and to monitor complaints, criticisms, and disagreements.
- e. To encourage and uphold the presentation of the principles of Christianity and the Seventh-day Adventist Church in an effective and creative manner.

5.15.3 The Responsibilities of the Student Publication Board

- a. To formulate and administer the general editorial policies within which editors of student publications are to work.
- b. To establish criteria for the operation of the publications.
- c. To meet at least twice each quarter to consider editors' plans for the publications.
- d. To review and critique publications.
- e. To review the financial operations of all publications under its jurisdiction.
- f. To evaluate the editorial qualifications of prospective editors and to offer recommendations to the S.A. Elections Board.
- g. To decide whether to hear a criticism, complaint, or disagreement about the management or operation of a student publication. (The board consequently serves as an agency that not only initiates action, but also protects publications and personnel from unwarranted criticism.)
- h. To hear any criticism of or dissatisfaction with the management or content of any student publication from within or without the College, and to take appropriate action following such hearing.
- i. To hear any disagreements brought to it by either an editor or an adviser and to resolve such disagreements. Decisions reached are binding, subject only to veto by the Vice President for Student Life in consultation with the College President.
- j. To make recommendations for strengthening the Student Publications program.
- k. To amend and revise policies pertaining to student publications. The chair of the Student Publications Board in consultation with the Vice President for Student Life determines when amended or revised policies need to be approved by other bodies, e.g., the S.A. Senate or the President's Cabinet.
- l. To meet in emergency session called by the Student Publications Board chair when 1) any member of the Board requests such a session, or 2) the chair, acting upon information provided by a member or members of the Board, chooses to withhold material temporarily from publication.

5.20 STUDENT EMPLOYMENT PROGRAM

The purpose of the student employment program is to develop work skills and ethics, provide personal growth and career development, enhance the educational experience, provide financial support to offset College expenses, and assist the College in its mission. Student employees complement and enhance the skills of the College staff, faculty, and administration. Those eligible for the student employment program must be currently enrolled at PUC.

5.20.1 Hiring a Student Employee

Departments should evaluate their needs according to their budgets, establish job descriptions for their student employee positions, and communicate their openings to the Payroll/Student Employment.

Interested students should contact the hiring department directly regarding posted position(s). Hiring priority is given to students enrolled in the College over those enrolled in PUC Prep. Once hired, students must complete a W-4 and I-9 at the Payroll/Student Employment Office and obtain, complete, and return a student employment authorization.

5.20.2 Non-Resident Aliens

Non-Resident Alien students whose countries have tax treaties with the United States must also complete appropriate tax forms, including form 8233, as well as an I-9. International students who have a J-1 or an F-1 visa may work up to 20 hours per week while school is in session.

5.20.3 Job Descriptions

In order to meet the requirements of the Federal Work Study Program, a job description for each of the department's student positions (e.g., reader, tutor, secretary) must be on file in the Payroll/Student Employment Office.

5.20.4 Training

Departments should establish training programs, including, but not limited to: time cards, work schedules, attendance, and rest breaks; job tasks and duties; supplies, tools, and machine operations; telephone etiquette, access codes (if required), and confidentiality; working as a team; safety and workers' compensation; sexual harassment.

5.20.5 Evaluations

Student employee evaluations should be completed quarterly to review job performance, skill strengths and weaknesses, growth opportunities, areas of improvement, and placement on the wage scale. The evaluation should be maintained in department files.

5.20.6 Summer Bonuses

Departments are encouraged to develop a summer bonus program for students who work the entire summer. Bonus plans are not to exceed \$1.00 per hour worked during the summer. The bonus period runs from the Monday after graduation through the day prior to the start of Fall Quarter. Students must work a minimum of nine weeks during the summer to be eligible for the bonus program.

5.20.7 Hiring Students Not Currently Enrolled

At certain times a department may need to employ, on a temporary or short-term basis, a student who is not currently enrolled for course work at PUC (e.g., incoming freshmen working the summer prior to their first quarter, students taking a break from their course of study due to financial or personal constraints, or students who have graduated and need to work the summer or quarter after the completion of their course work). The following provisions apply to such employment:

- a. The student must demonstrate financial need that merits continuing employment for the short term.
- b. A special contract, limited to three months, must include a statement of the reasons for the short-term employment.
- c. Departmental student labor funds are transferred into a non-student labor wage account to cover the student's wages plus a percentage to cover required benefits (i.e., workers' compensation, FICA tax).
- d. The employee is classified as a Non-Staff/Non-Student Seasonal Employee (non-benefited, except as required by law).

