



## **EMPLOYEE HANDBOOK**

**2022-2023**

The contents of this handbook are presented as a matter of information. Crown College reserves the right to modify, revoke, suspend, terminate, or change any or all plans, policies, or procedures in whole or in part, contained in this handbook at any time with or without notice. The most current and most up to date Employee Handbook information can be found at <https://our.crown.edu/ICS/Staff>

Employee username and password required.

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# 1 INTRODUCTORY INFORMATION

## OUR ORGANIZATION

### 1.1 WELCOME

**Reviewed: Spring 2011, Summer 2022**

**Approved: Spring 2011**

Welcome to Crown College (the “College”). We believe that employment here is an opportunity for individuals to fulfill their personal callings in life as well as to assist the College in fulfilling its mission to provide a biblically-based education for Christian leadership in The Christian and Missionary Alliance, the church at large and the world. The *Employee Handbook* (the Handbook) of the College will assist individuals and the College in fulfilling those callings and mission.

The *Employee Handbook* is updated annually by the Offices of the Academic Dean and the Office of Human Resources and essentially includes strategic information and policies. In recent years, a practice of noting the source of each policy has been observed. A notation following the policy indicates the source in abbreviated form along with the date of the action: B = Board of Trustees; F = Faculty; PC = President's Cabinet; AD = Academic Dean; HR = Human Resources. Handbook information is provided annually for College employees. Matters included are intended to be for the personal use of College employees.

All personnel are expected to read through the *Employee Handbook* each fall since:

- \*materials may be updated from year to year,
- \*current policies and materials may have been revised,
- \*policies and materials may have been added and/or deleted.

Employees should be thoroughly familiar not only with the contents of this Handbook, but also with the *Student Handbook* and the *College Catalog*. Policies and procedures included in the last two sources are generally not duplicated. The *Employee Handbook* is subject to change with or without prior notice to employees. The contents of this handbook are not conditions of employment and do not constitute a contract between the College and its employees. All College employees are employees at will. Any individual may voluntarily leave employment at any time for any or no reason, and the College may terminate employment at any time for any reason or no reason. This handbook is a general statement of policy, to be modified and applied by the College at its discretion.

This handbook sets forth the general administrative policies of the College. It applies to all employees. Notice that each page of the handbook is dated and is current as of that date. When there is a change in policy, we will update this handbook as soon as we can. Feel free to consult us whenever you have questions.

The material in this handbook is not exhaustive. Although we have attempted to cover matters of general applicability to all employees, we know that it does not cover every situation that may arise from day to day. We reserve the right to make changes at any time; with or without notice, and to interpret those policies and procedures at the discretion of the College.

The call to ministry at the College is a call to excellence. We are not interested in simply giving a modest return on talent received. Our stewardship involves total commitment to the mission of preparing servants for ministry. May He grant each of us His wisdom and the Spirit's leading in creating a nurturing and learning environment known for its quality and its godliness!

## 1.2 MISSION OF CROWN COLLEGE

**Created:** B, 2/90, 94

**Reviewed and Revised:** Spring 2011, Spring 2018

**Approved:** Spring 2011

The mission of the College is to provide a biblically based education for Christian leadership in The Christian and Missionary Alliance, the church at large and the world.

### GOALS

The college seeks to provide an education that is Christ centered, academically excellent and globally connected to undergraduate and graduate students. These values are evident to the extent as Crown College students:

1. Demonstrate knowledge, skill, and attitudes appropriate to their fields and levels of studies.
2. Demonstrate written and oral expression observing the conventions of their discipline.
3. Integrate a field of study with a Christian perspective.
4. Illustrate a life of learning enabled with critical thinking skills
5. Apply ethical principles that are consistent with Biblical values.
6. Demonstrate knowledge of and respect for people of diverse cultures.

## 1.3 HUMAN SEXUALITY AND GENDER IDENTITY

**Created:** Spring 2016

**Approved:** PC Spring 2016

As reflected in Crown College's Statement of Faith, the Old and New Testament are a complete revelation of God's will for the salvation of men and the divine and only rule of Christian faith and practice. Accordingly, Crown upholds that sexual intimacy is a gift of God to be expressed exclusively within marriage between one woman and one man. [Genesis 2: 20-25; Matthew 19: 1-6]. Engaging in sexual intimacy outside the covenant marriage relationship, such as premarital sex, adultery, or same-sex sexual intimacy is unacceptable for members of the Crown College Community. [Matthew 19: 1-12; Romans 1: 26-27; 1 Corinthians 6: 9-10;].

We uphold that creation of humanity in two distinct genders, male and female, was and is God's original and continuing intent. [Genesis 1: 26-28; Matthew 19: 1-12; Ephesians 5: 1-5; Colossians 3: 5; 1 Thessalonians 4: 3] We do not uphold the adoption of a gender identity opposite of one's biological gender at birth. Nor do we uphold attempting to change one's biological birth gender by medical means. Because of our beliefs and guidance from God's word, we require and expect each member of our community to embrace and live in alignment with his or her birth sex. This includes, but is not limited to, using facilities in accordance with one's birth sex.

We pledge to offer kindness, concern and care to all students, staff and faculty in their desire to live consistently with Christian principles. All members of the Crown College community are expected to treat each other with Christ-like compassion. First and foremost, we will hold each other accountable and help each other grow in Christ, and despite personal struggles, discern how to walk righteously with Him.

This Crown College policy regarding human sexuality and gender identity is rooted in our faith and belief in God, in His inerrant Word, and is reflected in our century old religious identity and affiliation with the Christian and Missionary Alliance. Institutional decisions including but not limited to student admission, housing and retention and employee hiring and retention will be made based on adoption of and adherence to this policy in conduct and belief.

To read the Christian and Missionary Alliance policy click on the link below.

<https://cdn.cmalliance.org/wordpress/cmalliance/42-H3-Statement-on-Sexuality-3-15-22.pdf>

# THE EMPLOYMENT RELATIONSHIP

## 1.4 STATEMENT OF FAITH

**Reviewed:** Spring 2011

**Approved:** Spring 2011

The following Statement of Faith has been adopted by the Board of Trustees and represents the minimum theological consensus necessary for participation on the faculty and staff at the College:

1. There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit.
2. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
3. The Holy Spirit is a divine Person, sent to indwell, guide, teach, and empower the believer and convince the world of sin, of righteousness and of judgment.
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
5. Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
6. Salvation has been provided through Jesus Christ for all; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.
9. The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which

has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper.

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
11. The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and premillennial. This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service.

## **Official Statement of the Christian and Missionary Alliance (C&MA)**

In addition to the above, the following text indicates the C&MA and Crown College's understanding and teaching position on certain points which could be subject to various interpretations. Crown College does not necessarily deny employment to persons merely for lack of firm personal conviction on any teaching position in these explanatory notes. However, the College does weigh carefully the understanding and personal convictions of employment applicants on these points as well as the nature of their prospective work assignments in determining their suitability for employment.

The Bible is clear in its teaching on the sanctity of life. Life begins at conception. We are opposed to the destruction of innocent life through abortion on demand.

Homosexual conduct is incompatible with Christian teaching and cannot be condoned. Therefore persons who engage in homosexual conduct and/or relationships may not be accepted for employment.

Divorce and remarriage is permissible when one's spouse (not oneself) has been guilty of adultery and restoration of the broken marriage vows has become impossible (Matthew 19:9). Divorce and remarriage is permissible when one's spouse (not oneself) abandons the marriage (1 Corinthians 7:15). Divorce and remarriage is permissible if the parties made no profession of faith prior to or at the time of the divorce (2 Corinthians 5:17).

The links below offer more information from the Christian and Missionary Alliance.

<https://cdn.cmalliance.org/wordpress/cmalliance/40-H1-Statement-of-Faith-3-15-22.pdf>

<https://cdn.cmalliance.org/wordpress/cmalliance/41-H2-Statement-on-Sanctity-of-Human-Life-3-15-22.pdf>

<https://cdn.cmalliance.org/wordpress/cmalliance/43-H4-Statement-on-Singleness-and-Marriage-3-15-22.pdf>

## 1.5 CROWN COLLEGE COMMUNITY COVENANT

**Revised and Approved:** BOT Spring 2008, BOT Spring 2012, BOT Fall 2018

**Created:** BOT, 10/98, B 3/08

Crown College is a Christ-centered community which emphasizes spiritual transformation, academic excellence, and global engagement. We affirm our desire to love the Lord with all our heart, soul, mind and strength and our neighbor as ourselves (Mark 12:29-31). We agree together to the following standards that reinforce and support our love of God and each other.

**We commit to the Word of God as our authority.** The Bible is without error in what it teaches and is our ultimate authority for what to believe and how to behave (2 Timothy 3:16).

**We commit to the Lordship of Christ.** As Christ's followers we are called to live in humble submission to Him (Colossians 2:6, Luke 6:46). Jesus desires a personal relationship with every individual and invites us to enter into new life through the power of the Holy Spirit (Ephesians 5:18). In submission to Christ's authority, we commit ourselves to His Church, to prayer, worship, Bible study, fasting, discipleship, witnessing, and using our time, gifts and finances for His glory.

**We commit to live out Christian character toward one another.** We believe God calls us to develop spiritually, physically, intellectually, emotionally and socially (Luke 2:52).

The Bible calls us to love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23). We are to be people who forgive, who demonstrate humility, hospitality, integrity, generosity, who care for the oppressed, who are committed to justice and the recognition of the rights and needs of others. This occurs when we submit to the indwelling power of the Holy Spirit.

Living out Christ's character also requires us to say no to our sinful nature. We are to put away behaviors such as abusive anger, malice, jealousy, lust, sexually immoral behavior (E.g., all sexual relations outside the bounds of marriage between a man and a woman), impure desires, prejudice (based on race, gender, or socioeconomic status), greed, idolatry, slander, profanity, lying, drunkenness, stealing and dishonesty (1 Corinthians 6:9-11; Galatians 5:19-21). We need the transforming power of Christ for change to take place in these areas (Romans 12:1-2).

**We commit to this Community Covenant and the expectations outlined in the Student and Employee handbooks.** This is binding for all who choose to become part of the Crown College Community including the Board of Trustees, employees of Crown College, ministry students in the School of Online Studies & Graduate School, and students in the School of Arts and Sciences.

We will hold each other accountable to these commitments (Galatians 6:1, Matthew 18). For those who disregard these commitments, appropriate action will be taken to reconcile, discipline, or even dismiss from Crown College. We will strive to have all disciplinary procedures characterized by Christian love. This Community Covenant is subject to change only by action of the Board of Trustees.

## 1.7 NON-DISCRIMINATION IN HIRING

**Reviewed and Approved:** Spring 2011

The College is an equal opportunity employer and will not, subject to any legal exemptions (as noted in the following paragraph), discriminate against any job applicant or employee on the basis of race, color, national origin, sex, age, disability, genetic status, marital status, familial status, veteran status, or any other characteristic protected by law but makes appointment decisions on the basis of ability, training, experience, and spiritual maturity in accordance with the Statement of Faith and Community Covenant and anticipated contribution to institutional mission.. This policy governs all aspects of employment including, but not limited to hiring, promotion, demotion, transfer, layoff, termination, compensation, discipline, and access to benefits and training.

As a religious organization, the College is subject to certain legal exemptions to equal employment and anti-discrimination laws, including those based on the College's religious mission and affiliation and its faith statements. Notwithstanding any other language in this Handbook and in this Section 1.13, the College's policies are subject to the College's legal exemptions.

Employees who have any discrimination concerns should report that immediately to their supervisor, the Human Resources Director, and/or the Assistant Controller. The College will investigate concerns raised under this policy. To the extent reasonably possible and subject to the need to investigate and respond, investigations will be conducted as confidentially as possible. If, after conducting the investigation, it is determined that this policy was violated, the College will take responsive action, which may include disciplinary action up to and including termination.

The College prohibits retaliation against any individual for making a good faith complaint under this policy, for opposing discrimination, or for participating in an investigation pursuant to this policy. Retaliation concerns should be reported to one of the individuals mentioned above.

## 1.8 BACKGROUND CHECKS

**Revised and Approved:** PC, HR 4/14, HR 7/18

**Approved:** PC, 1/12

**Created:** HR, 10/11

Applicants invited to interview must complete the appropriate College employment application form and attest to its validity. After a job offer is received the prospective employee must also sign a *Disclosure and Authorization* form to initiate a background check. Depending upon the position and the duties within the College, employment and continued employment may be contingent upon a satisfactory background check. Falsification of information submitted in any of this documentation may be grounds for revocation of the job offer or involuntary termination of employment.

The College is committed to providing a safe learning and working environment. Conducting background checks assists in the promotion of a safe environment for College students, visitors, faculty and staff, and for College physical resources. These checks serve as an important part of the hiring process and continued employment determination by providing additional related information that may help determine an applicant's overall employability or current employee's continuation of employment. The



College complies with all federal and state statutes concerning background checks on employees and applicants.

Background checks may include: reference checks, identity checks, criminal background checks, credit checks, verification of prior employment, obtaining copies of transcripts, licenses or certificates required for the specific position, education (degrees received), prior job performance, information pertaining to the quality and quantity of work performed by the applicant, driving record, and other related checks.

A background check is generally defined as satisfactory when the College is able to verify 1) the accuracy of the information provided by the prospective employee/employee, 2) the absence of a criminal history record which bears a significant relationship to the prospective employee's /employee's suitability to perform the required duties and responsibilities of the position, and 3) a positive credit rating if such a check is applicable to the position.

## **1.9 EMPLOYEE REFERENCE CHECKS**

**Created: HR, 10/11**

**Approved: PC, 1/12**

To ensure that individuals who join the College are well qualified and have a strong potential to be productive and successful, it is the policy of the College to check the employment references of all applicants if the applicant agrees to sign a written release of liability.

The College will respond to all written and oral reference check inquiries on previous and current employees. Responses to such inquiries will confirm dates of employment, wage rates, position(s) held, training and education provided by the College and disclosure of acts of violence, theft, harassment, or illegal conduct documented in the employee's personnel record and the employee's written response.

The College's policy is not to furnish information concerning written employee evaluations conducted before the employee's separation from employment and the employee's written response, written disciplinary warnings and actions in the five years before the date of the authorization and the employee's written response, or written reasons for the employee's separation from employment unless the employee provides his/her written authorization or such disclosure is otherwise mandated or compelled by law.

Only the Director of Human Resources and the Assistant Controller are authorized to respond to reference check inquiries. If a College employee is asked for a reference on a current or former employee, the employee must state that he/she does not have the authority to respond to the inquiry and notify the Human Resources Director and/or the Assistant Controller of the references request. The Human Resources Director and the Assistant Controller will then respond accordingly. Failure of employees to act in accordance with this policy will subject the employee to disciplinary action, up to and including termination of employment.

## **1.10 EMPLOYMENT APPLICATIONS**

**Created: HR, 10/11**

**Approved: PC, 1/12**

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.11 EMPLOYMENT AT WILL**

**Created: HR, 9/11**

**Approved: PC, 1/12**

Employment of staff employees is at the will of either the employee or the College. This means that you may quit at any time with or without notice, and the College may terminate your employment at any time with or without notice. There is no promise that employment will continue for a set period of time, nor is there any promise that your employment will be terminated only under particular circumstances. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

### **1.12 EMPLOYMENT ELIGIBILITY VERIFICATION (HOMELAND SECURITY REQUIREMENTS)**

**Created: HR, 10/11**

**Approved: PC, 1/12**

The Immigration Reform and Control Act (IRCA) of 1986, requires employers to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentation proving their identity and employment authorization. Employees will also be required to complete and sign an Employment Eligibility Verification Form I-9. Form I-9 requires employees to attest that they are authorized to work on the job for which they are hired and that the documents that they submitted are genuine.

The Department of Homeland Security defines "hired" as "the actual commencement of employment of an employee for wages or other remuneration." The employee must complete Section 1 of the I-9 Form no later than the time of hire and employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and must present valid replacement documents within ninety (90) days or other specified time. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins.

### **1.13 REASONABLE ACCOMMODATIONS**

The College is committed, in accordance with applicable law, to making reasonable accommodations for job applicants and employees based on a qualifying disability, pregnancy, childbirth or related health conditions, or any other qualifying condition. An individual who wishes to request a reasonable accommodation should contact Human Resources.

On receipt of a reasonable accommodation request, the College will engage in an interactive process to determine if the individual is entitled to a reasonable accommodation and if one can be granted. In the case of a disability or pregnancy-related accommodation request, the College may, consistent with applicable law, ask for information from a medical provider to determine if the individual is entitled to an accommodation and what accommodation would be reasonable and effective. Any medical information or other personal information received by the College in connection with an accommodation request will be treated as confidential information consistent with applicable law.

## **2 SAFETY AND SECURITY**

### **2.1 CONTINUITY OF OPERATIONS PLAN (COOP)**

**Revised:** HR 5/22

**Created:** PC, 5/09

**Approved:** Spring 2009

A Continuity of Operations Plan (COOP) has been designed to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College.

Department/Divisions have also been assigned responsibilities and procedures to follow in response to emergency events. Employees should familiarize themselves with these procedures. ([See the Continuity of Operations {COOP}](#))

### **2.2 FACILITY AND OFFICE PROTOCOL**

**Reviewed and Approved:** Spring 2011

**Created:** B, 10/15/82, PC, 7/30/87, PC, 3/94

College employees are expected to arrange for family childcare away from the College premises. While children are welcome in offices for short visits, prolonged visits compromise the professional posture and essential productivity of the College.

In the interest of maintaining professional posture and essential productivity, phone calls and/or personal visits by spouses and friends should be kept at a minimum.

#### **2.2.1 OFFICE USE:**

Office Use: Students, employee family members and/or other visitors to campus are not to have access to offices or office equipment after hours. Office keys should not be given to CWS workers, children, etc. College employees are responsible for the use of office telephones avoiding unwarranted student usage including local and long distance calls. Students are not to be given access to office phones except when employed by the College.

#### **2.2.2 WEIGHT ROOM/FITNESS CENTER USE:**

These college facilities may be used by faculty, staff and families for recreation and enjoyment. The employee must complete and sign a release form, called a Voluntary Event Participation Waiver, to be given access to the Weight Room and Fitness Center. This release form is available on the Employee page on our.crown.edu. Or click on [Event Waiver](#) to print a copy.

Children and their friends are not to play ball, lift weights, etc., without immediate supervision. For the security and safety of resident students and off campus guests, anyone without immediate supervision will be asked to leave the campus.

## **2.3 FIRE AND THEFT INSURANCE**

**Approved:** Spring 2011

Personal property of employees is not covered by College insurance policies. Employees wishing such coverage should contact their own insurance agents.

## **2.4 FIRE AND TORNADO DRILLS**

**Approved:** Spring 2011

**Revised:** Spring 2022

**Created:** 8/97, 10/05, 07/10

**FIRE:** Immediately upon hearing the fire alarm, all individuals are to calmly evacuate the building by the nearest exit. Employees are not to remain in the building unless specifically directed to do so. College employees shall give direction to students and guests in their areas of the building as all exit by the closest fire exits. Attention shall be given to stay away from the roadways and fire lanes of the evacuated building as emergency responders need open access.

**TORNADO:** In the event of severe weather employees should immediately go to the designate shelter area on the lowest floor of the building they are in.

If you are outside, move quickly to the Main building safety areas or the nearest building with a basement area.

Once in a designated area, remain calm, listen for any special instructions, and stay there until the danger is passed and the "all clear" signal is given or other directions post incident are given as needed.

## **2.5 ID CARDS**

**Approved:** Spring 2011

**Created:** HR 11/06, 12/07, 8/09, HR 11/11

Employee ID cards are issued by Information Technology Services, S103. ID cards are used to secure building entrance, hold food service declining balances, used in the Library and at campus copy machines and for ID purposes for discounts such as MERSC. ID cards may be renewed every three years as needed at no cost. In the event the card is lost or broken, there is a \$20.00 service fee for staff and students.

## **2.6 VISITORS IN THE WORKPLACE**

**Created and Approved:** HR, PC 10/11

From time to time, business or personal needs may require that acquaintances, friends, children or relatives visit the campus and, more specifically, an employee's department. Occasional visits are generally welcome, so long as they are not disruptive to the work that is being done. Visitors should

normally check in with the College receptionist or department administrative assistant (for those departments with administrative assistants) before proceeding to the employee's work area.

For safety, insurance, and other business considerations, visitors present for non-business reasons—friends, adult relatives/children—should not spend extended periods of time in department work areas. Any extended work time to be spent with personal visitors should first be jointly approved by a supervisor and the Director of Human Resources.

## **2.7 INJURIES-AT-WORK**

**Created:** 6/93, HR, 6/10

**Reviewed:** Spring 1997, Spring 2011, Spring 2022

**Approved:** Spring 2011

When an injury occurs at the work site, caring for the injured employee, student or visitor is the first priority. Make sure the situation is safe for anyone in the area, being careful not to endanger yourself (electrical shock, chemical spills, etc.). If you believe the injury to be life threatening, call 911. If there are other people in the vicinity direct them to notify the receptionist who will be able to direct College staff to your location to assist with care as well as directing 911 responders to the incident location. If you are alone, either needing help for yourself or helping someone else, tell the dispatcher your location then stay on the phone until help arrives.

The College maintains workers' compensation insurance to cover expenses for work related injuries. Report all injuries immediately to your supervisor, no matter how small. Your supervisor will report the injury to the claim coordinator within 24 hours, and will assist you with treatment or transportation for treatment if needed. Report the injury to the Director of Human Resources.

The College wants to assist you in returning to work when it is medically appropriate. Questions concerning returning to work should be addressed to the Human Resource Office.

## **2.8 OFFENSIVE BEHAVIOR <SEE SEXUAL MISCONDUCT POLICY, 3.38>**

## **2.9 PISTOLS AND HANDGUNS**

**Created and Approved:** HR, PC, Fall 2011

It is the policy of the College to restrict and regulate the use and possession of a pistol, handgun, or firearm by any College employee, such restriction and regulation to be in compliance with M.S.A. Sec. 624.714, its successor, or as it may be amended, and all other applicable laws. By promulgating this policy, the College does not intend to waive its legal privileges and immunities existing under any laws, including Minnesota Laws, Sec. 624.714, Subd. 19, or its successor.

The College hereby establishes a policy prohibiting all employees from carrying or possessing firearms (as defined in M.S.A. Sec. 97A.015, Subd. 19, or its successor), pistols (as defined in M.S.A. Sec. 624.712, or its successor), or handguns while acting in the course and scope of employment for the College. The

possession or carrying of a firearm by employees is prohibited while working on or off the College's property or at any work location on behalf of the College. This includes, but is not limited to:

- Working on the property of the College or performing duties on company premises;
- Driving on College business;
- Riding as a passenger in a vehicle on College business;
- Working off-site on behalf of the College;
- Attending training or conferences on behalf of the College;
- Performing work after normal business hours and/or weekends;
- Working at private businesses on behalf of the College; and
- Working at private residences on behalf of the College.

An exception to this policy is that College employees may carry and possess pistols, handguns or firearms in the College's parking areas if they have obtained a lawful permit to do so. However, such an employee is prohibited from possessing the firearm outside of the parking area or facility, or in a College-owned vehicle. An employee is prohibited from bringing a pistol, handgun or firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to perform services for the College. For purposes of this policy, such an employee shall be deemed to be in compliance if, when the employee and/or the employee's vehicle leaves the parking area, the employee's permitted pistol, handgun or firearm is in the locked trunk of his/her vehicle (not a College-owned vehicle), unloaded, and in a locked container.

Employees are encouraged to report any suspected violations of this policy to management, or the police. Employees will not be retaliated against for making a good faith report of a suspected violation. The College reserves the right to search the premises or any employee or any employee's possessions on the premises to confirm a suspected violation.

## **2.10 SAFETY IN THE WORKPLACE**

Faculty, staff, and student safety is of the greatest interest to the College. College employees are perhaps the greatest asset we have as an institution; the activity of our employees has a significant impact on the students and the services we provide. As your service to the College is what keeps us moving forward, we are highly concerned that we maintain a safe and secure working environment. The College requests that you work in a safe manner and that you assist others in avoiding accidents.

Our safety commitment is as follows:

1. We believe that all accidents can be prevented.
2. We hold all levels of employees responsible for working in a manner that prevents injuries.
3. We require equipment to be appropriately safeguarded to prevent employee injuries.
4. We believe that safety requires a commitment to instruction and communication.

**All accidents must be reported to the Human Resources Office within 24 hours. This includes CWS workers.**

## **2.11 SCHOOL CLOSING GUIDELINES**

**Revised and Approved: HR, PC, Fall 11, PC Spring 18 HR Spring 2022**

Crown College rarely closes due to weather conditions. Those who commute should monitor the weather and road conditions to determine whether travel is advised for your particular situation.

If it is deemed necessary that the college close, there are multiple ways to learn if classes are cancelled and/or if the College offices are closed.

- The determination of whether or not School of Arts & Sciences daytime classes are cancelled (and/or College offices are closed) will be made by **6:00 a.m.**; AFTERNOON & EVENING classes/activity cancellations will be made by **5:30 p.m.**
- An email message will also be sent to the Crown Email Addresses of all affected students and employees.
- Local radio, TV and internet media outlets will also be informed. These outlets include: KARE11, KMSP, KSTP, and WCCO. Please note, each media outlet updates their information at different times, in different ways. Due to this variance in practice, this should be your last-choice source of information.

## **2.12 SECURITY INSPECTIONS**

**Created and Approved:** HR, PC, Spring 2012

The College wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the College prohibits the possession, transfer, sale, or use of such materials on its premises. The College requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the College. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the College at any time, either with or without prior notice. Employees do not have an expectation of privacy with respect to College property or personal articles stored on the College's property.

## **2.13 TRANSPORTATION SAFETY**

**Reviewed and Revised :** Spring 2011, Spring 2018

**Approved:** Spring 2011

**Created:** 8/08

Members of the College community engage in many activities requiring transportation to other locations. To accomplish this transport safely, the College owns and maintains vehicles of various types, and frequently rents or charters other vehicles as well. College fleet vehicles are reserved through Astra Schedule. The College is committed to protecting the vehicles and especially the people involved in these trips. Because of the significant hazards such transportation activities represent, the Transportation Policy has been instituted to preserve from harm both persons and property, and to provide fair and safe usage of the vehicles. Individual departments may establish more, but not less,



restrictive transportation policies for their own departments. Please be aware of the stipulations in the policy in regard to transporting students, especially minors.

Employees are encouraged to use their personal vehicles when travelling locally on College business; please receive travel approval from your department head or divisional vice president. Please submit a green slip request for mileage reimbursement to your department head or divisional vice president. Include the account number to be charged for the mileage expenses. <MILEAGE REIMBURSEMENT 3.18.1>

If an employee chooses to drive their own vehicle for college business they agree:

- To be personally responsible for any fines incurred as a result of violation of traffic laws
- To have one other adult in the vehicle regardless of the number of students in the vehicle or the gender of the student(s) in the vehicle
- To never transport minor students in their personal vehicle
- That the number of passengers should not exceed the number of working seatbelts in the vehicle
- That all passengers are required to use their seatbelt at all times
- That they travel at their own risk and any incidences resulting in damage, loss or injury when driving a personal vehicle must be submitted to the driver's auto insurance policy or homeowner's insurance policy.
- That loss or damage to personal property (clothing, books, cell phones, electronics, etc.) is not insured by Crown College and must be insured by the employee\*
- To consistently maintain their vehicle for their safety and for the safety of their passengers
- To consider carrying a minimum of \$1 Million in personal automobile liability coverage\*\*

\*This also applies to personal property on-campus, in residence halls, in Crown College vehicles (on athletic or academic trips, etc.) and in personal vehicles being used for Crown business.

\*\*It is suggested that employees carry higher limits for their own asset protection.

The following acts are prohibited when driving on Crown College business, whether they are driving a Crown College vehicle or their personal vehicle, include but not limited to: driving while under the influence of any substance including but not limited to drugs and alcohol, texting while operating a vehicle, smoking, and picking up hitchhikers.

## **2.14 WORKPLACE VIOLENCE PREVENTION**

**Reviewed and Approved:** HR, PC, Fall 11

The College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that

may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a client, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, disability, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor. This includes threats by employees, as well as threats by visitors, students, staff members, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the College may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including involuntary termination of employment.

The College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors and/or the Vice President of Finance and Operations before the situation escalates into potential violence. The College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **2.15 PRIVACY POLICY**

**Created:** B, 10/83

**Reviewed and Revised:** Spring 2011, Summer 2013

**Approved:** Spring 2011

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. FERPA rights begin for Crown College students when the student attends class for the first time.

Crown College policy is as follows:

### **DEFINITION OF STUDENT EDUCATION RECORDS**

Education records are those records which are:

- I. directly related to a student.

2. maintained by the institution or by a party acting for the institution. Education records to not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

#### **DISCLOSURE WITHIN THE INSTITUTION WITHOUT PRIOR CONSENT**

Crown College may disclose educational records without written consent of students to the following: employees of Crown College who have a legitimate educational interest; those who maintain education records; faculty or staff who deal with the student; and those who are designated by an employee to assist in his/her tasks. Crown College defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities". Therefore any Crown College employee or person acting on behalf of Crown College may have access to student records without the student's consent if that person needs the access to carry out his/her employee responsibilities.

#### **DISCLOSURE TO STUDENTS OF THEIR OWN RECORDS**

1. Students have the right to inspect their educational records and to challenge contents which they believe to be inaccurate or misleading. A staff member must be present during students' inspection and review.
2. Students have the right to transcripts of their own academic records. Such transcripts are unofficial and should be labeled "ISSUED TO STUDENT." Official copies may be given directly to the student in a sealed envelope labels "RELEASE TO STUDENT---OFFICIAL ONLY IF UNOPENED." The enclosed transcript will be marked "RELEASED TO THE STUDENT IN A SEALED COLLEGE ENVELOPE."
3. Designated offices will refuse to provide transcripts of academic records for nonpayment of financial obligation, but students cannot be denied the right to inspect and review their records.
4. Students must submit signed and dated requests in order for transcripts of their academic records to be released to third parties. Transcripts may be handed or mailed directly to the student upon verbal request of the student or anyone else.
5. Designated offices are not obligated to provide to students copies of documents received from other institutions, i.e., transcripts from previous colleges.
6. Students may not have access to records pertaining to parents' financial status.
7. Students may request to inspect educational records in writing on forms provided by the holding office, and shall be granted access to appropriate records within 30 days
8. Students requesting inspection of education records shall be informed that the originators of such records will be notified of the inspection, and such notification shall be provided to the originator within 30 days of the request.
9. Confidential letters and statements of recommendation, which were placed in the educational records prior to January 1, 1975, shall be used only for the purposes for which they were specifically intended and shall not be made available to students and/or parents. (99.12)

#### **DISCLOSURE TO PARENTS AND OTHER EDUCATIONAL INSTITUTIONS**

1. Information about students' academic records or transcripts of them may be disclosed to students' parents by either of two procedures:
  - a. By obtaining the students' written consent, or...
  - b. By having the parents establish the student's dependency as defined by Internal Revenue Code of 1954, Sec. 152.
2. Academic records will be disclosed to other educational institutions only upon the written consent of the student.

## **DISCLOSURE TO GOVERNMENT AGENCIES**

1. Designated offices will disclose academic records without the written consent of students to the following agencies only:
  - a. Comptroller General of the United States.
  - b. The Secretary of the U.S. Department of Education.
  - c. The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education.
  - d. State educational authorities.
  - e. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
  - f. Veterans Administration. (P.L. 94-502)
  - e. Military Recruiters (Solomon Amendment)
2. Designated offices will disclose academic records without written consent to persons in compliance with a judicial order or lawfully issued subpoena, provided that reasonable attempts to notify the student will be made.

