PREFACE

This handbook has been prepared with input by the Faculty Handbook Committee and Academic Council and with careful administrative contributions. It should benefit current faculty members, administrators and prospective personnel to clarify roles, rights and responsibilities. Since this handbook contains important policies and procedures, a thorough knowledge of its contents is expected. As policies change or new ones are formed, updates or amendments should be made. A procedure is provided whereby faculty or others may recommend changes to the Board. However, the Board of Trustees reserve the right to make changes deemed proper and necessary.

June 1, 2012

[Signatures]

Chairman, Board of Trustees

[Signatures]

President of the College

[Signatures]

Dean of the College

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Faculty Policies and Procedures

A. FACULTY EMPLOYMENT

1. Appointment to the faculty of the College resides in two documents. The first of these is the “Letter of Appointment,” which specifies such basic items as rank, salary, and duration of appointment and all other binding conditions that are unique to the particular appointment. Salary adjustments are made at the discretion of the College and not subject to grievance. The second is the Handbook (the “Handbook”), which specifies those benefits tendered to all faculty by virtue of their employment by College of the Ozarks and sets forth the duties and responsibilities to which faculty members obligate themselves.

   a. All new faculty members may receive a copy of the Handbook at the time of their initial appointment.

   b. A copy of the Handbook will be available for inspection during regular hours at the office of the Dean of the College and Lyons Memorial Library.

2. Provisions of the Handbook cover personnel policies and procedures for all parties for the specific period covered by a Letter of Appointment. Waiver of these provisions shall not occur without the consent of the Board of Trustees.

   a. Regulations Regarding Proposed Amendments

      1) Proposed amendments to the Handbook may be submitted to the Board of Trustees through the President or by the Dean of the College.

      2) Amendments will not be implemented until the beginning of the next academic year unless approved by the Board of Trustees. Copies of any approved amendments will be made available to faculty members.

   b. Roles of Parties Involved in Proposed Amendments

      1) Role of the Faculty

         a) A proposal may first be considered by a committee, which will submit it to the Academic Council with one of the following conditions:

            i. without change or comment, or
            ii. with endorsement, or
            iii. with amendment with the consent of the submitter, or
            iv. with objections and explanation of those objections and/or proposed amendment.

         b) The Academic Council shall recommend to the Dean of the College that the proposed amendment be approved, modified, or rejected.

      2) Role of the Dean

         The Dean shall forward the recommendation of the Academic Council to the President, along with his/her own recommendation concerning a proposed amendment.

      3) Role of the President

         The President may accept, reject, modify, or remand any recommendation from the Academic Council and/or the Dean of the College.

      4) Role of the Board of Trustees

         a) The President shall recommend action concerning proposed amendments to the Board of Trustees. The President shall include in his recommendation a report of the action taken by the Academic Council and the Dean on the proposed amendment.

         b) The adoption of an amendment to the Handbook may only be made by the Board of Trustees.
B. DEFINITION OF FACULTY STATUS
An individual may be associated with the faculty as either ranked or unranked faculty.

1. Ranked Faculty
a. Employment Status
A ranked faculty member is a full-time employee of College of the Ozarks who has full-time teaching duties or who has other duties (i.e., counseling, administrative, supervisory, library, and/or coaching) equivalent to a full-time teaching load and who has been appointed to one of the four regular academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor.

b. Criteria for Appointment to Rank
At the time of initial appointment of a ranked faculty member who teaches full time, the Dean of the College, in consultation with the Division Chair, determines the rank for the initial Letter of Appointment using the criteria described below. The rank will be specified on the Letter of Appointment.

1) Instructor
a) accumulation of professional credentials:
   i. possession of a Master's degree from an accredited institution, or
   ii. appropriate professional experience, or
   iii. possession of a Bachelor's degree from an accredited institution and at least three years of full-time (as defined in B.1.a.) college teaching at an accredited institution; and
b) promise as a teacher as documented by academic training, recommendations, and evidence of success at related experiences; and
c) evidence of the qualities of character and personality expected of a teacher and advisor of students at the College; and
d) support of the aims and objectives of College of the Ozarks as published in the College catalog.

2) Assistant Professor
a) accumulation of professional credentials:
   i. possession of an earned doctorate or other earned terminal advanced degree from an accredited institution; or
   ii. possession of a Master's degree and at least four years of full-time (as defined in B.1.a.) college teaching experience at an accredited institution; or
   iii. possession of a Master's degree and professional recognition of outstanding performance in the creative arts, or in business, professional or community activity; and
b) promise as a teacher as documented by academic training, recommendations, and evidence of success at related experiences; and
c) evidence of the qualities of character and personality expected as a teacher and advisor of students at the College; and
d) support of the aims and objectives of College of the Ozarks as published in the College catalog.
3) Associate Professor
a) accumulation of professional credentials:
   i. possession of an earned doctorate or other earned terminal advanced degree from an accredited institution; or
   ii. possession of a Master's degree and at least ten years of full-time (as defined in B.1.a.) college teaching experience at an accredited institution; or
   iii. possession of a Master’s degree and professional recognition of outstanding performance in the creative arts or in business, professional, or community activity; and
b) a minimum of seven years of full-time (as defined in B.1.a.) teaching at an accredited institution or six years of full-time (as defined in B.1.a.) teaching at the rank of Assistant Professor at the College of the Ozarks; and
c) evidence of teaching excellence, professional growth, campus and community service, and Christian commitment; and
d) evidence of the qualities of character and personality expected as a teacher and advisor of students at the College; and
e) support of the aims and objectives of College of the Ozarks as published in the College catalog.

4) Professor
a) possession of an earned doctorate or other earned terminal advanced degree from an accredited institution; and
b) a minimum of thirteen years of full-time (as defined in B.1.a.) teaching at an accredited institution or six years of full-time (as defined in B.1.a.) teaching at the rank of Associate Professor at College of the Ozarks; and
c) evidence of teaching excellence, professional growth, campus and community service, and Christian commitment; and
d) evidence of the qualities of character and personality expected as a teacher and advisor of students at the College; and
e) support of the aims and objectives of College of the Ozarks as published in the College catalog.

5) Ranked faculty are under probationary, term, multi-year, or continuing Letter of Appointment as per section D “Letter of Appointment.”

2. Unranked Faculty
a. Part-time Faculty
   Part-time faculty members include either full- or part-time employees of College of the Ozarks who teach either full or part time on a per course basis.
   1) Part-time ranks include the following:
      a) Adjunct Professor
         A faculty member with a part-time teaching appointment at College of the Ozarks.
      b) Visiting Professor
         A faculty member who teaches either on a part- or full-time basis and who holds a full-time ranked faculty position at another accredited institution.
      c) Artist/Writer/Scholar in Residence
         A distinguished artist, writer, poet, musician, or scholar who teaches full or part-time.
   2) Unranked faculty members are under term “Letters of Appointment.”
b. Emeritus Faculty
The honorary title “Emeritus” may be awarded to any full-time faculty member of College of the Ozarks who is retiring with a distinguished record of service to the College and who has been recommended to the President by the Dean of the College.

C. DISTINGUISHED PROFESSOR
The honorary title of Distinguished Professor may be awarded to a faculty member on terms and conditions determined by the College.

D. LETTER OF APPOINTMENT
1. Appointment to the faculty resides in a Letter of Appointment and the Handbook. The Letter of Appointment shall specify the type (as per section D.2), the rank (as per section B.1.b), the salary and any specific terms or conditions.

2. Types of Letters of Appointment
   a. Probationary Letter of Appointment
      A Probationary Letter of Appointment is given to a ranked faculty member beginning with appointment to the rank of Instructor. The probationary period will be at least six years at the College with review by the Evaluation Committee in the sixth year. The probationary period will be at least four years at the College for a ranked faculty member whose Letter of Appointment reflects credit given for full-time teaching experience at an accredited institution. The probationary period will continue until the faculty member successfully passes a review by the Evaluation Committee. Renewal of a Probationary Letter of Appointment is optional for either party.
   b. Continuous Letter of Appointment
      A Continuous Letter of Appointment is given to ranked faculty members who have attained tenured status under a previous Handbook. A faculty member employed under a Continuous Letter of Appointment is entitled to annual renewal unless tenure is removed pursuant to the provisions of section F. Renewal shall be subject to the terms and conditions of employment that exist at the time of each annual renewal unless separated pursuant to the provisions of section I.
   c. Multi-year Letter of Appointment
      A Multi-year Letter of Appointment may be offered to a faculty member who holds at least the rank of Assistant Professor upon completion of the probationary period. A Multi-year Letter of Appointment may be granted by the President, after the faculty member has undergone a performance review (see section F) and the Multi-year Letter of Appointment has been recommended by the Evaluation Committee, the Division Chair and the Dean of the College. The term of a Multi-year Letter of Appointment may be a maximum of three years. The Multi-year Letter of Appointment may renew at the option of the College for another term upon recommendation of the Dean of the College and the approval of the President.
   d. Term Letter of Appointment
      A Term Letter of Appointment is given to part- and full-time ranked and unranked faculty members not covered above. A Term Letter of Appointment is limited to a maximum of one year and may be renewed at the option of the College.

3. Locus of Appointments
   All faculty appointments have as the locus of their appointment a department within a division at the College. Faculty may have teaching assignments in other departments and/or divisions.
4. Issuance and Receipt of Letters of Appointment
   a. All appointments to the faculty are made after a positive recommendation by the Dean of the College and approval by the President.
   b. Letters of Appointment for any academic year will be issued on or before May 1 and must be returned to the College on or before May 15. Failure to return a Letter of Appointment to the College by May 15 may result in withdrawal of the offer of employment.

E. INITIAL APPOINTMENTS
   The College is a religious institution and seeks to employ Christian women and men who possess outstanding academic credentials and a sincere desire to be a part of the distinctive mission of College of the Ozarks (see L. 1. “Religious Character and Expectations”). Toward this end, the following guidelines will be used for evaluation of applicants:

1. It is the policy of College of the Ozarks not to discriminate unlawfully against any employee or applicant for employment on the basis of race, color, national or ethnic origin, sex, handicap, or age. This policy includes but is not limited to the following:
   a. recruitment and employment of applicants who possess the necessary qualifications and/or experience for appointment to the faculty;
   b. renewal of faculty appointment, promotion, and separation (see appropriate sections) from the College;
   c. sabbatical leave or other leave with or without pay;
   d. salary and benefits.

