1.0 GENERAL INFORMATION

1.01 PURPOSE and MISSION STATEMENT

The purpose of Williams Baptist College, Walnut Ridge, Arkansas, as set forth in Article I, Section 2 of the Constitution of Williams Baptist College under which the College was founded is stated as follows:

"The purpose of this institution shall be to maintain a college and academy course for the training of the ministry and the youth of Arkansas and Missouri that may seek instruction under its direction. It shall seek to inculcate Christian ideals and to encourage Christian missionary zeal for all the nations of the earth."

This mission, initially codified in 1941, ultimately expanded to encompass national and international student recruitment. The current Williams Mission Statement and Purpose Statements were re-examined and revised spring, 1996. The Institutional Academic Goals were adopted in the spring of 1997. These similarly reflect an expanded sphere of service:

*Williams’ mission is to recruit actively, admit responsibly, instruct effectively, and influence positively both traditional and non-traditional students seeking intellectual, social, emotional, physical, and spiritual growth within the philosophical orientation of a conservative Christian worldview, the Judeo-Christian heritage, and Western culture. Fulfilling its mission to educate, equip, and enrich students to be articulate and contributing members of a global society, Williams requires a general curriculum of arts and sciences with opportunities to pursue liberal arts and professional degrees. Williams accomplishes its mission through a wide range of student services, a qualified faculty and staff, athletic programs, an aesthetically-pleasing campus, appropriate facilities, current technological support, opportunities for cultural encounters, and a spiritual atmosphere which emphasizes faith and family values.*

1.02 PURPOSE STATEMENTS AND INSTITUTIONAL ACADEMIC GOALS

1.02.01 PURPOSE STATEMENTS

To provide opportunities to profess, practice, and strengthen one’s faith and to encounter Biblical values.

To provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.
To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

To provide an aesthetically pleasing campus glorifying to God’s creation.

To provide and execute a plan which secures adequate resources to sustain and advance the institution.

To provide a positive image of the quality programs, faculty, students, staff, and graduates of the college.

To provide and maintain serviceable facilities which sustain the mission of the college.

To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

To provide cultural experiences, thought-provoking events, and educational enrichment for the campus community and the community at large.

To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

To provide desirable housing for students and faculty.

1.02.02 INSTITUTIONAL ACADEMIC GOALS

To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

To produce students who demonstrate the ability to communicate effectively across the curriculum.

To produce students who demonstrate the ability to reflect critically upon the world, the environment, society, and self.

To produce students who demonstrate the ability to apply the principles of scientific method to become more effective problem solvers.

To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

To produce students who demonstrate a competence in at least one particular body of knowledge.

1.03 HISTORY

In 1936, during the bleak days of the Great Depression, Dr. H. E. Watters, former President of Georgetown College in Kentucky and Union University in Tennessee, made a heroic
but futile effort to re-open Jonesboro Baptist College in Jonesboro, Arkansas. The Jonesboro school succumbed to financial exigencies in the early 1930s after only a few years of life. Jonesboro Baptist College had not been the first Baptist educational venture in Northeastern Arkansas. In 1899, Baptists established the Maynard Baptist Academy in Randolph County, and Woodland Baptist College had flourished briefly in Jonesboro from 1902 to 1911. Despite the tradition of Baptist education in Northeastern Arkansas and Watters' diligent efforts, there was to be no revival of Jonesboro Baptist College. Yet, Watters had not failed entirely. His dramatic appeal for Baptist education inspired others, notably H. E. Williams.

In 1941, Williams, the pastor of the First Baptist Church in Pocahontas, led in the establishment of Williams Baptist College (originally Southern Baptist College) in that town. For several years Dr. Williams had been building support for such a venture and in the spring of 1941 when he learned of the availability of a suitable building he pressed forward with an organizational meeting. On June 10, 1941, several hundred people from Northeast Arkansas and Southeast Missouri gathered in Pocahontas to formerly establish a college. Among those in attendance were alumni of Jonesboro Baptist College and Maynard Academy. The new college, which opened on September 10, 1941, was in a very real sense the descendant of the earlier colleges. Indeed, Williams Baptist College ultimately inherited the large library of the Jonesboro school and the first dean of the College was an alumnus of Maynard Academy.

For five years the College experienced steady growth at Pocahontas, but on December 26, 1946, the administration building with much valuable equipment was destroyed by fire. The College was then moved to the Marine Corps Air Base, near Walnut Ridge, and classes resumed on January 6, 1947. Across the years the College has erected many permanent, modern buildings to replace the temporary buildings acquired from the Air Base.

A milestone was reached in the history of the institution in 1948 when the Arkansas Baptist State Convention voted to include the College in its budget. Another significant development occurred in 1968 when the Arkansas Baptist Convention officially adopted Williams Baptist College as a member of its family of institutions; the College is now owned and operated by the Convention.

In 1963, the North Central Association of Colleges and Secondary Schools extended accreditation to Williams. At the commencement in the spring of 1973, the College Trustees announced that Dr. H.E. Williams, who had served as President for thirty-two years had been appointed President-Emeritus and Special Representative for Development for the College and that Dr. D. Jack Nicholas had been elected to become the second President of the institution. Nicholas had served the College since 1966 in various capacities as Chair of the Psychology Department and as Vice President. On November 9, 1983, the parent body of Williams Baptist College, the Arkansas Baptist State Convention, officially approved the proposal of the Board of Trustees that Southern Baptist College become a baccalaureate-degree granting institution. On July 1, 1991, Dr. Jimmy A. Millikin assumed the Presidency of the College. On August 1, 1993, Dr. Gary C. Huckabay became the fourth President of Williams Baptist College. Dr. Jerol B. Swaim’s tenure as President began in July 1995. Prior to his selection as the College’s fifth president, Swaim had served at Williams for more than thirty years as Professor of History, Academic Dean, and Executive Vice President.

1.04 DOCTRINAL STATEMENT

Williams Baptist College is owned and operated by the Arkansas Baptist State Convention, through a Board of Trustees elected by the Convention. The following is our doctrinal statement:

WE BELIEVE that there is one God, manifest in three persons, the Father, the Son and
the Holy Spirit;

WE BELIEVE that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died as a substitutionary sacrifice for the sins of mankind, was buried, arose bodily from the grave and ascended into Heaven;

WE BELIEVE in the literal, imminent return of Jesus Christ to earth;

WE BELIEVE that the Bible is the Word of God without any error, the sole authority for life;

WE BELIEVE that man is a special creation of God, made in his image;

WE BELIEVE that mankind fell through the sin of the first man, Adam, and that all men are sinners in need of salvation;

WE BELIEVE that salvation is a gift given through repentance toward God and faith in the Lord Jesus Christ;

WE BELIEVE that every person who truly is saved is eternally secure in the Lord Jesus Christ;

WE BELIEVE that those persons who die in their sins spend eternity in Hell and those persons who die with their sins forgiven spend eternity in Heaven;

WE BELIEVE that baptism is in obedience to the command of Christ and is by immersion after salvation;

WE BELIEVE that the church is a local body of baptized believers with the Lord Jesus Christ as the head;

WE BELIEVE that each believer has direct access to God through the Lord Jesus Christ;

WE BELIEVE in the separation of church and state, but not in the separation of God and government.
2.00 GOVERNANCE

2.01 BOARD OF TRUSTEES

2.01.01 METHOD OF SELECTION

The Board of Trustees is elected by the Arkansas Baptist State Convention. The Board is composed of twenty-four official trustees. The State Convention elects eight new trustees each year to serve for three years.

In addition to the officially elected twenty-four trustees, the Board may elect representatives from other states to serve as advisory members on the Board.

2.01.02 RESPONSIBILITIES

The constitution of the Arkansas Baptist State Convention states, "The Convention shall elect trustees to manage and to operate institutions and agencies it may possess. . ."

Presently the Board of Trustees meets three times per year. Normally the Executive Committee of the Board will meet an additional three times each year.

The Board of Trustees shall provide for the employment of such executive and administrative officers, faculty, and staff as the Board deems necessary to the efficient management and operation of the College.

The Board of Trustees shall have power to prescribe the course of study and the requirements for graduation.

The Board of Trustees shall have power and authority to raise money for the use and benefit of the College.

2.01.03 COMMITTEE STRUCTURE

The committee structure is utilized by the Board. There are five major committees and the Executive Committee. The five committees of the Board are the Academic Affairs, Capital Provisions, Fiscal Affairs, Institutional Advancement/College Relations, and Student Affairs. The chair of these respective committees comprise the Executive Committee.

2.01.031 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary of the Board, and the Chairs of the five Committees of the Board--Academic Affairs, Capital Provisions, Fiscal Affairs, Institutional Advancement/College Relations, and Student Affairs. The Executive Committee shall meet at the call of the President of the College and/or the Chair of the Board or by any three members of the Executive Committee. When the Board of Trustees is not in session, the Executive Committee shall have all the power of the Board of Trustees with reference to the management and business of the College not contrary to the established policies of the Board of Trustees, except in the matter of incurring any debt on said Board. The Executive Committee shall also serve as an Advisory Council for the President of the College.

A quorum of the Executive Committee shall consist of a majority of the regular members of the committee.

Minutes of all meetings of the Executive Committee shall be recorded and all actions of the committee shall be reported to the Board of Trustees at its next meeting.

The President of the College is an Ex-Officio member of the Executive Committee.
2.01.032 ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee shall be responsible to the Board for recommending educational policies designed to achieve the educational objectives of the College. The committee shall review the recommendations of the President concerning the educational operations, the curriculum, the faculty, and salaries. It shall advise the President and recommend to the Board of Trustees both immediate action and long-range programs for approval.

2.01.033 CAPITAL PROVISIONS COMMITTEE

The Capital Provisions Committee shall periodically review the maintenance and plant operations of the College and the overall development and improvement of the College campus, and submit reports with regard to these matters to the Board of Trustees.

2.01.034 FISCAL AFFAIRS COMMITTEE

The Fiscal Affairs Committee shall be responsible to the Board of Trustees for recommending business policy for the effective and efficient operation of the College, for reviewing the fiscal operation of the College, and for evaluating compliance with fiscal policies. This committee shall, in conjunction with the officers of the Board, review the annual budget of the College as prepared by the administration and present same with its recommendations for changes or additions to the Board of Trustees.

2.01.035 INSTITUTIONAL ADVANCEMENT/COLLEGE RELATIONS COMMITTEE

The Institutional Advancement/College Relations Committee shall concern itself with the advancement of the College through the relationships between the College and its various publics and constituencies. This committee will provide council and leadership in the fund-raising programs of the College. This committee shall recommend to the Board of Trustees and to the President of the College measures which may be implemented to improve the image of the institution or its relationship with its various publics.

2.01.036 STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall be responsible to the Board for recommending student affairs policy and for evaluating compliance with student affairs policy and the achievement of the goals established. It shall be concerned with the quality of life of the students on the campus and shall advise the President and the Board on matters affecting life at Williams Baptist College.
2.02 PRESIDENT

The President is elected by the Board of Trustees and is the Chief Executive Officer of the College, directly responsible to the Board for the effective operation of all phases of the College program. Under the direction of the Board, the President is charged with the administering of the policies of the College and with insuring that institutional objectives are accomplished. Emanating from this general responsibility are the following functions: Stimulating effective teaching and learning; coordinating and evaluating the planning of the future of the institution; participating in the Development Program, and assisting in securing additional resources necessary for financial stability; and keeping the Board of Trustees advised of the activities and condition of the College so that they may make wise decisions based upon the information pertinent to the decisions. The President is responsible for the establishment, organization, and operation of an administrative structure which will effect the efficient operation of the College. The President is responsible to present to the Board of Trustees nominations for faculty members and executive officers.

The President is the official representative and spokesman for the College, as well as the avenue of communication between the Board of Trustees and the members of the administration and faculty, staff, and student body.

The President is an ex-officio member of the Board of Trustees and of each trustee committee, each administrative committee and each faculty committee. The President is a member of the faculty and is Chair of the President's Cabinet and the Administrative Council.

2.03 VICE-PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs (generally referred to as Academic Dean) is directly responsible to the President and is responsible for the planning and administration of the academic budget and educational program of the College; leading the faculty in the establishment and maintenance of quality programs and instruction which are consistent with the philosophy, purposes, and objectives of the institution; coordinating the self-study and accreditation process; supervising the academic advising process; reviewing and certifying the credentials of all candidates for appointments to the faculty; and, with the concurrence of the respective divisional chair, recommending to the President such candidates for employment.

The Vice President for Academic Affairs is chair of the faculty, ex-officio member of the Academic Affairs Committee, and supervisor of the Registrar. (See Appendix A for Registrar's responsibilities.) In the absence of the President the Vice President for Academic Affairs serves as the Chief Executive Officer of the College.

2.04 VICE PRESIDENT FOR BUSINESS AFFAIRS

The Vice President for Business Affairs is directly responsible to the President for the administration of the fiscal and financial affairs of the College in such a way as to facilitate the educational aims of the institution, while at the same time, maintaining fiscal integrity and economy. This official serves as the fiscal officer in respect to the receipt, payment, investment, and accounting for the funds of the College; serves as the budget officer by assisting the President and other College officials in the preparation of the budget and by being responsible for the central administration of the budget and for reports of the fiscal program of the College; assumes responsibility for funds designated as "endowment funds" to insure compliance with all conditions, restrictions and designations imposed by the donors in the use of the funds and their income; serves as the designated officer responsible for the auxiliary services of the institution (including the cafeteria, student center, book store) and the procurement required in the operation
of the institution.

Additional responsibilities include directing the care and handling of College property in the areas of custodial services, building maintenance, grounds maintenance, heating, electrical plumbing, and air conditioning systems, painting and repair; and in collaboration with other executives involved, employing of office and plant personnel, establishing personnel procedures, administering the Employee Benefits Program, and handling general personnel management problems.

2.05 VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Development is directly responsible to the President and is the planner and supervisor of the Resource Development Program of the College. The responsibilities of this official include securing the financial support necessary for the annual operating budget of the College and for capital improvements through operations of an annual giving program, capital funds, alumni giving, estate planning, and deferred giving. The Vice President for Development supervises the Director of Annual Giving and Alumni Affairs. (See Appendix A for respective responsibilities.)

2.06 VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND STUDENT SERVICES

The Vice President for Enrollment Management and Student Services is directly responsible to the President and is responsible for overseeing the entire student enrollment and student services program of the College. Specific responsibilities include providing administrative oversight for all admissions, financial aid and student services administrative staff; (see Appendix A for respective responsibilities); nominating to the President suitable administrative personnel in the above mentioned areas; and recommending and oversight of the annual budget for the various areas. This vice president also serves as Director of Admissions. The Dean of Students and the Director of Financial Aid report to The Vice President for Enrollment Management and Student Services.

2.07 VICE PRESIDENT FOR COLLEGE RELATIONS

The Vice President for College Relations is directly responsible to the President and is responsible for communications with the College’s various constituencies, working with other offices at the College to help coordinate communications, and enhancing relationships with the College’s various constituencies.