## **DISCLOSURE TO OTHER INDIVIDUALS AND ORGANIZATIONS**

1. Designated offices may release without written consent certain information about individual students provided the following conditions are met prior to disclosure:
  - a. That students will be informed of categories designated as directory information, by notice in the college student newspaper, bulletin board, or other generally distributed regularly source of college information.
  - b. That students will be given opportunity to refuse disclosure of any or all categories of directory information. Directory information includes the following:

Name, address, telephone number, e-mail address, dates of attendance, full-time/part-time status, classification, previous institution(s) attended, major field(s) of study, awards, honors (including honors lists) degree(s) conferred (including dates and any graduation honors), photograph or digital image, past and present participation in officially recognized sports and activities, and physical factors (height, weight of athletes).
2. Designated offices may also disclose education records or components thereof to persons or organizations providing the student with financial aid, to accrediting agencies carrying out their accrediting functions and to persons in an emergency in order to protect the health or safety of students or other persons.

## **TELEPHONE DISCLOSURE**

Telephone Disclosure: Education information can be disclosed to the actual student (or the person(s) specified on the student's FERPA Consent Form) by phone if the identity of the student (or the person specified on the FERPA Consent Form) can be ascertained. Because of federal regulations, the student's Social Security number and/or birth date cannot be used to ascertain identity. Questions, whose response would only be known by the student (or person specified on the student's FERPA Consent Form), could be asked by the school official.

## **CHALLENGE OF THE CONTENTS OF EDUCATION RECORDS**

1. The College will provide students an opportunity to challenge the contents of their education records which the students consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.
2. Students who are not provided the full relief sought by their challenges will be informed by the appropriate officials of their right to formal hearings on the matters. Decisions of the hearing panels will be final.
  - a. Designated offices will correct or amend any education records in accordance with the decisions of the hearing panels if the decisions are in favor of the students.
  - b. Should any decision be unsatisfactory to the student, the appropriate official must inform the student that:
    1. The student has the right to place with the education record a statement commenting on the information in the record, or a statement setting forth any reason for disagreement with the decision of the hearing panel.
    2. The statement placed in the education record by the student will be maintained as part of the record for so long as the record is held by the institution.
    3. This education record, when disclosed to an authorized party, must include the statement filed by the student.

#### **RECORDS OF REQUESTS AND DISCLOSURES**

Designated offices will maintain records of requests and disclosures of personally identifiable information. The records of request, whether granted or not, shall include the names and addresses of the person(s) who requested the information and their interests in the information. Records of requests and disclosures need not be maintained for:

1. those made by College officials.
2. those specified as directory information.
3. those made by students for their own use.
4. those disclosures made in response to written requests from the students themselves.

Records of requests and disclosures are considered a part of students' educational records, and will be retained as long as the education records to which they refer are retained. The records of requests and disclosures will be maintained in a form which permits students, responsible College officials, and Federal auditors to inspect them.

#### **ADDITIONS, DELETIONS AND AMENDMENTS TO THIS POLICY**

Where changes in statutes, guidelines or interpretations thereof are indicated by private or public authorities in this regard, and where such changes dictate immediate changes in policy, such changes are subject to the approval of the President's Cabinet at their next regularly scheduled meeting.

## **OPERATIONS AND TECHNOLOGY**

### **2.16 CAMPUS COMPUTER NETWORK**

**Approved:** Spring 2011

**Revised:** HR Spring 2022

**Created:** 8/01; 8/04; IT 8/08

The network is available to all faculty and staff via a personal computer (PC) in their office or from any other PC that is connected to the network. Your password will allow access from any networked PC.

All computer hardware and software purchases must be approved by the Executive Director of Information Technology & Operations. Faculty and staff should consult with the Director before turning in a purchase requisition for hardware or software. All requisitions must be approved by the Executive Director of Information Technology & Operations. before being submitted to the divisional vice president.

The best thing you can do to prevent unauthorized network access and to protect your files is to keep your password completely confidential. Do not share your password with anyone.

For questions about using the network or to establish passwords for office workers, please contact Information Technology - dial HELP (x4357). See 2.17 Computer Network and Internet Access Policy for detailed information.

### **2.17 COMPUTER NETWORK AND ELECTRONIC RESOURCE POLICY**

**Created:** PC, 5/02/02

**Reviewed:** Spring 2011, Spring 2019

**Approved:** Spring 2011, Spring 2019

Crown College requires that all individuals accessing the College's electronic resources or using College systems to access non-College electronic resources abide by the standards of acceptable use set forth in this policy. The College cannot be held accountable for actions which an individual takes that are contrary to this or any other College standard or policy, are contrary to the mission and goals of the College or are contrary to generally acceptable actions. The College cannot be responsible for content or actions which originate on non-College systems. The College reserves the right to change any portion of this policy at any time and to limit or restrict use of its electronic resources including but not limited to limiting or restricting access to non-College electronic resources accessed through College systems.

#### **PURPOSE**

This policy outlines acceptable use of computer and electronic resources at the College which is both reasonable and responsible. Responsible use of resources is necessary to ensure that resources are available to all when they are needed and that the individual and the College are protected from harm.

## SCOPE

This policy applies to all individuals who use, access or control College electronic resources. This includes but is not limited to students, faculty, staff, contractors, vendors, guests, visitors and any other user who uses College owned or controlled electronic resources.

## POLICIES & PRACTICES

This document set forth general expectations regarding the use of College electronic resources, systems, data and information. This document does not override applicable international, federal, state, local or other statutes. Individuals who access College resources are responsible for exercising good judgment regarding acceptable use.

*General* • No College resource may be used in a manner or for a purpose that violates College policies or which is illegal or unethical. • Use of College resources and systems for non-College commercial purposes, except where explicitly approved, are strictly forbidden. • Any action which would result in loss of data, corruption of data, loss of use or degradation of performance of any College resource or system or which in any way would have negative impact on other individuals or the College will not be tolerated. • The Information Technology Department has the right to monitor and access all accounts to insure system integrity.

*Network* • Any unauthorized device that attempts to circumvent security measures, mask the identity of the user, cause disruption of service, scan network ports, discover and/or exploit vulnerabilities of other devices on the network or capture or view data not intended for the recipient is strictly prohibited. • The individual in control of any device connected to the network is responsible for the security of and traffic generated by that device regardless of origin. Any device which is generating unwanted traffic will be removed from the network and may not be reconnected to the network until all issues have been resolved or may be confiscated. • College networks may not be used to gain unauthorized access to non-College systems or to access systems or materials which are illegal or otherwise prohibited.

*Computers* • College owned computers for student use are available in computer labs and public spaces throughout the College. • College owned computers shall not be opened and tampered by non-authorized users. • Use of non-public College owned computers, including but not limited to staff computers, faculty computers, servers and control systems by non-authorized users is prohibited. • All computers which are connected to College networks or systems, including but not limited to student and privately owned computers, are required to have all operating system security patches installed and anti-virus software installed and operating with the latest virus definitions. • Loss, damage or theft of College owned equipment must be immediately reported to appropriate College staff.

*Audio and Video (AV) Equipment* • College owned AV equipment is available for classroom and meeting room use and College sponsored events only. Use of College owned AV equipment by non-authorized users is prohibited. • College owned AV equipment shall not be opened and tampered by non-authorized users. Loss, damage or theft of College owned AV equipment must be immediately reported to appropriate College staff.

*Internet* • Use of the public Internet is permitted where such use is suitable for educational purposes, resident life, and supports the goals and objectives the College. The Internet is to be used in a manner that is consistent with the College's standards of conduct. • All use of Internet is subject to filtering, blocking and review of access. Inappropriate, illegal, immoral, and unethical access is prohibited.

*Email* • Any activity which can be reasonably assumed to be offensive including but not limited to sending unsolicited email (SPAM or junk mail), harassing or threatening email, creating or forwarding chain letters is prohibited. • Unauthorized use or access of other users email, forging or manipulation of email headers or falsely representing the College or other individuals in any manner is forbidden. • Sending or storing excessive amounts of email or emails of excessive size is not allowed. • Extreme caution should be used when accessing email from unknown senders, particularly when there are attachments or links within the message. Messages such as these often contain viruses, malware, or other malicious code. • Always be skeptical of offers that seem to be too good to be true and of requests for personal information. You should never provide account login information, passwords, social security numbers, bank account numbers or other highly confidential personal information via email or via web links from email.

*Phone* • Making non-emergency calls to 911 or other emergency services is strictly prohibited. • Any call which may be deemed harassing or prank calls of any kind are prohibited.

*Data* • Unauthorized access of College data is prohibited. • It is the responsibility of each user to protect their own data, including making backups of critical files; ensuring that systems are routinely scanned for virus, malware and other malicious programs; and ensuring that systems are up to date with relevant security patches and updates. • Sensitive data, including but not limited to personally identifiable information may not be backed up or stored on local machines or media. Network storage should be used for all sensitive data. Sensitive data, including but not limited to personally identifiable information may not be transmitted over insecure methods, including but not limited to FAX and unencrypted email.

*Security and Privacy* • It is the responsibility of each individual to protect privacy and information. • Passwords should be changed every twelve months and should be secure, easy to remember and hard to guess. Secure passwords are passwords that are at least 8 characters long which contain a combination of upper and lower case letters, numbers and special characters and which do not contain recognizable words, phrases, dates or other guessable combinations. Authorized users are responsible for the security of their passwords and accounts. • Only authorized users will have administrative access on College machines. • Attempts to access accounts for which you are not authorized is strictly prohibited.

*Copyright* • Copying, storing, displaying or distributing copyrighted material using College resources or systems without the express permission of the copyright owner, except as otherwise allowed under copyright laws, is prohibited.

## **ENFORCEMENT**

Violations of these policies may result in fines, immediate suspension and possible revocation of access to College IT resources and systems. Serious violations will be referred directly to the appropriate College or outside authorities. Unauthorized use of College resources is a criminal offense. Penalties may range from suspension or dismissal from the College to civil or criminal prosecution.

## **2.18 ONLINE SOCIAL MEDIA AND OTHER EXTERNAL COMMUNICATIONS**

**Created and Approved:** HR, PC 11/11

**Personal Social Media Activities.** In general, off-duty or personal activities are an employee's business except where such activities negatively affect his or her job performance, the performance of others, his



or her work environment, or the College's brand or business interests. Employees who choose to communicate about the College externally, including in online forums, bulletin or message boards, chat rooms, blogs, Facebook, Instagram, Tiktok, LinkedIn, Twitter, etc. (referred to collectively in this policy as "online social media"), are expected to comply with the College's policies including the Sexual Misconduct and Discrimination and Harassment policies and all of the College's personnel policies.

The following principles apply to employees' external communications using online social media and in other external communications:

**Personal Responsibility:** Employees are personally responsible for the content they publish or communicate.

**Act Responsibly and Ethically:** When participating in online communities, employees should not misrepresent themselves. If the employee is not a vice president, they should not say they are. When recruiting a student, for example, an employee should not make a promise to a prospective student that they cannot deliver upon.

**Protect Oneself:** Employees should be careful about what personal information they share online. For example, Facebook (like many other online communities) allows members to adjust their privacy settings. We recommend employees set their security setting so that only individuals who they invite into their online network can see their information. We also recommend an employee not post their full name, address, phone number or any other information that may be used by criminals to harm the employee or steal their identity.

**Confidential Information.** Employees may not disclose College data protected under law from disclosure.

**Respect.** Employees should respect their audience and avoid any offensive language or sentiments such as ethnic slurs, personal insults, obscenity, or any conduct that would not be acceptable in the College's workplace.

**Disclaimer.** Employees who identify themselves as a College employee and comment on the College-related topics must be clear that their views and positions are not those of the College, unless specifically authorized to speak on behalf of the College.

**Crown College Logos and Trademarks.** Unless otherwise authorized, employees may not use College logos or trademarks, and must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

**Media Relations.** If a member of the news media or blogger contacts an employee about an Internet posting that concerns the business of the College, employees should refer that person to the officers of the College.

**Comply with Laws.** Employees must be mindful not to engage in any unlawful conduct, such as invasion of privacy, violations of security laws, defamations, etc.

**Business Activities and Social Media.** Employees must be explicitly authorized to conduct business for the College using social media by appropriate management, such as Facebook, Instagram, TikTok,

Twitter, and LinkedIn. Authorization requires approval by the officers of the College, or other risk or management groups.

Further, content that is posted on social media sites about the College's services may be viewed as marketing or advertising. In addition to the approvals referenced above, such content will require prior review and approval through marketing approval and website review process. Finally, you are expected to comply with College policies and any other applicable business line or compliance policies related to your business activities and social media.

If an employee is uncertain about whether their use of online social media and other external communications comply with this policy, the employee should consult with their supervisor and/or divisional vice president. Failure to follow all applicable policies may result in disciplinary action, up to and including involuntary termination of employment.

## **2.19 COPYRIGHTED SOFTWARE**

**Approved:** Spring 2011

All computers purchased by the College are being supplied with licensed copies of software. The Director of Information Technology is responsible for ensuring that each program is properly registered with the software publisher.

College employees learning of any misuse of software within the College should talk to the individual first. If that doesn't result in appropriate action, the Director of Information Technology should be notified.

Any duplication of licensed software, except for backup purposes, is a violation of the Federal Copyright Act. According to U.S. Copyright Law, persons involved in the illegal reproduction of software can be subject to civil damages of as much as \$50,000 per incident as well as criminal penalties. The College does not condone the illegal duplication of software.

Shareware is also copyrighted software and should be paid for according to the license agreement distributed with the software by the author. Usually this means payment after a reasonable trial period.

## **2.20 PURCHASING PROCEDURES**

**Created:** 10/05

**Revised:** 10/05, 12/07, 8/08, 9/10, 5/11, 5/22

The College has the following purchasing procedures in place:

1. Money Requisitions (green form) – use for honorarium checks, cash advances, reimbursement for travel, mileage, magazine subscriptions, journal entries, etc. Documentation (i.e., invoices, order forms, support information, etc.) must be attached to the green slip.
2. Purchasing (College Credit Card) Card – available to employees upon recommendation by division vice president. <See 3.18.4 Credit Card Policy>

Purchases are to be made only with prior approval by department head. Any items purchased without prior approval become the financial responsibility of the person making the purchase. Purchases for personal use are not to be charged to the College.

All office supplies are purchased by the Operations Office. All office furniture is approved and purchased through the Operations Office. Please contact the Operations Office for assistance with any custom supply and furniture orders.

Computer equipment and software must be processed through Information Technology; purchase approval does not automatically guarantee that Information Technology will offer support for custom ordered products.

Questions relating to purchasing should be directed to the Operations Office Manager.

## **2.21 ROOM SCHEDULING AND RESERVATIONS**

**Revised and Approved:** Spring 2011, HR Spring 2015

**Created:** 8/08

Astra Schedule is a customized facility software used to manage and schedule events, meetings, resources and services on campus. Each department has a designated trained individual to schedule events, meetings, and resources for their department/division. All events entered in Astra Schedule are subject to a final approval process. Resource availability does not mean automatic approval.

## **2.22 VOICE MAIL**

**Revised and Approved** HR, Spring 2016, C Fall 2022

**Created:** Spring 2011

Each phone is equipped with voicemail. When a call is not answered or if your phone is busy, calls automatically forward to the voicemail system. It is expected that employees will make every effort to answer phone calls personally. We wish to maintain that personal touch that the College is known for.

When out of the office, employees are required to have their voicemail and email automatic replies turned on.

### **Voicemail Greeting Script:**

This greeting should state your name, should indicate to the caller if you are available, and give an idea of when the caller can expect to hear from you.

- Examples:
  - *In office:* "You have reached <name> in the Crown College <office>. I am either on the telephone or away from the desk at this time. Please leave a message and I will return your call as soon as possible."
  - *Out of the office,* "You have reached <name> in the Crown College <office>. I am out of the office and will return calls when I am back on campus on <month/date.>

### **Out of Office Email Template**

Hello!

I'm currently out of the office and have limited <or no> access to my email. I will return to the office on <DATE.> If there is any urgent need, you can contact NAME OF EMPLOYEE at PHONE OR EMAIL OF EMPLOYEE. \*

*\*Not every employee has a back up plan. This phrase can be used if appropriate. If no back up an OOO response can say: I'm currently out of the office and will respond to messages when I return on <Date.>*

## **3 EMPLOYEE INFORMATION**

### **3.1 EMPLOYEE CLASSIFICATIONS**

**Approved: Summer 2022**

All employees are designated as either **non-exempt** or **exempt** under federal and state wage and hour laws. Non-exempt employees are covered by specific provisions of the wage and hour laws, including overtime pay for all hours worked in excess of forty (40) hours in a workweek. Exempt employees are excluded from specific provisions of the wage and hour laws, including the overtime provisions.

Employees should be aware that their classification as exempt or non-exempt may change at any time as the College considers appropriate.

In addition to being classified as either non-exempt or exempt, all employees are classified as one of the following:

- **Full-Time Regular Employee:** Full-time regular employees are those administrators and staff who are regularly scheduled to work a minimum of thirty (30) hours per week and faculty who work a minimum class load of twenty-four (24) credits per academic year plus additional faculty responsibilities as defined by the Vice President of Academic Affairs.
- **Part-Time Regular Employee:** Part-time regular employees are those who are regularly scheduled to work 29 hours per week or less.
- **Temporary Employee:** Temporary employees are those hired for a temporary period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for College benefits.
- **Adjunct faculty:** Benefits are not available to adjunct faculty in the traditional and the non-traditional program.

## **FINANCIAL AND COMPENSATION INFORMATION**

### **3.2 WORK WEEK**

The College's regular workweek, i.e., the seven (7) day work week for purposes of determining if a non-exempt employee has worked overtime hours, is Sunday through Saturday.

### **3.3 TIME RECORDS**

According to federal and state law, a record showing the time worked must be kept on all non-exempt employees. In this regard, each hourly employee is required to fill in a timecard each day. It is to show the exact hours at work, total number of hours worked each day, and a summary of total hours worked per pay period. At the close of each payroll period, the employee must submit a timecard to his/her supervisor for approval and further processing. Timecards not approved for the current pay period will be subject to any needed corrections and then will be processed on the next payroll period.

#### **General Instructions to Employees**

1. Time is to be recorded each day and logged to the minute. It is not necessary, for example, to round hours down or up to the nearest quarter hour.
2. Your timecard submission is your oath that all hours are recorded accurately. Employees shall not either over-report or under-report hours. Any employee that does so may be subject to disciplinary action, up to and including involuntary termination of employment

### **3.4 BREAKS/OFFICE HOURS**

**Reviewed and Approved:** Spring 2011

**Created:** 8/96

#### Breaks:

Full-time staff are provided a fifteen-break in the morning and the afternoon. Chapel attendance will be considered as the morning break time. Part-time staff are provided a fifteen-minute break for each four consecutive hour worked. Fifteen minute breaks are paid time and do not need to be entered on at timecard.

Non-exempt employees who are scheduled to work eight (8) or more hours must also take an unpaid meal break during their workday for lunch or dinner, as applicable, of thirty (30) minutes in length. Employees may not work during a meal break without the advance permission of the employee's supervisor.

The College also provides non-exempt nursing women with reasonable time each day without reduction of their compensation to express breast milk in a private space with an outlet, unless the break time would unduly disrupt the College's operations. This time for expressing breast milk should, to the extent possible, run concurrently with any break time already provided to the employee.

#### Office and Working Hours:

General office and working hours are 8:00am – 4:30pm, Monday through Friday. Specific departments will vary their office and working hours based on workload and to provide the highest level of service to the campus community. In such cases employees will be scheduled to begin work prior to 8:00am or to end work after 4:30pm. Daily scheduled work hours will not be shorter than 8.5 hours.

### **3.5 CHAPEL**

**Reviewed and Approved:** Spring 2011

**Created:** 8/09

The chapel service is one of the most important factors which unites the College community and is one of the sources of its spiritual strength. Staff members of the College should attend regular chapel services as frequently as possible. Break time from work as noted above in Section 3.4 is granted for this purpose.

### **3.6 OVERTIME**

**Reviewed and Approved:** Spring 2011

**Created:** PC, 10/90

If necessary due to the workload, non-exempt employees occasionally may be required to work more than forty (40) hours in the regular seven day workweek. The College's policy is to keep overtime work for hourly employees to a minimum. Every effort should be made to gain the assistance of others to limit or eliminate the need for overtime. All overtime work must be specifically approved in advance by the employee's immediate supervisor. If a non-exempt employee works more than eight (8) hours in any day during a workweek, the employee's immediate supervisor may reduce the employee's hours during the remainder of the workweek so that the employee's workweek does not exceed forty (40) total hours. If a non-exempt employee works more than forty (40) hours during a workweek, the employee will be compensated for time worked over forty (40) hours at the rate of one and one-half times the employee's regular hourly rate. Working unauthorized overtime is a violation of this policy and may result in disciplinary action, up to and including termination of employment.

### **3.7 WAGE INCREASES FOR STAFF**

**Reviewed and Approved:** PC Summer 2022

Annual wage increases for staff, if granted, are typically announced in December and effective on January 1.

On occasion staff members may be granted a wage increase effective on another date in the calendar year.

New employees hired between September 1 and December 31 are not eligible for an increase the following January. Current employees who move to a higher paid position between September 1 and December 31 will not receive an annual raise in January unless otherwise voted on by the President's Cabinet.

### **3.8 PAY PERIODS**

**Reviewed, Revised and Approved:** Spring 2011, Spring 2015

**Created, Revised:** 8/04, 10/05, 9/10

For exempt employees the pay period is from the 1<sup>st</sup> of the month through the last day of the month. For non-exempt (paid hourly) employees the pay period is from the 20<sup>th</sup> of the month through the 19<sup>th</sup> of the following month. Time cards are due the 20<sup>th</sup> of each month. Salaried employees are paid for the current month on an annualized basis.

### **3.9 DIRECT DEPOSIT/BANKING BENEFITS**

**Reviewed and Approved:** HR, PC Spring 2011

**Created:** HR 08/08

**Reviewed and Approved:** HR, PC Spring 2011

**Created:** HR 08/08

Employees may elect to have their paycheck provided by a physical paycheck or direct deposit. The College encourages employees to consider authorizing direct deposit of paychecks, as this is a service that saves an employee time through automated deposit of paychecks into the employee's designated financial account.

Direct Deposit Authorization forms are available in the Human Resources or Payroll Office. Employees who have checking accounts at Old National Bank, Wells Fargo or US Bank may receive additional benefits offered by the banking institution.

### **3.10 PAY STATEMENTS**

**Revised and Approved:** Spring 2011, HR Spring 2015

**Created:** 9/08

Through CBiz, the College payroll provider, employees may access current and existing pay statements and W-2 forms 24 hours a day, 7 days a week for up to three years from the date of the last statement issued. To view this information employees should login to CBiz at <https://www.payentry.com> . A username and password are required.

### **3.11 PAY DEDUCTIONS**

**Reviewed and Approved:** Spring 2012

**Created:** PC, 11/11

The law requires that the College make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The College also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The College also must deduct court ordered levies and/or garnishments.

The College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize in writing deductions from their pay checks to cover the costs of participation in these programs, such as medical, dental premiums, 403b savings, etc.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the payroll department can assist in having your questions answered.

### **3.12 REPORTING PAY ERRORS**

Certain pay deductions are improper, as specified in Title 29 of the Code of Federal Regulations § 541.602(a), and may not be made from the pay of exempt employees. If an exempt employee believes that any deduction has been made from pay that is inconsistent with the employee's exempt status, the employee should immediately contact the Human Resources Department. Any complaint will be investigated as appropriate, and if an investigation reveals that an employee was subjected to an improper deduction from pay, the employee will be reimbursed, and the College will take whatever action it deems necessary to ensure compliance with the wage and hour laws in the future.

In addition, any employee, whether exempt or non-exempt, who believes the College has made any other error on the employee's pay should also immediately contact the Human Resources department. Any complaint will be investigated as appropriate and any pay error will be addressed by the College to ensure compliance with wage and hour laws.

### **3.13 WAGE INFORMATION**

Employees working for the College in Minnesota or living in Minnesota have the right, under Minn. Stat. §181.172, to choose to disclose their own wages and to discuss another employee's wages which have been voluntarily disclosed by that employee. In addition, regardless of location, employees who are not managers or supervisors also have these rights. An employee does not, however, have the right to disclose to a competitor of the College or to any other person any wage information regarding other employees of the College that the employee has learned in the course of performing job duties that involve access to confidential and private information about employees.

The College shall not require an employee to agree to give up their wage disclosure rights as a condition of employment, to sign any document that purports to deny an employee their wage disclosure rights or take any retaliatory or other adverse employment action against an employee for exercising their wage disclosure rights.

Statute §181.172 permits a civil cause of action for a violation of the statute and, in any such action, the court may, if found appropriate, order job reinstatement, back pay, restoration of lost service credit, and the expungement of adverse records.

### **3.14 SALARY ADVANCES**

**Reviewed and Approved:** Spring 2011

**Created:** B, 2/82

The College recognizes that there are legitimate occasions whereby employees may be compelled to request a salary advance. Wishing to be helpful during such circumstances but recognizing the need to



avoid a proliferation of salary advances, the following shall govern the administration of salary advances:

1. The requested amount of the salary advance may not exceed the net amount of the net pay check subsequent to the distribution of the salary advance.
2. The entire amount of the salary advance will be deducted from the next pay check subsequent to the distribution of the salary advance.
3. Salary advances may not be made to the same employee for two consecutive months.
4. An employee may not receive more than two salary advances during any 12-month period.

Salary advance request forms are available from the Office of Fiscal Operations.

### **3.15 PRO-RATA SALARY**

**Reviewed and Approved:** Spring 2011

**Created:** B, 2/87

Under certain extreme circumstances the College may find it necessary to reduce the workforce and/or to reduce personnel salaries on a pro-rata basis for all employees. The circumstances necessitating a reduction in the workforce may vary, but reduction of personnel salaries on a pro-rata basis for all employees would only occur in a time of severe financial exigency for the College or in the event a pandemic reduces necessary workforce or suspends college business. This may occur after all other viable cost-containment and budget-reduction efforts have been made and when the Board of Trustees determines that income resources are projected to be inadequate to pay essential College obligations, and the Board acts to implement such reductions. A pro-rata salary reduction may be restored at a future date depending on the financial condition of the College.

This salary policy is consistent with that of The Christian and Missionary Alliance with respect to the National Office personnel, district superintendents, and missionaries.

## **EMPLOYEE BENEFITS OVERVIEW**

The College provides certain employee benefits to full-time and some part-time employees. Such benefits are provided in a hope that they will make employment at the College a more rewarding and enriching experience. The benefits are designed to meet the needs of the individual employee and their families and at the same time reward longevity of service and meet the needs of the College as an employer. The intention is to be fair and equal to all employees with regard to benefits, however, the practical working out of the provisions of the benefits will naturally allow some employees to more fully make use of the benefits than can others.

### **3.16 INSURANCE PLANS**

#### **3.16.1 FLEXIBLE SPENDING ARRANGEMENTS**

**Approved:** Spring 2011

**Created and Revised:** B 10/89, 8/00, HR 7/05, 11/06, 1/10

The College offers a Cafeteria 125 plan providing Flexible Spending Arrangements (FSA) allowing employees to designate a portion of their compensation as pre-tax dollars. Those benefits are: 1) Insurance Premium Conversion; 2) Medical Care Reimbursement; and 3) Dependent Care Expenses. Certain limits and regulations apply. Employees with a Health Savings Account (HSA) will be limited to a vision/dental only reimbursement arrangement. Employees who do not have a HSA will be eligible for the full Medical Care Reimbursement.

The Flex Comp plan year is January 1 to December 31 with open enrollment prior to December 31 or at the time of hire or a life qualifying event. Questions relating to FSA should be referred to the Human Resources office. Summary Plans are available and certain continuation of benefits rights apply at termination. (B 10/89, 8/00, HR 7/05, 11/06, 1/10)

#### **3. 16.2 MEDICAL INSURANCE**

**Approved:** Spring 2011

**Created and Revised:** PC 10/08, HR 1/09, 1/10, 3/14, 2/15, 12/19, 5/22

All employees must have medical insurance through the College or provide proof of coverage comparable to the college insurance.

Benefits information and details are located on College website at

[https://our.crown.edu/ICS/Staff/Employee\\_Benefits.jnz](https://our.crown.edu/ICS/Staff/Employee_Benefits.jnz)

An employee login is required.

The health benefit plan year is January 1 to December 31 with open enrollment prior to December 31 or at the time of hire or for 30 days after a life qualifying event. Questions relating to health insurance should be referred to the Medica, 888-592-8202 or the Human Resources Office at X4122. Certain continuation of benefits rights apply at termination.

### 3. 16.3 HEALTH SAVINGS ACCOUNT

**Approved:** Spring 2011

**Created and Revised:** HR 11/06, 1/10

Employees enrolled in a high-deductible medical insurance plan are eligible for a Health Savings Account (HSA). This is a tax-advantaged account established by the government to pay for qualified medical expenses. Enrollment information is available from the Human Resources office.

### 3. 16.4 LIFE/AD&D INSURANCE

**Approved:** Spring 2011

**Created and Revised:** 8/95, 8/97, 1/10, 3/14, 2/19

All full-time College employees are provided with a Life/AD&D insurance policy, paid for by the College, through UNUM, <https://www.unum.com/>. The policy pays at one (1) times the employee's annual wages up to a maximum of \$75,000.00. Certain continuation of benefits rights apply at termination.

### 3.16.5 RETIREMENT

#### 3.16.1 THE C&MA 403(B) WITH EMPOWER (FORMERLY CALLED GREAT-WEST RETIREMENT SERVICES)

**Approved:** Spring 2014

**Created and Revised:** B 8/01, 10/03, 11/06, 8/08, 1/10, 3/14, 3/15

The College offers the following retirement benefits for employees working 30 hours a week or more.

The College will make a maximum contribution of 5% (non-voluntary) into a full-time employee's 403(b) account with Empower dependent on the employee's participation level in the optional pre-tax payroll contribution portion of the plan. Full-time employees must be over 20 years of age, and have been employees of the College for at least 12 months. Vesting (ownership) is 100 per cent (100%) when contributions begin. Inquiries should be referred to the Human Resources Office.

An Employee may make a pre-tax payroll contribution with Crown College matching 50% of the employee's contribution up to 3%. (optional) If an employee takes advantage of the up to 3% match the college will contribute an additional % to meet the maximum contribution of 5%. For example, if an employee elects to make a pre-tax contribution of 5% the Crown College matching contribution would be 2.50%. In addition, Crown College will make an additional 2.50% contribution to the plan for a total employer contribution of 5% (after 12 months of employment). See examples below:

#### Example Maximum Contribution

\$ 4,000.00	gross monthly wage
\$ 240.00	6% Employee Contribution
\$ 120.00	3% (Employer Match of 50% up to a maximum of 3%)
	2% additional employer contribution for a total of 5% (after 1 year of service)
<hr/>	
\$ 440.00	Total Contribution

**Example where employee elects to not contribute**

\$ 4,000.00	gross monthly wage
\$ -	0% Employee Contribution
\$ -	0% (Employer Match of 50% up to a maximum of 3%)
	5% additional employer contribution for a total of 5% (after 1 year of service)
<u>\$ 200.00</u>	
\$ 200.00	Total Contribution

Vesting (ownership) is 100 per cent (100%) when contributions begin. Enrollment information is available from the Human Resources Office and employees can enroll at any time.

**3.16.2 SOCIAL SECURITY**

**Approved:** Spring 2011

**Created and Revised:** 8/92, 1/10

All full-time College employees are covered by the Federal Social Security program. Deductions are made from payroll checks for this coverage. Social Security questions should be directed to the Office of Fiscal Operations.

Full-time college employees with C&MA official worker's credentials or other clergy status will be paid the equivalent of the employer paid share of Social Security. It is the responsibility of the employee to enroll and pay Social Security taxes. The College will deduct designated amounts for Federal, State and Social Security taxes at the discretion of the credentialed employee.