2. Procedures for filling ranked, full-time teaching appointments are as follows:
   a. The Division Chair confers with the Dean of the College on the position, including rank and recommended salary range.
   b. A search will normally be conducted by a search committee appointed by the Dean of the College. The Dean of the College and Division Chair will confer to establish content and placement of an advertisement and other means of notification concerning an opening. Advertisements may ask for a letter of application, resume, and three letters of recommendation, including a letter of recommendation from the applicant’s pastor. A deadline for receipt of application materials may be set.
   c. Applications normally will be sent to the Dean of the College. As credentials are received, they may be reviewed by the President, Dean, Division Chair, and search committee. The Division Chair and search committee may recommend to the Dean one or more candidates. The President and the Dean will identify candidates for possible interviews.
   d. The candidates for possible interviews will be sent a questionnaire related to the operating philosophy of the College. The President, Dean, Division Chair, and members of the search committee review the responses. The Division Chair and search committee may make recommendations to the Dean. The President and the Dean invite qualified candidates to campus for interviews.
   e. Normally, the candidates being interviewed will have the opportunity to speak with the search committee, full-time members of the division, a selected number of students, the Dean of the College, the Dean of Christian Ministries, and the President. Normally, candidates will also be expected to teach a class or make a presentation.
f. After considering the credentials of candidates, additional information gathered during the interview and the input of students, faculty, and administrators, the search committee will make a recommendation to the Division Chair, who will make a recommendation to the Dean of the College. The Dean of the College will forward a recommendation to the President, who will make the final decision.

g. The College will reimburse the applicants for all travel expenses approved in advance by the Dean of the College.

3. All initial Letters of Appointment for ranked faculty members are probationary and for one year. The rank offered to new faculty members should be in accord with section B.1.b. of the Handbook. Letters of appointment for part-time faculty are term with rank awarded according to section B.2.a. of the Handbook. Renewal of a probationary contract is optional for the College.

4. Each Division Chair shall be responsible for orienting new faculty members to job expectations and evaluation methods for the position.

F. EVALUATION

1. The goal of evaluation is to promote faculty growth and development and to enhance accountability.

2. The College of the Ozarks seeks to evaluate the many dimensions of faculty responsibilities and appointments. All evaluations are made in light of a faculty member’s contribution to and support of the institution and its purposes. Faculty are expected to exhibit a constructive and cooperative attitude in carrying out their responsibilities within the context of the mission of the College. In carrying out their responsibilities, faculty are expected to be involved in activities including but not limited to the following:

a. Classroom Activities

   The principal responsibility of each faculty member is excellence in teaching. Documentation supporting teaching excellence should demonstrate but not necessarily be limited to the following:
   1) ability to plan and execute a substantive, well-organized course;
   2) command of one’s subject;
   3) ability to utilize effective and appropriate teaching methods and strategies;
   4) skill in communicating with students;
   5) fairness in the assessment of students;
   6) knowledge of the relationship of one’s discipline to the liberal arts and Christian traditions and ability to relate one’s subject to those traditions and other areas of knowledge;
   7) ability to stimulate and broaden student interest and challenge abilities as demonstrated by supervising special projects; and
   8) knowledge of current developments in one’s discipline and pedagogy.

b. Campus Service

   The College of the Ozarks depends on its faculty for services rendered outside the classroom. Therefore, a faculty member is expected to participate in the operational concerns of the College. Such participation may include but not be limited to the following:
   1) student advising;
   2) active service on divisional, faculty, or campus committees;
   3) administrative duties such as chairing a division, supervising student workers, or other comparable activities;
   4) sponsoring student activities;
5) attendance at or participation in campus convocation activities;
6) other voluntary campus service, such as recruiting; and
7) overseeing facilities, equipment, and livestock.

c. Professional Growth
Effective teaching necessitates active involvement in the intellectual and scholarly developments in one's discipline. Professional growth activities may include but not be limited to the following:
1) further course work or other continuing education in one's discipline or participation in seminars and/or workshops on teaching skills;
2) participation in the meetings of professional organizations or other regional, state, or national organization conferences in one's discipline;
3) appointment in a scholarly capacity to a regional, state, or national post;
4) leadership in professional organizations;
5) professional productivity as demonstrated by generally accepted means of public presentation, i.e., public exhibit or performance, publication, and presentation of papers; and
6) review of other professional or creative work.

d. Community Service
A faculty member may provide service to the community by working with people and/or organizations. Service may include but not be limited to the following:
1) lectures or other professional service to political, church, educational, or public service organizations;
2) a leadership position in political, church, educational, or public service organizations; and
3) participation in non-profit organizations designed to serve the general public.

e. Christian Commitment
The College of the Ozarks is a religious institution and a faculty member is expected to be a believing and practicing Christian (see Appendix C and D). A faculty member is expected to practice his/her Christianity by church membership and attendance.

3. A few of the sources of information which may be used in the evaluation process are described below:

a. Student Evaluations
Student evaluations are a formalized process. Student evaluations are used to discern the following: commitment to student learning, preparation and organization, instructor/student interaction, testing, course objectives, and course assignments.
In addition to completing a survey, students may write comments regarding the instructor and/or course.
Student evaluations are typically conducted in two courses per semester for full-time faculty. The determination of the courses and number of courses to be evaluated is at the discretion of the Division Chair and Dean of the College. Faculty members who have a record of receiving poor evaluations or those being evaluated for promotion or tenure in a performance review may have student evaluations conducted in more than two courses per semester.

b. Self-Evaluation
A Self-Evaluation is compiled annually by faculty to describe their commitment to the College's vision statement and activities in the areas of teaching, professional growth, campus service, community service, and Christian commitment.
c. Advisor Evaluations
   Periodically students complete surveys of their advisors. This evaluation generally occurs when student surveys are conducted by the Office of the Dean of Students. The surveys are used to discern, e.g., interest in the student, accuracy of advisement information, and availability for the student.

d. Work Supervisor Evaluations
   For those faculty who are work supervisors, the occasional student survey of work supervision evaluates areas such as fairness, communication, motivation, and attitude.

e. Classroom Observation
   Classroom instruction may be reviewed through observations (announced or unannounced) by the President, the Dean of the College, the Division Chair, and/or an appointed faculty member.

4. Annual Evaluations
   a. Annual evaluations are a part of the on-going review of all faculty.
   b. The formal process of evaluating faculty occurs annually. The process begins with faculty members completing their Academic Self Evaluation and Annual Expectation/Goal Report and updating their files. Division Chairs conduct conferences with individual faculty members in their division. The conferences are for the review of various evaluation instruments and for discussions of the faculty members’ strengths and/or weaknesses. After the conferences, Division Chairs meet individually with the Dean of the College to discuss each division member’s contributions to the College.
   c. The College’s concerns will be communicated to individual faculty members through the Dean of the College and/or their Division Chair.

5. Review
   a. Reviews are for peer recommendations concerning promotion, multi-year Letters of Appointment and periodic performance reviews of faculty.
   b. All full-time faculty with more than five years of service will be reviewed. Faculty who are full-time faculty, but who are teaching only part time with other duties, will be reviewed in the same way as other faculty with five years of service.
   c. Reviews may also be initiated by the following:
      1) faculty who are eligible for promotion and/or multi-year appointment; or
      2) the Dean of the College, where serious concerns exist.
   d. Periodic reviews of faculty will normally occur on a six-year rotation. Review may occur more frequently for promotion and multi-year appointment consideration or at the discretion of the Dean.
   e. The Dean of the College shall notify all candidates of their upcoming review by April 30. A faculty member who is eligible for promotion and/or multi-year appointment may also initiate the review with a written request to the Dean of the College by April 1. The candidate being reviewed is responsible for compiling a file for submission to the Evaluation Committee by September 1. The file is prepared according to instructions given by the Dean of the College.
   f. The Evaluation Committee will be chaired by the Dean of the College. The Dean does not vote.
   g. The Evaluation Committee may solicit information from the candidate, peers, Division Chair, students, community, and/or alumni.
   h. Faculty undergoing review may request to address the Evaluation Committee.
   i. Reviews initiated by the Dean because of serious concerns are not subject to specific dates.
j. The Evaluation Committee’s recommendations to the Dean may be as follows:
   1) Multi-year candidates  
      a) commend the candidate (commendation may be recommended with b), or  
      b) grant multi-year, or  
      c) deny multi-year, or  
      d) defer action.  
   2) Promotion candidates  
      a) commend the candidate (commendation may be recommended with b), or  
      b) grant promotion, or  
      c) deny promotion, or  
      d) defer action.  
   3) Periodic review candidates  
      a) approve the candidate, or  
      b) commend the candidate (commendation may be recommended with a), or  
      c) disapprove candidate and provide support and direction for the candidate’s improvement and designate a period of time for another review or other means of evaluation.  
   4) Candidates whose reviews were initiated by the Dean or by a previous periodic review  
      a) continue tenure or multi-year appointment, or  
      b) remove tenure or multi-year appointment, or  
      c) provide support and direction for the candidate’s improvement, or  
      d) designate a period of time for another review or other means of evaluation, or  
      e) recommend nonrenewal of appointment.  

k. The Evaluation Committee has the following timetables for its actions.
   1) The Evaluation Committee will forward its recommendation of candidates for multi-year appointment to the Dean of the College prior to April 15. The Dean of the College transmits the recommendation of the Evaluation Committee with his/her own recommendation to the President.  
   2) The Evaluation Committee will forward its recommendation for candidates for promotion and periodic review to the Dean of the College on or before April 15. The Dean of the College transmits the recommendation of the Evaluation Committee with his/her own recommendation to the President.  
   3) The Evaluation Committee will forward its recommendation for faculty members reviewed on request by the Dean because of serious concerns at the conclusion of their review.

l. In making a decision, the President will consider the recommendations of the Evaluation Committee and the evaluation of the Dean of the College.  
The President’s actions may vary according to the purposes for the review:
   1) Multi-year appointment candidates  
      a) commend the candidate, or  
      b) grant multi-year and specify the time period (can be combined with a), or  
      c) deny multi-year, or  
      d) defer action.  
   2) Promotion candidates  
      a) commend the candidate, or  
      b) grant promotion (can be combined with a), or  
      c) deny promotion, or  
      d) defer action.
3) Periodic review candidates
   a) approve the candidate, or
   b) commend the candidate (can be combined with a), or
   c) disapprove candidate and provide support and direction for the candidate’s improvement and designate a period of time for another review or other means of evaluation.