2.08 PRESIDENT’S CABINET AND THE ADMINISTRATIVE COUNCIL

The President’s Cabinet is composed of the President and the five Vice Presidents, as well as other invited administrators. The President serves as the convener of the group and its chair. The President’s Cabinet meets weekly on a schedule established by the President or on call of the President. A faculty representative and a staff representative meet with the Council once each month. The purpose of the Cabinet is to share information among these five major administrative officials of the College and to serve in an advisory capacity to the President.

The Administrative Council is composed of the President, the five vice-presidents, the Dean of Students, and all directors. The President serves as the convener of the group and its chair. The Administrative Council meets once each month on a schedule established by the
President or on call of the President.

The purpose of the Council is to share information among these administrative officials of the college and to serve in an advisory capacity to the President.

2.09 ACADEMIC STRUCTURE

The Academic Dean is the chief academic officer and is responsible for the planning, supervision, and administration of the educational program of the College.

2.09.01 ACADEMIC COUNCIL (Commonly referred to as Department Heads Meetings)

The following academic officers are members of the Academic Council which is chaired by the Academic Dean: Division Chairs, Head Librarian, and Department Chairs. The Council meets on a regular monthly basis. The functions of the Council are to:

- Help communicate information to the faculty through the established academic structure.

- Advise the Academic Dean on academic policies and procedures.

- Formulate academic policies and procedures which may be referred to the appropriate standing or ad hoc committee of the faculty.

2.09.02 DIVISION CHAIRS

The Division Chair serves as the link between the faculty and administration. Division chairs are appointed on a year-to-year basis, upon recommendation of the Academic Dean to the President. The appointment is an assigned one and a chair may resign the administrative assignment without embarrassment and without prejudice to his/her future role as a full-time teaching faculty member. The teaching load for the Divisional Chair will be 12 hours per semester. Monetary compensation for this service will be awarded at the rate of $1,200 per academic year.

Division chairs are responsible to the Academic Dean and perform those functions assigned by that official. Specific responsibilities are as follows:

- Assume a major role in the supervision of the instructional process.

- Work closely with department heads and area faculty members in the development and revision of courses, the development of course syllabi, and the selection of texts and other instructional materials.

- Assume a major role in the recruitment, selection, direction, and evaluation of all full and part-time instructional staff within the Division.

- Maintain faculty morale by preventing and resolving conflict and by arranging for the effective and equitable distribution of faculty responsibilities.

- Assume the responsibility for outcomes assessment within the Division.

- Serve on the Academic Council which is chaired by the Academic Dean and has
the following functions:

- Advise the Dean on academic matters.
- Recommend to the Dean new academic policies.
- Recommend to the Dean alterations in existing academic policies.
- Respond, on the Dean's request, to new proposals regarding faculty or academic affairs.

- Schedule regular meetings of the Division as required.

- Co-ordinate and consolidate a preliminary budget for the Division and supervise and monitor expenditures within the approved division budget by:

  - Reviewing and making recommendations concerning all purchase requisitions and other expenditures emanating from faculty in the Division.
  - Adjusting funds (with the approval of the Academic Dean) within the Division.

- Providing status reports on activities within the Division such as instructional assignments, class size, preparing an annual report for the Academic Dean reflecting Division accomplishments during the year, plans for the following year, recommendations and suggestions.

- Formulating the master schedule each term in conjunction with the Academic Dean and Registrar.

- Coordinating and reviewing the preparation of the College catalog and other printed materials relating to the Division.

- Maintaining a file of all divisional course syllabi.

- Assuming a major role in the fall, spring, and summer pre-registration and registration process.

2.09.03 DEPARTMENT CHAIR

The Department Chair serves as a link between the faculty, Division, and administration. Department Chairs are appointed on a year-to-year basis by the President upon the recommendation of the Academic Dean in consultation with the Division Chair. The appointment is an assigned one and a chairperson may resign the administrative assignment as chair without embarrassment and without prejudice to his/her future role as a full-time teaching faculty member. Compensation will be awarded at the rate of $800 per year. The Departmental Chair is responsible to the Division Chair and the Academic Dean and performs those functions assigned by them. Specific responsibilities include:

- Assume a major role in departmental programs and course development, revision of existing courses, and departmental outcomes assessment.

- Assume a major role in the supervision of the instructional process, development of course syllabi, selection of texts and other instructional material.

- Make recommendations to the Division Chair concerning departmental class
schedules; providing status reports on activities within the Department such as instructional assignments and class sizes, and preparing an annual report for the Division Chairperson reflecting departmental accomplishments during the year, plans for the following year, as well as recommendations and suggestions.

· Assume a major role, in consultation with the Divisional Chair, in the recruitment of all full-time and part-time instructional staff and in the recommendation of such to the Academic Dean.

· Encourage and maintain faculty morale by preventing and resolving conflict, and by arranging for the effective and equitable distribution of faculty responsibilities within the Department.

· After consultation with the department members, recommend books and other learning resources relating to the subject matter of the department for purchase by the library and media center.

· Recommend a preliminary budget for the department to the Divisional Chairperson and administer the approved departmental budget.

· Maintain a file of all course syllabi and first-day handouts developed within the department.

· Assume a major role in the academic advising process, approving degree plans for students within the department, and consulting with the Academic Dean regarding other related academic matters.

· Co-ordinate and review the preparation of the College catalog and other printed material relating to the department.

· Promote the Department by encouraging departmental faculty to attend professional meetings.

· Work with admission counselors in recruiting students for the department.

· Schedule regular meetings of the Department as needed.

· Assume a major role in the fall, spring, and summer pre-registration and registration process.

2.09.04 DIRECTOR OF LIBRARY SERVICES

The DLS is directly responsible to the Academic Dean for the planning and administration of the entire library operation. The responsibilities and concerns include:

· Administer policies and rules concerning the library.

· Maintain close relationships and communications with administrators, faculty, students, and committees.

· Administer library budget as determined by Learning Resources Committee of the
faculty and approved by the faculty.

· Compile annual library report for the administration.

· Serve on Learning Resources Committee as ex-officio member.

· Aid in providing library instruction for each freshman English class and other groups as needed.

· Compile and produce library handbooks.

2.09.05 COMMITTEES OF THE COLLEGE

Committees are appointed by the President from the faculty to facilitate the operation of the College. The committee assignments are made at the beginning of each school year and are announced in the annual faculty workshop.

2.09.05.01 ACADEMIC AFFAIRS AND ADMISSIONS COMMITTEE

The Academic Affairs Committee is composed of three faculty members with the Academic Dean as ex-officio member. The purposes of this committee include generating and considering proposals for change in academic policies and bringing these to the attention of the general faculty with recommendations the Committee may deem appropriate, ascertaining the extent to which current academic policies are being followed, and considering and determining the admittance of a student who does not meet qualifications for admission as set forth in the College catalog.

2.09.05.02 ATHLETIC COMMITTEE

This committee is composed of three faculty members. The purposes of this committee include coordinating the athletic program with the overall purpose and schedule of the institution, bringing to general attention any recommendations for change in athletic policies, promoting a program of inter-collegiate and intramural athletics worthy of a campus of Christian purpose.

2.09.05.03 CAPITAL PROVISIONS COMMITTEE

The Capital Provisions Committee is composed of three faculty members with the Vice-President for Business Affairs acting as an ex-officio member. The purposes of this committee include making suggestions to the administration concerning the development of the physical plant, promoting programs of fund raising and development, reviewing and making suggestions concerning maintenance, building use and need of repairs, and serving as an advisory committee in the planning and designing of new facilities.

2.09.05.04 CHAPEL AND SPIRITUAL LIFE COMMITTEE

The Chapel and Spiritual Life Committee is composed of three faculty members with the Vice President for Enrollment Management and Student Services acting ex-officio. The purposes of this committee include planning the chapel programs each Wednesday which are designed to meet the specific needs of College students, improving the spiritual condition of every member of the College community by Christian charity and citizenship, church attendance,
chapel participation, campus ministries involvement, private and group devotionals and prayer, and participation in other pertinent spiritual organizations.

2.09.05.05 DISCIPLINE COMMITTEE

The Discipline Committee is composed of three faculty members with the Dean of Students as ex-officio member. The committee's function is to act upon student misconduct in accordance with the standards of conduct and rules of procedure for student disciplinary action as enacted by the Board of Trustees of Williams Baptist College.

2.09.05.06 FINANCIAL AID/SCHOLARSHIP COMMITTEE

The Financial Aid/Scholarship Committee is composed of three faculty members with the Vice President for Business Affairs and Director of Financial Aid as ex-officio members. The purposes of this committee include recommending and reviewing financial aid policies, bringing to general attention any new policies they deem pertinent, and reviewing all financial aid awards.

2.09.05.07 LEARNING RESOURCES COMMITTEE

The Learning Resources Committee is composed of three faculty members with the Head Librarian, Director of Media/Learning Center, and Academic Dean as ex-officio members. The purposes of this committee include advising the Librarian and Director of the Media Center on the departmental allotments for the purchase of books and Audio-Visual materials, reviewing library and Media Center policies, and referring recommendations as to policies, facilities, and services to the faculty and/or faculty committees as appropriate.

2.09.05.08 LECTURE/CONCERT COMMITTEE

The Lecture/Concert Committee is composed of three faculty members. It is responsible for planning, making all arrangements, and publicizing the events through newspapers, radio-television media, and campus channels.

2.09.05.09 PUBLIC RELATIONS COMMITTEE

The Public Relations Committee is composed of three faculty members with the Vice President for College Relations and Admissions Counselors acting ex-officio. The purposes of this committee include considering plans for attracting and retaining students, promoting the image of the College, and suggesting methods by which the institution can provide community services.

2.09.06.10 STUDENT LIFE COMMITTEE

The Student Life Committee is composed of three faculty members. The Dean of Students shall serve as ex-officio member.

The major purposes of this committee are:

- To propose or consider recommendations for change in the policies pertaining to student life. All proposed policy changes will be cleared through the (a) faculty, (b) administration, and (c) the Board of Williams Baptist College before changes
become effective and published in the appropriate materials.

· To assist the Student Affairs Office and/or the Administration and the Student Government in promoting programs and activities which will improve student personnel services and consequently student morale, recruitment and retention.

· To act as a board of hearing at the informal level regarding student grievances concerning (a) housing, (b) cafeteria, and (c) class and chapel attendance and other matters of non-academic student life. This procedure shall interface with the College Grievance Procedure Policy, Part B, Section 3.

Appeals of grievance must be submitted in writing to the Chair of the Student Life Committee through the Dean of Students. The Committee recommendation shall be final unless the student or his/her advocate initiates further appeal as delineated in the College Grievance Procedure. In no case shall the Committee initiate or make recommendations concerning disciplinary action. If in the course of the hearing, facts are revealed in which disciplinary action is deemed necessary the student shall be remanded to the appropriate dean for his/her consideration.

2.09.06.11 TECHNOLOGY COMMITTEE

This committee consists of three faculty members. The Academic Dean and Director of Computer Services are ex-officio members. The Committee has advisory responsibility concerning campus technology policy. The committee has no independent policy-making prerogative, but may make recommendations to the administration and/or faculty concerning the use of the campus technology resources.
3.00  FACULTY

3.01  FACULTY STATUS

Faculty status extends to administrators and support professionals who have taught, or are teaching part-time and to some professionals who have a master's or higher degree in a field related to their assignments. (See details below.) The following is a list of professional positions at Williams Baptist College. Those which are considered to have faculty status are indicated by (F). Those who are entitled to apply for tenure are indicted by (T).

- President (F)(T)
- Vice-President for Academic Affairs (F)(T)
- Vice-President for Development
- Vice-President for Business Affairs
- Vice-President for Enrollment Management and Student Services
- Full-Time Instructors (F)(T)
- Dean of Students
- Director of Athletics (F)(T)
- Director of Financial Aid
- Director of Library Services
- Director of Campus Computing
- Director of Alumni Affairs
- Director of Campus Ministries
- Director of Admissions
- Registrar

Faculty status entails the following expectations, privileges, and benefits: attendance at faculty seminar/workshops and chapel, voting at faculty meetings, eligibility for tenure and participation in Commencement and other formal academic occasions and ceremonies.

Professional staff members who do not have faculty status may attend faculty meetings and may vote (unless prohibited from doing so by the VPAA or the President). They have I.D. card privileges. Their families enjoy the same admission to programs, use of facilities, and tuition remission as faculty families.

Adjunct or part-time faculty members who teach do not have regular faculty obligations or privileges, nor are their dependents entitled to tuition remission.

3.02  ACADEMIC FREEDOM AND RESPONSIBILITY

In 1940 the American Association of Colleges and the American Association of University Professors formulated the following policy governing academic freedom:

- The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

- The teacher is entitled to freedom in the classroom in discussing the subject, but the teacher should be careful not to introduce controversial matter which has no relation to the subject. Limitations of academic freedom of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position
in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterance. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

3.02.01 RESPONSIBILITY OF THE FACULTY MEMBER

The College subscribes to the principles stated above. Academic freedom is to be exercised responsibly in relation to the Christian orientation of the College; to the owner of the institution, the Arkansas Baptist State Convention; and to the students, faculty, and administration. Because the College seeks to nourish and develop those spiritual, intellectual, social, and physical qualities necessary to a meaningful, useful, and satisfying life, it is necessary that the faculty be composed of men and women who freely embrace the ideals, the mission and doctrinal statements, and the world-view with which the College is identified and who can support those without violation of conscience or intellectual integrity.

3.03 TENURE

Tenure at Williams Baptist College shall provide for continuing appointment which may not be terminated by the College except for cause. Williams believes that tenure is a privilege afforded only to faculty who have earned this honor. The entire application process is a deliberate process; satisfaction of the minimum qualifications in no way guarantees the awarding of tenure. Tenure is granted only by the Board of Trustees.

3.03.01 TENURE CRITERIA FOR TEACHING FACULTY

To be considered for tenure, a faculty member must meet all of the following criteria:

- Have completed at least 6 years of continuous full-time service at Williams immediately preceding the time of tenure consideration.
- Hold, or meet the requirements for, at least the rank of associate professor.
- Demonstrate a consistent record of excellence in college teaching as attested by student, department chair, division chair, colleague, and academic dean evaluations.
- Demonstrate a consistent record of active professional growth and a plan for future active professional growth.
- Demonstrate a record of active involvement in the life of Williams Baptist College in addition to the effective performance of classroom, studio, or laboratory responsibilities -- i.e., committee assignments, academic advising, college functions, etc..
- Demonstrate agreement with the purposes of Williams Baptist College and demonstrate membership in and active participation in a local Christian church.
In rare circumstances, exception may be made to the criteria given above.