**3.17 EDUCATIONAL BENEFITS**

**3.17.1 EMPLOYEE TUITION BENEFIT (ETB)**

**Approved:** Spring 2012

**Created and Revised:** 8/96, PC 2/01, PC 1/07, PC 7/09, PC 7/10, PC 2/12, HR 5/19, HR 7/22

This policy approved in the Spring of 2012 supersedes any previous policy.

The College provides tuition grants to eligible full-time (working at least 40 hours per week) and part-time employees (working between 20 and 30 per week), their spouses, and their dependent children enrolled in the School of Arts and Sciences and the School of Online Studies and Graduate School. Dependent children must be unmarried and under the age of twenty-four (24). Dependency status is based on Financial Aid regulations. If student is required to include parental information on Free Application for Federal Student Aid ("FAFSA"), they will be considered dependent.

Eligibility requirements and all other terms and conditions of any tuition remission program are subject to change from time to time upon due notice; and also may be waived or modified by the College in its discretion in individual cases based on academic, business, employment, and other legitimate considerations.

The conditions for receipt of the Employee Tuition Benefit (ETB) are:

1. **Eligible employees/spouses/dependent children** who are degree-seeking must meet all admission application requirements and deadlines. See the Office of Admissions for details. Non-degree seeking employees/spouses do not need to apply for admission.
2. **Regular, full-time employees/spouses** who are seeking a degree from the School of Arts and Sciences or the School of Online Studies are eligible to receive a full tuition grant for a maximum of nine credits per semester.
3. **Part-time employees/spouses** who are seeking a degree from the School of Arts and Sciences or the School of Online Studies are eligible to receive 50% tuition grants for a maximum of nine credits per semester.
4. After 12 consecutive months of full-time employment, **dependent children** of full-time employees who are seeking a degree from the School of Arts and Sciences or the School of Online Studies are eligible to receive a full tuition grant regardless of credit load for up to ten semesters.
5. After 12 consecutive months of part-time employment, **dependent children** of part-time employees who are seeking a degree from the School of Arts and Sciences or the School of Online Studies are eligible to receive a 50% tuition grant regardless of credit load for up to ten semesters.
6. **Employees/spouses/dependent children** who are seeking a degree from the Graduate School are eligible to receive tuition grants for a maximum of 9 credits per semester regardless of full or part-time work status.
7. Employees must have written approval by their supervisor and divisional vice president prior to enrollment. It is understood that registering for a class during the employee's normal working hours is in addition to all normal employee responsibilities and does not relieve the employee from either task or time accountability and responsibility.
8. Employees/spouses/dependent children are allowed to register for a course on a space available basis. If the class is full, preference will be given to paying students.
9. Employees/spouses/dependent children may audit courses without tuition charge. A course audit fee will apply.
10. All current and prospective students utilizing the EBT must submit an application to the Human Resources Office on or before the required billing deadlines. Applications submitted after these dates may not be approved prior to the start of the semester. Applications are available in the Human Resources Office and the Employee Benefit page on our.crown. The employee is responsible for the tuition bill if an application form is not submitted.

11. ETB applicants who are undergraduate degree seeking must complete the FAFSA. Should the applicant be awarded any state and/or Federal grants this amount will be applied toward their tuition.
12. ETB will be in conjunction with other Crown College grants or institutional funds, scholarships, or discounts including but not limited to Academic Scholarships, Cornerstone Grants, or Ministerial Grant. ETB recipients are not eligible for endowed grants.
13. ETB will not exceed the remaining balance of tuition and fees payable to the College less any Federal, State or Institutional scholarship/grant funds. ETB is capped at 100% tuition. ETB received for graduate courses are considered taxable income and will be reported on the employee's W-2 form.
14. ETB covers tuition only, cannot apply to room and board charges. Employees/spouses/dependents must pay all fees, cost of books, fines, and miscellaneous charges.
15. ETB cannot be used for any off-site programs.
16. Employees/spouses/dependents benefiting from ETB may receive only one Crown College degree: either one bachelor's or one master's degree.
17. Undergraduate students must maintain a cumulative GPA of 2.0 or higher. Graduate students must maintain a cumulative GPA of 3.0 or higher.
18. EBT is only available to current employees, their spouses and dependent children. Once employment terminates, ETB is no longer available. Should an employee end employment while their spouse, child(ren) or they are currently taking classes they will be allowed to finish the course/semester.
19. In the event of the death of an employee, any child of that employee enrolled at the time of death will be allowed to continue with the same ETB rate for the remainder of their education not to exceed 10 semesters.
20. Upon completion of a degree staff members taking advantage of the ETB may not receive any additional benefit or compensation from the ETB program.

### **3.17.2 EMPLOYEE FORGIVABLE EDUCATIONAL LOANS**

**Reviewed:** Fall 2011

**Created and Revised:** PC 12/98, B 2/99, PC 12/00, PC 1/07, PC 7/09

The purpose for these funds is to assist full-time employees with the expense of pursuing graduate education in their area of employment at other institutions. Effective July 1, 2009, forgivable loans are no longer available to spouses or dependents. Funds are available on a limited basis with priority given to faculty working toward a terminal degree. Funds are available to staff members who have not received any prior employee tuition benefit from the College. Funds are provided for tuition costs only.

The employee must pay all fees, cost of books, fines, transportation costs and miscellaneous charges. Funds are made available on an interest-free forgivable loan basis. One fourth of each loan is forgiven for each subsequent year the employee serves at the College. A transcript showing credit earned must be submitted to the Human Resource Office at least annually, documenting the completion of the proposed course work. Upon completion of a degree staff members taking advantage of the Forgivable Loan program will not receive any additional compensation beyond the portion of tuition that was paid by the college.

Application forms are available in Financial Aid, the Fiscal Operations Office or can be printed by clicking on [Staff Educational Loan Form](#). Applicants may apply for an amount not to exceed the other institution's tuition charges for three credits per semester. Funds will be disbursed upon submission of actual expenses to the Human Resources Office. The loan is due and payable upon termination of full-time employment at the College. A current statement of the loan account will be provided upon termination. Should the staff member not pay back the loan the account may be turned over to a collection agency. The agency will then contact the staff member regarding payment. The staff member is responsible for all collection fees, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses including reasonable attorneys' fees that may be incurred in such collection efforts.

### **3.17.3 CROWN COLLEGE CONTINUING EDUCATION UNITS ("CEU")**

**Reviewed and Approved:** Spring 2011

**Created:** PC 6/08

Full-time employees seeking Crown College CEU credit units must register with the School of Online Studies/Graduate School. Full tuition is available when the certification is a requirement for the employee's current position and half tuition is available when the certification is not required for the employee's current position. Classes must also have more than 10 paying registrations prior to availability of ETB. ETB for CEU is not a forgivable loan and is not available to part-time employees, spouses, dependents or adjunct faculty.

### **3.17.4 AUDITING COURSES**

**Approved:** Spring 2012

**Created and Revised:** HR 4/12, 6/15, 8/17, 7/19

The fee to audit a course is \$175.00 per credit. Employees/Spouses/Dependents (the student) may audit courses without being charged the audit fee. To audit a course:

1. The student must complete an Employee Tuition Benefit form. The form is submitted to and approved by the Human Resources Department.
2. Once HR has approved the form the student must register for the class(es). To register the student must visit the Registrar's Office to complete the appropriate registration forms.

## **3.18 REIMBURSEMENT BENEFITS**

### **3.18.1 MILEAGE REIMBURSEMENT**

**Revised and Approved:** Spring 2008, HR Spring 2013, HR Summer 2014, HR Summer 2015, HR Summer 2016, HR Summer 2017, HR Summer 2019, HR Summer 2020, HR Summer 2021, HR Summer 2022

For College business where an employee(s) is required to drive to a destination it is preferred that the employee use a College vehicle. If instead the employee(s) drives his/her personal vehicle the College will reimburse mileage. The following rates are effective July 1, 2022. The employee will be reimbursed at .51 per mile (87% of the current Internal Revenue Service standard mileage rate). Reimbursements are obtained by completing an Expenditure Authorization form and submitting the form to the Fiscal Operations Office.

### **3.18.2 MOVING EXPENSE REIMBURSEMENT**

**Revised and Approved:** Spring 2011, PC Spring 2015

**Created:** PC 7/86, PC 7/10

When a new employee is required to move in order to accept employment at the College, the College will provide assistance toward the cost of the move. The College follows IRS regulations and does not provide assistance for moves fewer than 50 miles from the College. The amount of the assistance provided will be equivalent to one month's base salary up to \$7,000.00. The President's Cabinet will determine if additional financial support is necessary.

The moving expense grant applies to all full-time positions and an employee is entitled to receive this grant for one move only. Moves must be made within six (6) months of the employee's date of hire. An employee who does not complete more than one year of employment will repay the College 100% of the moving expense grant in accordance with Minnesota Law.

### **3.18.3 HOUSING ALLOWANCE**

**Reviewed and Approved:** HR, Spring 2011

**Created:** HR 11/06

Employees who are ordained or licensed by The Christian and Missionary Alliance may annually request a housing allowance as described in Section 107 of the Internal Revenue Code (the "Code"). Employees must also meet other requirements as determined by the College consistent with Section 107 of the Code. It is recommended that employees seek advice from a tax professional regarding the requirements and tax ramifications. Information is available in the Fiscal Operations Office.

### **3.18.4 USE OF COLLEGE CREDIT CARDS**

**Created and Approved:** Summer 2019

The College credit card program is intended to streamline and simplify purchasing and accounts payable functions. The College credit card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for accounting purposes, and offers flexible controls to help ensure proper usage. The card may be used either in-store, by phone, mail or on-line, subject to the



College's purchasing and travel policies. The credit card program is designed to complement existing purchasing processes. The College credit card program is not intended to avoid or bypass current payment procedures and purchasing policies. Proper documentation and record keeping is essential.

Definitions:

- Cardholder - College employee whose name appears on the credit card and is accountable for all charges made, for reporting and obtaining documentation associated with that card.
- Cardholder Supervisor - The employee within each department who is responsible for reviewing the Cardholder's transactions and verifying that all charges associated with the credit card are supported by the appropriate documentation.

Credit Card: Obtaining a Credit Card

- Only employees of the College are eligible to receive a College credit card. Contractors, temporary employees, nor students are eligible to receive a College credit card, pursuant to the card agreement with Old National Bank.
- Cardholders are responsible for the security of the card and all transactions made against the card. Cardholders will be required to sign a Cardholder Agreement as part of the application for a credit card, which can be found on the Operations Office.
- Credit cards must be requested by the VP of the future cardholder's department. Final approval and credit limit is determined by the Chief Operating Officer.

General Information

- Under the provision of the Minnesota Sales and Use Tax law, Crown College is certified to be exempt from sales and use taxes on purchases, rentals and leases of tangible personal property. The property must be used exclusively in the performance of charitable, religious or educational functions. The exemption does not apply to purchases of meals, lodging, waste collection and disposal services, or to motor vehicles.
- The credit card has the Crown College non-profit, tax exempt number printed after the College name. Please use this number to avoid paying tax on qualifying purchases.
- If a Tax Exempt Certificate is needed, contact the Operations Office.

### **3.19 ADOPTION BENEFITS**

**Created: HR Fall 2012**

**Approved: PC F/12**

#### **Policy Overview**

To offer assistance to employees who may choose to build their families through adoption, a policy has been developed to provide eligible employees with adoption benefits—including financial reimbursement and adoption leave of absence. It is intended that this Policy meet the criteria and conditions set forth in Section 137 of the Internal Revenue Code pertaining to adoption assistance programs.

#### **Eligibility**

Effective January 1, 2013, all regular full-time and part-time employees are eligible for adoption benefits after one year of continuous employment. Temporary, contract and part-time or adjunct faculty are not eligible for this benefit. If an employee and his/her spouse both work at the College, only one employee can utilize the financial benefit, but leave may be shared between the two parents per the Family Medical Leave of Absence (FMLA). The employee must be actively employed at the time any financial reimbursement is made. Adopted children, to be considered for this benefit, must be under the age of eighteen and may not be a stepchild or a relative. An employee and his/her spouse are only eligible to receive the benefit one time during the course of employment or their combined employment.

#### **Financial reimbursement**

Eligible adoption-related expenses will be reimbursed to a maximum of \$2,000 per adopted child. Adoption of a special needs child with a permanent mental or physical disability will qualify for an extra \$1,000 reimbursement per child. (Documentation from the placement organization of special needs will be required.) Most expenses directly related to the adoption are reimbursable. These may include:

- Home studies
- Agency and placement fees
- Legal fees and court costs
- Temporary foster care costs
- Medical expenses of the child, not covered by insurance
- Immigration, immunization and translation fees
- Transportation and lodging

#### **Exclusions**

- Temporary, contract and part-time or adjunct faculty are not eligible to receive this benefit
- Children eighteen (18) years or older
- Step-children residing in the household of a natural parent
- Expenses related to the surrogate parent prior to the adoption
- Adoption expenses incurred prior to the effective date of this policy

## Timing and procedure for reimbursement

Upon legal placement of the adopted child, obtain an Adoption Financial Reimbursement Form from the Human Resources Office. Itemized receipts for expenses are required for documentation. Financial assistance for adoption expenses are exempt from federal and state income tax withholding, but are subject to social security and Medicare taxation. All qualifying adoption expenses reimbursed will be reported on an employee's W-2. Employees should refer to Internal Revenue Service instructions entitled *Qualified Adoption Expenses* regarding taxation of financial benefits, tax credits and tax exclusions.

### 3.20 PAID/NON PAID LEAVE

#### 3.20.1 HOLIDAY OBSERVANCE

**Revised and Approved:** Fall 2011, HR Summer 2020, HR Fall 2022

**Created:** B, 2/83, 8/95, PC 1/07, PC 11/11

Full-time employees, working 31 or more hours per week, will be granted the following holidays with pay.

- New Year's Day \*(see schedule below)
- Martin Luther King Day
- Good Friday
- Monday after Easter\*\*
- Memorial Day
- July 4\*
- Labor Day
- Thanksgiving Day
- The day before Thanksgiving
- The day after Thanksgiving
- December 22
- December 23
- Christmas Day\* (see schedule below)

Part-time non-exempt employees, those employees working 21 to 30 more hours per week, will be granted the following holidays on a pro-rated basis. Pro-rated hours are based on the percentage of a full-time schedule that they are ordinarily scheduled to work:

- New Year's Day\* (see schedule below)
- Monday After Easter\*\*
- July 4\*
- Labor Day
- The day before Thanksgiving\*\*
- Thanksgiving Day
- December 22, 23\*\*
- Christmas\* (see schedule below)

\*\*Part-time non-exempt employees will be paid for the 4 additional holidays denoted above by an asterisk if the day(s) was a scheduled workday for the employee.

\* When the holiday falls on a Saturday, the holiday will be observed (offices closed) the preceding Friday, and when it falls on a Sunday, it will be observed (offices closed) the following Monday. The exception is Christmas Day. If Christmas Day is on a Sunday there is no additional day the offices are closed as offices are already closed on December 26.

**Christmas Eve – New Year’s Office Closure  
Five Year Schedule**

<b>Year</b>	<b>Offices Closed</b>	<b>Offices Reopen</b>
2022/23	Saturday, December 24* through Monday, January 2	Tuesday, January 3
2023/24	Saturday, December 23 through Monday, January 1	Tuesday, January 2
2024/25	Thursday, December 24 through Sunday, January 3	Monday, January 4
2025/26	Wednesday, December 24 through Thursday, January 1	Friday, January 2
2026/27	Thursday, December 24 through Sunday, January 3	Monday, January 4

\*in December 2022 college offices will also be closed on December 22 and December 23.

**3.20.2 PAID SICK LEAVE**

**Revised and Approved:** Spring 2011. Spring 2020

**Created:** PC, 8/90, 1/07, 7/11

Full-time employees accrue paid sick leave at the rate of four (4) hours per month of employment. Part-time employees accrue paid sick leave on a pro-rated basis (i.e. employees averaging 21-29 hours per week accrue two hours of paid sick leave per month; and employees who average 30-39 hours per week accrue 2.67 hours of paid sick leave per month). Part-time employees working 20 or less hours per week do not accrue sick time. Only accrued paid sick leave time may be used. Unused sick leave may be carried over from year to year, up to a maximum of 480 hours. Accrued but unused paid sick time is not paid out at termination and is not cash reimbursable.

Sick leave benefits may be used for personal illness of the employee, employee’s spouse, or to care for a sick child/step child, grandchild or an elder parent or parent-in-law who cannot be left alone and other care cannot be arranged. In the case of both spouses working or a spouse attending school full-time, it is expected that both spouses will share equally in the time away from work or school for attending ill children. Sick leave may be used for doctor and dentist appointments where such appointments cannot be scheduled during non-working hours. Planned requests for sick leave must be submitted through the CBiz Time Off Request system.

In accordance with MN Statute § 181.9413 an employee may use sick leave for “safety leave,” for the purpose of receiving assistance or providing assistance to relatives because of sexual assault, domestic abuse or stalking.

All use of sick leave shall be reported to the supervisor as soon as possible. If the supervisor is not available at the time of reporting an absence, a message should be left with the Human Resources Office

or the switchboard during non-routine hours. Requests for unplanned sick leave must be submitted through the CBiz Time Off Request system. The nature of the illness shall be reported at the time of notification of the absence. A physician's statement is required for any absence due to illness in excess of five (5) contiguous working days.

**3.20.3 VACATION SCHEDULES**

**Reviewed and Approved:** Spring 2011, PC 2016

**Created:** 8/04, 10/01, PC 1/07

All regular employees who are scheduled to work at least twenty-one (21) hours per week are eligible for paid vacation. Vacation begins to accrue on the first day of employment and is accrued based on eligible employee's full or part-time status and years of service with the College.

Vacation hours accrue each month from August through June as set forth in the following grid:

<b>Years of Employment</b>	<b>Vacation Accrual for Full Time Employees</b>	<b>Vacation Accrual for Part Time Employees (30-39 hours/week)</b>	<b>Vacation Accrual for Part Time Employees (21-29 hours/week)</b>
First year	82.5 hours	60.5 hours	38.5 hours
Second year	104.5 hours	77 hours	55 hours
Third year	121 hours	93.5 hours	60.5 hours
Fourth year	148 hours	110 hours	77 hours
Fifth year and beyond	165 hours	126.5 hours	88 hours

In addition to the above schedule, the business days between Christmas Day and New Year's Day are additional holiday/vacation time for full-time employees. See Christmas Eve – New Year's Office Closure schedule in item 3.20.1.

**3.20.4 VACATION USE**

**Revised and Approved:** Spring 2011, Spring 2014

**Created:** 8/92, 8/04

Requests for vacation time must be submitted through the CBiz Time Off Request system and shall be approved by the departmental supervisor. A minimum of two (2) weeks' notice for vacation is expected. Employees are encouraged to take a block of a one or two-week vacation at a time. Employees may use time before it is actually accrued. However, should the employee voluntarily end employment and have used vacation time before it is been accrued the employee shall pay the college for this time.

Payment will be deducted from the employee's last paycheck.

Under Minnesota law, a Minnesota employee who has worked for the College for at least 12 months and who has worked at least one half (1/2) time during the past twelve (12) months may use their accrued vacation to (i) care for the employee's sick or injured child, stepchild, foster child, adopted child, adult child, spouse, sibling, parent, parent-in-law, stepparent, grandparent, or grandchild (including a biological, step, foster, or adopted grandchild) for reasonable times as the employee's attendance may be necessary (e.g. for a "sick family member leave"); or (ii) to receive assistance or provide assistance to the employee's child, stepchild, foster child, adopted child, adult child, spouse, sibling, parent, parent-in-law, stepparent, grandparent, or grandchild (including a biological, step, foster, or adopted grandchild) because of domestic abuse (as defined in Minn. Stat. §518B.01), sexual assault (as defined in Minn. Stat. §§609.342, 609.3453, or 609.352), or stalking (as defined in §Minn. Stat. 609.749) (e.g. for "safety leave"). [Eligible employees are limited to using a maximum of 160 hours of sick time in any 12-month period for a Safety Leave or for a Sick Family Member Leave resulting from the illness of or injury to the employee's adult child, spouse, sibling, parent, parent-in-law, stepparent, grandparent, or grandchild.] Vacation time for sick family member leave of safety leave must be requested in the same manner as other vacation.

Vacation must be used prior to taking unpaid time off in all cases except workers compensation, jury duty, and military duty.

It is anticipated that each employee will manage their vacation time so that all vacation time accrued between and August and June will be utilized on or before July 31. Vacation time is "use it or lose it", no vacation hours may be carried over into the next accrual period. Employees who voluntarily terminate employment must utilize their vacation time prior to resigning. Unused vacation time is not cash reimbursable and is not paid to the employee when employment ends nor can it be used to extend employment.

### **3.20.5 FAMILY AND MEDICAL LEAVE ACT POLICY**

**Approved:** Spring 2011

**Created:** HR 8/93, 9/02, 8/04, 8/08, 1/09

You may be eligible for an unpaid leave of absence under the provisions of the Family and Medical Leave Act (FMLA). The general provisions of the College's FMLA policy are set forth below. For more specific information, contact Human Resources.

#### **1. Eligibility**

You may be eligible for FMLA leave under this policy if:

you have been employed by the College for at least 12 months;  
you have worked at least 1,250 hours during the 12-month period preceding the beginning of your leave; and  
The College employs at least 50 employees at your worksite or within 75 miles of your worksite for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

#### **2. Reasons for Leave**

Under the FMLA, eligible employees may take up to 12 weeks of unpaid, job-protected leave during a single rolling 12-month period for the following reasons:

for incapacity due to pregnancy, prenatal medical care or childbirth;  
to care for your child after birth or placement for adoption or foster care;

when you are needed to care for a spouse, child or parent with a serious health condition (for purposes of this type of leave, a “child” is limited to a son or daughter who is either under age 18 or who is older and is incapable of self-care because of a disability);

when you are unable to perform your job functions because of a serious health condition; or

to address qualifying exigencies arising out of the fact that your spouse, child, or parent is either: called to active duty status in the National Guard or Reserves in support of a contingency operation; or is on active duty for any branch of the Armed Forces and is deployed to active duty in a foreign country or will be deployed to active duty in a foreign country. For purposes of this type of leave, a “child” is a son or daughter of any age. “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Under the FMLA, an eligible employee may also take up to 26 weeks unpaid leave during a single 12-month period to care for a Covered Servicemember (as defined below) who is the employee’s spouse, son, daughter, parent, or qualified next of kin. A Covered Servicemember is a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Employees who take Covered Servicemember leave for fewer than 26 weeks may also take FMLA leave for other qualifying reasons in the same 12 month period, but they are not entitled to take more than a combined total of 26 weeks of FMLA leave (for any reason) during the 12-month period in which Covered Servicemember leave is taken.

### 3. Additional Information about Amount of Leave

Except for Covered Servicemember leaves, the 12-month period during which FMLA leave is available to an eligible employee will be calculated on a rolling year basis, measured backwards from the date the employee takes any FMLA leave.

For purposes of Covered Servicemember leave, the 12-month period will be measured forward from the date an employee’s leave to care for the Covered Servicemember begins.

Unlike other types of FMLA leave, in which the 12-week leave entitlement is available in “any 12-month period,” Covered Servicemember leave is only available in “a single 12-month period.” Covered Servicemember leave is available on a per-Covered-Servicemember, per-injury basis, meaning that an employee may not take more than one Covered Servicemember leave during their employment unless the leave is taken to care for a different Covered Servicemember or to care for a subsequent serious injury or illness of the same Covered Servicemember. In addition, if an employee takes fewer than their 26 weeks of Covered Servicemember leave in a single 12-month period, the remaining weeks do not carry forward and are no longer available for use

If you and your spouse are both employed by the College, you are entitled to a combined total of 12 weeks FMLA leave (not 12 weeks each) for the birth/adoption/foster care placement of a child, or to care for a parent with a serious health condition. In addition, spouses who are both employed by the College and who take FMLA leave to care for a Covered Servicemember, as described above, are limited to a combined total of 26 weeks leave (not 26 weeks each) in a single 12 month period for all types of FMLA leave.

Unless the employee requests special arrangements and is granted permission, FMLA leave for the birth or adoption of a child or for foster care placement must be taken all at one time.

FMLA leave taken because of the employee’s or another’s serious health condition, or to care for a Covered Service member’s illness or injury incurred in the line of duty (as described above), or a qualifying exigency may be taken intermittently, all at one time, or in the form of a reduced work schedule, depending upon what is medically or otherwise necessary. Leave taken by part-time employees in the form of a reduced schedule will be pro-rated to the number of hours worked during the last 12 months.

### 4. Employee Notice

FMLA leave should be scheduled by an employee as far in advance as possible with the employee's supervisor and Human Resources. If leave is foreseeable, such as a planned medical procedure, at least thirty (30) days advance notice should be given. When taking leave due to a foreseeable qualifying exigency arising out of a covered family member's active military duty (or impending call or order to duty), you must provide such notice as soon as practicable. If the need for leave is not foreseeable, you must provide notice as soon as practicable. Employees are expected to follow the College's regular call-in procedures for any unforeseeable absence.

Employees must provide sufficient information for the College to determine if the leave qualifies as FMLA leave. Employees must also provide the anticipated timing and duration of the leave. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

#### 5. Required Certification

If FMLA leave is taken due to the serious health condition of the employee or an employee's covered family member, or to care for a Covered Servicemember, the College may require medical certification. Certification will be required before the leave begins or soon afterward and while on leave if necessary and/or appropriate. The College may, at its own discretion and expense, require a second opinion. If the Department of Defense issues an employee an Invitational Travel Order ("ITO") or an Invitational Travel Authorization ("ITA") to care for a Covered Servicemember, no further certification will be required.

If FMLA leave is taken due to a military qualifying exigency, an employee will be asked to provide a certification, including a copy of the involved military orders, that a covered military member is on active duty or has been called to active duty. The employee will also be asked to provide a certification or statement about the nature and details of the exigency so that the College can determine whether it is an FMLA-qualifying exigency, the amount of leave needed, and the employee's relationship to the military member.

Certification forms can be obtained from Human Resources. Initial certification will be required before the leave begins or soon afterward, and while on leave if necessary. The College may, at its own discretion and expense, require a second opinion concerning any medical certification, unless the employee has presented an ITO or ITA.

#### 6. Benefits During Leave

During any FMLA leave, the College will maintain benefits (such as health insurance coverage, short and/or long-term disability coverage, life or dental insurance) that were in effect prior to the beginning of an employee's leave in the same manner as prior to leave. Employee co-payments (i.e. the employee share of the premium) must be made in a timely manner to avoid jeopardizing coverage. You will receive information on any premiums due during your FMLA leave from Human Resources. However, if you decide not to return to work after your leave, the College may recover from you the cost of any payments made to maintain your benefits.

If you are eligible for both unpaid FMLA leave and any paid leave or salary continuation benefit, (such as PTO or short or long-term disability insurance), you must use this paid leave or salary continuation benefit during any FMLA leave period, with the following exception: employees receiving workers' compensation benefits during their FMLA leave are not required to, and may not elect to, use other paid leave concurrent with FMLA leave during the period they are receiving such benefits.

#### 7. Return to Work

Employees returning from FMLA leave should notify Human Resources of their intent to return to work as much in advance as possible. Eligible employees returning from leave will be able to return, at the discretion of management, either to their previous position or an equivalent one. The employee on FMLA leave will not be eligible for reinstatement, however, if they would have been subject to a work force reduction, lay-off, or termination for other reasons during the leave period.

Depending on the employee's position and the circumstances necessitating the leave, an employee who has taken a leave for their own serious health condition may be required to provide a fitness for duty certification from the employee's health care provider indicating ability to resume work.

#### 8. Further Information

For more information about the College's FMLA policy and procedures, please contact Human Resources.



In addition, for further information about the FMLA, you may refer to the summary contained in the required Notice of Employee Rights and Responsibilities under the FMLA, which was drafted by the U.S. Department of Labor and is available online at:

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

### **3.20.6 FUNERAL LEAVE**

**Reviewed and Approved:** Spring 2011

**Created:** B 2/83, PC 1/07

In the event of the death of a spouse or a member of the immediate family (parent, child, brother/sister, grandparent) of either an employee of the College or the spouse of same, such employee shall make a request to be absent for the purpose of attending the funeral and any matters relating thereto. Such requests shall be made to the respective supervisor. The number of hours absent from the College shall be deducted from the total number of sick leave hours the employee has accumulated. Should the employee have insufficient sick leave remaining hours absent shall be deducted from accrued vacation time. Time away for funeral attendance for people outside of the immediate family as stated above will be deducted from vacation time.

### **3.20.7 BONE MARROW DONATION LEAVE**

**Reviewed and Approved:** Spring 2011

**Created:** PC, 8/90

The College shall, in accordance with state law, provide eligible employees paid time off for the purpose of donating bone marrow.

Employees who are eligible for this leave are regular full-time and part-time employees who work a minimum of twenty (20) hours per week.

Eligible employees may take up to a total of forty (40) hours leave for bone marrow donation. This leave shall be paid and the employee will retain all benefits provided by the College while on leave. Employees wishing to take leave for the purpose of donating bone marrow must request the leave from Human Resources. All requests must be accompanied by a written verification from a physician stating the purpose of the leave and the length of the leave. If an employee is granted leave and is subsequently found not to qualify as a bone marrow donor, the paid leave will not be forfeited.

### **3.20.8 INTERNATIONAL SERVICE-LEARNING LEAVE**

**Reviewed and Approved:** Spring 2011

**Created:** PC 9/29/05

Every third year, full-time employees will be eligible to apply for five days of paid leave in order to participate in short term mission trips with students. The opportunity for staff members to join a mission trip is subject to approval of their department supervisor and divisional vice president as well as

their ability to raise necessary financial support. For applications and information on team opportunities, contact the Student Development office.

### **3.20.9 CRIME VICTIM LEAVE (MN STATUTES § 611A.036)**

**Approved:** PC Fall 2011

**Created:** HR Spring 2011

In accordance with Minnesota Statutes § 611A.036, employees may take unpaid leave as reasonable to attend to criminal proceedings in connection with violent crimes or criminal proceedings in which the employee is a victim or witness. As noted above, an employee may use their accrued sick leave or vacation hours to cover the leave of absence.

Any employee who is a witness or victim of a crime, or who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, will be given reasonable time off from work to attend to criminal proceedings related to the case. Should the employee, employee's spouse, or immediate family members be victims of a violent crime, the employee may also be granted reasonable time off from work to attend to criminal proceedings related to the case.

The College will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms conditions, location or privileges of employment because the employee took reasonable time off from work to attend a criminal proceeding pursuant to this section.

An employee who is absent from work shall give 48 hours' advance notice to the College, unless impracticable or an emergency prevents the employee from doing so. Upon request of the College, the employee shall provide verification that supports the employee's reason for being absent from work. All information related to the employee's leave pursuant to this section shall be kept confidential by the College.

### **3.20.10 JURY DUTY**

**Reviewed and Approved:** Spring 2011

**Created:** PC, 8/25/83, 8/04

Jury duty is considered an important civic obligation. When a full-time faculty member or full-time or part-time staff member is called and serves jury duty, full salary is continued for such service. All remuneration paid by the Court for such service, less any direct expenses not reimbursed by them, shall be returned to the College.

For jury duty extending beyond the normal two-week period, individual arrangements will be made by the respective divisional administrator. Staff employees are expected to return to their College duties when temporarily excused by the Court, wherein it is feasible. (PC, 8/25/83)

Faculty members are asked to reschedule jury duty, when possible, to avoid conflicts with academic commitments. (8/04)

### **3.20.11 MILITARY LEAVE**

**Revised and Approved:** Spring 2012

**Created:** HR 7/08

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the College is required to grant an unpaid military leave of absence to any employee who requests such leave in order to perform service in the uniformed services. It is the policy of the College to comply with USERRA and all other state, federal, and local laws. In case of any conflicts between this policy and federal, state, or local laws, such applicable laws shall control, subject to conflict of laws principles.