4) Reviews initiated by the Dean where there are serious concerns or where problems have been identified in a previous review of a candidate may result in the following:
   a) continued tenure or multi-year appointment, or
   b) removal of tenure or multi-year appointment, or
   c) provision of support and direction for the candidate’s improvement, or
   d) designation of a period of time for another review or other means of evaluation, or
   e) non-renewal of appointment, or
   f) other disciplinary actions.

m. Review decisions will usually be in writing and made no later than May 1.

n. Faculty may appeal the President’s decision only with respect to section 1.4)b) within ten days of being notified in writing of the decision. The faculty member should follow grievance procedures outlined in section O. of the Handbook.

G. PROMOTION

The College of the Ozarks seeks to sustain and improve its academic stature by maintaining and improving the quality of its faculty. Promotion in academic rank is a means by which the College encourages and recognizes faculty members for excellence in the performance of their duties. A faculty member who is eligible for promotion and/or multi-year appointment may initiate a review with a written request to the Dean of the College by April 1.

1. Eligibility for Promotion
   a. Faculty are promoted on the basis of the fulfillment of the qualifications discussed in this section and in section F. “Evaluation.”
   b. Requirements for promotion are:
      1) to Assistant Professor
         a) accumulation of professional credentials
            i. possession of an earned doctorate or other earned terminal advanced degree from an accredited institution; or
            ii. possession of a Master’s degree and at least four years of full-time (as defined in B.1.a.) teaching experience at an accredited institution; or
            iii. possession of a Master’s degree and professional recognition of outstanding performance in the creative arts, or in business, professional or community activity;
         b) evidence of teaching excellence;
         c) evidence of the qualities of character and personality expected as a teacher and advisor of students at the College; and
         d) support of the aims and objectives of College of the Ozarks as published in the College catalog.
2) to Associate Professor
   a) accumulation of professional credentials
      i. possession of an earned doctorate or other earned terminal advanced degree from an accredited institution; or
      ii. possession of a Master’s degree and at least ten years of full-time (as defined in B.1.a.) teaching experience at an accredited institution; or
      iii. possession of a Master’s degree and professional recognition of outstanding performance in the creative arts, or in business, professional or community activity;
   b) a minimum of seven years of full-time (as defined in B.1.a.) teaching at an accredited institution, or six years at the rank of Assistant Professor at College of the Ozarks;
   c) evidence of teaching excellence;
   d) evidence of the qualities of character and personality expected as a teacher and advisor of students at the College; and
   e) support of the aims and objectives of College of the Ozarks as published in the College catalog.
3) to Professor
   a) possession of an earned doctorate or other earned terminal advanced degree (as defined by the Dean of the College and the President) from an accredited institution;
   b) a minimum of thirteen years of full-time (as defined in B.1.a.) teaching at an accredited institution or six years of full-time (as defined in B.1.a.) teaching at the rank of Associate Professor at College of the Ozarks;
   c) evidence of teaching excellence;
   d) evidence of the qualities of character and personality expected as a teacher and advisor of students at the College; and
   e) support of the aims and objectives of College of the Ozarks as published in the College catalog.
4) evidence of campus service as demonstrated by student advising, participation in faculty meetings, support of the College’s convocation and chapel programs, and extraordinary services, such as administrative duties or sponsoring of student organizations or functions;
5) evidence of professional growth and development that contribute to teaching effectiveness as reflected by research and publication, creative works, participation in the scholarly activities or administration of professional organizations, or the development of new areas of teaching expertise and courses;
6) evidence of community service as demonstrated by membership or participation in community or church organizations or professional consultative services or lecturing; and
7) support of the College’s purposes and policies and constructive participation in carrying out responsibilities.

2. Procedures for Promotion Review
   a. See “Evaluation” section F. 5. e.
   b. Promotion in rank may be accompanied by advance in salary in addition to normal salary increase.
H. TENURE

1. Faculty members who have attained tenure status under previous Handbooks will continue to hold said status and will be under a continuous Letter of Appointment as per section D.2.b. unless removal is recommended by the Evaluation Committee (section F.5.j.4)b) and accepted by the President (F.5.l.4)b).

2. Tenure implies automatic renewal of the Letter of Appointment between the College and the faculty member. Tenure is not associated with and does not carry any commitment regarding salary, rank, or teaching assignment.

3. A Multi-year Letter of Appointment has replaced tenure at the College of the Ozarks as a possibility for faculty at the end of the six-year probationary period.

I. SEPARATION

1. Resignation
   a. A faculty member on term, probationary, multi-year, or continuous Letters of Appointment may resign his/her appointment if written notice is given to the Dean of the College by May 15 for the following academic year.
   b. A faculty member on term, probationary, multi-year, or continuous Letter of Appointment may resign prior to the end of an academic year only with the consent of the President of the College.

2. Retirement
   a. Faculty may retire at any time consistent with the provisions of section I.1. “Resignation” above.
   b. On the date of retirement, employment rights and benefits held by the faculty member shall terminate except those rights vested as of the date of retirement under any retirement program provided by the College or under section N. “Fringe Benefits” when applicable.
   c. At the discretion of the College, an early retirement incentive program may be available.

3. Non-reappointment
   a. Non-reappointment means that the College has decided not to renew the appointment of a faculty member under a probationary, multi-year, or term appointment.
   b. Non-reappointment is made at the sole discretion of the President, after receiving the recommendation of the Dean of the College and the Division Chair. If the faculty member is the Division Chair, the Dean of the College shall make a recommendation to the President.

4. Medical Non-renewal
   When there is sufficient medical and/or psychological evidence that a faculty member is unable to perform the essential functions of their job, the Letter of Appointment of that faculty member may not be renewed.

5. Reduction in Force (termination due to financial exigency or abandonment of program)
   Before terminating the appointment of tenured or multi-year faculty members, the College will make an effort to place affected faculty members in other positions for which they may be qualified.
6. Dismissal for Cause
   a. The contractual rights of any faculty member may be terminated by the College for just cause. Just cause may include the following:
      1) incompetence; and/or
      2) dishonesty, including but not limited to plagiarism, falsification of academic credentials, and misappropriation or misapplication of funds; and/or
      3) breach of the terms and conditions of employment; and/or
      4) knowing or reckless violation of established legal rights of students or employees of the College; and/or
      5) knowing or reckless violation of the canons (principles) and policies of the College or of recognized canons of ethics of the faculty member's discipline or profession; and/or
      6) moral turpitude; and/or
      7) insubordination, neglect or refusal to perform duties, immoral conduct, and impairment of teaching performance due to the influences of intoxicants and non-prescription drugs.
   b. Dismissal procedures are as follows:
      1) In any case involving dismissal for cause, the burden of proof shall be on the College.
      2) Written notice to the faculty member from the Dean of the College that a recommendation for dismissal for cause shall be made to the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made and a brief summary of the evidence supporting such grounds.
      3) The faculty member will be provided the opportunity to meet with the Dean of the College to present his/her defense to the dismissal recommendation before the recommendation is made.
      4) The faculty member will be provided the opportunity to meet with the President to present his/her defense to the dismissal recommendation.
      5) The decision by the President may be the basis of a grievance before the Faculty Welfare Committee, which shall review the case and make a recommendation to the President in accordance with the procedures established in section O.

7. Suspension
   At the discretion of the President, lesser disciplinary action short of dismissal, such as suspension for a period of time with or without pay, may be implemented.

J. FACULTY RESPONSIBILITIES, DUTIES, AND ACTIVITIES
   1. Primary Faculty Responsibilities
      The primary responsibility of the faculty member is to render to College of the Ozarks the most effective service possible and to devote his or her full working time to the College. A faculty member is appointed with the expectation that he/she will be principally occupied with the academic growth and development of students during the academic year. Teaching shall normally be the primary concern and occupation, but such non-teaching activities as campus service and committee work are also included within these responsibilities and duties. Failure to meet these responsibilities or perform these duties as determined by the Division Chair(s) and the Dean of the College may be met with disciplinary actions.
2. Academic Freedom and Responsibility

Academic freedom is essential to quality education. It promotes strength in the educational program and protects faculty in their teaching. The College and its faculty members should have equal concern for the protection of academic freedom.

a. Freedom in Teaching

Faculty members are expected to be supportive of the aims and objectives of the College. Each faculty member is entitled to freedom in the classroom and should be supported by the College administration and colleagues. Academic freedom, however, carries with it responsibilities. In exercising freedom in discussion of the subject matter, faculty members have a responsibility to both the College and its students to refrain from substituting extraneous materials for the proper subject matter of the course. Faculty members are expected to behave in the classroom in a manner compatible with their duties and with the mission and values of the College.

b. Freedom of Research

A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of the faculty member’s other academic duties.

c. Freedom as a Citizen

Faculty members are citizens, members of a learned profession and employees of the College. A faculty member’s membership in the community imposes special obligations. As a person of learning and as a member of the college faculty, the public may judge the College by the faculty’s public utterances. Faculty members should at all times seek accuracy, should exercise appropriate restraint, should show respect for others, should make explicit that they do not speak for the institution and should not make statements which are detrimental to the mission and/or operation of the College.

d. Scope of Academic Freedom

Academic freedom, as described above, shall apply to all faculty members.

e. Academic Freedom for Students

The student is entitled to academic freedom in learning. Faculty members should recognize the student’s right to free speech in the classroom and the right to disagree.

3. Academic Work Year

The academic work year shall begin on the date specified in the Letter of Appointment and shall conclude when all of the faculty member’s responsibilities for the academic year have been completed. Faculty members are expected to be on campus to perform their duties and responsibilities throughout this time period, except during scheduled leave periods or when performing duties and responsibilities off campus.

4. Teaching Duties

a. Course Offerings and Content

1) All course offerings should be in accord with the general requirements of the College, the needs of a disciplinary major or minor, and the needs of the student body.