5.20.8 Student Tax Status - FICA Tax

Students employed by PUC who are enrolled for twelve credit hours each quarter and work less than twenty hours per week are exempt from FICA tax liability. Students employed by Howell Mountain Enterprises are not exempt from FICA tax liability.

5.20.9 Changes of Pay Rate

To change a student's rate of pay, a rate change slip is submitted to the Payroll/Student Employment Office.

5.20.10 Terminating Student Employees

The student employment authorization form includes a section to be completed on the termination of a student's employment. This should be returned to the Payroll/Student Employment Office within twenty-four hours of the termination.

5.20.11 Student Wage Scale

To see the most recent student wage scale, please contact Human Resources.

5.25 FACULTY RESPONSIBILITY FOR STUDENT ACTIVITIES

5.25.1 Procedures for Dealing with Students Who Violate Campus Policies and Regulations

All students are expected to abide by the campus policies and regulations outlined in the *Student Handbook* and any announced regulations that have not yet been printed in the *Handbook*. College faculty and staff who observe students violating provisions of the *Student Handbook* are to follow these procedures:

- a. Speak to the student privately, attempt to help the student to understand the provisions of the *Student Handbook*, and solicit the student's cooperation.
- b. Speak to a student seen violating the same regulation again and notify in writing or by phone the student's residence hall dean and the office of the Dean of Students.
- c. Report each repeated violation as outlined above.
- d. Refuse admittance to class if the student is in direct violation of policies as outlined in the *Student Handbook*.

A student may also be dismissed from class for disruptive behavior. A teacher who has dismissed a student must notify the Office of Student Life and the office of the Vice President of Academic Administration. The student may be dismissed from that class session only and not from any subsequent class or examination appointment without the consent of the Vice President of Academic Administration.

A student who is in violation of policies outlined in the *Student Handbook* may also not be allowed to come to work. If there are repeated violations the employer should notify the Office of Student Life and the student's residence-hall dean in writing or by phone.

5.25.2 College-Sponsored Student Activities

The following regulations apply to the planning of college-sponsored activities involving faculty members and students of the College.

- a. The College-Sponsored Student Activity Request Form must be completed for all college-sponsored student events, activities, and/or overnight trips. Form is available at the Office of Student Life and online:
https://bit.ly/PUC_student_activity_form
- b. All off-campus activities, curricular or extracurricular, covered by this policy are expected to contribute to meaningful learning experiences in harmony with the educational and service objectives of the College.
- c. Sponsors or directors of proposed off-campus activities are responsible for informing themselves and other participants of pertinent college policies, and for seeing, to the best of their ability, that those policies are observed in the planning and carrying out of the activity.
- d. If work appointments will be missed, each participating teacher is to secure permission from the appropriate department chair before agreeing to participate.
- e. Off-campus activities should be arranged, if possible, at times that will not encroach upon the regular academic duties of the participants, but in all instances require clearance by the Vice President of Academic Administration.

- f. A request or invitation for college faculty members and/or students to present a program should originate with a responsible official of the inviting organization and should be directed to the Vice President for Student Life.
- g. Any solicitation of funds for activities requires specific authorization from the Vice President for Advancement.
- h. See: sections 3.30.1, 3.30.2 and https://bit.ly/PUC_academic_offcampus_activity for the full description of field trip policies and the online form.

5.25.3 Occupancy of Campus Buildings

Campus buildings have various scheduled closing times, and students are required to leave prior to those times.

Exceptions may be granted by department chairs or administrators to students involved in classroom-related activity or work. A faculty member or sponsor must be present until the job is completed or until the students return to their respective homes.

CHAPTER 6

Campus Services

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6.10 BOOKSTORE

The College supplies textbooks for the campus. In addition, it stocks general books, magazines, greeting cards, art materials, and school and office supplies. Services offered include film processing, free gift-wrap, and special orders at no extra charge. See also “Textbook Policies” in section 3.30.5.