The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard, and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard and Air National Guard. Under another Federal law, enacted in 2002, Congress has extended reemployment rights under USERRA to persons who serve as Intermittent Disaster Response Appointees (IDRAs).

IDRAs are temporary, intermittent employees of the U.S. Department of Health and Human Services. They respond, often on very short notice, to emergencies involving infectious diseases or weapons of mass destruction, and they also engage in training for such dire contingencies. They are protected by USERRA both for actual emergencies and for training.

Employees who are members of any branch of the armed forces of the United States will be granted unpaid leaves of absence in accordance with state and federal law to participate in weekly drills, weekend drills, summer training duty, or other active duty exercises. Any employee who wishes to participate in such activities should request a leave of absence from their supervisor within a reasonable time before the leave is to begin, if possible. The College may require proof of military service. Benefit accruals for any employee serving on active duty longer than 30 consecutive days will be calculated in accordance with applicable federal and state laws.

For full-time employees, the College will pay the difference between the employee's regular weekly pay for time lost and that paid by the Reserve or Guard for a maximum of two weeks per year. Payment for such time shall be in addition to normal vacation pay eligibility.

The College provides military leaves of absence to employees who serve in the Uniform Services as required by the Uniform Services Employment and Re-Employment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for any such duty, and for any other leave permitted by law. Total military leave time taken may not exceed five years during employment, except in certain specific circumstances or as otherwise provided by law.

Advance notice of leave is required, preferably in writing. Please inform your supervisor of anticipated military leave time as far in advance as possible. Health plan coverage continuation can be arranged for up to 18 months during military leave if the employee continues to pay the required employee portion of the premium payments. Upon reporting back to work, the employee will be reinstated- with such pay, vacation accrual, holidays, and other benefits based on presence at work that they would have had but for the military service, to a position the duties of which the employee is qualified to perform after reasonable efforts by the College to qualify the employee.

In the case of an employee whose period of service is less than thirty-one (31) days, an employee must report back to their job at the first regularly scheduled shift after the completion of military service and the time required for return from the place of military service to the place of civilian employment. An employee called to active duty for more than thirty (30) days, but less than one hundred eighty-one (181) days, must report back to their job not more than fourteen (14) days after the completion of their military service. An employee called to active duty for more than one hundred eighty (180) days must report back to their job not more than ninety (90) days after the completion of their military service. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of re-employment rights.

### **LEAVE FOR CIVIL AIR PATROL**

Unless the leave would unduly disrupt the operations of the College, the College shall grant a leave of absence without pay to an employee for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions.

### **LEAVE FOR IMMEDIATE FAMILY MEMBERS OF MILITARY PERSONNEL**

The College fully complies with all military leave laws as it relates to its employees. The College will grant up to ten working days of a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in action service. An employee must give as much notice to the College as practicable of the employee's intent to exercise the leave granted by this section. The length of leave provided under this policy may be reduced by any period of paid leave provided otherwise by the College.

### **LEAVE TO ATTEND MILITARY CEREMONIES**

Unless the leave would unduly disrupt the operations of the College, the College shall grant a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The College may limit the amount of leave provided under this policy to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year.

### **EVENTS RELATING TO MILITARY SERVICE**

The College will provide a reasonable amount of nonpaid time off, not to exceed two consecutive days or six days in a calendar year, to attend the following kinds of events relating to the military service of the employee's spouse, parent, or child and to which the employee is invited or otherwise called upon to attend by proper military authorities: (i) departure or return ceremonies for deploying or returning military personnel or units; (ii) family training or readiness events sponsored or conducted by the military; and (iii) events held as part of official military reintegration programs. The College will not compel the employee to use accumulated but unused vacation for these events.

### **3.20.12 PARENTING LEAVE**

Revised: HR Fall 2014

Any employee who has worked at least half time in the 12 months preceding the leave request shall be eligible for up to twelve (12) weeks unpaid leave of absence with the birth or adoption of a child or for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions in accordance with the Minnesota Parenting Leave law. The following terms apply:

- Start of the leave shall be at the choice of the employee, but not more than 12 months after the birth or adoption
- The length of the leave, up to twelve (12) weeks, shall be the choice of the employee;
- Insurance benefits will continue during the leave, but the employee must pay all premiums during the leave.
- The employee returning shall be entitled to the former position or one of comparable duties, hours and pay;

An employee requesting parental leave must give the College at least thirty (30) days advance notice of the start and end dates of the requested leave unless such notice is not possible due to legitimate unanticipated factors in which case as much notice as is possible should be given.

If any employee is eligible for parental leave under both the FMLA and the MN Parental Leave Act, the parental leave time will run concurrently. If you are eligible for both unpaid MN parental leave and any paid time off or salary continuation benefit, (such as vacation, sick time, or short or long-term disability insurance), you must use this paid time off or salary continuation benefit during any MN parental leave period.

### **3.20.13 ADOPTION OR BIRTH LEAVE OF ABSENCE**

An employee who adopts a child is eligible for up to 5 contiguous days of paid leave. This time may be utilized pre or post adoption, and will be applied to leave allowed under the Family Medical Leave Act and the MN Parental Leave Act. If both parents are employed by the College only one parent may utilize this time off. Additionally, the employee may be eligible for up to 11 additional weeks of unpaid leave under the FMLA and/or MN Parental Leave Act. If both parents are employed by the College and each wish to take FMLA leave, they may only take a combined total of 12 weeks of leave. If you are eligible for both unpaid adoption leave and any paid time off or salary continuation benefit, (such as vacation, sick time, or short or long-term disability insurance), you must use this paid time off or salary continuation benefit during any leave period.

During Family Leave, employees will continue to receive regular benefits which are related to date of hire. (Please refer to the Family Medical Leave Act policy).

An employee requesting parental leave must give the College at least thirty (30) days advance notice of the start and end dates of the requested leave unless such notice is not possible due to legitimate unanticipated factors in which case as much notice as is possible should be given.

### **3.20.14 PARENTAL SCHOOL CONFERENCE LEAVE**

**Approved:** Spring 2011

**Created:** PC 8/90

Employees may take up to 16 hours of unpaid leave per school year to attend conferences for classroom activities related to the employee's child, provided the conferences cannot be scheduled during non-work hours. The employee may elect to use unused vacation and sick leave for compensation during the school conference leave. The minimum charge against vacation or sick leave for school conferences shall be four hours.

### **3.20.15 VOTING (TIME OFF TO VOTE)**

**Created:** HR 10/10

**Reviewed and Approved:** Spring 2011

In accordance with Minnesota Statutes § 204C.04, subdivision 1 employees who are eligible to vote in an election may be absent from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election without penalty or deduction from salary or wages because of absence. Employees are asked to communicate to their supervisor what time they will need off from work (late arrival, extended lunch break, early departure) to participate in voting activities.

For purposes of this subdivision, "election" means a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senate or United States representative, or an election to fill a vacancy in the office of the state senate or state representative.

### **3.20.16 PERSONAL LEAVE**

Unpaid leaves of absence for personal reasons may be granted in the College's discretion. The decision to grant such a leave may be based on factors such as the urgency of the employee's needs, the length of the requested leave, the circumstances in the employee's work area, the employee's position and performance, the length of the employee's employment, and other factors that the College may consider important. Employees interested in taking a personal leave should make such requests to the Human Resources department as far in advance as possible. Any personal leave will be unpaid, although employees will be required to exhaust any available vacation or sick time simultaneously with the taking of a personal leave. Employees should contact the Human Resources department prior to taking the leave to discuss insurance benefit continuation. The College will strive to reinstate employees to their same or a similar position at the end of a personal leave of absence if that is possible, but business demands, or other factors may not always make this possible. If an employee does not return to work from a personal leave of absence at the agreed time, the employee will be considered to have voluntarily terminated employment.

### **3.20.17 OTHER LEAVES**

Employees working outside of Minnesota may be eligible for additional leaves not listed above, depending on applicable state laws. To request a leave, please contact the Human Resources Office. The College will comply with all applicable laws in considering leave requests.

## **STANDARDS OF CONDUCT AND WORKPLACE EXPECTATIONS**

### **3.21 PERSONNEL DATA CHANGES**

**Created:** HR, 10/11

**Approved:** Spring 2012

Changes in name, home address, telephone number, insurance beneficiary, marital status, dependents, emergency contact, Direct Deposit changes, or the number of tax withholding exemptions, need to be updated or made without delay. The employee is responsible for making these changes by contacting the Payroll Office.

### **3.22 ACCESS TO PERSONNEL FILES**

**Created and Approved:** HR, PC 09/11

The College maintains personnel files on each employee. Personnel files are the property of the College and access to the information they contain is restricted. Generally, only supervisors and management personnel of the College who have a legitimate reason to review information in a file are allowed to do so.

In accordance with Minnesota Statutes § 181.961, upon written request by an employee, an employee may have periodic access to their personnel files. The contents of a personnel file include, but are not limited to, some or all of the following documents:

- Employment application and related correspondence
- Background check results
- Hiring correspondence
- Pre-employment tests
- Policy acknowledgements (as signed by employee)
- Current and former job descriptions
- Performance appraisal forms
- Pay increase authorization forms, documentation of payroll history, job title, reporting relationship and other changes
- Formal letters of commendation; corrective action forms, notices of warning, discipline, or termination
- Annual reaffirmation letter
- Attendance records
- Wage or salary history
- Authorization for a deduction or withholding of pay

- Fringe benefit information
- Leave records
- Retirement records

To inspect one's personnel file, an appointment should be made with the Director of Human Resources. Files may not be removed from the Human Resources department and must be viewed in the presence of a personnel representative. Copies of file documents may be obtained. Employees and former employees will not be charged a fee for the copy.

Former employees may receive a copy of their personnel records if they make a written request to the College in writing to receive a copy, and if the College still maintains the employee's personnel file. The College will provide a copy of the former employee's personnel records to the former employee within 7 working days after receipt of the request if the file is still maintained.

An employee who disputes his/her employment records may submit a written response of not more than 5 pages. The College must keep:

- Employee's written response to the personnel record in the file with the disputed information;
- Must provide employee's response along with the disputed records to any person who receives a copy of the disputed record; and
- May remove or revise the disputed records pursuant to an agreement with the employee.

### **3.23 ALCOHOL AND DRUG USE**

Reviewed: HR PC Spring 2011, Spring 2014

Revised and Approved: BOT Spring 2012, effective July 1, 2012, HR Spring 2014, HR Spring 2020

In keeping with the College Community Covenant and the College's intent to provide a safe and healthful work environment, the campus and all its functions will be alcohol and drug free. This includes functions on or around campus property, all college vehicles (whether on or off campus), and at all Crown events wherever they may be held and non-Crown activities where Crown students are present. Employees are representatives of the College and should therefore act accordingly. By accepting employment with the College, employees agree to maintain these standards while associated with the College.

If an employee is found in violation of the College policy he/she can expect immediate disciplinary action from the College.

If an employee or family member believes they may have a problem with substance use/abuse, they are encouraged to seek help from available medical and psychological referral agencies. The College provides a comprehensive Health Insurance Policy that will aid in the cost of treatment. In addition for college Health Plan participants an Employee Assistance Program (EAP) offers counseling services. Even in cases in which the employee is dismissed from the College, relevant referral materials will be made available and encouragement given to seek out professional assistance.

Any questions on this policy should be referred to the Human Resource Office.



### **3.24 TOBACCO (USE OF) PRODUCTS**

**Revised and Approved:** BOT, 5/12, HR 5/14

**Created and Approved:** HR, PC 10/11

In keeping with the College's intent to provide a safe and healthful work environment, use of tobacco products is prohibited throughout the workplace and campus buildings and grounds. The use of nicotine delivery systems that simulate tobacco use, such as e-cigarettes and herbal chew are also prohibited in the workplace and campus buildings and grounds. This includes functions on or around campus property and at all Crown events wherever they may be held. This includes any College vehicle and your personal vehicle when it is in use as a place of employment as defined by Minnesota Statutes § 144.413. Employees are representatives of the College and should therefore act accordingly. By accepting employment with the College, employees agree to maintain these standards while associated with the College. This policy applies equally to all employees, contractors, students, and visitors.

### **3.25 ATTENDANCE AND PUNCTUALITY**

**Created and Approved:** HR, PC Fall 2011

Employees are expected to be present and ready to begin work on time each day for the schedule determined by their supervisor. Employees are to notify their supervisors of scheduled absences, and, unless an emergency exists, contact supervisors early in the day if absent because of illness. Employees who repeatedly fail to follow these guidelines may be subject to disciplinary action, up to and including involuntary termination of employment. Any employee who fails to report to work, is habitually tardy, leaves work without authorization, or misuses leave may be subject to disciplinary action up to and including involuntary termination of employment.

### **3.26 C&MA CHURCH MEMBERSHIP**

**Written:** PC, Fall 2010

**Reviewed:** Spring 2011, Fall 2022

**Approved:** Fall 2010, Spring 2011, Fall 2022

All College employees are recognized as spiritual models of Christian faith and practice. Due to the nature and influence of key positions such as senior administration and certain faculty members, there is a need to support and model the vision, mission, values and beliefs of the College. As a condition of current and future employment, individuals employed in the following positions are required to attend and be active members of an Evangelical church as approved by the president:

- Cabinet Members

As a condition of current and future employment, individuals employed in the following positions are required to attend and be active members of a Christian and Missionary Alliance church:

- Biblical, Theological and Ministry department full-time faculty
- Chaplain, Assistant Chaplain

### **3.27 CELLULAR PHONE USE**

**Created and Approved:** HR, PC Fall 2011

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to insure that cellular phone usage is consistent with the best interests of the College without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that College employees exercise the highest standards of propriety in their use.

General Policy: Cellular telephones are intended for the use of College employees in the conduct of their work for the College. Management is responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit management discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Management may authorize an employee to use his/her own personal phone for College business. Management may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties. Incidental and occasional personal use may be permitted with the consent of management. Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

It is the objective of the College to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action, up to and including termination of employment.

### **3.28 HANDS FREE DRIVING POLICY (FORMERLY NO TEXTING WHILE DRIVING)**

**Created and Approved:** HR, PC 10/11, HR Summer 2019

Effective August 1, 2019 the use of hand held cell phones while driving In Minnesota is prohibited. Drivers must use a hands free device or voice commands if they are using a cell phone while driving (Minnesota statute 169.475.)

No job responsibilities at the College require the use of a cellphone while driving. Safety must come before all other concerns.

It is the policy of the College that no employee, while performing duties for the College, may operate a motor vehicle while using a wireless communications device to compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic, unless the wireless communications device is used: 1) solely in a voice-activated or other hands-free mode; 2) for making a cellular phone call; 3) for

obtaining emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard, or to prevent a crime about to be committed; or 4) in the reasonable belief that a person's life or safety is in immediate danger. For purposes of this policy, the term "electronic message" means a self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. An "electronic message" includes, but is not limited to, e-mail, a text message, an instant message, a command or request to access a web page, a voice mail message, a transmitted image, transmitted video content, including through video calling, transmitted gaming data and other data transmitted using a commonly recognized electronic communications protocol. An electronic message does not include voice or audio data transmitted as a result of making a phone call, or data transmitted automatically by a wireless communications device without direct initiation by a person.

When traveling on College business outside of Minnesota employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones while operating a motor vehicle at all times.

Any employee incurring a fine or fines due to violation of the statute(s) is responsible to pay the fine(s).

### **3.29 COMMUNICABLE DISEASE POLICY**

**Created:** PC, 4/11/89

**Reviewed and Approved:** Spring 2011, Summer 2020

The college will take proactive steps to protect the campus community in the event of an infectious disease outbreak. It is the goal of the college during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. The college is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

To prevent the spread of infection the college will collaborate with the facility maintenance vendor to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the building. We also encourage regular disinfecting of your personal work space and have provided cleaning supplies throughout the building.

Unless otherwise notified, the normal attendance and sick and vacation time policies will remain in place. Faculty or staff who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

*Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms of illness. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees are asked to carefully self monitor their condition and consider others when making the decision to report to work.

#### *Requests for Medical Information and/or Documentation*

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

#### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### **3.30 EMPLOYEE CONDUCT RELATED TO CORONAVIRUS**

**Created:** HR 1/21

**Approved:** Spring 2021

The College will fully comply to the best of its ability with state mandated coronavirus regulations. The College expects that employees in the course of completing their work on or off campus will also comply. Compliance includes but is not limited to wearing a mask or face covering, practicing respiratory etiquette, social distancing, clean hand hygiene, staying away from their onsite office when ill and following Shelter in Place orders that do not cause undue business hardship and/or other mandates as they are issued.

### **3.31 DIVORCE AND REMARRIAGE**

NOTE: This policy applies to applicants for full-time positions as well as current employees hired after November 1, 2011.

In upholding the biblical teaching and God's ideal for marriage, the College seeks to employ people with healthy marriages and a strong commitment to the sanctity of traditional marriage between a man and a woman. In considering the employment of individuals who have experienced any of the following:

- divorced, and/or
- remarried, and/or
- married to a person who has been divorced

The College desires to uphold both the biblical ideal of marriage and the graciousness and forgiveness of God. Careful consideration is given to qualified persons who have experienced any of the above situations taking into account biblical principles related to marriage and divorce, the character and spiritual maturity of the individual, circumstances surrounding the experience and the willingness of Christian people to recognize the work of God in his or her life. The guidelines listed below are for use in this consideration.

It may be deemed inappropriate to have a person, who has experienced any of the above situations, in some institutional positions in consideration of the sensitivities of our Christian constituency and because of the College's leadership role to the whole body of Christ.

If the marriage of a full-time faculty member or other full-time employee already employed gives evidence that there may be a:

- Separation,
- Divorce, or
- Marriage to a person who has been divorced

the employee is to inform his or her VP. For those facing separation and/or divorce, the College may provide support by providing up to five professional counseling sessions for a full-time employee through a pre-approved plan.

The person may be asked to take a leave of absence for up to a year or to accept a reassignment to other institutional duties, during which time, salary and financial remuneration will be determined in accordance with the circumstances. The reason for this is threefold: (1) to give the College and the individual time to make careful decisions regarding future employment; (2) to recognize that in some situations the College would not be best served by a person struggling with a recent separation or divorce; and (3) the faculty or staff member may need time away from regular responsibilities to process the impact of the situation. If the separation continues or a divorce or remarriage to a person who has been divorced occurs, the following guidelines will be used in decisions regarding continued employment at the College:

#### *Guidelines to Accompany College Divorce Policy*

1. Was the marriage or prior marriage beyond reconciliation, either because of sexual immorality (Matthew 19:9), or such devastating circumstances that make it impossible for the marriage to continue according to biblical rationale?
2. What efforts were made to bring about reconciliation? Were counseling opportunities sought, and if so, with what results?
3. If the marriage and divorce were prior to conversion, what effort was made after salvation to reconcile (if reconciliation was at all possible), or what other efforts were made to communicate with the estranged party after conversion, even if only to ask for forgiveness?
4. If the person has remarried, what was the length of time between the divorce and remarriage? If children were involved, how were their physical, emotional and spiritual needs considered? What specific evidence is there of growth and development of the individual, emotionally and spiritually, since the divorce and remarriage has taken place?
5. How do people in responsible leadership positions (pastor, mission leader, Christian counselor, etc.) and others who are knowledgeable about the divorcee's situation evaluate the adequacy of this individual to serve at the College?
6. What is the reputation of the individual in the Christian community? How is this person viewed

- from outside the Christian community?
7. If a remarriage has occurred, does the new marriage give substantial evidence of being a solid and stable relationship?

The above guidelines uphold the Higher Education Regulations of the Christian and Missionary Alliance and apply to all full-time positions at the College and may be processed for employment or continued employment by the President's Cabinet except the following:

- Full-time faculty members
- Vice-presidents

These positions will be reviewed by the Executive Committee of the Board of Trustees. The decision of the Executive Committee of the Board of Trustees is final.

To read the complete policy from the Christian and Mission Alliance click on the link below.

<https://cdn.cmalliance.org/wordpress/cmalliance/43-H4-Statement-on-Singleness-and-Marriage-3-15-22.pdf>

### 3.32 DRESS STANDARDS

**Reviewed and Approved:** Spring 2011, Revised Spring 2014

**Created:** PC 10/07, 9/10, HR 5/14

College employees are expected to be neat in appearance and modest in dress as models for developing youth and the community. For both men and women, the standard is to be well dressed and groomed, yet not calling attention to dress or self. Employees are to maintain dress and decorum appropriate to Christian professionals and academic dignity.

Business casual is the standard for appearance and dress. Vice presidents in collaboration with HR will inform and monitor their division on acceptable dress.

*Business Casual includes:* slacks, khakis, mid-calf capris for women, sport shirts, polo and cotton shirts, skirts and dresses, turtlenecks, sweaters.

*Business Casual does not include:* jeans, shorts, t-shirts, tank tops, spandex or other form fitting pants or distracting, offensive or revealing clothes, athletic shoes, or flip-flops.

*College Spirit Days – Casual dress:* Fridays are College Spirit days and employees are encouraged to wear shirts (dress, polo/golf, t-shirts, sweatshirts) with the College logo and/or College colors – white, purple, grey. On casual dress days, employees may wear jeans. Occasionally employees will be asked not to wear casual dress on a Friday due to events on campus. For example: Board of Trustee meetings.

*Summer Dress Standards:* From the first work day after graduation to the Friday before SAS classes start in August, employees may wear casual dress, as noted in the preceding paragraph, on any work day. Employees are to remember that they may be asked not to wear casual dress on certain days if special events are held on campus.

**The goal is to effectively represent Christ and the College with a professional appearance that demonstrates good taste and balance.**

### **3.33 EMPLOYEE CONDUCT AND WORK RULES**

**Created and Approved:** HR, PC, 09/11

To ensure orderly operations and provide the best possible work environment, the College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions or rules of conduct that may result in disciplinary action, up to and including termination of employment:

- \* Theft, inappropriate removal, or possession of property
- \* Falsification of timekeeping records
- \* Working under the influence of alcohol or illegal drugs
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating College-owned vehicles or equipment
- \* Fighting or threatening violence in the workplace
- \* Boisterous or disruptive activity in the workplace
- \* Negligence or improper conduct leading to damage of College-owned or customer owned property
- \* Insubordination or other disrespectful conduct
- \* Using vulgar or profane language
- \* Bullying and/or exhibiting other intimidating or offensive behavior that creates a hostile working and/or learning environment
- \* Violation of safety or health rules
- \* Sexual or other unlawful or unwelcome harassment <See *Sexual Misconduct Policy 3.38*>
- \* While at work employees are expected to conduct themselves in a manner that does not interfere with others, or productivity, or engage in personal or physical exchanges that may be offensive to other workers or put them in an uncomfortable position.
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct

Employment with the College is at the mutual consent of the College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **3.34 EMPLOYMENT OF RELATIVES**

**Created:** PC 1/11

**Reviewed:** Spring 2011

**Approved:** Spring 2011

The College welcomes the employment of immediate and extended family members in accordance with the following guidelines:

- The employee will not hire, remove, supervise, or discipline an immediate or extended family member.
- Immediate family members employed in the same division/department will not work in the same office or work for the same supervisor.
- Neither employee will evaluate the work of the other.
- The working relationship will not create a conflict of interest or the appearance of favoritism in the opinion of administration.
- Exemptions to this policy must be approved by the President's Cabinet.
- The hiring of immediate and extended family members will be at the discretion of the vice president for the applicable division/department and Human Resources.

Although the College has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the College will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

### **3.35 MARKETING AND RECRUITING BUSINESS PRACTICES POLICY**

**Created:** Spring 2015

**Reviewed and Approved:** PC Spring 2018, HR Spring 2023

Because Crown College is engaged in advertising, sales, collection, credits, and other procedures related to the recruitment and enrollment of college students, the school has outlined its expectations regarding how these activities are conducted. The Office of Admissions does not condone or participate in high pressure admissions practices. The Office of Admissions views recruitment as a partnership between the student and college, aiding and guiding the student to the best decision for their present and future goals.

- Crown College will advertise, promote and recruit students in a manner that is both ethically and morally above reproach.
- Materials produced by the college for the express purpose of recruiting students will be truthful and accurate.
- Employees who represent the college are also expected to honestly represent the college with facts regarding any matters that affect the decision of a student to enroll in Crown College.

To conduct these practices:

1. Crown College is to be transparent in all of its recruiting materials whether printed or digital by clearly identifying the college, providing a means to contact the college, and accurately representing the school and its offerings.



2. Recruiting materials produced by the college will provide an accurate and factual representation of the institution so that prospective students are not intentionally misled. All external marketing communications are to be reviewed, checking for accuracy and appropriateness.
3. Crown College will be positioned in its marketing communications as a faith-based institution that is primarily an educational institution.
4. Crown College will interview, hire, and manage its employees to ensure they conduct their roles with integrity toward our external constituencies and in compliance with all college policies.
5. Crown College is committed to providing students with accurate information regarding their financial options so that students and their families may make appropriate financial decisions.
6. Crown College employees are expected to comply with all institutional procedures regarding the protection of financial data received from students and their families.
7. Crown College is committed to providing students with all information needed to make educated decisions regarding matriculation, persistence, and completion.

### **3.36 OUTSIDE EMPLOYMENT**

**Reviewed and Approved:** Spring 2011

**Created:** PC,5/5/83; PC,7/20/89

Understanding that an employee's first employment responsibility is to the College and satisfactory job performance is primary, outside part-time employment may be considered. Every effort should be made to avoid any outside conflicts of interest.

In the event that a College employee has outside employment wherein that employee could, by nature of the employment, be working for the College as a contractor or subcontractor, it shall be required of the employee to furnish the College with:

1. a lien waiver relating to any materials purchased to complete the job, and
2. a certificate of insurance assuring the College of the issuance of Manufacturers and Contractors (M&C) Liability as well as Workers' Compensation coverage if employees are hired by him/her to perform certain services.

The College does not permit extensive employment, which would detract from College responsibilities. On the other hand, the College encourages involvement in local churches or parachurch organizations.

Full-time faculty members who propose employment during the week are expected to discuss their intentions with the vice president of academic affairs prior to actual arrangements. When a formal request is made, it must be put in writing and the approval form signed by the vice president of academic affairs and the president.

### **3.37 PERFORMANCE REVIEWS**

**Created:** HR, 10/11

**Approved:** Spring 2012

One of a supervisor's responsibilities is to help his/her employees to grow both professionally and personally. An employee's growth and success in his/her job is important, and employees should feel free to meet with their supervisors when they have questions relating to their work. Periodically, a supervisor may initiate informal meetings with an employee to explain procedures or comment on their work.

Formal performance reviews are completed for all staff employees on an annual basis, generally between October and mid-November, covering the period of November 1 through October 31.

For a new employee, there may be a formal review of his/her performance at 30, 60 and/or 90 days from his/her hire date.

If a new employee's initial review has been conducted within the past six months, prior to the annual cycle (October to mid-November), there is no need to automatically conduct another review during the annual review period. However, if either the supervisor or the employee in question requests it, another review should be done during the annual cycle, regardless of whether an initial review occurred recently.

The main purpose of performance reviews is to help an employee improve his/her job performance and to identify growth opportunities. However, performance reviews may also provide input used in determining an employee's pay increase.

### **3.38 SEXUAL MISCONDUCT POLICY**

**Created and Revised:** Fall 2014, Summer 2015, Summer 2020, Summer 2022

**Approved:** Fall 2014

Crown College is committed to a safe and healthy environment and as such will not tolerate Sexual Misconduct in any form. Sexual Misconduct violates an individual's rights and dignity. Not only are acts of Sexual Misconduct acts of disrespect, violence, aggression, or coercion against an individual, they are also violations of this Policy and an attack on our College community. In addition, some forms of Sexual Misconduct are crimes. The College is committed to promptly, impartially, and equitably addressing and resolving all reports of Sexual Misconduct and encourages complainants to report incidents to appropriate College authorities. When the College finds that such behavior has occurred, it will take steps to end the conduct, prevent its recurrence, and address its effects. Retaliation against an individual who brings a complaint or pursues legal action, or an individual who serves as a witness in an investigation is prohibited and will not be tolerated.

This Policy outlines the College's community expectations to ensure a campus free from Sexual Misconduct, the steps for recourse for those individuals who have been subject to Sexual Misconduct, and the procedures for determining whether a violation of College policy has occurred. This Policy applies to the following forms of sex discrimination, which are referred to collectively as "Sexual Misconduct": Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation. For the College's general nondiscrimination policy, please see the staff, faculty, and student handbooks. Allegations of sex discrimination that do not involve Sexual Misconduct will be handled in accordance with the staff, faculty, and student handbooks.

Click [here](#) for complete policy

### **3.39 DISCRIMINATION AND HARASSMENT**

**Created:** HR 2022

It is the College's policy that all employees have a right to work in an environment free from discrimination, including harassment, based on a legally protected characteristic. The College's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect and trust.

Discrimination, including harassment, based on a person's race, color, creed, religion, national origin, sex, pregnancy, disability, age, marital status, familial status, veteran status, public assistance or any other legally protected characteristic is strictly prohibited by the College.

#### **1. Definitions**

Discrimination consists of an adverse employment action based on a person's race, color, creed, religion, national origin, sex, pregnancy, disability, age, marital status, familial status, veteran status, public assistance or any other legally protected characteristic.

Harassment is one type of discrimination and consists of unwelcome conduct based on a person's race, color, creed, religion, national origin, sex, pregnancy, disability, age, marital status, familial status, veteran status, public assistance or any other legally protected characteristic when submission to such conduct is:

- a condition of employment; or
- a basis for an employment decision affecting your job; or
- interfering with your job performance; or
- creating an intimidating, hostile, or offensive work environment.

One form of prohibited harassment is sexual harassment. Sexual harassment is covered by the College's Sexual Misconduct Policy in Section 3.38.

The College prohibits harassment in any form, including verbal, physical, and visual harassment. The College encourages employees to report any conduct that may violate this policy in accordance with the reporting procedure discussed below.

#### **2. Scope of Policy**

This policy prohibits discrimination or harassment by any individual, including College directors, managers, supervisors, coworkers, and third parties such as clients, customers, consultants, contractors, or vendors who deal with the College's applicants or employees.

The College reserves the right to take action in response to conduct, whether on or off College property, that occurs during working time, during other activities sponsored or sanctioned by the College, which otherwise relates to the College or its business, or that the College otherwise determines has a continuing effect on an employee's work environment.

### **3. Reporting Potential Policy Violations**

#### **a. Reporting to the College**

All employees are encouraged to report potential policy violations, and, as set out further below, College leadership, directors, managers, supervisors and Human Resources employees are required to make such reports. The College wants to resolve any potential violations of this policy but can do so only if it is aware of a potential violation.

If at any time you feel that you or a colleague are experiencing discrimination or harassment, you should immediately contact your supervisor or the Human Resources Department. If your concerns relate to the conduct of the College's President, you may also report the matter to the Chair of the College's Board of Trustees.

If you have made a report of a potential policy violation to one of the aforementioned persons and have not heard back promptly from the College on your report, the College asks that you contact another person set forth in this section to ensure that the College is on notice of your report. Again, the College wants to resolve any potential policy violations to ensure a nondiscriminatory and respectful workplace.

#### **b. Special Reporting Responsibilities**

To assist the College in its efforts to promote a nondiscriminatory and respectful environment, College leadership, directors, managers, supervisors, and Human Resources employees must promptly report any possible violation of this policy to the College's Human Resources Director. If the conduct at issue is alleged to have been committed by the College's President the matter should be reported to the Chair of the College's Board of Trustees.

Those with reporting responsibilities under this section should not undertake to investigate potential policy violations on their own and, instead, should report the potential policy violation as soon as possible in accordance with this policy, providing all known relevant details as part of the report. A failure to comply with reporting responsibilities under this section may lead to corrective action, including possible discipline up to and including termination.