2) Faculty members are expected to conduct their classes at a level appropriate to the level of the assigned course. Each instructor is responsible for preparation for each class of a syllabus sufficiently detailed to provide the student with clear objectives and requirements; for selecting and ordering texts and supplemental materials; for preparing, administering, and grading papers and examinations; for assigning grades; and for performing other classroom duties normally expected of a college teacher.
b. Assignment of Courses
   1) Courses are assigned by the Division Chair in consultation with individual faculty members and with the approval of the Dean.
   2) The distribution of responsibilities among faculty members shall be as equitable as ability, interest, and the situation of the College shall dictate. As far as compatible with equity and excellence of the college program, individual faculty members shall be assigned duties in which their interest and competence are greatest whenever possible.
   3) As particular circumstances within a program permit, a faculty member’s teaching load includes work at both the introductory and advanced levels.

c. Course Load
   The normal teaching load is defined as 27 credit hours per academic work year. Faculty members may undertake voluntary tasks beyond the maximum teaching load if they wish.

d. Absences
   Faculty are expected to meet their classes punctually. If for some valid reason a faculty member is unable to meet a class, arrangements shall be made to offer alternative instruction to satisfy students’ expectations and the individual’s own contractual obligations. This can be accomplished in various ways, and the method to be adopted shall be approved by the Division Chair and the Dean of the College. Absence from the campus, other than for illness or emergencies, requires a “Permission to be Absent” form on file with the Dean of the College.

e. Availability and Office Hours
   1) Full-time faculty members will schedule at least seven office hours so distributed over at least four days of the week as to be of maximum convenience to the students, subject to the approval of the Dean of the College.
   2) Additional office hours will normally be required and scheduled during pre-registration periods.
   3) A schedule of office hours will be posted outside the faculty member's office door and to the campus network. Any changes in office hours will be reported to the Division Chair and subject to approval by the Dean of the College.

f. Deadlines
   Each faculty member is responsible for meeting the appropriate deadlines established by the Dean of the College, the Registrar, the Dean of Students, and the Division Chair.

g. Classroom Attire
   Classroom dress and appearance of faculty members shall be appropriate as deemed by the College.

5. Non-teaching Duties
   The non-teaching duties and responsibilities of the faculty may include the following:

   a. Campus Service
      1) Student advising
         a) Since a primary responsibility of the faculty is to oversee the academic growth and development of students, the College emphasizes the role of its faculty in the academic advising of students.
         b) The faculty role in advising may include these forms:
            i. advising of the student with regard to the student’s work in classes taught by the faculty member,
ii. serving as a freshman or major advisor to assist the student in setting academic
goals and to ensure that College and departmental requirements are understood
and met by the student and that electives are planned to coincide with the student’s
personal and career objectives,
iii. guiding students in the selection of and application to graduate or professional
schools and the writing of letters of recommendation, and
iv. recognizing when the student needs professional assistance with problems of a per-
sonal nature or resulting from academic skill deficiencies and directing the student
to the appropriate office or person from whom such assistance is available.
c) The faculty member is not authorized to make representations or commitments on
behalf of the College which are contrary to or not supported by authorized college poli-
cies, regulations, or pronouncements.
2) Participation in student awards convocation, baccalaureate, and graduation ceremonies
3) Availability to serve as faculty sponsor for student club and activities
b. Other Faculty Duties
A faculty member shares responsibility for the operation of the College. This responsibility
is exercised by the following:
1) attendance at all division meetings,
2) attendance at all faculty assemblies,
3) availability for work on division, faculty, and College committees and by performing any
duties assigned therein, and
4) other duties as assigned by the President, Dean of the College, and/or Division Chair.
c. College-directed Travel
If a faculty member is required to travel on College business of any kind, appropriate travel
expense will be paid by the College.
6. Outside Professional Activities or Outside Activities
a. Individual faculty professional projects are encouraged, especially when these activities may
help the member of the faculty make worthy contributions to the bank of knowledge or to
instructional programs or otherwise make a positive contribution to the College or the com-
community. These activities must not be to the detriment of classroom teaching, campus service,
and other faculty duties outlined above.
b. For the purpose of this section, “outside activities” and “outside professional activities” may
be distinguished as follows:
1) Outside activities are those activities, compensated or uncompensated, which are not
included, directly or indirectly, in a faculty member’s contractual obligations to the
College and which are not related to the faculty member’s academic specialty.
2) Outside professional activities are those activities, compensated or uncompensated, which
are related to the faculty member’s academic specialty and which involve an “outside
entity,” i.e., persons, bodies, or governmental agencies other than College of the Ozarks.
Such activities usually include professional writing, editing, lecturing, and attending
professional meetings, but may also include practicing a profession on a part-time basis,
consulting, serving on a committee or commission established by an outside entity, testi-
ifying as an expert, participating in or accepting a commission for an artistic performance,
or teaching at an institution other than College of the Ozarks.
c. Conflicts with primary college responsibility are described below:
   1) All “outside activities” and “outside professional activities” are subject to college policy that any conflict between such activities and the primary responsibility of a member of the faculty, or appearance thereof, be avoided.
   2) A member of the faculty must inform the Division Chair and the Dean of the College prior to any instance where a conflict between his/her primary responsibility and outside activity may arise.
   3) Time spent by faculty members on either outside activities or outside professional activities must be in addition to, rather than part of, the normal full-time effort expected of faculty members for college work and must be approved by the Dean of the College.

d. Use of facilities and services is described below:
   Except for the use of assigned office space and equipment and available library services, college facilities and equipment may be used by faculty members in connection with “outside activities” and “outside professional activities” only after written approval from the Dean of the College. The College retains the right to charge the faculty member or his/her employer or sponsor the rate established by the College for the use of the facility, equipment, materials, or services.

e. Use of the College name and seal is restricted.
   1) The name and seal of the College are exclusive property of the College of the Ozarks and, consequently, may not be used in connection with goods or services offered by an outside organization without the prior permission of the President.
   2) Official stationery may not be used in connection with “outside activities” without consent.
   3) No report or statement relating to “outside activities” may use the name of the College of the Ozarks or be attributed to it without consent.
   4) The use of official College titles for personal gain or publicity is prohibited without the written approval of the President.

f. The College assumes no responsibility for the competence or performance of “outside activities” engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities.

g. Faculty members may not represent themselves as acting on behalf of the College without the written approval of the President.

h. Faculty members, as citizens, are free to engage in political activities. Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time away from the performance of his/her college responsibilities (e.g., holding or running for political office, managing a campaign, or directing group action on behalf of a candidate or issue) is expected to work out a mutual agreement for leave of absence with the Division Chair and the Dean of the College before undertaking such activity.

i. Compliance and enforcement (of J.6.) are described below:
   1) Division Chairs and the Dean of the College are available for advance consultation with respect to potential conflicts between the primary responsibility and outside activities of a member of the faculty.
   2) If the Division Chair or the Dean of the College is concerned about whether a faculty member is meeting the standards of this policy, the Chair will discuss this concern with the faculty member. If a satisfactory resolution cannot be reached, the Chair will advise the Dean. The Dean of the College will meet with the faculty member and resolve the issue.
7. Research  
   a. Human Subject  
      To ensure the privacy and the psychological and physiological well-being of any individual involved in a research project, any research using people (including, but not limited to surveys, questionnaires, observations, interviews, or experiments) requires written prior approval of the Dean of the College when it involves faculty, the Dean of the College, and the Dean of Students when it involves students, or the Dean of the College and Dean of Administration when it involves staff.  
   b. Animals  
      To insure that animals are cared for humanely and safely, any college-sponsored research or classroom activity involving live vertebrate animals requires written prior approval from the Dean of the College.  

8. Violations of Faculty Rights, Academic Freedom, and Professional Ethics  
   a. Disputes involving a charge that a faculty member's rights or academic freedom have been abrogated or that professional ethics have not been maintained are to be settled through the grievance procedure in section O.  
   b. While affirming academic freedom as a right, the faculty recognizes that, in some circumstances, the question of academic freedom becomes enmeshed in questions of professional incompetence or irresponsibility. In an effort to distinguish between these sometimes confused issues, the guiding principle is that charge of professional incompetence or irresponsibility shall not be used to limit academic freedom, nor shall appeals to academic freedom be acceptable as a shield for professional incompetence or irresponsibility.  

K. FACULTY DEVELOPMENT  
1. Philosophy of Faculty Development  
   a. A faculty member's continued growth and development in and contribution to the scholarship and pedagogy of his/her field(s) and related areas help sustain vitality and improve the overall quality of instruction. Moreover, faculty who are aware of new developments in their area are better able to assist their colleagues in curriculum development and improvement.  
   b. Faculty development activities may include teaching improvement activities such as formal study or participation in workshops, research, and writing or comparable creative professional activity; participation in conferences and institutes; and such other activities as may be reasonably expected to assist faculty growth and development.  

2. Professional Development Expenses (Contact the Dean of the College for current funding levels.)  
   a. The College will pay, subject to the approval of the Dean of the College, for expenses (travel, registration fees, annual dues, lodging, and meals) related to attendance at and/or participation in professional development organizations and activities. Priority will be given to requests that promote teaching excellence and/or directly contribute to strengthening the College's mission.  
   b. Faculty members utilizing professional development funds must file a “Permission to be Absent” request and cost estimate forms at least two weeks prior to the trip. No reimbursement will be made for any travel expenses without prior written approval from the Dean of the College. The trip report and expense form must be filed with the Dean of the College within ten days after completion of the travel.
c. Upon prior application (deadline of April 1) and the approval of the Dean of the College, up to $250 of the professional meeting fund allocation may be deferred from the current year and applied towards expenditure during the next year. Any deferred funds may not be continued beyond the one year.

3. Faculty Enrichment Grants
The College may provide special funds or release time to be awarded to academic programs or individual professors, on a competitive basis, for study/research or innovative proposals related to any phase of instruction. Grants for proposals will be awarded for either the fall or spring semester or summer, with a report due to the Dean of the College by the first day of the next semester. Proposals outlining the project and estimated costs must be submitted to the Dean of the College on or before April 1. Grant awards will be announced by May 15.