3.03.02 TENURE APPLICATION PROCEDURES

Faculty members who have been satisfactorily employed by Williams Baptist College for at least six years and hold, or meet the requirements for, at least the rank of associate professor may apply to the Academic Dean for tenure. The procedure for application is as follows:

An application with the supporting documents is submitted to the Academic Dean for review by the Dean and the President. The documents for application for tenure include:

- A record of professional growth and a plan for future professional growth.
- A record of involvement in the life of Williams Baptist College in addition to the performance of classroom, studio, or laboratory responsibilities.
- A statement of agreement with the purpose of Williams Baptist College.
- A statement indicating membership in and active participation in a local Christian church.
- Letters of evaluation from the candidate's department and division chair which address both the candidate's strengths and weaknesses. These letters must address teaching, professional growth, service, and involvement in the life of Williams Baptist College.

3.03.03 TENURE APPROVAL OR DENIAL PROCEDURES

- Provided the Academic Dean and President have a positive recommendation, the recommendation is forwarded to the Board of Trustees for final disposition.
- Provided the Dean and/or President do not have a positive recommendation, the faculty member may appeal to an ad hoc committee comprised of one person appointed by the President, one person appointed by the President of the Faculty Council, and one person selected jointly by those two appointees.
- The recommendation of the ad hoc committee, along with a written statement for the basis of the recommendation, will be submitted to the President.
- Provided the President reconsiders and has a positive recommendation, the recommendation is forwarded to the Board of Trustees for final disposition.
- Provided the President does not reconsider the application, the faculty member may appeal to the Board of Trustees through the President of the College by submitting an appeal in writing within five working days.
- Denial of tenure does not imply a termination of employment nor that the faculty member could not make an application at a future date.
3.03.04 GENERAL PROVISIONS

Normally no more than 75% of the personnel within a department shall be tenured. Tenure expires for a faculty member at the end of the academic year in which he/she attains the age of 65. After that, the faculty member may continue to serve without tenure on a year-to-year basis for whatever amount of work the College may require and whatever conditions may be mutually agreeable.

Tenure is relinquished by resignation or by a request for change from full-time to part-time service. Temporary leaves for pregnancy or illness, and prearranged leaves for educational purposes shall not be construed as interruptions of tenure.

Once acquired, tenure as a faculty member is retained regardless of promotion to a higher rank or appointment to an administrative position. However, there is no tenure in administrative or staff positions or in part-time appointments. Part-time or summer service does not count toward tenure.

3.03.05 DISMISSAL OF TENURED FACULTY

The following circumstances are considered due cause in situations affecting tenure:

- Moral malfeasance or gross misconduct, in which case termination may be immediate, provided the charge is uncontested, or is substantiated before a panel of peers.

- Incompetence or neglect of responsibilities, in which case termination may be effected at the end of the current contract year, provided the faculty member has first been warned, advised, and counseled in regard to the deficiencies and their correction, and has been given adequate opportunity for correction and improvement. If there is gross incompetence or neglect, termination may be immediate, provided the above conditions have been met, and provided the charge is substantiated before a panel of peers if requested.

- The necessity of retrenchment by the institution, compelled by reduced enrollments, reduced level of financial support, inflation, changes in student course selection, or some combination of the above factors, in which case the steps outlined in Policy for Staff Reduction will be followed. Tenured personnel shall be entitled to one year advance notice of termination.

3.04 FACULTY RANK

Appointment or academic promotion, at any level, requires that the faculty member:

- Demonstrate a consistent record of excellence in college teaching as attested by evaluations by students, faculty colleagues, department chair, and division chair.

- Demonstrate a consistent record of active professional growth and a plan for future active professional growth.

- Demonstrate a record of active involvement in the life of Williams Baptist College in addition to the effective performance of classroom, studio, and laboratory
responsibilities.
INSTRUCTOR

A faculty member appointed to the rank of instructor must hold the Master's degree or hold an earned terminal degree accepted by the appropriate accrediting agency in his or her teaching field.

ASSISTANT PROFESSOR

A faculty member eligible for appointment to or promotion to this rank must:

- Hold an earned doctorate in his or her teaching field or an earned terminal degree accepted by the appropriate accrediting agency in his or her teaching field OR hold the Master's degree in his or her teaching field plus have completed at least 18 additional graduate hours in the same teaching field and at least two years of full-time college teaching OR hold an earned Master's degree and at least 18 additional graduate semester hours in his or her teaching field and have completed at least 12 years of full-time teaching, at least 3 of which must have been at WBC.

ASSOCIATE PROFESSOR

A faculty member eligible for appointment to or promotion to this rank must:

- Hold an earned doctorate in his or her teaching field or an earned terminal degree accepted by the appropriate accrediting agency OR have completed at least 60 semester hours of graduate work in his or her teaching field.

- Have completed at least 6 years of full-time college teaching with a minimum of 4 years in the assistant professor rank.

PROFESSOR

A faculty member eligible for appointment to or promotion to this rank must:

- Hold an earned doctorate in his or her teaching fields or an earned terminal degree accepted by the appropriate accrediting agency in his or her field.

- Have completed at least 12 years of full-time college teaching with a minimum of 6 years in the associate professor rank.

The requirements set forth above are minimums. A faculty member seeking an advancement in rank may apply to the Departmental Chair who will forward the written request and all supporting materials to the Divisional Chair who in turn forwards all materials to the Academic Dean. This advancement is not automatic. The faculty member's petition will be considered by the Faculty Advancement Committee which consists of five members (three faculty members, serving on an annual basis -- two elected by the faculty and one appointed by the President; the Academic Dean, and the President). With the approval of both the committee and the President, a petitioning faculty member may advance to the next rank, subject to the Board of Trustees’ approval. Under unusual circumstances the Committee will also have the prerogative of accelerating the promotion of a faculty member on the basis of a Divisional Chair’s recommendation. Such a recommendation will, of course, be based upon clearly
objective criteria comparable to the criteria cited above. The steps of approval would likewise be
the same as cited above. No faculty member’s rank shall be reduced without the approval of the
Board of Trustees and upon recommendation of the President of the College.

NOTE: If one is denied an advancement in rank, application may be repeated after at least a 12-
month waiting period.

3.05 FACULTY EVALUATION

The Student Opinion Questionnaire (SOQ) is administered each semester in all classes
(usually during the final two weeks of classes). The results of the SOQ are tallied and individual
faculty members receive a copy of their scores and any comments included on the questionnaire.
The respective department chairs receive a copy of the scores for the faculty in their respective
departments. The Academic Dean receives a copy of all evaluation scores. A pattern of
unusually low scores will result in consultation between the faculty member in question and the
appropriate department and/or division chair. Such consultation may resolve issues informally,
or may lead to a more formal process of review and, if required, a specified plan of improvement
designed by the Academic Dean in consultation with the appropriate department and/or division
chair.

3.06 FACULTY PERSONNEL FILE

An employee personnel file is maintained in the Office of Academic Affairs. Personal
data, transcripts, and information concerning the faculty member's services are included. Each
faculty member is urged to assist in keeping his/her folder up to date by providing information to
the Academic Affairs Office.

3.07 ACADEMIC APPOINTMENT

It shall be the policy of Williams Baptist College to make contract with each regular full-
time member of the faculty. This contract shall contain precise terms and conditions of the
institutional appointments and shall be duly signed by and in possession of, both the College and
the teacher before the appointment is consummated. All appointments to the faculty are made by
the President, on the recommendation of the Academic Dean.

A. Appointments - Initial

- The preferred degree for one seeking a faculty position at WBC is the doctor's
degree in the teaching field. Only doctorates from regionally-accredited
institutions will be recognized.

- Under normal circumstances, when a vacancy occurs on the faculty or an additional
appointment is to be made, the Academic Dean will initiate the necessary steps to fill
the vacancy in consultation with the divisional and departmental chair.
- Under normal circumstances, as credentials are received, they are studied by the
Academic Dean, the divisional chair, and the respective department chair, and they
identify one or more candidates who may be asked for a campus interview. The
College will pay the expenses of travel, food, and lodging when candidates for
positions are brought to campus for interviews at the initiative of the College. In each
case the candidate's visit must be approved in advance by the Academic Dean.
Rarely is a position offered to candidates at the time of their campus visit. If candidates continue to have a serious interest in the position, they are asked to express that information to the College a day or two after departing the campus.

Meanwhile, a continuing evaluation of the candidate is made. Under normal circumstances, the Academic Dean and the appropriate division and department chairs evaluate the candidate(s) and recommend to the President of the College which candidate should be offered a contract. An expression of continuing interest received from the favorite candidate results in the appointment being recommended to the Board after which a contract is issued.

B. Appointments - Renewal of Contracts

Decisions concerning the reappointment of faculty members are made soon after the beginning of the calendar year. Contracts are ordinarily issued by the first of March for the contract year of mid-August to mid-May indicating the salary for the forth-coming year and other conditions of employment. Faculty members have 15 days in which to sign the contract and return it. Raises for the forth-coming year are always contingent upon reaching the budgeted FTE requirement.

Just as the faculty member trusts the integrity of the College when a contract is signed, the College trusts the integrity of a faculty member. Consistent with professional ethics, the College expects a faculty appointee to be bound by the contract when an agreement is made. Changes in faculty status (including but not limited to: compensation, office space, course loads) will not be made without prior consultation with the appropriate division chair.

C. Termination of Appointment

Non-reappointment of non-tenured faculty is recommended to the President by the Academic Dean and divisional chair. The recommendation is based on written evaluations by the Academic Dean and by the chair.

Advance written notice of non-reappointment is furnished by the College no later than January 15 of the spring semester of the academic year in which the appointment is ended.

3.08 CONTRACT PERIOD

Contracts for teaching faculty cover the period from one week prior to the first day of new-student orientation and registration and end one week after graduation.

3.09 SALARY

The salary of each faculty member is established by the Academic Dean and President based upon the individual's education, experience, rank, the general market conditions in his field, and the existing salary structure within the College. The Board of Trustees will have full and final authority over all salaries.

Salaries of faculty members, other than varsity coaches, who became employed prior to
the 1988-89 academic year, begin on September 1. Salaries for varsity coaches begin June 1, and salaries for faculty members employed beginning with the 1988-89 academic year begin August 1. Monthly disbursement is made on the basis of one-twelfth (1/12) of the salary. Checks are distributed on the last working day of each month.

It is the responsibility of each employee to keep the Business Office informed of any changes in income tax exemptions or salary deductions.

3.09.01 OVERLOAD PAY

Overload pay will be paid to full-time teaching faculty when the faculty member's instructional work load for the academic year exceeds twenty-seven semester hours or twenty-eight semester hours for some faculty teaching in the Department of Natural Science.

The rate of overload pay for the forthcoming academic year will be determined by the President and communicated to the faculty following the April meeting of the Board of Trustees. The rate for overload pay will specify a rate per instructional hour. The salary for courses of less than or more than three hours will be prorated on the basis of the salary for three credit hours.

3.09.02 SUMMER PAY

Full-time teaching will be compensated for summer school teaching according to a salary schedule set by the Board of Trustees. This salary schedule will specify a rate per instructional hour. The salary for courses of less than or more than three hours will be prorated on the basis of the salary for three credit hours. A minimum of seven paying students is required before a summer/May-term course may proceed.

Opportunities for summer teaching are ordinarily extended only to those who will be employed during the following academic year. Publication of a faculty member's name in a schedule of classes or bulletin does not constitute a contract for employment.

3.10 TEACHING LOAD

The official teaching load is twenty seven to twenty eight semester hours per academic year, excluding summer school. Exceptions may be made where contract hours, lab hours, etc., warrant special consideration. Three laboratory hours or hours of private instruction are equated to two hours of lecture. Occasional overloads in one semester may be offset by load reductions in the next. Reductions in the teaching load may be allowed for certain activities which make demands beyond those expected of each faculty member. Released time may be expressed in terms of equated hours or of percentages.

3.11 MOVING ALLOWANCE

Assistance for moving to the campus shall consist of the College paying the cost of the rent and customary vehicle expense for a U-Haul truck or similar vehicle. The maximum amount of assistance shall be $750.00. Reimbursement will occur upon the presentation of the proper receipts, invoices, etc.

3.12 FACULTY RESPONSIBILITIES

3.12.01 FACULTY MEETINGS AND WORKSHOPS

Faculty meetings are scheduled to meet once per month on the second Friday at 2:00 PM.
Additional meetings may be scheduled at the 2:00 PM on Friday as needed. The Academic Dean presides over the meetings. The faculty members are expected to attend these meetings unless prohibited by College business or emergencies. Normally, items to be included on the agenda are submitted to the Dean in advance of the meetings.

Normally two workshops are held each academic year, a fall pre-session workshop and one pre-session spring workshop. Other workshops, including post-session workshops, may be scheduled at the prerogative of the Dean and President.

### 3.12.02 MEETING CLASSES

Classes are expected to convene as scheduled. Under normal circumstances classes should meet for the time scheduled. If one expects to be absent for any reasons other than immediate emergency, he/she should notify the respective departmental or divisional chair and Academic Dean and ask assistance from within the division to care for the classes. Students may not be expected to wait more than ten minutes for a teacher, and lateness should only be occasioned by extraordinary circumstances.

### 3.12.03 COURSE SYLLABI, TEXT ADOPTION, CHANGE, AND TEXTBOOK ORDERS

#### 3.12.03.01 SYLLABI

Each instructor should file a syllabus for each course with the department chair, division chair, and Academic Dean. The syllabus should include a course number and title, course objectives, the instructional materials each student is required to have, the units or topics to be covered, the student activities expected, and the plan for evaluation and grading. Normally a copy of the syllabus should be given each student early in the course.

#### 3.12.03.02 ADOPTIONS AND CHANGES

Each professor is responsible for selecting appropriate textbooks for each of his/her courses in consultation with the department chair. In multi-section courses, it may be best for all professors to use one textbook selected by the department. Because of the expense, requiring or recommending several textbooks or supplemental readers for a single course is discouraged. Books should be reasonably current. To reiterate, as professionals, faculty should select texts with great care. Casual changes in texts should be avoided given the expense of such changes.

Faculty are directly responsible for assuring--in consultation with their respective department chair and the management of the Founders’ Bookstore--that students have textbooks available not later than the first day of class. The management of the Founders’ Bookstore is responsible for supplying faculty with the appropriate forms for ordering textbooks and for the timely ordering of books.

#### 3.12.03.03 ORDERS AND REORDERS

Department chairs estimate the enrollment in each course and section. These projections are reviewed in light of past enrollment by the Academic Dean, who may increase or decrease them. The bookstore manager orders books and other materials to be purchased by the students on the basis of the enrollment estimates, the stock on hand or believed to be in circulation, the schedule for offering the course, etc. Textbooks and other required materials and supplies should be purchased through the College rather than being handled by the teacher.
3.12.03.04 EXAMINATIONS AND DESK COPIES

Examination copies of textbooks to be considered for adoption should be requested directly from the publisher on College letterhead stationery. A desk copy of a textbook being used may be requested from a publisher on College letterhead stationery. In an emergency, a copy may be secured at the bookstore by signing a charge slip. The complimentary copy may then be turned into the bookstore for credit when it is received.

