

Lancaster Bible College Handbook

Effective December, 2009

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Introduction

This *Handbook* is intended to fulfill three purposes: first, to assist new faculty members and employees at Lancaster Bible College to become acquainted with the institution; second, to provide a continuing reference for all administrators and staff members in regard to philosophical, relational, and procedural matters of the College; and third, to insure that all employees are treated fairly and equitably. As such, the policies or benefits are not intended to confer any special rights or privileges upon any individual or group of individuals. If you do not participate in a benefit, you do not receive the monetary value of that benefit.

Two other documents of the College provide supplemental information to this *Handbook*. These are the *College Catalogs*, available through the Admissions Office, and the *Student Services*, available through the Student Services Office.

From time to time the policies and procedures will need to be revised. Consequently, this *Handbook* does not constitute a contract of employment or benefits. All additions, deletions and changes will be discussed and approved by the appropriate groups--Administration, Staff Enrichment Committee, Faculty Development Committee, Faculty, Education Committee and Personnel Committee of the Board and the Board of Trustees.

This *Handbook* is a responsibility of the Office of People Development and Human Resources (PDHR), the Dean of Undergraduate Studies, the Vice President for Academic Affairs, and the Staff Enrichment Committee. The *Handbook* is reviewed annually. This review should be completed prior to the issuing of contracts to faculty annually. The process for approving the contents and any revisions of the *Handbook* begins with a recommendation for adoption by the staff or faculty to the administration. Following administration review, the Education Committee and the Personnel Committee of the Board will make appropriate recommendations to the full Board for review, modification if necessary, and adoption.

Letter from the President

Dear LBC Partner:

God has distributed to the church many different gifts and skills, to be used for building up the body and providing a witness to those who need Christ. I pray that your experience with the Lancaster Bible College family will be one that enriches you and glorifies our Lord. Our mission statement makes clear our purpose:

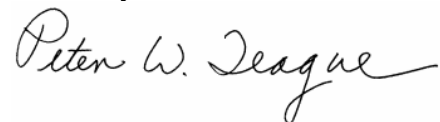
Lancaster Bible College exists to educate Christian students to think and live a Biblical worldview and to proclaim Christ by serving Him in the Church and society.

Every member of the faculty, staff, and administration seeks to serve in a complementary and supportive way. Our goal is to have a teamwork culture as our working philosophy. In this setting each employee has defined and vital tasks to execute and a role to play. Each one values the contribution and strengths of the others as together we serve the Lord.

Another underlying conviction is that everything that is done ought to be done to the best of our ability and for the glory of our Lord. As Paul so clearly put it, "Whatsoever you do in word or deed, do it all in the name of the Lord Jesus giving thanks to God and the Father through Him." This means in the service of our Lord we strive for excellence in every area. The handling of each piece of work must be done for the glory of the Lord and to the best of our abilities.

Finally, in everything we do, we are to model the Christian life. Students who are here to be developed and trained to serve our living Lord need to see Christ in us in times of joy or sorrow, in times of success or stress. May each of us give ourselves with godly enthusiasm to the task of living for and serving our Savior.

Cordially in Christ,

A handwritten signature in cursive script that reads "Peter W. Teague". The signature is written in black ink and is positioned below the typed name.

Peter W. Teague
President

General Information

History of the College

Reason for Existence

Distinctives and Statement of Faith

History of the College

Lancaster Bible College was founded by Henry J. Heydt in September 1933 as Lancaster School of the Bible. Seven students were enrolled in the original class which met in the Old Convention Hall at West Orange and Pine Streets in Lancaster. In 1934, 1939, and 1941, the school made further relocation moves. On May 2, 1957, Mr. and Mrs. J. Martin Esbenshade presented the school with an eighteen-acre tract of land; and after extensive renovations of the existing buildings, the property housed the new campus of Lancaster School of the Bible.

Residence facilities constructed in 1963 enabled the School to operate on the new campus. Subsequent land additions in 1994 and 2005 have grown the campus to approximately 120 contiguous acres of beautiful Lancaster County, Pennsylvania landscape. Three new major facilities have been built since 2000 for a total of 17 buildings on the campus.

The Degree of Incorporation for the College was granted by the Court of Common Pleas on December 15, 1939. On September 24, 1944, the Corporation resolved that the name of the School should be Lancaster School of the Bible and School of Theology. In 1961 the name was changed to Lancaster School of the Bible.

Upon provisional approval to grant degrees from the Commonwealth of Pennsylvania Department of Education, Lancaster Bible College became the official designation as of May 19, 1973. In January 1981, the Pennsylvania Department of Education (PDE) granted permanent approval to Lancaster Bible College to award the Bachelor of Science in Bible degree. In November 1982, the PDE approved a two-year program for offering the Associate of Science in Bible degree. In addition, the PDE granted approval to the College in 1994 for graduates of the Elementary Education Program in the Teacher Education Department to receive the Bachelor of Science in Education degree.

In September 1994, PDE approved LBC's Graduate School for awarding the Master of Arts in Bible and the Master of Arts in Ministry degrees. The first graduate classes were held in January 1995. Two additional graduate degrees, the Master of Arts (Counseling programs) and the Master of Education (School Counseling programs) were approved in April 2000.

Professional accreditation with the Association for Biblical Higher Education (formerly the Accrediting Association of Bible Colleges) was initiated in 1958. After a site visit the College was approved as an associate member in November 1959. Five years later, in November 1964, the College was approved as an accredited member of ABHE. In the intervening years the College's accreditation has been reaffirmed, most recently in February 2008.

In June 1976, Lancaster Bible College received candidacy status with the Middle States Association of Colleges and Schools (MSA). Following several years of self-study, the Commission on Higher Education of MSA granted accreditation to LBC in December 1982. The most recent self-study and accreditation reaffirmation was in 2007.

In the spring of 1982, the Association of Christian Schools International (ACSI) granted certification to the Elementary Education program of the College. In January 1985,

ACSI granted teacher certification for the graduates of the Bible Education (K-12) program and the Music Education/Bible (K-12) certification program. Programs in Guidance Counseling/Bible (K-12), Physical Education/Bible (K-12), and Early Childhood were added to the list of those receiving ACSI certification in 1994.

The Pennsylvania Department of Education approved the College's Elementary Education program for certification in May 1991. In November 2001 the Health and Physical Education program received state certification and in July 2005 Music Education also received state certification. Graduates of these programs receive dual certification from the Commonwealth of Pennsylvania and ACSI.

Dr. Peter W. Teague is the current president of Lancaster Bible College and Graduate School. Former presidents are: Dr. Henry J. Heydt (1933-1953), Dr. William J. Randolph (1953-1961), Dr. Stuart E. Lease (1961-1979), and Dr. Gilbert A. Peterson (1979-1999).

Reason for Existence

Lancaster Bible College and Graduate School exists to educate Christian students to think and live a Biblical worldview and to proclaim Christ by serving Him in the Church and society.

In order to accomplish its reason for existence, the College has developed the following institutional and student goals.

Vision Statement

Lancaster Bible College and Graduate School will be a premier learning community that intentionally develops the head, heart, and hands of servant ministry leaders for global impact.

Institutional Goals

Lancaster Bible College endeavors:

1. To preserve the integrity of its mission and legacy, by the grace of God, while planning its future direction and viability.
2. To teach sound doctrine through a proper interpretation of the Scriptures governed by grammatical, historical, and contextual hermeneutics and in a manner consistent with the apostles and prophets of old.
3. To prepare Christian men and women professionally for full-time Christian careers and to be a leadership development and resource center for Bible-believing churches in the northeastern part of the United States.
4. To provide educational opportunities for lay leadership through formal instruction, special seminar programs, consultation, special resource services to local church ministries, and on-campus events.
5. To witness to God's grace through an active external Christian service ministry to the population of the county and surrounding counties.
6. To provide a positive Christian influence in the greater Lancaster community by providing educational, cultural, and spiritual activities for the community.
7. To provide and maintain God-honoring resources through the development and maintenance of campus facilities in an attractive and functional manner. In addition, the College through its personnel, seeks to render services throughout Lancaster County and its environs.

Values

1. Commitment to Biblical Higher Education
2. Pursuit of Quality Education and Operation
3. An Environment Which Encourages Spiritual Life & Growth
4. A Ministry & Service Mindset
5. A Culture that is Team-Oriented
6. A Campus Climate that is Family-Oriented
7. Institutional/Operational Integrity

Distinctives and Statement of Faith

The College is unaffiliated with any denomination or association but seeks to function in cooperation with all churches that are committed to the historic, fundamental Christian faith and that share its standards, ideals and goals. A further distinctive of the College is its desire to operate under the authority of the Word of God. This attitude is reflected in the College motto, "The Word of the Lord endureth forever" (1 Peter 1:25). The following Statement of Faith, as contained in the College Constitution, is the standard of Biblical faith which marks Lancaster Bible College as a distinctive institution.

Since its founding in 1933, the college has maintained an unqualified commitment to a historic, orthodox position on essential doctrines of the faith as expressed in this document. A statement of faith is central to the college's identity, serving as a unifying and clarifying document in an age of theological shifting and confusion. Hermeneutically, the college approaches Scripture from a grammatical, historical, and contextual viewpoint.

THE SCRIPTURES. We believe the Scriptures of the Old Testament and the New Testament are the Word of God and are verbally inspired of God and inerrant in the original writings. We believe that this inspiration extends equally and fully to all parts of the Scriptures, and that they are the supreme and final authority in faith and life. John 17:17; Galatians 3:16; 2 Timothy 3:16-17; 2 Peter 1:19-21.

THE GODHEAD. We believe in one God eternally existing in three persons: the Father, the Son, and the Holy Spirit, each having precisely the same nature, attributes, and perfections. Matthew 28:19-20; John 1:1-2; Acts 5:3-4; Colossians 2:9.

JESUS CHRIST – HIS PERSON AND HIS WORK. We believe that the Lord Jesus Christ is fully God and fully man. He was eternally begotten of the Father, conceived by the Holy Spirit, and born of the Virgin Mary. We believe that Jesus Christ died for the sins of the whole world as the substitutionary sacrifice, that His crucified body was raised from the dead, and that He ascended into heaven to appear before the Father as our High Priest, Advocate, and Mediator. Luke 1:35; Romans 9:5; 1 Corinthians 15:1-3; Philippians 2:6-11; Colossians 1:15-17; 2:9; Hebrews 4:15; 9:24; 1 Timothy 2:5; 1 Peter 1:3; 2:24; 3:18; 1 John 2:2.

THE HOLY SPIRIT. We believe that the Holy Spirit came in a special sense on the Day of Pentecost, indwelling every believer. In this age, the Holy Spirit carries out the ministries of restraining evil in the world; convicting people of sin, righteousness, and judgment; regenerating and indwelling all believers; baptizing them into the Body of Christ; sealing them unto the day of redemption; and empowering them for sanctification and service. We believe that some gifts of the Holy Spirit are permanent and are intended for use throughout the entire Church Age. Other gifts were temporary and were given in the Apostolic Age for the purpose of founding the church. These include the gifts of apostleship, prophecy, miracles, healings, tongues, and the interpretation of tongues. At the same time, we affirm that God performs miracles as He wills. John 14:16-17; 16:7-15; Romans 8:9; 1 Corinthians 6:19; 12:13, 28-30; Ephesians 2:20-22; 4:1-16, 30; Hebrews 2:1-4; Titus 3:5.

MANKIND. We believe God created male and female in His image and that Adam sinned and thereby incurred the judgment of both physical death and spiritual death which is eternal separation from God. All human beings, with the exception of Christ Jesus, are born with a sin nature, are accountable for their sin, and need to be born again. Genesis 1:1, 26; Psalm 51:5; Jeremiah 17:9; John 3:3-7; Romans 3:10-12; 5:12; Ephesians 2:1-10; 1 John 1:8-10.

SALVATION. We believe that salvation was provided for everyone in the whole world and was accomplished solely by the finished work of Christ shedding His blood upon the cross, and no work on the part of any person can merit this salvation. Whoever believes solely in the finished work of Jesus Christ receives the new birth, becomes a partaker of the divine nature, and thus becomes a child of God, once for all, forever. John 3:16; 6:37; 10:27–30; 2 Corinthians 5:14; Ephesians 2:8–9; 1 Timothy 2:3-6; 1 Peter 1:18-19, 23; 2 Peter 1:3-4.

THE CHURCH. We believe the Church universal began at Pentecost with the baptism of the Holy Spirit and consists of all those who believe on the Lord Jesus Christ. Christ is the Head of the Church, called His Body. The local church is a body of believers in Christ who are joined together under scriptural leadership for the worship of God, for edification through the Word of God, for prayer, for fellowship, for the proclamation of the Gospel, and for observance of the ordinances of baptism and the Lord's Supper. Matthew 16:16–18; Acts 1:4-5; 2:42–47; 11:15-16; Romans 12:5; Ephesians 1:20–23; Philippians 1:1; 1 Corinthians 12:13; 1 Timothy 3:15.

THE FUTURE. We believe in the imminent return of Jesus Christ to rapture the Church Age saints, followed by the tribulation period, and the visible return of Jesus Christ with His saints for His millennial reign on earth. We believe in the bodily resurrection of the just and unjust, in the reward and everlasting conscious blessedness of the just, and in the judgment and everlasting conscious punishment of the lost. Luke 16:19–26; John 11:25; 1 Corinthians 15:51-57; 1 Thessalonians 4:13–18; Revelation 20:1–15; 21:1–8.

Approved by the Board of Trustees of Lancaster Bible College – February 12, 2005

Administrative Organization

Corporation

Board of Trustees

Administration

Faculty

Staff

Corporation

The ownership of Lancaster Bible College and Graduate School is vested in the Corporation of the College. Individuals become members of the Corporation by vote of the Board of Trustees. The officers of the Board of Trustees also serve as the officers of the Corporation. The Corporation meets twice a year and elects from its membership the Board of Trustees. Additional information is available in the *Constitution and Bylaws*.

Board of Trustees

The control and management of policy and general oversight of the College is vested in the Board of Trustees. The Board consists of the President of the College and members elected from the Corporation. The Board meets on a regular basis throughout the year. The officers of the Board—Chairman, Vice Chairman, Secretary, and Treasurer—are elected by the Board and together with the College's President comprise the Executive Committee of the Board. The standing Board Committees are the Advancement Committee, Building Committee, Education Committee, Enrollment Management Committee, Executive Committee, Finance Committee, Membership Committee, People Development, and Student Services Committee. Additional information is available in the *Constitution and Bylaws*.

Administration

The President is the Chief Executive Officer of the College and is appointed by the Board of Trustees. Other members of the administration are appointed by the Board upon the recommendation of the President as appropriate and needed for the major areas of the College operation. Additional information is available in the *Constitution and Bylaws*.

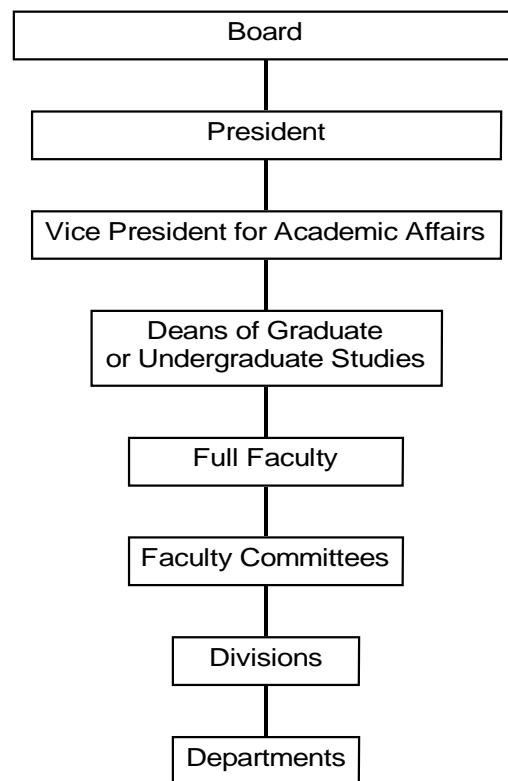
The President meets regularly with the President's Cabinet for the purposes of overall administration of the College. This Cabinet is composed of the President, Executive Vice President, Vice President for Academic Affairs, and Vice President for Enrollment Management. An administrator is appointed to serve in the President's absence.

The Dean of Undergraduate Education is responsible under the Vice President for Academic Affairs for the general supervision of the undergraduate educational programs of the College. The Dean is charged with the overall planning, development, management, and promotion of these educational functions at the College. The Dean is responsible for the promotion and development of teaching excellence among the College faculty. Within the area of the Dean's oversight are the Degree Completion Program, the Institute for Biblical Enrichment and Placement Services. The Undergraduate Dean is also responsible for the communication of ideas and concerns between the administration and those within the area of his oversight.

The Dean of Graduate Education is responsible under the Vice President for Academic Affairs for the general supervision of the graduate educational programs of the College. The Dean is charged with the overall planning, development, management, and promotion of these educational functions at the College.

Faculty

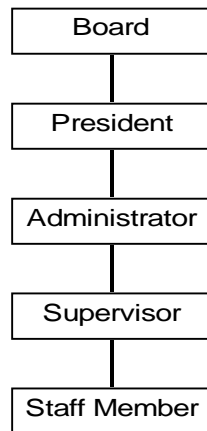
The faculty is involved in the academic governance of the College under the leadership of the Deans of Graduate or Undergraduate Education and Vice President for Academic Affairs. The following flow chart is intended to capsulize the structure, responsibility, and authority of the faculty in the academic decision and policy-making activities of the College.



The Board has the ultimate responsibility and authority with each lower level on the chart having reduced responsibility and authority. The departments and divisions make recommendations to the full faculty for consideration at a faculty meeting. Other issues may begin at the committee level and then come to the faculty. The faculty discusses, decides, and recommends to the respective Dean who consults with the Vice President for Academic Affairs and the President. In other instances, items will come to the faculty for their discussion and recommendations from the Board or administration through the respective Dean.

Staff

Staff members are responsible to their immediate supervisor. The supervisors in turn are responsible to one of the individuals who report directly to the President. As such, staff are not formally organized into a single body like the faculty. A flow chart may help conceptualize the structure.



Various staff committees provide additional structure and avenues for communication and concerns. The immediate supervisor is responsible for job descriptions, supervision, and evaluation. Additional information concerning relational and procedural matters for staff is to be found in the Administrative Organization section of the *Handbook*.

Administrative Composition

Administrator, Faculty and Staff Composition

Faculty and Staff Responsibilities

Faculty and Staff Committees

Administrator Composition

The administrators are classified as contractual. Under this classification there are Senior Administrators and Administrators.

The employee's status and other conditions of employment will be confirmed to the employee in writing at the time of his/her employment.

Contract Classification

1. Senior Administrators (Contract)

Senior Administrators are on a yearly contract and are salaried employees. Senior Administrators are recruited by the President who determines job descriptions and responsibilities and are members of the President's Cabinet which has the decision-making authority of the College. The Board of Trustees both confirms senior administrative appointments and terminates them.

Positions considered to be Senior Administrative level include President, Executive Vice President, Vice President for Academic Affairs, Vice President for Enrollment Management/ Student Services.