4. Sabbatical Leave
   a. A sabbatical leave is an official paid leave of absence from teaching and other campus duties. It is not an entitlement.

   b. The purpose of a sabbatical leave is to encourage the intellectual and professional development of the faculty member. Specifically, this includes such activities as formal study, research and writing or similar creative activity, development of new courses, professionally related travel, or other creative faculty development endeavors.

   c. Any ranked faculty member who has been employed full time at College of the Ozarks for six years is eligible to apply for a sabbatical leave.
   1) For every six years of full-time employment, the faculty member may apply for the following:
      a) an academic year at half pay on the basis of current salary, or
      b) one semester at full pay, or
      c) an alternative time period and financial arrangement mutually acceptable to the faculty member and the Dean of the College.
   2) A faculty member who accumulates twelve years of full-time teaching may apply for a full academic year sabbatical at full pay.
   3) No more than two semesters at full pay may be spent on sabbatical leave during any six-year period.
   4) The number of faculty members granted sabbatical leave during a single academic year is determined in light of the general welfare of the College and at the discretion of the President.

   d. Application procedure for sabbatical leave shall be as follows:
   1) Application shall be made no later than October 1 of the year preceding the sabbatical; a formal proposal stating plans for the sabbatical leave is to be submitted to the Dean of the College.
   2) Sabbatical leaves are not granted automatically upon the completion of the necessary service. All proposals will be evaluated by the Faculty Development Committee with the Dean of the College serving as temporary, non-voting chair using guidelines based upon the following:
      a) necessary and useful study which updates knowledge or skills in the teaching discipline,
      b) retraining to adapt to new programs or emphasis within the College or Division, or
      c) scholarly or creative work which cannot readily be accomplished during periods of regular service and breaks and which has promise for publication, exhibition, or performance and which requires significant travel or other faculty development project.
3) The Faculty Development Committee will recommend approval or disapproval of each sabbatical proposal and will rank order only those proposals that receive a positive review.
4) The Dean of the College shall forward the recommendation of the Faculty Development Committee and his/her evaluation to the President.
5) The President’s decision concerning the granting of sabbatical leave shall be submitted in writing to the applicants on or before the end of the semester in which application is made.

e. Salary issues during the sabbatical leave are discussed below:
1) Salary disbursement checks will be issued on terms mutually acceptable to the faculty member and to the Dean of the College, and faculty members will continue to receive all benefits.
2) A faculty member on sabbatical leave may not receive a salary or stipend from another employer while on paid leave from the College without the approval of the College. However, the acceptance of paid leave does not preclude acceptance of research or other grants from private or government agencies to cover additional expenses.
3) Faculty members will submit a written report of activities during the leave to the Dean of the College at the conclusion of the sabbatical leave.
4) Provision for covering the teaching duties of the faculty member on sabbatical leave may be accomplished by the following:
   a) temporarily decreasing the course offerings by alternating or omitting regularly taught courses or shifting teaching duties within the discipline when this adjustment can be accomplished without increasing teaching loads or causing other injury to the academic integrity of the department, or
   b) employing an adjunct replacement.
   
5. Supplemental Faculty Development Funds
   a. Faculty development funding can be used for conferences, workshops, and seminars specifically related to improvement of teaching, e.g., dissemination of information on new teaching techniques. Faculty development money may be used for expenses related to attendance at annual meetings or conventions sponsored by professional associations.

b. Procedures and guidelines for applications are stated below:
1) Applications for faculty development funding are made by completing a form and process designated by the Faculty Development Committee (FDC).
2) Specific information to be included with each proposal includes the following:
   a) faculty member's name and department;
   b) title of the conference, workshop, or seminar;
   c) description of theme or focus of workshop;
   d) sponsoring group of conference, workshop, or seminar;
   e) location of workshop;
   f) dates of attendance;
   g) budget needs (travel and registration only);
   h) expected value of the workshop to the professor's teaching at College of the Ozarks;
i) descriptive materials (flyers, brochures, etc.); and
j) signatures of applicant and of Division Chair.

3) Request for funding must be made in advance.

Applications are considered as they are received.

4) FDC sends its recommendation to the Dean of the College for final decision.

c. For funding during sabbatical leaves, faculty members can apply for faculty development funds while on sabbatical, provided that the program would be appropriate for an on-campus applicant. Funding is not available for travel to the site of the primary sabbatical activity. Requests for funding must be made in advance.

d. Specific faculty development funding amounts and limitations are established by the Dean of the College. (Contact the Dean of the College for current amounts and limitations.)

6. Honorarium for Additional College or Graduate Work

Upon prior approval of the Dean of the College, the College pays an honorarium to faculty members who complete additional college or graduate work. The honorarium is one half of the credit hour charge, provisional upon prior written approval of graduate program and courses by the Dean of the College, and is payable after completion of course work. This is limited to availability of funds and includes no other expenses incurred. Help with funding for course work not leading to a degree will be dealt with on a case by case basis.

7. Outstanding Faculty Awards

a. Professional Achievement Awards

1) The Professional Achievement Award honors faculty members for their professional achievements which include but are not limited to research, publications, performances, creative productions, and service to professional organizations (includes a stipend).

2) Selection of the honoree is made by the Division Chairs acting as a committee.

b. Teaching Excellence Award

1) The Teaching Excellence Award honors those professors who have demonstrated outstanding teaching ability and who have had a major impact on the lives and careers of their students. Honorees have shown exceptional interest in their students, have set an example compatible with the goals of College of the Ozarks, and have continually attempted to improve their teaching ability (includes a stipend).

2) Selection of the honoree is made by the Division Chairs acting as a committee.

L. GENERAL CONDITIONS OF EMPLOYMENT

1. Religious Character and Expectations

The College of the Ozarks is a religious institution and shall always maintain as one of its prime objectives the promotion of the cause of Christ and His Kingdom and the maintenance of high academic standards within the context of a Christian environment. The College's Charter and operating philosophy seek to honor this commitment. In so doing as role models, those who elect to be employed by the College should be practicing as well as professing Christians along with possessing other qualifications necessary to the positions they hold. The behavior of faculty members should be consistent with the Christian philosophy of the College. (See Appendices C and D).

2. Closure of College

a. The Board of Trustees or the President or persons acting under their authority may close the College due to circumstances beyond the College’s control which impair its ability to continue normal operations. Such circumstances may include but are not limited to inclement weather, natural disaster, national emergencies, or other forces majeures. During such periods of closure, faculty shall be considered to be on leave of absence with pay.
b. Announcement of the closure of the College shall be disseminated by means such as local radio and television stations. During such occurrences the faculty members are requested to monitor the stations for information.

3. Use of Copyrighted Material
a. As a condition of employment, each faculty member agrees to accept responsibility for reading and understanding the applicable requirements of the copyright law and for complying with those requirements.
1) In the event that a copyright infringement occurs as a result of the acts of a faculty member, if the faculty member is able to demonstrate good faith compliance with the law, as determined by the College, the faculty member shall not be required to indemnify the College for any damages, judgments, or costs which may be obtained against the College for the acts of the faculty member.
2) If a faculty member willfully, intentionally, or without good faith violates the copyright provisions, the faculty member shall be solely liable for all losses, damages, judgments, and costs of whatever nature that may be incurred.
b. Section 107 of the Federal Copyright Law Revision of 1978 provides that “fair use” of a copyrighted work, including use by reproduction in copies, for purposes such as “teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.” The four statutory criteria used to determine whether the use made of a work in any particular case is a fair use are listed below:
1) the purpose and character of use, including whether such use is of a commercial nature or is for non-profit educational uses;
2) the nature of copyrighted work;
3) the amount or substantiality of the portion used in relation to the copyrighted work as a whole; and
4) the effect of the use upon the potential market for or value of the copyrighted work.

4. Hazardous Waste
Faculty members who handle toxic or hazardous substances on behalf of the College are required to maintain, use, and dispose of such substances in accordance with applicable state, federal, and local laws and regulations as a condition of their employment. Faculty may refer to the Chemical Hygiene Plan (CHP) on the campus network and obtain assistance in ascertaining his/her obligations from the CHP officer. Any faculty member who violates any such laws shall be deemed to have acted outside the scope of his/her authority unless the faculty member has relied upon advice given by the College.

5. Smoking
Smoking is prohibited in all college buildings and is limited to designated areas only.

6. Substance Abuse Policy
a. Substance abuse is the harmful or dangerous use of alcohol and/or other drugs. It endangers the mind and body, causes work injuries, destroys work performance, and results in long term health issues.
b. Faculty members who illegally use, possess, sell, or purchase drugs or controlled substances (defined as any drug or drug-like substance whose sale, use, purchase, or possession is unlawful without a prescription) while on the job or on college property will be subject to discharge.
c. Faculty members who are involved with illegal drugs or controlled substances on their own time will be subject to disciplinary action up to and including discharge if such involvement has an adverse effect on the College. Faculty members of the College with personal drug dependence problems are encouraged to request help through the Employee Assistance Program (EAP) at the College Counseling Center and/or their personal physician. Self-referrals for EAP assistance will be treated on a confidential basis.

d. The College of the Ozarks expects all faculty members to report to work free of the effects of alcohol or drugs. The College of the Ozarks distributes its written substance abuse policy annually to all personnel.

7. Fund-raising Policy
   a. While the College encourages faculty fund-raising on its behalf, approval is necessary to avoid conflicts and confusion. Therefore, all fund-raising activities conducted on behalf of or in the name of the College by any faculty member shall be subject to approval by the President. Grants or gifts may not be accepted on behalf of the College unless approved by the President.
   b. Faculty members may not solicit funds on college property on behalf of any organization, other than an approved college organization, unless prior approval is received from the President. Other than college-approved products, the sale of which is part of the faculty member’s job duties or responsibilities, faculty members may not sell or solicit the sale of products on college property or during their work time.

8. Private Property on Campus
   a. The College cannot provide loss or liability insurance for private property kept on campus.
   b. Personally owned animals, such as birds, reptiles, or other pets are not allowed on College property without approval from the Dean of Administration.

9. Sexual Harassment
   a. Federal and state law prohibit sexual harassment, and the College of the Ozarks is opposed to and will not tolerate sexual harassment in the educational environment or the workplace.
   b. Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and any printed, verbal, or physical action which is of a sexual nature. These actions are considered harassment when any of the following occur(s):
      1) submission to the conduct is made, either implicitly or explicitly, a term or condition of an individual's employment or status in a course, program, or activity;
      2) submission or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
      3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational experience and/or creating an intimidating, hostile, or offensive working or academic environment.
   c. Retaliation against any person who brings an accusation or who assists in the investigation of a complaint is prohibited. Notwithstanding this provision, the College reserves the right to discipline a faculty member or student who is determined to have brought an accusation in bad faith.
   d. Complaint procedures are listed below:
      1) Any member of the College community has the right and responsibility to report sexual harassment. Faculty should report the matter to the Dean of the College.
2) A thorough investigation of the complaint will be conducted, and the College may take disciplinary action up to and including termination of employment. (See Dismissal Procedures, section I.6.b.)

3) Should anyone accused of harassment be dissatisfied with an imposed sanction as a result of the investigation, an appeal may be made to the President of the College.

10. Computer Resource Use Policy
Computing resources are available to all members of the faculty for the purpose of supporting the educational mission of the College. All faculty members agree to follow the Computer Resource Use Policy.