3.12.04 GRADE REPORTS

Grade Reports are to be submitted in the form specified by the Registrar and in strict accordance with the announced date of submission. Grade reporting is at the very heart of the institution’s essential educational and degree-granting mission. Even minor lapses in proper grade reporting by an individual faculty member can disrupt the proper and timely dissemination of grade reports to hundreds of students and their parents. Failure to submit grade reports, the submission of incomplete grade reports, the un-excused delay in submitting grade reports all constitute a serious breach of professional responsibility.

3.12.05 ATTENDANCE RECORDS AND REPORTING

Each faculty member is required to keep a record of attendance in each class. Attendance should be checked each time the class meets. Excessive absences should be reported to the Academic Dean's Office. The attendance record for each student must be recorded on the official grade report at the end of each semester.

3.12.06 CLASS ROLL BOOKS

Class roll books may be secured from the Registrar's Office. Attendance and performance records should be maintained in the books. All roll books must be turned in to the Registrar's Office whenever an instructor terminates his/her services with the College.

3.12.07 OFFICE HOURS AND WEEKLY SCHEDULE

Each faculty member shall schedule some office time each school day for consultation with students and colleagues. A minimum of ten hours per week shall be scheduled for office hours. The faculty member is expected to devote a minimum of thirty hours per week to on-campus academic duty. This includes class time, lab time, office hours, committee duties, and sponsorship of College activities for which there is no additional compensation. The scheduled classes and office hours should be posted on the office door and should be recorded with the Academic Dean at the beginning of each semester.

3.12.08 CURRICULUM CHANGES

To add or modify courses or programs as necessity requires and resources permit is not only the prerogative but also the obligation of a college. Since every course or program is a team effort and no course or program stands alone, broadly-based decisions are both wise and necessary if the team spirit is to be preserved and new courses are to be carefully integrated.
Curriculum changes may be initiated by a member of the faculty, a group of students, or the administration. The procedure outlined below should be followed in the addition or modification of course offerings:

- Proposals for new course offerings or the modification of existent offerings should be submitted in writing, with separate copies for the appropriate department and/or division chairman, the academic dean, and the Academic Affairs Committee. Each proposal should include:
  - A tentative course title;
  - An abbreviated syllabus;
  - Objectives for the course;
  - A rationale.

- Before submission of a proposal the following factors should be considered and dealt with as necessary:
  - Appropriateness to the College's purpose, aims, and character;
  - Student demand for the course;
  - Cost to the institution;
  - Availability of personnel;
  - Long-range effects;
  - Library and media support;
  - Number of required and elective courses available in a field, proliferation of courses is to be avoided;
  - Possibility of grants.

- Proposals should be submitted sufficiently in advance to permit these procedures to be carried out and to allow for full faculty discussion.

- Proposals shall be referred to the Academic Affairs Committee, which shall review each proposal, shall make the reactions of the Academic Dean and the division chair a matter of record, and shall prepare and submit for faculty action recommendation as to the disposition of the proposal.

- Once approved by the faculty, the proposal shall be submitted to the administration for implementation, for Board approval, or for further action as required.

### 3.12.09 CHANGE OF GRADE

Requests for change of grade involving clerical or computational error by an instructor will be processed by the office of the Registrar without action by the Academic Affairs Committee. A request for a change of grade must be made by the faculty member within six weeks of the end of the semester or term in question. Formal petitions by students not involving errors cited as follows will be adjudicated by the Academic Affairs Committee:

- Clerical error
- Error in recording grade
- Transpositional error
· Error in transferring grade to Final Class List
· Miscalculation
· Computational error
· Error in scoring final exam
· Test or assignment grade not recorded
· Papers misplaced by instructor - found after grade was recorded

3.12.10 CREDIT BY DIRECTED INDIVIDUAL STUDY

If a student can show need or deprivation in his academic career, he may apply to the Academic Dean for permission to take a course not currently offered but included in the curriculum by Directed Individual Study. (See current College catalog for details.) The tuition fee for directed individual study will be in addition to the regular semester tuition charge. The College will compensate the respective faculty member at the rate of 60% of the tuition charged the student. The course must be completed within the term in which the course was begun.

3.12.11 CREDIT BY EXAMINATION

Tests for credit by examination will be offered on a division basis and on an “as needed” basis once each semester on a designated Saturday under the Supervision of the Divisional Chairperson. The instructor giving the test will be awarded 50% of the applicable tuition for a maximum of two students regardless of the number tested.

3.12.12 ATTENDANCE OF REGULARLY SCHEDULED ACTIVITIES

Except when ill, out of town on approved business, or otherwise specifically excused, full-time faculty members are expected to participate in faculty meetings, workshops, special all-campus events, Homecoming, and Commencement exercises. Chapel attendance is particularly important for the example set before students. Administration and faculty are encouraged to participate in as many other student activities as time will allow.

3.12.13 DEPARTMENT AND COMMITTEE MEETINGS

Whenever possible, department and committee meetings should be held on a monthly schedule or planned and announced several days in advance of their occurrence. They should be planned so faculty and student members can attend, and every effort should be made to be prompt and regular in attendance. Minutes should note those attending and those absent.

If students are present, as in meetings of most regular College committee planning and evaluation sessions, their participation in the discussion should be encouraged. Continuous improvement will be facilitated by constructive suggestions from faculty and students on curriculum, instruction, activities, and procedures.

3.12.14 UPHOLDING COLLEGE POLICIES

All employees and students may propose and advocate policy change and seek exceptions and reconsideration, but the employee is expected to uphold existing policies until they are changed.

Employees should be careful not to demean one another, to encourage disregard for College policies, or to encourage disrespect for the considered judgment of individuals or committees responsible for various aspects of the College. Criticism and complaints should be
directed to the person or group to which they refer, and every effort should be made to resolve problems and conflicts amicably. Discussions should be private and not before students.

3.12.15 BUSINESS AND POLITICAL ACTIVITY

The College cooperates with the business community and government, and business and political speakers are invited to campus from time to time. Good citizenship and participation in government are encouraged. It should always be remembered, however, that the College is nonpartisan and should not be used for personal or political advantages. Candidates for office may visit the campus and may be endorsed by individuals, but it should always be clear that the individuals speak for themselves and not for the College.

3.12.16 INSTITUTIONAL ADVANCEMENT

Employees provide leadership for alumni and other donors to the College through their voluntary contributions, recruitment of prospective students, and assistance in identifying or contracting potential donors. Most faculty and staff members make monthly contributions through payroll deductions. Others make quarterly, semi-annual, or yearly donations. Special purpose contributions, such as memorial gifts to the Library Book Fund are welcomed. Some favor the College in their wills. For details contact the Vice-President for Development.

Every full-time employee of the College is expected to participate in the giving campaign of the College.

3.12.17 CALENDAR OF EVENTS

The date, time, and place of activities and programs should be submitted to the Dean of Students as far in advance as possible so that conflicts may be avoided.

Faculty sponsors are asked to discourage or limit the scheduling of extra-curricular activities during midterm and final examination periods and the week preceding fall and spring finals. Trips should not be scheduled during examination periods.

3.12.18 SURVEYS AND DISSEMINATION OF INSTITUTIONAL DATA

Any person who wishes to engage in research that involves the total institution or subgroups of the institution must obtain a clearance for such research from the Academic Dean. The procedure to be followed includes the submission of a brief proposal including (1) the objectives of the project, (2) the population to be studied, (3) the procedures to be used to collect data, including samples of questionnaires, (4) the statistical treatment to be applied to the data, and (5) the proposed dissemination of the results.

After the proposal has been approved, the data collected and conclusions drawn, the project will be reviewed and approved by the Office of Academic Affairs before dissemination of results and conclusions.

3.12.19 SPONSORSHIP AND SUPPORT OF STUDENT ACTIVITIES

3.12.19.01 SPONSOR'S RESPONSIBILITIES

Faculty members are expected to sponsor a student organization or activity. The Dean of Students assists the clubs in their selection of sponsors. It is the duty of the sponsor to attend all
meetings, to see that the club is properly organized, to stimulate interest and enthusiasm by exercising leadership, to advise the club on its activities, programs, and projects, to discourage any large indebtedness, and to maintain proper decorum.

A club's constitution and by-laws and a list of its current officers and sponsors should be on file in the Office of Student Affairs.

3.12.19.02  CHURCH AND COMMUNITY SERVICE

    Employee involvement in church and civic activities provide visibility and bring good will to the College, and is encouraged.

3.12.19.03  OFF-CAMPUS AND/OR FIELD TRIPS

    Off-campus or field trips may provide learning opportunities not available on campus. They should be planned so as to minimize, to the extent possible, interference with classes and other school responsibilities. These trips should be approved by the appropriate administrator -- the President, the Academic Dean, Dean of Students, or Vice President for Business Affairs -- before a faculty member takes a class off campus. If a school vehicle will be needed for transportation, this should be reserved in the Maintenance Office as early as possible.
    Field trips related to instruction may be budgeted and supported from departmental operating expenses. Students may contribute to personal or other expenses of a trip. Except for travel-study programs, students should not be required to participate in extended or expensive field trips. In some cases this will require provision of alternatives.
    Off-campus activities should be scheduled so that students will not be away from classes during the week before the date midterm grades are due nor during the last class periods before final examinations.
    If a school vehicle will be needed for transportation, this should be reserved in the Maintenance Office as early as possible.
3.13  FRINGE BENEFITS

It is essential that the employee make application for the applicable fringe benefits upon initial employment in order to avoid providing proof of eligibility.

3.13.01  HOSPITALIZATION INSURANCE

All full time permanent employees are eligible to participate in a group dental/hospitalization plan. The College pays the full premium of a single policy for the employee. The employee has the option to participate as an individual or to include the family at additional personal expense. There is a one-month waiting period. For coverage to begin on September 1, all paperwork must be completed in the Business Office prior to August 1. Application for this benefit must be filed in the Business Office.

3.13.02  LIFE INSURANCE

Participation in a group, term-life insurance policy is available for each full-time, permanent employee. The College will pay one-half of the premium on a policy which provides insurance for 2.5 times the annual salary. A physical examination may be required if one does not participate at time of employment. Application for this benefit must be filed in the Business Office.

3.13.03  SALARY CONTINUANCE INSURANCE

The College pays the premium for salary continuance insurance. This provides 66 2/3 percent of the base monthly salary received immediately prior to commencement of disability, subject to a maximum of $3,000 per month. This monthly disability benefit is reduced by the monthly pro-rata portion of any benefits payable under any state, federal, or employer's sponsored disability plan. Application for this benefit must be filed in the Business Office.

3.13.04  ANNUITY BOARD RETIREMENT PLAN

Williams Baptist College participates in the Southern Baptist Convention Annuity Plan. During the first year of employment, the College will match 3% of the employee's annual salary. After the first year of employment, for employees contributing 4% or more, the College will contribute 5%. Five percent is the maximum College contribution. Application for this benefit must be filed in the business office.

3.13.05  SOCIAL SECURITY

Federal law requires the College to pay social security taxes on all employees who are not licensed or ordained ministers. One-half of this tax is withheld from the employee's check and the other half is paid by the employer. As present federal law regards licensed or ordained ministers as self-employed persons, the College cannot include them in their regular social security program. But the law requires licensed or ordained ministers to participate in social security. The College will pay one-half of the tax which the minister is required to pay on the salary he receives from the College. For the ministers filing quarterly reports, this one-half of the social security is to be paid by the individual and refunded by the College at the end of each calendar year.
The following persons are eligible for benefits under the Employee Scholarship Plan:

- Full-time employees
- Spouses of full-time employees
- Dependent children of full-time employees

For the purposes of this plan, dependent children are defined as a dependent student by the FAFSA (Free Application for Federal Student Aid).

Recipient’s Responsibility: 
Before eligible persons may qualify for this plan, they must satisfy all requirements for admission to Williams, complete all necessary financial aid forms and accept all Federal, State, and Outside (any non-college related aid) Financial Aid for which they qualify (excluding loans).

An Employee Scholarship Plan application must be filed with the Office of Financial Aid by February 1 for the fall semester and October 1 for the spring semester. An application must be filed for each semester of attendance.

The intention of the plan is to assist employees and their families with tuition and double occupancy residence costs, rather than covering all related educational expenses.

The Plan Covers:
- Tuition charges according to the restrictions below
- Double occupancy room charges

The Plan Does Not Cover:
- Textbooks
- Private Music Fees
- Lab Fees
- Student Activity Fees
- Directed/Independent Study
- Private Room Charges
- Cafeteria Charges
- Audits
- Online Classes
- Coursework towards a second baccalaureate degree

Restrictions:
For Employees:
- Scholarship dollars will be applied to 100% of outstanding tuition charges.
- Employees must complete the course with a grade of C or better or reimburse the College for the tuition charges.
- If an employee withdraws from the class, the employee must reimburse the College for the tuition charges.
- If employment is terminated during the semester, the scholarship will be prorated.
Employee enrollment will not be used to determine if there is a sufficient number of students to make a class.
With the approval of the immediate supervisor an employee may enroll in one class per semester at WBC.

For Spouses:
Scholarship dollars will be applied to 100% of outstanding tuition charges.*
Spouses must maintain a 2.0 cumulative GPA to continue to receive this scholarship.
If the spouse withdraws from the class, the semester’s tuition charges will be prorated.
If the College employed spouse’s employment terminates during the semester, the scholarship will be prorated.
There is a one year waiting period from the date of hire for this benefit.
Spousal enrollment will not be used to determine if there is a sufficient number of students to make a class.

For Employee’s Legally Dependent Children:
Scholarship dollars will be applied to 100% of outstanding tuition charges.*
Dependent children must maintain a 2.0 cumulative GPA to continue to receive this scholarship.
If the parent’s employment terminates during a semester, the scholarship will be prorated.
Dependent children’s enrollment will not be used to determine if there is a sufficient number of students to make a class.

If an employee’s dependent unmarried son or daughter desires to live in the residence halls, requests may be made to the Director of Student Housing and permission may be granted under the following conditions:

Priority will be given to dependents of employees who live off campus.
Permission may be granted after the last day of registration, depending on room availability.
If a private room is available, the employee would be required to pay the difference between a private room and a double occupancy room.
Permission is granted on a per-semester basis. The cost for eating in the cafeteria would be paid by the dependent or employee at the same rate as other resident students.

*Outstanding charges are defined as any tuition charges less any Federal, State, and Outside aid.
Williams Baptist College Employee Scholarship Plan Application
(Read Policy 3.13.06 prior to completing this form.)

This application must be completed for each semester of attendance. Approved applications must be submitted to the Financial Aid Office. Applicant must apply for any Federal, State, and Outside aid that he/she may be eligible for.

Student Name ______________________________ SS# ______________________________

Address ________________________________________________________________

Employee Name ______________________________ Position ________________________

Address ________________________________________________________________

Degree Working Toward _____________________________________________________

Anticipated Completion Date _____________________________________________

Planned number of hours ______ Semester (circle one) Fall Spring Summer

_________________________________________ Date _____________________________

Student Signature Date __________________________

_________________________________________ Date _____________________________

Employee Signature Date __________________________

(Policy 3.13.06; Attachment A)
3.13.07 HOUSING

The College furnishes housing for faculty and administration and encourages them to take advantage of that benefit. To enable the faculty member to participate fully in the life and activities of the College, community residence within the area is expected except during leaves of absences and vacation periods.

