Faculty Handbook

John Brown University
# Table of Contents

I. Introduction ................................................................................................................................. 7  
   A. Foreword ............................................................................................................................... 7  
   B. Statement of Faith ............................................................................................................... 7  
   C. The Mission of John Brown University .............................................................................. 8  
   D. Accreditation and National Memberships ............................................................................ 8  

II. Governance and Administration ................................................................................................. 9  
   A. Organizational Structure ..................................................................................................... 9  
   B. Board of Trustees ............................................................................................................... 9  
   C. Faculty Organization .......................................................................................................... 9  
   D. Academic Organization ...................................................................................................... 9  
   E. Committees ......................................................................................................................... 10  
   F. Departmental Organization ............................................................................................... 10  
   G. Guidelines for Department Heads ..................................................................................... 11  
   H. Appointment of College Deans and Division Chairs ......................................................... 11  
   I. Responsibilities of College Deans and Division Chairs ....................................................... 11  
   J. Evaluation of College Deans and Division Chairs .............................................................. 12  

III. Support Units .......................................................................................................................... 13  
   A. Arutunoff Learning Resource Center: Library Acquisitions ................................................. 13  
      Circulation ............................................................................................................................ 13  
      Reserve Collection ............................................................................................................. 13  
      Research Assistance/Library Instruction .......................................................................... 13  
      Interlibrary Loan .............................................................................................................. 14  
   B. Bookstore ............................................................................................................................ 14  
   C. Campus Post Office ........................................................................................................... 14  
   D. Career Development ......................................................................................................... 14  
   E. Enrollment Management .................................................................................................... 15  
   F. Graphic Arts ....................................................................................................................... 15  
   G. Information Technology Services ...................................................................................... 15  
      Computing and Network Services .................................................................................. 15  
      Instructional Technology .................................................................................................... 16  
      Media Services .................................................................................................................... 16  
      Copiers ............................................................................................................................... 16  
      Telecommunications ........................................................................................................... 16
H. JBU Website ........................................................................................................................ 16
I. Public Relations and News Releases ..................................................................................... 16
J. Registrar’s Office .................................................................................................................. 17
K. Soderquist Center for Business Leadership and Ethics ....................................................... 17
L. The Center for Healthy Relationships .................................................................................. 17

IV. Faculty Policies, Procedures, and Guidelines ......................................................................... 18
A. Academic Freedom .............................................................................................................. 18
B. Appeals Process .................................................................................................................... 18
C. Appointment Letter .............................................................................................................. 19
D. Conflict of Interest ............................................................................................................... 21
E. Decorum ............................................................................................................................... 21
F. Faculty Employment Objectives ........................................................................................... 21
G. Faculty Evaluation and Promotion ....................................................................................... 22
H. Faculty Growth and Development ....................................................................................... 22
  Faculty Growth Plans ............................................................................................................ 22
  Research and Writing ............................................................................................................. 23
  Sabbatical Leaves .................................................................................................................. 23
  Leaves of Absence ................................................................................................................ 23
  Professional Organizations and Travel ................................................................................. 24
  Other Faculty Development Opportunities ........................................................................... 24
I. Faculty Loads ........................................................................................................................ 25
J. Harassment, Including Sexual Harassment ........................................................................... 25
K. Intellectual Property ............................................................................................................. 25
L. Moving Expenses ................................................................................................................. 26
M. Policy on Travel and Mileage Compensation for Faculty ................................................... 26
N. Professional Ethics ............................................................................................................... 26
O. Recruitment of Faculty ......................................................................................................... 27
P. Retirement ............................................................................................................................. 27
Q. Salaries ................................................................................................................................ 28
R. Vacation and Holidays ......................................................................................................... 28

V. Faculty Responsibilities ........................................................................................................... 29
A. Absences .............................................................................................................................. 29
B. Advising Responsibilities .................................................................................................... 29
  Assignment of Advisors ........................................................................................................ 29
Academic Advising............................................................................................................... 29
C. Budgets................................................................................................................................. 29
D. Catalog Revisions ................................................................................................................ 29
E. Commencement Participation .............................................................................................. 30
F. Community Activities........................................................................................................... 30
G. Counseling ........................................................................................................................... 30
H. Daily and Weekly Schedules ............................................................................................... 30
   General Obligations ............................................................................................................... 30
   Classes................................................................................................................................... 30
   Office Hours.......................................................................................................................... 30
   Chapel Services ..................................................................................................................... 31
   After-Hours Responsibilities .............................................................................................. 31
   Released Time ....................................................................................................................... 31
   i. Excused Absences .............................................................................................................. 31
J. Expenditures for Equipment and Supplies ............................................................................ 31
K. Field Trips ............................................................................................................................ 32
L. Grant Funding ....................................................................................................................... 32
M. Inclement Weather Policy ................................................................................................... 32
N. Keys ..................................................................................................................................... 32
O. Off-Campus Involvement .................................................................................................... 32
P. Privacy Laws ........................................................................................................................ 33
   HIPPA ................................................................................................................................... 33
   Family Educational Rights and Privacy Act of 1974............................................................ 33
Q. Speaking Engagements ........................................................................................................ 33
R. Sponsoring Student Organizations ....................................................................................... 33
S. Students with Disabilities ..................................................................................................... 34
T. Teaching Responsibilities ..................................................................................................... 34
   Academic Integrity ................................................................................................................ 34
   Attendance ............................................................................................................................ 35
   Classroom Routine .............................................................................................................. 35
   E-Mail Surveys (Revised by UGC on November 30, 2016) .............................................. 36
   Examinations ....................................................................................................................... 36
   Film Policy ............................................................................................................................ 37
   Grading Policies and Procedures ......................................................................................... 39
O. Resources Development ............................................................................................................... 48
P. Student Handbook ....................................................................................................................... 48
Q. Title IX of the Education Amendments of 1972 ....................................................................... 48
R. Tuition Subsidy .......................................................................................................................... 48

VIII. Appendices (appendices may be found at http://www.jbu.edu/academics/academic_affairs/handbook/)

Appendix A - Annual Reports
Appendix B - Evaluation of Administrative Heads
Appendix C - Committee Appointments
Appendix D - Faculty Constitution
Appendix F - Sabbatical Leave Policy and Application
Appendix G - Faculty Evaluation and Promotion Procedures
Appendix H - Criteria for Requesting New Positions
Appendix I - Moving Allowance for New Faculty
Appendix J - Faculty Salaries
Appendix K - Syllabus Checklist
Appendix L - Summer School Teaching Compensation
Appendix M - New Degree Implementation Plan
Appendix O - Regalia Policy
Appendix P - FERPA Fact Sheet
Appendix R - Email Guidelines
Appendix S - Policy on Travel and Mileage Compensation for Faculty
Appendix T - Assessment Terminology
Appendix U - Definition of Credit Hour
I. Introduction

A. Foreword

The purpose of this handbook is to inform faculty members about matters relating to the adequate performance of their jobs. There are other sources of information that may be helpful, and faculty not fully oriented may seek them out. These include the Course Catalogs, the Employee Handbook, the Student Handbook, various reports to accrediting agencies, and appropriate officers of the institution.

A faculty position is not just a job but also a ministry through which we glorify God in service to students. It requires the utmost each person can provide in classroom and extra-curricular leadership. Opportunities to serve are numerous and diverse and each faculty person is urged to be an active member of the JBU community.

John Brown University evolved from a junior college that began in 1919. The school was established near Siloam Springs, Arkansas, on the site of its present campus. It was then a farm, the property of the late John E. Brown, Sr., and his wife. Dr. Brown was, at that time, a national leader in the field of evangelism. Out of his many contacts with young people, his convictions concerning the inadequacy of traditional educational methods deepened until he felt a definite call to establish a college dedicated to “threelfold training.” Many of his original ideas have continued as the standard for the University. Dr. Brown’s educational ideal is expressed in the motto, “Training the Head, Heart, and Hand.”

This faculty handbook is not a contract. It contains helpful information for all faculty employees of John Brown University (hereafter “the University”) regarding current practices and procedures, any of which may be changed at the University’s sole discretion by giving notice thereof in a regularly scheduled faculty meeting. Statements in this handbook do not confer any additional employee benefits nor do they create obligations of the University. Material in this handbook is intended to identify current practices and procedures and to generally describe those without necessarily providing the full description, legal identification or exact text. Therefore, since this handbook is only a summary, please review it with the Vice President for Academic Affairs if you have any questions.

B. Statement of Faith

The doctrinal position of the institution is contained in the following Articles of Faith which have been adopted by the National Association of Evangelicals:

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.

2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

C. The Mission of John Brown University

The statement of Educational Philosophy, which appears in the Catalog, was first developed and adopted by the faculty in the late 1940s; it is in harmony with the philosophy of threefold training held by the founder, John E. Brown Sr.

There are five sections in the Educational Philosophy. These describe the qualities the faculty hope graduates will possess: that they will reflect the love of Christ, possess intellectual integrity and enthusiasm for continuing self-development, be able to function effectively in a multicultural world, perform a share of the world’s work, and make worthy contributions to their communities.

In 2005, the mission statement of JBU was updated to say: To provide Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

D. Accreditation and National Memberships


Current information about accreditations can be found in the course catalog at https://www.jbu.edu/catalog/current/accreditation/.

- Institutional memberships in national organizations:
  - The Council of Independent Colleges
  - The Council for Christian Colleges and Universities
  - The Evangelical Council for Financial Accountability

Any department that desires to seek professional accreditation for its program should present its request and rationale to the Vice President for Academic Affairs.
II. Governance and Administration

A. Organizational Structure

The President is responsible to the Board, and administrators are directly responsible to the President. Present cabinet-level administrators include the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Enrollment Management, the Vice President for University Advancement, the Vice President for Student Development, Facilities and Athletics, the Executive Directors of the Center for Healthy Relationships and Soderquist Leadership.

B. Board of Trustees

The University is administered by a Board of Trustees and a group of administrative officers headed by the President. The Board of Trustees meets regularly twice each year to handle matters of general importance. Certain committees of the Board meet more frequently as necessary.

C. Faculty Organization

The John Brown University faculty meets monthly during the academic year. As stated in the Faculty Constitution, voting members are all instructors, assistant professors, associate professor and full professors on a full or part-time basis. Faculty status is typically granted to those who teach or perform research for some part of their regular contract or who supervise faculty or curriculum. Once someone has been given faculty status, they generally do not lose it. The Chair of the organization is the President of the University; the Vice Chair is the Vice President for Academic Affairs. (See Appendix D, Faculty Constitution)

The table below provides an overview of the academic decision making model. An ‘X’ indicates that action is taken by the body, and an ‘I’ indicates that information is provided to the body.