11. Possession of Firearms on Campus
Faculty employees who possess a valid concealed carry permit may, within the parameters of Missouri Revised Statutes, Chapter 571, carry a concealed firearm on the campus, provided the firearm(s) is registered with the College. Registration is done through the College Security Department.

12. Nondiscrimination Policy Statement
The College of the Ozarks adheres to a nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In employment or in any program or activity offered or sponsored by the College, the College does not discriminate on the basis of race, color, gender, national origin, ancestry, age or disability. Nor does the college discriminate against any person or persons on the basis of creed or religion in admissions policies or College administered programs. On matters of employment, the College relies on its exemption from Title VII of the Civil Rights Act of 1964 as a religious educational institution. The College maintains a grievance procedure available to any person who believes he or she has been discriminated against. The Business Manager of the College is the designated officer and contact person for all applicable regulations. Inquiries regarding nondiscrimination policies should be directed to:

Charles F. Hughes, Business Manager,
c/o Business Office,
College of the Ozarks,
PO Box 17,
Point Lookout, MO 65726
417-690-2211

M. LEAVES

1. Leave Without Pay
When a faculty member desires a leave for some temporary special assignment or for personal reasons, the Dean of the College may grant a leave without pay. Such an agreement must be in writing and properly filed. Normally, leave without pay is limited to one year, but in special circumstances leave can be extended.

2. Leave with Pay
   a. Short-term Disability
      1) The College of the Ozarks has a self-insured short term (up to 60 days) procedure in lieu of sick leave. Short-term disability shall mean any condition, whether physical or mental, including conditions resulting from pregnancy and childbirth, adoption, and bereavement in the case of the death of a member of the immediate family, which disables faculty members from performing assigned duties or which imposes a risk of infection to other faculty members. The determination that a short-term disability exists shall be made by
the College, taking into consideration the essential job functions of the faculty member and the faculty member’s disability. The College may require the faculty member to submit to an examination at the employee’s expense by a qualified health care professional of its choice for the purpose of assisting in the determination that a short-term disability exists.

2) In cases of short-term disability, the College will make every effort, including the hiring of temporary adjuncts, to assist the disabled faculty member in meeting his/her classroom obligations.

3) Absences of six or more consecutive days may cause the full provisions of Section M.2.a.1) and 2) to be completed at the discretion of the Dean of the College.

b. Civil Duty Leave

A full-time faculty member who is validly subpoenaed or summoned to appear involuntarily or serve as a juror during regularly scheduled work hours in a judicial forum or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance, shall be entitled to receive leave with pay for a period of time necessary for such appearance if the appearance may not be reasonably accommodated by rescheduling the faculty member's work hours as determined by the College. Any compensation received for the appearance, other than travel and meal allowances, shall be reported to the College and deducted from any salary paid by the College. Civil leave shall not be granted for appearances as an expert witness for a party to litigation. Civil leave must be approved in advance in writing by the Dean of the College.

c. Military Leave

1) Concerning any faculty member who is inducted into or called to active duty in the Armed Forces of the United States, the organized militia, National Guard, or Reserve component of the Armed Forces of the United States for training and service; who leaves a position (other than a temporary position) with the College in order to perform such training and service and receives a certificate of satisfactory completion of military service; and who makes application for re-employment with the College within ninety (90) calendar days after he/she is relieved from such training and service or from hospitalization continuing after discharge for a period of not more than 365 calendar days, such faculty member shall be allowed the following entitlements:

a) if still qualified to perform the duties of the position left, be restored to such position or to a position of like seniority, status, and pay; or

b) if not qualified to perform the duties of such position by reason of disability sustained during such service but qualified to perform the duties of any other position in the employ of the College, be offered employment and, if such faculty member so requests and a vacancy is available, be employed by the College in such other position, the duties of which such faculty member is qualified to perform as will provide such faculty member like seniority, status, and pay, or the nearest approximation thereof, consistent with the circumstances in each such faculty member's case. The foregoing entitlements shall be allowed to each qualified faculty member provided that the College's circumstances have not so changed as to make it impossible or unreasonable to do so.

2) Faculty members who are restored to employment at the College in accordance with the provision of this section shall be considered as having been on leave of absence during such period of training and service in the Armed Forces and shall be re-employed with-
out loss of seniority and shall be entitled to participate in insurance and other benefits currently offered by the College. Such faculty members shall not be discharged from the position in which they are re-employed, except for cause, for a period of 365 calendar days after the effective date of re-employment.

3) Active duty shall be defined to include participation in assemblies or annual training pursuant to any valid order of the command under which the faculty member serves or attendance at service schools conducted by the Armed Forces of the United States. This period of duty would include voluntary assignments for a period not to exceed fourteen (14) calendar days in any 365 calendar day period.

N. FRINGE BENEFITS
1. Mandatory
   a. Worker’s Compensation
      1) The College provides worker’s compensation coverage for faculty members in accordance with the laws of the State of Missouri. For details concerning coverage and benefits, contact the Business Office.
      2) Faculty members are required to report any job-related illnesses or injuries to their supervisor immediately and fill out an accident/injury report at the Business Office as soon as is feasible after an accident or injury occurs. The report must be filed within 72 hours of the incident.
   b. Unemployment Compensation
      The College provides unemployment insurance coverage for faculty members in accordance with the laws of the State of Missouri. For detailed information concerning coverage and benefits, contact the Business Office.
   c. Social Security
      The College provides Social Security insurance in accordance with federal laws. For details concerning coverage and benefits, contact the local office of the Social Security Administration or the Business Office.
2. Carrier Benefits
   a. Group Health Insurance
      1) All full-time faculty members are eligible to participate in the College’s group health care insurance program. Participation may begin on the first of the month following employment, provided application has been made within 60 days of the date of hire or during the month of June. The College pays the full cost of the faculty member’s individual coverage. Coverage is available for faculty member dependents at the expense of the faculty member. Coverage for retirees may also be available through the College’s group health plan. Details may be obtained from the Business Office.
      Effective for full-time faculty members who retired on or after June 1, 1987, and were hired before June 1, 2011, the College will pay the premium for a Retiree Group Health Insurance Plan (RGHIP) if the employee has completed 20 years of continuous full-time service and has continued on the group health plan until he/she reaches the age of 65. Once the retiree is on the RGHIP, Medicare will be the primary carrier.
      Full-time faculty members hired on or after June 1, 2011 are not eligible for the RGHIP.
   b. Defined Contribution Retirement Plan
1) In addition to cash salary, full-time faculty members may participate in a defined contribution retirement plan.
2) Participation is voluntary, and eligibility begins with the first pay period.
3) Detailed information on various retirement plan options and current contribution guidelines are available from the Business Office.

c. Life Insurance
1) The College of the Ozarks provides life insurance coverage for all full-time faculty members. The College bears the full cost of the coverage.
2) Detailed information on current coverage is available from the Business Office.

d. Disability Income Insurance and Salary Protection
1) The College of the Ozarks has a group long-term disability income insurance policy, which goes into effect on the 61st day after the beginning of the disability. The College bears the full cost of the coverage.
2) Detailed information on current coverage is available from the Business Office.

3. Institutional Benefits

a. Tuition Waiver
1) All full-time faculty members and emeritus faculty are eligible to take courses at no charge. A maximum of three credit hours per semester may be taken during regular business hours.
2) Dependents of full-time faculty members and emeritus faculty who qualify for admission may attend the College as full- or part-time day students without cost of education fees. However, they must fulfill the same requirements as other students. All full-time students must fulfill the 280 hours per semester work requirement. Boarding students must pay room and board charges. The incidental/health fee is waived.

b. Parking
All vehicles operated or parked on campus by faculty members and emeritus faculty must be registered. Parking permits are available at the Business Office.

c. Facilities
Full-time faculty members and emeritus faculty are entitled to use designated facilities of the College for personal activities provided the facilities are available and written permission has been granted by the Dean of the College. Use of the facilities is subject to the terms and conditions established by the College from time to time, and a fee may be involved for use of some facilities.

d. Events
All full-time faculty members and emeritus faculty and their families are entitled to be admitted free of charge to College athletic, theatrical, musical, and other events which are open to the public.

4. Compensation Policies

a. Deductions for Social Security, retirement, and federal income taxes are made by payroll deduction. It is the faculty member’s responsibility to see that all necessary forms are filled out and on file in that office.

b. Paychecks are distributed on the last business day of the month.
O. GRIEVANCE

A faculty member may file a grievance only regarding the situations described in Sections 1. and 2. below.

1. A faculty member who wishes to appeal a non-renewal decision of a term contract (after the six-year probationary period and successfully passing the six-year review) or a non-renewal decision following a multi-year contract follows the procedure below:

   a. The faculty member should first initiate a discussion with the appropriate Division Chair and the Dean of the College.
   b. If the matter is not resolved, the individual may request of the Dean of the College or the Dean of the College may bring the matter and all supporting evidence to the Faculty Grievance Committee for a hearing. The Faculty Grievance Committee is chaired by the Dean of the College, who is a non-voting member, and is composed of three faculty members, one from the Evaluation Committee (appointed by the President), the elected chairman of the Welfare Committee, and one from the faculty (appointed by the Dean of the College).
   c. The recommendation of the Faculty Grievance Committee and the recommendation of the Dean of the College are forwarded to the President. The President makes a final decision and informs all parties, or he may choose to forward recommendations to the Board of Trustees for a review and final decision.