Hours worked are related to the responsibilities to be accomplished rather than to the standard work hours of 8:00 a.m. to 4:00 p.m. The standard workweek is to be the norm and senior administrators need to be an example to other employees in their work ethic and work schedule. At times senior administrators will need to work extra hours in order to get the job done. Additional remuneration is not provided nor is compensatory time kept in any form.

Each year in February contracts are distributed for the coming year. Please see Senior Administrators Contracts. Senior Administrators receive some additional benefits which are enumerated in the Benefits section.

2. Administrators (Contract)

Administrators are on a yearly contract and are salaried employees. Administrators are recruited by Vice Presidents who determine job descriptions and responsibilities and are part of the President's Advisory Council of the College.

Hours worked are related to the responsibilities to be accomplished rather than to the standard work hours of 8:00 a.m. to 4:00 p.m. The standard workweek is to be the norm and administrators need to be an example to other employees in their work ethic and work schedule. At times administrators will need to work extra hours in order to get the job done. Additional remuneration is not provided nor is compensatory time kept in any form.

Each year in February contracts are distributed for the coming year. Please see Administrators Contracts. Administrators receive some additional benefits which are enumerated in the Benefits section.

Faculty Composition

The faculty are all those whose responsibilities relate directly to the educational functions of Lancaster Bible College. The categories of faculty include distinguished professor, professor emeritus, ranked, non-ranked, part-time, and adjunct faculty. Distinguished professors, ranked, non-ranked, and part-time faculty have voting privileges at faculty meetings.

1. Regular Faculty

a. Distinguished Professors

These individuals have distinguished themselves in the academic and/or Christian community and have been appointed by the College to hold this honored position. Arrangements for and conditions of employment are individualized and thus do not necessarily follow the policies for other faculty positions.

b. Professors Emeriti

Those receiving the title of Professor Emeritus have served as ranked and non-ranked faculty at the College and have retired from full-time employment with the College. They may or may not continue to work on a part-time basis for LBC. Mutually satisfactory arrangements will be made with the administration.

c. Ranked Faculty

The ranks for faculty serving in this category are instructor, assistant professor, associate professor, and professor. Qualifications for each rank and for promotion are contained in this *Handbook*. Most ranked faculty are contracted for nine months. Ranked faculty are composed of 1) faculty whose primary responsibility is classroom teaching and 2) academic administrative personnel, e.g. President, Vice President for Academic Affairs, and Undergraduate and Graduate Deans.

d. Non-ranked Faculty

Non-ranked faculty are full faculty members in the same way as ranked faculty. They have the same voting rights and privileges, the same fringe benefits, and similar responsibilities regarding advising and committee functions in accord with their employment responsibilities. Their work schedules may vary from the ranked faculty due to their responsibilities. Their different positions may also require different evaluation instruments from those used with the ranked faculty. Non-ranked faculty are paid according to position, experience, qualifications, and length of work contract. Non-ranked faculty are composed of academic and nonacademic personnel whose positions are normally accepted by small college administration practice to have faculty status, e.g. Registrar, Librarian, Director of Christian Service, and Associate Deans.

e. **Part-time Faculty**

Part-time faculty includes those individuals who are contracted on the same basis as ranked and non-ranked faculty, but on a part-time basis. They have a job description and receive a salary appropriate to their job responsibilities. Some fringe benefits apply. They have voting privileges at faculty meetings.

2. Temporary Faculty

Adjunct Faculty

An individual serving as an adjunct faculty member is contracted to teach an individual course or courses and is paid according to the College's established per-course remuneration schedule. Some fringe benefits apply.

Adjunct faculty also may hold special lectureships and are remunerated accordingly.

Faculty Administrative Positions

**Divisional and Departmental Chairs and Program Coordinators
(Undergraduate Education)**

The academic program of the College is divided into the following divisions: Biblical Education, Arts and Sciences, and Professional Education. For each division a chair is appointed by the Undergraduate Dean in consultation with the faculty member.

The duties of each Division Chair are:

1. To act as liaison between members of the division, the Undergraduate Dean, and the Curriculum Committee in making and receiving recommendations affecting subject fields and courses within the division.
2. To call and conduct meetings of the division on a regular basis.
3. To review departmental budget requests and prepare an annual divisional budget for presentation to the Undergraduate Dean. Such budgets are to include requests for operational and capital expenses.
4. To assist the Department Chairs in a periodic review and evaluation of members of their departments for the purpose of recommendations concerning promotion.
5. To assist the Undergraduate Dean and Department Chairs in securing faculty for the division.
6. To review departmental proposals for new courses with colleagues.
7. To coordinate matters involving more than one department, integration of divisional offerings, requirements for programs, allocation of library budget, and other factors which involve relationships between departments.
8. To update the faculty at faculty meetings on the activities of the division.
9. To coordinate and/or assemble materials for the *College Catalog*.

The Professional Education Division is currently divided into the following departments:

Department of Church and Ministry Leadership
Department of Counseling and Social Work
Department of Health and Physical Education

Department of Intercultural Studies
Department of Teacher Education
Department of Worship and Performing Arts

The duties of each Department Chair are:

1. To be aware of the quality of instruction within the department.
2. To recommend to the Division Chair and the Curriculum Committee such course and program changes as are deemed advisable.
3. To cooperate with the Division Chair, the Registrar, and the Undergraduate Dean in assigning courses and coordinating the work among sections of the same course.
4. To prepare, in consultation with the Division Chair, annual departmental budget requests. Such requests are to be submitted to the Division Chair and the Undergraduate Dean.
5. To develop and/or gather departmental material for inclusion in the *College Catalog*. Such material is to be reviewed by the Division Chair and the Undergraduate Dean.
6. To approve and submit requisitions for new books for the library in accordance with authorized department allotments.
7. To assist in the development and revision of course syllabi within the department.
8. To assist in the periodic review and evaluation of members of the department for purposes of recommendation for promotion.
9. To call and chair regular department meetings.
10. To assist the Undergraduate Dean and Division Chair in securing faculty for the department.
11. To assume responsibility for arranging for the advising and counseling of students in the department.

Several of the undergraduate departments have multiple programs within them.

The Duties of each Undergraduate Program Coordinator are:

1. To be aware of the quality of instruction within the program.
2. To recommend to the Department Chair and the Curriculum Committee such course and program changes as are deemed advisable.
3. To cooperate with the Department Chair, the Registrar, and the Undergraduate Dean in assigning courses and coordinating the work among sections of the same course.
4. To develop and/or gather program material for inclusion in the *College Catalog*. Such material is to be reviewed by the Division Chair and the Undergraduate Dean.
5. To assist in the development and revision of course syllabi within the program.
6. To assist the Undergraduate Dean and Department Chair in securing faculty for the department.
7. To assume responsibility for arranging for the advising and counseling of students in the program.

Degree Directors and Program Coordinators (Grad School)

Degree Directors

Role: Directors have primary responsibility for the leadership of the department's graduate programs.

Responsibilities:

1. Serve as liaison between the department chair and graduate dean. The graduate programs emanate from and are the responsibility of the department.
2. Oversee curricular issues such as evaluation, revisions, course overlap and gaps.
3. Identify courses and professors for future semesters, create a multi-year plan.
4. Plan for the continued development of the degree programs – budget, library, personnel, program packaging, and new programs.
5. Collect and analyze outcomes for the degree and certificate programs.
6. Participate in recruitment of new faculty, identify and recommend adjunct and visiting professors.
7. Along with the AALT and the department, assist in the assimilation of new faculty to their responsibilities at LBC.
8. Develop a plan for evaluating the faculty who teach in the programs.
9. Assign advisors and mentor them regarding their responsibilities.
10. Suggest ideas regarding advertising and recruitment activities to either the appropriate Graduate Student Coordinator or the Graduate School Dean.
11. Assist with recruitment activities under the leadership of your Graduate Student Coordinator.
12. Interview applicants and make recommendations for admission.

Program Coordinators

Role: To assist the degree director by overseeing one specific program within the degree.

Responsibilities:

1. Assist the director with curricular issues such as evaluation, revisions, course overlap and gaps, and syllabi.
2. Assist the director to identify courses and professors for future semesters, create a multi-year plan.
3. Assist the director to plan for the continued development of the degree programs – budget, library, personnel, delivery systems, and new programs.
4. Assist the director to collect and analyze outcomes for the degree and certificate programs.
5. Assist the director to recruit new faculty, identify and recommend adjunct and visiting professors.
6. Assist the director in evaluating the faculty who teach in the programs.
7. Suggest ideas regarding advertising and recruitment activities to either the appropriate Graduate Student Coordinator or the Graduate School Dean.

8. Assist with recruitment activities in cooperation with the appropriate Graduate Student Coordinator.
9. Interview applicants and make recommendations for admission.

Staff Composition

The staff are classified in two different ways:

1. **Contract/Non-Contract Classification.** Under this classification there are Professional Staff, and Staff.
2. **Regular/Temporary Classification.**

The employee's status and other conditions of employment will be confirmed to the employee in writing at the time of his/her employment.

1. Contract/Non-Contract Classification

a. Professional Staff (Contract)

Professional Staff are on a yearly contract and are salaried employees. This classification is given to a particular job when the job responsibilities regularly require time beyond the normal workweek. As such, employees are remunerated in accord with their job and position rather than on an hourly basis. The standard work hours of the College are 8:00 a.m. to 4:00 p.m. including a half-hour lunch period. While the professional staff generally follow this schedule, there is flexibility due to work required beyond the normal workday, e.g. evenings and weekends. Additional remuneration is not made nor is compensatory time kept in any form. Adjustments to the workweek must be arranged between the employee and his/her supervisor and must be within reasonable limits to protect the staff member from excessive work hours yet allowing for the job to be completed in a timely fashion.

Each year in February contracts are distributed for the coming year. Please see Professional Contracts. Professional staff receive some additional benefits which are enumerated in the Benefits section.

b. Staff (Non-Contract)

Staff have no contract and are paid on an hourly basis.

For Full-time Staff, the standard workday is normally 8:00 a.m. to 4:00 p.m. including a half-hour lunch period. The regular workweek is normally Monday-Friday. Thus, the workweek and pay is calculated on 40 hours per week. Staff are permitted a short "coffee break" each morning and afternoon, but should be good stewards of time.

For Part-time Staff, the workday is based on a schedule assigned by the supervisor.

Any and all adjustments to the workweek must be arranged between the supervisor and the employee. Appropriate compensation must be agreed upon ahead of time. Work adjustments and compensation, in consultation with the PDHR Director, are to be fair to both the College and to the employee, be handled professionally, be an example for others to follow, and be the exception rather than the rule. Please see Non-Contract Staff. Staff receive some additional benefits which are enumerated in the Benefits section.

2. Regular/Temporary Classification

a. Regular Staff

A regular staff person is employed for an indefinite period of time. Regular staff includes both full-time and part-time staff.

- i. Full-time Staff: full-time staff are defined as employees who work the normal 40 hour work week and are hired for a minimum of nine (9) months in a calendar year.
- ii. Part-time Staff: part-time staff are defined as employees who do not meet the requirements of a full-time employee as stated above.

b. Temporary Staff

A temporary employee is employed for a limited and specific period of time. Although temporary employees receive all legally mandated benefits, they are not eligible for regular employee benefits.

Faculty Responsibilities

For the College to be effective as a Christian community dedicated to academic pursuits, it is necessary for individual faculty members to assume responsibilities related to the institution, the academic program, the classroom, and the community. In these various responsibilities, the faculty member should be guided by a commitment to Jesus Christ and the Bible, a love and appreciation for all members of the College community regardless of their role or academic standing, and a desire for excellence in all things.

In relationship to the College, the general responsibilities of the faculty are:

1. To uphold the doctrinal position and the spiritual standards of the College and to exemplify them by word and lifestyle.
2. To support the educational purposes and objectives of the College.
3. To cooperate with the administration and staff of the College in professional and personal relationships.
4. To observe and enforce the rules and regulations of the College to the best of one's ability.
5. To participate in the social, cultural, and spiritual life of the College community, including regular chapel attendance.
6. To render full-time service to the College during the contract year and during this time accept no outside employment except by permission of the VPAA.
7. To offer constructive suggestions for the improvement of the College to those who are in a position to change the situation.
8. To be familiar with the contents of the *College Catalog*, *Student Handbook*, and other College publications.
9. To attend the Convocation, Day of Prayer Breakfasts, Homecoming Banquet, Friends Fellowship Banquet, Spring Celebration Dinner/ Concert, Commencement, and other special events with adequate notification.
10. To support the College prayerfully and financially on a regular and systematic basis.

In relationship to the academic program, the general responsibilities of the faculty are:

1. To take such steps as are necessary to maintain and increase faculty effectiveness.
2. To work steadily for the improvement of one's personal and professional capabilities.
3. To perform as teachers in the regular duties associated with classroom management.
4. To maintain high academic standards.
5. To assume a proper share of the overall functions of the faculty.
6. To respect the rights of students and to hold students to their responsibilities.
7. To be available to students for consultation and counseling.
8. To attend faculty and committee meetings.
9. To attend chapel unless there is an institutional or exceptional personal obligation, or unless the chapel is exclusively for students.

10. To participate in the events that are part of the academic calendar, such as Day of Prayer, Spiritual Life Conference, Maximum Impact, and other similar events as they may be scheduled.

In relationship to the classroom, the general responsibilities of the faculty are:

1. To begin class on time and conclude on time.
2. To begin each class with prayer, a hymn, and/or short devotional.
3. To assist the Registrar in determining the official class roll.
4. To maintain attendance records and enforce the College's class attendance policy.
5. To be responsible for the overall decorum of the class including discipline and order.
6. To notify the Registrar or appropriate Dean in case of personal illness. The Registrar will notify the students of the cancellation of class. Other situations which necessitate absence from class should be discussed prior to the event with the appropriate Dean.
7. To notify the Registrar or appropriate Dean in case of a situation where the faculty member will be late for class. Students are required to wait fifteen minutes after the class begins for a faculty member who is late. Therefore, if a faculty member realizes that he or she will be later than fifteen minutes, but wants his or her students to wait, the Registrar or appropriate Dean should be contacted so that the class can be informed.

In relationship to the community, the general responsibilities of the faculty are:

1. To participate in the life of a local church.
2. To exercise leadership in the larger Christian community.
3. To exercise the rights and obligations of citizenship.

Faculty Meetings

The Vice President of Academic Affairs is the chair of the faculty and presides at all faculty meetings. In the VPAA's absence, one of the Deans will preside. Faculty meetings will not be held without the Vice President for Academic Affairs or one of the Deans. A secretary will be appointed to keep the minutes and to distribute a copy to each faculty member and administrator. Business deliberations will be guided by *Robert's Rules of Order*.

Faculty meetings will be held regularly through the academic year and will be scheduled by the VPAA at the beginning of each semester. The faculty will meet periodically for prayer. In-service sessions will be scheduled as appropriate, including the annual faculty workshop that takes place prior to the start of the academic year. Emergency meetings will be called by the VPAA or President as necessary.

In order to conduct business, a quorum is necessary. A quorum consists of a majority of the voting members (distinguished professors, ranked, non-ranked, and part-time faculty). Items will be passed by a majority vote of those present. Generally, for an item to come to the faculty for discussion and vote the following procedure will be followed:

1. Discussion of the item by the appropriate committee resulting in a committee recommendation (motion) to the faculty.
2. Review of the item and the committee's recommendation by the committee chair and the VPAA.
3. Placement of the item on the faculty meeting agenda, which is prepared by the VPAA, and the item brought to the faculty for discussion and vote. Most items will come to the faculty twice—first for discussion and the second time for decision. Faculty decisions are recommendations to the administration and Board for final ratification.

There will be times when items will be brought to the faculty by an individual without committee activity. In such cases the faculty member should contact the VPAA prior to the faculty meeting for inclusion on the agenda. Opportunity to add such items to the agenda will also be provided at the beginning of each faculty meeting. Normally, these items will be limited to discussion, after which they will be referred to the appropriate committee for a recommendation.

Staff Responsibilities

Position descriptions and job responsibilities are the task of the employee's supervisor. These should be written and agreed upon at the time of employment. Staff evaluation is also the responsibility of the supervisor. An introductory period for the purpose of orientation and evaluation for new employees is determined by the senior administrator in consultation with the President.

Faculty Committees

The following contains a listing of academic committees and other college committees that require some form of faculty representation. This is not intended to be a complete listing of all college committees, only those germane to faculty representation.

Faculty Leadership Committees (see details of each listed below)

| | |
|--|------|
| Academic Planning Sub-Committee | 3.11 |
| Academic Policy Committee | 3.11 |
| Committee for Institutional Research & Assessment..... | |
| Curriculum Committee | 3.12 |
| | 3.12 |
| Faculty Development Committee..... | 3.13 |

Student Appeal Committees (see details of each listed below)

| | |
|---|------|
| DCP Student Appeals Committee | 3.14 |
| Graduate Student Appeals Committee | 3.14 |
| Undergraduate Student Appeals Committee | 3.15 |

General Academic Committees (see details of each listed below)

| | |
|------------------------------------|------|
| Academic Calendar Committee | 3.15 |
| Institutional Review Board | 3.16 |
| Library/Technology Committee | 3.16 |

College Committees (Faculty Representation) (see details of each listed below)

| | |
|---|------|
| CIEP | 3.17 |
| Joint Committee on Honorary Doctorates..... | 3.17 |
| PAC | 3.18 |

Committee Details:

Academic Planning Subcommittee

| | |
|------------------------------|--|
| Primary Task: | Academic Planning – All Levels |
| Responsible To: | VPAA |
| Chair: | VPAA |
| Membership: | <i>Permanent</i> - VPAA, DCP Director, Undergraduate Dean, Graduate Dean, Division Chairs, Librarian, IBE Director, and Director for Online Education |
| Assign. Mode: | Assigned by VPAA |
| Term of Office: | So long as the individual holds the appropriate title |
| Responsibilities : | To receive academic planning initiatives in concept proposal form To forward planning initiatives to CIEP to be incorporated into the College's long-range plan |

Academic Policy Committee

| | |
|--------------------------|---|
| Primary Task: | Review, revise, and recommend academic policy at all levels; needs to interface with Curriculum Committee, Faculty Development Committee, and AALT. |
| Responsible To: | VPAA |
| Chair: | Elected by the Committee annually |
| Membership: | <i>Permanent</i> - Undergraduate Dean, Graduate Dean, DCP Director <i>Elected</i> - Biblical, Arts & Sciences, and Professional Division representation <i>Minimum # of elected representatives</i> - 3 |
| Assign. Mode: | Division elected representation |
| Term of Office: | Three years rotating membership for divisional representatives. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms. |
| Responsibilities: | To identify areas of faculty and academic policies and procedures that need consideration and recommend changes and additions to the VPAA To provide policy input to AALT related to the Faculty Handbook |

Committee for Institutional Research and Assessment

| | |
|------------------------|--|
| Primary Task: | To coordinate all research and assessment activities on campus with the goal of institutional effectiveness and renewal. |
| Responsible To: | VPAA |
| Chair: | Director of Institutional Research and Assessment |
| Membership: | Appointed representatives from key departments across campus. The committee should include at least two individuals from academic departments, one from student services, one from institutional advancement, and one or two from other areas of the campus. |
| Assign. Mode: | Joint appointments by area represented |

Term of Office: Three years

Responsibilities: Train all departments in effective and efficient research and assessment procedures

Coordinate all research and assessment activities on campus, organizing the data into coherent and consistent reports

Follow-up with all departments in the use of data collected

Lead the decennial self-study process and serve as the nucleus of the Self-Study Committee which will be formed two years prior to each accreditation review date (see description of Self-Study Committee)

Curriculum Committee

Primary Task: Curricular issues at all levels

Responsible To: VPAA

Chair: Elected by the Committee annually

Membership: *Permanent* - Undergraduate Dean, Graduate Dean & Librarian
Elected - Biblical, Arts & Sciences, & Professional Division representation (undergraduate and graduate education must be represented)
Minimum # of elected representatives - 3

Assign. Mode: Division elected representatives. Graduate/Undergraduate school representation by dean assignment (if needed)

Term of Office: Three years rotating membership for representatives. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms.