<table>
<thead>
<tr>
<th></th>
<th>Degree Modifications</th>
<th>New Courses</th>
<th>Course Changes</th>
<th>General Policies</th>
<th>Add or Delete Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees</td>
<td>X</td>
<td>I</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President/Cabinet</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Academic Affairs</td>
<td>X X X X X</td>
<td>I I I X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>I I I X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Councils</td>
<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Curriculum Committee</td>
<td>X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colleges/Divisions</td>
<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departments</td>
<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Academic Organization

Reporting to the Vice President for Academic Affairs are various committee chairs, college deans and division chairs of the seven academic colleges and divisions, the Dean of
Undergraduate Studies, the Dean of The Graduate School, the Dean of Online Undergraduate Programs, the Associate Vice President for Academic Administration, and those responsible for support areas. That list of support personnel includes the Dean of Academic Services and Registrar, the Dean of Institutional Effectiveness, the Director of the Library, the Director of the Honors Scholars Program, the Director of the Leader Scholars Institute, the Director of Student Support Services, the Dean of Faculty Development, and the Director of Assessment.

E. Committees

A list of Elected and Standing Committees, with details of their responsibilities, is prepared annually and distributed by the Office of Academic Affairs to all persons concerned. Committee membership is determined by faculty election and/or appointment by the Vice President for Academic Affairs and/or the President. Preference for membership on particular committees is considered in the appointment process assuming they are communicated to the Vice President for Academic Affairs and President well before the appointments are made over the summer.

Faculty are elected or appointed by their colleagues to the following committees for three-year terms: Core Curriculum, Online Undergraduate Council, Faculty Affairs, Faculty Development, Faculty Status, Graduate Council, and Undergraduate Council. Elections are held each Spring semester during the last Faculty Meeting of the academic year.

The Standing Committees consist of faculty members, staff members and in some cases, a student representative.

Student representatives on committees may legitimately have voting privileges. For example, the Honors Club president, elected by honors students, should have voting privileges on the Honors Scholars Committee. However, faculty-elected committees represent the voice of the faculty. Students may be represented on these committees but should not be voting members. The following distinction has been approved by the faculty (May 2004):

- Standing committees that have student representatives will allow students to have voting status.
- Students do not have voting status on faculty elected committees.

Please refer to Appendix C, Committee Appointments for information on each committee and the committee members. Questions regarding committees can be directed to the Office of Academic Affairs.

F. Departmental Organization

Academic colleges and divisions are organized around departments. All academic degree programs are housed within departments, and while a department can have several programs, all programs in a department are from the same school (undergraduate, online undergraduate, or graduate). Divisions are typically composed solely of departments from the same school. Colleges are typically composed of departments from two or more schools, one of which must be the graduate school. In departments consisting of several instructors, a department head is usually appointed by the Vice President for Academic Affairs and the President in consultation with department faculty and the college dean or division chair.
G. Guidelines for Department Heads

Administrative duties vary according to the size and programs of the department. The department head works closely with the college dean or division chair on common problems and exercises general oversight of the department. Other duties include preparing proposals for course and curriculum changes, making personnel recommendations, and preparing annual department budget requests. The department head reports problems with facilities and equipment to the college dean or division chair and follows through to see that needed steps are taken.

H. Appointment of College Deans and Division Chairs

Each college dean and division chair is appointed by the Vice President for Academic Affairs and the President in consultation with faculty. The normal tenure for a college dean or division chair is three years, after which the college dean or division chair may be succeeded by another member of the faculty or may be re-appointed. There are no stated qualifications for this position, but the appointee should be an experienced member of the college or division who, in the judgment of the President and Vice President for Academic Affairs, will be an effective leader. Where special circumstances warrant, the three-year rotation practice may be set aside temporarily. College deans typically receive six hours of load reassignment per semester for administrative duties as well as two additional months on their contract. Division chairs typically receive three hours of load reassignment per semester for administrative duties as well as an additional one month on their contract.

I. Responsibilities of College Deans and Division Chairs

1. To provide leadership for the college or division and its individual departments.
   - To conduct a continuing review of course offerings within the college or division and to encourage innovation and experimentation in course content, teaching methods, and styles of instruction.
   - To speak on behalf of the college or division to other areas and to the University as a whole.
   - To conduct a continuing review of the role and contribution of the college or division and its constituents to JBU.
   - To be an exemplar of good teaching and sound scholarship.

2. To administer the work of the college or division.
   - To coordinate and evaluate college or division course offerings.
   - To make recommendations for college or division and discipline budget allocations, and to administer the budget assigned.
   - To schedule regular meetings of the college or division faculty.

3. To maintain concern for professional development of both students and instructors within the college or division.
   - To encourage improvement in teaching and professional development among all members of the college or division.
o To take leadership in identifying qualified candidates for full and part-time faculty and staff positions.

o To evaluate the professional performance of members of the college or division and make recommendations for promotions and sabbatical leaves.

o To identify and encourage student academic leadership in the college or division and to maintain an active interest in advising students in graduate and vocational opportunities.

o To coordinate the advising of students during fall, spring and the Early Registration Program (ERP).

4. To be responsible to the Vice President for Academic Affairs for the work of the college or division.

   o To interpret the needs of the college or division to the Vice President for Academic Affairs and to interpret the needs of the University to the college or division.

   o To support the institution’s efforts in recruitment and retention.

   o To support the institution’s efforts in assessment and accreditation.

   o To be a member of the appropriate academic councils and to share actively in its discussions, recommendations, and decisions.

   o To communicate council discussions, recommendations and decisions to the college or division faculty members and staff.

   o To complete an Annual Report of college or division activities (see Appendix A).

**J. Evaluation of College Deans and Division Chairs**

See Appendix B.
III. Support Units

A. Arutunoff Learning Resource Center: Library Acquisitions

The John Brown University Library is a partner with faculty in the teaching/learning process at JBU, and relies on faculty to be subject specialists for library purchases. To facilitate faculty input, the library divides one-half of its materials budget among the academic colleges and divisions on campus. Faculty members submit online library order cards to their college dean or division chair for approval. Once approved, the cards are sent to the library for immediate processing. Requests for books or other materials should be submitted to the library before March 15. Requests for new periodical titles should be made before the fall term to allow sufficient time to process the subscription.

Circulation

There is no limit on the number of items faculty may borrow from the library. Books, DVDs, videos, and CDs may be borrowed by faculty members for a maximum of six months. Materials borrowed after December 31 are due June 30. Materials borrowed after June 30 are due December 31. Items may be renewed for an additional six months by notifying the Circulation Coordinator. All materials borrowed are subject to recall by the library staff. Reference materials and paper periodicals may be borrowed for short periods of time, by arrangement with the Circulation Coordinator. Microforms do not leave the library, but may be viewed and printed on the library’s microform reader/printer.

Reserve Collection

The Reserve Collection is designed to provide easy access to frequently used materials for specific courses each academic term. Faculty may place “on reserve” library materials from the general circulating collection; photocopies of journal articles or chapters from books; or personal items, such as study notes, past tests, etc. Faculty should fill out a form (available at the reserve desk) and submit it to the Circulation Coordinator along with the item(s) to be placed on reserve. Please allow 24 hours for reserve materials to be added or removed from the collection. All materials on reserve may be borrowed for a three-hour period and must be used in the library. Exceptions to this must be arranged with the Circulation Coordinator. Note: All non-personal photocopied items in the Reserve Collection - i.e., journal articles or book chapters - must include the following copyright information on the first page of every copy: title of journal or book, the copyright symbol (©), and name of the copyright holder (person or publisher). To comply with fair-use guidelines, faculty may place no more than five copies of an article, chapter, book, or other material on reserve. Contact the Library Director with questions concerning copyright.

Research Assistance/Library Instruction

Faculty are encouraged to use the research and instruction options offered by the library. JBU librarians can provide information about library resources that will assist faculty as they create or update assignments. The librarians will gladly provide research assistance to faculty members who request it. Faculty can also request group instruction sessions for their students. These sessions are held in the classroom or the library, and can be tailored to a specific course or assignment. Faculty should contact the Instructional Services Librarian with any questions about library resources, research assistance, or library instruction for students.
Interlibrary Loan

Interlibrary loan (ILL) services are available free of charge to all faculty, and most items that the JBU library does not own can be obtained via ILL. Requested articles arrive in two to three days; requested books arrive in one to two weeks. Faculty may fill out the online ILL form (at www.jbu.edu/library; “Interlibrary Loan”) or use the forms provided in many of the library’s online resources. Borrowing periods for ILL books are usually generous, but fees will be assessed on overdue items. Check with the Interlibrary Loan Librarian for renewal of ILL books, or for any questions regarding ILL.

B. Bookstore

The campus bookstore is owned and operated by Follett Higher Education Group. Follett is a national company that owns and operates campus bookstores across the nation. The Bookstore orders and sells textbooks, most materials and supplies needed by students. Faculty are encouraged to assist the Bookstore in estimating textbook needs and keeping textbook lists up to date.

Faculty wishing to distribute duplicated materials to their classes should consult with the Bookstore Manager about packets that can be sold through the store. A faculty member may not profit from such sales except through royalties paid by a professional vendor, i.e., publisher.

All supplies required for a course, including books, must be sold through the Bookstore. Supplies needed by faculty such as pencils, marking pens, and memo pads for department use may be charged to the college or division supplies account. See your college dean or division chair for the appropriate account number. All regalia rentals or purchases are handled through the Bookstore.

C. Campus Post Office

Most full-time faculty members will be assigned a box at the campus Post Office or mail may be delivered to their offices as determined by office location. The University pays postage on all official business mail. Mail pickup times are posted in the Post Office. UPS, Airborne, Federal Express, and DHL are available through the campus post office. A brochure detailing hours and procedures is available. Employees are to direct all personal mail and packages to their home address. Post Office boxes are to be kept locked at all times. Neither the Post Office nor the University are responsible for mail in unlocked boxes.

The campus Post Office is located in the Walker Center. The Post Office services approximately 250 employees year-round along with approximately 1,000 students during the academic year. Post Office hours are Monday through Friday, 9:00am-4:00pm.

D. Career Development

All employment services for JBU graduates are coordinated through the Director of Career Development. Faculty members are urged to provide assistance and information that may be useful to graduates in seeking the most attractive employment opportunities. Information about employment opportunities should be sent to the Director of Career Development. The Center also offers career counseling for students who are undecided or need help making future decisions. Faculty are encouraged to utilize the Career Development Center as a resource for internship, graduate school and job search information. The Director of Career Development is
available for classroom presentations and as a resource for career-related issues. The Career Development Office is located in the Walker Center inside the Office of Student Development.

E. Enrollment Management
The Vice President of Enrollment Management supervises the Admissions Office and the Financial Aid Office (located on the corner of Holly & University Streets in the Blood Memorial Building). In addition to standard recruitment, admissions and financial aid functions, the department, through the Financial Aid Office, coordinates the assignment of students on the Work Study program. The department monitors enrollment trends and welcomes any suggestions from the faculty for improving on a strong enrollment history.

F. Graphic Arts
University Communications provides graphic design, photography and printing services to JBU departments on a charge-back basis. All requests are submitted via Eaglenet (Eaglenet > University Resources > University Communications). Please allow a minimum of 3 weeks to complete your job.