6.15 CAMPUS BUILDINGS, FACILITIES, AND LAND

6.15.1 Use of Campus Facilities

Arrangements for the use of various campus facilities are made by contacting the following:

<u>Facility</u>	<u>Contact</u>
Alumni Park	Vice President for Student Life
Amphitheater	Vice President for Student Life
Angwin Plaza	General Manager, HME
Campus Center	Coordinator, Campus Center
Classrooms	Registrar
College Church	Church Pastor
Commencement Grove	Vice President for Student Life
Counseling Center	Coordinator, Counseling Center
Dauphinee Hall Chapel	Dean of Women
Dining Commons and Equipment	Director of Food Service
Gymnasium and Sports Fields	Chair, Exercise Science Dept.
Martin Springs	Vice President for Student Life
McKibbin Hall (Academy)	Principal, PUC Preparatory School
Paulin Hall Auditorium	Chair, Music Department
Rasmussen Art Gallery	Chair, Art Department
Redwood Flats	Vice President for Student Life
Residence Hall	Residence Hall Dean in charge

6.15.2 Fire Permits

Anyone building an outdoor cooking or warming fire on PUC property must first obtain a fire permit from the Office of Public Safety. (Note that this does not apply to private residences under the Woodside Plan.)

6.20 RECREATIONAL FACILITIES

Sports facilities and services available for students, staff, and faculty members include:

- a. Gymnasium with equipment for basketball, badminton, weight lifting, volleyball, tennis, and pickleball
- b. Swimming pool with two diving boards, slide, jacuzzi, and sauna
- c. Six tennis courts with night lighting

- d. Three ball fields with facilities for softball, football, soccer, and baseball
- e. A quarter-mile paved track
- f. Outdoor sand volleyball court

A regular schedule of the use of sports facilities administered by the Exercise Science, Health & Nutrition Department is published in the Activities Calendar for each quarter. Special use fees regulate the summer use of the College swimming pool and special group use of the sports facilities.

Most items of sports equipment are available for checkout upon presentation of student, faculty, or staff ID card. Sports and recreation equipment is available for special group outings. Faculty members are invited to participate in the intramural activities in most major and minor sports.

6.25 KEY REGULATIONS AND INSTRUCTIONS

6.25.1 Key Requests

Requests for keys are to be made on the Key Request Card (Appendix G-1) and taken to the Payroll Office in the Financial Services Building. The following information is required:

- Name
- College ID number
- Key number if known
- Lock location
- Department
- Authorization signature

Requests are subject to the following conditions:

- g. Only department heads may authorize the issuance of keys for facilities within buildings under their jurisdiction.
- h. Department heads may authorize the procurement of master keys, but requests for the issuance of grand master keys are to be reviewed by the Key Committee.
- i. Employees will be issued keys based on the scope of their job assignment (e.g., main entrance, office, classrooms).
- j. Key request cards are available at the Payroll Office in the Financial Services Building. After being completed and signed by the department head, they are to be returned to the Payroll Office.
- k. Keys are available two to three days after submission of request. Incomplete key request cards will delay the issuance of keys.
- l. Keys must be picked up by the person to whom the keys are being issued.

6.25.2 Responsibility for Keys

Department heads must maintain an inventory record of all keys issued to students, faculty, and staff members serving within their department.

If the department head feels that certain keys need to be available for specific areas in the department such as bulletin boards, front and back entrances, etc., and these keys are not for the use of any specific employee, they should be checked out to the department key safe. The department head will be responsible for such keys. **Note: All “key safes” must be reviewed by the Locksmith.**

6.25.3 Key Return Policy

Employees must personally return keys to the Payroll Office without delay whenever employment is changed or terminated. Students must return all keys when leaving the campus at the end of the academic year. Keys checked out through the Key Office should not be returned elsewhere. The following departments have their own key issuing program:

Residence halls: Keys to student rooms.

Physical Education: Keys and locks to lockers.

Music Department: Keys and locks to lockers.

Pacific Union College Church: Keys to rooms in the church complex.

The Key Office is to be advised when students or employees terminate so that necessary follow-up action can be taken to ensure return of keys.