Responsibilities: To participate in the approval of new programs and degrees as contained in the New Program Approval Policy
To recommend to the faculty program revisions along with related courses
To recommend to the faculty new, revised, and deleted courses
To oversee general academic procedures and standards of the College in concert with the Academic Policy Committee
To interview and approve students applying for the Cross Cultural Study Program

Faculty Development Committee

| | |
|-------------------------|---|
| Primary Task: | All faculty personnel issues, in-service, rank, promotion, evaluation, sabbaticals, need, hiring, graduate study grants, professional development grants |
| Responsible To: | VPAA |
| Chair: | Elected by the Committee annually |
| Membership: | <i>Elected</i> – two representatives from each of the following: Biblical, Arts & Sciences, & Professional Division representation (undergraduate education, graduate education, and non-ranked faculty must be represented). Representatives must have a minimum of four years on the faculty at the College. <i>Minimum # of elected representatives - 6</i> |
| Assign. Mode: | Division elected representatives. Graduate/Undergraduate school representation by dean assignment (if needed). Non-ranked representation by VPAA assignment (if needed) |
| Term of Office: | Three years rotating membership for representatives. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms. |
| Responsibilities | To identify areas in the faculty policies and procedures that need consideration and recommend changes and additions in concert with the Policy Committee and when appropriate with the Curriculum Committee : To recommend individuals for promotion, sabbaticals, professional development grants, and graduate study grants To generate ideas and participate in planning for faculty in-service activities To appraise the professional morale and the spiritual and social climate of the faculty and make suggestions for strengthening and improving these areas |

DCP Student Appeals Committee

| | |
|-------------------------|--|
| Primary Task: | Receive and decide DCP student appeals |
| Responsible To: | Undergraduate Dean |
| Chair: | Elected by the Committee annually |
| Membership: | <i>Permanent</i> – DCP Director and Undergraduate Dean <i>Elected</i> – Biblical & Arts & Sciences representation |
| Assign. Mode: | <i>Minimum # of elected representatives – 3</i> Division elected representatives. Student Services representation by VPSS assignment. |
| Term of Office: | Three years rotating membership. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms. |
| Responsibilities | To consider DCP student appeals to all academic policies and procedures : |

Graduate Student Appeals Committee

Primary Task: Receive and decide Graduate School student appeals
Responsible To: Graduate Dean
Chair: Selected by the Committee
Membership: *Permanent* – Graduate Dean
Elected – Biblical and Professional Division representation
Minimum # of elected representatives – 1 from Biblical Division and 2 from Professional Division (must be from two separate departments among the following: Church & Ministry Leadership, Biblical Counseling, and Teacher Education)
Assign. Mode: Division elected representatives
Term of Office: Three years rotating membership. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms.
Responsibilities: To consider graduate student appeals to all academic policies and procedures

Undergraduate Student Appeals Committee

Primary Task: Receive and decide undergraduate student appeals
Responsible To: Undergraduate Dean
Chair: Elected by the Committee annually
Membership: *Permanent* – Undergraduate Dean, Registrar & RAP Director
Elected - Biblical, Arts & Sciences, and Professional Division representation
Assign. Mode: *Assigned* – Student Services Representation
Minimum # of elected representatives – 3
Division elected representatives. Student Services representation by VPSS assignment.
Term of Office: Three years rotating membership. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms.
Responsibilities: To consider undergraduate student appeals to all academic policies and procedures

Academic Calendar Committee

Primary Task: Academic Calendar
Responsible To: VPAA
Chair: Elected by the Committee annually
Membership: *Permanent:* Registrar
Assigned: Representatives from DCP, IBE, Undergraduate & Graduate Education, Student Services, and Marketing
Assign. Mode: Appropriate per head of area
Term of Office: So long as the individual holds the appropriate title
Responsibilities: To maintain a five-year calendar
: To annually recommend to the faculty and the President's Cabinet the college calendar for the next five years

Institutional Review Board

| | |
|-------------------------|---|
| Primary Task: | Review, approve, modify, or disapprove IRB applications from students, faculty, and external organizations and individuals. |
| Responsible To: | VPAA |
| Chair: | Selected by the Committee |
| Membership: | <i>Permanent</i> - Undergraduate Dean and Graduate Dean <i>Elected</i> – Biblical Division, Arts & Sciences Division, and Biblical Counseling Department Representation <i>Minimum # of elected representatives</i> - 3 |
| Assign. Mode: | Division/Department elected representation |
| Term of Office: | Three years rotating membership for divisional representatives. Committee members rotating off may not serve consecutive terms without a minimum of one year between terms. |
| Responsibilities | To process IRB applications : To keep current with IRB regulations To educate the faculty and students regarding IRB issues and application process |

Library/Technology Committee

| | |
|-------------------------|--|
| Primary Task: | The review of information technology |
| Responsible To: | VPAA |
| Chair: | Library Director & Academic Computing Director |
| Membership: | Undergraduate Dean, Graduate Dean, faculty representatives from each division, representative from Information Systems, and a student |
| Term of Office: | By title and annual appointment by the chairs |
| Responsibilities | To review the services offered through the library : To review and generate ideas for technological growth To review policies and procedures of the library and information technology services on the campus, recommend changes/ additions To assist in programs that would improve the usage of all forms of educational technology To generate and promote the information literacy program |

CIEP (Committee for Institutional Effectiveness and Planning)

| | |
|--------------------------|---|
| Primary Task: | Institutional Planning |
| Responsible To: | VPIA |
| Chair: | VPIA |
| Membership: | Institutional Representation |
| Assign. Mode: | Elected by full faculty |
| Term of Office: | One Year. Representatives may serve three consecutive terms after which a minimum of one year must be taken off between terms. |
| Responsibilities: | Represent the faculty in discussion and decision making Attend monthly CIEP meetings (must be available from 1:00 p.m. – 4:00 p.m. on the last Monday of each month) |

Joint Committee on Honorary Doctorates

| | |
|-------------------------|--|
| Primary Task: | Recommendations for Honorary Doctorate Candidates |
| Responsible To: | President |
| Chair: | President |
| Membership: | Board, Faculty, staff, and administrative representation |
| Assign, Mode: | Elected by full faculty |
| Term of Office: | One Year. Representatives may serve three consecutive terms after which a minimum of one year must be taken off between terms. |
| Responsibilities | Represent the faculty in discussion and decision making |
| : | Attend annual meeting |

PAC (President's Advisory Committee)

| | |
|-------------------------|--|
| Primary Task: | Cross-departmental Communication |
| Responsible To: | President |
| Chair: | President |
| Membership: | Institutional Representation |
| Assign. Mode: | Elected by full faculty |
| Term of Office: | One Year. Representatives may serve three consecutive terms after which a minimum of one year must be taken off between terms. |
| Responsibilities | Represent the faculty in discussion |
| : | Attend quarterly PAC meetings (must be available from 1:00 p.m. – 4:00 p.m. on Monday afternoons) |

Staff Committees

Staff Enrichment Committee

Responsible to: Director of Finance

Personnel: Six staff members elected by the staff (two each year) for a three-year term. Each year the committee will elect its chairman and secretary. (If someone is unable to complete his/her term, then the Committee will appoint a replacement for the balance of the term.) In addition, the PDHR Director will serve on the committee as a resource person for the committee.

Responsibilities:

- To serve as liaison between staff members and the President.
- To review and study all staff policies, procedures, and benefits, identify areas that need consideration, and recommend suggestions to the PDHR Director in revising the Handbook.
- To enhance the morale and the social climate of the staff and make suggestions to the President for strengthening and improving general College operations.

Social Committee

Responsible to: Vice President for Administration

Personnel: Two staff members, elected by the staff, and two faculty members elected by the faculty, serve two-year terms and one of each is elected annually. (If someone is unable to complete his/her term, then the Committee will appoint a replacement for the balance of the term.)

Responsibilities:

- To have an awareness of the social atmosphere on the College campus among employees and make recommendations to improve and strengthen the social climate.
- To plan the yearly employee picnic and Christmas party for employees.
- To plan other social events for employees as deemed necessary.

Academic Policies / Procedures

Academic Calendar
Academic Dismissal
Academic Freedom
Academic Integrity
Academic Probation
Academic Probation and Participation in
 Extracurricular Activities
Add/Drop Period
Class Attendance Policy
Course Syllabi
Course Withdrawal
Credit by Examination
Dean's List
Field Trips
Grading
Independent Study
Public Relations
Quizzes and Examinations
Release of Student Data
Repeating a Course
Summer School and Winterim
Teaching Load
Textbooks
Transfer Credit/Graduation Requirements

Academic Calendar

The College has three graduation dates throughout the year, one in December, one in May, and one in August. There is no graduation ceremony for the August date, and those graduates participate in the December ceremony. The traditional undergraduate program operates on a semester system (15 weeks each), with the first semester beginning in August and concluding in December, and the second semester beginning in January and concluding in May. Winter and Summer sessions are also held. The Degree Completion Program has two terms per year, one beginning in August and the second beginning in February. Classes in the Graduate School are run on a variety of schedules.

Academic Dismissal

Undergraduate Students will be academically dismissed at the conclusion of the academic year if their cumulative GPA is below the following standard:

| <u>Hours Registered toward Graduation Requirements</u> | <u>Minimum GPA</u> |
|--|--------------------|
| 0 - 17 | No minimum |
| 18 - 59 | 1.50 |
| 60 - 89 | 1.75 |
| 90 or more | 1.90 |

Undergraduate Students who are academically dismissed may appeal in writing to the Education/Curriculum Committee if they believe extenuating circumstances were present.

Each July Graduate School student academic records will be reviewed. During the review students who have completed a minimum of four courses and whose cumulative grade point average falls below 2.5 will receive notice of academic dismissal. With the notification, the student will receive instruction concerning the appeal process. The student may submit an appeal to the Dean of Graduate Education for consideration by the Graduate Student Appeals Committee. The Graduate Student Appeals Committee will notify the student of its decision. Decisions by the Committee are final.

Academic Freedom

A justification for freedom of instruction arises from the needs of students. It is the students' right to learn the complete truth about the subjects they study. They should be afforded the privilege of thinking without restraint about the problems that arise in such study. This freedom should never be denied students and it can exist only when a corresponding liberty of instruction is guaranteed instructors.

It should be realized, however, that in a socially created and socially supported institution, such as a college, there can be no such thing as complete freedom of expression in word and act. The basic limitations upon freedom arise out of the universally accepted beliefs and mores of society, such as truthfulness, decency, moral integrity, loyalty, and the standards of good taste. These may be assumed to be as binding upon all college instructors as upon other good citizens. Moreover, at Lancaster

Bible College academic freedom, as well as all other aspects of education, is governed by standards yet higher than these—those of the Bible.

The Bible, God's Word, holds a unique and central place in LBC's curriculum because it is the ultimate and only authoritative deposit of propositional truth and because it answers the vital questions of life. Recognizing that the Bible does not contain the totality of God's truth, the College continues its search for truth through an informed and appropriate study of man and other elements of God's creation, convinced that any accurate description of reality will form a unified body of truth.

In addition to the universal values and God's Word, the College's Reason for Existence, Institutional Goals, Student Goals, Distinctives, and Statement of Faith, as adopted by the College, complete the framework for all educational experiences, including academic freedom, at Lancaster Bible College.

Finally, the College believes that academic freedom does not require neutrality on the part of either the individual or the institution. Academic freedom is consistent with the intent to advance a particular point of view, so long as all the facts are accessible. We recognize that the pursuit of truth in this fashion will produce some tensions.

Within this framework the College enthusiastically supports academic freedom at Lancaster Bible College.

Academic Integrity

In the world of education, academic integrity is seen as a desirable, foundational value. This is a topic of growing concern with new technologies making the temptation to violate the principles of academic integrity greater than ever. In addition to this wider academic desire for integrity, LBC seeks to help mold the character of students according to a biblical worldview and to send people of integrity into ministry. Academic dishonesty includes, but is not limited to:

1. **Plagiarism:** Submitting as one's own work part or all of any assignment which is copied, paraphrased, or purchased from another source, including online sources, without the proper acknowledgment of that source.
2. **Cheating:** Using or attempting to use unauthorized material or study aids for personal assistance in examinations or other academic work.
3. **Fabrication:** Submitting altered, contrived, or invented information in any academic exercise.
4. **Misrepresentation of Academic Records:** Tampering with any portion of a student's record.
5. **Facilitating Academic Dishonesty:** Helping another individual violate the Academic Integrity Policy.

6. **Unfair Advantage:** Attempting, in an inequitable manner, to gain a more favorable playing field than fellow students have on an academic exercise.
7. **Multiple submissions:** Submitting the same work to fulfill the requirements for more than one course without authorization of all instructors involved.
8. **Tolerating Academic Dishonesty:** When a student knows about academic dishonesty and fails to address it with the other student, that student is complicit in the dishonesty. If the confronted student fails to confess to the monitor and cease and desist, the other student is responsible to address the issue with the monitor.

Procedures for Violations of Academic Integrity

In a course, each faculty member is responsible to monitor his/her class for academic integrity. Outside a course, the graduate or undergraduate dean is the monitor of academic integrity.

1. If a violation of the Academic Integrity Policy is suspected, the monitor should meet with the student(s) to discuss the incident and determine, to the monitor's satisfaction, whether or not a violation has occurred. Monitors and student(s) may choose to have a witness present at the discussion. Both parties should be notified that a witness will be present and have opportunity to bring his or her own witness. The monitor should thoroughly discuss the evidence of the offense, and the report which will be sent to the appropriate dean.
2. If a student is accused of violating the Academic Integrity Policy, but subsequently the monitor determines that the student is innocent or insufficient evidence exists to justify further action, the student should be informed. No report of the accusation or of the monitor/student meeting should be filed with the appropriate dean.
3. If the monitor determines that a violation has occurred, a report should be filed with the appropriate dean and to student services. Also, a duplicate of the report should be provided to the student. (The faculty member must keep originals of tests, papers, projects that provide evidence of the violation.) The report of violation should include the following:
 - a. A complete description of the incident, including date of meeting with the student.
 - b. Conclusions regarding exact nature of the violation.
 - c. Copies of originals of tests, papers, projects that provide evidence of the violation.
 - d. Faculty recommendation.
4. The appropriate dean shall convene an interview to determine the appropriate penalties for the offense. The conclusion will be kept as part of the student's record in the registrar's office.
5. The desire of the College is to act in redemptive rather than merely punitive ways. Consequently, in coordination with student services, counsel will be provided.

Penalties for Violation of the Academic Integrity Policy

The consequences and penalties for academic dishonesty will be tied to where the offense occurred.

Penalties for Violating the Academic Integrity Policy— In a Course

1. For a first offense: after meeting with the student, the teacher will complete a report to the appropriate dean. The dean will determine with the professor whether the violation was minor and unintentional, warranting a failing grade for the assignment in question. Or, the dean with the professor will decide if the violation was flagrant and blatant, warranting a failure for the course.
2. For subsequent offenses, the penalty will be as follows:
 - a. Two minor/unintentional offenses will result in failure of the course.
 - b. Three minor/unintentional offenses will result in the appropriate dean recommending to the president that the student be expelled.
 - c. If the second offense is flagrant, the appropriate dean will recommend to the president that the student be expelled.
3. The undergraduate or graduate school dean will determine what sanctions will be imposed when a student confesses to having cheated in any course already completed.

Penalties for Violation of the Academic Integrity Policy—Outside a Course

1. For instances of violating the Academic Integrity Policy outside a course (such as interfering with the college records or vandalizing library materials), the case will be presented to the appropriate dean who will investigate the alleged offense, and based on evidence suspend the student.
2. For second offenses, a recommendation will be made to the president that the student be expelled.

Appeals Process for Violation of the Academic Integrity Policy

The student may appeal in writing to the appropriate student appeals committee (Undergraduate Student Appeals Committee, DCP Student Appeals Committee, and the Graduate Student Appeals Committee). A student's intent to appeal a monitor's response to a violation must be communicated to the appropriate committee chairperson in writing within one week of the receipt of the written notification from the monitor dealing with the incident. The appeals committee should hear both the monitor and the student on the issue as well as review the documents. The decision of the committee may be appealed to the vice president for academic affairs who has the final authority to remediate the action.

Academic Probation

Undergraduate Students whose cumulative grade point average falls below 2.00 (C average) will be placed on academic probation. Removal from academic probation will occur when the cumulative GPA reaches 2.00 or above.

Students with a GPA below 1.90 are required to attend the study skills program, RAP.

Graduate School students whose cumulative grade point average falls below 2.5 during the student's first four courses will receive notification of academic probation. The students on probation are strongly urged to meet with their advisor and/or the Director of their program.

Academic Probation and Participation in Extracurricular Activities

Students on academic probation may participate in only one extracurricular activity at any one time. If the student's grade point average falls below the following scale, then he/she cannot participate in any extracurricular activities:

| <u>Credit Hours</u> | |
|---------------------|------------|
| 0 - 29 | - 1.70 GPA |
| 30 - 59 | - 1.80 GPA |
| 60 - 89 | - 1.90 GPA |
| 90 or more | - 2.00 GPA |

New students who are accepted on study skills may participate in only one extracurricular activity at any one time.

Certain activities may have different GPA requirements than that listed here.

Add/Drop Period

At the beginning of each semester, a brief period of time (not longer than two weeks) is established by the Registrar for the purpose of giving students an opportunity to adjust their schedules. Full financial adjustments will be made as necessary. An add/drop fee will be assessed.

Class Attendance Policy

Students must attend 80 percent of class sessions in order to pass a course unless absences beyond 20% are remediated. The allowed absences (20%) include excused and unexcused absences.

The maximum allowable excused and unexcused absences (20 percent) for traditional undergraduate semester courses are:

- 3 if the course meets once a week
- 6 if the course meets twice a week
- 9 if the course meets three times a week

DCP courses allow one absence. Since graduate classes are scheduled in a variety of formats, it is impossible to translate this percentage into a number of class periods. Each professor must figure out the minimum expected attendance and communicate it to his/her class.