2. A faculty member who wishes to appeal a decision regarding removal of tenure, dismissal for cause, or non-renewal of continuous Letter of Appointment follows the procedure below:

   a. The faculty member must first attempt to clarify or resolve the problem through discussion with the Dean of the College.
   b. If the issue is not resolved satisfactorily, the faculty member may ask for a formal hearing by the Faculty Welfare Committee.
   c. A request for a formal hearing must be made in writing within fifteen class days (not including summer) of the appellant’s receipt of written notice of the situation being appealed. The request is to be directed to the chairman of the Welfare Committee, with a copy to the Dean of the College. This request must specify clearly the basis of the appeal. An appeal may be based on any of the following grounds:
      1) that the procedures specified in the College of the Ozarks Handbook were not followed,
      2) that the decision resulted from incomplete or inaccurate information or that complete and accurate information was misinterpreted or improperly assessed,
      3) that the terms of appointment have not been observed or the provisions of tenured appointment have been modified without the individual’s consent, and/or
      4) that academic freedom as defined in the College of the Ozarks Handbook has been violated.
   d. In such a hearing, the burden of proof by a preponderance of evidence rests with the appellant.
   e. The hearing must be held within fifteen class days (not including summer) after the committee received the petition. See Appendix A for hearing procedures. Within fifteen class days of the end of the hearing, the committee reports its findings and recommendations in writing to the President. Copies of the report are sent to the appellant, the Dean of the College, and, if appropriate, the Division Chair.
   f. The President weighs the committee recommendation and the recommendation of the Dean of the College and makes a decision which is conveyed in writing to the appellant with copies to the Dean of the College and the chairman of the Welfare Committee. The President may choose to forward recommendations to the Board of Trustees for a final review and decision.
P. CURRICULUM

1. Department Curriculum
   Proposed changes in course offerings, titles, prerequisites, descriptions, and other curricular matters may be made by departments. The procedures for changing department curriculum are as follows:
   a. The proposed changes are presented and discussed within the appropriate division to determine their merit.
   b. The Division Chair will present the division’s recommendation with the vote to the Dean of the College for inclusion on the agenda of the Academic Council.
   c. The department, concerned individuals, and/or the Teacher Education Committee may request permission from the Dean of the College to address the Academic Council related to curriculum recommendations.
   d. The Academic Council will make a recommendation to the Dean of the College.
   e. The Director of Teacher Education may make a recommendation and notify the Division Chair if curriculum proposals affect certification requirements.
   f. The Dean of the College will accept or reject the recommendation and notify the Division Chair and, if accepted, the Registrar.
   g. The Division Chair will notify the division and the department.

2. General Education
   Proposed changes in the general education curriculum may be made by departments, divisions, and/or an ad hoc G.E. Committee. Proposals for changes in general education from departments and divisions are processed through the procedures outlined under department curriculum in P.1. General education proposals from an ad hoc G.E. committee shall be processed as follows:
   a. The committee shall submit the proposal to the Dean of the College for consideration by the Academic Council.
   b. The Academic Council will make a recommendation to the Dean of the College.
   c. The Dean of the College will accept or reject the recommendations and notify the faculty and, if accepted, the Registrar.

3. X Courses
   a. An X course is an experimental course. It may be offered no more than once before it is terminated or recommended for permanent status within the curriculum of a department.
   b. The application procedures for an X course are as follows:
      1) An X course proposal must be presented and discussed within the appropriate Division to determine its merit.
      2) If accepted, the Division Chair will notify the Dean of the College of the department’s desire to offer the course.
      3) The Dean of the College will accept or reject the course and notify the Division Chair and, if accepted, the Registrar.
      4) The Division Chair will notify the division and department.
   c. If the department intends to offer the course on a permanent basis, the department must submit a course proposal to its division for processing through the procedures outlined under department curriculum.

4. Administrative changes
   Curricular changes can come about through additions or deletions of programs by administrative decisions.
Q. ACADEMIC COUNCIL ORGANIZATION

1. Members
The Academic Council consists of members of the full-time, ranked faculty of the College. Members include appointed and elected positions. The Dean of the College; the Division Chairs; an elected member of each division; and the chairs of the Academic Standards, Faculty Development, and Faculty Welfare Committees form the membership of the Academic Council. The Dean of the College serves as chair of the Academic Council. The Dean's secretary serves as secretary for the Academic Council but is not a member of the Academic Council.

An alternate will be elected for each of the elected members of the Academic Council and will serve in the absence of the elected member. The alternate for division representative shall be elected by the division, and the alternate for committee chair shall be appointed by the committee chair. Alternates shall serve for one academic year, and they shall not be able to succeed themselves.

2. Meetings
a. Regular meetings of the Academic Council are normally held monthly during the academic year as set by the Dean of the College.

b. Special meetings of the Academic Council may be held at any time upon the call of the Dean of the College or by two-thirds vote of the membership of the Academic Council.

c. Elected and appointed faculty are the voting members of the Academic Council. The Dean of the College votes only to break a tie. The secretary has no vote.

d. Any ranked faculty member may attend meetings of the Academic Council but may not address the Council unless recognized by the Dean of the College.

e. Unless previously determined by Academic Council vote for a specific question, a majority of the membership is sufficient for passage of a motion.

f. Agenda items may be formulated by faculty committees, divisions, individual faculty members, and/or administration and submitted for consideration at an Academic Council meeting by committee chairs, Division Chairs, Dean of the College, a member of the Academic Council, or a faculty member.

g. Agenda items for consideration by the Academic Council must be submitted to the Dean of the College by the deadline printed in the Academic Calendar.

h. Agenda items submitted after the deadline cannot be acted on at the next Academic Council meeting, even by a suspension of the rules.

i. Five days or more preceding each regular Academic Council meeting, the secretary circulates to all members of the faculty the meeting agenda and text of any items to be considered at the meeting.

j. Minutes of Academic Council meetings are prepared by the secretary for the Academic Council. Copies of the minutes are normally distributed to the entire faculty within five working days following the meeting. The minutes are not public records.

k. The Academic Council meetings may be recorded by the secretary for the convenience of recording the minutes, but the recordings will be destroyed after the minutes are complete.

3. Committees
a. Faculty Committee Minutes
1) All faculty committees should elect a secretary to record minutes of the committee. The minutes of committee meetings are normally distributed to the faculty within five working days of the meeting. An archive of minutes is maintained on the campus network and
in the library. Because some committees deal with sensitive personnel issues or information protected by FERPA, the following exemptions apply:

i. Faculty Development and Faculty Welfare—Matters related to personnel are confidential and not reported in the minutes distributed to all faculty but are recorded in the official minutes for the Dean’s consideration and action.

ii. Teacher Education—Confidential information related to students is not reported in the minutes distributed to all faculty but is recorded in the official minutes for the Dean’s consideration and action.

iii. Evaluation and Faculty Grievance—Committee deliberations are confidential. Minutes are not distributed to the faculty.

iv. Other committees—From time to time other committees may conduct business involving sensitive personnel issues or information protected by FERPA. If so, that information is not distributed to the faculty.

2) Committee secretaries should follow Robert’s Rules of Order.

b. Elected Committees

Full-time, ranked faculty are elected to the following committees:

1) Academic Standards

Academic Standards recommends, defines, and evaluates academic policies. The committee is comprised of one elected representative from each division and elects a chair and secretary from this representation. The elected chair is a voting member of the committee. The Dean of the College is a member of the committee but shall not chair and has no vote unless to break a tie.

The minutes of committee meetings are normally distributed to the faculty within five working days of meetings by the committee secretary.

2) Faculty Welfare

Faculty Welfare concerns itself with overall policies in the interest of the faculty, including the grievance procedure. The committee is comprised of one elected representative from each division and elects a chair and secretary from this representation. The elected chair is a voting member of the committee.

The Dean of the College is a member of the committee but shall not chair and has no vote unless to break a tie.

The minutes of committee meetings may be distributed to the faculty within five working days of meetings by the committee secretary.

3) Faculty Development

Faculty Development seeks to promote the personal and professional growth of the faculty. It encourages and facilitates the acquiring of the knowledge, skills, techniques, sensitivities, and attitudes needed to create an academic climate conducive to quality teaching and learning. This committee also evaluates and recommends to the Dean of the College the sabbatical requests of faculty.

The committee is comprised of one elected representative from each division and elects a chair and secretary from this representation. The elected chair is a voting member of the committee. The Dean of the College is a member of the committee but has no vote unless to break a tie. The Dean chairs the committee only during consideration of faculty sabbaticals and personnel matters. The minutes of the committee meetings are normally distributed to the faculty within five working days by the committee secretary. Matters
related to personnel are confidential and not reported in the minutes distributed to all faculty but are recorded in the official minutes for the Dean’s consideration and action.

c. Ad-hoc Committees

Ad-hoc committees are appointed by the President and/or the Dean of the College, when necessary, to consider specific academic business. The committees are dissolved when the business is finished. These committees may report to the President, the Dean of the College, and/or the Academic Council.

d. Standing Committees

Standing committees are appointed by the President and/or the Dean of the College to fulfill varying needs of the institution. The standing committees report directly to the President and/or the Dean of the College.

1) Inter-Collegiate Athletics

a) Inter-Collegiate Athletics is a college-wide committee which meets to discuss and decide issues regarding intercollegiate athletics and their role at the College of the Ozarks.

b) Voting members consist of faculty members (one of which will be the NAIA faculty athletic representative), staff members, and administrators. A majority of members shall be faculty. Non-voting members will consist of the Athletic Director, the chair of the Division of Education and Health, and the Dean of the College. A chair and a secretary will be elected from the voting membership of the committee.

c) Members are appointed by the Dean of the College annually.

2) Teacher Education

a) Teacher Education is a college-wide committee which meets to discuss and decide issues regarding teacher education certification. The committee makes recommendations for adding or deleting programs and suggestions for improvements to meet DESE accreditation.

b) Voting members consist of faculty members from each academic area that has teacher education programs. Members are appointed by the Dean of the College and may serve indefinite terms. The Director of Teacher Education will chair the committee, and the secretary of the Education Department will serve as committee secretary. Non-voting members consist of the chair of the Division of Education and Health and the Dean of the College.

3) Academic Assessment Task Force

a) The Academic Assessment Task Force is under the Director of Academic Assessment and consists of representatives from each academic department. The Director is appointed by the President and the Dean of the College. Representatives are appointed by the Dean of the College and Division Chairs.

b) The Academic Assessment Task Force is responsible for coordinating academic assessment across the college.
5) Evaluation Committee

The Evaluation Committee evaluates faculty for promotion, multi-year contract, and periodic reviews, and the committee may evaluate faculty where concerns exist. Recommendations are made directly to the Dean of the College. The committee will be comprised of one appointed representative from each division who is not on probationary appointment and who is not serving as the Division Chair. Appointments are made by the Division Chairs with the approval of the Dean of the College and the President. Division Chairs may be consulted for their input regarding faculty members. The Dean of the College is a member of the committee and serves as the chair and secretary and has no vote. Committee deliberations are confidential.
Appendix A

Procedures for Grievance Hearings

The following procedures are used by the Faculty Welfare Committee in hearings dealing with grievances initiated by individual faculty members.

1. It is the responsibility of the chairman of the committee to schedule and moderate the hearing.

2. The chairman, in consultation with the Dean of the College, will be responsible for clearly defining in writing the points at issue and ensuring that the committee and both parties understand the issue(s) to be dealt with by the committee.