Anyone losing keys or failing to return them to the Payroll Office at the end of the academic year or upon termination of employment will be subject to a charge based on the assessment level of the lost key:

Great grand master key	Up to \$300
Grand master key	Up to \$250
Master key	Up to \$100
Submaster key	Up to \$ 75
Change key	Up to \$ 10

6.25.4 Unauthorized Use

Persons who have keys duplicated without authorization or who tamper with locks will be subject to disciplinary action and a fine of \$250-\$500.

6.25.5 Key Committee

The following persons constitute the Key Committee: Director of Facilities Management (chair), Director of Budgets and Fiscal Services, Locksmith, Associate Locksmith, head of the department involved.

6.25.6 Changing of Locks

Requests for rekeying or changing locks are handled as follows:

- a. Locks requiring a change to maintain security because of lost or stolen keys must be approved by the Director of Facilities Management after consulting with the Director of Budgets and Fiscal Services and the Locksmith. All other changes will require the approval of the Key Committee. All work will be done by the College locksmith.

- b. All new locks acquired by the College will be purchased and installed by the Locksmith to insure the integrity of the campus security system.

A copy of the key for each new desk, file, etc. should be sent to the locksmith by the original user to be used as the original hook key for the cutting of duplicates.

6.30 FACILITIES MANAGEMENT

Facilities is responsible for the care and maintenance of all college buildings and infrastructure such as roads, water and sewer systems, PUC's utility grid, and other essential services including trash management, custodial, land management, and landscape. Facilities also is involved in planning to meet the future needs of the college for space and services.

Please make **routine** maintenance requests regarding plumbing, electrical, or heating/ air conditioning problems online:

- Go to the PUC Website: <http://www.puc.edu>
- Select Faculty & Staff from the sidebar.
- The not-so-secret Submittal Password is: **puc**.

Select **Maintenance Request** from the sidebar and follow the prompts to complete and submit your request.

6.30.1 Emergencies

In an **emergency** (anything life-threatening or that could potentially cause major damage, such as sparking electrical lines, overflowing toilets, or clogged drains causing water overflow) call Facilities Management immediately at 7150. If there is no answer, call Public Safety at 6551 or the emergency line at 7111.

Employees have a responsibility for the safety of our students. During times of emergency or disaster the administration may mobilize employees as a resource. Instructions on how and where to respond will be communicated through official methods including email, text messaging, and the LiveSafe platform. In the event employees suspect an immediate need but do not receive instructions, they should report to their supervisor.

6.30.2 Remodeling, Carpeting, and Special Projects

A Capital Projects Request for the work desired should be sent to Facilities Management, which will review it and prepare an estimate as necessary. The written request and the estimate are sent to the Director of Budgets and Fiscal Services for consideration. If in that review the request is approved, the project will be scheduled by Facilities Management.

All campus signage—whether building, permanent post mounted, vehicle, temporary event, or other signage—requires prior approval of the Campus Signage Committee. The College has implemented a structured signage plan to maintain consistency in the visual presentation of signage and the College's image on our campus. All signage ordering, manufacturing, and installation is done by Facilities Management. Requests

submitted to the Signage Committee for non-standard signage will require President's Cabinet approval prior to purchase and installation.

6.34 CUSTODIAL SERVICES

Custodial Services provides care and cleaning, supplies, and moving and storage of furnishings for all College buildings. Maintenance requests for custodial services may be submitted online as described above under "routine maintenance requests."

6.36 LOST AND FOUND

A lost and found service is maintained at the Custodial Services and persons looking for lost items should inquire there. Found articles should be turned in with date, time, place and name of the finder of the article.

A small fee is charged for redemption of articles. Items that have not been claimed within thirty days will be given to charity or sold. The College is not responsible for articles lost or found.

Lost items are sometimes kept temporarily at the following locations: the College Market, the Dining Commons office, and the Church office.

6.40 INFORMATION TECHNOLOGY SYSTEMS AND SERVICES

Information Technology Systems and Services (ITSS) provides computer and communication services for Pacific Union College (PUC) students, administration, faculty and staff. These services include computers and software, telecommunications services (including long-distance connectivity and billing), academic computing lab equipment, campus fiber-optic network infrastructure and Internet service for any qualified user both on campus and off. There is a wireless network in some areas of the campus for use with portable computers. File services are provided to faculty for archiving data. ITSS supports all educational computing requests for help. All items of significant budgetary impact must be approved by the appropriate chair and Vice President.