Excused absences will be granted for illness, family deaths, late registration, drop/adds, and College-sponsored activities such as music, athletics, and field trips. Each faculty member will develop his/her own class attendance policy within the College's minimum class attendance requirement, including regulations for (1) unexcused absences, (2) the penalty for taking too many unexcused absences (overcutting), (3) probation students,

(4) lateness/leaving early, and (5) procedures for remediating absences. The faculty member will include his/her attendance policy in each syllabus. Note that the Graduate School does not distinguish between excused and unexcused absences, and encourages leniency for lateness.

If a student does fail a course due to lack of attendance and believes there are extenuating circumstances such that he/she should not be failed, a written appeal can be made to the appropriate Student Appeals Committee (Undergraduate, Graduate, or DCP). In such cases, the faculty member must be consulted by the committee prior to rendering its decision.

For graduate classes: Students should contact the professor if their attendance approaches the 20% absence guideline. If a student attends fewer classes than the minimum established by the faculty member, the faculty member is encouraged to extend grace or remediate the additional absences as he/she wishes.

Course Syllabi

Course syllabi serve several purposes. Primarily, they serve as contractual agreements between the faculty member and students. In addition, syllabi are used by internal and external agencies to monitor the educational process. Syllabi are also useful for future reference to determine what has been done in particular courses.

Syllabi must be written for all courses and should be prepared in accordance with the checklist and model contained in the Addendum.

Course syllabi are to be distributed to each class member. In addition, one copy is provided to the office of the Appropriate Dean, Library, and the Rap Center. Copies are also posted online.

Course Withdrawal

Following the add/drop period a student may withdraw from a course during the first nine weeks of the semester. No financial adjustments will be made. Students can obtain course withdrawal forms in the Registrar's Office. Students must continue to attend class until they return the completed course withdrawal form to the Registrar's Office. Students who withdraw from a course will receive a W on their transcript. After the nine week period, if the faculty member believes extenuating circumstances are present, and in consultation with the Registrar, course withdrawal is permitted with a grade of W.

Credit by Examination

Credit for prior learning will be granted as demonstrated on AP, CLEP, ACT / SAT, and in-house examinations according to the following guidelines.

1. Credit is given for courses comparable in content to courses offered at LBC.
2. Credit for prior learning will be given on applicable examinations according to the following standards:

- a) AP Examinations: a score of 3 or better is required for credit.
 - b) CLEP Examinations: CLEP recommended passing score.
 - c) ACT / SAT Examinations: students will be exempted from LA101 English Composition if a minimum score on the ACT or SAT test is met.
3. Credit given involves no letter grade or inclusion on student's grade point average and is in lieu of the required course. Transcript will show course and appropriate examination.
 4. Credit is given for CLEP examinations only if prior written approval for taking the respective CLEP examinations has been given by the Registrar.

Dean's List

Students who are registered for at least 12 credits, are matriculated in a degree or certificate program, and attain a semester grade point average of 3.50 or higher are placed on the Dean's List the following semester and are awarded a scholarship and certificate. Dean's List students with GPAs of 3.75-4.00 will be recognized with high honors and those with GPAs of 3.50-3.74 with honors.

Field Trips

In order to supplement the course offerings at the College, provision is made for individual faculty members to take their classes on field trips when these trips constitute an integral part of the course. Generally, each class is permitted one field trip per semester. Absences for field trips are excused in accord with the class attendance policy.

College cars/vans may be available for field trips. Application for their use must be made in advance.

Grading

Each faculty member has the responsibility to assign a grade to each student in the assigned classes.

Midsemester and final grades are to be turned in to the Registrar's Office in accordance with the office's procedures and deadlines.

Faculty members have the freedom to use letter grades, numerical grades, percentages, curving, or any combination thereof. The system must be fair and consistent and should be understood by the students. The syllabus should contain how final grades are determined. All final grades must be in letter form when sent to the Registrar.

The grading system is:

The College follows the 4.0 grade point system and requires a 2.0 (C) average for graduation. The grades, grade points, and their interpretation are as follows:

| | | | |
|----|-------------------|-----------|----------------------|
| A | 4.0 | Excellent | |
| A- | 3.7 | | |
| B+ | 3.3 | | |
| B | 3.0 | Good | |
| B- | 2.7 | | |
| C+ | 2.3 | | |
| C | 2.0 | Average | |
| C- | 1.7 | | |
| D+ | 1.3 | | |
| D | 1.0 | Passing | |
| D- | 0.7 | | |
| F | 0.0 | Failure | |
| AU | Audit | | (Not figured in GPA) |
| I | Incomplete | | (Not figured in GPA) |
| P | Pass | | (Not figured in GPA) |
| S | Satisfactory | | (Not figured in GPA) |
| U | Unsatisfactory | | (Not figured in GPA) |
| W | Course Withdrawal | | (Not figured in GPA) |

All grades are permanent grades with the exception of "I - Incomplete." However, a permanent grade may be changed if the faculty member makes an error in computation of the grade. Grade change forms are available to faculty members in the Registrar's Office.

Faculty members may use the grade of "I - Incomplete" when they believe that an extension beyond the end of the semester is appropriate. The use of an "I" is to be the exception due to extenuating circumstances rather than being a general practice. The faculty member also has the responsibility to establish with the student when the unfinished work must be completed, to determine the penalty if it is not completed on time, and to change the "I" to a permanent grade in the Registrar's office. The maximum time a faculty member may extend the deadline is three months from the end of the enrollment period.

Requests for extensions beyond these deadlines must be made in writing by the student to the Undergraduate Student Appeals Committee.

In recent years, grade inflation has occurred in all levels of education and remains a concern. A guide for courses at LBC is:

- A's and B's - 35 %
- C's - 35% to 50%
- D's and F's - Remainder with D's being dominant

The nature of the class, quality of students, and level of the course will affect these suggested guidelines.

Independent Study

Students may obtain course credit by independent study. The student shall initiate the independent study by completing the request form and obtaining the necessary signatures. These forms are available in the Registrar's Office. Faculty members are not required to do independent studies with students. However, independent studies provide a service for students who have scheduling difficulties or who want to study in an area of curriculum not contained in an established course. A faculty member may not handle more than five independent studies a semester.

Public Relations

Maintenance of good public relations is the responsibility of every administrator, faculty member, staff member, and student. In a Bible college such as ours, one of the concerns should be the collective testimony. Good public relations is the exercising of a Christian conscience in every area of College and community life.

Faculty should keep in mind several items in reference to their part in public relations:

- Every outside contact is an opportunity for good public relations.
- Every campus contact of any kind is equally important. If students are favorably impressed, the general public will be also.
- Every action, on or off campus, leaves some impression on others.
- Constructive criticism requires obtaining the facts from the right people and handling the problematic situations in a Biblically-correct and Christ-honoring manner.

Quizzes and Examinations

Quizzes

Each faculty member is responsible to state his/her policy on quizzes in the course syllabus.

Midsemester and Sectional Examinations

Midsemester and sectional examinations are scheduled by each faculty member and administered generally during a regular class period. Policies regarding missing an examination, makeup examinations, and penalties are to be developed by each faculty member. The faculty member is responsible to administer all examinations.

Final Examinations

Final examinations are scheduled by the Registrar. Permission for a student to reschedule an examination is given only by the Registrar. Normally, permission will be granted only when the student has three examinations in one day or two scheduled at the same time. Rescheduled examinations are administered by the Registrar. If a student does not take a final examination on time, the faculty member will decide on the validity of the excuse and penalty.

Release of Student Data

The academic records of the students are personal, professional, and confidential, not open to the public, nor available for inspection by persons or agencies outside the College. They may be "signed out" of the Office of the Registrar by members of the administration. Faculty members and designated staff are at liberty to examine the records in the Office of the Registrar but may not take them from that office. No other individual is given access to the student's academic or personal records.

Pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974, Federal Law 93-380, (Buckley Amendment), the student has the right of access and the right to a copy of any materials in his academic file. The College must provide access within thirty days of the request.

The Registrar's policy is that a student who chooses to review his file must do so in the presence of the Registrar or a designated representative. The student has the right to a copy of any item in his file. The copy will bear the stamp "Unofficial," and a service charge will be charged for each copy.

Admissions recommendation forms are not filed in the student's academic file.

It is our legal responsibility that a student's academic file, as well as the advisor's file, be kept in utmost confidence. No one should be permitted access to the information except:

- Those persons designated by the student.
- Employees of the College who have legitimate reason for access.

Personally identifiable information, such as grades, should not be posted without the student's consent.

By telephone, no matter who is calling or what emergency is claimed, only the following information may be communicated concerning a present or former student:

- Whether or not the student is currently enrolled.
- Whether or not he received a degree and, if so, what degree.

No one is permitted to communicate:

- The student's local or home address or phone number.
- The student's academic average, academic status, or terms of dismissal.
- The student's health or financial status.

If any emergency need is claimed, take the name, address, phone number, and message of the caller and relay this information to the student.

Upon a satisfactory written request, only the following information may be released:

- Dates of enrollment or withdrawal.
- Degree, if any, and date conferred.

Student directories, giving names, home addresses, phone numbers and such information, are released to college personnel only. They are not released to businesses, churches, other students, creditors, and/or other organizations.

Repeating a Course

Students may repeat a course in which they have previously received a D or F. When a D or F course is repeated, the higher grade earned will be used to compute the student's GPA. Each time a course is taken, it will appear on the student's permanent record with the grade earned. Repeated courses cannot be taken by independent study.

Summer School and Winterim

The College conducts several three-week sessions of Summer School following the May graduation exercises and one two-week session of Winterim. Summer School and Winterim are optional for both students and faculty members. Additional remuneration is provided for the faculty when they teach. Decisions regarding courses and professors are made by the Undergraduate Dean in consultation with the Registrar, division chair, department chair, and the faculty member.

Teaching Load

Teaching responsibilities in terms of courses, credit hours, and sections are determined by the two Deans and the Vice President for Academic Affairs on the basis of curricular requirements, student demand, and faculty availability. As needed, consultation will be made with the Registrar, division chair, department chair, and the faculty member in determining teaching assignments.

The teaching load is 12 credit hours each semester for full-time faculty. Please see the Teaching Load Policy in Addendum for complete details. Recommendations for review can be made to the VPAA through the Faculty Development Committee.

It is understood that one hour of class instruction is accompanied by one hour of preparation for both regular and temporary faculty.

Textbooks

When teaching assignments have been made, request forms for textbooks will be distributed to faculty from the office of the Undergraduate Dean. Forms must be returned to the Dean's office by the deadline given.

When a professor changes textbooks, a "New Textbook Request Form" must also be used. This provides opportunity for the division and department chairs, along with the Dean, to remain current in regard to the textbooks being used. The faculty member is responsible to provide a copy of the textbook for the Dean's consideration.

Transfer Credit/Graduation Requirements

Lancaster Bible College accepts undergraduate credit from accredited institutions of higher education and from other institutions of higher education which have academic standards comparable to Lancaster Bible College. The Registrar will evaluate the transcripts and award the transfer credit. Transfer credit is limited to those courses which are applicable to the program in which the student is enrolled and to those

courses in which a grade of C or higher was earned. Only the credit is transferred; the grade and grade points are not figured in the student's grade point average.

Lancaster Bible College transfers graduate credit from other accredited post-secondary educational institutions and from other post-secondary educational institutions on a provisional basis. The Program Directors will evaluate transcripts and award transfer credit. If there is any question about the transferability of a course, the Graduate School Dean will be consulted. Only credit for courses in which a "B" or better has been received will be transferred. Only credits are transferred, not the grade and grade points. Only compatible courses and those which fit into the student's curriculum will be transferred. Credits for experiential learning which have been accepted by another accredited institution will be transferable to LBC according to the provisions of this policy. The provisional credit will become permanent following the completion of 12 graduate credits, providing satisfactory progress has been made as stated in the Graduate School's academic probation policy.

The graduation requirements include satisfactory completion of at least 30 of the last 60 credits for a baccalaureate degree or at least 15 of the last 30 credits for an associate degree or certificate in courses offered by the College.

(Grad school policy? Up to nine hours of transfer credits may be accepted into the student's graduate program, in line with the Transfer credit policy above.)

Human Resource Policies / Procedures

Arbitration Agreement
Class notes / Materials
Computer Acceptable Use Policy
Conflict Resolution Policy
Contracts
Crisis Response Team
Departures
Divorce and Remarriage Policy
Dress Standards
Employees' Children on Campus
Equal Opportunity Policy
Faculty Rank
Faculty Tenure
Holiday Schedule
Instructional Responsibilities
Keys
Lifestyle Standards
Lunch Break
Outside Employment
Public Relations
Recruitment of Faculty/Staff
Release of Student Data
Retirement Parties
Service Awards
Sexual Assault / Sexual Harassment Policies
Speaking Engagements during the Semester
Substance Abuse Policy
Substitute Teaching
Telephone and E-mail Policy
Time Reports
Transfers

Arbitration Agreement

The following Arbitration Agreement applies to all employees:

“As a Christian who believes that the Bible commands me to make every effort to live in peace and to resolve disputes with other Christians in private or within the Christian Church, I further agree that any legal dispute between me and the College, or any of its agents, officials or representatives, shall be solely and exclusively resolved through arbitration under the auspices and rules of the Institute for Christian Conciliation. I agree that any right to bring any legal action before any court or government agency is hereby waived. I further agree that any arbitration claim shall be waived unless filed with the Institute for Christian Conciliation within six months of the date on which any such claim arises or accrues.”

Class Notes/ Materials

Faculty members retain ownership of original material they prepare, unless other arrangements have been made for the College to purchase and copyright the material. (See “Intellectual Property Policy”)

Computer Acceptable Use Policy

Computer network and internet access is provided for students and employees of Lancaster Bible College for the purpose of furthering students’ education and providing tools for faculty and staff in support of their duties. It gives access to many and varied sites on the LBC campus through the network and the world through the Internet. All members of the LBC family must respect areas on the network that are not for general access, and refrain from accessing sites on the Internet, which are not conducive to spiritual growth. In addition, all must realize that there are file and resource limitations as follows:

Computer Acceptable Use Policy: Terms and Conditions

1. **Privileges** – The use of network and Internet is a privilege, not a right, and any inappropriate use may result in the loss of this privilege and/or disciplinary measures. The Computerization Committee and College administration are responsible for this Computer Acceptable Use Policy (AUP).
2. **Network Etiquette** – All persons must conduct themselves while on the computer network in a responsible, ethical, polite, and Christlike manner.
3. **Security** – Private computer accounts and files must be respected. Your computer account name and password are assigned to you by the College. Do not reveal these to anyone. LBC reserves the right to view and log all computer usage, and access or attempted access to inappropriate sites will be cause for disciplinary action.
4. **Acceptable Use** – The purpose of the computer network is to support the educational mission of the College. Staff members are not to use the computer and internet for personal reasons during working hours. Personal use by faculty must not interfere with or hinder college responsibilities and performance. The College filters inappropriate Internet sites, reserves the right to deny access, and logs all Internet activity.

5. **Prohibited Use** – The activities listed below are strictly prohibited by all users of the network.
 - a. Allowing an unauthorized person to use an assigned account.
 - b. Transmission of any material in violation of any governmental regulation or law, such as, but not limited to: copyrighted, threatening, offensive, obscene, or protected by trade secret.
 - c. Accessing, attempting to access, or transmission of any prurient sexually oriented, other indecent, offensive, objectionable, inappropriate, or other anti-social material.
 - d. Participation in inappropriate or objectionable on-line chat rooms or news groups.
 - e. Ordering or purchasing of any material or service in the college name without authorization.
 - f. Attempting to obtain or modify files, passwords, or data belonging to other users or attempting to circumvent system security, guess passwords, or in any way gain unauthorized access to any computer resources by any means.
 - g. Modification or destruction of school computer resources.
 - h. Use of any computer to facilitate any illegal activity.
 - i. Use of any computer to misrepresent others.
 - j. Use of any computer and related College facilities for any commercial activity unless previously approved.
6. **Disk Space and Bandwidth** – There are limits to disk space and internet bandwidth, therefore it is important that information in subdirectories and mailboxes be deleted regularly. The College reserves the right to place limits on an individual's disk space and deny access to Internet sites that could use an inordinate amount of bandwidth.
7. **E-mail and Personal File Space** – You have been provided with a network account and e-mail privileges. While that is protected from access by others, administrators of the computer network can access and read all material and the College reserves the right for them to do so.
8. **Disclaimer** – Lancaster Bible College makes no warranties of any kind, whether expressed or implied, for the services provided. LBC will not be responsible for damages you suffer, including but not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via LBC network is at your own risk.

“All” E-mails

In order to assure the proper use of our electronic information distribution network, anyone sending email to the all@lbc.edu email address should have it authorized by their administrator without exception. This effort is targeted at keeping relevant communication in the electronic pipeline without overwhelming folks' email inboxes. All prayer requests / praises / updates via email are to go through the President's Office as a clearing house.

Conflict Resolution Policy

As employees of Lancaster Bible College and members of the body of Christ we have unique and divine instruction and responsibilities pertaining to disputes and how they are to be resolved. As believers, we have been reconciled to God and further, God has reconciled us to each other. A divine product of reconciliation is peace – we have peace

with God and we are to live at peace with each other. (Ephesians 2:11-22; Romans 14:17-21). Peace is a mark of our one body relationship of which Christ is the Head.

However, sin and our lust to do things our way rather than God's way sometimes prevent interpersonal reconciliation (James 4:1; Psalm 2:1-2). Unfortunately, this occurs within the family of God resulting in tension, conflict, and even destroyed relationships. Thus we need a conflict resolution policy in accord with God's Word, which also satisfies civil law which addresses disputes.

The Biblical principles which address conflicts are identified below. As employees, we agree to follow these principles along with the LBC Conflict Resolution Policy which is built upon them.

Biblical Principles

1. The commitment to resolve the issue by the parties who have the conflict (Matt. 18:15-20). If this does not occur,
2. A small group of appropriate individuals will be involved to resolve the issue (Matt. 18:15-20). If the issue remains unresolved,
3. A larger body is to be involved (Matt. 18:15-20).
4. The commitment to resolve conflicts within the body of Christ rather than before unbelievers in a court of law. (1 Cor. 6:1-8).

Conflict Resolution

In accordance with these Biblical principles, LBC has three steps for the resolution of conflicts:

Step 1

The first step is the responsibility of the immediately involved parties to spend time in reading God's Word, prayer, discussion with each other, and compromise toward a mutually satisfying solution.

Step 2

If not resolved, the individual parties will approach their administrators to assist in bringing reconciliation to the conflict. When the administrators believe they have accomplished everything possible and the conflict is still unresolved, they will draft a summary letter outlining the conflict as they understand it along with actions they have taken to bring resolution. Copies of the letter will be forwarded to each party, the PDHR Director, and the President.

If a conflict includes an administrator, the President will serve as that administrator's supervisor and meet with the other party and his/her administrator. If the conflict is between two administrators, they will approach the President for reconciliation.

If a conflict involves the President, three members from the Executive Committee of the Board will become involved to pursue reconciliation.

Step 3

If the conflict is not resolved, a written request may be made to convene a College Conflict Resolution Committee. The request must utilize the Conflict Resolution form (obtained from the Office of People Development & Human Resources) and be delivered to the PDHR Director within 14 calendar days from

the date on the administrator's letter. A copy will be provided to each party involved in the conflict, the appropriate administrators, and the President.