In the case of projects with design and large-quantity printing, allow 4-6 weeks. If you need information on costs before submitting a request, please contact Julie Gumm, Director of Marketing Communication.

G. Information Technology Services
The Mission of Information Technology Services is to enhance the teaching and learning processes and operational and strategic systems of John Brown University by effectively and efficiently serving the dynamic information technology needs of the University community.

Information Technology Services (ITS) oversees university technology systems, including computer and network services, instructional technology, media services, copiers, and telecommunications. The ITS Help Desk is the appropriate contact point for requests or questions related to any of these services.

The ITS Help Desk may be reached at (479) 524-7256 (extension 7256) or via email at help@jbu.edu.

The EagleNet campus network (https://eaglenet.jbu.edu) is a central intranet resource for university services and information.

Computing and Network Services
Faculty and staff are assigned a network account and an email address along with file space on the network for storing work-related files. Email and network files are accessible from office computers, any lectern or lab computer, or from a personal computer at home via the Internet.

There are a number of wireless zones on campus that allow access to the JBU network and Internet with a wireless-capable computing device.

Consult the ITS Acceptable Use Policy for additional information regarding the appropriate use of university computing and network services.
Instructional Technology
ITS coordinates training sessions to orient faculty and staff to technology services of the University.

Most classrooms are configured with presentation technology and lecterns housing instructional technology such as DVD/VCR players, document cameras, and sound reinforcement.

Additional audio/visual equipment, student clickers for interaction, and other media equipment may be reserved through the ITS Help Desk.

Media Services
The ITS Media Center is located in the Learning Resource Center (LRC 155) and is a creative lab open to all students, faculty, and staff at JBU to work on academic and co-curricular projects.

The Media Center provides check-out equipment, such as digital cameras, video cameras, LCD projectors, amplifiers, DVD players, and more.

Supplies for sale include: construction paper, poster board, roll paper, lamination film, report binding materials, folders, clasp envelopes, etc.

Copiers
Copier systems on campus require an ID card to bill usage to the appropriate department. Faculty and staff may contact the ITS Help Desk to set up their university ID card for this purpose.

Personal use of the copiers is permitted at a nominal charge.

Telecommunications
Faculty and staff are assigned access codes for work-related long distance telephone usage. Personal calls should be limited and any long-distance charges incurred should be reimbursed to the Business Office on a monthly basis.

Long distance telephone usage reports are available via Reporting Services on EagleNet.

H. JBU Website
The JBU Website can be accessed at www.jbu.edu. The Webmaster maintains the website at all times. Departments are requested to review their information on the website regularly and work with the webmaster to keep information current and up-to-date. EagleNet access is limited to campus-only and is available to all students and employees. Items available through EagleNet include EagleNet TV (for chapel), general campus announcements and KLRC, and links to pertinent information such as the campus phone list, facebook, human resource documents and other JBU information.

I. Public Relations and News Releases
Communication to the public via press releases, publicity, advertising, and special campaigns, and communication of news and information to the general campus community will be handled by the Office of University Communications.

Some of the University’s most effective publicity is that which tells about the accomplishments of faculty, students, or departments. For this reason it is very important to have faculty support in reporting promptly any newsworthy developments such as articles published, services to public and private organizations, and special honors such as election to positions of leadership in
professional associations. News, promotional items and story ideas should be sent to the Coordinator of Media Relations for editing and dissemination among the area media.

The Weekly Beat, a campus publication for all JBU employees, is made available through this office. Please forward general items of interest to the campus community (upcoming events, conferences, thank-you notes, etc) for inclusion in this weekly publication to the Coordinator of Media Relations.

**J. Registrar’s Office**

The Registrar’s Office, located in the Chapman Administration Building, handles details of class registration, maintains records of students’ academic work, collects and reports grades. The office is directed by the Registrar. Credit summaries for students approaching completion of graduation requirements and diploma preparation are handled by the Registrar’s staff. Faculty can access class rosters and submit grades on-line (both mid-terms and finals) when notified. On-line registration for Fall and Spring semesters occurs each November and March. Faculty and students are notified by the Registrar’s Office when registration is available. Questions regarding registration, grades, classroom reservations and student academic records can be directed to the Registrar’s Office, x7158.

**K. Soderquist Center for Business Leadership and Ethics**

[http://www.soderquist.org/](http://www.soderquist.org/)

**L. The Center for Healthy Relationships**

IV. Faculty Policies, Procedures, and Guidelines

A. Academic Freedom

The University subscribes to the American Association of University Professors’ statement on academic freedom that follows (adopted by the faculty, December 17, 1975):

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Instructors are entitled to freedom in the classroom in discussing the subject, but should be careful not to introduce controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other claims of the institution should be clearly stated in writing at the time of appointment.

University teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but special position in the community imposes special obligations. As persons of learning and educational officers, they should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

B. Appeals Process

1. Statement of Purpose

As a Christian institution, the University is committed to the belief that God’s will is revealed through the Bible. Scriptural guidelines and the leading of the Holy Spirit should direct Christians in working together to resolve conflict. Therefore, it is the intent of all parties in any process to follow as closely as possible the Christian model in maintaining or restoring fellowship within the community of believers.

In Matthew 18:15-17, a model is presented in Christ’s own words:

“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church…” (NAS)

2. Formal Process

When attempts at an informal resolution of conflicts have been unsuccessful, when a promotion application has been rejected, or when formal notice of a contract reduction or termination has been given by the University, full-time faculty may request a hearing before the “Faculty Appeals Committee.”

a. Membership. The Faculty Appeals Committee shall consist of the President and three faculty members. These faculty representatives shall be elected by the Faculty with nominations coming equally from the appellant and the Office of Academic Affairs.
b. Duties. The Committee shall have the authority …

   i. to hear an appeal from a current faculty member whose contract has been reduced in length, whose contract has been terminated, or who has not received a contract for the next year.

   ii. to review matters of a serious nature related to faculty employment when other channels of appeal have been exhausted.

   iii. to hear an appeal from any current faculty member who has been denied promotion in rank.

c. Appeals. Full-time faculty members may petition for a hearing before the Appeals Committee providing they present a written request to the Vice President for Academic Affairs within thirty days of receiving written notice of termination or within a reasonable time after an informal process of conflict resolution.

d. Hearing Procedure

   i. The President will chair the meeting and will make the final decision with input from the three elected faculty representatives.

   ii. The hearing may be audio taped at the petitioner’s request.

   iii. To assist in the hearing, the petitioner may choose to have other persons present, such as a peer, a pastor, a spouse, or a close friend.

   iv. The administrative hearing is not a legal proceeding but an attempt at Christian mediation. It is not intended to be public in nature. In it the University will cite just cause for any personnel action it has taken, and the faculty member affected shall be given equal opportunity to comment in support of his or her position. The process seeks first and foremost “to speak the truth in love,” regardless of which party may be asserting a complaint.

3. Alternative Process

If good faith effort through the above hearing procedure fails to resolve the conflict and the faculty member still feels the complaint has not received proper consideration, the appellant may within thirty days of the President’s decision write a formal letter of appeal to the Chair of the Board of Trustees. The Board Chair will make a final decision on the matter, with input from the Executive Committee of the Board at his or her discretion.

C. Appointment Letter

1. Appointments to the John Brown University faculty are normally for two academic years for full-time teaching members at the rank of Instructor, for three academic years for full-time teaching members at the other ranks, and for one academic year for full-time faculty members whose obligations are fifty percent or less for teaching and research. Appointment Letters are sent out in advance of their effective date to give current faculty ample opportunity to make plans for the following year. Signing the Appointment Letter by the required date signifies the faculty member’s intention to accept the terms of the Appointment Letter and to fulfill their obligations as a member of the faculty for the
Appointment Year. Under normal circumstances, should the University not intend to offer an Appointment Letter to a current faculty member, notice of that intent will be given by February 15.

2. It is understood that under normal conditions, the University intends to appoint existing faculty to succeeding appointments. However, nothing in this section shall limit the University’s ability to issue temporary appointments or decide in its discretion, not to offer an Appointment Letter to a current faculty member. These “normal conditions” typically warranting multi-year, “succeeding appointments” are as follows:

   a. A faculty member has been chosen for the role via at least one national search process;
   b. A faculty member has completed their terminal degree, made significant progress toward completing that degree, or has extraordinary professional experience that would warrant special consideration;
   c. A faculty member is consistently performing at least at the “professional” level according to our evaluation and promotion procedures;
   d. If any of a, b, or c are not being met, a faculty member will typically receive a temporary appointment and a national search will typically be scheduled, for which the faculty member is welcome to apply;
   e. If any of a, b, or c are not being met, a faculty member will typically receive succeeding appointments if their student evaluation and formal evaluation results are consistently in the “commendable” or “exemplary” range.

3. A Faculty Member may be dismissed during the Appointment Year for just cause. The University shall issue a notice of just cause for the termination which includes the reasons for the termination. In this context, “just cause” includes, but is not limited to the following:

   a. Inadequate performance of professional responsibilities by Faculty Member;
   b. Violation of university personnel, academic, or operational policies by Faculty Member;
   c. An act of illegal, immoral, or unethical behavior by Faculty Member;
   d. Incapacity of Faculty Member;
   e. Insubordination by Faculty Member, such as willful and/or repeated refusal to carry out directives from a supervisor;
   f. Inadequate funding, or insufficient need, for the Faculty Member’s position;
   g. failure to comply with the terms of the Appointment Letter.

Each member of the faculty is assured of a forthright approach to such problems and of the cooperation of the University in exploring alternatives to make continued employment a possibility.

4. A faculty member wishing to terminate employment with the University is expected to give at least one month’s notice in writing and to complete the current academic semester.
D. Conflict of Interest

See Section 7.3 in the Employee Handbook. Note that complimentary textbooks and related materials obtained for examination or possible adoption are exempt from the $25 limit for tangible gifts. Also, please see the section on Textbooks for disposition of such items.

E. Decorum

Members of the faculty are expected to support, by their own examples, the regulations governing students in the matters of conduct. The Student Handbook explains these regulations and outlines the process of relating to students in matters of conduct.

Faculty members are expected to dress in good taste at all times and should be familiar with expectations applicable to students found in the Student Handbook. Faculty should refuse class admission to students who are dressed inappropriately based upon guidelines found in the Student Handbook.

F. Faculty Employment Objectives

In addition to the standards of conduct as stated in Section 7.1 of the Employee Handbook, faculty are expected to meet the following faculty employment objectives:

1. The Scriptures establish the basic values that should guide the development of Christian character and govern Christian behavior. These include:
   - Making Christ preeminent in our lives.
   - Loving God with all our being and our neighbor as ourselves.
   - Seeking after righteousness and practicing justice in our dealings with one another.
   - Exercising our freedom responsibly within the framework of God’s moral law, with loving regard for the sensitivities and weaknesses of others.
   - Seeking the forgiveness of God and others for our shortcomings.
   - Seeking the help of the Holy Spirit as we help others.
   - Seeking God’s will through prayer and study of the Scripture.