6.40.1 Lantern

Web access to appropriate student record and administrative information is available through WebAdvisor and Lantern, the PUC developed portal providing Web browser access to information in the college data systems. Students and faculty can perform most functions of application and matriculation via this medium. Information for student academic advising is available on Lantern and is current with the official records in the administrative computing system. Users should contact ITSS for current information and/or training.

6.40.2 Email

Email addresses and Internet accounts are set up upon employment at PUC. The `username@puc.edu` email account opened upon hiring is the official communication link for all-important information of which faculty are expected to be aware.

The current official PUC computer user policy is posted on the Web at:

<https://www.puc.edu/campus-services/information-technology/faculty-staff/policies-information/computer-use-policy>

All users should be knowledgeable with these policies, and each user is expected to adhere to them.

6.40.3 Canvas Training

Tools for Web enhancement of class materials and PUC Online Courses are provided through Canvas. All faculty are encouraged to request training for Canvas course development and use. Call 7000 to request assistance.

6.40.4 Phone System

All academic offices are equipped with network and telecommunication ports. Phones should not be added or moved without help from ITSS. There are two types of phone connections on campus, standard analog and proprietary digital. Using the wrong type of phone will cause service to stop and will require time for repair.

Long-distance and local services are provided and are billed to the department or faculty as determined by a PIN assigned by ITSS. This PIN should be treated as confidential, because significant fraudulent charges can be incurred if unauthorized users obtain the number.

6.40.5 Emergency Help

Medical and fire emergency help can be reached from each phone location on campus by dialing 911, 9911 or 7111.

Information about dialing procedures, Canvas, WebAdvisor, Lantern, and other technology uses can be obtained by calling ITSS or the service desk at 7000 or at <http://www.puc.edu/campus-services/itss/faculty-staff>.

6.42 PREFERRED IMAGES

Preferred Images, the College printing facility, also operates the Copy Center and Mail Services.

Since the College operates a high-volume printing and copy center, all printing jobs for wide distribution are to be handled through Preferred Images. College personnel are not to send printing work elsewhere without authorization from the Vice President for Financial Administration. Department brochures and promotional materials for wide distribution must be approved by the office of Enrollment, Marketing, and Communications and the College office to whom the department head reports.

Stationery for departments should be ordered through the Office of Enrollment, Marketing, and Communications.

For more information about the services of Preferred Images, the Copy Center, or Mail Services, visit <http://www.puc.edu/campus-services/copy-mail/home>

6.44. COPY CENTER

The Copy Center, located in the Preferred Images Building, has high-speed black-and-white and color copy machines. Other services include collating, folding, binding, and punching. They also provide supplies for departmental use, such as paper and memo pads.

6.46 MAIL SERVICES

Mail Services is located in the Preferred Images Building. Mail Services handles first class and bulk mailings, and FedEx and UPS shipping.

6.50 NOTARY PUBLIC

Employees may have the services of a notary public (by appointment during regular business hours) by contacting the Estate Planning Department or Financial Services.

6.55 LIBRARY

The following policies govern the use of the Library by faculty members:

6.55.1 Faculty User Definition

All persons listed in the personnel section of the *College General Catalog* and their spouses, are entitled to library usage privileges and are subject to faculty loan regulations. An employee ID card issued by Financial Administration is required for checking out library material. Children of employees are not permitted to use their parent's ID cards in the Library.

6.55.2 Regular Loan

The loan period for books from the regular stacks is 21 working days. Faculty are asked to honor the due date by returning books on time. The fine schedule on reserve materials is binding on **all** borrowers. Books needed beyond the regular due time should either be renewed or a long loan should be requested. Unless a long loan is requested, all items are circulated as regular loan.

6.55.3 Long Loan Renewals

Upon request faculty may have long loan privileges on a per item basis, except for current periodicals (which are loaned for one day only), E.G. White books, and reference or reserve materials. Requests for long loans should be limited to technical

materials in the faculty member's own field and are subject to recall upon request of another borrower. All long loan materials are to be returned to the Library before the last Tuesday before graduation.