Employees who are eligible for free housing shall be entitled to College housing only for the purpose of full-time occupancy. Any employee who has possession of a house and does not maintain full-time occupancy shall relinquish possession of the house. Any employee planning to be absent from the house under his/her possession for a period to exceed six weeks shall direct a request in advance to the President if he/she wishes to maintain possession of the house.

When an employee is no longer in the employment of Williams Baptist College, the house is to be vacated within thirty (30) days of the end of the current contract period. In response to a written request by the former employee the President may exercise the prerogative of extending the period to July 1.

There are 27 houses located in the College housing area. Houses not used by employees are rented to students. All houses on College Avenue are exclusively faculty/staff houses. All houses on Faculty Drive and 434, 444, and 456 Eagle Drive, to the extent possible, are also set aside for faculty/staff housing. Since some of the houses are larger than others, an employee may elect to move if a more desirable house becomes vacant. Notices are sent to each employee living in faculty housing announcing that a house has been vacated. Those desiring to move into the vacated house have two weeks to notify the Business Office. All decisions are based on seniority of employment. In the event that an eligible employee member living off campus desires to move into College housing, that employee must notify the Business Office of that desire. This request would be considered on the same seniority basis when the next house becomes vacant.

A $250.00 cleaning deposit is required prior to moving into Campus Housing. If the services of the housekeeping and/or maintenance staff are required for cleaning purposes before the house can be occupied again, the cost of labor and cleaning supplies will be deducted from this deposit prior to refunding the deposit.

3.13.08 SICK LEAVE -- BEREAVEMENT LEAVE

Sick leave shall accumulate at the rate of one day per month with a maximum of fifty (50) days accumulated. Faculty members are eligible for 9 days per year. The official record of absences due to illness will be maintained in the Business Office. Each faculty member is responsible for reporting in writing to the respective Division Chair absences due to illness or bereavement. This report should be made the day the individual returns to work. The Division Chairs will be responsible for reporting divisional absences to the Business Office on a monthly basis. Sick leave may also be used to care for immediate family members: spouse, child, mother, or father. It may also be used for the bereavement of the before mentioned, as well as immediate in-laws, siblings, and grandparents, up to a maximum of 3 days.

The Family and Medical Leave Act of 1993 (FLMA) allows eligible employees (male or female who have worked at Williams for at least 12 months, and for at least 1,250 hours during the 12 months preceding the start of the leave) to take up to 12 workweeks for leave, during any 12-month period for specified reasons. Any accrued sick leave will be considered a part of the allowed 12 workweeks. The employee will receive the regular compensation for the accrued sick leave. The remainder of the leave will be leave without pay.
With some exceptions, the FLMA requires that employers provide each returning employee with the same position or with an equivalent position with equivalent benefits, pay, and conditions of employment. The College maintains health insurance coverage for employees during leave under the regular group health plan. However, if the employee does not return from a leave for reasons other than a continuation, recurrence, or onset of a serious health condition, the employee will be required to repay the College for the cost of the premium during the leave period.

The employee must provide at least 30 day’s notice when the leave is foreseeable, such as for the expected birth or adoption of a child. When this is not possible, employees are required to provide as much notice as is practical.

3.13.09 PERSONAL NECESSITY LEAVE

Faculty members are eligible for 2 personal necessity leave days per year. No personal necessity leave days may be taken unless previously approved by the immediate supervisor. A written report should be made to the Division Chair the day the individual returns to work. Division Chair persons will report personal necessity leave absences when reporting monthly sick leave absences. No personal necessity leave days will be taken unless they are previously approved by the immediate supervisor. Personal necessity leave is non-cumulative.
3.14 FACULTY DEVELOPMENT

3.14.01 TRAVEL EXPENSES FOR PROFESSIONAL MEETINGS

The College encourages faculty members to participate in professional meetings related to their fields of teaching. Faculty development funds are budgeted each year. Each faculty member is provided a request form at the beginning of the academic year. These requests are reviewed by the Academic Dean with the assistance of the Academic Affairs Committee of the faculty. The amount allotted toward each request depends upon the needs of the individual faculty member, the respective department, and the institution in general. An effort is made to provide funds for each faculty member to attend at least one professional meeting each year. Faculty are also encouraged to apply for Faculty Scholarship Funds. These funds, administered by the Academic Affairs Committee are reserved for faculty pursuing significant research.

3.14.02 FACULTY SCHOLARSHIP FUND

All full-time faculty are invited to apply for Faculty Scholarship funding. Applications should be made directly to the chair of the Academic Affairs Committee; (the Dean’s Office will inform the faculty of deadline[s] for application). Applications should be detailed and substantive and should include a cover letter, relevant supporting documentation and a proposed itemized budget for the project or activity to be funded.

Distribution of the Faculty Scholarship Fund is based upon the following criteria:

1. Faculty members invited to participate in selective scholarly projects or programs
2. Faculty members making formal peer reviewed presentations at scholarly meetings or exhibitions
3. Faculty wishing to do research on projects that will ultimately result in peer reviewed performances, publications, or exhibits
4. Meet requirements for matching institutional support for grants and other awards
5. Support research activities of faculty members willing to lead faculty workshops and colloquia in areas of: faith and learning integration/effective grant writing/more effective teaching and mentoring, etc.
6. Complete an approved program of personal intellectual development involving a prescribed course of travel, research, reading, and tutelage *(by peer or peers not affiliated with Williams)
7. Faculty members developing scholarly programs or colloquia to be hosted by Williams

*Awarded grant funds must be spent in the calender year (unless the AAC specifies otherwise). The AAC will award up to four “scholarship grants” each year. The AAC will have the discretion to award a single grant or no grants in any given year. Faculty may only receive two consecutive grants. The decision of the AAC is final.
3.14.03 STUDY AT OTHER INSTITUTIONS

Study at other institutions during the academic year by faculty members will be restricted to Saturday and night classes by special permission of the Academic Dean and the President. Permission may be secured by writing a special request, giving full details and presenting it to the Academic Dean. The faculty member wishing to attend night classes during the week, Monday through Friday, may be granted the privilege provided one does not leave campus before 3:30 p.m.

3.14.04 COLLEGE ASSISTANCE AND IN-SERVICE TRAINING

Faculty members pursuing a program of study that has obtained the approval of the Academic Dean and President, will receive assistance from the College to the extent that funds are available in the Faculty Development Fund.

3.14.05 OBLIGATION OF PERSONNEL RECEIVING EDUCATION AID

Any person receiving assistance for training while in full-time employment of the College is obligated to remain with the College for at least one year following the receipt of funds.

3.14.05 TUITION ASSISTANCE PROGRAM (TAP)

The Tuition Assistance Program is designed specifically for current, full-time faculty members seeking terminal degrees. The provisions of the program are outlined below. Questions concerning this program should be directed to the Academic Dean.

The College will provide, on a first-come basis, up to $2,000 per fiscal year* for current full-time faculty enrolled in accredited doctoral level work in the teaching field. Candidates for TAP funds must have been admitted into a doctoral program or demonstrate that the courses being pursued will apply toward a specific doctoral program. This grant is renewable for four years. TAP money may only be used to defray direct costs (tuition and books).

Applications for TAP funds must be made in writing to the Academic Dean by July 1 each year. Application letters must include specific information on credit courses/research/dissertation hours to be taken and/or costs of books, lab manuals, or other specific, course-related, required supplies. If advance allocations are approved, the applicant must furnish official documentation, detailing the expenses for which an advance allocation was made. This documentation must be on file in the Academic’s Dean office within thirty days of the end of the semester for which an advance allocation was made. When in doubt concerning an applicant’s requisition, the Academic Dean may require a letter from the applicant’s doctoral advisor clarifying or certifying the applicant’s expenses.

If an application is rejected, the applicant may appeal the Dean’s decision to the President of the College. The appeal must be made within 30 days of the written notification of a rejected application. (The President may refer the appeal to a standing or ad hoc committee.)

The Academic Dean will authorize the payment for documented doctoral level work. Receipt of TAP funds requires that applicants agree to teach at Williams for one semester per each $1000** of TAP funding: 1) beyond the termination of their doctoral degree program, 2) or
beyond the time that they have been inactive (stopped out of the doctoral program) for one fiscal year. Failure to comply with these stipulations will require repayment of all TAP fund allocations at a rate of $1,000 from the date of termination of service at Williams.

* Multiple applications may diminish the amount available to individual applicants. Grants of less that $100 will not be considered.

** All lesser amounts of TAP funding ($100 to $999) will likewise obligate the faculty member to a minimum of one semester of service as indicated above.
4.00 GENERAL PERSONNEL POLICY

4.01 RETIREMENT AGE

The College considers 70 to be the normal retirement age. Faculty members become eligible for retirement benefits at age 65.

4.02 LEAVE OF ABSENCE

Leave of absence is arranged between the individual and the Administration. Details concerning leaves of absence will vary according to the circumstances involved. Summer leaves for study or travel are encouraged.

4.03 CHURCH DUTIES

Each faculty member and staff member of the College is expected at all times to maintain consistent and sincere church relationships. It has never been the policy of the Board or of the Administration to designate the church that anyone should attend, but it is their policy to expect everyone to attend the services in the community where they live. Faculty members should consider that the example set forth in this area is a tremendous influence upon students who attend the College. People who are faithful in church attendance encourage students to give proper consideration to their own spiritual responsibilities.

4.04 STAFF REDUCTION POLICY

The purpose of the Staff Reduction Policy is to provide a mechanism and plan for achieving a defensible balance for meeting the financial realities faced by the institution, the educational obligations to the students, and the well-being of the employees of the College. Factors which might compel retrenchment are as follows: reduced enrollment, reduced level of financial support, inflation, and changes in student course selection.

Steps on which staff reduction plans will be based:

- Up-to-date data on enrollments, courses, and programs will be maintained and trends projected.
- Courses and programs where over-staffing or under-staffing presently exists or appears likely to occur will be pinpointed.
- Reduce non-salary expenditures where feasible.
- Encourage voluntary leaves and retirement.
- Re-assignment of personnel when formal preparation will permit.
- Terminations will occur when required, as follows:

  ▶ In over-staffed course and program areas in the following order:
    ■ Temporary part-time.
    ■ Continuing part-time.
    ■ Full-time faculty, not-tenured and tenured administrators, and staff.

  ▶ If the reduction resulting from the above is not sufficient, additional reductions will be made in the following order in all divisions to the extent required by the
circumstances:
- Temporary part-time.
- Continuing part-time.
- Full-time faculty, non-tenured, administrators, and staff,
- Full-time faculty, tenured.

- Terminus will be recommended by the President, appropriate Vice-President and Division head on the basis of the above steps and acted upon by the Board of Trustees.

- Terminated personnel will be provided the following:
  - A written statement of the basis of the decision to terminate.
  - A description of the manner in which the decision was reached.
  - Information and data which were used in reaching a decision.
  - An opportunity to respond.

4.05 COMMUNITY PARTICIPATION

Each faculty member is considered a citizen of the community and county in which they live. They are expected to maintain good relations as a citizen, participating in community affairs which are consistent with Christian principles and the highest traditions of the educational profession.

4.06 OTHER EMPLOYMENT

Outside employment may be permitted but is not encouraged and definitely should in no way limit the employee in his service with the College. Faculty members desiring to undertake additional employment of any nature are expected to check with the Division Chair, the Academic Dean, and President concerning such employment. Part-time work such as church work is permissible, subject to review by the Administration, so long as it does not detract from the individual's performance of his/her College responsibilities.

4.07 CHRISTIAN LIFE STYLE

4.07.01 STANDARDS OF CONDUCT

All Williams Baptist College faculty and staff are expected to live an exemplary Christian life both on and off campus. This section will specify certain specific expectations and indicate the disciplinary process which will be followed if a faculty member violates the College’s standards of Christian conduct. [The specific expectations listed below should be viewed as examples and do not constitute the entire corpus of such expectations. Whenever in doubt concerning an expectation, faculty should consult with their immediate supervisor and/or the Academic Dean and President.] Again, the standards described below do not constitute an exhaustive list of “Christian conduct expectations.” Other expectations (e.g. essential and basic, personal, and professional civility) also are included in this broader definition of Christian conduct that is expected of all employees. Despite these high expectations of Christian conduct, the College recognizes that incidental lapses in good judgment or conduct may occur, but it must be understood that patterns of misconduct will not be tolerated.
**Alcohol-Illegal Drugs:** The College expects that all employees will neither consume nor engage personally in the production, sale, or distribution of beverage alcohol or illegal drugs.

**Sexual Relationships Outside of Marriage:** The College expects that all employees should refrain from all sexual relationships outside of marriage.

**UNLAWFUL HARASSMENT POLICY:** (Revised 9-28-09) The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile or offensive work or educational environment. Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive, and that is sufficiently severe to alter the conditions of an employee's employment or a student's education or employment. It also may refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities. Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the manner in which an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct, or other performance issues) is not considered to be an example of unlawful harassment.

**Examples of Harassment:** Harassment can take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment. Conduct that is part of a consensual relationship is not considered harassment, but only if the relationship is freely and mutually agreed by both individuals. A prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.

*Harvey A. Silvergate, David Frency, Greg Lukianoff, Guide to Free Speech on Campus. Philadelphia: foundation for Individual Rights in Education, 2005. P. 83. The Supreme Court has held... that for students at colleges and universities, behavior, to qualify as “hostile environment” discriminatory harassment, must be “unwelcome” and “discriminatory” speech or conduct, undertaken “because of” an individual’s race or gender. The behavior must be so “severe,” “pervasive,” and “objectively offensive” that it has the “systemic effect” of denying the victim “equal access” to education.

**As a private, religiously-based institution the College reserves the right to restrict employment to individuals who share the core tenets of a traditional, evangelical Biblical theology and lifestyle.**

(See Appendix D for sexual harassment complaint procedures.)

**Criminal Behavior:** The College requires all employees to demonstrate due regard and respect for law. In the event one of its faculty or administrative staff members is in jeopardy before the law, either for the sake of conscience or for the purposes of testing the validity of particular
provisions of law through deliberate violation, the College will not seek to protect him or her from due process of law. Regardless of the action of the courts, however, the College reserves the right to determine whether a faculty member is fit to retain membership in the academic community.

**Profanity:** The College expects all employees to refrain from the use of profanity.

**Policy on Sexual Behavior Related to Personnel and Students (REVISED 09.21.2012)**

Williams Baptist College was founded in 1941 by Baptists. It is an institution of the Arkansas State Baptist Convention. As a Christian academic community in the Baptist tradition, we believe that men and women are created in the image of God. We affirm the intrinsic worth of every individual.

We respect and appreciate cultural backgrounds other than those of our own. We respect opinions and attitudes other than our own. We seek to show honor, respect, and dignity to all individuals.