2. In keeping with the spirit of the basic Christian values stated above and with employment objectives, faculty members are expected to:
   - Attend chapel regularly and participate actively in the institution’s other Christian formation opportunities.
   - Attend faculty meetings and assigned committee meetings.
   - Emphasize the integration of faith, learning, and living inside and outside the classroom.
   - Encourage and support spiritual growth in students.
Perform satisfactorily the duties of teaching, including meeting classes, keeping appointments, advising, keeping office hours, reporting grades promptly, and responding appropriately to directives from administrators.

- Exemplify personal integrative values by participation in some cross-section of extracurricular events.
- Support Biblical ethics and morality by personal life-style.

**G. Faculty Evaluation and Promotion**

In April of 2007 the faculty, cabinet, and board approved a significantly revised version of the faculty evaluation and promotion document which established the present model for the systematic evaluation of the faculty. A systematic evaluation consists of four parts—student evaluations, peer evaluations, supervisor evaluations, and a self-evaluation—and is to be conducted every two years for instructors, every three years for assistant professors, and every six years for associate and full professors. The Office of Academic Affairs maintains and publishes annually a table of scheduled evaluations so that faculty will have advance notice of evaluation obligations. The evaluation process results in a compilation of documents—relating to the faculty member’s teaching effectiveness, scholarship, service to the University and community, and spiritual growth—and culminates in a written response from the Office of Academic Affairs. See Appendix G for the complete information on the Faculty Evaluation and Promotion Procedures.

**H. Faculty Growth and Development**

The University seeks to employ experienced faculty members who are highly qualified academically and spiritually. However, it is continually a challenge to stay current in one’s professional field, to adapt to changing conditions, and stay abreast of new developments in teaching techniques and in methods of integrating biblical truth with one’s discipline. Faculty growth and development are institutional imperatives.

**Faculty Growth Plans**

The current policy on Faculty Evaluation and Promotion stipulates that full-time faculty are to maintain a current Faculty Growth Plan to be updated and reviewed by college deans or division chairs every three years. This Growth Plan is an effective means of assuring progress toward professional goals, and serves as excellent supporting material for the systematic evaluation of faculty. Assistance with Growth Plans is available from college deans, division chairs, or the Associate Vice President for Academic Administration. The following guidelines for the Growth Plan are suggested:

- Faculty Growth Plans should focus on all areas of professional responsibility, including teaching effectiveness; scholarship; service to the University, community, and the world; and spiritual modeling.
- Plans should be individualized to reflect the faculty person’s own perceived needs for growth in light of individual strengths and weaknesses.
- The success of Growth Plans will be best realized when they are self-designed and self-imposed.
• Successful plans require that faculty be specific in their statements of goals and in their descriptions of accomplishments and assessment.

• Growth Plans may be viewed as one means for a faculty person to generate positive evidence in support of continuation as a university employee.

• Growth Plans may involve innovation and experimentation.

• Growth Plans should promote the creation of a sense of community wherein persons are helping other persons to grow.

Research and Writing
The University encourages involvement in scholarship and creative endeavors and in the publication and presentation of work, subject to the adequate performance of other duties. Arrangements for research involving remuneration during the period covered by a university contract must be based upon an agreement in writing with the Vice President for Academic Affairs. The University has established load reassignment and summer grants that may be applied for by contacting the Dean of Faculty Development.

Sabbatical Leaves
See Appendix F for summary of criteria and appropriate forms.

Leaves of Absence
Requests by instructional faculty members for leaves of absence are to be made through the Vice President for Academic Affairs. The granting of such requests turns largely on the availability of someone to assume the faculty person’s responsibilities during the interim.

Criteria Relating to Leave of Absence (Adopted May 2, 1974):

a. Policy. Since the leave of absence implies an obligation on the part the University to rehire an individual, a leave of absence must be regarded as a privilege rather than a right. A faculty member may be entitled to an unpaid leave based on the Family Medical Leave Act. See Section 4.16 in the Employee Handbook. The availability of an adequate replacement is a governing factor in all cases.

i. Applications will be accepted only from faculty persons who will have completed three or more full academic years of teaching (or other instructional service) at the University prior to the leave.

ii. The applicant must intend to return to the University to continue employment immediately after the leave of absence.

iii. The leave (if on a full-time basis) will be without salary and shall not exceed one calendar year. (An additional year, if necessary, in a graduate study program, may be requested by the individual).

iv. Time taken for a leave of absence will not be counted toward years of experience at the University.

v. Criteria for approval of a leave of absence request will include the needs of, and the benefits to, the University.

b. Procedure
i. Application by letter will be made to the Vice President for Academic Affairs approximately one semester prior to the period for which the leave is requested. The following points must be addressed in the letter of application:
   - The specific dates of the leave.
   - The anticipated advantages to the University and to the individual.
   - A statement of the applicant’s intention to return to John Brown University.
   - Approval by signature of the college dean or division chair.

ii. The Vice President for Academic Affairs will forward application to the President with a recommendation for action.

iii. Any payments that are normally made by payroll deduction, such as the hospitalization insurance premium for family coverage, may be continued at the employee’s election providing arrangements are made to transmit such payments through the Business Office.

**Professional Organizations and Travel**
The administration encourages faculty membership and participation in appropriate professional groups.

Currently, $800 per full-time faculty member is allotted to each college or division for professional meetings. Faculty may use these funds for travel to conferences, meetings, workshops, graduate study reimbursement or research/study venues as well as for memberships and journals. Faculty should work with the college dean or division chair for approval of the use of these funds.

There are limited supplemental funds available for faculty whose college or division funds have been spent. Faculty members may apply to the Faculty Development Committee for supplemental funding. Preference for supplemental travel funds will be given to faculty who are participating at a conference or meeting in a formal way. The definition of participation is broad and includes, but is not limited to, reading a paper, giving an oral or poster presentation, exhibiting a piece, or serving on a committee or as an officer. This is a competitive process.

**Other Faculty Development Opportunities**
The Office of Faculty Development also sponsors a variety of activities throughout the year. New Faculty Orientation for all new faculty during the first week of August and the New Faculty Institute, a weekly seminar, takes place during the fall semester designed for first-year faculty. Summer Institutes are held in the second week in August. These week-long seminars cover critical issues in Christian higher education. The Fall Workshops are held during the third week of August and prepare the faculty for the year ahead through workshops, special speakers and worship. The Balzer Lecture kicks off the academic year by featuring a lecture by a member of John Brown University’s academic community on an issue that demonstrates the integration of faith and learning. Faculty Lunches feature the scholarship of faculty members or examine crucial pedagogy issues facing faculty. The office of faculty development also provides Faculty Mentors are also provided for all first-year faculty as well as other faculty members desiring to grow in various areas of teaching, scholarship or spiritual modeling.
I. Faculty Loads

**Faculty Loads:** Standard faculty contracts are for 9 months and include 24 hours of teaching load, 12 hours in the fall and 12 hours in the spring. 10-month contracts typically also include 3 additional hours load in the summer, and 11-month contracts include 6 additional hours load in the summer.

**Adjunct Load:** Part-time faculty hired for adjunct teaching are limited to 6 hours of load per term (total, including TUG-OLUG-GR-Other Non-Traditional) and 13 hours of load per year, calculated on a calendar year basis. In extraordinary circumstances, an individual may be allowed to teach over 6 hours in one term, provided that the individual’s total load for the year does not exceed 13 hours. This includes summer term teaching. Part-time faculty hired for course development, supervision (including independent studies), or other activities that are paid by a stipend and are not related to course load will have load assigned to the activity based on the stipend received. This load is counted towards the 13-hour calendar year maximum.

Part-time university employees who are hourly employees or whose contract is less than 1560 hours per year will not be allowed to teach any courses.

**Overloads:** Full-time teaching faculty who are on 9 month contracts should normally be limited to an annual total 9 hours of teaching load over their contracted load for the fall and spring semester. This includes teaching in all of the various JBU programs (TUG-OLUG-GR, other Non-traditional). In addition this includes course development, supervision, or other activities that are paid by a stipend and are not related to course load will have load assigned to the activity based on the stipend received. Summer teaching should not exceed 6 hours per term. Overload pay is at the adjunct rate and pay for summer teaching is detailed in Appendix L. Faculty with reduced loads may not teach overload without approval from the VPAA.

The policies in the previous paragraph also apply to full-time teaching faculty who are on 10 or 11 month contracts, as well as other full-time university employees, with one exception: For people in this category, summer teaching should not exceed 3 hours of overload per term.

**Independent Studies:** Faculty should not direct more than three independent study courses and five independent study students in any one semester.

In exceptional circumstances, a full-time faculty member may submit a request to the VPAA or the appropriate academic deans to teach more hours. However, this is generally not advised as it would not only overwork the individual but would also seem to have an effect on the time available for department, college or division, and university service.

J. Harassment, Including Sexual Harassment

See Section 7.4 Harassment, Including Sexual Harassment in the Employee Handbook.

K. Intellectual Property

Faculty members generally own the copyright on material that they create. When specifically paid to create course material, the following statement will appear on the Payroll Action Form for the course development:

> By signing this Payroll Action Form, I am agreeing that John Brown University (JBU) is compensating me, as Course Developer, to create course materials to be used by multiple...
JBU instructors. I understand that this compensation represents the entire compensation that I will receive for the created material. In exchange for this compensation, I release to JBU the right for future use of all content, design and material for this course, in its entirety, including that created by me as Course Developer. Additionally, as Course Developer, I retain the right to future use of the specific content that I have created for the course. I also understand that JBU may, without my express permission or approval, make future updates and modifications to course content, design, and material.

L. Moving Expenses

The University pays for moving expenses for new faculty as defined in the Moving Policy. A copy of the written policy explaining the details is found in Appendix I. The Chief Human Resources Officer will help new faculty make all necessary preparations with a moving company for their move and work within the guidelines of the Moving Policy. All paperwork associated with faculty moving expenses is handled through the Chief Human Resources.

M. Policy on Travel and Mileage Compensation for Faculty

John Brown University full-time faculty are eligible for reimbursement for travel when they use their personal vehicles for university business in accordance with the policies below and the University’s “Domestic and Foreign Travel Policy” for all employees. Faculty receive no travel reimbursement for travel to their primary place of employment but are eligible for reimbursement for travel to a secondary place of employment. For example, an instructor whose primary place of employment is the main campus in Siloam Springs will be eligible for travel reimbursement for teaching a course at the Rogers Center. When available, it is preferred that the faculty member use a JBU vehicle instead of their personal vehicle when local travel originates from Siloam Springs.

An individual’s “Primary place of employment” is the location where the preponderance of their University teaching or administrative duties occur.

Adjunct faculty are not eligible for mileage reimbursement but are eligible to be compensated for their travel time according to the policy as explained below.