Materials may not be renewed by telephone. All long loans are called in near the close of the spring quarter and must be returned to the Library before they may be renewed. Materials not returned or renewed will be considered lost.

6.55.4 Lost Material

Faculty will be billed the replacement cost, plus a \$10.00 processing fee, for each lost item. A refund will be made for the return of a lost item.

Requests for material to be placed on reserve for the duration of a course should be given to the circulation assistant at least two weeks before the quarter begins, or, for short term reserve during the quarter, 48 hours in advance of student need. Reserve lists received later will be processed as there is time, but no assurance can be given as to when the books will be ready for circulation.

6.60 TEACHING AND LEARNING CENTER

The Teaching and Learning Center (TLC) provides a writing lab, tutoring, support for students at academic risk, academic advising for undeclared students, coordination of disabilities services, and academic intervention courses.

6.64 MEDIA SERVICES

Media Services, a division of Library Services, offers resources for planning, selecting, evaluating and implementing technology in the learning process and college related activities.

Upon request, the department (in cooperation with the requesting teacher or department) will produce digital or analog audio or video media. All media thus produced become the property of the College. The requestor is responsible for gaining appropriate copyright release.

6.64.1 Audiovisual Equipment

To avoid wasteful duplication and to effect standardization of equipment to the greatest possible degree, audiovisual equipment is purchased, maintained and distributed by Media Services only. Academic departments needing to have equipment available at all times may request the equipment on an annual loan basis. College-owned audiovisual equipment is carried on a single inventory, regardless of its geographic location or specific use.

The department is responsible for the operation, maintenance and repair of all College-owned public address equipment, and for the maintenance and repair of all audiovisual equipment on the central inventory. It is also responsible for lighting and projection for all campus entertainment programs.

6.64.2 Charges for Service

Media Services maintains a schedule of charges for these services:

Events for which admission is charged:

- Media production
- Use of equipment and services by faculty and students for non-College purposes
- Use of equipment and services by non-college personnel for non-College functions

6.64.3 College Related Personal Use

Audiovisual equipment may be loaned to faculty, staff and students for College-related, non-instructional purposes, e.g., College-recognized group functions, faculty/student home functions, student informal gatherings, etc., under these provisions:

- a. Equipment is listed by Media Services as available.
- b. Use does not conflict with College instructional or non-instructional use.
- c. Rental charges are paid for each piece of equipment checked out. (A fee schedule is available from Media Services.)
- d. All requests are cleared by the Director of Media Services.
- e. The person operating the equipment is on the Media Services list of trained operators; otherwise the service of a trained Media Services technician will be required and charged for.

6.64.4 Non-College Use

Audiovisual equipment may also be loaned for non-College use to:

- a. Faculty, staff and students for personal or private activities which are not related to a College function in any way, e.g., private slide projection, tape copying or production, etc.
- b. Non-College individuals or organizations not attached to the College in any way, e.g., Rio Lindo Academy, St. Helena High School, etc.

Such persons or groups must satisfy the same conditions as listed for College-related use and must pick up and return all equipment in accordance with the Media Services operating policy.

6.66 MEDIA ORDERING

The College owns a collection of films, video tapes, audio tapes, film strips, slides, and records and coordinated programs housed in the library.

6.66.1 Media Ordering Procedures

Classroom media rentals and purchases are to be ordered through Library Acquisitions.

Entertainment media are to be ordered through the Assistant to the Dean of Students.

6.66.2 Classroom Media

For media ordered through Library Acquisitions, all costs, including ordering, film rental, transportation and projection, are charged to Media Services.

For media not ordered through Library Acquisitions, media rental and transportation charges must be paid by the individual teacher or academic department. Media Services cannot accept responsibility for the loss or damage of media independently ordered.

6.66.3 Entertainment Media

Entertainment media orders for College organizations or personnel are processed by the Assistant to the Dean of Students. The College organization or personnel placing the order is responsible for:

- the rental or contract costs
- service charges added by the lender
- authorized telephone calls to agents, etc., and
- postage and insurance charges.

A fee for ordering and projection services will be charged to non-College organizations or persons desiring to sponsor a film program on campus.

All entertainment media must be approved by the Vice President for Student Life.

6.70 COUNSELING SERVICES

6.70.1 Counseling Center

Counseling and Career Center provides the services listed below to all students. A more complete description is given in the College Catalog.