In accordance with scripture, we believe that the cornerstone of a Christian sexual ethic is faithfulness in marriage between a man and a woman and abstinence in singleness. Sexual activity outside the biblically-sanctioned marriage relationship falls short of God’s desire for humanity.

Thus, Williams Baptist College holds to a biblical sexual ethic and definition of sexual identity. But because we believe that all men and women are created in the image of God, we believe in the love and grace of God for all people, for those who live by a traditional sexual ethic and those who do not.

Based on our understanding of biblical standards, the values of the College community do not condone sexual impropriety, such as the use of pornography, pre-marital sex, adultery, co-habitation on or off campus, homosexual activity including same-sex dating behaviors, and all other sexual relations outside the bounds of marriage between a man and a woman. Williams does not endorse or approve of the trans-gendered lifestyle. Thus, we welcome all qualified individuals to our campus, but we do not condone sex-related behaviors that are contrary to our values and our interpretation of scripture {Genesis 1:26-28, Genesis 2:23-24, Leviticus 19:2, Micah 6:8, 1 Corinthians 6:18-20, Galatians 5:16-26, Ephesians 5:1-4}.

The prohibition of these behaviors is expressed herein with respect and love to all those individuals who disagree with this policy. We treasure the freedom of conscience under God that He grants to all humans and we seek not to rob any individual of that freedom. Yet, herein we seek to exercise our freedom of conscience to unapologetically affirm a traditional Christian sexual ethic and require that all who are employed and/or enrolled adhere to this standard.

**4.07.02 VIOLATION OF STANDARDS OF CONDUCT**

If a faculty or administrative staff member’s behavior is not consistent with the College’s standard of conduct, a penalty ranging from warning or reprimand to immediate termination may be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. If there is evidence of a serious breach of the College’s standard of conduct (e.g., a felony crime or serious moral turpitude) the President has the authority to suspend the faculty member pending the resolution of the charges. The specific penalty imposed will be determined by the President of the College.
4.07.03 CHAPEL AND RELIGIOUS ACTIVITIES

All full-time faculty and administrative staff are expected to participate in religious emphases and activities sponsored by the College for personal enrichment and as an example and encouragement to their colleagues and to students.

All full-time faculty are expected to attend chapel on a regular basis. Chapel affords an opportunity to share in the joys and sorrows experienced by the College family and is vital to enhancing the spirit of Christian community. No meetings or activities should be scheduled during chapel services.

4.07.04 CHURCH MEMBERSHIP

Williams Baptist College is owned and operated by the Arkansas Baptist State Convention and the faculty and administrative staff are expected to adhere to the College’s Mission Statement. It is required that all faculty and administrative staff be persons who have accepted Jesus Christ as Lord and Savior, and who are active members of a local Christian church which adheres to an evangelical faith consistent with the historic religious beliefs of Southern Baptists.

Preference in employment is given to those who are active and loyal members of Southern Baptists churches. If an employee is a Southern Baptist, he or she is expected to be faithful in their participation in a local Southern Baptist church. If not a Southern Baptist, then the employee must maintain loyal participation in a local Christian church which adheres to an evangelical faith consistent with the historic religious beliefs of Southern Baptists. People who are faithful in church attendance encourage students to give proper consideration to their own spiritual responsibilities.

If a faculty or administrative staff member’s denominational affiliation changes, the faculty or administrative staff member must inform the President of the College. In a conference with the President, the faculty or administrative staff member’s future relationship with the College will be determined.
4.08 COMPUTER USE POLICY

4.08.01 GENERAL PRINCIPLES:

The use of campus computers and campus sustained computer/e-services (including e-mail, internet, College provided software and hardware) is a privilege and not a right. And while the College attempts to encourage a thorough engagement of students, faculty, and staff with a comprehensive array of e-services, it by no means concedes its responsibility to supervise these services in a manner consistent with College's philosophy and existing regulations.

Misuse of Williams Baptist College Computers and E-Services:

Use of campus computing equipment and e-services (including e-mail, internet, College provided software and hardware) for any and all illegal activities is strictly prohibited (including, but not limited to: “using electronic communications to violate the property rights of authors and copyright owners; violating any software license or copyright, including copying or redistributing copyright software. . . . defamatory remarks . . . and the transportation of obscene materials across state lines”

Moreover the College prohibits the use of College computers and campus e-services (including e-mail, internet, College provided software and hardware) for:

1. Obscene purposes (accessing, distributing, creating obscene material).
2. Injurious conduct (personal attacks on others characterized by slander, defamation, threats, intimidation).
3. Importation of materials without regard to the impact those materials may have on the overall quality of services for other users of campus e-services.
4. Personal activities (beyond those normally associated with the use of telephones or other campus information systems).
5. Employing campus computers or e-services in any dishonest manner, including but not limited to the fabrication of research data and information.
6. Reading other users' information or files without written permission.
7. Circumventing campus system logon(s) or other security measures.
8. Modifying or removing campus computing equipment without authorization from the Director of Campus Computing Services.
9. Commercial use of campus computers and e-services without the express written consent of the President.

Privacy notification:

User privacy of campus computing services is not guaranteed. **Warning:** All e-mail sent to or from this address (any and all computing equipment owned by Williams Baptist College) will be received and or otherwise recorded by Williams Baptist College e-mail system and is subject to archival, monitoring or review by, and/or disclosure to, someone other than the recipient.

Sanctions:

Supervisors are expected to enforce the Computer Use policy, reporting suspected
violations to the President and/or the Vice President for Academic Affairs. Those violating Computer Use policy are subject to penalties ranging from official reprimand, to permanent suspension of campus computing privileges, to dismissal.

**Warning**: faculty and staff are responsible for the proper use of the computing equipment assigned by Williams Baptist College for their professional use: this means that faculty and staff place themselves in a potentially compromised position when they allow others to use their assigned equipment.

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Policy statements, appended from the University of Nebraska and Vanderbilt University.

4.09 **TOBACCO USE POLICY**

Williams is a tobacco free campus.
5.00 OTHER SERVICES, DUTIES, REGULATIONS, AND POLICIES OF INTEREST

5.01 SECRETARIAL HELP

The College does not have sufficient staff to provide full-time secretarial help for each faculty member or department. However, student help is made available through the work-study program to each faculty member who needs clerical assistance. Requests for student help are coordinated through the Office of Financial Aid.

5.02 THEME READERS AND PAPER GRADERS

In general the College expects members of the faculty to keep in personal touch with their classes by reading their students' theme and term papers themselves. It is recognized that certain types of exams may very well be graded by student helpers. The faculty members are at liberty to use their student aids for this purpose when suitable.

5.03 DUPLICATION SERVICE

Equipment and materials are made available to the members of the faculty for the duplication of examinations and other such materials related to their instructional task and the business of the College. The equipment is located in the work-supply room of the Maddox Center and in the Media Center in the Sloan Center.

5.04 TELEPHONE SERVICE

Each faculty member is assigned an access number which must be entered immediately after dialing a long-distance number. Work-study students should never be given the access number. The system automatically generates a computer printout of all long distance calls for each access number. Charges for all long distance calls are charged to the respective departmental budgets.

Long-distance calls must be restricted to College business by College personnel.

5.05 FACULTY OFFICES

Offices are provided for all full-time instructors. Keys for academic buildings and offices are requisitioned through divisional chairs and the Academic Dean. Upon termination of services, keys are to be submitted to either of the above mentioned.

5.06 FACULTY PARKING

Designated faculty and staff parking is provided within the vicinity of each classroom building. Parking stickers are provided for each faculty or staff vehicle by the Student Affairs Office.

5.07 MAINTENANCE OF FACULTY AND STAFF HOUSING

The College shall be responsible for the general maintenance of houses furnished to the administrative officers, teaching faculty, and eligible staff personnel. Such maintenance shall
include:

- Roof repairs and periodic repair and painting of exterior walls.

- Interior painting if needed when employee first occupies house. If interior is in good condition, expense of re-painting to color scheme desired by employee shall be borne by employee. After employee has occupied a house (apartment), repainting shall be done at College expense not more frequently than once every 7 years.

The College shall be responsible for maintaining the heating systems, electrical systems and plumbing systems in proper working order except in cases of unauthorized alterations or misuse of these systems by residents.

The College employee shall be responsible for:

- Expenses connected with additions and modifications of housing desired by employee. Additions and modifications to houses must be authorized by the Vice-President for Business Affairs.

- Special utility hook-ups required for appliances of employee which were not originally a part of the house.

- Maintenance of air-conditioning equipment.

- Maintenance of equipment not originally a part of the house (apartment), i.e. vent hoods, etc.

- Keeping lawn mowed and edged and shrubs and trees trimmed.

At the end of his/her work with the College, the employee shall be responsible for leaving the house which he/she has occupied in generally the same condition as when he/she took occupancy. Such obligations include, but are not limited to the following:

- The employee who removes fixtures (such as plumbing and electrical) which he/she purchased and installed, is responsible for replacing the original equipment at his/her expense while vacating the house.

- The employee will not permanently install carpet (with tack-board or glue) unless he/she intends for it to become property of the College. The employee shall in no case remove such permanently-installed carpet.

- The employee who cuts a hole in any wall to install an air conditioner is responsible for leaving the air conditioner as installed or for returning the wall to its original condition when vacating the house.

The final pay check due a College employee will not be rendered until the requirements described above are met. Should the employee fail to fulfill the requirements within 30 days of his last pay period an amount sufficient to accomplish same shall be withheld from his/her final check and the balance paid the employee.
5.08 SECURING SUPPLIES

College policy requires that all purchases in the name of the College shall be made only through the budget control process. A supply of requisition forms may be secured from the Business Office. In requisitioning items the following procedure will be followed:

- Fill out requisition form giving full information, description, prices, etc.
- Secure the signature of the chair of the division or budget manager of the office requesting the item.
- File requisition in duplicate with Business Office.
- Business Office will process requisition form showing source of funds, budget allowance, code, etc.
- Three signatures must be made on form before order can be placed. The following order of approval is in order: Departmental Chair, Vice-President for Business Affairs, President.
- A pink copy of the purchase order is then sent to the person signing the requisition.

When material is received, the pink slip is initialed and returned to the accounts payable office.

Emergency orders for repair parts for equipment will be allowed only when the Business Office is closed and loss of money would result from delay. Special requisition forms are required for these purchases and all such purchases are subject to refusal by the administration if no emergency exists at the time of the purchase. Any person who buys anything or contracts for any service in the name of the College without following the above regulations will be personally liable for any obligation involved.

Many routine office supplies are kept in stock in the Business Office and can be usually secured immediately upon presenting the requisition with a division head's signature.

5.09 BUDGET MAKING PROCESS

An annual budget for the College is prepared by the President and the Vice-President for Business Affairs, and it is administered through the Office of Business Affairs. The budget process takes place usually each year in December through February. There is generally a preliminary meeting of all budget managers in early December. The President and the Vice-President for Business Affairs apprise the managers of anticipated revenues for the next fiscal year. Each budget manager then presents formal budget requests. Budget requests are then reviewed by the President, the Vice President for Academic Affairs, and the Vice President for Business Affairs. Depending upon the relationship of requests to anticipated revenue, it may be necessary to convene another meeting of all budget managers. Ultimately after various negotiations and careful study, the recommended budget is presented to the Board of Trustees by the President for approval in the Board's spring meeting. If the anticipated fall enrollment is not met, the President may find it necessary to present a revised budget to the Board in the
September meeting for their consideration.

It should be understood that even after the budget is approved there is no guarantee that a requisition to purchase a particular budgeted item will be automatically approved. Each requisition for purchase will be given new consideration in light of the current overall financial condition of the College.

Budget managers should never adopt the viewpoint that they must spend a certain amount of money because the amount was budgeted or because funds might be left in the respective budget at the end of the year. It does not follow that money left in a budget account means there is money in the bank. Unused balances of budgets will not carry forward from one fiscal year to the next.

The Office of Business Affairs distributes monthly reports to each budget manager through the respective Vice-Presidents and/or Divisional Chairs. The Vice-President for Business Affairs should be consulted if questions arise pertaining to the budget.

5.10 CAMPUS MAIL

A U.S. Post Office is located in the Administration Building of the College. Free boxes are provided for all employees of the College. The College will provide postage for mailing matters concerning College business. A deposit box for such mail is located in the Post Office and mail should be deposited not later than 3:00 P.M., if one desires it to be processed the day of its mailing. Free postage is not provided for personal correspondence.

5.11 OFFICE HOURS

The Academic Dean and Registrar's Office, Admissions Office, Business Office and Financial Aid Office are open from 8:00 A.M. to 4:30 P.M., Monday through Friday. The other administrative offices are open from 8:00 A.M. to 4:30 P.M., Monday through Friday, with one hour off for the noon hour.

5.12 FLOWER FUND

For the convenience of the faculty and staff in expressing sympathy to those who are bereaved, a flower fund is maintained in the Business Office. Contributions are invited periodically as needed. Flowers are sent to the funerals of members of the faculty and staff as well as members of their immediate families (spouses, parents, and children).

5.13 KEYS

Keys to meeting rooms and buildings other than the Sloan Center and the Maddox Center are secured from the Office of Student Affairs. These keys are not to be loaned or duplicated.

5.14 LOST AND FOUND

The Office of Student Affairs maintains a depository for articles which are found on campus, and lost items often may be located there. Students and faculty are encouraged to use this service.
5.15 SOUTHERLAND-MABEE CENTER POLICIES AND PROCEDURES

A. HOURS OF OPERATION DURING THE WEEKS SCHOOL IS IN SESSION.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>MONDAY</td>
<td>7 A.M. to 10 P.M.</td>
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<tr>
<td>TUESDAY</td>
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<tr>
<td>WEDNESDAY</td>
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<td>AND 8 P.M. to 10 P.M.</td>
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<tr>
<td>THURSDAY</td>
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<td>FRIDAY</td>
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<td>SATURDAY</td>
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<td>SUNDAY</td>
<td>2 P.M. to 6 P.M.</td>
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<td>AND 8 P.M. to 10 P.M.</td>
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(Closed Wednesday for evening church services 7 P.M. to 8 P.M. Closed Sunday until 2 P.M. and from 6 P.M. to 8 P.M.)

College classes are scheduled intermittently throughout the day. Varsity teams practice 2 to 6 P.M. Monday-Friday. Open-gym hours are from 6 to 10 P.M. Monday-Friday plus weekend hours.

Courtesy hours 7-8:30 A.M. Monday-Friday must be scheduled one day ahead of scheduled time. (This is designed for the convenience of administration, faculty, staff, and friends of the College who have to work, etc. during the day. For non-students only.)

Church groups: Available to church groups during the posted hours for weekends. Reservations must be made through the Student Development Office. (No charge will be made to church groups for this use since the building is scheduled to be open these hours anyway. This is a "sharing" type of reservation because there may be times when WBC students will need one end of the court, etc.)