Faculty whose overload or adjunct teaching assignments require them to travel to an instructional site more than fifty miles from their primary JBU place of employment are eligible for an additional travel stipend. Such stipends are considered taxable compensation. This additional compensation is being paid on top of mileage reimbursement (if applicable) because of the time involved and not as a mileage reimbursement. Stipends are not paid if the teaching assignment is part of the faculty member’s full-time teaching contract. See Appendix S for the policy and rates.

N. Professional Ethics

A faculty member is expected to act responsibly at all times both in speech and writing. This includes exercising special care to be accurate in statements, to use appropriate restraint, to show respect for the opinions of others, and to make it clear when opinions are expressed that they personal and not institutional.

A faculty member should avoid criticism of the administration, staff, faculty and administrative policies and procedures, especially in the presence of students. In the interest of campus
harmony, as well as finding effective solutions to problems, faculty members are encouraged to voice their concerns through proper channels. Constructive criticism communicated to those who have the authority to fashion solutions has far greater potential for positive change than engaging in fault-finding with those who have no control over the outcome.

(A wholesome tongue is a tree of life. Proverbs 15:4)

**O. Recruitment of Faculty**

The Vice President for Academic Affairs, with assistance from college deans, division chairs, department heads, and/or directors, is responsible for the recruitment of qualified individuals for faculty and/or professional positions. See Appendix H, Criteria for Requesting New Positions.

The general expectation is that all faculty (full-time, part-time, and adjunct) possess an academic degree in an appropriate discipline at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the appropriate supervisor must submit a letter to be included in the faculty member’s file explaining the rationale for granting equivalent experience. In certain unusual circumstances (a late resignation, for instance), short term appointments of faculty members who do not meet these guidelines may be made with the approval of the Vice President for Academic Affairs.

When determining qualifications based on equivalent experience, the experience should include a breadth and depth of experience outside of the college classroom in real-world situations relevant to the discipline and degree level in which the faculty member would be teaching. Specific skills, work experience, certifications, and additional credentials could be considered. The letter explaining the rationale for granting equivalent experience should address these criteria explicitly as they relate to the course or courses to be taught. The appropriate school dean will work with the supervisor to determine whether the rationale is sufficient to determine qualification to teach.

The following minimum expectations should be met for teaching at the undergraduate level if no appropriate master’s degree or higher:

- At least five years of relevant work experience
- A combination of appropriate certifications or credentials and relevant work experience

The following minimum expectations should be met for teaching at the graduate level if no terminal degree:

- A master’s degree and at least five years of relevant work experience
- At least ten years of relevant work experience
- A combination of appropriate certifications or credentials and relevant work experience

**P. Retirement**

The faculty member anticipating retirement is required to notify the Vice President for Academic Affairs of retirement plans at least one year before the intended retirement date.

Any full-time employee, who has served full-time for a continuous five years prior to retirement and elects to retire during or after the calendar year in which the employee turns 62 and no later
than the June 30 following the employee’s attaining Social Security Full Retirement Age will be eligible for a bonus equal to 50 percent of the last year’s salary. This bonus will be paid to the employee in two installments: one-half on January 1 following retirement and one-half on January 1 one year later.

Any full-time employee who has served full-time for a minimum of ten years and elects to retire by June 30 following their 62nd, 63rd, or 64th birthday, shall be eligible for the above bonus and the University’s contribution to the employee’s medical and dental plan will be continued through the month in which the employee attains 65 years of age.

Q. Salaries
See Appendix J.

R. Vacation and Holidays

The schedules of faculty on 9-, 10-, or 11-month contracts are driven primarily by when classes are in session. Faculty should inform their supervisors when they will be away from campus during the times classes are in session. The summer schedules of those on 10- or 11-month (i.e., full year) contracts are influenced by whether the extra months are for teaching or administrative responsibilities and specific expectations should be discussed with supervisors.

The schedules of faculty on Personal Action Forms (PAF), and those whose duties are primarily administrative or service oriented, are not as directly tied to when classes are in session. These faculty receive all official university holidays as stated in section 4.13 of the Employee Handbook and can take vacation as specified on their PAF but are otherwise generally expected to work even if classes are not in session. In other words, these faculty members follow the staff vacation and work policies.
V. Faculty Responsibilities

A. Absences
A faculty member who expects to miss one or more class sessions should confer with the department head and the college dean or division chair about arrangements for the class or classes to be missed. When an emergency arises which causes the faculty member to miss scheduled responsibilities, the college dean or division chair and the appropriate academic dean should be notified as soon as possible so that necessary arrangements can be made. College deans, division chairs, and directors are requested to inform the Vice President for Academic Affairs when they will not be on campus.

B. Advising Responsibilities
Assignment of Advisors
The assignment of advisees to advisors is a prerogative exercised at the college or divisional level. Advising duties should be divided among faculty with teaching and committee responsibilities in mind; however, students occasionally express a preference for a particular advisor. Such a preference should be honored where possible. Students in secondary education programs are advised by a person from their major field department and by a secondary education faculty member. Students who are undecided as to a major field of study will be advised by the undeclared advisor.

Academic Advising
The academic advisor is provided with test scores, transcripts, and other relevant materials necessary for helping students develop a study plan which maps out the courses needed for graduation and an indication of when each course is likely to be taken. In the third month of each semester the advisor and advisee meet and determine from the plan which courses the advisee will take the following semester. Although academic advisement conferences emphasize course selection and the completion of the registration process, advisers are urged to offer their advisees help and encouragement in other areas and meet with them on other occasions as opportunities permit.

C. Budgets
Budget officers will receive notification and documentation to submit their proposed budgets for the next fiscal year. Proposed budgets are submitted to the Vice President for Academic Affairs each year by the announced deadline. Department heads and others work with college deans or division chairs in the preparation of budgets based on realistic estimates of their needs for the upcoming fiscal year. The Vice President for Academic Affairs reviews and approves all budgets before they are submitted to the Vice President of Finance & Administration.

D. Catalog Revisions
Responsibility for final editing and coordinating the production of the Catalog rests with the Registrar. Typically the Catalog is produced every other year and is available online. Faculty members and students should understand that most changes introduced into a particular catalog issue do not apply to students who first enrolled when an earlier catalog was in effect. However,
students may elect to graduate under the requirements of a later catalog by notifying the Registrar’s Office and their faculty advisor.

Matters of curriculum are under the direction and control of the Vice President for Academic Affairs. Proposed changes in graduation requirements, course content, and course offerings are submitted by college deans and division chairs to the appropriate academic dean. Proposals are submitted by the academic deans to the Vice President for Academic Affairs who then submits them to the appropriate council for approval.

Proposals for a new academic degree or program are subject to evaluation by the Vice President for Academic Affairs, President and possibly by external evaluators. Such proposals should follow the format specified in Appendix M.

E. Commencement Participation

Commencement activities occur on the dates shown in the catalog each Fall and Spring semester. All full-time faculty are expected to participate in the Processional and dress in Regalia. Regalia is the responsibility of the employee. For the Regalia Policy see Appendix O.

F. Community Activities

Faculty members of the University are encouraged to contribute to the life of the community by providing active leadership in churches, school board, PTA, youth work, service clubs, and other community organizations.

G. Counseling

While faculty may find occasion to serve students in ways other than academic advising, they should feel free to refer students to other faculty or to the counseling staff. The Director of Career Development and the Director of Counseling are available to students who need their specialized services.

H. Daily and Weekly Schedules

General Obligations
The normal week of responsibility is Monday through Friday. Sometimes employment obligations occur on Saturday and Sunday.

Classes
The standard is for classes to meet 50 minutes each week for each hour of credit. The typical three-hour class meets on Mondays, Wednesdays, and Fridays for 50 minutes, or on Tuesdays and Thursdays for 75 minutes each time. Laboratory periods are two or three 50-minute periods weekly per credit hour. Night classes typically meet for one or two extended periods weekly. No departures from the printed schedule of classes are permitted without approval from the Dean of Undergraduate Studies or the Dean of the Graduate School.

Office Hours
A commonly cited strength of John Brown University is the accessibility of instructors to their students. To preserve this image, faculty are encouraged to make themselves available to students through the day as schedules permit. However, there is an obvious need for faculty to reserve time for study, grading and other duties. To ensure a minimum level of availability to
students, each faculty person is expected to post and maintain a minimum of ten office hours per week that classes are in session.

**Chapel Services**
Attend chapel regularly and participate actively in the institution’s other Christian formation opportunities.

**After-Hours Responsibilities**
Many faculty find themselves in sponsorship positions which involve programs and events at night or on weekends. With the college dean’s or division chair’s knowledge and approval, some adjustment in the regular schedule is appropriate. However, such activities should not be allowed to interfere with primary faculty responsibilities.

**Released Time**
Some faculty wish to pursue graduate studies, engage in writing or research, or serve outside agencies in a manner that requires time during the regular class day. Before a faculty person takes a request for released time for such reasons to the Vice President for Academic Affairs, he or she should obtain the support of the department head and college dean or division chair.

**i. Excused Absences**
Educational trips (class field trips, club trips) must be proposed to the Dean of Undergraduate Studies for approval as excused absences. These trips should be planned to minimize potential conflicts with other classes. To request approval for an excused absence, send an email to the Dean of Undergraduate Studies with the following information: description of trip, brief justification of academic benefits of field trip, who will be going, and when they will be gone (specific hours).

Faculty can verify a student absence/participation in an excused activity by accessing the excused absence list on the OAA site off of EagleNet.

The information provided in this link does not replace the student’s responsibility to inform his or her professor of absences from class.

**J. Expenditures for Equipment and Supplies**
JBU does not have centralized purchasing. Budget Officers in each department are responsible for purchases in their respective departments. Supplies and equipment needed for instructional purposes must be purchased in accordance with established procedures posted under Accounting Services on EagleNet. Equipment needs for the following year should be anticipated at the time the annual budget request is prepared. When it is time to make the purchase, the individual initiating the request should fill out a requisition or request for payment on-line through EagleNet Financials.

The requisition or request for payment initiated by the department is forwarded to the college dean or division chair and then to the Business Office.

The receipt of a requisition or request for payment by the Business Office does not automatically result in compliance with the request. In general, budgeted items will receive priority over non-budgeted items. In certain instances, approval by the Vice President for Academic Affairs will be required.
K. Field Trips
The University will provide cars and pay car or other expenses if the field trip is academically related and is an approved and budgeted item. Sack lunches for boarding students will be provided by the Cafeteria (ext 160) with 48 hour notice. The sponsor should approve only responsible student drivers. Drivers operating a vehicle equipped to transport 10 passengers or a minivan pulling a trailer must possess a Commercial Drivers License (CDL), or complete a Van Drivers Safety Course conducted by JBU Campus Safety, and must be 21 years of age or older. Refer to the Vehicle Reservations page off of EagleNet for more information.