3. Supporting materials may be supplied by both parties involved in the dispute and must be in the hands of the committee chairman at least three days (72 hours) before the scheduled hearing. The committee may determine whether additional materials or information is needed or may be submitted after this deadline has passed. The committee may request additional material or information.

4. Faculty, staff, or administration knowledgeable about the point(s) at issue may be called by either party involved or by the committee, and their names must be made available to both parties involved 72 hours before the hearing. Students may be requested but not required to be present at the hearing. Students choosing not to be present may be represented at the hearing by any full-time member of the College of the Ozarks faculty, staff or administration. Written questions may be submitted, and responses may be required of any individual not physically present. (Student names will not be divulged.) Proceedings may be interrupted by a recess no longer than is necessary to gather such responses.

5. The committee chairman is responsible for scheduling any appearances before the committee and for bringing the hearing to a close in a timely fashion.

6. Both parties may request a full-time member of the faculty, staff, or administration to serve as an advisor at the hearing.

7. The hearing should be confidential and private. Attendance at the hearing will be limited to the Welfare Committee, the faculty member and an advisor, and the other party and an advisor. The advisor(s) may be excluded at any time deemed appropriate by the committee.

8. The order of presentation in the hearing will be as follows:
   a. the appellant’s case, including any persons called on his/her behalf,
   b. the case of the other party, including any persons called,
   c. persons called by the committee (opportunity for questions will be allowed in all cases),
   d. recall of persons previously consulted if necessary,
   e. closing statements of other party, and
   f. closing statement of appellant.

9. Members of the committee are free to direct questions at any appropriate time to any parties present.

10. At the conclusion of the hearing, the committee will meet in closed session to deliberate and arrive at a conclusion. All members of the committee must be in attendance at all sessions in order to participate in the deliberations. The committee will report its findings and recommendation(s) to the President of the College.
APPENDIX B

Constitution
of the
Academic Council of the College of the Ozarks

Article I
NAME

The name of this organization shall be the Academic Council of the College of the Ozarks.

Article II.
PURPOSE

The purposes of this organization are to ensure that the members of the faculty of the College of the Ozarks recognize their rights and privileges and assume their responsibilities in the formation of the academic policies of the College, to promote efficiency of the faculty as an integral part in the functioning of the College as an institution of higher learning, and to systematize and make definite the organization and functioning of the faculty. The Academic Council serves as a recommending body to the administration and shall operate in a manner consistent with the bylaws of the College.

Article III
MEMBERSHIP AND VOTING

Section 1. The Academic Council will be composed of the Dean of the College, who will preside; the Division Chairs; an elected delegate from each Division; and the chairs of the Academic Standards, Faculty Development, and Faculty Welfare Committees. An alternate will be elected for each of the elected members of the Academic Council (i.e., the elected member of each division and the chairs of the elected faculty committees) and shall serve in the absence of the elected member. The alternate for division representative shall be elected by the division, and the alternate for committee chair shall be elected by the committee members. Alternates shall serve for one academic year, and they shall not be able to succeed themselves.

Section 2. The President of the College is an ex-officio member of the Academic Council.

Section 3. Membership in the Academic Council and elected committees is limited to full-time ranked faculty.

Section 4. The Dean of the College will have no vote unless to break a tie in the Academic Council and committees.

Section 5. The secretary to the Dean of the College will serve as secretary to the Academic Council but is not a member of the Council and has no vote.

Article IV
ELECTIONS

Section 1. Elections for all vacant positions should be conducted during the last regularly scheduled division meetings of the academic year.

Section 2. Elected membership of the Academic Council and elected committees will serve for two year terms. Chairs of the three elected committees (Academic Standards, Faculty Development, and Faculty Welfare) will serve as Chair for a one year term.

Section 3. Approximately half of the elected membership of the Academic Council and elected committees shall be elected annually.
Section 4. The Dean of the College shall notify Divisions of elected positions to be filled for the upcoming academic year before the March division meeting and of any vacancies which occur during a term.

Section 5. A faculty member shall not hold two elected positions simultaneously.

Section 6. An elected faculty member shall not serve two consecutive terms on the Academic Council in any capacity. Chairs of the three elected committees (Academic Standards, Faculty Development, and Faculty Welfare) shall not serve two consecutive terms.

Section 7. Division Chairs shall not be elected to a faculty committee.

Section 8. If any elected position becomes vacant, the division for which the vacancy occurs will elect a representative at its next regularly scheduled meeting, or special meeting, to fill the vacancy for the unexpired part of the term.

Section 9. The Dean of the College shall notify the entire faculty of membership in elected and appointed positions.

Article V
MEETINGS

Section 1. Regular meetings of the Academic Council shall normally be held once each month during the academic year at such place and time as the Dean of the College shall designate.

Section 2. Special meetings of the Academic Council may be held at any time upon the call of the Dean of the College or by two-thirds vote of the membership of the Academic Council.

Section 3. A quorum shall consist of a majority of the membership of the Academic Council.

Section 4. Academic Council meetings may be tape recorded for the convenience of the secretary and the recordings will be destroyed after the minutes are complete.

Section 5. All votes shall be recorded.

Section 6. Agenda items must be presented to the Dean of the College in writing by the deadline on the Academic Calendar. Agenda items submitted after this period may not be acted upon at the next meeting, even by suspending the rules.

Section 7. The Dean of the College through the Academic Council secretary must present policy matters to the Academic Council and faculty at least five days before action may be taken.

Article VI
COMMITTEES

Section 1. The elected committees of the faculty shall be the Academic Standards, Faculty Development, and Faculty Welfare Committees. An appointed committee of the faculty shall be the Evaluation Committee. A Division Chair shall not serve on these committees.

Section 2. The Academic Standards, Faculty Development, and Faculty Welfare Committees shall be composed of one full-time ranked faculty member from each division. The Evaluation Committee shall be composed of an appointed faculty member from each division who is not on a probationary appointment.

Section 3. Other committees of the faculty may be created and dissolved at the discretion of the President and/or the Dean of the College.

Section 4. The President is an ex-officio member of all committees.

Section 5. The chairs and secretaries of the Academic Standards, Faculty Development, and Faculty Welfare Committees are elected by members of the committees.

Section 6. The Dean of the College chairs the Faculty Development Committee only during personnel matters. The Dean of the College serves as the chair and secretary of the Evaluation Committee.
Meetings concerning personnel are confidential, and meeting deliberations shall not be distributed.

**Section 7.** Minutes of the meetings of Academic Standards, Faculty Development, and Faculty Welfare meetings will normally be distributed to all faculty within five working days by the committee secretaries.

**Article VII**

**AGENDA ITEMS**

Agenda items may be formulated by committees, divisions, individual faculty members, and/or administration and are presented at an Academic Council meeting by the committee chair, a Division Chair, the Dean of the College, an Academic Council member, or a faculty member.

**Article VIII**

**DUTIES**

**Section 1.** Expectations of members of the Academic Council of the College of the Ozarks are as follows:

a. assumption of responsibilities and obligations in order to carry out the mission of the organization;

b. regular attendance at meetings and adherence to the rules of the organization;

c. faithful performance of duties assigned to them or ask to be excused; and

d. attendance at every meeting of a committee.

**Section 2.** Responsibilities of the Dean of the College are as follows:

a. presiding at all Academic Council meetings,

b. setting the agenda for Academic Council meetings,

c. appointing a parliamentarian from members of the Academic Council,

d. designating a member of the Academic Council to serve as chair in his/her absence,

e. appointing ad-hoc committees,

f. being a member of all elected and appointed committees of the faculty,

g. notifying divisions of elected positions to be filled, and

h. notifying faculty of the members of all elected and appointed positions.

i. voting in the case of a tie.

**Section 3.** Responsibilities of the secretary shall be as follows:

a. prior to each meeting distributing to all faculty the agenda and legislation to be considered,

b. recording and distributing to the faculty the votes and proceedings of all Academic Council meetings, and

c. preparing the formal recommendations of the Academic Council for the Dean of the College.

**Article IX**

**PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order* shall govern the proceedings of the Academic Council not herein provided for. The parliamentarian shall advise the Dean of the College on points of parliamentary procedure and also give similar advice to the Academic Council if requested to do so. Such amendments are subject to approval by the Dean of the College and the President.

**Article X**

**AMENDMENT**

This constitution may be amended by a two-thirds vote of the members of the Academic Council at any regular meeting of the Council or at any called meeting, provided the amendments have been submitted in writing at the previous regular business meeting. Such amendments are subject to approval by the Dean of the College and the President.
APPENDIX C

The Apostles’ Creed

*The Apostles’ Creed received its title because of its great antiquity; it dates from very early times in the Church, a half century or so from the last writings of the New Testament.*

I believe in God, the Father Almighty, the Creator of heaven and earth.

And in Jesus Christ, His only Son, our Lord: Who was conceived of the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He arose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, whence He shall come to judge the living and the dead.

I believe in the Holy Ghost, the holy *catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting.*

Amen.

*often see “Christian Church” (catholic means “universal”)

The Nicene Creed

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets.

And I believe one holy catholic and apostolic Church. I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come.

Amen.
APPENDIX D

Lifestyle/Sexuality Expectations

College of the Ozarks is guided* by a long-standing traditional biblical worldview which reflects the understanding that human sexuality is a gift from God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships in marriage. Misuses of God’s gift will be understood to include, but not be limited to sexual abuse, sexual harassment, sexual assault, heterosexual misconduct, homosexual conduct, or possession of pornographic materials. In addition, the College considers indiscreet public display of affection as inappropriate behavior.

Employees and students at College of the Ozarks are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. It is particularly important to the College that high standards of sexual morality be observed among its employees and students.

Toward this end, the College may subject to disciplinary action any employee or student who engages in or encourages:

1. Sexual relations with a person other than his/her spouse;
2. Sexual relations with a person of the same sex;
3. Touching, caressing, and other physical conduct of a sexual nature with a person of the same sex;
4. Touching, caressing, and other physical conduct of a sexual nature with a person of the opposite sex that is inappropriate to the time and place in which it occurs.

Disciplinary action may include dismissal.

*Genesis 1:27-28; Proverbs 5:18-19; Song of Solomon; I Corinthians 7:2-5; Genesis 2:24; Matthew 19:5; Exodus 20:14; Proverbs 5:1-11; Proverbs 6:23-33; Proverbs 7:5-27; Romans 1:26-28; I Thessalonians 4:3; I Corinthians 6:9-10; I Corinthians 6:13-20; Galatians 5:19