When a major event is scheduled in the SMC (varsity games, dramas, etc.) the Equipment Center, Handball/Racquetball Courts and Jogging Track will be closed one hour before the event and for the rest of the evening. On those nights the building will close 30 minutes after the scheduled event is over.

B. QUALIFICATIONS FOR PARTICIPATION

WBC students and staff have priority in use of building and facilities. Physical education classes and varsity teams must come first. Persons using recreation facilities must have WBC I.D. Cards. Application for a Guest I.D. card by friends of the College may be made through the Student Affairs Office. The card will entitle the individual to share the use of the facility during courtesy and open gym hours in particular. The running track is available throughout the day. The handball/racquetball courts will be available except when scheduled by classes and varsity teams.

Those who qualify to apply are individuals who are involved in giving as much as $100 to the College during the current year or who are willing to pay a semester fee of $30. Family Cards will be issued for $50 a semester. Guests with I.D. cards will be required to check in at the Equipment Center before using facility. Holders of I.D. Cards may bring a visitor to use the
facility, but are encouraged to limit this to no more than two times per semester. In such cases equipment must be checked out by those holding an I.D. Card. The holder of the I.D. Card is responsible for the guest.

C. METHOD OF SCHEDULING

To schedule use of the SMC, one should contact the Office of the Director of Athletics, (except the Rose Room which must be scheduled through the Student Affairs Office). The building will be opened and used as scheduled through the calendar in the Director of Athletics Office. The SMC cannot be used unless College personnel are involved in the supervision. To schedule use of equipment and reserve courts contact Director of Athletics.

reservations will be taken at extension 4190. Reservations by outside groups will be scheduled through the Student Affairs Office so it will be on the College Calendar and not conflict with other events.

Equipment cannot be checked out without an I.D. Card. Tournaments scheduled by the Director of Intramurals or P.E. Classes take priority for use of courts.

D. SUPERVISION

During the day a coach or student supervisor will be in the building. A student supervisor will manage the Equipment Room and check out materials for class use, etc. During open gym hours at night one student supervisor will be at the desk in the gym lobby. The facility will be supervised when open.

E. GENERAL REGULATIONS

1. Shirts must be worn.
2. Children under 15 years of age and younger must be accompanied and supervised by an adult.
3. Misconduct, or unwillingness to observe rules may result in suspension of access to the building.
4. No equipment may be removed from the building without taking the proper measures of check-out at the Equipment Center. The person signing for the equipment will be responsible for its safe return to the building and the area from which it was received. Equipment should be returned the same day it was checked out, unless there is special permission from the Director of Athletics.
5. Tennis shoes must be worn in the gym for recreational activities.
6. Unauthorized use, loaning or duplication of keys will be considered a major violation of rules.
7. No food or drink is allowed on the second level, except inside the Rose Room.

F. LOCKERS

A limited number of lockers are available. Students in physical education classes and on varsity teams have priority and will be assigned a locker, if requested at the equipment center. No charge will be made unless lock is damaged or lost; in such case a $5 charge will be placed on the student's bill in the Business Office. Locks are not to be taken out of the building. The college reserves the right to open and inspect lockers, and cannot be responsible for any loss. Individuals should give up locker and return lock when it is no longer needed. This should be
considered at the end of each semester. All lockers will be relinquished at the end of the school year.

**G. HANDBALL/RACQUETBALL COURTS**

1. Reservations may be made only on the day of play except when play is scheduled for weekend or courtesy hours. Then reservations can be made the day before. If players arrive more than 10 minutes late to claim a court, reservation will be canceled if others are waiting to play.
2. Only regulation equipment may be used on the courts. Tennis shoes must be worn.
3. A court may be reserved by individuals or partners in non-consecutive one hour segments by calling the student supervisor in the Equipment Center.
4. Tournaments scheduled by Director of Intramurals or physical education classes take priority for use of courts.

**H. ROSE ROOM**

Use will be scheduled through the Office of the Director of Athletics and will remain locked except during the time of use. It is available for board meetings, staff meetings, organized student groups when sponsor is present, committee meetings, conferences, Hospitality Room for ball games, receptions, baby showers, etc.

The person sponsoring or scheduling the event is responsible for the conduct and for leaving the room in the same condition they found it. The room can be scheduled for use during any of the times the SMC is open.

**I. JOGGING TRACK**

The 1/12 of a mile jogging track is available for use most of the time and does not have to be scheduled. Exceptions will occur when an event is scheduled in the building such as a drama, drama practice, graduation, movie, concert, etc.

**5.16 FACILITIES USE BY OFF-CAMPUS GROUPS**

The College’s facilities are primarily for college use. Requests by off-campus groups to schedule use of facilities must be endorsed by a campus organization or the Administrative Council, and must be in harmony with the philosophy of the College, which is a Christian institution.

A request from any group for an activity which might be disruptive to the process will be denied. Requests initiated by off-campus groups/individuals will be evaluated by the Administrative Council.
5.17 GUIDELINES FOR SOLICITING, FUND RAISING AND CONCESSIONS AT WILLIAMS BAPTIST COLLEGE

Solicitation is not permitted on the campus unless the person doing the soliciting is in possession of a properly issued, and un-revoked, current solicitation permit or comes within one of the exceptions set forth below.

- Employees of Williams Baptist College desiring to engage in fundraising activity must submit a written proposal to the Vice President for Institutional Advancement for authorization. Proposals should include the following: purpose of activity, desired outcomes, rationale, methods(s) of solicitation, and a list of prospects to be solicited. As a general rule, proposals that include the solicitation of Board of Trustee members and/or current donors will not be authorized.

- Student organizations requesting permission to conduct money-raising projects may do so by using "Petition for Money-Raising Activity" forms which are available in the Office of Student Affairs. Such requests must be first approved by the Dean of Students and then by the Vice-President for Institutional Advancement.

- Persons other than students at WBC wishing to obtain "WBC Solicitation Petition" shall do so by making application to the Vice-President for Business Affairs.

- Speakers or performers appearing on the campus under contract with the College who wish to sell items in connection with their appearance must obtain prior approval from the College.

- The sale of food items is regulated by the Vice-President for Business Affairs.

The exemptions from these regulations are as follows:

- College official whose officially assigned functions involve solicitation for official College purposes.

- Benevolent community fund-raising efforts approved by the President for regular campaigns on the campus.

5.18 AFFIRMATIVE ACTION POLICY

See Appendix B for the stated affirmative action program goal, policy statement, and procedures.

5.19 Gifts, Honoraria, or Awards

Gifts, honoraria, or awards for students, current faculty and staff, or retiring or departing staff, paid for with institutional funds may not exceed $50 per individual, per fiscal year, without prior approval by the Vice President for Academic Affairs, the President, or the Vice President for Business Affairs.
6.00 LIBRARY POLICIES AND PROCEDURES

6.01 LIBRARY BUDGETS

After the College administration determines the library budget for a given year, the Learning Resources Committee makes a study of divisional needs for books and periodicals. Based on this study, the committee makes recommendations to the faculty concerning how the book and periodical budgets will be divided among the academic divisions. Upon faculty approval of the committee's recommendations, the book and periodical budgets are used for a given year according to that action.

Faculty in each division will decide how to best utilize their library budgets for a given year and will furnish the librarian with the amounts designated for each teaching area. Based upon this action, each faculty member may furnish order information concerning his/her book and periodical needs by December 1, for consideration for the library collection.

6.02 ORDERING BOOKS

The procedure for ordering books is to furnish all the information called for on the order cards furnished by the library. Order cards should be given to the librarian after being approved by the Divisional Chair.

Upon receiving a book request, the librarian checks to see if the book is already in the library. If it is already in the library, the librarian writes the call number on the request card and the card is returned to the faculty member requesting the book.

Next the book request is checked in Books in Print to see if it can be purchased from the publishing company which printed it. When a book is not in Books in Print, is older than two years, and is not in a foreign section labeled "class number," the card is returned to the teacher who requested the book. If the division chair and the faculty member who requested the book think it is advisable, the librarian will make an attempt to secure the book from an out-of-print book company or send an availability inquiry letter to the publisher.

When the book is received in the library, a green notice is sent to the professor who requested the book. When the book is processed and ready for use, a white notice is sent to the professor who requested the book.

The deadline for book requests is December 1. Funds not requested are available on a first-come basis.

6.03 ORDERING PERIODICALS

All periodical subscriptions should be for titles for which indexing sources are available in the library. The departments shall be free to justify periodicals not indexed for current use only, if they so desire. When such a periodical is desired, the faculty member must submit a written request explaining the need for subscribing to the title.

Periodicals not indexed in our indexing sources will not be bound unless such expense and use can be justified. Periodical orders are to be submitted to the librarian.

6.04 INTERLIBRARY LOAN SERVICES

Faculty members may make interlibrary loan requests to the interlibrary loan clerk. There is no charge for this service regardless of the location of the lending library unless photo-duplication of material is involved. In case of photo-duplication, the lending library makes the
charge and the faculty members pay upon receipt of material.

6.05 PHOTO-DUPLICATION SERVICES

A photo-copy machine is provided for faculty and student use at 10 cents per page. This machine is behind the circulation counter.

6.06 LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION

The librarians conduct library orientation sessions for each EN 1103 and EN 1113 class each fall and spring semester. Bibliographic instruction classes are conducted by the librarians as requests are made by the faculty.

6.07 CLASS GROUPS IN THE LIBRARY

If a class comes to the library as a body, it should be accompanied by the professor of the class.

6.08 RESERVE BOOKS

A faculty member may request books to be placed on reserve for one hour, one day, three days, and seven days. When making reserve requests, one should use the reserve book form furnished by the library and furnish the call number, author, title and the loan period for each book. Reserve book requests are made to the library clerk and two days notice is necessary for the preparation of the materials. When the loan periods are not specified, materials will automatically be on one-hour reserve.

Everything is taken off reserve at the end of each semester unless the faculty members makes a request in writing to the library clerk before the end of each semester to leave certain titles on reserve during the next summer.

6.09 CIRCULATION OF BOOKS TO FACULTY

Faculty members may use books in the general collection with one annual due-date. This policy will be in effect as long as the faculty makes a deliberate effort to return books at the earliest possible time so that other faculty members and students may also use the books. As a reminder a monthly report will be sent by the circulation librarian to each faculty member who has books checked out.

All library books must be turned in to the library each spring two weeks prior to the end of the semester for the annual library inventory. If a faculty member has lost a book, it should be paid for by the annual date due so that ordering and processing of a replacement can be done by the following fall semester.
A1.00 DEAN OF STUDENTS

The Dean of Students is responsible to the Vice-President for Enrollment Management and Student Services. The duties of the Dean of Students involve the following:

- Supervising the overall non-academic student life of the campus.
- Administering all areas of student housing on campus.
- Serving as administrative liaison between the student body and other constituent parts of the College.
- Monitoring chapel attendance.
- Planning and organizing the Honors Day Chapel program.
- Coordinating the official College calendar.

A2.00 DIRECTOR OF ADMISSIONS (See VP for Enrollment Management)

The Director of Admissions is responsible to the Vice President for Enrollment Management and Student Services. The duties of the Director of Admissions involve the following:

- Supervise recruitment personnel and procedures.
- Present complete admissions policy in detail to all members of the recruiting staff at least once a year in a formal meeting.
- Bear the responsibility for enforcing all admissions policies.
- Present a monthly report to the President on the areas of admissions counselors and the number of student applications received.
- Examine and pass upon the qualifications of students for admission to the College.
- Refer exceptional admission cases to the Academic Affairs Committee for their recommendation concerning admission.
- Notify applicants of their admission and report them to the Registrar.
- Prepare statistical evaluations concerning the students admitted each year and report this to the faculty in a faculty meeting.
- Present to the Registrar a complete folder on each newly admitted student once the student has formally registered.
· Issue to each student who has been granted admission to the College an official registration permit.

· Initiate all correspondence with regard to the admission of new students.

A3.00 ATHLETIC DIRECTOR

The Athletic Director of Williams Baptist College is a full fledged member of the faculty with academic rank, reports directly to the President for the inter-collegiate athletic program, and is an ex-officio member of the Faculty Athletic Committee which formulates athletic policies. Specific responsibilities for the Athletic Director are as follows:

· Select, orient, and evaluate all members of the athletic department with appropriate job descriptions and assignments. All coaches are members of the academic community with full faculty status.

· Prepare all athletic budgets and demonstrate fiscal responsibility for individual sports and all of the support services.

· Sign appropriate contracts for respective sports.

· Supervise and maintain all facilities and equipment necessary for the administration of a successful athletic program. This includes the coordination and timing of all scheduled games and practices and facilities. All games are to be placed on the Master Calendar of the college at the earliest possible date.

· Coordinate the necessary examinations and care for student athletes. This includes appropriate insurance coverage as well.

· Provide leadership for the necessary recruiting program to insure quality athletes in respective sports to enroll at the College.

· Represent Athletic Department interest on all appropriate committees and groups to maintain and strengthen the individual athletic interest of the College.

· Officially represent the College athletic interest in the appropriate athletic conference.

· Represent the Athletic Department in the larger College community by membership in service organizations and by promoting community interest in the athletic programs.

· Provide counseling and meaningful services to student athletes in particular and the total student body at the College, serving as a proper example of a Christian coach.

· Be responsible for observing office hours just as other faculty members and notifying the Office of the President when it is necessary to be away from campus.

· Be responsible to Academic Dean for classes. Care should be exercised in scheduling
athletic activities around teaching obligations. Class dismissals must be cleared with the respective departmental chairs.

· Protect college liability at all times.

A4.00 DIRECTOR OF COUNSELING

The Director of Counseling is responsible to the Vice President for Enrollment Management and Student Services.

Duties:

· Coordinate the counseling services for Williams Baptist College students.

· Supervise and coordinate the faculty in the freshman advising program.

· Counsel students as requested or referred (career, educational, and personal).

· Serve as coordinator for off-campus counseling referrals.

· Supervise Career Planning, and Off-Campus Student Employment Services.

· Facilitate small groups in New Student Orientation.

· Train student development staff in specific skills: counseling, group facilitation.

· Provide professional counseling.

· Represent the Counseling Department on the Student Services team at Williams Baptist College and attend Student Services Staff meetings.

· Observe office hours just as other faculty members and notify the Vice President for Enrollment Management and Student Services when it is necessary to be away from the campus.

· Responsible to Academic Dean for classes. Class dismissals must be cleared with the departmental chair.

· Protect college liability.