- Counseling: personal, career, and learning differences
- Career information
- Job listings
- Testing: personal, educational, career, professional school admissions (e.g., GRE, MCAT, LSAT, DAT, etc.) (Fees may apply.)
- Professional school and job recruitment services
- Support groups
- Workshops

6.70.2 Academic Advising

Curriculum and academic program advising is coordinated by the Vice President of Academic Administration.

6.75 HEALTH SERVICES

Pacific Union College offers a full service on-campus clinic for students enrolled in 6 units or more. Health Services should be accessed first if a faculty or staff member gets injured while working on the job. It will then be determined if the injury can be managed internally as a first aid case. If more assessment and treatment are indicated, a referral will be made to our occupational health program through Job Care/ Adventist Health St. Helena.

6.80 PUBLIC SAFETY

The Department of Public Safety, comprised of students and staff in office and dispatcher positions, provides 24-hour-a-day security and patrol protection for the campus and provides these services to the College community:

6.80.1 Emergency Help

Medical and fire emergency help can be reached from each phone location on campus by dialing 911, 9-911, or 7111.

6.80.2 Crime and Accident Reports

Any criminal action, traffic accident, or emergency situation should be reported to Public Safety at 6551. The department maintains a close working relationship with appropriate law enforcement agencies and entities of the criminal justice system. Crime-related reports and statistics are routinely exchanged with law enforcement.

6.80.3 Vehicle Assistance

Basic assistance is provided for any on-campus person with problems such as a need for battery jumper cables or opening a locked vehicle when keys have been left inside.

6.80.4 Campus Parking Registration and Enforcement

Parking on the PUC campus is by permit only. Public Safety provides parking permits for employees at no charge. Employees need a driver's license, DMV vehicle registration, and proof of insurance to register their vehicles. There is no limit to the number of vehicles that may be registered to an employee. Persons having a rental car or temporary vehicle on campus should get a temporary permit or notify Public Safety by phone. Contact Public Safety for information on parking areas. Parking is enforced by citations, impounding and towing of vehicles.

6.80.5 Crime Prevention

The College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

Following is a list of Public Safety's crime prevention programs:

a. Safety escort service

On-campus transportation is available from dusk to dawn. Call 6551 for assistance.

b. Bicycle registration

Public Safety files bicycle information and provides a sticker to identify a registered bicycle, free of charge.

c. Crime prevention presentations:

Numerous crime prevention presentations are made annually, and are available on request.

d. Printed crime prevention materials

Printed crime-prevention brochures related to motor vehicle, bicycle, residence, and personal safety are widely distributed.

e. 24-hour on-line safety and prevention information

<http://www.puc.edu/publicsafety>.

6.85 ADVANCEMENT

The mission of the Advancement Office is to secure financial resources and other support for the College and to enhance alumni and constituent relationships. It is an administrative office of the College whose primary responsibilities are:

6.85.1 Fundraising

Plan, organize and implement programs that promote and encourage philanthropic support to the College.

6.85.2 Estate Planning

Provide services to establish revocable trusts, annuities, wills, healthcare directives, and other documents associated with planning the distribution of assets. Estate Planning increases the College's charitable contributions through planned gifts and endowments and serves as notary public for College-related business.

6.85.3 Alumni

Facilitate supportive relationships with constituents and alumni. The office hosts Homecoming Weekend and alumni receptions, encourages alumni volunteer involvement in the College, and implements a communication program that includes the alumni website and the E-Post and PUC newsletters.

6.90 ENROLLMENT, MARKETING, AND COMMUNICATIONS SERVICES

6.90.1 Office of Enrollment, Marketing, and Communications

The office of Enrollment, Marketing, and Communications is an integrated marketing department that puts forward a clear and consistent image of the college through advertising, publications, promotions, media relations, and event planning. The office works to develop and maintain positive internal and external relationships for the College, directs marketing and communication efforts, publicizes news and events for the College, and ensures compliance and proper use of the College identity (logos). See also section 1.65.12 “Logo and Seal”. This office also oversees the College Web site at <http://www.puc.edu>.

6.90.2 Enrollment Services

The office of Enrollment Services manages the recruitment and admissions process for all prospective student.