L. Grant Funding
The Grants Office in University Advancement pursues grants on behalf of the University. Faculty seeking any type of external funding (private, corporate, state or federal) must obtain prior approval from his/her college dean or division chair, the appropriate academic dean, and the Vice President for Academic Affairs by completing and submitting the form Guidelines for Writing and Requesting Grant Support located on the Faculty Development website (http://www.jbu.edu/faculty/development/forms/). Faculty are also encouraged to contact the Grants Office for assistance with research, grant and fellowship applications and grant writing.

M. Inclement Weather Policy
The residential campus of John Brown University rarely close classes due to inclement weather, even on days when local schools may be closed. However, in extreme cases weather conditions may prevent instructors from traveling to campus. If this occurs, instructors should notify students and their college dean or division chair by email, post an announcement in the course Blackboard site, and have someone post a notice in their classrooms. Instructors should also make reasonable accommodations for those students who may have difficulty commuting from off-campus locations.

For Online Undergraduate or Graduate programs, any closures will typically be announced on the Crisis Alert System (CAS) and social media by 3 pm on the date of inclement weather.

N. Keys
Keys for university buildings, facilities, and equipment are not to be duplicated by individuals. The issuing and duplicating of keys is the responsibility of Facilities Services. Faculty and staff members responsible for certain facilities may be issued master keys, but possession of a master key must not be granted to students or other unauthorized persons.

If a student needs access to a certain area for which an individual key is not available, someone authorized to possess a master key must accompany the student and retain the master key at all times. Master key privileges may be withheld for failure to comply with this important policy.

See the Key Request page off of EagleNet for the complete policy on keys.

O. Off-Campus Involvement
Remunerated employment, private business, or professional involvement of faculty and staff members outside the University is discouraged during the academic year. It may be permissible, however, provided:
1. That such activities do not detract from the time and attention required of the individual for fulfillment of professional and other responsibilities such as counseling, help sessions, proper preparation of classroom work, participation in committee activities, etc.

2. That such activities do not detract from the public image of the institution in an academic or religious sense.

3. That a clear and full understanding of the nature and extent of such involvement is maintained in writing with the University official to whom the person is principally responsible.

4. That it is understood that the annual contract may be renegotiated in view of reasonable, clear evidence that the remunerated activity will reduce the direct service to John Brown University to a significant extent.

P. Privacy Laws

HIPPA
New privacy laws were enacted in April of 2003 that protect individual health information (HIPPA). Because of this, the campus nurse will only be able to acknowledge that a student in your class is in some medical situation that might justify limited academic performance. Students must sign a release in the nurse’s office before any additional information can be released by the nurse. Please work with the students on minor health issues and involve the campus nurse only in cases of emergencies, accidents, etc.

Family Educational Rights and Privacy Act of 1974 (otherwise known as the Buckley Amendment): This act provides for the withholding of federal funds from any institution of higher education which has a policy of denying students the right to inspect and challenge the content of their education records. In addition, access by other persons to a student’s records without that student’s consent is limited. See Appendix P, FERPA Fact Sheet.

Q. Speaking Engagements

Faculty are encouraged to accept speaking engagements whenever their responsibilities permit. If public relations materials can be used in connection with such engagements, the University will provide whatever is available and appropriate. Instructional equipment should not be taken off campus without appropriate approval.

R. Sponsoring Student Organizations

Each student organization is required to have a faculty or staff person as sponsor. The sponsor is expected to attend all meetings of the group and to give general guidance to all of the organization’s activities. Because the responsibility may require a substantial amount of time, each faculty member who is approached by a student group is urged to give careful consideration to the implied obligations before agreeing to become a sponsor. (If the time commitment as a sponsor is likely to be substantial, it is well to confer with the college dean or division chair regarding its possible impact on other obligations.)

Hazing of freshmen or other students is not permitted at JBU either on or off campus.
S. Students with Disabilities

JBU is under legal mandate to provide reasonable accommodations for students who have disabilities. Many different types of disabilities are protected under the law, including physical disabilities, learning disabilities, psychological disabilities, attention disorders, and chronic illnesses.

Students must work through a process at JBU in order to receive accommodations. Students must register with the Office of Disability Services. Faculty will be notified by a letter from this office explaining the accommodations a student is to receive. The student then must meet with the faculty member to determine how the accommodation will be implemented for that particular class. No accommodations should be given if a student does not follow this process.

Accommodations are determined by the Director of Academic Assistance and Disability Services (479-524-7400) on a case-by-case basis after documentation of the student’s disability has been received and reviewed.

Accommodations must be reasonable by the definition provided in the law, not by what individual faculty deem reasonable. Faculty should speak with the Director of Academic Assistance and Disability Services if there is a concern about a particular accommodation.

Disclosure of a disability is confidential. The student’s privacy and the confidential nature of this disclosure must be of utmost importance as you work with the student. The issue of confidentiality has direct implications on how you structure provision of accommodations in your classes.

It may be difficult for students to talk with faculty about their disability. This may be because the student has not had to practice self-advocacy before, because the student fears a stigma being attached to the disability, or because the student has had negative experiences linked to the disability in previous educational settings.

The Office of Disability Services is located in the Office of Student Development and provides assistance to both students and faculty.

T. Teaching Responsibilities

Academic Integrity

As a Christian institution of higher education, John Brown University seeks to maintain the highest standards of academic integrity. Violations of these standards will result in substantial penalties. Violations and their definitions are as follows:

- Plagiarism: Submitting as part or all of one’s own work material that is copied or paraphrased from another source, including on-line sources, without the proper acknowledgment of that source. Examples include: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another’s work as your own, etc.

- Cheating: Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include: looking at a peer’s exam, altering a graded exam, using notes without permission, etc.

- Fabrication: Submitting altered or contrived information in any academic assignment. Examples include: falsifying data, text material, or sources.
• Facilitating academic dishonesty: Helping another student violate this policy. Examples include: allowing one’s work to be copied, working together on an assignment where collaboration is not allowed, doing work for another student.

**Faculty Action Regarding Violations of Academic Integrity**

All violations of the academic integrity policy will be reported to the appropriate academic dean, who will maintain a file on student offenses.

**First offense:** In the first case of dishonesty, the faculty member will normally give the student a zero for the assignment or test on which the student has been dishonest. Faculty members are free to impose more severe penalties if such penalties are announced in the course syllabus.

**Second offense:** A second violation of the integrity policy in the same course or in any other course will result in an F in the course.

**Third offense:** Any further violations of the integrity policy may result in suspension or dismissal from the University.

**Appeals:** A student who feels that he or she has been unfairly accused or unjustly treated may appeal to the appropriate academic dean. Final appeals will be handled by the All-Campus Judiciary Committee.

**Education Regarding Academic Integrity Policy**

John Brown University is responsible to clearly articulate the Academic Integrity Policy to students and faculty by publishing it in the Student Handbook and the Faculty Handbook and by informing all first-year students of this policy. Furthermore, faculty should reference the policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

**Attendance**

Faculty should take attendance in all classes. Accurate attendance records are essential for compliance in reporting last date of attendance for both internal purposes such as non-attendance withdrawal and external purposes such as Federal Financial Aid return of funds. If a student has been absent for several class periods, faculty are strongly encouraged to notify the Student Success Coordinator so the student can be contacted. Students who are absent for all class periods during any 10 day window must be reported to the Registrar’s Office for withdrawal due to Financial Aid regulations.

While recording attendance is important, instructors are not obligated to take “roll call” before each class. Instructors may use daily quizzes, or circulate sign-up sheets as records of attendance. Having these records on file would enable the university to verify the attendance of a student if required to do so.

**Classroom Routine**

Classes should start and end on time and class time should be utilized effectively in serving the objective of the course as stated in the syllabus. The method of instruction shall be decided by the instructor; however, there are many effective methods and the use of a variety of methods is considered good pedagogy.
Each instructor can help maintain attractive facilities by leaving each classroom in suitable condition for the next instructor. Marker boards should be cleaned, chairs placed in order, and the lights should be turned off when the classroom is not to be used the following hour.

To schedule classrooms, reserve meeting rooms, etc., see the section on Building and Facilities

**E-Mail Surveys (Revised by UGC on November 30, 2016)**

Email surveys of the JBU community can be a valuable educational tool for our students. However, their cumulative effect can be taxing in terms of total man-hours for the faculty and staff. Therefore, these are some guidelines concerning student email surveys of the JBU community:

- The survey should be a significant and necessary part of an educational project. If a professor has a number of students proposing to survey the JBU community via email, he or she may want to suggest an alternative topic to some of the students.
- The survey should begin with a clear statement that completion of it is optional, not required, such as: The author(s) of this survey wishes to emphasize that answering any or all questions on the survey is strictly voluntary. Neither participation nor non-participation in this survey will affect in any way your status at John Brown University. In addition, unless you give your specific written permission, your name or identity as a subject and your specific responses to survey items will be handled in a strictly confidential manner.
- The professor should ensure that the survey is concise and that it contains clear instructions concerning where to submit the survey.
- If the survey contains questions that might be considered intrusive or of a personal nature, it should be referred to the Institutional Review Board for further review.

**Examinations**

Accountability is a fundamental principle of education. As a general rule, more testing is better than less testing. For this reason frequent evaluation of the student’s progress is encouraged. All instructors are encouraged to use multiple forms of assessment, such as papers and projects, individual and/or group presentations, reflective journals, etc. in addition to exams.

**Final Examinations.**

Students will find a schedule of final examinations as part of their registration materials at the beginning of the semester, thus students have public notice of final exam dates well in advance. Therefore, strict adherence to the published exam schedule is a firm expectation and any exception must be approved by the Dean of Undergraduate Studies or Dean of Graduate Studies.

**Policy for Modifying Final Examinations**

(as approved by the Educational Policies Committee, April 23, 1996). All classes are required to meet during finals week at the designated times for administering the final examination and/or for other recapitulations of the semester’s work. Any exceptions to this policy must be cleared with the appropriate academic dean or the Vice President for Academic Affairs. Final examinations are given in the same classrooms where regular class sessions meet.

Students must take their final exams at the designated times. Faculty members may not unilaterally allow a student to take a final exam at any other time. Final exams specifically may
not be rescheduled for the following reasons: ride leaving early, weddings, flight availability and schedules, or family vacation plans.

In the event of extenuating circumstances, such as a death or a serious illness in the immediate family or illness of the student, a student may petition the Dean of Academic Services to modify his or her exam schedule.

The penalty for not taking a final examination will be limited to a grade of zero for the test, to be averaged with other scores in determining the final grade in accordance with the grading system stated in the course syllabus.

Music board examinations will be taken prior to final examinations as arranged.

Courses Not Having Finals.
If, with the academic dean’s approval, a final examination is not given, the class should meet for an appropriate final conference at the scheduled final examination period, thus making effective use of all available class time. Attendance at the final conference should have some influence on the student’s grade. Faculty should not dismiss a class from meeting during the final examination period without prior approval from the appropriate academic dean.

Security of Examinations.
The faculty office does not provide adequate security for examinations. Examinations should be kept in locked files or other safe places. Every effort should be made to eliminate temptation toward dishonesty during examinations. (See the section on Academic Integrity under Teaching Responsibilities).