A5.00 DIRECTOR OF INTRAMURALS

The Director of Intramurals is responsible to the Dean of Students and is responsible for directing the intramural program.
A6.00 DIRECTOR OF FINANCIAL AID

The Director of Financial Aid is responsible to the Vice President for Enrollment Management and Student Services. It is the director's responsibility to award and account for all financial aid awarded to WBC students. In addition, the Director of Financial Aid is responsible for the continued compliance of the College as an "eligible institution" (as defined by the Federal Government) for obtaining the necessary funds for financial aid awards, and for accounting of these awards in compliance with the guidelines and regulations as established by the Department of Education and the Department of Federal Assistance Financing Systems. The following are among the specific duties:

- Develop and maintain a catalog of all student financial aid (federal and otherwise) available at the College and have committed to memory the basic facts concerning each.
- Receive all financial aid applications on all federal programs. Make determination of amount of aid each student is to receive as allowed by the federal guidelines.
- Process the federally- insured student loans.
- Accumulate all information necessary to make workstudy assignments according to the student's interest, preparation and the College's needs. Make all workstudy assignments subject to the approval of the Student Financial Aids Committee. Notify student and supervisor of the assignment and the number of hours to be worked.
- "Package" each student with the necessary financial aid (federal and otherwise) from all the programs for which the student qualifies including scholarships, various loans, guaranteed bank loans, workstudy, grants and submit each "package" to the Financial Aid/Scholarship Committee for approval.
- Notify, at the earliest possible date, the student of the financial aid which he/she is to receive and furnish an official awards letter.
- Inform each student of his/her financial responsibility in connection with his student financial aids, i.e., loans to be paid, etc.
- Maintain an accurate file on each student who received financial aid and update the records as changes are made during the year.
- Keep running totals of the different funds in order to distribute them efficiently and prevent over-spending.
- Complete all federal reports relating to financial aids.
- Attend the various meetings pertaining to federally funded financial aid programs.
- Execute the necessary correspondence to assure that the available student aid funds (federal and otherwise) are ready for use as needed. Notify the Business Office of
the type and amount of aid (federal and otherwise) awarded each student one week prior to registration.

A7.00 REGISTRAR

The Registrar is responsible to the Vice-President for Academic Affairs (Academic Dean) and is primarily responsible for maintaining accurate academic records, co-ordinating registration, processing grades, and in cooperation with the Academic Dean, coordinating commencement activities. Specific responsibilities are as follows:

- In co-ordination with the Academic Dean, formulates and directs the registration process and prepares class rosters.
- Maintains academic records and reports grades to students and/or parents.
- Prepares enrollment summaries by various classifications.
- Evaluates transcripts of transfer students.
- Develops summaries concerning grade-point scholastic standing and the Dean's and lists.
- Prepares a list of students who are on academic probation and/or suspension at the end of each semester.
- Checks the credentials of all candidates for graduation, certifies them for graduation and furnishes information concerning academic honors to the Academic Dean.
- Reviews CLEP test results and determines the amount of credit to be granted.
- In collaboration with the Academic Dean, edits the College catalog.
- Certifies veterans who are eligible for veteran benefits.
- Furnishes transcripts upon student's requests and according to the policies of the college.

A8.00 DIRECTOR OF CAMPUS MINISTRIES

The Director of Campus Ministries is responsible to the President. The role of the Director of Campus Ministries is to provide leadership to the spiritual life of the campus, mobilize students, faculty, and staff for Christian service in the world, evangelize non-Christians, and facilitate the maturation and equipping of Christians. The Director provides leadership and supervision to all of these efforts with the exception of the required courses offered through the Department of Religion.

The Director generally performs duties during a daytime shift that coincides with the hours of operation of the Campus Ministries Office and is involved regularly in campus events and programs
that occur on week nights and weekends when semesters are in progress.

**PROGRAM RESPONSIBILITIES**

The following functions are essential to performing the duties required:
- Providing leadership for the spiritual life of the campus community.
- Coordinating the work of all student religious organizations.
- Directing student mission ventures (local, national, and international).
- Directing the Chapel Committee in planning, implementing, and evaluating Chapel programs.
- Directing special programming emphases of a spiritual nature, i.e. Religious Emphasis Week.
- Serving as Chaplain to the College community.
- Sending student ministry teams to area churches and mission sites.
- Teaching in the Department of Religion and Philosophy.

**ATTENDANT RESPONSIBILITIES**

The Director of Campus Ministeries will also be responsible for the following:
- Communicating with faculty and staff concerning special counseling needs of students.
- Networking with professional counselors on and off campus for appropriate referral of counseling situations.
- Communicating with the Dean of Students and Residence Directors in regard to on-campus Bible studies and support groups.
- Communicating with the office of Academic Affairs concerning special needs and opportunities for students.
- Communicating with the Dean of Students with regard to extracurricular student activities and student life in general.
- Communicating with the Athletic Director with regard to the sending of athletes to area churches and mission projects.
- Cooperating with the Vice President for College Relations in communicating with local associations, pastors, and church staff members in regard to placing students in church ministry positions and in the planning of area-wide student ministry events.
Cooperating with the Collegiate Ministry Team of the Arkansas Baptist State Convention in the sending of students to statewide conferences for fellowship, inspiration, training, and in the financial support and sending of student summer missionaries.

A09.00  DIRECTOR OF ANNUAL GIVING AND ALUMNI AFFAIRS

The Director of Annual Giving and Alumni Affairs is responsible to the Vice President for Institutional Advancement. The responsibilities of this official include being responsible for alumni relations, the annual phonathon, and working closely with the Vice President for Institutional Advancement with annual fund-raising efforts.
APPENDIX B

AFFIRMATIVE ACTION GOAL, POLICY, AND PROCEDURE

I. AFFIRMATIVE ACTION GOAL

The purpose of the Affirmative Action Program is that the students, technical and professional staff will be fairly represented and that no discriminatory practices result that are not explicitly within the realm of the religious tenets of the institution.

II. EQUAL OPPORTUNITY POLICY

It is the policy of Williams Baptist College to seek, employ, train, and promote employees on a non-discriminatory basis. This policy shall apply to all levels and phases of employee relationships and includes such areas as recruitment, testing, employing, training, promotion, transfer, leave policy, rates of pay, selection for advancement and other personnel matters. It is the policy of the College to recruit, admit and treat students fairly and equally on a nondiscriminatory basis. This policy shall apply to: admission and recruitment practices, student services and activities, financial assistance and work opportunities plus any other student-related activities.

III. EMPLOYMENT PROCEDURES

A. Recruitment of unskilled and technical personnel:

1. Current application files shall be activated and screened.
2. Collegiate staff shall be made aware of the vacancy and recommendations solicited.
3. An in-house publication of the vacancy notice shall be posted.
4. The appropriate College official contacts local and state agencies to determine if suitable applicants are available.
5. If there are no immediate responses from the above, contact shall be initiated with other schools, colleges, and universities and placement services.
6. Concurrently with the above, a newspaper ad listing the employment need is to be run in the Walnut Ridge Times Dispatch and the Jonesboro Sun for a period of not less than 7 and not more than 30 days.

B. Recruitment of Professional Staff:

1. Procedures for employment of faculty and administrative staff shall be of the basic pattern noted above. In addition, use will be made of various educational media and agencies such as: The Chronicle of Higher Education and the Council for Christian Colleges and Universities and the Association of Southern Baptist Colleges and Schools placement services for a period of not less than 7 and not more than 30 days.
2. Further, emphasis will be placed upon personal contacts between and among the existing management of the College with various placement directors and graduate program supervisors in colleges and universities. At no time shall actions or decisions be implemented through the Affirmative Action Program which will conflict with contracts, agreements, or with the Williams Baptist College Statement of Purposes and Policies.
IV. AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

A. Separate Affirmative Action Grievance Committee shall be established for students, faculty, and non-professional staff. (See Appendix C).

B. Procedures:

1. The student or employee who has a grievance or complaint which cannot be apparently resolved through informal means shall request and promptly be granted a conference with the appropriate supervisor, administrator and/or other person to discuss the grievance. The appealing student or employee may (but shall not be required to), state the nature and substance of the appeal in writing. The person, supervisor, or administrator dealing with a particular grievance shall attempt to identify and dispose of any portion of the grievance which represents a misunderstanding of instruction, requirements, policy, or practice. The person, supervisor, or administrator may confer with other staff as necessary to establish facts regarding the appeal case and to review applicable rules and policies. The appealing student or employee shall be provided with a written summary of the circumstances of the appeal of grievance and the decision reached. Like copies shall be forwarded to the student's and/or employee’s file and other appropriate persons involved. The decision of the person, supervisor, or administrator shall be final unless appealed by the student or employee as provided below.

2. If the above written statement does not satisfy the employee or student, he/she may make within five (5) calendar days a written appeal to the appropriate Administrative Cabinet member who will probably schedule a hearing with the parties concerned. The Cabinet member will determine to what extent facts will be required in writing. Parties of the grievance will furnish information needed to the Cabinet member. The Cabinet member will review the facts and hold whatever interviews and discussions are deemed desirable. The Cabinet member will submit a written decision to all parties concerned in the grievance within fifteen (15) calendar days after receiving the appeal. Copies of the decision shall be filed in appropriate files.

3. If the decision of the Cabinet member in Step 2 does not satisfy any of the parties involved in the grievance or the decision is not promptly implemented, the matter may be appealed to the appropriate grievance committee through the Affirmative Action co-ordinator. The party requesting the appeal must submit a request within five (5) calendar days. After receipt of the second step decision, the appealing party shall provide a written summary of the specific facts of the complaint. Copies shall be provided to the other parties involved. The Affirmative Action Committee, working with the Affirmative Action Committee, will conduct hearings, interrogations, investigations, and fact findings as deemed necessary. A written decision from the Affirmative Action Committee will be submitted to all parties concerned within fifteen (15) calendar days from the date the appeal is received.

4. If the decisions reached in steps 1-3 are not satisfactory or are not promptly implemented, any party of the grievance may appeal to the President of
Williams Baptist College. The party requesting the appeal must submit such within five (5) calendar days after receipt of the Affirmative Action Grievance Committee decision. The appealing party shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to all parties concerned. The President may personally handle this step of the grievance or at his discretion may appoint an "ad hoc" committee. The President or "ad hoc" committee shall conduct whatever hearings, investigations, and fact finding considered necessary. The President will render his decision in writing to all parties concerned within fifteen (15) calendar days from the day the appeal is received.

5. If the decision in the above is unsatisfactory to any of the parties involved in the grievance or is not promptly implemented, the matter may be appealed to the Chairman of the Board of trustees of Williams Baptist College. The party submitting the appeal must do so within five (5) calendar days after the receipt of the President's decision. The appealing party shall provide a written summary of the specific facts of the complaints, copies of which be provided at the same time to all parties concerned. The Chairman of the Board of Trustees may personally deal with this step of the grievance or may at his discretion appoint an "ad hoc" committee. Persons shall be different than those who dealt' with the matter previously. The Chairman of the Board of Trustees or the "ad hoc" committee shall conduct whatever hearings, interrogations, investigations and fact findings deemed necessary. The Chairman of the Board of Trustees will render his decision in writing to all parties concerning within fifteen (15) calendar days from the day the appeal is received. The decision of the Chairman of the Board of Trustees or "ad hoc" committee shall be considered final. At no time during the different steps of the grievance procedure should action be considered which will abridge contracts or agreements or the religious tenets of Williams Baptist College.
APPENDIX C

AFFIRMATIVE ACTION PLAN

Subject: Appointment of Affirmative Action Grievance Committee

I. The members of the Faculty Affirmative Action Grievance Committee shall be elected by the faculty on an “as needed” basis. The faculty shall elect two (2) members from their rank to represent them on the Grievance Committee. No administrator shall be elected.

II. The members of the Affirmative Action Grievance Committee for non-professional personnel shall come from the ranks of the non-professional employees. Two (2) members shall be agreed upon at the time of the grievance between the Affirmative Action Co-ordinator and the aggrieved party. If the two parties cannot agree upon two members, the selection of the committee members shall be submitted for arbitration under the rules which prevail at the time under the American Arbitration Society. The cost shall be borne equally by the institution and the aggrieved party and the decision obtained shall be binding. The Grievance Committee shall dissolve after the grievance has been resolved.

III. The members of the Affirmative Action Committee for students shall be agreed upon at the time of the grievance between the Affirmative Action Co-ordinator and the aggrieved party. Two (2) parties shall be selected as committee members to work with the Affirmative Action Co-ordinator. If the two parties cannot agree upon two members, the selection of the committee members shall be submitted for arbitration under the rules which prevail at the time under the American Arbitration Society. The cost shall be borne equally by the institution and the aggrieved party and the decision obtained shall be binding. The Grievance Committee shall dissolve after the grievance is resolved.
necessary, the penalty shall not be imposed until the appeal process is complete, or until the time for

**SEXUAL HARASSMENT COMPLAINT**

**PROCEDURE Informal Complaint Procedure: The Ombuds Level**

An ombudsperson is an investigator appointed by the President or Chair of the Board of Trustees to consider complaints related to the College’s harassment policy. Complaints should initially be lodged with the Academic Dean (if the complaint involves faculty members only or a student and a faculty member) with the Dean of Students (if the complaint involves only students or students and non-faculty staff members) or the President (if the complaint involves non-faculty staff only). Once the complaint is lodged, the President is to be informed (if he/she did not receive the original complaint). The President will then appoint an ombudsperson. This individual will seek to resolve the complaint in an informal and confidential manner. The ombudsperson may arrange a meeting with all the parties concerned or meet individually with those involved. If the complaint is not resolved within 30 days, or if the complainant is dissatisfied with the resolution, formal procedures will begin. (Note the 30 day resolution period will continue into the following semester if the semester--when the complaint was lodged--ends before the 30 resolution period. If a resolution is reached satisfying all parties, then no formal documentation will be added to permanent personnel or student files.

**Formal Complaint Procedure**

Formal procedures require that the complainant submit a written complaint against the accused only after the informal procedure has failed to produce a satisfactory resolution. (Written complaints are to be filed in accordance with the process indicated under the Informal Procedure section.) In the case of student to student harassment, formal procedures will follow the normal student disciplinary process. All other formal complaints will be referred to the special Harassment Complaint Board (HCB). The HCB will consist of one member of the Board of Trustees (appointed by the President of the Board), the president of the Faculty Council, one senior administrator (appointed by the President—or in unusual circumstances, the Academic Dean). The HCB will review all pertinent information regarding the complaint, will meet with the parties involved formally in a manner determined by the HCB. The complainant and accused will be allowed to name an advisor from the College community. The advisor may attend the meetings of the HCB, but will not be allowed the *privilege of the floor*. The HCB will keep a detailed, written record of all meetings and decisions. A final disposition of the complaint is required 45 days from the date the written complaint was filed with the appropriate Dean or with the President. If the semester ends within the 45-day period, then the time period will extend into the next semester. Appeals of HCB decisions may be filed in the President’s Office (or in unusual circumstances with the Academic Dean’s Office) within 15 days of the HCB’s decision. Appeals may not be filed after the 15-day period. If the semester ends within the 15-day appeal period, then the appeal period will extend into the next semester. Appeals will be resolved by the Executive Committee of the Board of Trustees in a manner (time and process) determined by the President of the Board of Trustees; with the stipulation that all appeals must be resolved within 90 days from the date the appeal was received in the President’s Office.

**Penalties**

The President (or the President of the Board of Trustees in unusual circumstances) may impose penalties ranging from reprimand to dismissal. Except in circumstances where immediate action is appeal has expired.