#### **c. Obligation to Act in Good Faith**

Individuals making reports of a violation of this policy must do so in good faith.

### **4. Investigation of Potential Policy Violation**

When the College is aware of a potential violation of this policy, it will take appropriate responsive action, which may include an investigation into the potential policy violation. All employees are expected, upon request, to cooperate in the course of any investigation. All employees have an obligation to be truthful in the course of any investigation.

The College may, as it finds appropriate, implement measures during an investigation designed to balance the College's business and operational needs with its policy of providing a safe and nondiscriminatory work environment, including, but not limited to, changes in an employee's schedule, duty, work location, reporting relationship, and/or parking. Requests for interim measures may be made to the College's Human Resources Director and the College will decide on such requests in its discretion.

An employee alleged to have experienced conduct violating this policy and an employee accused of having violated this policy will be informed in writing of the conclusion of the College's investigation and the College's decision as to whether a policy violation occurred. When an individual is found to have violated this policy, the College reserves the right to share information about this finding and its responsive actions with others as the College deems appropriate.

#### **5. Confidentiality**

The College will strive to maintain the confidentiality of a report and an investigation of a violation of this policy to the extent possible, subject to the College's need to investigate and respond to potential policy violations and its operational needs.

#### **6. No Retaliation**

Retaliation against any individual for making a good faith complaint under this policy, for opposing harassment, or for participating in an investigation of any potential policy violation is strictly prohibited.

If you feel that you have experienced such retaliation, you should immediately report any such retaliation as set forth in the reporting section of this policy above.

An individual found to have engaged in retaliation in violation of this policy will be subject to corrective action, including possible discipline up to and including termination, regardless of whether or not any underlying matter being investigated by the College is found to involve a violation of this policy.

#### **7. Policy Coordinator**

The College's Human Resources Director will oversee and monitor implementation of and compliance with this policy. If you have questions at any time about this policy or reporting discrimination, harassment, or retaliation, please contact the College's Human Resources Director. If your concerns or questions relate to the College's Human Resources Director, you should contact the College's President.

#### **8. Corrective Action**

Any College leadership member, director, employee or business affiliate that is found to have engaged in behavior prohibited by this policy will be subject to corrective action, including but not limited to any of the following actions, in any order: required assessment, education, or training; warning; probation; demotion; suspension; pay consequences; and termination of the individual's employment or other relationship with the College.

The College has the sole right to determine whether conduct violates this policy or is otherwise inappropriate. The College reserves the right to impose consequences, up to and including immediate termination of an individual's relationship with the College, for any conduct based on a person's legally protected characteristic that the College finds inappropriate even if the conduct does not meet the definitions of "discrimination" and/or "harassment" set out, above, in this policy.

### **3.40 EMPLOYMENT TERMINATION**

**Created and Approved:** HR, PC 10/11

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the College is based on mutual consent, both the employee and the College have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. Under the most recent law change, if an employee quits or resigns, the College is now required to provide a final paycheck by the first regularly scheduled payday following the employee's final day of work. However, if the first regularly scheduled payday of the voluntary terminated employee is less than five calendar days following the employee's final day of employment, full payment may be delayed until the second regularly scheduled payday, but cannot exceed a total of 20 calendar days following the employee's final day of employment.

If an employee is discharged or is involuntarily terminated, upon demand of the employee, the College will immediately pay all wages or commissions actually earned and unpaid at the time of the discharge within 24 hours. The wages and commissions earned will be paid at the usual place of payment unless the discharged employee requests that the wages and commissions be sent through the mail.

Employee benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance as provided by the College's policy and applicable State and Federal law.

Resignation is a voluntary act initiated by the employee to terminate employment with the College. Although advance notice is appreciated it is not required. When a resignation is tendered work duties and responsibilities will be reviewed to determine if it is necessary for the employee to continue to work. The college may pay for time the employee would have been working but it is not obligated to do so.

### **3.41 RETURN OF PROPERTY**

When leaving employment identification cards, keys, and all other College property must be returned to the employee's direct supervisor or to the Human Resources Office. Where permitted by applicable laws, the College may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The College may also take all action deemed appropriate to recover or protect its property.

### **3.42 SEVERANCE POLICY**

**Revised and Approved:** Fall 2008, Spring 2011, Spring 2017

**Created:** B, 2/98; HR 10/08

### **Voluntary Resignation**

When an employee resigns voluntarily, there shall be no severance payments.

### **Employee Termination-Economic/Financial Conditions of the College**

When the administration decides to reduce the total number of employees because of economic/financial conditions, terminated employees shall be entitled to severance payments based on their total years of service. Severance payments will be in addition to any accrued vacation pay. Employees may receive one week of severance pay for every year of service with a minimum of two weeks to a maximum of 8 weeks.

### **Employee Termination - Other than for Economic/Financial Conditions of the College**

When an employee's contract is terminated or not renewed because of the employee's quality of work, ability to follow instructions or an inability to cooperate with co-workers, there shall be no severance payment made.

### **Other Severance Issues**

- Severance will be paid for the term stipulated on the regular payroll dates. Lump-sum payments may be permitted at the sole discretion of the administration.
- Any money due the College for personal charges or other advances will be deducted before any severance payment is made.
- Medical insurance and other benefits normally terminate effective the date of termination, subject to applicable Federal and State laws and terms of the insurance plan.

*The President and Chief Operating Officer may make deviations from these terms.*

## **3.43 EXIT CONFERENCE**

**Created and Approved:** HR, PC 10/11

When leaving the employ of the institution for any reason, the employee is expected to schedule an Exit Conference with the Human Resources Office. At this conference, arrangements will be made and confirmed to assure an orderly transition for both the advantage of the employee as well as the institution. These interviews routinely take from 30 minutes to 1 hour and should be conducted prior to the employee's last day, when the day's schedule can be hectic. An employee has no obligation to schedule or attend an exit conference.

## **4 COMMITTEES**

### **4.1 COMMITTEE SERVICE**

**Reviewed and Approved:** Spring 2011

Employees are appointed to committees by the president of the College in consultation with the vice president of their respective division. Members so appointed are expected to attend all meetings of the committee unless excused by the committee chair in advance.

See Section 9 for specific committee information.

9.1.1 ACADEMIC AFFAIRS

9.1.2 DEPARTMENT CHAIRS

9.1.3 FACULTY PROMOTION AND TENURE

9.2.1 SCHOLARSHIP/GRADUATION HONORS - Disbanded 2019

9.2.2 SPIRITUAL LIFE

9.2.3 WELLNESS – disbanded Summer 2020

9.2.4 ADMISSIONS COUNCIL

9.2.5 RETENTION

9.2.6 STAFF WELFARE, FACULTY WELFARE

9.2.7 STUDENT AFFAIRS

9.2.8 ACADEMIC ACTIONS

9.3 AD HOC COMMITTEES



## **5 SERVICES AND PRIVILEGES**

### **5.1 ADMISSION TO ATHLETIC EVENTS**

**Reviewed and Approved:** Spring 2011

Employees are provided free admittance to most on-campus athletic events. ID may be requested.

### **5.2 BENEVOLENT FUND**

**Reviewed and Approved:** Spring 2011

The Crown Benevolent Fund is made available to all employees of the College who are experiencing a critical financial need in one of four basic areas; primary lodging, utilities, medical expenses, or transportation. Funding is provided by fellow faculty and staff members along with initial seed money from the College. The College may contribute additional amounts as funds are available. This is an opportunity for employees of the College to meet the needs of other employees as the Lord provides. The benevolence fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, local church, savings, or investments. It is intended to be a temporary help during a time of crisis.

Assistance from the benevolence fund is intended to be once in a 12 month period. In unusual circumstances, an individual or family may receive assistance more than once in a 12 month period. Generally, assistance from the benevolence fund will be a portion of the total need. The committee may defer to the President's Cabinet for a decision on a request for a large amount of assistance.

The Staff Welfare Committee provides general oversight of the fund. A Benevolence Request Form must be filled out by the person requesting help. Forms are available at [https://our.crown.edu/ICS/Staff/Employee\\_Benefits.jnz](https://our.crown.edu/ICS/Staff/Employee_Benefits.jnz). The request form is submitted to the Director of HR who will meet with the Staff Welfare Committee to make a decision and communicate that decision to the person who made the request.

### **5.3 BULLETIN BOARDS**

**Reviewed and Approved:** Spring 2011

**Created:** 10/05

All notices, posters, etc., placed on the general bulletin bars or on the walls in the main building's public hallways must be dated and initialed by Student Development. A public bulletin board is located across from the mail boxes and approval of notices posted there is not required. Departments may also have bulletin boards that are to be kept neat and current.

A bulletin board is also maintained in the Faculty/Staff kitchen. This board is normally utilized for the posting of materials considered to be of interest to faculty and staff.

## **5.4 CAMPUS STORE**

**Reviewed and Approved:** Spring 2011

Employees are entitled to a 20% discount on most merchandise in the Campus Store except sale items.

## **5.5 DUPLICATING AND COPYING**

Revised: 11/08

Approved: Administration Summer 2019

The college is equipped with a copy center on each floor of Main which features a printer/copier/scanner along with related supplies (i.e. paper, stapler, etc.) The 3<sup>rd</sup> floor Copy Center near faculty offices is the most fully equipped of the copy centers. An abbreviated list of equipment and supplies available in the 3rd floor copy center is as follows:

- Copier/Printer/Scanner
- Scantron system
- Various paper/card stocks
- Disposal bins for shredding (First-Shred)
- Plastic Binding System
- Markers, pens, folders, envelopes, letterhead
- Paper punch
- Staplers
- Pencil Sharpener
- Large paper cutter

A professional grade paper cutter and folding machine are located in the 1<sup>st</sup> floor copy center. Additional supplies or equipment can be obtained from the Operations Office Manager.

The copier/printer/scanner machines located in the copy rooms can be used by faculty, staff, students and office work/study employees, provided they are used appropriately and in accordance with college policy. Instruction in the use of these machines is available through the Information Technology Office.

Employees should complete their personal copying projects at off campus locations.

## **5.6 FACULTY/STAFF LOUNGE**

**Reviewed and Approved:** Spring 2011

The Faculty/Staff Lounge is located on the third floor over the main entrance to the building. This lounge is normally available to all faculty and staff members for rest and relaxation during free times. An adjacent kitchen is available for use by those who may wish to prepare lunch, a snack, or refreshments. Scheduling of activities for the Faculty/Staff Lounge is done through Astra Schedule.

## **5.7 FLOWERS AND OTHER REMEMBRANCES**

**Approved:** Spring 2011  
**Created:** HR 11/06, 11/09

The College community is sincerely interested in the personal welfare of faculty and staff. In order to facilitate appropriate expressions of sympathy, concern, celebration, or appreciation, the President's Office been asked to represent the College in sending flowers or memorial gifts, selecting farewell gifts, arranging for wedding and baby gifts, etc. Notify the President's Office of event indicating to whom the gift should be addressed and address where it should be delivered.

## **5.8 FOOD SERVICE PRIVILEGES**

**Approved:** Spring 2011  
**Created:** HR 11/06

Sodexo provides food service to employees in the Dining Room, Storm Café and Coffee Shoppe. Employees may deposit dollars with Sodexo on their employee ID card creating declining balances which allow for discounts with Sodexo. Employees' families are always welcome.

## **5.9 HEALTH & COUNSELING SERVICES**

**Reviewed and Approved:** Spring 2011

Employees may avail themselves of the services of the College nurse and Counseling Center during regular office hours of the nurse and the counselors. There is no charge for these services.

## **5.10 MAIL CENTER**

**Approved:** Spring 2011

The Mail Center manages a contract sub-station of the U.S. Post Office, which includes the selling of stamps and mailing of packages for both international and domestic mail. Any questions regarding processing and handling of mail may be directed to the Mail Center manager.

Mail Center hours are 9:00am to 3:00pm, Monday through Friday. Outgoing mail to be metered MUST BE in the Mail Center by 1:00pm Monday through Friday. Any mail received in the Mail Center after 1:15pm will be postmarked for the next day. Mail with postage must be at the Mail Center by 1:15pm Monday through Friday.

The Mail Center also handles the receiving and shipping of packages and letters through United Parcel Service (UPS). Packages to be sent by UPS must be received in the Mail Center by 11:30 AM of the day to be shipped. Packages received after 11:30 AM will be shipped the following day.

## **5.11 MERSC MINNESOTA EMPLOYEE RECREATION AND SERVICES COUNCIL**

**Approved:** Spring 2011  
**Created:** HR 11/06

The College has a membership with Minnesota Employee Recreation and Services Council, MERSC, which offers a wide variety of discounts with local companies. Information about discounts are available on [www.our.crown.edu](http://www.our.crown.edu) and available at [www.mersc.org](http://www.mersc.org).

## **5.12 MUSIC PRACTICE ROOMS**

**Created:** PC, 3/5/82, Music Dept. 9/1/98

**Approved:** Summer 2018

Only full or part-time faculty teaching music lessons offered by the College will be permitted use of College facilities for the purpose of teaching.

## **5.13 PARKING**

**Reviewed and Approved:** Spring 2011

**Created:** 8/03

Parking is provided at no cost for employees in one of the College parking areas. Parking permits (stickers) are required to avoid parking violations. All employees must register their vehicle (s) by logging in to [our.crown.edu](http://our.crown.edu) then clicking on "Vehicle Registration." Once your vehicle(s) is registered, you will be sent a parking permit (s) via campus mail.

## **5.14 REPAIRS & HOUSEKEEPING WORK REQUESTS**

**Approved:** Spring 2011

**Created:** 8/08

Any needs or concerns for repairs or housekeeping should be reported to Facility Services as soon as possible by sending a work request through the Maximo Self Service Center. Use this link [self service center \(maximo.com\)](http://self.service.center(maximo.com))

Work requests will be classified as critical (life safety risks), high priority, and low priority. Requests will be completed accordingly to priority, available staff to complete the work and with a minimum disruption to work and living on campus.

## **5.15 SERVICE AWARDS, RETIREMENTS**

Revised: Spring 2012

Created and Approved: Spring 2009

Employees will be recognized for years of service in five year increments, 5, 10, 15 etc. At each 5 year milestone the employee will be given a gift as a token of appreciation and acknowledgment for their years of dedicated service to the college. Full-time faculty and full and part-time staff are eligible for

service awards. There is no proration for years of service for part-time staff. Part-time staff hired after July 1, 2005 are credited for years as if they were full-time employees. Adjunct faculty are not eligible for service awards/gifts. Initial interim positions, initial probationary employment, initial conditional employment, temporary and seasonal employment, graduate assistant positions and adjunct faculty teaching are not calculated in years of service.

Effective September 1, 2009 a year of service is determined based on the employee's hire date and its proximity to the start of the academic year. If someone is hired on or before August 31 they will be recognized in the spring prior to their hire date. If one is hired on or after September 1, they will be recognized in the spring following their hire date. This applies to employees hired on or after September 1, 2009.

Employees are recognized at a reception held in the spring. This reception is typically scheduled during the month of April just prior to the end of the academic year.

When a full-time faculty, full-time staff or part-time staff person retires from their work at the college they will also be honored with a gift of recognition from the college. Individual departments may determine if they wish to give an additional gift and/or plan a farewell event separate from the spring reception.

## **6 STAFF GENERAL INFORMATION**

### **6.1 BREAKS/OFFICE HOURS**

**Reviewed and Approved:** Spring 2011

**Created:** 8/96

Breaks:

Full-time staff are provided a fifteen-minute break in the morning and the afternoon. Chapel attendance will be considered as the morning break time. Part-time staff are provided a fifteen minute break for each four consecutive hours worked. Fifteen minutes breaks are paid time and do not need to be entered on a time card. Full-time staff are provided a 30 minute lunch break for every eight consecutive hours worked (MN Statute 177.254). Lunch breaks are unpaid and the time out and time in from lunch should be entered on the employee's timecard.\* Staff members are not required to take lunch breaks or 15 minute breaks nor can any break time be "accrued" to be used at a later time. Work load and coverage in work areas may not always permit time to take a break.

Office and Working Hours:

General office and working hours are 8:00am – 4:30pm, Monday through Friday. Specific departments will vary their office and working hours based on workload and to provide the highest level of service to the campus community. In such cases employees will be scheduled to begin work prior to 8:00am or to end work after 4:30pm. Daily scheduled work hours will not be shorter than 8.5 hours.

- Applies to non-exempt employees

## 6.2 CHAPEL

**Reviewed and Approved:** Spring 2011

**Created:** 8/09

The chapel service is one of the most important factors which unites the College community and is one of the sources of its spiritual strength. Staff members of the College should attend regular chapel services as frequently as possible. Time from work is granted for this purpose.

## 6.3 COMMENCEMENT, CONVOCATIONS

**Reviewed and Approved:** Spring 2011

These important events are held annually. All staff members are encouraged to volunteer to assist with commencement. Volunteers are able to attend the commencement ceremonies.

All staff members are expected to attend any scheduled Convocation. All faculty members are expected to attend both convocation and commencement and to wear the appropriate academic attire unless excused by the vice president of academic affairs.

## 6.4 CREATION OF WEBSITES, BROCHURES, ADVERTISEMENTS AND PUBLICATIONS

**Approved:** Spring 2011

**Created:** HR 08/08, 09/10

The Office of Marketing & Communication is responsible for all marketing, website, advertising and public relations efforts, and therefore oversees editorial and marketing copy and management of production, including obtaining cost estimates, marketing and editorial writing, graphic design, and printing. Relationships with printing vendors, and advertising/media outlets is the sole responsibility of this department.

Because all mass communication intended for off-campus audiences is under the jurisdiction of the Marketing & Communication department, items such as brochures, publications, form letters, bulk mailings, newsletters, websites, emarketing campaigns, clothing designs, programs, advertising materials, and releases to media **must** be reviewed by the Marketing & Communication department **before** they are distributed.

## 6.5 EVENTS ON CAMPUS

**Approved:** Spring 2011

**Created and Revised:** 8/08, 11/11, HR 2022

The Events Manager serves as the liaison to assist all departments with their event planning. All event arrangements for the use of the facility, rooms, equipment, and food service needs should be placed in Astra Schedule for approval.

The philosophy of campus utilization is that first preference be given to the program of the College. When requests come for the use of the facilities or grounds not associated with the program of the College, permission may be given if the facilities are not otherwise in use. An appropriate fee is charged for such use. All requests should be directed to the Operations Office. (8/08, 11/11)

## **6.6 FALL FOCUS**

**Reviewed and Approved:** Spring 2011

This annual event is held just prior to the start of the fall semester. Sessions are devoted to times of spiritual and academic evaluation and renewal. Attendance is required unless excused by the President or division Vice President.

## **6.7 FLEXIBLE SUMMER SCHEDULES**

**Reviewed and Approved:** Spring 2011

Summer provides a time for a welcome change in work schedule when the student activity on campus is much reduced. The opportunity to change one's schedule for the summer months is available to all staff members provided their department/work area is fully staffed during peak times and the flexible schedule option does not unduly disrupt or stop work flow.

Staff members have three flexible schedule arrangements:

**Option 1\*:** In a work week, Monday through Friday, an employee may work four (4) nine and one half hour days (9.5) and four (4) hours on one day. The total hours of paid time for the week would be 40.

**Option 2\*:** In a work week, Monday through Friday, an employee may work four (4) ten and one half hour days (10.5) and take off one day a week. The total hours of paid time for the week would be 40.

**Option 3\*\*:** In a work week, Monday through Friday, an employee may work four (4) eight and one half hour days (8.5) and four (4) hours on one day. The total hours of paid time for the week would be 38.

Flexible schedules:

- Must be approved by the employee's direct supervisor.
- Are in effect from the Monday after graduation through the Friday prior to Fall Focus. Regular work hours resume on the Monday when all employees gather for Fall Focus.
- Must ensure that departments/divisions have appropriate staff available during regular work hours. For example, not everyone in the department can arrange to be out of the office all day on Friday or not come in until noon on Monday.

- Must be consistent for the duration of the summer. For example, a staff member cannot use option #1 for two weeks, then switch to option #2 for three weeks and then switch back to option #1.
- May require an employee to work on a day(s) they would be off due to work load and/or events in the department and/or on campus.

\*Options 1 and 2 are available to exempt and non-exempt employees.

\*\*Option 3 is available only to non-exempt employees.

## **6.8 FUND RAISING PROJECTS**

**Approved:** Spring 2011

**Reviewed and Revised:** Spring 2022

All activities involving the solicitation of money or other commodities from students, faculty, or staff, or on the campus of the College, must be approved by the Chief Operations Officer.

## **6.9 MENTORING STUDENTS**

Created and Approved: Spring 2013

The College has developed an extensive student mentoring program. Staff members are encouraged to participate. Should a staff member choose to participate it is understood that mentoring activities (training sessions, student meeting times etc) are voluntary and outside of their job responsibilities. Participation in mentoring activities should be discussed with and approved by the supervisor. For non-exempt staff members mentoring activities should be scheduled during unpaid time such as one's 30 minute lunch break or before or after work hours. Should this not be possible the non-exempt employee should arrange their schedule to make up the time during that week.

## **6.10 REMOTE STAFF EMPLOYEES**

Created and Approved: Fall 2012

It is the policy of the College to provide opportunities for employees to work from a remote location. A remote work arrangement is defined as a work arrangement which allows an employee to complete specific job responsibilities and duties from a location other than being on campus. Such arrangements are subject to the state laws and local regulations existing in the city and/or state from where the employee works. State laws and local regulations may or may not permit a remote work arrangement.

Remote work arrangements follow the same eligibility, procedures, guidelines and ideal conditions as the Telecommuting policy <Policy 6.10.1.>

### **6.10.1 TELECOMMUTING ARRANGEMENTS**

**Created and Approved:** Fall 2012



Crown College is committed to reducing commute trips, increasing employee effectiveness and providing options to keep the college operating during emergencies. It is the policy of the College to provide opportunities for employees to participate in telecommuting when such opportunities become available. Telecommuting is defined as a work arrangement which allows an employee to work a portion of their day or week off campus.

### **Eligibility**

This policy applies to all staff employees. Telecommuting arrangements will be considered for any situation where the employee can show that it will benefit the work or project in progress, him/herself, and the College in general. Not all positions qualify for this arrangement. Telecommuting is not available to on-campus teaching faculty.

### **Procedures**

To request a telecommuting arrangement, begin by meeting with your supervisor to discuss your request. You and your supervisor should carefully review the "Guidelines"; and "Ideal Conditions for Telecommuting" provided below to determine whether telecommuting is a viable arrangement for your position. If your request falls within the guidelines, the next step is to develop a written proposal. A written proposal requesting a telecommuting arrangement should include:

- Business case that demonstrates how a telecommuting arrangement will be mutually beneficial for you as well as the College
- Proposed telecommuting schedule including days that will be telecommuting versus on-campus and hours worked for each
- Clarification of the duties of the job that will be performed at home
- Communication plan for working with students/customers, colleagues, and your supervisor
- Home communications configuration such as phone and Internet connection
- Home office environment description including a separate area for work and how other distractions such as child care and elder care are being handled

Supervisor support is a necessary condition for submitting a written proposal. Your supervisor may establish additional guidelines or parameters for telecommuting that are specific to your job and/or department. Once your supervisor has reviewed and approved the written proposal, it should be forwarded to the divisional Vice President for approval. The last step is to forward the proposal to Human Resources for final approval. The Human Resources Department is available to assist you throughout this process.

### **Guidelines**

- Telecommuting is a voluntary arrangement between you and the College. Your supervisor, the divisional Vice President for your area, and Human Resources must approve your telecommuting arrangement. The arrangement may be terminated at any time by either yourself or your supervisor upon reasonable notice.
- Telecommuting is approved on a case-by-case basis. Telecommuting is not a viable work arrangement for all positions. Administration will retain authority to approve or reject your

telecommuting request following a review of the applicability of the telecommuting arrangement to the job in question.

- Telecommuting does not change the fundamental terms and conditions of your employment with the College. The same standards that apply to work performed on site at the College also apply to work performed at your telecommuting location.
- Telecommuting must not interfere with your ability to be a member of a department or part of the campus community. There may be meetings or activities on campus that require your presence on the day you would normally telecommute.
- Telecommuting arrangements may not be a substitute for child care, elder care or personal endeavors.
- Telecommuting is not an alternative work arrangement available to on campus teaching faculty.

### Ideal Conditions for Telecommuting

Some job and employee characteristics lead to a greater likelihood of success with telecommuting arrangements. The following is a list of some of the characteristics that should be considered when approving a telecommuting arrangement. Possessing these characteristics does not guarantee that a telecommuting arrangement will be approved.

- The job typically involves duties that can be scheduled and performed independently.
- Many job duties can be completed through telephone communications or over a network.
- The job typically involves individual project-orientated tasks, such as research, tabulating, etc.
- The job should yield measurable performance results.
- If the job involves supervision of others, the telecommuter must be able to manage by results (rather than observe the actual work), have excellent communication skills, and be able to coach and empower employees to be successful.
- The telecommuter must be disciplined, self-motivated, well-organized and dependable.

The telecommuter must be able to perform a portion of the job without interaction with co-workers and with little dependence on Crown resources (i.e., telecommuting should not require duplication of equipment). Any additional costs that result from a telecommuting arrangement will be borne by the employee.

### **6.11 SCHOOL CLOSING GUIDELINES <SEE SAFETY AND SECURITY 2.11>**

### **6.12 SERVICE ANIMALS AND SUPPORT ANIMALS**

**Created and Approved: PC Spring 2018**

**Revised: Summer 2019, Summer 2020**

The College is committed to complying with applicable state and federal law on reasonable accommodations for qualified students with disabilities. Accordingly, the College has adopted rules for qualified students with disabilities who require Service Animals or Support Animals as reasonable accommodations. This policy addresses two kinds of animals: (1) Service Animals, which are generally permitted throughout campus and at College functions if they meet the rules and criteria addressed below; and (2) Assistance and Support Animals (referred to as "Support Animals"), which may be kept in

College housing if they meet the rules and criteria addressed below. A qualified student with a disability is a student who has a physical or mental impairment that substantially limits one or more major life activities. Under this policy, qualified students with disabilities may be permitted a Service or Support Animal as a reasonable accommodation. This policy also addresses qualified students with disabilities who do not require a Service Animal or Support Animal, but have a disability that prevents or limits their ability to be in contact with such animals. The College assumes no liability for the health and well-being of animals brought to campus under this policy, nor does it assume any liability for the damage, injury, or harm caused by a Service Animal or Support Animal.

Service Animals and Support Animals are not pets. Pets are defined as animals kept for ordinary use and companionship. While the College has a general policy prohibiting pets indoors at the College's campus, including College housing, this policy does not apply to Service Animals and Support Animals.

Click [here](#) for complete policy, Employee Login Required

Or login at <https://our.crown.edu/ICS/Staff/>

## **6.13 STAFF APPEALS AND GRIEVANCES**

**Reviewed and Approved:** Spring 2011

**Created:** B 2/99

### **6.13.1 DEFINITION OF TERMS**

Appeal – A request to waive a policy that has been or will be properly applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

Example: A staff member wishes to be excused from a required meeting. To express the wish, the staff member files an appeal.

Grievance – A complaint of an alleged unfair or discriminatory practice or decision by administration or administrative staff. The central focus of a grievance is not a policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

Example: A staff member believes that he/she is being mistreated by a supervisor or administrator. To express this concern, the staff member files a grievance.

### **6.13.2 STAFF APPEALS POLICY**

Staff members may appeal the application of institutional policies relating to their employment at the College. At each level of appeal, personal appearances are allowed. Appeals follow this order:

1. The staff member completes and submits a staff appeals petition to the Vice President of Student Development. The vice president of operations must render a decision in writing within five business days of receipt of the staff appeals petition.
2. If the staff member is not satisfied after step one, the staff member may submit the original staff appeals petition to the president for consideration. The President must approve or disapprove the appeal within five business days after receipt of the staff appeals petition. The decision of the president will be made in writing to the petitioner and the Vice President of Student Development. The decision of the president is final.

### **6.13.3 STAFF GRIEVANCE POLICY**

If a staff member has a grievance against an administrative or administrative staff decision, the policy for absolving grievances is as follows. At every level, the aggrieved staff member has the right of personal appearance.

1. The staff member first addresses the grievance in writing to the Vice President of Student Development. The decision of the vice president of operations regarding the grievance must be made to the aggrieved staff member within two weeks of receipt of the grievance.
2. If the grievance is not resolved after step one, the aggrieved party may submit the grievance to the president. The president must respond to the aggrieved party and the vice president of operations within two weeks of receipt of the grievance.
3. If the grievance is not resolved after step two, the aggrieved party may submit the grievance to the chairman of the Board of Trustees. The board chairman will apprise himself of the situation and present the grievance to the Executive Committee of the Board of Trustees within two weeks of receipt of the grievance.
4. The Executive Committee may resolve the grievance or may elect to establish a formal hearing. If a formal hearing is conducted, all related parties to the grievance are provided opportunity for personal appearance, including such individuals as the president, the aggrieved staff member and the vice president of operations. After resolution of the problem by the Executive Committee, the decision will be addressed in writing to the aggrieved party, and to the President.
5. The Executive Committee may, by a simple majority vote, decide that the grievance should be addressed by the full board, for resolution at its next meeting. If this option is taken, the decision of the Board will be addressed in writing to the aggrieved party and to the president. The action of the full Board is final.

### **6.14 STAFF EMERITUS**

**Reviewed and Approved:** Fall 2010

The Board of Trustees may confer the title Staff Member Emeritus upon the recommendation of the President. Emeritus status will be granted as an honor, not automatically, but in recognition of outstanding contribution and longevity of service to the College. After retirement from service to the College at a minimum age of 60, and after at least 20 years of full-time College employment, a person may be considered for the honor of Staff Member Emeritus. In unique circumstances other nominations outside these criteria may be considered. Privileges of staff emeriti include participation in all College

staff social events and inclusion in a portrait gallery. Nominations are made by the appropriate divisional administrator to the President's Cabinet.

## **6.15 STAFF WORK OUT SCHEDULE FLEXIBILITY**

**Approved:** Spring 2011

**Created:** PC 3/11

At the discretion of department supervisors, individual non-exempt College employees may extend their workday by 30 to 60 uncompensated minutes to pursue exercise on College property. The particulars of this workday extension and its termination must be recorded in writing, signed and dated by the employee and supervisor. Termination of this work-schedule flexibility agreement occurs at the request of the employee and at the discretion of the supervisor. Supervisors may terminate this agreement if employee exercise is not occurring or if employee truancy results.

On occasion, non-exempt employees may be prohibited from work-schedule flexibility at the discretion of department supervisors during campus emergencies and when department work requirements preclude it.

## **7 FACULTY INFORMATION**

### **7.1 FACULTY PURVIEW POLICY**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source: Board of Trustees**

**Revised: SAS AA 2/4/20, SOS AA 3/31/20, Administration Spring 2020**

**Approved: Trustees 5/ 2020**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding faculty purview.

#### **II. Policy Description**

The faculty is the highest internal legislative body of the College dealing with academic policies. The function of the faculty is to propose academic policy, and the function of the administration is to facilitate and administer the policy.

#### **III. Policy Procedures**

Procedures not in conflict with official policy will be instituted by departmental chairs.

Policy is a written statement formalized according to the parameters of proper governance procedures.

All policies affecting faculty established by the Board of Trustees are communicated to faculty through the Board of Trustee minutes posted on our.crown-at the conclusion of the Board of Trustee meeting

- To access the minutes, log into <https://our.crown.edu>, go to the **Faculty & Advisors** tab. On the left side menu, choose **Faculty Communications** ([https://our.crown.edu/ICS/Faculty\\_Advisors/Faculty\\_Communications.inz](https://our.crown.edu/ICS/Faculty_Advisors/Faculty_Communications.inz)).