Upon receipt of the Conflict Resolution Form, the PDHR Director will appoint a College Conflict Resolution Committee. The Committee must be appointed within 14 calendar days of receipt of the written appeal. The Committee will be composed of five members including one member chosen from the administration, board or corporation; two faculty members; and two staff members. Employees can be either full-time or part-time with a minimum of three years at LBC. Each member of the Committee must be acceptable to each party. This will be accomplished by each party submitting a list of acceptable names to the PDHR Director. The Director will select names to serve who appear on each list and seek the individual's willingness to serve on the Committee. The PDHR Director will persevere until all five members have been selected. When the Committee is formed, the PDHR Director will inform each party of its membership. The Committee will select a chair at their first meeting.

The Committee will have 14 calendar days to review the case and render its decision. The decision will be communicated in writing to each party, the PDHR Director, the appropriate administrators, and the President. The decision of this Committee is to be considered as final with the conflict resolution process terminated. The decision does not need to be unanimous.

If the conflict involves an administrator, including the President, the Board will appoint two additional members to the Conflict Resolution Committee.

Arbitration

In rare situations this process still may not be satisfactory to one of the parties. In such cases the conflict may be referred to arbitration with the Institute of Christian Conciliation. This decision must be communicated in writing to the PDHR Director within 14 calendar days from the date on the Committee's letter. The Director will make the necessary arrangements with the Institute. All costs related to arbitration will be borne by the person initiating the arbitration. The College and all parties involved will abide by the findings of the Arbitration Committee.

General Guidelines

1. When the written request is submitted (Step 3), the PDHR Director is responsible to oversee the processes of the Conflict Resolution Committee in consultation with his/her administrator. He/she may attend meetings upon invitation by the Committee but must not be involved with the proceedings or with either party. The role is to monitor the process and resolve any procedural issues which may arise.
2. The purpose of each step is to bring resolution to the conflict. The resolution is not limited to merely agreeing with one of the parties. Discussion and compromise toward a mutually agreeable settlement should also be explored.
3. When a conflict involves an official action/decision by the College, the President of the College serves as the sole representative of the College during the process.
4. The allotted times are to be followed closely. Additional time may be granted by the PDHR Director due to vacations and other scheduling difficulties.
5. Confidentiality must be maintained throughout the process. Individuals involved with the conflict should not discuss the case with other individuals regardless of

whether or not they are LBC employees. Committee members must not have contact concerning this case with either party and vice versa.

6. The PDHR Director will make sure that all relevant and appropriate documents are available for the College Conflict Resolution Committee. In addition, each party will be provided a full and complete set of documents. After the Committee renders its decision, all documents of record will be collected by the PDHR Director.
7. Attendance at the College Conflict Resolution Committee's meetings must be limited to individuals specifically involved in the conflict. Outside individuals should not be invited to attend for any purpose, except as permitted in number 1, and as invited to offer testimony.
8. If one of the parties is brought before the Committee to testify, then the other party must be invited to present his/her side. The rights and privileges afforded to one party must be extended to the other party.

Contracts:

Senior Administrators and Administrators (Contract)

Contracts are normally issued in February and must be returned to the President or respective Vice President within two weeks of the date of distribution. Unless prior arrangements are made, failure to return the contract by the end of two weeks invalidates the contract.

Senior Administrators and Administrators, by signing their contracts, verify their agreement to perform their duties as assigned, to observe the requirements and principles set forth in the College handbooks and governing policies, including the Conflict Resolution Policy, to observe and abide by the objectives and ethical expectations of the College, and to agree with the Statement of Faith and Arbitration Agreement of the College.

The contract contains: 1) the beginning and termination date, 2) the salary, 3) any other conditions of employment. Salary adjustments, if any, become effective October 1 and are communicated in writing. Contracts are in accord with the fiscal year of the College which runs from July 1 to June 30.

Salaries are paid current on the 15th and the last day of each month. Wages are subject to appropriate deductions required by law.

Faculty Contracts

1. The College recognizes and upholds the right and responsibility of the faculty to be governed by clear and mutually binding terms and conditions of employment, including the following:
 - a. The right to be remunerated for services according to a mutually binding contract.
 - b. The right to fair and objective processes in matters of reappointment, promotion, and salary change (see page 5.5 for criteria).
 - c. The right of "due process" in matters of dispute concerning nonappointment or dismissal.

- d. The right to share impartially in the provisions of the College for faculty welfare.
 - e. Faculty members, signing their contracts verify their agreement with LBC's Reason for Existence, Distinctives, and Statement of Faith as contained in the General Information section of this Handbook.
 - f. The faculty member agrees to uphold and exhibit the life style Standards as stated in section 5.13 of the Faculty Handbook.
 - g. The signed contract indicates the faculty member's willingness to abide by the policies and procedures as contained in The College Catalog Handbook, and other official documents.
2. Contracts will normally be issued in Spring semester and must be returned to the VPAA within two weeks of the date of distribution. Unless prior arrangements have been made with the VPAA, failure to return the contract by the end of two weeks invalidates the contract.
 3. Most faculty are on nine-month contracts which extend from mid-August to mid-May. Faculty salaries are paid from July 1 to June 30 to correspond with the College's fiscal year. Salary adjustments are effective October 1.
 4. Salaries are paid currently on the 15th and the last day of each month.

Professional Staff (Contract)

Contracts are normally issued in February and must be returned to the appropriate supervisor/administrator within two weeks of the date of distribution. Unless prior arrangements are made with the supervisor/administrator, failure to return the contract by the end of two weeks invalidates the contract.

Professional Staff members, by signing their contracts, verify their agreement to perform their duties as assigned, to observe the requirements and principles set forth in the College handbooks and governing policies, including the Conflict Resolution Policy, to observe and abide by the objectives and ethical expectations of the College, and to agree with the Statement of Faith and Arbitration Agreement of the College.

The contract contains: 1) the beginning and termination date, 2) the salary, 3) any other conditions of employment. Salary adjustments, if any, become effective October 1 and are communicated in writing. Contracts are in accord with the fiscal year of the College which runs from July 1 to June 30.

Salaries are paid current on the 15th and the last day of each month. Wages are subject to appropriate deductions required by law.

Staff (Non-Contract)

Staff members who are employed without a contract are to assume that their employment will continue. Changes in employment will be communicated to the employee according to the provisions of this *Handbook*. Please see page 4.18 - Staff Dismissal. Serving at LBC without a contract should not cause the staff members to feel that their jobs are in jeopardy. The College prides itself on the length of service by many of the employees.

Staff members, by signing the Employee Acknowledgment form, verify their agreement with the Statement of Faith, the Arbitration Agreement, and the principles and standards of conduct as set forth in the College handbooks.

Wage adjustments, if any, become effective October 1 and are communicated in writing.

Wages for Full-time Staff are paid current (with adjustments made at the next available pay period) on the 15th and the last day of each month. Wages for Part-time Staff are paid at least two weeks behind on the 15th and the last day of each month. Wages are subject to appropriate deductions required by law.

Crisis Response Team

The College has a Crisis Response Team to deal with any major emergency on campus. A *Quick Reference Guide* has been created to serve as a contingency guide during a crisis. The Director of Campus Development serves as the chair of the Team which meets regularly to review the *Quick Reference Guide* and the team's procedures. Questions and comments can be addressed to any administrator.

Departures:

Faculty Departure

1. Nonrenewal of Contract

Nonrenewal of contract refers to the College not issuing a contract to a faculty member for the coming year.

- a. Nonrenewal of contract may occur for any of the following reasons:
 - 1) Significant changes in the academic program, such as the elimination of the program of study
 - 2) Significant changes in the fiscal condition of the College, such as limited funds for faculty salaries
 - 3) Substandard performance of the faculty member, as evidenced in the portfolio review
 - 4) Conduct detrimental to the College
 - 5) Physical, emotional, or mental condition that hinders an individual from effective performance as a faculty member
 - 6) Active, vocal, and/or prolonged opposition to the purpose, philosophy, or written policies of the College
 - 7) Departure from the doctrinal position of the College, as stated in the Statement of Faith
 - 8) Serious scandal in the community or constituency involving the employee
- b. The President must consult with the Vice President for Academic Affairs, appropriate Dean, and the Executive Committee of the Board prior to inform the faculty member of nonrenewal of contract.
- c. The College obligates itself to inform the faculty member in writing of its decision not to issue a contract. The notification must include the reason for

the nonrenewal of contract. The Faculty Development Committee will also receive a copy of the notification.

- d. The faculty member has the right to appeal the decision according to the Conflict Resolution Policy.

2. Dismissal

- a. Dismissal refers to the release of a faculty member before expiration of his/her contract. The reasons for dismissal include items 3-7 under "Nonrenewal of Contract." Prior to dismissal, the College will 1) notify the faculty member in writing of the problem including the desired standard, and 2) provide a reasonable time to correct the area of deficiency. In extreme situations, immediate dismissal may be in order.

Upon completion of the portfolio process, supervisors who discern a possible reason for dismissal will bring the matter to the appropriate Dean. The Dean will notify the faculty member in writing of the problem(s). The letter will outline timetable and procedure for corrective action. A copy will be sent to the immediate supervisor, Vice President for Academic Affairs and President.

The Dean and faculty member will meet to determine successful completion of correction of action. Success will result in the issuing of a contract during the month of February. Failure will result in dismissal. The immediate supervisor, Vice President for Academic Affairs and President will be notified of the result.

Extreme situations will be defined and determined by the appropriate Dean in consultation with the President and Vice President for Academic Affairs.

- b. The College obligates itself to inform the faculty member in writing of its decision to dismiss the faculty member. This notification must include the cause for dismissal. A copy will be sent to the Faculty Development Committee.
- c. No one will be dismissed without the President consulting with the Vice President for Academic Affairs, appropriate Dean, and the Executive Committee of the Board.
- d. An equitable salary adjustment will be provided by the College to be determined by the President consulting with the Vice President for Academic Affairs, appropriate dean and the Executive Committee of the Board. This amount must be included in the letter of dismissal.
- e. The faculty member has the right to appeal the decision through the Conflict Resolution Policy.

3. Resignation

- a. Resignation refers to the voluntary decision of a faculty member to terminate his or her services at the College.
- b. If the faculty member knows that he or she will not be returning to LBC prior to the issuance of contracts in February, then the College requests that as a matter of courtesy the VPAA be informed as soon as possible. The faculty member should provide a letter of resignation.
- c. After contracts have been issued in February, the faculty member can resign by returning his or her unsigned contract. A letter of resignation should accompany the return of the contract.

- d. If a faculty member wants to resign after signing a contract, then he or she should consult with the VPAA. With the VPAA's consent, the faculty member must submit a formal request in writing to the VPAA. An effort will be made to arrive at a mutually satisfactory arrangement; however, release from a contract is not to be assumed.

4. Retirement

The College, consistent with federal and state laws, does not set an age which employees must retire. Frequently, employees choose the attainment of their full social security eligibility as the time to retire. Retirement decisions will be made on an individual basis following discussions among the employee, appropriate supervisor and the President. The policy of the College is that continued employment at any age is subject to an employee's ability to properly discharge his/her responsibilities.

- a. The College does not set an age at which employees must retire. Retirement decisions will be made on an individual basis following discussions among the faculty member, the appropriate VPAA, and the President. The policy of the College is that continued employment at any age is subject to an employee's ability to properly discharge his/her responsibilities. Discussions may also include continuing employment on an as needed basis.
- b. A retired faculty member may be offered a contract on a year-by-year basis. The salary will not necessarily follow the existing salary schedule due to faculty status or Social Security benefits.

Staff Departure

Professional Staff (Contract)

1. Nonrenewal of Contract

Nonrenewal of contract refers to the College not issuing a contract to the employee for the coming year.

- a. Nonrenewal of contract may occur for any of the following reasons:
 - 1) Significant changes in the employee's department
 - 2) Significant changes in the fiscal condition of the College
 - 3) substandard performance of the employee
 - 4) conduct grossly detrimental to the College
 - 5) physical, emotional, or mental condition that hinders an individual from effective performance as an employee
 - 6) active, vocal, and/or prolonged opposition to the purpose, philosophy or written policies of the College
 - 7) departure from the doctrinal position of the College
 - 8) serious scandal in the community or constituency involving the employee
- b. The President must consult with the Executive Committee of the Board prior to informing the employee of nonrenewal of contract.
- c. The College obligates itself to inform the employee in writing of its decision to not issue a contract. The notification must include the reason for the nonrenewal of the contract with a copy forwarded to the PDHR Director.

- d. The employee has the right to appeal the decision through the Conflict Resolution process. Please see page 4.4, Conflict Resolution Policy.

2. Dismissal

- a. Dismissal refers to the release of an employee before expiration of his/her contract. The College is obligated to provide a two-week notice of dismissal. The reasons for dismissal include items 3-8 under "Nonrenewal of Contract." Prior to dismissal, the College will 1) notify the employee in writing of the problems including the desired standard, and 2) provide a reasonable time to accomplish the desired standard. In extreme situations immediate dismissal may be in order.
- b. The College obligates itself to inform the employee in writing of its decision to dismiss the employee. This notification must include the cause for dismissal with a copy forwarded to the PDHR Director.
- c. The President makes the final decision regarding an employee's dismissal after consulting with the PDHR Director, the appropriate administrator, and the employee's supervisor/department head.
- d. An equitable salary adjustment will be provided by the College. This amount must be included in the letter of dismissal.
- e. The employee has the right to appeal the decision through the Conflict Resolution process. Please see page 4.4, Conflict Resolution Policy.

3. Resignation

- a. Resignation is the voluntary decision of an employee to terminate his/her services at the College.
- b. If the employee knows that he/she will not be returning to LBC prior to the issuance of contracts in February, the College requests that as a matter of courtesy the appropriate supervisor be informed as soon as possible. A letter of resignation is expected.
- c. Once contracts have been issued in February, the employee can resign by returning his/her unsigned contract. A letter of resignation should accompany the return of the contract.
- d. If the employee wants to resign after signing the contract, the appropriate supervisor must be consulted. At the appropriate time a formal request in writing must be given to the supervisor. An effort will be made to arrive at a mutually satisfying arrangement. However, release from a contract is not to be assumed.

4. Retirement

The College, consistent with federal and state laws, does not set an age which employees must retire. Frequently, employees choose the attainment of their full social security eligibility as the time to retire. Retirement decisions will be made on an individual basis following discussions among the employee, appropriate supervisor and the President. The policy of the College is that continued employment at any age is subject to an employee's ability to properly discharge his/her responsibilities.

Staff (Non-Contract)

1. Dismissal

- a. Dismissal refers to the release of an employee by the College. The College is obligated to provide a two-week notice of dismissal. Prior to dismissal the College will 1) notify the employee in writing of the problems including the desired standard, and 2) provide a reasonable time to accomplish the desired standard. In extreme situations immediate dismissal may be in order.

The reasons for dismissal are:

- 1) significant changes in the employee's department
 - 2) significant changes in the fiscal condition of the College
 - 3) substandard performance of the employee
 - 4) conduct grossly detrimental to the College
 - 5) physical, emotional, or mental condition that hinders an individual from effective performance as an employee
 - 6) active, vocal, and/or prolonged opposition to the purpose, philosophy or written policies of the College
 - 7) departure from the doctrinal position of the College
 - 8) serious scandal in the community or constituency involving the employee
- b. The College obligates itself to inform the employee in writing of its decision to dismiss the employee. This notification must include the cause for dismissal with a copy forwarded to the PDHR Director.
 - c. The President makes the final decision regarding an employee's dismissal after consulting with the PDHR Director, the appropriate administrator, and the employee's supervisor/department head.
 - d. The employee has the right to appeal the decision through the Conflict Resolution process. Please see page 4.4, "Conflict Resolution Policy."

2. Resignation

- a. Resignation is the voluntary decision of an employee to terminate his/her services at the College. The employee is obligated to provide a two-week notice of resignation which does not include vacation/personal leave.
- b. The employee should submit a letter of resignation to his/her immediate supervisor.

3. Retirement

The College, consistent with federal and state laws, does not set an age which employees must retire. Frequently, employees choose the attainment of their full social security eligibility as the time to retire. Retirement decisions will be made on an individual basis following discussions among the employee, appropriate supervisor and the President. The policy of the College is that continued employment at any age is subject to an employee's ability to properly discharge his/her responsibilities.

Divorce and Remarriage Policy

Lancaster Bible College believes that God's ideal for marriage is the lifetime union of one man and one woman (Gen. 2:18-25; Mt. 19:6; Mk. 10:2-12; Lk. 16:18; 1 Cor. 7:39). To that end, it shall be the policy of the College to seek to hire as employees only those who are committed to preserving this idea. However, due to sin and its consequences, God modified the ideal to permit divorce and remarriage under very specific circumstances. These details are outlined in the College's policy and are reviewed by administration with candidates and employees as needed.

Dress Standards

The business of our College requires continuous contact with the general public. It is important that employee dress reflect the College's professionalism through proper attire. Employees are expected to be neatly dressed, clean, modest, and well-groomed, reflecting Christ to others. Check with your supervisor if you have a question about the appropriateness of any items of clothing. Employees required to wear uniforms must do so.

Employees' Children on Campus

Lancaster Bible College maintains standards of professionalism and safety for its employees and families on campus. To that end, the following guidelines are expected to be followed:

1. Children age 14 and under should always be accompanied by a parent/guardian while on campus.
2. Regular dependent care in work areas during normal work hours is prohibited.
3. Children should not be in areas that pose a threat to the child.
4. Children should not be in areas that must maintain health standards (i.e., Food service preparation areas, Health service areas, Snack Shop.)
5. Children should not be in areas that are student residences-single or married-unless in accordance with the policies of the Student Services Office.

Equal Opportunity Policy

Lancaster Bible College is committed to obey and practice the Word of God in every area of College life. This has been the College's commitment since its inception in 1933. One of the principles in the Bible as taught in James 2:1-9 is that no one is to show favoritism. In contemporary society this is expressed as nondiscrimination and equal opportunity, both being concepts which the College wholeheartedly endorses and practices. Such has been the position of the College since 1933.

Given this Scriptural basis for the College's position, the following is the policy of nondiscrimination and equality of opportunity in all personnel matters at Lancaster Bible College:

1. The College shall recruit, hire, and promote faculty and staff without regard to race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, disability, or veteran status.

2. The College shall compensate its employees without regard to race, color, national origin, gender, age, disability, or veteran status.
3. The College shall give equal consideration in hiring to all candidates including current employees interested in the position without regard to race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, disability, or veteran status.
4. The College shall allow no discrimination in regards to employees in the use of any of the College facilities.
5. The College shall encourage all of its employees to participate in College activities without regard to race, color, national origin, gender, age, disability, or veteran status.

When reduction of faculty and/or staff is necessitated by existing circumstances, the following factors (listed in descending order) shall be used by the College as the basis for determining reductions:

1. Needs of the College
2. The long-range priorities
3. Least seniority

Equal Opportunity Procedures

Implementation of the Policy

The Office of PDHR shall coordinate the Equal Opportunity Policy for the College. The Office of PDHR shall be responsible to advise the Administration as to recommendations of policy, to disseminate policy, to identify problem areas and to recommend a course of action for resolving such problems.