Film Policy
As a Christian institution, the John Brown University community agrees to honor and obey copyright laws. In general, films shown in public settings must be legally obtained and used under the guidelines established by the copyright laws.

If you have questions about how copyright laws apply to your particular situation, please contact the Director of the Library.

Films in classes
Films are frequently used by faculty in classroom instruction. Links to video content are increasingly being added to Blackboard pages. To accommodate both this growing trend on campus and JBU’s commitment to copyright compliance, the following guidelines have been developed.

Guidelines:

1. Showing a “reasonable and limited portion” of any movie (feature film or documentary) would be acceptable. This would apply to any type of course, whether in-person, online, or a hybrid.
2. Showing an entire documentary in class is acceptable, since most documentaries would meet the Fair Use principles of educational purpose, noncreative nature of the work, and no effect on the market for the work.
3. Showing an entire feature film in class is acceptable if:
   a. A teacher is present.
b. The showing takes place in a classroom setting with only enrolled students present.

c. The film is an essential part of the curriculum being taught. (The instructor should be able to show how the film directly contributes to the syllabus.)

d. The film being shown is a legitimately-obtained physical copy.

4. Online and hybrid classes must meet four criteria to show a feature film online:
   a. The transmission must be comparable in amount to that which would be used in an in-person course. In other words, the easy transmission of online films should not lead to their use in excess of what the instructor would show in a classroom.
   b. The transmission is made available only to students enrolled in the course.
   c. The film is an essential part of the curriculum being taught. (The instructor should be able to show how the film directly contributes to the syllabus.)
   d. The transmission must be under the direct supervision of the instructor. Students cannot post links to films.

5. All links to films must appear in Blackboard; this insures that only enrolled students will view the film. Additionally, students must use ShareStream for viewing. Sharestream is a system for managing and delivering film media. There will be a link to ShareStream on all Blackboard course pages. ShareStream allows students to stream – but not download – film content. The following statement must be included with links to films on Blackboard/ShareStream:

   *This material is made available for the educational purposes of students enrolled in [name of the course] at John Brown University. The material is subject to U.S. copyright law and is not for further reproduction or transmission.*

Films in dorm rooms

Students are permitted to show films without public performance rights if the movie is shown to a small group of friends within their “home”. For JBU students, this means their dorm room and also some dorm lobby areas if it is an impromptu, non-JBU sponsored gathering without publicity or a general invitation.

Films in public settings

Films in public settings must be legally obtained and used under the guidelines established by the copyright laws. They are subject to the following guidelines:

- The federal Copyright Law makes it unlawful to show a JBU-sponsored film in a public space without the expressed and written permission from the copyright holder, or without purchasing a public performance license.

- Public space at JBU is any place on campus except the individual dorm room assigned to a specific student or students. In some situations the dorm lounge space closest to the student’s room may also be considered personal space.

- Meetings of JBU-sponsored clubs, organizations and housing units are considered public spaces and therefore must have explicit permission from the copyright holder or a public performance license to show a film.
Grading Policies and Procedures

Grade Distribution
Instructors are not required to follow a predetermined grading curve. The following guidelines should be used (as modified for the particular course) in assigning grades.

The Grade of A
A-level work demonstrates real achievement in grasping and applying course material, along with the clear development of a range of specific skills or abilities. The work at the end of the course is, on the whole, clear, precise, and well-reasoned. The A student’s work is consistently at a high level of excellence.

The Grade of B
B-level work represents demonstrable achievement in grasping course material, along with the clear demonstration of a range of specific skills or abilities. B-level work at the end of the course is, on the whole, clear, precise, and well-reasoned, though with occasional lapses into weak reasoning.

The Grade of C
C-level work illustrates some but inconsistent achievement in grasping course material, along with the development of modest skills or abilities related to the subject. C-level work at the end of the course shows some emerging skills and abilities, but also pronounced weaknesses as well.

The Grade of D
D-level work shows only a minimal level understanding of course material. D work at the end of the course, on the whole, shows only occasional growth in skills related to the subject. In general, D-level thinking lacks discipline and clarity.

The Grade of F
F-level work fails to display an understanding of the basic nature of the course. The work at the end of the course is as vague, imprecise, and unreasoned as it was in the beginning. There is little evidence that the student is genuinely engaged in the task of taking charge of his or her thinking.

Independent Study
Independent study courses are those in which students do not meet regularly with other students in a classroom setting, but pursue studies independently under the supervision of a full-time faculty member. Faculty who direct independent study courses do so above and beyond normal teaching duties and will be compensated by an independent study fee. For this reason, directing an independent study should be regarded by faculty as strictly voluntary and should be done only after careful consideration of the impact on workloads and of possible alternative ways for the student to fulfill the course requirement. Faculty should not direct more than three independent study courses and five independent study students in any one semester without approval of the appropriate academic dean. All independent study courses must have the approval of the instructor, and the college dean or division chair. (Approved by EPC on April 10, 2001).

Students can obtain the necessary forms to register for an independent study at the Registrar’s Office.

Independent Studies may be used when
• a student has an area of special interest normally outside of the existing curriculum
• an advising error has occurred that requires a student to take a course in a semester when it is not regularly offered in order to graduate
• a scheduling conflict has occurred during that semester that will prevent the student from graduating on time if he/she does not complete one of the courses by Independent Study
• a course is cancelled due to low enrollment.

A student must complete an Application for Independent Study from the Registrar’s office. Approval must be provided by the professor supervising the independent study, the student’s advisor, and the college dean or division chair of the unit in which the course resides. Only full-time faculty may supervise Independent Studies unless an exception is made by the appropriate academic dean.

A non-refundable fee will be charged to the student. In some special circumstances, the college dean or division chair may waive the fee. The student will pay all normal per-credit tuition charges for hours below 12 or above 18 hours.

Only students in good academic standing and with no current Incompletes on their transcript will be allowed to register for an Independent Study. Students will be limited to one Independent Study per semester except by appeal to the Dean of Academic Services.

After approval of an Independent Study, faculty must submit a syllabus for each Independent Study course by the end of the first full week of the semester to OAA.

After the beginning of a semester, students will only be allowed to add an Independent Study during the normal add period at the beginning of a semester. Independent Studies to be added after this point must be appealed to the Dean of Academic Services.

If a student does not complete an Independent Study by the end of the semester, an Incomplete can be submitted. At the end of 30 days if no grade has been submitted and no extension of the Incomplete has been requested, that Incomplete becomes an F and the faculty member will receive no pay for the Independent Study. If the grade is changed or the faculty member submits an “F” as the grade for the course, the faculty member will receive payment.

Integration
“Training of the Heart” is a primary objective of the University and faculty members are encouraged to model appropriate behavior and seize opportunities to exert a positive influence on the spiritual development of students. One way to do this is to open class with Scripture and prayer, but integration goes far beyond that and should result in the application of biblical truth to topics and questions as they arise in the normal progress of a course. Methods of integration are discussed in faculty meetings and workshops. Materials on the subject are available through the Dean of Faculty Development. The integration of faith, learning and living is a priority of the University.

Online and Hybrid Courses
Online and hybrid delivery of courses must be approved by the appropriate academic dean. Faculty members developing online or hybrid courses must work with the Office of Distance Learning (ODL) and follow all ODL guidelines. Any online courses in traditional undergraduate programs must follow the standard semester format.
Syllabi
Because a good syllabus is fundamental to good teaching, faculty are expected to distribute a syllabus in each course they teach. Given the uniqueness of each course, syllabi will naturally vary widely in style and format; however, for your protection as well as the student’s enlightenment, there are certain items that should appear in every syllabus. For this reason a checklist (see Appendix K) of recommended items for a syllabus is available to help you avoid important omissions and to incorporate a measure of consistency within and across departments. Faculty are requested to submit a copy of the syllabus for each course they are teaching each semester to their area’s administrative assistant.

U. Textbooks
Textbook adoptions are sent to faculty in late February for Summer and Fall courses and in October for Spring courses. Typically, four weeks are allotted for instructors to make their course materials selections. This amount of lead time allows for John Brown University to remain fully compliant with Federal HEOA standards which allow transparency via a forward look into expected costs associated with a student’s education. Any course materials that are required for the course must be fully disclosed, including but not limited to, textbooks and course supplies (goggles, dissection kits, journals, engineering paper, etc). Changes to course materials can be made but need to be made with the knowledge that as the course draws near, students may have already acquired the original materials from sources where returns are not possible.

Faculty are not allowed to charge their own textbook copies to the department. Many publishers will provide instructors with a free copy of the textbook. The bookstore can assist instructors with publisher contact information in securing these titles. Complimentary books received by faculty are not to be sold (EPC, November 17, 1987); they may be given away to libraries, schools or students.

Questions about pricing, ordering, and handling special packets of course materials should be addressed to the Bookstore Manager.
VI. Other University Policies Affecting Faculty

A. Automobiles
Faculty may obtain a faculty-staff parking decal for their personal automobile by contacting Campus Security and completing a Vehicle Registration Form. Campus Security is located in the Boiler Operations Plant.

Faculty are expected to comply with all vehicle operation regulations. The campus speed limit is 15 miles per hour. All faculty members should be familiar with the Arkansas Motor Vehicle Responsibility Law regarding liability insurance.

B. Building and Facilities
Use of JBU buildings and facilities are controlled through advance scheduling. Approval to change a classroom assignment must be obtained from the Registrar (ext 7493).

When unscheduled use is to be made of a building or facility, the person in charge should contact the Events Office (ext 7415 or 7416). The activities calendar, available online, should also be checked to avoid conflict with other groups.

Most instructional areas and facilities should be closed and locked by 6 p.m., Monday through Friday. Any use of such facilities by students after 5:30 p.m. or on weekends should be authorized specifically by the Vice President for Academic Affairs or by the Vice President of Finance and Administration. (See the section on Keys)

C. Building Maintenance
Requests for repair and other types of maintenance are to be made in writing and submitted to the Director of Facilities Services (e-mail: workreq@jbu.edu). Such requests should not be taken directly to maintenance personnel. It is important that their time, equipment, and materials be used on a priority basis for maximum efficiency and economy.

Custodial services are provided on a limited basis for faculty offices. Requests for special custodial services should be made to the Director of Facilities Services (ext. 7198).

D. Calendars
All JBU calendars are accessible via the website. Students and faculty can view upcoming events via EagleNet. (Calendars Page)

E. Computer Guidelines
Individuals who are granted network computing accounts or access to the computer labs at the University are granted such access as a privilege. Each user is expected to use accounts responsibly, within the University-approved educational, research, and/or administrative purposes for which such accounts are granted.

Family members or friends are not to use faculty and staff network accounts as these accounts may afford users access to confidential information or privileged services. Users are responsible for any use made of their computer accounts and should take advantage of protective measures
such as passwords, account logoff, and other precautions against unauthorized access. Faculty are encouraged not to allow students to use their computers.