#### **IV. Review Process**

This policy will be reviewed by the SOS/GS and SAS Academic Affairs Committees every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

### **7.2 FACULTY APPOINTMENTS**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source: Board of Trustees**

**Revised: SAS AA 2/4/20, SOS AA 4/28/20, Administration 7/2020**

**Approved: Board of Trustees Fall 2020**

## **I. Purpose**

To address and establish a policy by which a faculty member is appointed at the College.

## **II. Policy Description**

In the procedure of securing a new, full-time member for the faculty, arrangements for contact and correspondence will be coordinated by the Vice President of Academic Affairs. Candidates for appointments are expected to visit the campus in order to confer with the following individuals:

- President
- Vice President of Academic Affairs
- Other administrative officers (as needed)
- Department chair and departmental faculty
- The Biblical, Theological, and Ministry Studies Department.

All correspondence and application forms are filed in the Academic Affairs Office.

## **III. Policy Procedures**

### **Full-time Instructional Faculty**

All full-time members of the teaching staff are appointed by the Board of Trustees upon recommendation of the President in consultation with the Vice President of Academic Affairs. Initial appointments are made for a period of one year and continue upon mutual agreement of the faculty member and the administration. When tenure is granted, a continuing contract is issued.

### **SAS Adjunct Instructional Faculty**

All adjunct instructors are appointed by the Vice President of Academic Affairs in consultation with the Department Chair. Appointments are made depending on the need and can vary from one semester to both semesters of a given year. Upon approval, the adjunct instructor receives a teaching agreement from the Vice President of Academic Affairs. An adjunct instructor is not eligible for benefits or tenure. An adjunct instructor is a non-voting member of the faculty.

### **SOS/GS Adjunct Instructional Faculty**

All adjunct instructors are appointed by the Associate VP of Adult, Online & Graduate Studies in consultation with the Program Director. Appointments are made depending on the need and can vary by semester. Upon approval, the adjunct instructor receives a teaching agreement from Associate VP of Adult, Online & Graduate Studies. An adjunct instructor is not eligible for benefits or tenure. An adjunct instructor is a non-voting member of the faculty.

## **IV. Review Process**

This policy will be reviewed by the SAS and SOS/GS Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## **7.3 NON-DISCRIMINATION IN HIRING - ELIMINATED SUMMER 2021 – SEE POLICY 1.17**

## **7.4 DIVORCE**

**Board of Trustee Approval Required  
School of Arts and Sciences**

**Source: Board of Trustees – March 1996**  
**Revised: Board of Trustees – Spring 2002, Spring 2009**  
**Approved: Fall 2009**

**I. Purpose**

To establish a clear statement of policy for the College regarding divorce.

**II. Policy Description**

No person who is divorced and remarried, or who is married to a divorced person, shall be engaged as a faculty member [Adjunct, Part-time, Full-time] or administrative faculty in an Alliance college or graduate school. (C&MA, Board of Managers, see policy procedures).

**III. Policy Procedures**

In keeping with its high view of the sanctity of marriage and the family, the Christian and Missionary Alliance expresses its opposition to divorce on any grounds other than scriptural grounds (Malachi 2:16, Matthew 19:9, 1 Corinthians 7:15). Furthermore, The Christian and Missionary Alliance recognizes that a believer’s lack of success in remaining the “husband of one wife” (1 Timothy 3:2) or the wife of one husband jeopardizes both his/her Christian witness and his/her ability to exercise church leadership with integrity. As a rule, divorced persons who are remarried and persons who are married to divorced persons shall not be elected or appointed to National Office or be given Christian and Missionary Alliance official worker credentials or Christian Worker certificates. Exceptions may be made only upon appeal and where the divorce and remarriage were on scriptural grounds (Matthew 19:9, 1 Corinthians 7:15) or occurred prior to conversion (Romans 8:1, 1 Corinthians 6:11, 2 Corinthians 5:17).” (Article XI, Section 12.2 “Divorce” The C&MA Manual – 2008 handbook).

The appeal policy for divorced and remarried applicants for adjunct, part-time, full-time faculty, or administrative faculty positions are available in the Office of Human Resources.

**IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

**7.5 FACULTY CONTRACTS POLICY**

**Board of Trustee Approval Required**  
**School of Arts and Sciences**  
**School of Online Studies and Graduate Studies**

**Source: Board of Trustees**  
**Revised: Administration 2019, SAS AA 2020 3 4, SOS AA 2020 3 31**  
**Approved: Trustees 5/2020**

**I. Purpose**

To establish a clear statement of policy for the College regarding faculty contracts.

**II. Policy Description**

Full-time faculty who have not yet gained tenure are, if found acceptable, given an annual contract defining the terms of their compensation. Upon attaining tenure, the faculty member is given a



continuing contract subject to scheduled post-tenure review by the VP/Academic Affairs, the President, and the Board of Trustees.

### **III. Policy Procedures**

Annual contracts for the forthcoming academic year are extended to faculty members by the Office of the President on or before January 15 each year, and shall contain the length of the academic year and the anticipated salary for the faculty member.

Signed contracts are to be returned to the Director of Human Resources on or before February 15 of the current year unless:

- Faculty member requests an extension from the VP of Academic Affairs.
- Faculty member submits a letter of resignation to the VP/Academic Affairs, who sends a letter to the Office of the President.

Faculty are given positions as Assistant Professors, Associate Professors, or Professors, in keeping with their academic training, professional experience, and general qualifications. Faculty will be held to this contract for the duration of the contract pursuant to the terms and conditions of the contract. (*See Policy #7.17 Resignation*)

### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## **7.6 FACULTY RANK AND PROMOTION POLICY**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source:** Board of Trustees – February 1984

**Revised:** Administration 7/2019; SAS Academic Affairs 3/3/20; SOS Academic Affairs 3/24/20

**Approved:** Trustees 5/2020

### **I. Purpose**

To establish a clear statement of policy for the College regarding faculty rank and the process of faculty promotion.

### **II. Policy Description**

The College appoints full-time faculty and academic administrators to the faculty ranks of assistant professor, associate professor, and professor. Part-time faculty and Adjunct instructors are not granted faculty rank.

### **III. Policy Procedures**

#### **Criteria:**

Promotions in rank are not automatic, but come as a result of meeting both general and specific criteria, as outlined below. Faculty may apply for promotion in writing through the department chair or direct supervisor. Recommendations by the department chair or direct supervisor must be approved

hierarchically by the Promotion and Tenure Committee, the Vice President of Academic Affairs, the President, and finally by the Board of Trustees.

1. General Criteria

- a. Support the institutional mission of the College.
- b. Personally support and practice the College Community Covenant.
- c. Adhere to College policies.
- d. Actively support the ministry of a local evangelical church.
- e. Demonstrate competence and ability in classroom or online teaching as measured by multiple objective and subjective written evaluations.
- f. Demonstrate mastery and scholarship in one's academic discipline.
- g. Show evidence of integrating faith with one's academic discipline.

2. Specific Criteria

- a. Assistant Professor - Hold a terminal degree, completed studies toward terminal degree with exception of dissertation, or hold a master's degree.
- b. Associate Professor - Hold a terminal degree, or have completed studies toward terminal degree with exception of dissertation. Six years teaching experience at the college level is required.
- c. Professor - Hold a terminal degree. Nine years teaching experience at the college level is required. The professor must have made a significant contribution in the appropriate field through publications or recognized scholarship.

3. Definitions and Guidelines/Specific Criteria

- a. Equivalency means comparable achievement as recognized by those responsible to recommend for rank and promotion.
- b. Faculty members not holding terminal degrees would usually be expected to earn additional graduate credit appropriate to their teaching assignments. Faculty members holding terminal degrees are expected to demonstrate current competency in their academic disciplines through additional study, research, publication, or related professional activities.
- c. One year of experience for faculty means a minimum of two full-time semesters of instruction. One year of experience for academic administrators means teaching a minimum of one course per year in addition to normal administrative duties.

**Rank Promotion Process:**

Submit a Faculty Promotion and Tenure Application to the department chair or direct supervisor by September 1 who will forward documents to the Vice President of Academic Affairs (VPAA) by September 15. The VPAA will notify the applicant of any incomplete portions of the application or if supplemental documents are required.

Items that need to be included in the application file:

- Promotion and Tenure Application for appropriate school
- Recommendation letter from Department Chair or direct supervisor
- Semester End Evaluation Data from the last two years (Academic Affairs has this on file)
- Classroom Observation Reports for on-campus courses (Academic Affairs has these on file unless there are peer reviews that were not yet submitted)
- Dean Summaries for past two years (annual reviews) (Academic Affairs has these on file)

- Grade Distribution Reports (Supplied by Registrar's office)
- Syllabi from current semester for on-campus courses

The Promotion and Tenure Committee will begin the review of applications as soon as the portfolio is complete, but no later than November 1.

Recommendations for promotion must be granted by the Promotion and Tenure Committee, the VPAA, the President, and the Board of Trustees (BoT).

The results of the review process will be communicated to the applicant in writing, and implemented in the following contract year. [Example: For applications submitted in the fall of 2019 and approved by the BoT, the faculty rank status change would take effect July 1, 2020.]

Exceptions may be made to the above criteria when the department chair, the Promotion and Tenure Committee, the Vice President of Academic Affairs and the President concur that it is justified.

#### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

### **7.7 Full-Time Faculty Responsibilities**

**Board Approved Policy  
School of Arts and Science**

Source: BOT 10/82

Revised: Administration 7/2019, SAS AA 2/4/20

Approved: Trustees 5/2020

#### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the responsibilities of a full-time faculty member.

#### **II. Policy Description**

Full-time service includes, but is not limited to, scheduled teaching, scholarship, committee and departmental service, advising, assessment, student engagement, etc.

#### **III. Policy Procedures**

Faculty service and responsibility:

1. Normally, a full-time faculty member teaches twenty-four teaching hours each year.
  - a. Scheduled teaching includes full and adequate preparation for class instruction as well as follow-up responsibilities, such as grading and record keeping.

- b. It involves the provision of ample opportunity for individual contacts with students, including contacts during scheduled office hours, by appointment, and by means of informal contacts.
- 2. Full-time service includes study in the subject areas of professional interest and service. This involves not only study in preparation for scheduled teaching, but also in keeping abreast of scholarly developments in specific and relevant fields.
- 3. All faculty members, whether or not tenured, are required to sign annually the Lifestyle Statement and the College doctrinal Statement of Faith. This also is required of adjunct instructional faculty.
- 4. Full-time service extends beyond the time of instruction as listed in the academic calendar. Summers and other periods of academic recess provide special opportunities for extended preparation for teaching, and for varied forms of scholarly and professional activity, as well as for vacations.
- 5. Each faculty member must know, support and implement the mission, goals and objectives of the College as stated in the College Catalog.
- 6. The following are general statements of the usual duties of a faculty member at Crown College in relation to:
  - A. The Administration
    - 1. Perform duties as assigned by the President or the Vice President of Academic Affairs (e.g., task force, Ad Hoc or Study Group committee, etc.)
    - 2. The faculty/staff retreat is held just prior to fall registration for two days. Sessions are devoted to times of spiritual and academic evaluation and renewal. Attendance is required unless excused by the President and Vice President Academic Affairs.
    - 3. The week of faculty/staff retreat, which is the week prior to the beginning of classes, is considered the starting point of the academic year for faculty contract purposes.
    - 4. Faculty are expected to be present for scheduled activities and office hours during that entire week.
  - B. The Office of the Vice President of Academic Affairs
    - 1. Attend faculty committee meetings as appointed or invited.
    - 2. Serve as adviser at all appropriate levels as appointed (e.g., registration, academic concerns, personal and spiritual concerns).
    - 3. Adjunct faculty may be invited.
  - C. The Faculty Member's Department
    - 1. Attend all department meetings. (Part-time faculty are invited to attend department meetings but shall have no vote.)
    - 2. Serve in those capacities outlined by the department.
    - 3. Seek ways and means of improving the department.
  - D. Assigned Courses
    - 1. Exhibit professional expertise in teaching courses and in conducting assigned classes (also see "Syllabi" elsewhere in this handbook).
    - 2. Meet each class regularly and promptly.
    - 3. Evaluate the students' work and report the results promptly.
    - 4. Each full-time faculty member will be required to teach a total of 12 credit hours per semester totaling 24 credit hours per year.
    - 5. The primary responsibility for the assessment of student learning resides in the faculty.

E. Extra-Academic Responsibilities

1. Attend campus services such as chapels, faculty chapels, missionary meetings, etc.
2. Participation in a local church community as well as other community groups
3. Participate as requested in special occasions such as admission student visit days, etc.
4. Participate in the social and cultural events of the College.
5. Engage in active and intentional advising (see policy 12.20)

F. Scholarship

1. Involvement in current research
2. Course material and content reflect current best practices.
3. Faculty members participate in external publications, presentations, or consultations
4. Involvement in appropriate professional societies

The several broad areas of full-time service, as identified in the preceding statements could readily fill more time than may be available for them. The Vice President of Academic Affairs will work with each individual faculty member on a case by case basis when the faculty member finds themselves in unusual circumstances. A grace period will be considered. In general, it is expected that a full-time faculty member will serve to his or her full potential on campus five days each week during scheduled academic weeks and maintain at least ten scheduled office hours per week.

**IV. Review Process**

This policy will be reviewed every five to seven years by the SAS Academic Affairs Committee and recommended to the Administration for approval. Administration will then make recommendation to the Board of Trustees every five to seven years.

**7.8 FACULTY SALARIES TIME LINE**

**Board of Trustee Approval Required  
School of Arts and Sciences**

**Source: Administration – August 1996**

**Revised: Fall 2007**

**Approved: Fall 2009**

**I. Purpose**

To establish a clear statement of policy for the College regarding the payment of salaries to the faculty at the College.

**II. Policy Description**

Full-time faculty payroll is processed through direct deposit on the 27th of each month for the full month. Appropriate deductions are made for federal and state withholding tax, social security, and such other items as may be authorized (i.e., Campus Store, Long Term Disability, etc.). Non full-time faculty and adjunct instructors are also paid on the 27th of each month by either check or direct deposit.

**III. Policy Procedures**

The academic year runs from July 1 to June 30. All ministry contracts terminate on June 30 regardless of the date employment begins.

## **7.9 SALARY SCHEDULE GUIDELINES FOR FACULTY ENTRY**

**Board of Trustee Approval Required  
School of Arts and Sciences**

**Source: Board of Trustees**

**Revised: Fall 2007**

**Adopted: Fall 2009**

### **I. Purpose**

To establish a clear statement of policy for the College regarding salary schedule guidelines for faculty entry.

### **II. Policy Description**

When a faculty member is offered a ministry call for a position at the College, their placement on the salary schedule is based on their education, training, teaching experience, or related professional experience.

### **III. Policy Procedures**

Placement on the salary schedule at the College is calculated in relation to a person's education, training, teaching experience or related professional experience. Teaching experience at other accredited colleges is accepted on a one-to-one basis up to ten years. Experience above ten years is individually evaluated for placement on schedule. Related professional experience (e.g. elementary and high school teaching, pastoral, etc.) are evaluated on a two-to-one basis with a maximum of five years. Total experience allowed to an incoming person does not exceed ten years. Honorary degrees are not recognized for rank and salary purposes.

### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## **7.10 PRO-RATA SALARY**

**Board of Trustee Approval Required  
School of Arts and Sciences**

**Source: Board of Trustees – February 1987**

**Revised: Fall 2007**

**Approved: Fall 2010**

### **I. Purpose**

To establish a clear statement of policy for the College regarding pro-rata salaries.

### **II. Policy Description**

In a time of severe financial crisis for the College and after all other viable cost-containment and budget reduction efforts have been made, the Board of Trustees may act to reduce personnel salaries on a pro-rated basis for all faculty.

### **III. Policy Procedures**

If the Board of Trustees determines income resources are projected to be inadequate to pay essential college obligations, including faculty salaries, the Board may act to reduce personnel salaries on a pro-rated basis for all faculty. A pro-rata salary reduction may be restored at a future date depending on the financial condition of the College.

#### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

#### **7.11 SALARY ADVANCES <SEE 3.14 SALARY ADVANCES>**

#### **7.12 PROCESS OF OBTAINING FACULTY TENURE**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies/Graduation School**

**Source: Board of Trustees**

**Revised: Administration Fall 2018, SAS AA 2/4/20, SOS AA 4/2020, Administration 7/2020**

**Approved: Board of Trustees Fall 2020**

##### **I. Purpose**

To establish a clear statement of policy for the College regarding the process of obtaining faculty tenure.

##### **II. Policy Description**

Tenure is an option that is granted at the College to support and encourage excellence among faculty. This is done by recognizing and rewarding exemplary faculty performance and providing for continued professional development and academic freedom. Tenure may be defined as the expectation of continuing appointment at the College. Recommendation for tenure is not automatic, but it comes as the result of institutional review as outlined below. Tenured faculty members will undergo post-tenure review (see policy 7.12.1) every five years.

##### **III. Policy Procedures**

###### **Tenure Criteria**

The faculty member is expected to manifest a Christian lifestyle compatible with the standards of the College as adopted by the Board of Trustees.

The faculty member supports the institutional mission of the College.

The faculty member performs all responsibilities of his or her ministry as outlined in the Faculty Handbook, including but not limited to, demonstrated ability as a classroom teacher, competence in academic advising, and the participation in College activities.

Three continuous years of course evaluations that are above the average of full-time faculty at the College, and demonstration of strong academic rigor as described through syllabi, grading patterns, and successful evaluations from two of the three following groups: teaching peers, academic administration, and students' course evaluations.

The faculty member actively supports the ministry of a local evangelical church. Affiliation with an Alliance church is encouraged.

The faculty member has completed a minimum of five years of full-time teaching at the College or three years of full-time teaching at the College at the rank of professor.

The faculty member has completed an earned terminal degree from a regionally accredited institution in one's field of study. Three years of on-going validation of life-long learning and contribution by peers outside the institution through presentations, published papers, performances, etc.

Faculty members are tenured to programs and not to the College.

#### **Procedure for a Faculty Member Seeking Tenure**

A worksheet describing the portfolio components used to support the tenure request can be obtained on the faculty resource drive.

Note: All criteria for tenure must be met at the time of submission (completed degrees, presented works, etc.) except for the years of service. Regarding years of service, the year of the tenure filing may be counted in meeting the requirement.

The Faculty member will submit initial paperwork no later than the first day of Faculty Fall Focus to their departmental chair or direct supervisor who will sponsor the recommendation for tenure to the Faculty Promotion and Tenure Committee.

If anything is lacking from the portfolio, the Faculty Promotion and Tenure Committee will provide notification to the faculty member.

Final filing is required to the Faculty Promotion and Tenure Committee by November 1st.

The Faculty Promotion and Tenure Committee is made up of three elected members with faculty status as well as three members with faculty status appointed by the President. They serve three year terms which are staggered. No more than two members can be from the same department. An alternate is elected to serve in the absence of an elected member or in the event that a Department Chair is serving when a department member comes up for review. Two-thirds of the Committee must affirm promotion and tenure requests. The Vice President of Academic Affairs (VP/AA) serves as a non-voting ex officio member.

Provided the portfolio is approved by two of the following three groups (teaching peers, academic administration, and student course evaluations), the Faculty Promotion and Tenure Committee will make a recommendation that is sent to the VP/AA for review. Once the review is deemed adequately processed, the VP/AA adds his or her recommendation which will then be submitted to the President. If deemed appropriate, the President will make final recommendation to the Board of Trustees.



If the President chooses not to bring the recommendation to the Board, a written response will be given to the faculty member. The faculty member can then appeal the decision following the suggested process in policy 7.15 Appeals and Grievances.

The Board of Trustees will review requests at the Spring Board meeting; the decision of the Board of Trustees is final. Any rejection is followed by a written statement to the faculty member by the Chair of the Committee, VP/AA, and/or President.

If the Board of Trustees upholds the recommendation of the President, implementation will begin in the next contract year.

Those who are not approved for tenure are free to reapply at a later date.

The performance of a tenured faculty member will be reviewed every five years (see policy 7.12.1).

#### **IV. Review Process**

This policy will be reviewed by the SOS/GS and SAS Academic Affairs Committees every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees

#### **7.12.1 POST TENURE REVIEW**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies/Graduation School**

**Created:** P & T Committee 06/07

**Revised:** SAS AA 2/4/20, SOS AA 4/20, Administration Summer 2020

**Approved:** Board of Trustees Fall 2020

#### **I. Purpose**

To establish a clear statement of policy regarding the post-tenure review process for the College.

#### **II. Policy Description**

The purpose of post-tenure review shall be to support and encourage excellence among tenured faculty.

#### **III. Policy Procedures**

The performance of a tenured faculty member will be reviewed every five years.

The review will proceed as follows:

- Tenured faculty members will complete the Promotion and Tenure Application and submit it to the Vice President of Academic Affairs (VP/AA) along with the following supporting documents: (P & T)
  - School of Arts & Sciences (SAS): A Classroom Observation Report from each of the following: VPAA, Department Chair, and Peer, all conducted within the previous two years.

- School of Online Studies & Graduate School (SOS) – A Class Observation Report from the Associate Vice President of Adult, Online, & Graduate Studies conducted within the previous two years.
  - Semester End Evaluation data from the last four semesters prior to post-tenure review (already on file in the Academic Office).
  - Grade Distribution Reports from the previous two semesters (supplied by the Registrar’s Office directly to Academic Affairs office)
  - Recommendation letter from Department Chair, Program Chairs, or direct supervisor
- Applications can be obtained on Our.Crown.edu on the faculty resources page or from the Academic Affairs office.
  - All above materials will be submitted electronically to the office of the Vice President of Academic Affairs by September 1.
  - The normal review timeline will be suspended for tenured professors who move into administration positions, and resumed when and if they return to full-time teaching status, in order to accumulate the required two years of evaluations and support materials.
  - Note of clarification: Once a faculty member in the School of Arts & Sciences obtains tenure, they will be free from student course evaluations, and supervisor and peer evaluations for a period of three years. Data will be gathered again during the fourth and fifth year to be used in the Post-Tenure Review. Tenured faculty are free from submission of the faculty portfolio for a period of five years unless they want to be considered for faculty awards during that time period. The faculty Promotion and Tenure application is due at the beginning of the 6<sup>th</sup> year. The year of the post-tenure review becomes the first year of the new cycle.

If post tenure review demonstrates deficiency, the process will proceed as follows:

- If post tenure review demonstrates deficiency relative to current tenure criteria, a plan of remediation is developed in collaboration with the administration and the faculty member.
- If after one year of remediation, the deficiency continues, action for dismissal could be invoked in accordance with policy 7.13 Loss of Tenure in the Faculty Handbook.

#### **IV. Review Process**

This policy will be reviewed by the SAS and SOS Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

### **7.13 LOSS OF TENURE**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source:** Board of Trustees

**Revised:** Administration Summer 2018, SAS Academic Affairs 1/22/19, SOS Academic Affairs 1/19

**Approved:** BOT Spring 2019

#### **I. Purpose**

To establish a clear statement of policy for the College regarding loss of tenure.

## **II. Policy Description**

Tenure previously granted a faculty member may be revoked because of resignation, a program reduction or termination, severe financial exigency, or for cause.

## **III. Policy Procedures**

### **Resignation**

The resignation of a tenured faculty member constitutes a loss of tenure for that faculty member.

### **Program Reduction or Termination**

If the Board of Trustees determines that an academic program is not financially viable in its present form, the program may be reduced in scope or terminated. If an academic rationale is the basis of program reduction or termination, the normal faculty legislative process shall be followed. Faculty reductions may occur as a result of such action. When faculty reductions occur in such cases, tenured faculty will be given priority over non-tenured faculty provided that both perform essentially the same academic duties.

When a faculty reduction due to a program reduction or termination affects a tenured faculty member, the Board of Trustees may revoke the tenure status of the affected faculty member and elect not to renew that faculty member's Ministry Call. In such cases, an explanation of the revocation of tenure and non-renewal of the Ministry Call is given to the affected faculty member in writing.

If the program is re-established in the subsequent two years, and if any faculty positions are added as a result, a tenured faculty member released earlier is given priority in the faculty appointment process and, if appointed, returns to the faculty with tenure status.

### **Severe Financial Exigency**

If after all viable cost-containment and budget-reduction efforts have been made, the Board of Trustees determines that a state of severe financial exigency exists at the College and that personnel reductions are necessary, tenured faculty will be given priority over non-tenured faculty in the personnel retention decisions of the Board.

The situation may occur, however, in which loss of tenure and non-renewal of the Ministry Call affects a tenured faculty member while the Board of Trustees retains the professorial services of a non-tenured faculty member. Such a situation could occur due to inadequate student enrollment in a particular department, the faculty member's membership in a particular academic, or programmatic area considered to be the most expedient for budgetary reductions, or for similar considerations. In such cases, an explanation of the revocation of tenure and non-renewal of the Ministry Call is given to the affected faculty member in writing.

If the state of financial exigency is rescinded in the subsequent two years, and if any faculty positions are added as a result, a tenured faculty member released earlier will be given priority in the faculty appointment process and, if appointed, will return to the faculty with tenure status.

### **Professional Cause**

The Board of Trustees may revoke tenure for cause for either doctrinal, professional or disciplinary reasons (see policy 7.14 Faculty Dismissal). Upon investigation, documentation, and majority vote of the Department Chairs Committee, a recommendation for loss of tenure for professional cause may be given to the President for consideration and action by the Board of Trustees. If the Board of Trustees revokes tenure due to professional cause, the Board may elect to not renew the affected faculty member's Ministry Call.

#### **Dismissal for Cause**

Dismissal for cause is outlined in policy *7.14 Faculty Dismissal*. Procedure and appeal of loss of tenure is outlined in policy *7.15 Appeals and Grievances*.

#### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

### **7.14 FACULTY DISMISSAL**

**Board of Trustee Approval Required**  
**School of Arts and Sciences**  
**School of Online and Graduate Studies**

**Source: Board of Trustees**

**Revised: Administration Summer 2018, SAS Academic Affairs 1/22/19, SOS Academic Affairs 1/19**

**Approved: BOT Spring 2019**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding dismissal of a faculty member.

#### **II. Policy Description**

A faculty member may be dismissed by the College (see procedures for specifics.) A faculty member who is dismissed has the opportunity to appeal his/her dismissal according to the procedure defined within the policy of the Board of Trustees (see *7.15 Faculty Appeal/Faculty Grievance Policies*) and The Christian and Missionary Alliance (see the current C&MA Manual).

#### **III. Policy Procedures**

A faculty member may be dismissed by the College for one or more of the following reasons:

1. Doctrinal unsoundness as defined by the College Statement of Faith as interpreted by the Executive Committee of the Board of Trustees.
2. Conduct not in keeping with the biblical standards of morality or the lifestyle standards of the College as interpreted by the Executive Committee of the Board of Trustees.
3. Inability to perform the duties of the position.
4. Professional incompetence or negligence.

#### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## 7.15 APPEALS AND GRIEVANCES

Board of Trustee Approval Required  
School of Arts and Sciences

Source: Academic Affairs

Revised: Spring 2008

Approved:

### I. Purpose

To establish a clear statement of policy for the College regarding faculty appeals and grievances.

### II. Policy Description

#### Faculty Appeal Description

A request to waive a policy which has been or will be properly applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

*Example: A faculty member wishes to be excused from attendance at baccalaureate and/or commencement ceremonies. To express this wish, the faculty member files an appeal.*

Faculty members may appeal the application of institutional policies relating to their employment at the College. At each level of appeal, personal appearances are allowed.

#### Faculty Grievance Description

A complaint of an alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not a policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

*Example: A faculty member believes that he/she is improperly located on the salary schedule and wishes to have this reviewed. To express this wish, the faculty member files a grievance.*

If a faculty member has a grievance relative to a faculty, administrative, or administrative staff decision, the policy for absolving grievances is as follows. At every level, the aggrieved faculty member has the right of personal appearance.

This policy is in effect for those individuals whose primary responsibility in the College is that of classroom teaching, whether full-time or part-time. Hence, administrators whose primary responsibility is administration, but who teach on a part-time basis, are not covered by this policy. Exceptions to this generalization are the professional librarians and other administrators and/or administrative staff who hold faculty rank.

### III. Policy Procedures

#### Faculty Appeals Policy

Faculty members may appeal the application of institutional policies relating to their employment at the College. At each level of appeal, personal appearances are allowed. Appeals follow this order: The faculty member completes and submits a faculty appeals petition to the Vice President of Academic Affairs with a copy sent to the chair of the department. The Vice President must render a decision in writing within five class days of receipt of the faculty appeals petition.

If the faculty member is not satisfied after step one, the faculty member may submit the original faculty appeals petition to the department chair for consideration. If the department chair does not endorse the appeal, the appeal will be considered denied. If the department chair supports the appeal, he/she submits the appeal to the President on behalf of the faculty member with supporting rationale. The action of the department chair must be rendered in writing within five class days after receipt of the faculty appeals petition.

If the department chair endorses the appeal and submits the appeal to the President for consideration, the President must approve or disapprove the appeal within five class days after receipt of the faculty appeals petition from the department chair. The decision of the president will be made in writing to the individual faculty member in question, the vice president of academic affairs, and the department chair.

### **Faculty Grievance Policy**

If a faculty member has a grievance relative to a faculty, administrative, or administrative staff decision, the policy for absolving grievances is as follows. At every level, the aggrieved faculty member has the right of personal appearance.

The faculty member first addresses the grievance in writing to the Vice President Academic Affairs with a copy sent to the chair of the department. The decision of the Vice President regarding the grievance must be made in writing to the aggrieved faculty member within two weeks of receipt of the grievance. If the grievance is not resolved, the vice president of academic affairs will discuss it with the president.

If the grievance is not yet resolved, the faculty member may submit the grievance in writing to the vice chair of the faculty who will appoint an Ad Hoc Committee from the faculty not to exceed five (5) members including the Vice Chair. A copy of this communication must also be given to the President of the College. If a minimum of three (3) of the members of the Ad Hoc Committee vote to endorse the grievance, the committee endorses the grievance and, on behalf of the aggrieved faculty member, submits the grievance in writing to the president of the College. If less than three (3) members of the Ad Hoc Committee vote to endorse the grievance, the committee rejects the grievance and informs the aggrieved faculty member that it can take no action on behalf of the faculty member. In this latter case, the aggrieved faculty member is also informed that he/she may personally further pursue the grievance with the president of the College. In any case, the Ad Hoc Committee must respond to the faculty member in writing within two weeks of receipt of the request for consideration of the grievance.

If the Ad Hoc Committee endorses the grievance, it submits its endorsement along with all particulars of the grievance in writing to the president of the College for amelioration. The president must respond in writing with his decision to both the aggrieved faculty member and the Ad Hoc Committee within two weeks of receipt of the Ad Hoc Committee's written communications.

If the grievance is not resolved, and if the aggrieved party and the Ad Hoc Committee by a two-thirds vote elect to pursue the grievance further, the Ad Hoc Committee submits in writing the particulars of the grievance as well as its endorsement of the grievance to the chairman of the Board of Trustees with a copy given to the president. A member of the Ad Hoc Committee favorable to the aggrieved faculty

member is present at this point. The chairman of the Board of Trustees will apprise himself of the problem, and present the grievance to the subcommittee of the Board within two weeks.

The subcommittee of the Board may resolve the grievance or it may elect to establish a formal hearing. If a formal hearing is conducted, all related parties to the grievance are provided opportunity for personal appearance, including such individuals as the president, the aggrieved faculty member, and the chair of the Ad Hoc Committee. After resolution of the problem by the subcommittee, the decision is addressed in writing to the aggrieved party, to the Ad Hoc Committee, and to the president.