All administrators shall be directly responsible for implementation of this policy within their respective areas of responsibility.

Dissemination of the Policy

This statement of policy of nondiscrimination and equal opportunity in employment shall be disseminated through *the Handbook*. In addition, the College will advise all recruiting sources in writing that Lancaster Bible College is an equal opportunity employer.

Employment Opportunities

The College will act in good faith to implement the following procedures to provide equal employment opportunity:

1. Position openings will normally be posted in order that employees may be aware of such opportunities.
2. The Office of PDHR and the appropriate administrator will continue to make known through appropriate sources the availability of positions for which the College is seeking applicants in order that no one shall be denied equal access to opportunities.

3. The selection process for employment of qualified applicants shall be nondiscriminatory through the use of the following:
 - a. Job descriptions, stating only essential job requirements
 - b. Pre-employment questionnaires
 - c. Interview procedures
 - d. Reference sources
 - e. Experience records
 - f. Tests, if deemed necessary, that are validated to measure the person for the job

Faculty Rank

1. Promotion in rank is an official recognition of academic accomplishment and effective service.
2. Promotion in rank is not to be regarded as automatic. The attainment of the minimum scholastic requirements (in terms of degrees or graduate credit) does not constitute an automatic claim to promotion although it may make the faculty member eligible for consideration in this regard. Neither does seniority nor length of service in itself constitute such a claim. A minimum of two years must elapse between promotions from one rank to the next highest.
3. Promotions will be included in the annual contracts which are distributed in February and become effective with the date of the new contract.
4. New faculty members must serve a minimum of two years at LBC prior to being eligible for a promotion. This is to allow adequate time for adjustment and observation. Such promotion would be included in the contract issued in February of the second year which would become effective with the date of the new contract (third year of service). For those faculty, ranked or non-ranked, hired at any other time of the year than when yearly contracts normally become effective, promotions will still not be effective until the time of the next contract renewal after two years have been completed.
5. The process for faculty promotion should originate with the faculty member's immediate supervisor by November of the year preceding the effective date of the requested promotion. Immediate supervisors should maintain records of their faculty members so that they can recommend them for promotion at the proper time. Individual faculty members may also wish to speak with their immediate supervisors to be sure the process is being started. The process to be taken will be as follows:
 - a. Initial Recommendation by the immediate supervisor
 - 1) If the immediate supervisor is a department chairperson, the chairperson will review with the faculty member his or her portfolio, the minimum requirements for the requested rank, and any other previously established criteria upon which the promotion is to be based. When the department chairperson determines that a recommendation is appropriate, he or she will forward the recommendation to the divisional chairperson. When the division chairperson determines that a recommendation is appropriate, he or she will forward the recommendation to the Faculty Development Committee.

- 2) If the immediate supervisor is a division chairperson, the chairperson will review with the faculty member his or her portfolio, the minimum requirements for the requested rank, and any other previously established criteria upon which the promotion is to be based. When the division chairperson determines that a recommendation is appropriate, he or she will forward the recommendation to the Faculty Development Committee.
 - 3) If the immediate supervisor is a dean or the Vice President for Academic Affairs, he or she will review with the faculty member his or her portfolio, the minimum requirements for the requested rank, and any other previously established criteria upon which the promotion is to be based. When the dean determines that a recommendation is appropriate, he or she will forward the recommendation to the Faculty Development Committee.
- b. Recommendation by the Faculty Development Committee
- The Faculty Development Committee will review the recommendations received from the immediate supervisors. The Committee may elect to review the faculty member's portfolio. The Committee will then forward its recommendation to the appropriate dean or the Vice President for Academic Affairs.
- c. Recommendation by the Administration
- The appropriate dean, the Vice President for Academic Affairs, and the President will review each recommendation for promotion received. In so doing, they may elect to review the faculty member's portfolio. If approved by all parties, the President will submit the recommendation to the Education Committee of the Board of Trustees.
- d. Approval by the Board of Trustees
- The Education Committee of the Board of Trustees will submit the recommendation for promotion to the full Board of Trustees for final approval. If at any point in the process the promotion is denied, the reasons for denial will be reviewed with the faculty member by the immediate supervisor in consultation with the appropriate dean, the Vice President for Academic Affairs, and/or the Faculty Development Committee. The faculty member may then work on issues raised and reapply for promotion or file an appeal through the Conflict Resolution Policy as outlined in the *Handbook*.
6. The minimum requirements for each rank in order to be eligible for a promotion are as follows:

Professor

- a. An earned academic doctorate from an accredited institution, e.g.. For those earning other doctoral degrees, see notes which follow.
- b. Ten years of college teaching or its equivalent (see point 7 below).
- c. Demonstration via the portfolio process of exceptional performance for a period of two years.

Associate Professor

- a. An earned academic master's degree from an accredited institution, plus the completion of all work for an academic doctoral degree except the dissertation.
or
Two master's degrees plus matriculation in an academic doctoral program.
- b. Seven years of college teaching or its equivalent (see point 7 below).
- c. Demonstration via the portfolio process of superior performance for a period of two years.

Assistant Professor

- a. An earned academic master's degree
or
A bachelor's degree plus the completion of 75% of the academic work of a master's degree.
- b. Five years of college teaching or its equivalent (see point 7 below).
- c. Demonstration via the portfolio process of acceptable performance for a period of two years.

Instructor

- a. An earned academic bachelor's degree plus an agreement to matriculate in a master's program within five years.
- b. Some teaching experience is required though not necessarily college level.
- c. Demonstration via the portfolio process of acceptable performance in previous employment or potential for acceptable performance.

Notes:

- Degrees from nonaccredited institutions or nonacademic degrees will be considered in ranking, but these degrees should not receive the same weight as accredited academic degrees.
 - In rare instances, a person could be promoted to a rank with-out meeting all the criteria when he or she has demonstrated outstanding performance over many years at the College.
7. Years of service is a combination of college experience plus related experience. The related experience needs to be full-time employment and not be concurrent with college experience. Ministry experience directly related to the faculty member's teaching role should be figured at a 2:1 ratio for equivalent college experience. Other related experience should be figured at a 3:1 ratio for equivalent college experience.

For example:

| Years at LBC | Years College (not LBC) | Ministry Experience Directly related to Teaching Role | Other Equivalent Experience | Years Total Experience |
|--------------|-------------------------|---|-----------------------------|------------------------|
| 3 | 3 | 3 (6 actual) | 1 (3 actual) | 10 |

Faculty Evaluation - The Portfolio Process

1. The Goal

- a. The goal of faculty annual evaluation is to enhance faculty service to students, peers and the community. Each member of the faculty will benefit personally and professionally from this process, as will the entire college community.
- b. This goal is designed to benefit:
 - The *student* through improved instruction along with personal learning and maturation
 - The individual *faculty member* by promoting personal and professional growth as a communicator, a scholar, and a servant
 - The *administration* and Faculty Development Committee by providing documentation for retention and promotion
 - The *institution* by promoting a corporate cohesion with all pursuing the same goal
 - The *accrediting agencies* by meeting the standards for each agency
- c. In order to achieve these goals the proposed plan will offer a flexible and personal means of evaluation to each faculty member, with the intent of making the evaluation process a successful contributor toward improving faculty performance and participation.

2. The Documentation

The entire process of evaluation will be encompassed in one presentation, the Professional Portfolio. This working piece will be a process rather than a product, reflecting the professional and personal growth of the individual faculty member. The faculty member will offer evidences or outcomes of strength and growth in the following areas.

Section One: Instruction

Definition: contributing to the students' knowledge, understanding, and abilities in a particular discipline and in the biblical integration of that discipline and other areas of knowledge

Typical evidences

- The SUMMA evaluation for a particular course
- A video tape of a classroom presentation
- A course evaluation following the form offered by LBC
- A report of an observation by a peer or immediate supervisor
- Syllabi of revised, new, or independent courses reflecting the methods and activities for student learning
- The development of integrated technology for course instruction or content

Section Two: Scholarship

Definition: contributing to one's discipline to enhance one's teaching performance

Typical evidences

- Presentation of a lecture or paper at a professional meeting

- Publication of articles, books, or papers
- Performances of artistic works at public meetings
- Leadership in professional societies
- Consultation services in one's discipline
- The development of an annotated bibliography for further research

Section Three: Spiritual Formation

Definition: demonstrating, by word and example, the activity of God in the personal and professional areas of a faculty member's life with special concern for the spiritual development of students

Typical evidences

- Support of the college's required chapel program and other formal corporate worship
- Leadership of small groups such as discipleship groups or HIS teams
- Evidences of Christian values in collegial, professional, and student relationships
- Active participation in the worship and outreach of a local church
- Efforts to relate faith to one's discipline
- Compliance with the standard of a biblical life style

Section Four: Institutional Service

Definition: contributing to the overall mission, function, and success of Lancaster Bible College

Typical evidences

- Letter from the chair regarding the level of participation in committees, departments, or divisions
- Participation or leadership in creating programs or organizing conferences
- Representing the college at various functions or events
- Completion of a project which benefits the college
- Service on an accrediting team to another college
- Leadership or advisement of student organizations

Section Five: Student Interaction

Definition: examples of meaningful interaction with students and involvement in their lives outside the classroom context

Typical evidences

- Leadership or advisement of student organization(s)
- Maintaining in one's schedule available time for student appointments
- Providing academic advisement for students
- Evidences of personal discipleship of individual students
- Participation in extracurricular activities

Section Six: Growth Plan

Definition: a professional and personal growth plan defining one's goals for improvement

Typical evidences

- Goals for instruction
- Goals for scholarship
- Goals for spiritual formation
- Goals for institutional service
- Goals for student interaction

3. The Portfolio

a. The Procedures

- 1) The Sequence – The faculty member will select two evidences for each of the first four sections of the portfolio. The evidences of the fifth section will be presented in a personal descriptive essay. Non-ranked / non-teaching faculty will select items from Sections Two, Three, Four, and Five in agreement with the immediate supervisor. In each of the following years, three items will be updated or changed as selected in consultation with the immediate supervisor. The intent is to continuously reflect the current academic year and to diversify the contents each year. The Portfolio is to be submitted to the Faculty member's immediate supervisor by May 31st each year.
- 2) The Review – The faculty member's immediate supervisor, such as the Division Chair, Department Chair, or Dean, will review the portfolio annually. A written review of the portfolio will be completed following the designated rubric. The faculty member will receive a copy of the review during a conference with the supervisor prior to September 30th each year. In the event of a less than satisfactory portfolio submission, the faculty member and immediate supervisor will outline in writing steps to be taken by the faculty for corrective action and a timeline for accomplishing them. Failure to submit a satisfactory portfolio may result in dismissal as set forth in this Faculty Handbook.

b. The Package

- 1) The Design – The collection of items will be contained in a single presentation form. Although the portfolio may appear as a product, in essence it is a process, with the contents changing to reflect the professional and personal growth of the faculty member.
- 2) The Contents – The combination of elements that offer evidence for the faculty member will be at the discretion of each individual in consultation with the immediate supervisor. A suggested list of evidences is provided, but other evidences are possible as the faculty member consults with the supervisor to determine what will offer the most accurate evidence of growth and achievement. There must be two elements in each of the first four sections, an essay for the fifth, and a personal growth plan in the sixth section. This sixth section is a means for personal self-evaluation and goal-setting for the next academic year.

4. Additional Notes

- a. A form of student evaluation of faculty teaching will be given every year according to current procedure. The survey will be administered for every faculty member once a year, in alternating semesters. Each faculty member may elect to include a particular report in one's portfolio.
- b. The portfolio would be expected of all faculty members, ranked or non-ranked. The contents and sections would be appropriately selected in consultation with the immediate supervisor to reflect one's responsibilities and position within the college. A supervisor may require that specific evidences be submitted.
- c. Those faculty members other than full-time, would be expected to prepare a portfolio with the number of evidences reduced to reflect the level of participation for the individual. Adjunct would have two – three items. Part-time faculty would have four – five items plus a plan.
- d. The immediate supervisor will use the designated rubric for the review of the portfolio. Individual faculty members will receive a copy of this form and the supervisor will maintain a copy for recommendations for promotions, grants or retention. In such cases, the administration or Faculty Development committee may request the portfolio accompany the rubric.
- e. Should a faculty member wish to appeal the process or the review of the portfolio, the procedure identified as the Conflict Resolution Policy would be followed.

Application for Promotion or Acceptance into Rank

The application on the following pages should be used by the immediate supervisor of a faculty member due for promotion according to the criteria established within this Faculty Handbook. This form should also be used to determine the appropriate rank of a new faculty hire.

Application for Promotion or Acceptance into Rank

Name: _____ **Date of Hire:** _____

Rank being requested: _____ (complete the appropriate section below)

___ **Professor**

Highest degree earned: _____

- Criteria: An earned academic doctorate from an accredited institution. For those earning other doctoral degrees, see notes.

Years of college teaching or its equivalent: _____

- Criteria: Ten years of college teaching or its equivalent (calculate below).

| Years at LBC | Years College (not LBC) | Ministry Experience Directly Related to Teaching Role | Other Equivalent Experiences | Years Total Experience |
|--------------|-------------------------|---|------------------------------|------------------------|
| _____ | _____ | _____ actual yrs./2=_____ | _____ actual yrs./3=_____ | _____ = 10 or more |

Portfolio Submitted: ___ No ___ Yes Last updated: _____

- Criteria: Demonstration via the portfolio process of *exceptional performance* for a period of two years.

___ **Associate Professor**

Highest degree earned: _____

- An earned academic master's degree from an accredited institution, plus the completion of all work for an academic doctoral degree except the dissertation; **or** Two master's degrees plus matriculation in an academic doctoral program.

Years of college teaching or its equivalent: _____

- Criteria: Seven years of college teaching or its equivalent (calculate below).

| Years at LBC | Years College (not LBC) | Ministry Experience Directly Related to Teaching Role | Other Experiences | Equivalent | Years Experience | Total Experience |
|--------------|-------------------------|---|-----------------------|------------|------------------|------------------|
| | | ___ actual yrs./2=___ | ___ actual yrs./3=___ | | | ___ = 7 or more |

Portfolio Submitted: ___ No ___ Yes Last updated: _____

- Criteria: Demonstration via the portfolio process of *superior performance* for a period of two years.

___ **Assistant Professor**

Highest degree earned: _____

- Criteria: An earned academic master's degree, **or** a bachelor's degree plus the completion of 75% of the academic work of a master's degree.

Years of college teaching or its equivalent: _____

- Criteria: Five years of college teaching or its equivalent (calculate below).

| Years at LBC | Years College (not LBC) | Ministry Experience Directly Related to Teaching Role | Other Experiences | Equivalent | Years Experience | Total Experience |
|--------------|-------------------------|---|-----------------------|------------|------------------|------------------|
| | | ___ actual yrs./2=___ | ___ actual yrs./3=___ | | | ___ = 5 or more |

Portfolio Submitted: ___ No ___ Yes Last updated: _____

- Criteria: Demonstration via the portfolio process of *acceptable performance* for a period of two years.

___ **Instructor**

Highest degree earned: _____ Area of anticipated master's degree _____

- Criteria: An earned academic bachelor's degree plus an agreement to matriculate in a master's program within five years.

Years of college teaching or its equivalent: _____

- Criteria: Some teaching experience is required though not necessarily college level. (Relate relevant teaching experience below.)

Portfolio Submitted: ___ No ___ Yes Last updated: _____

If portfolio not submitted, indicate below ways in which you have met the criteria below.

- Criteria: Demonstration of *acceptable performance* **or** the *potential for acceptable performance* in the appropriate areas of the portfolio process.

To be completed by immediate supervisor:

Rank request is _____ recommended _____ denied

Comments: _____

_____ **Signature**

Faculty Tenure

There is no tenure system for faculty at Lancaster Bible College and Graduate School.

Holiday Schedule

The College holidays are New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and the days between Christmas and New Year's Day. The College will be closed on these days.

The College also recognizes the week between Christmas and New Year's as paid holiday time.

The exact holiday schedule is distributed by the administration early in the calendar year to allow time for employees to make their holiday plans. Individuals, who are required to work on a holiday; e.g., security, emergencies, do so according to the policy on adjustments to the normal work week.

Instructional Responsibilities

Occasionally administrators and staff members may be asked to teach a course or seminar and receive additional remuneration for teaching. Approval and work adjustments must be made with the immediate supervisor and administrator.

Keys

Appropriate keys will be given to the faculty member by Physical Plant. For reasons of security the keys are not to be duplicated nor used in any unauthorized manner. Upon leaving the employment of the College, the faculty member must return the keys to the Physical Plant.

Updated May.'09

LBC Community Life Standards

Lancaster Bible College & Graduate School is an educational ministry that develops ministry leaders for the cause of Christ. It is our desire and prayer that all of our employees, faculty, staff, and administration consider themselves both ministers and educators and are, therefore, wholesome role models of Christ and the Community Life Standards of LBC.

The following are the Community Life Standards that Lancaster Bible College & Graduate School has adopted for its College family. These standards set us apart from the world's practices. These standards have been drafted using Biblical principles, state and federal employment laws, and College policies. College employees are expected to abide by these standards.

Lifestyle Standards

Devotion

To demonstrate our love for God, the College expects its family to consistently spend time in prayer and Bible reading and to be a faithful participant in a Bible-believing, local church (Psalm 119 & Hebrews 10:25).

Integrity

The clear principles regarding truthfulness, genuine love for others, giving only a good report, and speaking only those words that lead to edification are upheld as essential to an irreproachable Christian testimony and demonstrate true love. Therefore, LBC asks that its employees exhibit love and integrity through truthfulness and edifying, uplifting comments.

Respect

There must be genuine care and respect for others and their value in God's sight. We are called to serve others, and as servants at LBC, we have the opportunity and responsibility to invest in others. At LBC, we ask our employees to take every opportunity to respect, disciple, encourage, and mentor others – especially our students.

Dependability

Loving others is expressed by dependability. Dependability is fulfilling what I consented to do, even if it means unexpected sacrifice. We must make every effort to fulfill the commitments we have made to others.

Activities

Since the LBC family serves a conservative community and because we desire to reflect God's attributes, the College family is expected to refrain from potentially offensive activities, such as attending nightclubs or similar places, as well as refraining from games of chance, lotteries, and participation in secret societies. An important question to ask is, "Will this cause my weaker brother or sister to be hindered in their spiritual walk?"

Behavior

In order to reflect God's love toward others, acts of lying, stealing, vandalism, cheating, bribery, threats or acts of violence, vulgarity, harassment, sexual harassment, or abuse of children are prohibited. Harassment or discrimination against others on the basis of race, national origin, age, sex, or handicap is not tolerated. Intimidation and violence through words or action are prohibited. This includes, but is not limited to, threats, verbal attacks, vandalism, stalking, acts of hatred, and physical attack.