Faculty and staff members are expected to be regular consumers of the information technology provided by the University. This expectation includes regular usage of the University voice mail, email, public folders and website for communication of all university information.

Programs acquired outside the University should not be used on the University’s computer resources unless permission to use them has been granted by Information Technology Services. Only Information Technology staff may place software onto the network or onto computer lab computers.

Users of microcomputer software owned by the University must agree to abide by the limitations included in the copyright and license agreements entered into with vendors. Furthermore, it is the user’s responsibility to be familiar with the specific copyright and licensing agreements for each product before using it. It is illegal to copy software.

The above list does not cover every situation pertaining to proper use of on-campus computing resources, but it does suggest some of the responsibilities that employees accept if they choose to use the University’s computing resources or network access that the University provides. For concerns about student use of computing facilities, refer to the Student Handbook.

**F. Credit Cards**

JBU Credit Cards are assigned to college deans and division chairs for business purposes only. Please check with your college or division administrative assistant if you have questions regarding the use of a JBU credit card and proper documentation. Other information can be found on EagleNet under Accounting Services.

**G. Fund-Raising Efforts**

No off-campus fund raising effort should be instituted without the prior approval of, and in coordination with, the University Advancement Office. Any questions may be directed to the Vice President of University Advancement.

In particular, there is a well-established policy of not soliciting local individuals or businesses for student projects, unless approved first by University Advancement. Too many requests from a variety of university-related groups lead to confusion and may cause frustration on the part of local businesses.

Efforts which focus on providing a service or product may be undertaken, but these activities should also be approved in advance by the University Advancement Office.

**H. Parking Regulations**

Parking regulations are enforced by Campus Security officers. There is no charge to faculty for on-campus parking, although ticketing may result from parking in unauthorized spaces. All vehicles owned by faculty should carry a university faculty/staff parking decal, available from Campus Security (see the section on Automobiles). New faculty receive parking decals from the Personnel Coordinator. All parking areas on campus are marked according to purpose and availability; however, in most areas individual spaces are not reserved. “Faculty” spaces are
marked for faculty use only and are requested not to be used by other employees, spouses or children during normal business hours.

I. Solicitors

Businesses or other organizations are not permitted to solicit students and employees on campus. Any violation should be reported to the Vice President of Student Development or to the Vice President for Academic Affairs. Outside solicitors must obtain clearance through the Vice President of Student Development.

J. Student Assistants

Help is available to faculty members through student work arrangements. Each department should attempt to anticipate the extent of its needs for student workers and coordinate this through the college dean or division chair. The Work Study Coordinator resides in the Blood Memorial Building and can be contacted at extension 7102.

K. Student Complaints

About Faculty Persons

Recommended process for dealing with student complaints about faculty persons:

(This process applies to alleged violations of student’s rights such as unequal treatment, violation of grading procedures as stated in the course syllabus, disagreements over assigned course grade, disagreements over accommodations given, or other academic matters. See the Employee Handbook for the policy on “Harassment, including Sexual Harassment.”)

- Any student with a complaint about a faculty person should discuss the complaint first with that faculty person.
- If talking with the faculty person does not bring resolution, or if there is reluctance to approach the faculty person, the student should meet with the appropriate college dean or division chair and present a concise, well thought out, statement of the problem and the desired resolution.
- Before officially considering the complaint the college dean or division chair will offer to meet with the student and the accused faculty person. If the student is unwilling to attend such a meeting, the college dean or division chair is at liberty to dismiss the complaint at that point.
- The academic dean, or any other administrator, faculty, or staff person, when approached by a student with a complaint against a faculty person, must advise the student to follow the procedure listed above.
- If the student consents to a meeting with the college dean or division chair and the faculty person, the complaint will be heard formally in that meeting. The college dean or division chair will be responsible for documenting the proceedings and outcome of the meeting in writing, and for keeping that documentation on file.
- The accused faculty person or the aggrieved student may request a second meeting within seven days to which both the faculty person and the student, within limits set by the
college dean or division chair, may invite colleagues and students. The written documentation of the proceedings and outcome of this second meeting is the college dean or division chair’s responsibility as well.

- If the problem is not resolved to the satisfaction of either party, an appeal may be made to the appropriate academic dean.
- If the problem is still not resolved, a written appeal may be made to the Vice President for Academic Affairs who is empowered to make the final decision and communicate the decision in writing to those involved.
- Any of the above written documentation may be included in the accused faculty member’s file only after that person has reviewed the document.

About Academic Matters
Occasionally a student may wish to appeal an academic action such as a grade, graduation requirement, or a withdrawal penalty. Such appeals should be made in writing to the appropriate academic dean. In most cases the student should first request the support of his or her major advisor, department head, college dean or division chair.

L. Student Records
The permanent academic record of each student begins in the Admissions Office when the initial application is received. After first enrollment, the record of each student, present or past, is kept in the Registrar’s Office. These records are available for faculty inspection for purposes deemed important to the education process; approval for examining student files can be obtained from the Registrar or the Registrar’s appointed representative (Educational Policies Committee, April 6, 1993). All material in the file is confidential. (See “Family Educational Rights and Privacy of Act of 1974.”)

M. University Automobiles
University vehicles are the responsibility of Facilities Services and can be reserved by calling extension 7198. University vehicles and are to be used for approved purposes only. In addition to serving the daily operational needs of the institution, such vehicles are available for university-sponsored groups. Cars, when available, may be used for faculty trips to professional meetings, student field trips, and other events. Departments will be charged for vehicle use at the current mileage rate. Sponsors should approve only responsible student drivers. Drivers operating a vehicle equipped to transport 10 passengers or a minivan pulling a trailer must possess a Commercial Drivers License (CDL), or complete a Van Drivers Safety Course conducted by JBU Campus Safety, and must be 21 years of age or older. (See the section on Field Trips.)
VII. Additional Information and Services

A. Alumni

The Alumni Office oversees all Homecoming, Senior Reception activities and alumni events. The Alumni Office maintains a file of information on graduates and former students. University personnel may assist the staff by supplying the office with information regarding changes in address, phone numbers, email addresses, family status, employment, etc. Alumni information is considered confidential and is not to be released without the approval of the alumn. The Alumni Office is located on the second floor of the Mabee Center.

B. Announcements and Bulletins

Announcements of particular interest to faculty members may be communicated via the “faculty” email distribution list. Faculty can email all faculty via this email address. This function should be used for academic purposes only. Please note: Do not send out emails notifying faculty of students missing class (for any reason); the excused absence list should be used for this purpose instead (See the section on Excused Absences).

Announcements may be communicated through faculty meetings, by means of notices distributed through campus mail, and through the employee newsletter, the “Weekly Beat”. Items for the Weekly Beat are requested to be submitted three to four weeks ahead of the activity date (submit to news@jbu.edu). Announcements directed to students may be posted on the various campus bulletin boards, published in the Threefold Advocate, or submitted to the “Here and Now” which is sent each Monday, Wednesday, and Friday to all students (contact Student Development, x7263).

For campus mass emails, please review the guidelines in Appendix R.

C. Business Cards

Faculty can order business cards from Graphics and are to be ordered by the college or division. Please contact your administrative assistant if you wish to order business cards.

D. Catalog

The catalog is issued every two years and provides information on most policies and details related to the academic program. The catalog is available online.

E. Contributions

JBU faculty and staff members are encouraged to make financial contributions to the University. Such gifts are tax deductible. Financial support of the University by its personnel is not only appreciated by the Board of Trustees, but is extremely important for solicitation from outside foundations, corporations and major donors, so that a gift from each faculty member be recorded as a “symbol of support” for the University.
F. Employee Handbook
Each faculty member should obtain a copy of the Employee Handbook for administration and staff personnel. Much of the information, such as that dealing with various benefits and other employment matters, applies to all employees including faculty. Copies are available from the Business Office (located in the Chapman Administration Building).

G. Fringe Benefits
Fringe benefits for all employees are covered in Section 4 of the Employee Handbook. Faculty are considered Level V employees.

H. Graduate Tuition Subsidy
Applications for graduate subsidy may be obtained through the Office of Academic Affairs. The policy is explained in the Employee Handbook.

I. Guests—Entertainment and Housing
Guest housing is not available on campus for visiting speakers and consultants; however, on certain occasions, prospective students may be housed in a dormitory room. Arrangements should be made through the Admissions Office. Faculty and staff are encouraged to invite visitors to view the campus and to eat in the cafeteria. Generally, however, cafeteria privileges are limited to the University’s immediate family.

J. History of John Brown University
A helpful historical perspective on the University can be obtained by reading “Head, Heart, Hand: John Brown University and Modern Evangelical Higher Education” by Rick Ostrander. A biography of the founder, “John Brown of Arkansas” by Ralph Kennedy, is also available.

K. Housing for Employees
There are no houses owned by the University which are available for employees. However, new employees are assisted in locating adequate housing through local realtors.

L. Lost and Found
Lost and found is located in the Campus Safety Office (in the Central Plant Building).

M. Offices
Faculty office space is assigned by the Vice President for Academic Affairs. It is desired that each person have adequate office space in or near the area in which most responsibilities are fulfilled. An effort is made to provide office furnishings commensurate with the faculty person’s responsibilities and the University’s available resources. All changes in office location must have prior approval by the Vice President for Academic Affairs.
N. Payroll Checks
Most faculty are paid in 24 equal installments, starting on August 31 and ending on August 15. Paychecks are distributed on the 15th and the last day of each month. Direct deposit can be arranged on a recurring basis through the Human Resource Administrator and faculty are encouraged to avail themselves of this convenience. Direct deposit summaries are available on EagleNet.

Payroll checks, not on direct deposit, may be picked up at the Chapman Receptionist Desk on the 15th and last day of each month. When these dates fall on a weekend or during a holiday period, checks will be available on the preceding workday.

O. Resources Development
The term “resources development” pertains to the responsibilities of fund raising, alumni, public relations, and other promotional activities. The coordinator of these activities is the Vice President of University Advancement. The ultimate success of all programs in these areas depends much upon the support given by members in the institution.

Financial requirements of the institution increase each year, making imperative the location of new sources of funds. Faculty members who may be aware of possible sources of additional funds are encouraged to provide the Vice President of University Advancement with pertinent information.

P. Student Handbook
The Student Handbook is updated every year and provides much information that is important to employees as well as to students. All faculty should be familiar with its contents.

Q. Title IX of the Education Amendments of 1972
As required by Title IX of the Education Amendments of 1972, it will be the policy of John Brown University not to discriminate on the basis of sex in the educational programs or activities which we operate. The Act applies to both admissions to, and employment in, such educational programs and activities.

Pursuant to this policy, the institution conducted a self-study during the 1975-76 academic year to assure compliance with relevant provisions of the Act.

Any student or employee of John Brown University wishing to obtain further information on this Act, or to file a complaint, should contact the Office of the President.

R. Tuition Subsidy
Guidelines for tuition remission for university programs, graduate and undergraduate, are found in the Employee Handbook.