If the aggrieved party and the Ad Hoc Committee by a vote of three (3) members do not wish to accept the verdict of the subcommittee, they may request that the problem be directed to the entire Board for resolution at its next meeting. A member of the Ad Hoc Committee favorable to the aggrieved faculty member will be present at this point. If this option is taken, the decision of the Board will be addressed in writing to the aggrieved party, to the president, and to the Ad Hoc Committee. The action of the full Board is final.

The aggrieved faculty member who receives no response within two weeks at any level in the grievance process may appeal to the next higher level. Those hearing the grievance at the higher level secure the written opinion of those who failed to respond at the lower level.

#### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

### **7.16 NON-RENEWAL OF THE FACULTY MINISTRY CONTRACT**

**Board of Trustee Approval Required  
School of Arts and Sciences**

**Source: Board of Trustees**

**Revised: Fall 2007**

**Approved: Fall 2009**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding non-renewal of the ministry contract.

#### **II. Policy Description**

Ministry Contracts are issued by the Board of Trustees to College personnel for a one-year period beginning July 1st and ending June 30th.

#### **III. Policy Procedures**

Except for tenured faculty, the renewal of a Ministry Contract for subsequent years of employment is at the discretion and will of the Board.

For tenured faculty, loss of tenure and non-renewal of a Ministry Contract may occur only because of resignation, a program reduction or termination, severe financial exigency, or for cause.

#### **IV. Review Process**

This policy will be reviewed by the Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## **7.17 RESIGNATION**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source: Board of Trustees**

**Revised:** Administration 2019, SAS AA 6.23.20, SOS AA 8.4.20

**Approved: Board of Trustees 9/2020**

### **I. Purpose**

To establish a clear statement of policy for the College regarding faculty resignation.

### **II. Policy Description**

Any faculty member anticipating resignation must submit his or her resignation to the Vice President of Academic Affairs with a copy to the President as early as possible and no later than February 15 of the current academic year. It is expected that the faculty member will not ask to be released from a signed contract except in extraordinary circumstances or where the requested release is clearly in the best interests of the College.

### **III. Policy Procedures**

Once a contract is signed for the upcoming academic year, a faculty member wishing to be released from their contract will submit a letter of resignation to the President with a copy to the Vice President of Academic Affairs by February 15 of the current academic year.

Once a faculty member resigns, he or she is no longer eligible to attend conferences on behalf of the college.

### **IV. Review Process**

This policy will be reviewed by the SAS and SOS Academic Affairs Committee every five to seven years and recommended for approval to the administration. The administration will then make recommendation for approval to the Board of Trustees.

## **7.18 REQUIREMENTS FOR C&MA CHURCH MEMBERSHIP ELIMINATED SUMMER 2021 <SEE 3.26 C&MA CHURCH MEMBERSHIP>**

## **7.19 FACULTY EXCELLENCE AWARDS**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source: Academic Affairs**



**Revised: Spring 2015**  
**Approved: Spring 2015**

### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the process of granting annual faculty excellence awards.

### **II. Policy Description**

Annual faculty excellence awards are granted to faculty members who demonstrate the highest level of exemplary work in one of the following three areas (Service, Scholarship and Teaching). The Promotion and Tenure Committee recommends the following procedures to improve the process of securing worthy nominees.

### **III. Policy Procedures**

- The Vice President will remind the committee of its responsibilities in the award process at the beginning of the school year.
- The committee and Vice President will distribute nomination materials to the faculty
- Nominations for faculty awards are to be given to the Promotion and Tenure Committee by November 1st each year.
- Nominations will be made on the designated forms and will include all supporting documentation. (Faculty excellence award nomination forms can be found on the faculty resources web page).
  - The documentation may include the standard faculty portfolios but they are not required. For example, tenured faculty who are not required to submit portfolios to the Vice President may submit other types of documentation to the committee. For all faculty, a listing of particular accomplishments within the nomination category may be considered sufficient.
- One or more to the following groups of people can nominate a faculty member for an excellence award. The committee will actively encourage nominations from the groups listed below by speaking with them and even suggesting names.
  - Vice President
  - Department Chair
  - Supervisor
  - Member of nominee's department
  - Faculty member at large
  - Self
  - Staff
  - Administration
  - Non-Crown community members
  - Adjunct
  - Students
- The Promotion and Tenure Committee will review submitted nomination forms and may grant the following faculty excellence awards annually.
  - Distinguished Service Award
  - Distinguished Scholarship Award
  - Distinguished Teaching Award

- It is expected that the committee (which includes the Vice President as a voting member) will have at least two nominees in each category to choose from and that all three awards will be made.
  - The Promotion and Tenure committee will submit nominations for each of the three categories listed above to the Vice President of Academic Affairs in enough time to communicate the decision to the faculty at the last faculty meeting of the fall semester.
  - The goal of this procedure is to produce at least one nominee in each of the three categories from the Vice President (who has the big picture of all faculty) and at least one in each category from others (who may have special knowledge of particular individuals).
- Based on the merits of the documentation, however the P&T Committee:
  - be allowed to nominate a worthy candidate if no one has been nominated by the deadline
  - may decide to grant an award even if there is only one nominee
  - may decide not to grant an award even if there are several nominees.
- Once the deadline for nominations ceases, no other nominations or classification can be made.
- Award recipients will be announced at the last faculty meeting of first semester and recognized by the Board of Trustees at the spring meeting of the board of trustees.
- A faculty member can receive the same award once every three years.
- Awards are open to those who have faculty voting status with preference given to full-time, teaching faculty.
- This award comes with a one-time \$2,000 payment to award recipients.
  - *At a time when budget money is limited or budgetary reductions need to be made, the administration may adjust the compensation as they see fit.*
  - Scholarship \$2,000
  - Teaching \$2,000
  - Service \$2,000
- The faculty awards mentioned above are for full-time School of Arts and Sciences faculty.
- The service award is related to the service that goes above and beyond compensated roles at the college, in the church or community.

#### **IV. Review Process**

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **7.20 FACULTY EXCELLENCE AWARDS POLICY**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source: Academic Affairs**

**Revised: SAS AA 10/18, SOS AA 4/20,**

**Approved: Administration 7/2020**

#### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the process of granting annual faculty excellence awards.

## II. Policy Description

Annual faculty excellence awards are granted to faculty members who demonstrate the highest level of exemplary work in one of the following three areas (Service, Scholarship and Teaching). The Promotion and Tenure Committee recommends the following procedures to improve the process of securing worthy nominees.

## III. Policy Procedures

- The Vice President of Academic Affairs of Academic Affairs (VP/AA) will remind the committee of its responsibilities in the award process at the beginning of the school year.
- The committee and VP/AA will distribute nomination materials to the faculty
- Nominations for faculty awards are to be given to the Promotion and Tenure Committee by November 1st each year.
- Nominations will be made on the designated forms and will include all supporting documentation. (Faculty excellence award nomination forms can be found on the faculty resources web page).
  - The documentation may include the standard faculty portfolios but they are not required. For example, tenured faculty who are not required to submit portfolios to the VP/AA may submit other types of documentation to the committee. For all faculty, a listing of particular accomplishments within the nomination category may be considered sufficient.
- One or more to the following groups of people can nominate a faculty member for an excellence award. The committee will actively encourage nominations from the groups listed below by speaking with them and even suggesting names.
  - VP/AA Department Chair
  - Supervisor
  - Member of nominee's department
  - Faculty member at large
  - Self
  - Staff
  - Administration
  - Non-Crown community members
  - Adjunct
  - Students
- The Promotion and Tenure Committee will review submitted nomination forms and may grant the following faculty excellence awards annually.
  - **Distinguished Scholarship Award** is presented to the faculty member who has demonstrated excellence through research, publications, or presentations during the past school year.
  - **The Distinguished Service Award** is presented to a faculty member who has demonstrated excellence in serving above and beyond their compensated roles at the college.
  - **The Distinguished Teaching Award** is presented to the faculty member who has demonstrated excellence in classroom (face-to-face or online) teaching in the past school year.

- It is expected that the committee (which includes the VP/AA as a voting member) will have at least two nominees in each category to choose from and that all three awards will be made.
  - The Promotion and Tenure committee will submit nominations for each of the three categories listed above to the VP/AA in enough time to communicate the decision to the faculty at the last faculty meeting of the fall semester.
  - The goal of this procedure is to produce at least one nominee in each of the three categories from the VP/AA (who has the big picture of all faculty) and at least one in each category from others (who may have special knowledge of particular individuals).
- Based on the merits of the documentation, however the P&T Committee:
  - may decide to grant an award even if there is only one nominee
  - may decide not to grant an award even if there are several nominees.
- Once the deadline for nominations ceases, no other nominations or classification can be made.
- Award recipients will be announced at the last faculty meeting of first semester and recognized by the Board of Trustees at their spring meeting second semester.
- A faculty member can receive the same award once every three years.
- Awards are open to those who have faculty voting status with preference given to full-time, teaching faculty.
- This award comes with a one-time payment to award recipients.
  - *At a time when budget money is limited or budgetary reductions need to be made, the administration may adjust the compensation as they see fit.*
  - Scholarship
  - Teaching
  - Service
- The faculty awards mentioned above are for full-time faculty.

#### **IV. Review Process**

The SOS/GS and SAS Academic Affairs committees will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **7.21 CLASSROOM DIVERSITY**

**Faculty Approval Required  
School of Arts and Sciences  
School of Online Studies**

**Source: Administration - Summer 2016**

**Reviewed:**

**Approved: Fall 2016**

#### **I. Purpose**

To establish a clear statement of policy for Crown College regarding faculty responsibility toward diversity in the class.

#### **II. Policy Description**

Crown College's seeks to honor the diversity that is found in our society. For this reason the class diversity policy was established. Professors will follow the guidelines stated below and will post the class diversity statement in all syllabi at Crown College.

#### **III. Policy Procedures**

1. All faculty of Crown College have a responsibility to treat others with dignity and respect at all times. All faculty are expected to exhibit conduct that reflects a respect for different perspectives represented in their classes.
2. All faculty are required to attend and complete diversity training, when scheduled, to enhance their knowledge to fulfill this responsibility.
3. Any faculty found to have exhibited inappropriate conduct or behavior against others may be subject to disciplinary action.
4. Faculty who believe they have been subjected to any kind of discrimination that conflicts with Crown's initiatives should seek assistance from a Human Resources representative or administration.
5. The following class diversity statement must be posted in all Crown College syllabi:

***Diversity Statement***

*Crown College seeks to respect the diversity that is found in our society. For this reason our class diversity policy seeks to:*

- *Encourage respectful communication and cooperation between students and faculty.*
- *Encourage environments that emphasize teamwork and mutual respect that permits the representation of all communities we serve.*
- *Respect the contributions of all communities we serve to promote a greater understanding and respect for the diversity.*

**IV. Review Process**

The SOS and SAS Academic Affairs committees will review this policy every five to seven years and will make a recommendation to the administration for approval. Administration will make a recommendation to faculty for approval.

**7.22 FACULTY CREDENTIAL VERIFICATION**

**Faculty Approval Required  
School of Arts and Sciences  
School of Online Studies/Graduate School**

**Source: Administration - December 2015**

**Revised: Administration Summer 2020; SOSGS Academic Affairs 6/23/20, SAS Academic Affairs 6/23/20, Administration 7/2020**

**Approved: Faculty 8/17/2020**

**I. Purpose**

To establish a clear statement of policy for Crown College regarding the process used for verifying faculty credentials to meet the requirements of the Higher Learning Commission and specialized accreditors.

## II. Policy Description

Crown College will employ qualified faculty by degree, coursework, and by certification to teach credit-bearing courses. Faculty qualifications will meet the requirements of the Higher Learning Commission and specialized accreditors in the given discipline. The qualification requirements apply to all ranked, titled, and adjunct faculty regardless of modality (face to face, hybrid, online), location (travel study, off-site, on-campus), affiliation (contractual, consortia) or enrollment of dual credit students.

## III. Policy Procedures

**Course Teaching Approval** - Chairs/Program Directors will submit course loads to the office of the Vice President of Academic Affairs or the office of the Dean of the School of Online Studies & Graduate School for each faculty member they intend to have teach courses in their respective department/program. Faculty will only be scheduled to teach courses for which a course load has been submitted. All course loads will be kept in the appropriate, official faculty personnel file in the respective office.

**Credential Verification** – Designated Chairs, Deans, or Program Directors will review all faculty portfolio's and will submit verification of faculty credentials for each faculty member they intend to have teach a course in their respective department/program. They will use one of the following designations for validating the faculty member's credentials:

- **D** = Possess an **academic degree** relevant to what they are teaching at least one level above the level at which they teach or possess an approved terminal degree as defined by their discipline (NO Faculty Credential Documentation Form required)
- **C** = Minimum of 18 earned **graduate credit hours** in the field to be taught (Faculty Credential Documentation Form required)
- **E** = **Experience** in the field to be taught, either a minimum of 5 to 7 years or a preferred 10 to 15 years (Faculty Credential Documentation Form required)
- **L** = Professional **licensure**, certification or credentialing (as appropriate) in the field to be taught (Faculty Credential Documentation Form required)

- A. **Determination by Degree (D) and Credits (C)**The College will use determination by degree as the primary mechanism to establish faculty qualifications.

Faculty credentials generally refer to any degrees and coursework faculty have earned that provide a foundation for knowing what students should learn in a specific discipline or field. Credit awarded from accredited institutions or their equivalent will be considered for this criterion. Faculty will have completed a program of study in the discipline or subfield in which they will teach, and/or for which they will develop curricula, with coursework at least one degree level above what the instructor is teaching or an approved terminal degree as defined by the discipline and at least 18 master's level credits in the field in which they will teach.

1. Undergraduate Degree Courses - Faculty teaching undergraduate courses, including general education courses, must hold a terminal doctoral or master's degree in the teaching discipline or in a related field or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours

in the teaching discipline).

2. Graduate Degree Courses - Faculty teaching graduate courses must hold a terminal degree or ABD in the teaching or related discipline with the following exception:

Graduate clinical, practicum or internship courses - Faculty teaching graduate clinical, practicum, or internship courses must hold at least a master's degree in the teaching discipline and must have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the course content.

3. Non-Degree Graduate Courses - Faculty teaching graduate courses, even if they do not count toward a graduate degree, must hold a terminal degree, ABD, or master's degree in the teaching discipline or in a related field or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

- B. Determination by Additional Factors** - Qualified faculty are identified primarily by credentials (degree and coursework) but other factors may be considered in lieu of the degrees earned. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must be able to design curricula, develop and implement effective pedagogy, appreciate the breadth of knowledge in quality undergraduate and graduate education, and meaningfully contribute to shared governance. A record of ongoing professional development or experience in the field establishes currency in the field and knowledge of best practices. Specific disciplines may also require faculty to demonstrate tested experience, demonstrate their ability to conduct research, advise competition teams, participate in co-curricular activities, or maintain ongoing professional practice.

**Determination by Experience (E)** - In some cases, faculty may have a master's degree or higher in a discipline or subfield other than that in which he or she is teaching. In this instance, relevant experience, knowledge, and expertise that is sufficient for determining what students should learn and have learned in the courses for which the faculty member is responsible must be documented. The Dean/Program Director will review a faculty member's portfolio documenting professional publication (journals, books, technical reports, etc.), creative achievements (performances, exhibitions, etc.), public recognition (honors, awards, etc.), teaching excellence, external letters of support, and years of professional experience. Metrics for research, scholarship, and achievement (as established by a department or program for tenure or promotion) must be used as criteria for the evaluation of experience. In addition to a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, a candidate will have either a minimum of 5 to 7 years or a preferred 10 to 15 years of experience.

1. **Determination by Professional Licensure or Certification (L)** - In some instances,

faculty may have current professional licensure or certification sufficient for determining what students should learn and have learned in the courses for which the faculty member is responsible. The Dean/Program Director will review a faculty member's portfolio to document the faculty member's professional licensure or certification.

- C. Secondary Instructors for Courses** - Faculty not designated as primary instructors must have at least 18 graduate hours in the teaching discipline or hold a bachelor's degree in the teaching or related discipline. Responsibilities of the secondary instructor must be clearly documented but must not include sole responsibility for curriculum/course development or for evaluation of students. Secondary instructors must be under the direct supervision of a faculty member experienced (or credentialed) in the teaching discipline and be subject to planned and periodic evaluations / observation.
  
- D. Faculty Qualifications Process** - The Faculty Qualifications Process will be used to evaluate documentation, which outlines professional publication (journals, books, technical reports, etc.), creative achievements (performances, exhibitions, etc.), public recognition (honors, awards, etc.), professional licensure or certification, teaching excellence, external letters of support, or years of professional experience. Department Chairs, Deans, and Program Directors are responsible to enforce faculty qualifications for courses in their department/program. The academic affairs central office or the Dean's office for the School of Online Studies & Graduate School will approve and maintain records for faculty qualifications in faculty personnel files. Review of the faculty personnel files will ensure compliance with policy.
  - 1. Course Teaching Approval** - Chairs/Deans/Program Directors will submit course loads to the office of the Vice President of Academic Affairs or the office of the School of Online Studies & Graduate School for each faculty member they intend to have teach courses in their respective department/program. Faculty will only be scheduled to teach courses for which a course load has been submitted. All course loading will be kept in the faculty personnel file in the office of the Vice President of Academic Affairs or the Office of the Dean of Online Studies and Graduate School.
    - a.** Faculty for whom coursework, experience or licensure/certification is used to establish qualifications will submit documentation of these qualifications using the faculty credential data form. Metrics for research, scholarship, and achievement (as established by a department for promotion or tenure) must be used as criteria for the evaluation of experience.
    - b.** Additional course loading may be submitted for further course teaching approval consideration as faculty credentials change with professional development.



- 2. New Hires** - Qualifications for prospective faculty must be established during the hiring process before an offer may be extended. Faculty who do not meet the minimum standard for faculty credentialing will receive an offer letter indicating that this standard must be met according to policy. The Chair, Dean or Program Director is responsible for validating the completion of required credentials and must present evidence of completion to the appropriate office prior to the new hire teaching a course in his or her load. If the appropriate credential is not met, the prospective faculty member will be issued a year-by-year assignment and must be supervised in all teaching assignments by a faculty member authorized to teach the course.
  
- 3. Instructors of record** must have teaching credentials verified by the Department Chair/Dean/Program Director from which the course(s) originates before being scheduled to teach. If the instructor of record attains new degrees/qualifications or new teaching responsibilities (i.e., new subject), an additional Faculty Credential Documentation form must be filed / updated.

**Crown College Faculty Credential Documentation Form**  
for Alternate Credentials, Experience, Professional Licensure, Certification

Term: \_\_\_\_\_

Course to be taught:

CID (Course ID): \_\_\_\_\_ Course Name: \_\_\_\_\_ Credential Label: \_\_\_\_\_

CID (Course ID): \_\_\_\_\_ Course Name: \_\_\_\_\_ Credential Label: \_\_\_\_\_

CID (Course ID): \_\_\_\_\_ Course Name: \_\_\_\_\_ Credential Label: \_\_\_\_\_

**Proposed Instructor:** \_\_\_\_\_

**Proposed Instructor education:**

Degrees held (list all)	Institution	Disciplinary focus	Semester Credit hours directly related to course/field (please indicate if credits listed are quarter credit hours. [1 quarter hour equals .67 semester hours.]	Date of conferral

Describe Additional Experience: (demonstrated mastery at least one degree level above the course level. Attach CV. Use additional sheets/space, as necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approve Request     Additional Information    Deny

\_\_\_\_\_

Department Chair    Date

\_\_\_\_\_

Approve Request     Additional Information    Deny

\_\_\_\_\_

Dean of SOS/GS (if applicable)    Date

\_\_\_\_\_

Approve Request     Additional Information    Deny

\_\_\_\_\_

VP of Academic Affairs/Provost    Date

**Alternate Credentials and Equivalent Requirements**

In most circumstances, adjunct and full-time faculty members assigned teaching loads will hold a degree in the field and a minimum of one level above the level at which they teach. This includes teaching one degree level above what the instructor is teaching or an approved terminal degree as defined by the discipline and at least 18 master's level credits in the field in which they will teach. In situations where an adjunct or full-time faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is assigned to teach or in a variation of the field, a review of alternate credentials and tested experience will be conducted. Approval by the Department or Program Chair and Vice President of Academic Affairs will be necessary for teaching assignments to be made. The following evidence will be presented in the review.

- Master's Degree attainment and number of earned graduate semester credit hours in the field to be taught (18 minimum)
- Experience in the field to be taught
  - Ideally a minimum of 5 to 7 years
  - preferred – 10 to 15 years
- Professional licensure, certification, or credentialing (as appropriate)

**Credentials and Qualification Labeling Descriptors**

**D** = Possess an **academic degree** relevant to what they are teaching at least one level above the level at which they teach (NO Faculty Credential Documentation Form required)

**C** = Minimum of 18 earned **graduate credit hours** in the field to be taught - (Faculty Credential Documentation Form required)

**E = Experience** in the field to be taught (minimum – 5 to 7 years/preferred – 10 to 15 years) - (Faculty Credential Documentation Form required)

**L** = Professional **licensure**, certification, or credentialing (as appropriate) in the field to be taught - (Faculty Credential Documentation Form required)

**The Higher Learning Commission’s’ Assumed Practices Section B.2.a states:**

“Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.”

**IV. Implementation date and plan: Effective Fall 2017 /updated 2020**

**V. Division:**

School of Arts and Sciences

School of Online Studies and Graduate School

**VI. Review Process**

This policy will be reviewed every five to seven years by the SOS/GS and SAS academic affairs committee and recommended to the administration for approval. Administration will then make recommendation to the Faculty for approval.

## **8 FACULTY ORGANIZATION**

### **8.1 FACULTY MEMBERSHIP**

**Faculty Approval Required  
School of Arts and Sciences**

**Source: Academic Affairs – August 1999**

**Revised: March 2016, September 2022**

**Approved: August 2016**

#### **I. Purpose**

To establish a clear statement of policy for Crown College regarding faculty membership and faculty voting status.

#### **II. Policy Description**

This policy describes the conditions that regulate faculty membership and faculty voting status and the policy review process.

#### **III. Policy Procedures**

1. The following conditions regulate faculty membership and faculty voting status:
  - a. Voting membership consists of all administrative faculty, fulltime faculty, and faculty in residence.
  - b. Full-time faculty members who are contracted to teach on a reduced load basis have the privilege of attending faculty meetings and have a vote.
  - c. Divisional administrators, directors, adjunct instructors, and other College personnel not recognized as members of the faculty may request to the vice president of academic affairs or be requested to attend meetings of the faculty and participate in discussion, but they have no vote.
  - d. Professor Emeriti are allowed to attend faculty meetings, but they have no vote.

#### **IV. Review Process**

This policy will be reviewed every five to seven years by the academic affairs committee and recommended to the administration for approval. Administration will then make recommendation to the faculty for approval.

### **8.2 PROFESSOR EMERITI**

**Board of Trustee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source: Board of Trustees – February, 1982**

**Revised: Administration Summer 2018, SAS Academic Affairs 1/22/19, SOS Academic Affairs 1/19**

**Approved: BOT Spring 2019**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding Faculty Emeriti

## II. Policy Description

The Board of Trustees may confer the title of Professor Emeritus/Emerita in recognition of longevity of service and outstanding contribution to the College.

## III. Policy Procedures

The Department Chairs Committee makes nominations to the Promotion and Tenure Committee for recommendation to the president who in turn recommends candidates to the Board of Trustees.

The emeritus position will be granted as an honor, not automatically.

The designation of “Emeritus” or “Emerita” shall be added to the then-current designation of rank of a person after official retirement.

Criteria include:

- Retirement after at least 20 years of full-time teaching at the College
- Scholarly contributions to the College
- Achievement of tenure

Privileges of the professor emeritus include:

- Listing in the catalog
- Participation in such College functions as commencement
- Sitting in a non-voting capacity in faculty meetings
- If requested and if office space is available, a retired emeriti faculty member can request to keep an office (possibly their current office) for a maximum of one year from retirement date
  - Awarded based on office availability

## IV. Review Process

This policy will be reviewed by the SAS and SOS Academic Affairs Committee every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## 8.3 FACULTY MEETINGS

**Faculty Approval Required  
School of Arts and Sciences**

**Source: Faculty August 1996**

**Revised: Spring 2017**

**Approved: April 2018**

### I. Purpose

To establish a clear statement of policy for Crown College regarding faculty meetings.

### II. Policy Description

The faculty meets to discuss academic matters relating to the College. It endeavors to keep informed concerning developments and trends in higher education for the purpose of improving educational standards with a view to maintaining academic excellence as well as spiritual growth and development. An effort is made to transact necessary announcements with dispatch in order that the time may be profitably spent in discussion and formulation of College policy, in faculty reports, in study of the problems of higher education, and in presentation of matters relating to the academic program of the College.

### **III. Policy Procedures**

The faculty vice chair presides over the meetings of the faculty.

A faculty vice chair and secretary are elected from the faculty each year and will be limited to four successive years of service. The faculty vice chair and secretary may be considered for the same position after a year of not serving in the role unless elected by a unanimous vote of the faculty. The faculty appointments will be announced at the last meeting of the faculty for an academic year.

The faculty vice chair in conjunction with the vice president of academic affairs compiles and circulates the agenda prior to the meetings. Official faculty committees generate policy and curriculum proposals to be placed on the faculty agenda.

Those with faculty status (full-time, part-time, and administrative faculty) are invited to attend all faculty meetings.

Faculty members present at the faculty meeting will be allowed to vote on action items presented at the meeting. Those who are not in attendance will forfeit their vote.

Faculty members who are not able to attend the faculty meeting due to a classroom teaching commitment, will be allowed to vote in absentia.

The vice president of academic affairs is the presiding officer of the faculty and is responsible for the development of faculty procedures and organizations within the framework of the policies of the Board of Trustees.

Faculty meetings are scheduled regularly during the academic year. Special meetings may be called by the faculty vice chair or the vice president of academic affairs or by a petition of one-third of the faculty through a written notice at least 24 hours in advance of the meeting.

Robert's Rules of Order are the standard for parliamentary proceedings not specified in these regulations. Proposals (with supporting documents) submitted for faculty consideration are distributed in writing to the faculty no later than three calendar days prior to the faculty meeting at which the proposal is presented for adoption.

Meetings are limited to ninety minutes unless extended by a vote of the faculty. The presiding officer considers agenda items in an appropriate order so as to maintain the ninety-minute limit.

The minutes of all faculty meetings are kept by a designated secretary. Copies of such minutes are prepared and distributed to all faculty members and members of the administration by the administrative assistant to the vice president of academic affairs.

The following procedures regulate policy that can be brought to faculty membership for review.

Individual faculty members wishing to initiate policy matters must submit their proposals to an appropriate committee or department.

In questions where there is doubt regarding where an item should be handled, the vice president of academic affairs will assign the proper committee to review the request.

In exceptional situations, the vice president of academic affairs may waive the above requirement and bring a policy to the faculty membership before a committee or a department reviews it. A written report with rationale and documentation is then submitted to the appropriate faculty committee within ten (10) days.

### **IV. Division:**

School of Arts and Sciences

School of Online Studies and Graduate School

### **V. Review Process**

This policy will be reviewed every five to seven years by the academic affairs committee and recommended to the administration for approval. Administration will then make recommendation to the Faculty for approval.

## 8.4 FACULTY QUORUM

Academic Affairs Committee Approval Required  
School of Arts and Sciences

**Source:**

**Revised: Spring 2017**

**Approved: Fall 2017**

### I. Purpose

To establish a clear statement of policy for Crown College regarding the establishment of a faculty quorum at Crown College.

### II. Policy Description

- A simple majority of the voting membership in attendance at the faculty meeting constitutes a faculty meeting quorum. Those with faculty status (full-time, part-time, and administrative faculty) are invited to attend all faculty meetings
  - Faculty members present at the faculty meeting will be allowed to vote on action items presented at the meeting. Those who are not in attendance will forfeit their vote and will not be included in the quorum.

### III. Policy Procedures

- Institutional/Faculty standing committees generally follow the same rule. A majority of the voting membership of the committee is needed to constitute a quorum
- Student Affairs Committee have specific quorum requirements that are stated in the Disciplinary Process section located in the Student Handbook.
- Student Disciplinary Review Committee have specific quorum requirements that are stated in the Disciplinary Process section located in the Student Handbook.

### IV. Review Process

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## 8.5 SPHERE OF FACULTY INFLUENCE

Board Approval Required  
School of Arts and Sciences

**Source:**

**Reviewed:** Administration summer 2019, SAS 6/23/20, Administration Summer 2020

**Approved:** Board of Trustees 9/2020

### I. Purpose

To establish a clear statement of policy for Crown College regarding the sphere of faculty influence at the College.

### II. Policy Description

This policy outlines the sphere of faculty influence at the college to include, but not limited to, policy review and adoption, and curriculum oversight.

### III. Policy Procedures

The following College matters require faculty action or approval:

1. POLICY - Policies dealing with the following areas of College life are submitted to the faculty for adoption or review: curriculum development, curriculum change, faculty welfare (which includes appeals and grievances), Registrar, Library/Media Services, academic calendar, graduation, academic probation, and all policy affecting the academic standards of the college. Changes in policy may be recommended through the President of the College to the Board of Trustees.

When a proposed policy or a proposed change in policy is presented to the faculty, the faculty may then:

1. Refer the matter to a committee or department for additional study and research.
2. Reject the proposal.
3. Adopt the proposal through proper parliamentary procedure. The adopted proposal then has the status of a recommendation to the president that becomes institutional policy or is recommended to the Board of Trustees for final adoption.

When the faculty has adopted a proposal, the President may take one of the following steps:

1. Approve the proposal. If it does not require Board of Trustees approval, it becomes College policy.
2. Recommend the proposal to the Board of Trustees for its approval.
3. Veto the action by a written notice to all members of the faculty within 13 calendar days of the date the action is received.

The President reports the status of the proposal to the faculty as soon as possible.

Within the next regularly scheduled meeting of the faculty or within a meeting especially called for the purpose of veto override, any voting member of the faculty may call for a motion to override the veto. The veto may be overridden by a 2/3 vote of the members present (assuming a quorum). If no motion for veto override is called for within the next regularly scheduled meeting, or a meeting called for the purpose of veto override, then the veto stands.

If the faculty overrides a veto of a proposal, the chair of the faculty presents the action to the subcommittee of the Board of Trustees or the full Board of Trustees, whichever comes first, at its next scheduled meeting. The decision of the Board is final.

2. Recommendations from faculty committees
3. Absences - When any organized group is to be absent beyond three consecutive class days for the purposes of touring or representing the College, the faculty approves such dates.
4. Honors - Election of students to receive special honors (Senior Honor Medallions).
5. Assessment – The primary responsibility for the assessment of student learning resides in the faculty.



6. Other – assigned as needed.

**IV. Review Process**

This policy will be reviewed every five to seven years by the SAS Academic Affairs Committee and recommended to the Administration for approval. Administration will then make recommendation to the Board of Trustees.

## **9 COMMITTEES**

### **9.1 ACADEMIC COMMITTEES**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source:**

**Revised:** Administration 12/20, Student Development 12/14/20/ SAS AA 12/15/20.

**Approved:** Administration 5/2021

#### **I. Purpose**

To establish a clear statement of policy and explanation of committee work at Crown College.

#### **II. Policy Description**

Faculty will be asked to serve in three major categories of committees: committees by appointment, standing institutional committees, and ad hoc committees. Faculty and staff are assigned annually to committees by the President in consultation with the Vice President of Academic Affairs and assignments are announced prior to the start of the fall semester.

The Vice President of Academic Affairs provides leadership and counsel to faculty committees and departments by assisting them in the performance of their function.