Dancing

We recognize there are appropriate and positive forms and occasions for non-sensual dancing, such as choreography in drama and musical productions, cultural activities, aerobic classes, and dancing at special family events. Unfortunately, many forms of dancing in today's culture are sensual and undermine that which promotes godliness. Sensual dancing and attendance at establishments or events that encourage such dancing is prohibited.

Harmful Products

Certain products are harmful to one's physical and psychological health; therefore, use of any form of tobacco, hallucinogenic drugs, illegal substances, narcotics, or alcohol (except where prescribed by a physician, used in cooking, or taken as part of the Lord's Supper) is prohibited. Abuse of legal substances, such as over-the-counter or prescribed medications, is prohibited.

Occult Activities

Involvement with occult activities is prohibited.

Sexual Purity

We believe that God has given the gift of sexual intimacy to marriage; therefore, God has commanded that no intimate sexual activity be engaged in outside of marriage. The only legitimate marriage is the joining of one man and one woman. All acts of sexual immorality are sinful perversions of God's gift of sex, i.e., homosexuality, lesbianism, incest, fornication, and adultery. Therefore, engaging in, living a lifestyle characterized by, or promoting a lifestyle that is in contradiction to this Biblical position is prohibited.

Use of Media (including music, drama, literature, television, movies, and Internet usage)

We must use godly wisdom, discernment, and discretion in the selection of the media we use. Television programs, movies, computer programs and games, theater and dramatic productions, literature, and music with obvious pornographic, profane, or coarse language and themes that glorify violence or are morally degrading are inappropriate forms of media and are prohibited.

Lunch Break

Full-time staff members are compensated for their half-hour lunch break. Part-time staff are not compensated for the time spent during their lunch period.

Outside Employment

Prior to a full-time employee accepting outside employment in addition to his/her LBC job, approval must be granted by the appropriate administrator with recommendation from the employee's supervisor. In no case can the outside employment affect the full-time position, work hours, and performance of the employee.

Public Relations

Maintenance of good public relations is the responsibility of every administrator, faculty member, staff member, and student. In a Bible college such as ours, one of our concerns should be the collective testimony. A good public relations is the exercising of a Christian conscience in every area of College and community life.

Employees should keep in mind several items in reference to their part in public relations:

- Every outside contact is an opportunity for good public relations.
- Every campus contact of any kind is equally important. If students are favorably impressed, the general public will be also.
- Every action, on or off campus, leaves some impression on others.
- Constructive criticism requires obtaining the facts from the right people and handling the problematic situations in a Biblically-correct and Christ-honoring manner.

Recruitment of Faculty

1. The Vice President for Academic Affairs along with the appropriate Dean is responsible for recruiting faculty. Suitable candidates will be interviewed and screened by the Vice President for Academic Affairs and Dean. The President will be consulted and appropriately involved during the entire recruitment process.

The following considerations are used in evaluating prospective faculty:

- a. Spiritual life and maturity
 - b. Attitude toward the Bible
 - c. Relationship to the local church
 - d. Agreement with LBC's doctrinal and lifestyle position
 - e. Academic preparation
 - f. Ability to formally and informally communicate with students
 - g. Performance in educationally related work
 - h. Ability to function in harmony with colleagues and the administration
2. Upon the favorable screening of an applicant by the Vice President for Academic Affairs and Dean, the individual is brought to the campus for a series of interviews as noted below:
 - a. President
 - b. Division and department chairs
 - c. Faculty
 - d. Members of the faculty, staff, and administration with whom the individual will work the closest
 - e. Students when possible and appropriateWhile on campus every effort will be made to have the applicant teach a class and/or speak in chapel.

3. Each interview group will submit to the VPAA in writing the composite recommendation of the group. It should include strengths, weaknesses, and the group's overall recommendation.

4. Following the interviews and a review of the information, the Vice President for Academic Affairs and Dean will make a recommendation to the President. The Education Committee of the Board will review the President's recommendation with the Board who will make the final employment decision.
5. Unanimity is desired during the entire recruitment process. If unanimity is not achieved, extra care and evaluation will be given in the consideration of the candidate.
6. If the decision is positive, a contract will be offered the candidate. The returned signed contract finalizes the agreement. The rank and salary of the new faculty member will be in agreement with the criteria for rank and the existing salary scale.
7. Any fraudulent statements or misrepresentation by the new faculty member that come to light after the signing of a contract will be grounds for immediate cancellation of the contract and dismissal of that faculty member.

Recruitment of Staff

1. Departmental Employees
It is the responsibility of the department head to recruit staff members for the department. This must be done in coordination with the department head's supervisor and the President. No employee search can be initiated without approval from the President. The President interviews each candidate. The final decision to hire is made by the President considering all the recommendations.
2. Departmental Heads
It is the responsibility of the appropriate administrator to recruit department heads. This must be done in coordination with the President. No search can be initiated without approval from the President. The President interviews each candidate. The final decision to hire is made by the President considering all the recommendations.
3. General Qualifications
The following general qualifications are used in evaluating candidates:
 - a. Their salvation experience and spiritual maturity
 - b. Their relationship to the Word of God and the local church
 - c. Their agreement with LBC's doctrinal and life-style position
 - d. Their ability to perform the job description
 - e. Their ability to communicate with other members of the College family
4. Prospective Candidates
Names of prospective candidates can be obtained from the PDHR Director who maintains such a file. Some individual departments also keep a list of prospective employees. A formal search may also be initiated in coordination with the Office of PDHR.

5. Letter of Invitation or Confirmation

In cases where a contract is appropriate, the contract is used to make the formal job offer and is initiated from the President's Office. The signed contract finalizes the agreement.

In situations where contracts are not used, a letter of invitation or a letter of confirmation is to be utilized and is initiated from the President's Office. The letter of invitation is a letter offering the position to the candidate and containing the conditions of employment; e.g., salary, starting date, workweek, full-time/part-time benefits, etc. When the job offer is made orally and the individual accepts, then a letter of confirmation must be provided, again identifying conditions of employment. In either case, written communication must be provided for each employee setting forth the conditions of employment.

Release of Student Data

The academic records of the students are personal, professional, and confidential, not open to the public, nor available for inspection by persons or agencies outside the College. They may be "signed out" of the Office of the Registrar by members of the administration. Faculty members and designated staff are at liberty to examine the records in the Office of the Registrar but may not take them from that office. No other individual is given access to the student's academic or personal records.

Pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974, Federal Law 93-380, (Buckley Amendment), the student has the right of access and the right to a copy of any materials in his academic file. The College must provide access within thirty days of the request.

The Registrar's policy is that a student who chooses to review his file must do so in the presence of the Registrar or a designated representative. The student has the right to a copy of any item in his file. The copy will bear the stamp "Unofficial," and a service charge will be charged for each copy.

Admissions recommendation forms are not filed in the student's academic file.

It is our legal responsibility that a student's academic file, as well as the advisor's file, be kept in utmost confidence. No one should be permitted access to the information except:

- Those persons designated by the student.
- Employees of the College who have legitimate reason for access.

Personally identifiable information, such as grades, should not be posted without the student's consent.

By telephone, no matter who is calling or what emergency is claimed, only the following information may be communicated concerning a present or former student:

- Whether or not the student is currently enrolled.
- Whether or not he received a degree and, if so, what degree.

No one is permitted to communicate:

- The student's local or home address or phone number.
- The student's academic average, academic status, or terms of dismissal.
- The student's health or financial status.

If any emergency need is claimed, take the name, address, phone number, and message of the caller and relay this information to the student.

Upon a satisfactory written request, only the following information may be released:

- Dates of enrollment or withdrawal.
- Degree, if any, and date conferred.

Student directories, giving names, home addresses, phone numbers and such information, are released to college personnel only. They are not released to businesses, churches, other students, creditors, and/or other organizations.

Retirement Parties

Retirement parties are coordinated through the Office of PDHR, with the appropriate administrator and the department in which the employee worked. The extent of the party and the size of any gift given shall be in proportion to the number of years the employee served at LBC and the level of responsibility the employee held.

Service Awards

The College recognizes its full- and part-time employees for length of service in increments of five years in chapel at the end of each academic year for that calendar year. Institute of Biblical Enrichment and occasional adjunct faculty are not eligible for these awards. The PDHR Department is responsible for ensuring that the awards are given each year to employees who are eligible

Sexual Assault / Sexual Harassment Policies

It is the policy of Lancaster Bible College to strictly prohibit any conduct which constitutes sexual assault or sexual harassment and to discipline any employee or student guilty of committing such conduct. This policy is based on the Biblical principles of purity and on Title VII of the 1964 Civil Rights Act and Court decisions.

The College informs students/employees of both the College disciplinary process and criminal procedures. Moreover, the College encourages students/employees to proceed with both College disciplinary and criminal charges if the student/employee believes such action is appropriate to the situation.

Sexual Assault

Sexual assault is defined as any non-consensual sexual contact. Reporting that someone has been sexually assaulted does not mean that the individual must prosecute. Reporting is up to the victim and in informing the police that an assault has taken place. If an individual hopes to prosecute, evidence must be collected within 48 hours after the assault. An individual who believes that he or she has been subjected to an incident of sexual assault may discuss the incident confidentially with any of a

number of appropriate College personnel such as Resident Assistants, Health Services Department or the Deans. The victim of assault is encouraged to file a formal complaint and incident report obtained through the Office of Student Services (for students) or the Office of PDHR (for employees).

The College's disciplinary process will be followed when a formal complaint is filed with the Vice President for Student Services (for students) or the PDHR Director (for employees). The Vice President or PDHR Director will begin to investigate the allegation(s) within ten working days and notify both the victim and the accused within five working days of the final determination by the College. If a student or employee is found to have sexually assaulted another person, the College will immediately dismiss the student or employee from the College.

Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors and any other conduct of a sexual nature (including sexually explicit language and jokes). An individual who believes that he or she has been subjected to sexual harassment should make it clear that the behavior is offensive to him or her. If the behavior continues, he or she shall immediately report the conduct to the Office of PDHR or to the individual's supervisor (for employees) or the Vice President for Student Services (for students).

The following procedure will be followed to investigate complaints of sexual harassment:

1. Complainant reports behavior to the Office of PDHR or the complainant's supervisor (for employees) or the Vice President for Student Services (for students).
2. Complainant files Sexual Harassment Incident Report with the Office of PDHR or the complainant's supervisor (for employees) or the Vice President for Student Services (for students).
3. Within ten (10) working days, the Office of PDHR or the complainant's supervisor (for employees) or the Vice President for Student Services (for students) investigates allegation(s) of harassment.
4. Following the investigation, the accused will be informed within five (5) working days and will be advised of future procedures if any are necessary.
5. If the issue is not adequately resolved for the complainant, the President and will be contacted to investigate the alleged incident(s) of harassment.
- 6 Based upon the investigation, the President will take appropriate action regarding the matter.

Speaking Engagements During the Semester

With the approval of the appropriate dean, faculty members may be excused from teaching duties for a maximum of one week each semester for speaking engagements. However, LBC classes are not to be canceled. If an LBC professor fills in for the faculty member, he/she does it as a professional courtesy. Should an outside substitute be arranged, an honorarium will be paid by the College as agreed upon with the appropriate dean.

Substance Abuse Policy

Lancaster Bible College seeks to be a drug/alcohol-free campus, and as such seeks to prevent the use and abuse of chemical substances. Students and staff are expected to abstain from all forms of tobacco, drinking of alcohol (except where prescribed by a physician or taken as part of the Lord's Supper), or the use of illegal drugs (except as prescribed by a physician) whether on the campus of LBC or off the campus. Possessing, buying, selling, or manufacturing of these substances is also prohibited.

The following are guidelines for the policy:

1. The College recognizes that students and/or employees may have a drug/alcohol problem and need rehabilitation. Therefore, the College will provide rehabilitation to these individuals in accord with LBC's Health Plan Document.
2. The College also recognizes that students and/or employees may have family members who struggle with addiction, may be working with addicts in the course of ministry, or may be teaching curriculum about the dangers of substance abuse. Therefore, the College will seek to provide appropriate information as needed.
3. Literature on substance abuse is available in the Health Services Office and will include:
 - booklets on drugs and alcohol
 - bibliography/resource list of books available in the College Library, national information clearinghouses, etc.
 - referral list of treatment centers / counselors in the Lancaster County area
4. Substance abuse information will be distributed to all students and employees annually.
5. For students, the disciplinary process for infractions is stated in the *Student Handbook* and may include suspension or expulsion, as well as possible legal consequences (for illegal substances).
6. For employees, as a condition of employment, notification must be given to the College of any criminal drug statute violation in the workplace or any other place, no later than five days after such conviction. Violation of the above policy statement will result in immediate action and may include dismissal from the employ of the College. Legal consequences may also be applicable.

Substitute Teaching

When faculty members occasionally teach in each others' classes (e.g. illness, special expertise, etc.), they do so as a professional courtesy. No remuneration is to be expected. Remuneration for extended substitute teaching situations will be handled by the appropriate dean.

Outside resource individuals may also be used on occasion. Generally, these individuals do so as a ministry to the College and our students. When a faculty member

thinks an honorarium is appropriate, then payment can be arranged with the dean. Arrangements must be made prior to the teaching situation.

Telephone and E-mail Policy

Integral parts of the Lancaster Bible College communication system are the telephone and electronic mail (e-mail) systems. Both are provided to facilitate communication between employees as individuals and departments.

Telephone and e-mail systems are to be used for official business and information. Personal communication is discouraged. Personal calls and faxes are to be paid using a Personal Telephone Toll Call and Fax Record form obtained from the Business Office. Under the Electronic Communication Privacy Act of 1986, the College reserves the right and responsibility to monitor telephone and e-mail systems.

Time Reports

Part-time staff are required to complete a Part-time Staff Time Report each week indicating the number of hours worked that week. The time card is to be signed by the employee, the employee's supervisor, then submitted to the Office of PDHR.

Full-time Staff complete a weekly Staff Time Report indicating hours worked over or under a standard eight-hour workday as well as appropriate leave. It is signed by the employee and the employee's supervisor, and then submitted to the Office of PDHR.

Transfers

Lancaster Bible College encourages every employee to seek professional development at the College. Qualified employees may apply for vacant positions compatible with their training, skills, education and experience based on the following guidelines:

1. after one year in current position,
2. after consultation with current supervisor, and
3. after administrators consult and mutually agree upon request.

Available positions are found on the LBC website and email systems as well as in the Office of PDHR.

As in all employment decisions, the College makes the final selection based on qualifications regardless of race, color, national origin, gender (except when gender is a bona fide occupational qualification), age, disability, or veteran status. (See Equal Opportunity Policy, p.4.8)

Arrangements for transfer to another department within the College must allow enough time for the current department to obtain a satisfactory replacement. When an employee transfers to a position of a different status level, the new status benefit is effective at the time of the employee's next anniversary date.

Benefits

Academic Regalia
Banking Service
Bookstore Discounts
Credit Union
Disability Leave
Events
Family and Medical Leave
Funeral Leave
Graduate Study Grant Program
Health Insurance
Health Savings Account
Holidays
Inclement Weather
Jury Duty
Leaves of Absence/Sabbaticals
Life Insurance
Meals in the Dining Room
Military Leave
Missions Trips
Moving Expenses
Professional Meetings
Professional Memberships
Retirement Plan
Sick Leave
Tuition Scholarships
Unemployment Compensation
Vacation / Personal Leave
Workers' Compensation
Work-Related Injury

Academic Regalia (Faculty)

The College will rent, at no cost to the faculty member, academic regalia for the College's academic events.

Eligibility - All faculty effective immediately.

Should a faculty member who holds a doctoral degree wish to purchase his/her own cap, gown, and hood, the college will contribute \$300 toward the purchase. The care, maintenance, and replacement of these items will be the responsibility of the faculty member.

Eligibility - All full-time doctoral faculty effective immediately.

Banking Service

The College provides free direct deposit of paychecks at several local banks. Some free and discounted services are available at Fulton Bank for employees who have direct deposit with them. Details are available in the Office of PDHR.

Eligibility - All employees effective immediately.

Bookstore Discounts

The College provides some discounts to employees through the campus bookstore. Contact Founders Bookstore for complete details.

Eligibility - All employees effective immediately.

Credit Union

The College is a member of LANCO Federal Credit Union. A full range of services is available. Details are available in the Office of PDHR.

Eligibility - All employees effective immediately.

Disability Leave

The College allows disability leave, with pay, for lost time due to non-work related illness, injury or pregnancy that prevents an employee from performing all of the material and substantial duties of the job responsibilities. Disability leave is effective from the date authorized by a licensed medical provider as recorded on an authorized medical disability form filed with the Office of PDHR.

The College is self-insured for Short-Term Disability (up to 26 weeks) based on the following schedule for employees (except senior administrators who are covered at 100% immediately):

- From start of employment through 5th completed year of service, employee receives 6 weeks full pay and 20 weeks 50 percent pay;
- From start of 6th through 10th completed year of service, employee receives 13 weeks full pay and 13 weeks 50 percent pay;
- From start of 11th year of service, employee receives 13 weeks full pay and 13 weeks 75 percent pay.

The employee is required to use sick leave and may use vacation/personal leave prior to or during short-term disability.

The College pays the premiums for long-term disability (beyond 26 weeks) and long-term disability is based on approval from the College's insurance company and Social Security. Details provided in the Office of PDHR.

Full-time employees may purchase supplemental long-term disability coverage at time of hire, based on approval of insurance provider. Employee costs are payroll deducted. Details provided in the Office of PDHR.

Eligibility - Full-time employees effective immediately.

Events

The College provides free admission for employees and their immediate families to LBC-sponsored events such as: Athletic, Campus Picnic, Christmas Banquet, Fine Arts, Priority, and more. Regional and national athletic tournaments are excluded.

Eligibility - All employees effective immediately.

Family and Medical Leave (FMLA)

The College allows time off, without pay, for family and medical leave up to 12 work weeks during any 12-month period according to the following guidelines:

- a. The birth of a child in order to care for that child.
- b. The placement of a child with the employee for adoption or foster care.
- c. The care of a spouse, child or parent who has a serious health condition.
- d. A serious health condition of the employee which renders him/her unable to perform the function of the job.

The employee must provide at least 30 days notice of the expected leave unless there is an emergency. LBC will continue to maintain health benefits and will continue to expect the normal contributions made by the employee. Other fringe benefits will normally cease. Vacation and accrued sick days may be included as part of the 12 week period of leave, otherwise the leave is normally unpaid. At the end of the leave the employee is entitled to his or her former job, or a position with equivalent employment benefits, pay and other conditions of employment.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his/her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. If two spouses both work for the Company, they are limited to a total of 26 weeks for servicemember family leave and all other FMLA-qualifying reasons in a single 12-month period.

Eligibility - Regular employees after one year of employment and during the previous year have worked 1250 or more hours.

Funeral Leave

The College allows time off, with pay, for the death of a relative.

Up to 3 days of absence with pay will be granted for the death of a close, immediate relative. (Some examples include: spouse, parent, child, brother, sister, mother-in-law or father-in-law). Additional days taken are to be charged to vacation/personal leave, sick leave, or time off without pay.

One day with pay will be allowed for other relatives who do not fall into the category of close, immediate relatives. Additional days taken can be charged to vacation/personal leave or time off without pay.

Days taken for any other death, such as a close friend, can be charged to vacation/personal leave or time off without pay.

Eligibility - All full-time employees effective immediately.

Graduate Study Grant Program

- a. The College recognizes that on occasion the staff need and desire advanced academic work. Acceptance into the program is based upon the need and projected benefit to both the individual and the institution. The program pays the full tuition of the entire degree program.
- b. Application to the program includes letters of recommendation from the employee's supervisor and administrator and a written request which includes personal objectives, program requirements, anticipated cost, anticipated date of completion, degree sought, benefit to LBC, the name of the institution and other relevant information. A current catalog should accompany the request. This information will be forwarded to the Vice President for Academic Affairs by the employee's administrator. The Staff Development Committee will also consider the request. Their recommendation along with the Vice President for Academic Affairs' recommendation and the application materials will be considered by the Education Committee of the Board with the final decision being made by the Board.

- c. Actual requests for tuition money are made on a form available in the Vice President for Academic Affairs's office. In addition, each person in the program will be asked to project the amount of money needed for each of the next two years. This will assist in budget planning.
- d. The employee is obligated to work at the College for four years following the receipt of money during an academic year. For example, money received during the 2001-2002 academic year obligates the employee through the 2005-06 academic year. The money received is viewed as a loan and is forgiven at the rate of 25% a year resulting in full forgiveness after four years. The forgiven amount is processed as taxable income for the employee based on the current federal regulations but paid by the College.

Should the employee terminate his/her relationship with the College prior to four years, then the employee is obligated to repay the remaining unforgiven balance. For example, the employee received \$1,000 in 2001-2002, \$1,600 in 2002-03, and \$500 in 2003-04. He leaves LBC at the end of the 2003-04 year. The obligation to the College is \$500 for 2001-2002 (50 percent of \$1,000); \$1,200 for 2002-03 (75 percent of \$1,600) and \$500 for 2003-04 (100 percent).

The same repayment policy applies to those who drop out of the GSG Program, cease their study, or graduate. If an employee is unable to pay the College the entire amount owed at his/her departure, interest will be charged on the unpaid balance. The rate of interest will correspond to the prime rate, as of January 1, charged by the bank where LBC has its account. If the College does not renew a contract or dismisses a person involved in GSG, the individual is under no obligation to the College.

- e. Requests for GSG money by employees who are not involved in a degree program will be considered as an exception to this policy. Such requests will be evaluated by the Vice President for Academic Affairs on an individual basis, taking into consideration items such as amount requested, value to the individual, value to the College, yearly budget of the GSG Program, and financial condition of the College.

Eligibility - Full-time employees effective immediately.

Health Insurance

The College's health plan is fully-insured with HealthAmerica who administers the College's health plan. Complete details of the plan are available from the Office of PDHR. Pre-tax premium deductions are available through the a Health Savings Account Plan.

Eligibility - Regular full-time employees are effective immediately. Temporary, part-time and adjunct employees are excluded from Health Plan Benefits. If an employee's spouse is employed and has access to employer-sponsored medical benefits, the spouse must enroll in his/her own employers' health plan.

Employees age 65 and over

At age 65, the employee is eligible to be covered by Medicare and the Supplemental Insurance to Medicare. The College and the health industry recommend that the employee switch to Medicare so there is no possibility of rejection by Medicare for health reasons at a later date. Acceptance into Medicare at age 65 is automatic with no physical required. However, this choice is the employee's. At age 65, the Office of PDHR will contact the employee to discuss the options and have the employee make the decision as to whether to stay in the College's regular health insurance plan for employees or to switch to Medicare.

Eligibility - Regular full-time employees are effective immediately. Temporary, part-time and adjunct employees are excluded from Health Plan Benefits.

Retirees

Effective July 1, 1994, there will be no medical benefit for retirees. Those already retired and receiving the benefit will continue to be covered.

Holidays

The College allows for time off, with pay, for specific holidays. Annual holiday schedules are available from the Office of PDHR.

Eligibility - Full-time employees effective immediately.

Inclement Weather

The College may close offices and cancel classes in the event of an extreme weather emergency. If it becomes necessary to change or cancel class schedules, there are a number of ways to find out this information.

- SMS Alert System
- LBC website – www.lbc.edu – Look for message on main page
- Dial one of these numbers and press “9” for weather related schedule changes
717-560-8200 or 717-560-8201
- Tune into one of the following TV or radio stations:
 - TV – WGAL 8 or Fox 43
 - Radio – WJTL 90.3 FM, WDAC 94.5 FM, WROZ 101.3

Employees who are unable to report to work due to inclement weather when the College is open, are required to charge the absence to vacation/personal leave or time off without pay.

Eligibility - Full-time employees effective immediately.

Jury Duty

The College allows for time off, with pay, for jury duty as required by law. The absence granted will be based on local, state or federal requirements. Witness duty will be considered under the jury duty benefit when you are legally required to testify before a court of law because of personal knowledge. You will be entitled to keep the jury duty pay and still receive your full compensation from Lancaster Bible College. The employee should make proper arrangements to have this time off with his/her supervisor.

Eligibility - Full-time employees effective immediately.

Leave of Absence (Staff)

The College allows a leave of absence, without pay, for personal reasons of compelling nature. A written request must be made to your immediate supervisor.

Eligibility - Full-time employees effective immediately.

Sabbatical Leave (Faculty)

The College recognizes two types of leaves from teaching as being appropriate. They are 1) leaves of absence and 2) sabbatical leaves.

Requests will be evaluated on an individual basis, taking into consideration items such as length of time requested, value to the individual, value to the College, financial condition of the College, ability to adjust curriculum and personnel, and College schedule.

The application procedure includes discussion with the Undergraduate Dean and a letter of request to the Dean and Faculty Concerns Committee. After receiving the Committee's recommendation, the Dean will make a recommendation to the President. A subsequent recommendation will be made to the Education Committee of the Board by the Dean with the final decision being made by the Board.

a. Leave of Absence

Leaves of absence are granted for personal reasons or for professional improvement. Generally, they are not granted for longer than one year. A leave of absence carries no stipend and includes an obligation to return to LBC for a minimum of one year. During the leave the faculty member's name will be retained on the faculty roster. Time spent on leaves of absence will count toward salary increments and eligibility for promotions.

b. Sabbatical Leave

Sabbaticals are granted for professional improvement and include such items as doctoral work, scholarly research, writing, and educational travel.

After at least six consecutive years of continuous teaching service, a faculty member may apply for a sabbatical leave, which is an extended leave with a stipend. However, a faculty member is not automatically entitled to a sabbatical leave every seventh year. Each application is considered in light of its own merits and of prevailing financial conditions.

Having taken a sabbatical leave, a faculty member incurs an obligation to return to the College for at least one year of service. After return to service, a second period of six years must elapse before the applicant becomes eligible for a second sabbatical leave.

The stipend for a sabbatical leave will be either 1) full pay for a one-semester sabbatical or 2) one-half of the annual salary for a one-year sabbatical.

Requests for a sabbatical by faculty who are working on a degree other than a doctorate will be considered as an exception to this policy. Such requests will be evaluated on an individual basis, taking into consideration items such as length of time requested, value to the individual, value to the College, financial condition of the College, ability to adjust curriculum and personnel, and College schedule.

Eligibility: Full-time faculty effective immediately.

Life Insurance

The College provides a \$15,000 term life insurance policy. In case of accidental death the policy is increased to \$30,000. Coverage for full-time employees age 70 and over is reduced to \$7,500. Premiums are paid by LBC and is convertible upon termination of employment.

At time of hire, full-time employees are eligible to purchase supplemental life insurance for the employee, spouse and/or children dependents, subject to insurance policy requirements, and approval by the insurance provider. Rates are established by the insurance provider and the costs are payroll deducted. Details may be provided in the Office of PDHR.

Eligibility - Full-time employees effective immediately.

Meals in the Dining Room

The College provides meals in the LBC Dining Room at reduced rates for the employee, spouse and their children, up to and including age 17. Other relatives, friends and guests are not covered by this benefit and pay the non-fringe benefit price. Current costs are posted in the Dining Room.

Eligibility - All employees effective immediately.

Military Leave

The College allows for time off for service in the Armed Forces, in accordance with federal and state regulations. Details are available in the Office of PDHR.

Eligibility - Full-time employees effective immediately.

Missions Trips

The College allows time off, with pay, for participation in short-term missions projects with 1) the submission of a written request to the supervising administrator providing details of the project and expressing anticipated benefits from participation in the project for the individual and the College, and 2) the approval of the supervising administrator.

Time off with pay is limited to a maximum of ten days per calendar year. Additional days may be taken as vacation or as time off without pay. Repeat trips in consecutive years are not the intention of this program, but special consideration is given when warranted.

This procedure applies to Lancaster Bible College sponsored short-term missions projects. Special considerations will be given to short-term projects not sponsored by the College.

Eligibility - Full-time employees effective after one year employment.

Moving Expenses (Faculty)

New faculty will be reimbursed for 75 percent of moving expenses if done by professional movers or 100 percent of moving expenses if done through personal rental procedures. The maximum that the College will reimburse is \$7,500.

The faculty member is obligated to the College for four years following the receipt of money for moving expenses. Should the faculty member terminate his or her relationship with the College prior to four years, repayment will be at 25 percent per year for each year short of the four years. For example, \$1,500 is provided to an individual and that individual leaves after spending two years at LBC. His obligation to the College is \$750 (50 percent of \$1,500). If the College does not renew a contract or dismisses the individual, there is no obligation. If the faculty member is unable to pay the College the entire amount owed at his or her departure, interest will be charged on the unpaid balance. The rate of interest will correspond to the prime rate, as of January 1 of that year, charged by the bank where LBC has its accounts.

Under certain circumstances, approval may be requested to cover expenses for a house-hunting trip, up to a maximum of \$500.00.

Eligibility: All full-time faculty effective immediately.

Moving Expenses (Staff)

Moving expenses of staff members are not normally covered by the College. In unusual circumstances the College will consider a mutually satisfying arrangement with the prospective employee. Moving expenses for administrators are paid in full.

Professional Meetings

Faculty members may apply to the Undergraduate Dean for funding to attend professional meetings. Projected plans and expenses should be included in the annual budget process. Expenses for travel, accommodations, registration, etc. will be provided by the College subject to the availability of budgeted funds. Receipts are required for auditing purposes.

Eligibility: All faculty effective immediately.

Retirement Plan

The College's retirement plan is a 403(b) Tax Deferred Pension Plan administered by Ambassador Advisors, Inc. or TIAA-CREF depending upon the investment option chosen by the employee. It is a portable, individual, with a wide range of investment options available. Details are available in the Summary Plan Description, provided by the Office of PDHR.

Employer Contributions – At 6 months of employment, regular employees, provided he/she works an average of 20 hours per week. Exclusions: Adjunct Professors, Student Workers and Temporary Employees.

Employee Contributions – Effective upon hire date, eligible employees may participate with personal contributions when proper paperwork is completed with the Office of PDHR.

Sick Leave (Non-Faculty, full-time, 12 month employees)

The College allows for sick leave, with pay, for lost time from work due to personal illness. Sick days are based upon the employee's time of service and in accord with the following guidelines:

1. The number of sick days will be based on length of service figured from date of hire.* Please refer to the following chart:

| <u>Service Completed from Anniversary Date</u> | <u>Staff</u> | <u>Professional Staff</u> | <u>Administrators</u> | <u>Senior Administrators</u> |
|--|--------------|-------------------------------|-----------------------|----------------------------------|
| Immediately | 3 days | 6 days | 12 days | 15 days |
| After 1 year | 6 | 12 | 12 | 15 |
| After 2 years | 9 | 12 | 12 | 15 |
| After 4 years | 12 | 12 | 12 | 15 |

* Employees hired prior to March 1, 1991, will have an anniversary date of July 1. If an employee is reclassified from part-time to full-time status, the date of reclassification to full-time becomes the anniversary date for determining sick benefits.

2. In addition to being sick, sick days can be used for personal medical appointments; i.e., doctors, dentists, lab tests, and for funeral leave in accordance with the funeral policy. Sick days may be used to care for an ill/injured immediate family member (spouse or children), or to transport an ill/injured spouse or child to medical appointments, as stated above.

3. Vacation/personal days may be used as sick days if the employee so desires.
4. Sick days can be taken in 1/4 day (2 hour) increments.
5. A maximum of five days may be carried over from one anniversary date to another. Employees hired before January 1, 2002, may keep the previously accrued days up to 25, but will eventually reduce to the appropriate accrual based on the five-day carry over. Upon termination of the employee from Lancaster Bible College, there will not be any reimbursement for unused sick days.
6. The Payroll Office will inform each staff member of his/her accrued sick leave, including any time carried forward, on his/her anniversary date. The Office of the President maintains records for senior administrators. Each vice president monitors records for respective administrators.
7. When an employee transfers to a position of a different status level, the new status benefit is effective at the time of the employee's next anniversary date.

Eligibility - Full-time employees immediately and contingent on years of service.

Tuition Scholarships

Undergraduate School* / Degree Completion Program

1. Employees

- full-time - free tuition for two courses each enrollment period
- part-time - free tuition for one course each enrollment period

Eligibility- All employees effective the beginning of the next enrollment period.

Normally classes are not to be taken during working hours unless there is a compelling reason such as 1) the employee is working toward a degree and a required course is only offered during working hours, and 2) the College is requiring that an employee take a course such as typing or word processing. In all cases, the administrator needs to 1) give approval for each course taken during working hours, 2) approve working toward a degree and 3) work out satisfactory arrangements with the supervisor to make up the time in accordance with the provisions of this *Handbook*. In situations where the College requires that an employee take a course during working hours, the time missed from work doesn't need to be made up.

2. Employee's dependent children

- full-time employee - free tuition all courses.
- part-time employee - 25% tuition scholarship during first, second and third year of employment and 50% during the fourth and following years.

* *Scholarships for room and board do not apply.*

Tuition scholarships are available through articulation agreements with the following colleges: Practical Bible College and Washington Bible College. Complete information is available from the Office of PDHR.

Eligibility- All employees effective the beginning of the next enrollment period.

3. Employee's Spouse

- full-time employee - free tuition for two courses each enrollment period
- part-time employee - no benefit

Eligibility- All employees effective the beginning of the next enrollment period.

Notes

- Tuition scholarships apply to all enrollment periods including fall/spring semesters, winterim and summer school.
- Students should apply for appropriate federal and student aid programs.
- Tuition scholarships do not apply to aviation fees.

Graduate School Courses

1. Full-time employees and spouses: 4 tuition-free courses each calendar year.
2. Part-time employees and spouses: 50% tuition scholarship for any number of courses taken per calendar year.
3. Employee's children: no tuition benefit is available.

Eligibility- All employees effective the beginning of the next enrollment period.

Notes

- Approval is needed and compensatory or vacation time needs to be arranged with the appropriate administrator when courses are taken during work hours.

IBE Courses

- All employees, spouses, and dependent children may take Evening Institute courses tuition free.

Eligibility- All employees effective the beginning of the next enrollment period.

Unemployment Compensation

Employees are protected under the Unemployment Compensation laws of Pennsylvania. LBC bears the total expense of this benefit.

Eligibility - All employees effective immediately.

Vacation / Personal Leave

The College allows for time off, with pay, for time taken from work for vacation and personal reasons. These days are based upon the employee's length of service and in accord with the following guidelines.

Vacation/personal leave will be based on length of service figured from date of hire.*

Please refer to the following chart.

| Service Completed by Anniversary Date | Staff | Professional Staff – 12 month contract | Administrators & 12-month Faculty | Senior Administrators |
|---------------------------------------|---------|--|-----------------------------------|-----------------------|
| Immediately | 3 days | 3 days | 3 days | 3 days |
| After 1 year | 8 days | 13 days | 23 days | 25 |
| After 2 years | 13 days | 18 days | 23 days | 25 |
| After 5 years | 18 days | 23 days | 23 days | 25 |
| After 10 years | 23 days | 23 days | 23 days | 25 |

*Employees hired prior to March 1, 1991, will have an anniversary date of July 1. If an employee is reclassified from part-time to full-time status, the date of reclassification to full-time becomes the anniversary date for determining vacation/personal leave.

When an employee transfers to a position of a different status level, the new status benefit is effective at the time of the employee's next anniversary date.

USING VACATION/PERSONAL TIME OFF

1. Vacation/Personal Time Off Requests should be submitted in writing, preferably a minimum of two (2) weeks prior to the requested time off. Electronic submission is acceptable.
2. Vacation time should be used during the year in which it is earned, based on the employment anniversary date.
3. Vacation carry-over from one anniversary year to the next is not permitted. Exceptions may be granted under special circumstances. Requests to carry over vacation must be submitted in writing through proper channels to a Senior Administrator level. Upon approval, any carried over vacation must be completely used within two (2) months following the anniversary date, or it will be lost.
4. Vacation/personal days can be taken in 1/4 day (2 hour) increments.
5. There will be no cash payout for vacation that is not taken on a timely basis.

HOLIDAYS AND VACATION

In the event a College holiday falls within a vacation/personal leave period, the holiday will not count as a vacation/personal leave day.

SCHEDULING VACATION/PERSONAL TIME OFF

Vacation/personal leave requests must be submitted to the supervisor as soon as possible. Approval will be based upon the needs of the department and the seniority of the individual on a first-come first-served basis. If someone else has already received approval for vacation/personal leave for that same time which creates a conflict within the College, the request may have to be altered. The Business Office will keep each employee informed of his/her accrued vacation/personal leave balances, by recording vacation/personal time on paycheck stubs.

PROCEDURES

Vacation/personal Leave Requests

Employees should submit their vacation requests as far in advance as possible – recommended at least two (2) weeks prior to the requested period off (Electronic submission is acceptable). The request must be approved by the employee's supervisor prior to the vacation day(s). The supervisor will then forward the approved request to the payroll department to ensure appropriate pay and recordkeeping.

VACATION PAY FOR TERMINATING EMPLOYEES

1. An employee who resigns and gives proper written notice shall be eligible for a payout of any remaining earned unused vacation upon separation of employment.
2. Employees terminated for gross misconduct or gross negligence or with cause will not be eligible for vacation pay.

Eligibility - Full-time 12-month employees effective immediately contingent on years of service.

Workers' Compensation

Workers' Compensation covers the employee in the event of any and all injuries incurred in the service of the College. Premiums are paid by LBC.

Eligibility - All employees effective immediately.

Work-Related Injury

Any injury on the job, regardless of how minor, must be reported immediately to the supervisor. If medical care is needed, the supervisor should assist the employee in getting the necessary medical attention promptly, after which full details of the injury are to be reported to the Office of PDHR. All injuries must be reported within 24 hours. The supervisor is required to complete an Accident Investigation Report, a copy of which must be sent to the PDHR Director as soon as completed. PDHR will report the incident to the College's workers' compensation carrier. Bills generated from the injury should be forwarded to PDHR as soon as received so that they can be sent to the insurance carrier for payment.

Employees who lose time from work because of a work-related injury will be compensated through Workers' Compensation in accordance with federal and state guidelines.

Each supervisor should keep a supply of Accident Investigation Report forms in his/her office. These can be obtained from the Office of PDHR.

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