#### **III. Policy Procedures**

- The Vice President of Academic Affairs is an ex-officio member of all academic committees.
- Students are nominated by the Crown College Student Senate, approved by the Committee Chair and appointed by the President to serve on the Academic Affairs Committee, Spiritual Life Committee, Student Affairs Committee, and other designated committees as determined by the administration.
  - Any student involved in an active student conduct case will be removed from active service on a committee. Student Senate will nominate a replacement student to serve on the committee during the interim. The replacement student will be approved by the Committee Chair and appointed by the President.
- All committees act within the policies, purposes, and objectives of Crown College. Generally, a simple majority of the voting membership constitutes a quorum. The Student Affairs Committee and the Student Disciplinary Review Committee have specific requirements for a quorum.
- Committees are expected to establish regular meetings and notify the committee members during the first week of the semester.
- Reports of actions taken by committees are prepared by the respective secretaries and distributed to all committee members and administration. Committee minutes record both members present and members absent.
- Master lists of all committees are housed in the Office of the Vice President of Operations.

#### **IV. Review Process**

The Academic Affairs Committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### 9.1.1 ACADEMIC AFFAIRS COMMITTEE RESPONSIBILITIES

Academic Affairs Committee Approval Required  
School of Arts and Sciences

**Source:** Faculty November 1998

**Revised:** Fall 2022

**Approved:** Fall 2022

#### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the responsibilities of the Academic Affairs Committee.

#### **II. Policy Description**

The faculty representatives to the Academic Affairs Committee shall be elected in the Spring semester. The committee shall have six members each serving a three-year term with terms being staggered. Nominations shall be received and the election shall be by ballot. In case of a tie, a run-off ballot shall be used. Within one week after the election, the vice president of academic affairs shall call a meeting of the Committee and the Committee will select a chairperson. There will not be a limit upon the number of successive years a faculty member may serve on this committee. No more than three people from one department may serve on the committee. Three students will also be appointed to the committee.

The committee will also select a vice-chairperson from the elected faculty members. This person will be responsible for assembling all pertinent information regarding student appeals and presenting it to the committee. Such pertinent information includes but is not limited to student academic records, any pertinent assignments, plagiarism reports, petitions, letters of recommendation, and faculty statements. This office will be elected by a simple majority.

#### **III. Policy Procedures**

- a. Recommends to the faculty all academic policies governing admissions, registrar, intercollegiate athletics, student ministry, probation, graduation, and other academic areas not delegated to another committee.
- b. Hears student academic appeals.
  - As scheduled by the VPAA and Academic Affairs Committee chairperson.
- c. Carries on evaluation and research designed to result in improvement of the academic program of the College. Requests for evaluation and research may be referred by the faculty, departments or the Vice President of Academic Affairs. The committee reports and/or recommends to the referring party the results of its research.

#### **IV. Review Process**

This policy will be reviewed by academic affairs every five to seven years and recommended to the administration for approval.

## 9.1.2 SAS DEPARTMENT CHAIRS COMMITTEE

**Academic Affairs Approval  
School of Arts and Sciences**

Created: 11/98 Faculty

Revised: Administration Fall 2018; Chairs 2/6/19, Administration Spring 2019; Academic Affairs  
4/28/2020

Approved:

### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the membership of the SAS Department Chairs Committee.

### **II. Policy Description**

The SAS Department Chairs and the Vice President of Academic Affairs constitute the membership of this committee. Each chair will be appointed by the Vice President of Academic Affairs upon the recommendation of each department. Departments may hold elections for the position of Department Chair by the end of the academic year in which the chair's term expires. The term of service may be for three years and the chair may serve two consecutive terms. After a period of two consecutive terms, a new representative may be recommended by the department or the Vice President of Academic Affairs.

Other individuals may be invited to serve on this committee as a non-voting member at the request of the Vice President of Academic Affairs. Should the Department Chair leave the institution, the department may recommend a representative to fill the unexpired portion of the term. The Vice President of Academic Affairs chairs the committee and has a vote.

### **III. Policy Procedures**

The Department Chairs Committee will:

- Recommend approval of candidates for graduation honors as submitted by the faculty
- Recommend to the faculty curriculum additions and/or changes including new courses and programs
- Evaluate curriculum. Departmental recommendations for curricular change are submitted to this committee. After consideration of the item, the following action may occur:
  - The curriculum proposal may be accepted by a simple majority of the members present and then recommended to the faculty for approval or denial
- The curriculum proposal may be referred back to the department for further consideration or to another standing committee
- Serve as advisory board to the Vice President of Academic Affairs

### **IV. Review Process**

The SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **9.1.3 FACULTY PROMOTION AND TENURE COMMITTEE**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source: Board of Trustees - March 2003**

**Revised: Fall 2008**

**Approved: Fall 2009**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding the responsibilities of the Faculty Promotion and Tenure Committee.

#### **II. Policy Description**

The Faculty Promotion and Tenure Committee reviews faculty requests for rank and tenure promotions and Professor Emeriti nominations and makes recommendations to the Vice President of Academic Affairs.

#### **III. Policy Procedures**

The committee is made up of three elected members with faculty status as well as three members with faculty status appointed by the President. They serve three years terms which are staggered. No more than two members can be from the same department. An alternate is elected to serve in the absence of an elected member or in the event that a Department Chair is serving when a Department Member comes up for review. Two-thirds of the committee must affirm promotion and tenure requests. The Vice President of Academic Affairs serves as a non-voting ex official member.

#### **IV. Review Process**

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **9.1.7 PERSISTENCE AND COMPLETION COMMITTEE RESPONSIBILITY**

**Academic Affairs Approval Required  
School of Arts and Sciences**

**Source:**

**Revised:** Summer 2020; SAS Academic Affairs 8/2020

**Approved:** Administration 8/2020

#### **I. Purpose**

To establish a clear statement of policy for the College regarding the responsibilities of the Persistence and Completion Committee.

#### **II. Policy Description**

The Persistence and Completion Committee is responsible for the development and implementation of all policies regarding student persistence and completion. It is a task force with a goal to increase the persistence rate from freshman to sophomore to provide a more stable future for the institution.

### **III. Policy Procedures**

1. The Director of Institutional Persistence and Completion is Chair of the committee.
2. Committee members include the Associate Registrar, the Director of Financial Aid, a representative of Student Development, a representative from athletics, Director of Disability Services, two faculty members, students, and others as deemed appropriate by the Chair. The committee's strategies include:
  - a. Strategy #1: Early Alert Retention Management (T47) - Target students who are at risk and provide them with the tools and support they need to persist and complete their program at Crown College.
  - b. Strategy #2: Data Collection and Analysis - Develop a process to collect the data and analyze data to give us accurate information (not assumptions) regarding persistence and completion.
  - c. Strategy #3: Transitional Student Assistance (TSA) - Develop a robust assistance program to support these students and provide them with the tools and support they need to persist and complete their program of study at Crown College.
  - d. Strategy #4: Unification of SOS and SAS – Unite SOS and SAS around the strategies to increase persistence and completion of all students across the campus.
  - e. Strategy #5: Cultivate a Culture of C.A.R.E. (Challenge, Advise, Remediate, Encourage) – Develop, implement, and maintain a culture of intentionality towards students during their time at Crown College.

### **IV. Review Process**

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to administration for approval

#### **9.1.8 DISTINGUISHED SCHOLARS COMMITTEE RESPONSIBILITIES**

**Source: Administration Summer 2020**

**Revised: Administration Summer 2020, SAS AA 9/1/20**

**Approved: Administration 9/2020**

#### **I. Purpose**

To establish a statement of regulation for Crown College regarding the responsibilities of the Distinguished Scholars Program Committee.

#### **II. Policy Description**

The Distinguished Scholars Program Committee meets regularly to review the pillars of the program and ensure that each department is promoting and encouraging eligible students to participate in the Distinguished Scholars Programs.

#### **III. Policy Procedures**

1. The committee will meet on a regular basis throughout the semester as needed. The Chair of the committee will convene the meeting.

2. Each department should have a representative on the committee to ensure that each department is meeting the requirements of the Distinguished Scholars Program in similar ways and maintaining high academic standards.
3. The committee will adjust the pillars of the Distinguished Scholars Program as deemed necessary.
4. The committee will submit curriculum changes through the proper channels if it is determined a change is needed.

#### **IV. Review Process**

The SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

#### **9.2.1 SCHOLARSHIP/GRADUATION HONORS COMMITTEE – ELIMINATED SUMMER 2019**

Due to financial aid regulations, the Financial Aid and External Relations Departments award scholarships and this policy is no longer needed.

#### **9.2.2 SPIRITUAL LIFE COMMITTEE RESPONSIBILITIES**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source:**

**Revised:** B. Kuhn 7/2018

**Approved:** ExCom Summer 2018, SAS AA 10/30/19

#### **I. Purpose**

To establish a clear statement of policy for the College regarding the responsibilities of the Spiritual Life Committee.

#### **II. Policy Description**

The Spiritual Life Committee is institution-wide and consists of representatives from staff, faculty, and chaplain-appointed students. The committee is chaired by the Campus Chaplain.

#### **III. Policy Procedures**

The committee:

- Makes recommendations to the President on policies affecting the spiritual life of the faculty, staff, and student body.
- Makes recommendations to the President for policies governing the chapels, spiritual emphasis meetings, and missionary meetings.
- Serves as advisor to the Campus Chaplain for chapel planning.

#### **IV. Review Process**

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **9.2.3 WELLNESS COMMITTEE – ELIMINATED SUMMER 2020**

### **9.2.4 ADMISSIONS COUNCIL**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source:**

**Revised:**

**Approved Academic Affairs 11/13/18, Administration 2018**

#### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the Admissions Council.

#### **II. Policy Description**

The Admissions Council will provide faculty, student development, and administrative review of underprepared applicants for admission that were not approved by the Director of Admissions.

#### **III. Policy Procedures**

- The Council will review and respond to applicants for admission that were not approved by the Director of Admissions. Decisions could include acceptance, acceptance with restrictions, or denial.
  - Basic Guidelines the Admission Council will use for decisions when a student does not meet the standard accept guidelines.
    - Factors to consider when evaluating the GPA
      - Type of high school credibility (home school, virtual, public, private)
      - Class Rank
    - The council will consider acceptance of a student with a composite ACT score below 16 by interview into the Diamond program.
- The Council consists of:
  - Representative for Enrollment Services (Chair) – appointed by Vice President of Enrollment Services
  - Representative for Student Development - appointed by Vice President of Student Development
  - Representative for Academic Affairs – appointed by Vice President of Academic Affairs.
- Appeals of the Admissions Council's decisions will be forwarded to an ad-hoc committee of the following Vice Presidents to make a final decision on the appeal:
  - VP of Student Development
  - VP of Academic Affairs
  - VP of Enrollment

#### **IV. Review Process**

The SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.



## 9.2.5 RETENTION COMMITTEE RESPONSIBILITIES

Academic Affairs Committee Approval Required  
School of Arts and Sciences

**Source:**

**Revised: Fall 2008**

**Approved: Fall 2009**

### I. Purpose

To establish a clear statement of policy for the College regarding the responsibilities of the retention committee.

### II. Policy Description

The Retention Committee is responsible for the development and implementation of all policies regarding student retention.

### III. Policy Procedures

Chair is appointed by the President and includes the Registrar, the Director of Financial Aid, the Director of Career Services, a representative of Student Development, Director of Admissions, the Director of SOS/GS Enrollment, a representative from athletics, two faculty members, and others as deemed appropriate by the chair.

### IV. Review Process

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## 9.2.6 STAFF WELFARE

President's Cabinet Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School

**Source:**

**Revised: Summer 2020**

**Approved:**

### I. Purpose

The Staff Welfare Committee (SWC) exists to be the voice of the staff of Crown College to the administration and to provide an effective form of representation for staff ideas, requests and concerns to the President and President's Cabinet. The SWC will plan and implement various social functions and annual events for faculty and staff personnel including but not limited to: July BBQ, Christmas Townhall, spring Townhall, professional development sessions etc.

### II. Policy Description

The SWC was established in the fall of 2009 to hear and review staff concerns, and to make requests and recommendations to the College administration on behalf of the staff.

### III. Policy Procedures

The SWC shall be made up of nine full-time employees with staff status who do not serve on the President's Cabinet.

Committee members are elected by the staff of the College to a two-year term. Terms are staggered with four members being elected each academic year. Committee member transitions take place July 1. After serving a two-year term, a staff member has the opportunity to stay on the committee or step down. Term vacancies will be filled by appointment of the Committee.

A chairperson and secretary are elected from within the Committee by the Committee on an annual basis.

Decisions and Committee action must be approved by two-thirds of the Committee.

#### **IV. Review Process**

The SWC will review these policies and procedures every three to five years, making recommendations to the VP Advisor for approval. The VP Advisor will bring any changes in policy to the Cabinet.

#### **9.2.7 STUDENT AFFAIRS COMMITTEE RESPONSIBILITIES**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source:**

**Revised: Spring 2010**

**Approved: Spring 2010**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding the role and responsibility of the Student Affairs Committee.

#### **II. Policy Description**

The Student Affairs committee is institution-wide and consists of representatives from administration, faculty, and students (Exec. VP, 1 faculty, 1 staff, and 2 students). The Executive Vice President will Chair this committee as outlined in the student handbook.

#### **III. Policy Procedures**

See Student Handbook for details.

#### **IV. Review Process**

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## **9.2.8 ACADEMIC ACTIONS REVIEW COMMITTEE RESPONSIBILITIES**

**Administrative Approval Required  
School of Arts and Sciences**

**Source: Administration – February, 2008**

**Revised: Spring 2008**

**Approved: Fall 2009**

### **I. Purpose**

To establish a clear statement of policy for the College regarding the responsibilities of the Academic Action Review Committee.

### **II. Policy Description**

This policy defines the membership, responsibility and oversight of the Academic Action Review Committee.

#### **I11. Policy Procedures**

The following members constitute the membership of this committee:

Vice President of Academic Affairs

Registrar

Study Lab Director

Vice President of Student Development

Other representatives (as appointed by the VPAA)

The Registrar will determine a date for this committee to meet.

Meeting time will be as close as possible to the date that grades are due at the end of each semester.

The Academic Action Committee will review the academic progress of any student who is currently on probation to determine their academic status for the following semester.

Decision will be made on each student and the Registrar will distribute a letter to each student communicating the action of the committee.

Students may appeal the decision of this committee via the VPAA.

### **IV. Review Process**

This policy will be reviewed every five to seven years and recommended to the administration for approval.

## **9.2.10 ACADEMIC ACTIONS REVIEW COMMITTEE RESPONSIBILITY REGULATION**

**Administrative Approval Required  
School of Arts and Sciences**

**Source: Administration – February, 2008**

**Revised: Administration Summer 2021**

**Approved: Summer 2021**

**I. Purpose:** To establish a clear statement of policy for Crown College regarding the Academic Action Review Committee.

**II. Policy Description:** This policy will describe the membership, responsibility, and oversight of the Academic Action Review Committee. The committee will review the academic progress of students who were admitted to the college with a non-standard acceptance or on special conditions. This applies to but is not limited to those with a transitional or transfer/transitional acceptance, specific academic learning agreement, or those admitted to the Diamond Program. The academic progress of these students is reviewed at the end of each semester to determine their continuation at the college and/or appropriate change in status.

### **III. Policy Procedures**

The following members constitute the membership of this committee:

- Vice President of Academic Affairs (VPAA)
- Registrar
- Director of Persistence and Completion
- Director of Disability Services
- Other representatives (as appointed by the VPAA)

The Registrar determines the date and sends the appointment for this committee to meet. The meeting day and time will be as close as possible after the due date for final grades at the end of each semester. The committee will make academic status decisions on each student reviewed, and the Registrar will communicate the decision of the committee to each student by letter. Students may appeal the decision of this committee via the Registrar, who will bring the appeal and related documents to the Academic Affairs Committee.

### **III. Review Process**

Administration will review this policy every five to seven years for approval.

### 9.3 AD HOC COMMITTEES

**Administrative Approval Required  
School of Arts and Sciences**

**Source:**

**Revised: Administration – summer 2021**

**Approved: Summer 2021**

#### **I. Description**

A statement of academic regulation regarding Ad Hoc Committees

#### **I. Procedures**

1. Ad Hoc Committees are developed as the need arises, (i.e. Strategic Planning Focus Group, Library Committee etc.)
  - a. faculty members are assigned to these committees by the VPAA.
  - b. Assignments may be in addition to regularly assigned committees.
2. A regulation document is created when the committee is formed and filed in the handbook and policy folder in the Academic Affairs Office.
3. When policy 9.3 is reviewed, all Ad Hoc policy regulation descriptions are reviewed

#### **II.**

This regulation will be reviewed every five to seven years and recommended to the administration for approval.

### 9.4 ANNUAL COMMITTEE REPORT

**Administrative Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source:**

**Reviewed: Administration 2021**

**Approved:**

#### **I. Description**

A statement of academic regulation regarding annual committee reports

#### **II. Procedures**

At the conclusion of each year the committee chair is responsible to prepare a written report giving the significant actions during the year. This report is submitted to the office of academic affairs.

#### **III. Review Process**

This regulation will be reviewed every five to seven years and recommended to the administration for approval.

## 9.5 COMMITTEE REPORT AND GUIDELINES

Administrative Approval Required  
School of Arts and Sciences

Source: Academic Affairs

Reviewed: Spring 2015

Approved: Spring 2016

### I. Description

A statement of academic regulation regarding academic committee and academic department minute guidelines.

### II. Academic Regulation Procedures

1. The minutes for academic departments and academic committees should be submitted to the office of academic affairs within 5 business days after the conclusion of the meeting.
2. The minutes for academic departments and academic committees should conform to the following guidelines:
  - a) The beginning of the minutes indicates who presided at the meeting and time the meeting began.
  - b) Names of members present and members absent are listed.
  - c) Include only the substance of decisions and brief report statements.
  - d) Do not include the names of persons who made or seconded motions.
  - e) Decisions of each motion should be recorded in the minutes.
  - f) Provide an easily understood and complete, yet professional and concise, record for immediate and future reference.
  - g) Copies of the minutes are sent to appropriate recipients on the list provided by the office of academic affairs.
  - h) The minutes are a record of the meeting and should not be used as a means of communicating messages. To communicate a message, either restate the information in a memo or attach a transmittal with written reference to specific information.

### III. Review Process

Administration will review this regulation every five to seven years.

## 9.6 DEPARTMENT CHAIR RESPONSIBILITIES

Academic Regulation  
Administrative Approval Required  
School of Arts and Sciences

Source:

Revised: Chairs 2/6/19

Approved: Administration 2019

### I. Purpose

A statement of academic regulation regarding SAS Department Chair responsibilities

- ### II. Description
- This regulation outlines and describes the responsibilities of individual dept. chairs governing their department.

**III. Academic Regulation Procedures: The Department Chair responsibilities include, but are not limited to the following:**

- In consultation with the Vice President of Academic Affairs, recommend curriculum within the department to the Department Chairs Committee including the requirements for each major and recommendations for new courses and programs.
- Consult with the Vice President of Academic Affairs concerning course descriptions and objectives that appear in the official catalog.
- Approve the selection of textbooks and other course materials that are used in courses offered in their department.
- Be responsible for the growth of the Library holdings and approve the purchase of books pertaining to the objectives of their department.
- Preside at their departmental meetings.
- Attend all faculty meetings
- Be present on campus from the start of the semester through the last day of final exams
- Attend all in-services scheduled by the Academic Division
- Be available for new student registration days or appoint a department representative. This includes new student registration days that are hosted during the summer and during the academic year
- Be responsible for the preparation of regulations governing special projects required by the students of their department
- Approve applicants for departmental standing as recommended by their department faculty
- Review transcripts of transfer students and make recommendations regarding transfer of courses in the major core.
- Personnel management, including but not limited to:
  - Assigning course loads,
    - Notify each faculty member (full-time and adjunct) within their department of their respective teaching load as far in advance as possible.
  - Work with the Vice President of Academic Affairs in the recruitment and selection of new faculty for their department.
  - Give special help to full-time and adjunct faculty members in their department in orientation and instructional problems.
    - Oversight of textbook adoptions and grade submissions
  - Visit classes taught by department faculty.
  - Take leadership in the faculty evaluation process.
    - Conduct formal observation of the college faculty with the direction of the Vice President of Academic Affairs.
    - Coordination and supervision of undergraduate adjunct faculty in their Department.
    - Provide oversight of the academic work of his/her respective department.
    - Review faculty evaluations at the end of each semester.
  - Oversight of department and program assessments
  - Discuss with faculty members general problems relating to their courses and department policy.
- Secure from faculty syllabi covering all courses offered in their department. Copies of all syllabi shall be filed in the Academic Affairs Office.

- Be responsible to the Vice President of Academic Affairs for developing and overseeing their departmental budget.
- Exercise leadership in the execution of institutional planning in their department.
- Secondary role in areas of Teaching and Learning
  - Staff development
  - Seminar Training
  - Academic Discipline
  - Interviewing and screening
  - Scheduling and assisting the Vice President of Academic Affairs in areas of need
- Provide guidance and oversight to ensure that any outside accreditation requirements are met specific to their department (ex: MN State Board of Teaching, MN State Board of Nursing)

#### **IV. Review Process**

Administration will review this regulation every five to seven years.

### **9.7 ACADEMIC DEPARTMENT ADVISORY COUNCILS**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source: Faculty September 1981**

**Reviewed: Administration 2021**

**Approved: Administration 2021**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding Academic Department Advisory Councils.

#### **II. Policy Description**

Each academic department can determine their need for an advisory council. The purpose of the department advisory council is to assist each academic department by providing substantive and qualitative evaluation and by recommending improvements.

#### **III. Policy Procedures**

If a department chooses to form an advisory council, the guidelines generally are:

1. Limitation - Each advisory council will serve only as a resource and advisory group.
2. Appointment - Departments are to recommend council members to their Department Chair. Generally, two-year commitments are advisable for the sake of continuity.
3. Committee Size - Ordinarily four or five members will be adequate. Warrant for a larger committee is to be submitted as part of the appointment procedure.
4. Committee Composition - Practitioners in the field and other interested persons are expected. A range of backgrounds is helpful.
5. Meeting Frequency - Generally one meeting per year or one meeting every other year will be adequate.



6. Department Involvement - The Department Chair will chair the meeting and may invite department members to be present.
7. President's – Vice President of Academic Affairs' Involvement - The President and Vice President of Academic Affairs attend the meetings on occasion or as necessary.
8. Budget - The department is responsible for any Academic Department Advisory Council expenses.
9. Schedule - Scheduling of advisory councils is cleared with the Department Chair.
10. Agenda - A carefully drawn agenda is sent in advance by the Chair to the committee members.
11. Minutes - A secretary is appointed by the Chair who is responsible to distribute minutes to committee members, faculty, and administration.

#### **IV. Review Process**

The SOS and SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## **10 ACADEMIC GUIDELINES**

### **10.1 ACADEMIC FREEDOM**

**Academic Affairs Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source:**

**Revised: SAS AA 6/23/20, SOS AA 8/4/2020**

**Approved: Administration 5/2020**

#### **I. Regulation Description**

To establish a clear statement of policy for the College regarding academic freedom.

#### **II. Regulation Procedures**

Academic freedom at the College is guided by the framework provided by the stated educational philosophy, doctrinal position, and specific College statement of mission. The College believes that all truth is given by God. Freedom to search for truth, examine philosophies, and explore theories is essential to the educational process.

Academic freedom is based on the assumption that each faculty member recognizes, accepts, and respects the overall philosophy and purpose of the College and that all discourse, writing, and involvement reflect commitment to these.

#### **III. Review Process**

This policy will be reviewed by the SAS and SOS Academic Affairs Committee every five to seven years and recommended to the administration for approval.

### **10.2 ACADEMIC LOAD ASSIGNMENT REGULATION**

**Academic Administration Approval Required  
School of Arts and Sciences**

**Source:**

**Revised: Summer 2020**

**Approved: Summer 2020**

#### **I. Description**

A statement of academic regulation for academic load assignments in the Undergraduate program at the College.

#### **II. Procedures**

Every effort is made to evaluate properly the responsibilities assigned to each faculty member and to be as fair and equitable as possible in the distribution of this load. The Vice President of Academic Affairs (VP/AA) attempts to give careful consideration to activities assignments.

Modular Scheduling

- Faculty must teach classes for the full 16 weeks per semester. This can be done using a combination of MOD 1, MOD 2, and MOD 3 classes.
- Faculty should strive to have a teaching load that is balanced between the MODS each semester and should strive to teach no more than three classes in any MOD.

Generally, faculty should teach two classes in MOD 1 and two classes in MOD 2 each semester for a total of twenty-four (24) hours per year.

The teaching load is generally twenty-four (24) hours per year. However, since variables exist, such as the extent of non-instructional responsibilities, involvement in extracurricular assignments, the teaching of sectioned classes or private lessons, etc., exceptions may be made.

### Under loaded Faculty

Faculty members who are not fully loaded can request to teach a class in the school of online studies/graduate school or request to count a guided study or internship in their SAS loading following the process below:

- Submit an application to their Department Chair that briefly describes their request in no more than one page
  - Requests must be submitted before loads are due to the Registrar's Office
- Department Chairs, after reviewing course loads, will approve or disapprove the request
- If approved, the proposal is submitted to the Vice President of Academic Affairs
  - Based on budgetary restrictions and policy guidelines, the Vice President of Academic Affairs will make the final decision
  - If approved, loading for an SAS guided study or internship will be considered .1/credit/student in an SAS professors full-time loading.
  - If approved, loading for a school of online studies (SOS) class will be considered as listed below:
    - One single MOD SOS class will count for ½ credit in a professors SAS loading (ex: A MOD A three credit class will count as 1.5 credits in a faculty members SAS loading)
    - One double MOD SOS class will count for full credit in a professors SAS loading (ex: A MOD AB three-credit class will count as 3 credits in a faculty members SAS loading)
  - If approved, loading for a graduate studies (GS) class will be considered ¾ credit in professors SAS loading.
    - (ex: A MOD A three-credit GS class will count as 2.0 credits in a faculty members SAS loading)
    - Accelerated Master's courses are excluded from this policy

### III. **Review Process**

Administration will review this regulation every five to seven years.

## **10.3 ANNUAL ACADEMIC CALENDAR PARAMETERS**

**Academic Regulation**

Created: 10/2016

Revised: 10/30/2018

Approved: 10/2018 SAS Academic Affairs, 6/2019 SOS Academic Affairs and Administration

## **NAME: ANNUAL ACADEMIC CALENDAR PARAMETERS**

### **Description**

#### **I. Purpose**

To provide a statement regarding creation of the annual academic calendar.

#### **II. Policy Description**

The college registrar, representing the Academic Division, prepares the Academic College Calendar two years in advance based on the parameters of this policy. No additional approvals are needed. Changes to the parameters would require approval from faculty, staff, and cabinet.

#### **III. Academic Regulation Procedures**

The College Registrar creates the academic calendar each year based on the following approved parameters. No further approvals are needed in order to create the calendar. The College Registrar will consult with the affected departments regarding the dates of specific events associated with a department before publishing (e.g. Deeper Life, Crown Lectureship, Scholarship Chapel, SOSGS dates).

#### **A. Parameters for the School of Arts & Sciences 15 Week Semester**

**Fifteen Weeks** - Each of the two semesters are approximately 15 weeks which includes class meetings and the final exam week. Orientation and registration occur prior to the start of each semester.

**Minimum Class Days (not including final exam week)**- There are at least 43 class days for Monday, Wednesday, and Friday classes, 29 class days for Tuesday and Thursday classes, and 14 class days for Monday, Tuesday or Thursday evening classes. The evening classes are scheduled to begin at 7:00 PM and, for each hour of credit, run for 50 minutes of class time followed by a ten minute break. Depending on the semester schedule, there may be times when only 13 weeks of evening classes can occur. In those cases, the classes on that particular evening of the week must meet an additional 15 minutes each week to make up for the lack of meeting opportunities (e.g. 3 – credit class meeting 13 weeks – would start at 6:45 PM and end at 9:45 PM).

**Week Prior to Classes** – Fall Focus (Faculty/Staff retreat) is on the Monday and Tuesday following August 17th. Faculty members are on campus that full week for training, advising, and registration of new students. They are also on campus the following Monday (and possibly Tuesday) for Department meetings and individual advising appointments with new and returning students.

**Week Classes begin** - Fall Semester begins on Wednesday morning following the week of Fall Focus.

**Labor Day** - Labor Day is a vacation day.

**Homecoming** – Homecoming dates are decided in conjunction with Athletics, Student Development, President's Office and External Relations. Criteria for selecting the dates include the schedule of available home athletics events as well as other events that may be occurring in proximity to Homecoming.

**Fall Break** - occurs just after 6th week of Fall semester classes. This is not a vacation for faculty. In-service sessions will be scheduled.

**Last Day to Drop Classes.** The last day to drop class that run for the full semester is at the end of the ninth week. (For SAS classes that run less than the full semester, the last day to drop is the mid-point of the class.)

**Thanksgiving Break** - begins on Wednesday after class preceding Thanksgiving Day and extends through the weekend.

**Fall Semester Last Week** - Monday through Friday is exam week. It is considered part of the required seat time and so a learning activity is expected in each class which can include a final exam.

**Christmas Break (for faculty & Students)** - begins after finals on Friday of final exam week and precedes Christmas by a minimum of four days. Typically, Friday is reserved for Make-up exams.

**Final Grades** – Final grades are due on the Monday following the close of the term at noon.

**Spring/First Week** - The Spring semester begins on Wednesday at least two days following January 1st provided there is a three week break since the end of the Fall semester. Faculty are on campus Monday for advising and registration. Classes begin on Wednesday at 8:00 A.M.

**Spring Faculty Focus** – schedule for the Monday before Classes begin.

**Missions Festival** – occurs just after the 6th week of classes in the spring semester. This is not a vacation for faculty.

**Spring Break** – occurs following the ninth week of the semester, Spring break begins at the close of Friday classes preceding spring break week and classes resume on Monday morning following the week of Spring break (except when Easter break coincides with spring break and then classes resume on Monday after break at 7:00 PM). Spring Break could be adjusted slightly from this should Easter occur in March resulting in the need to combine the breaks.

**Easter Break** - begins on Good Friday and concludes the following Monday. Classes resume on Tuesday following Easter.

**Spring Semester/Last Week** - Monday - Friday is exam week. Friday is typically reserved for make-up exams. A Departmental Open House for graduating seniors is held on Friday evening and Commencement is held on Saturday following final exam week. Faculty members are required to participate in both events.

**Semester Parameters** - The Fall semester is scheduled to end as close as possible to Christmas and the Spring semester to begin as soon as possible following New Year's Day allowing for a total of at least three weeks of vacation.

**Summer Term** - Summer Term begins on Monday following exam week and ends 14 weeks later. Some courses may begin immediately while others take place later in the term. Most courses are

offered in a compressed format. Internships, practicum, guided studies, and online courses are scheduled during this term.

## **B. Parameters for the 16 week Semester – School of Online Studies/Graduate School**

**Sixteen Week Semester** - Each of the two semesters are approximately 16 weeks each containing two 8-week modules. Orientation is done online prior to the student taking their first online class. Start and end dates of each term the same as the School of Arts and Sciences.

**Breaks and registrations dates** are communicated to the College Registrar at least one year in advance. Typically breaks are held at Thanksgiving, Christmas, and Easter.

## **IV. Implementation Date: July 2019**

### **V. Division**

- School of Arts and Sciences
- School of Online Studies and Graduate School

### **VI. Review Process**

The SOS and SAS Academic Affairs committees will review this regulation every five to seven years and will make a recommendation to the administration for approval.

## **10.4 BOOK LISTS <SEE TEXTBOOK ADOPTION 10.22>**

## **10.5 CLASS ATTENDANCE REGULATION**

**Academic Administration Approval Required**

**Source:**

**Revised: Summer 2020**

**Approved: Administration Summer 2020**

### **I. Description**

A statement of academic regulation regarding class attendance.

### **II. Procedures**

- Due to financial aid and possible veterans' benefits implications class attendance must be tracked each day that a professor holds class.
- For online classes, professors must have required weekly activity to track student attendance.
- If a student receives a failing grade, withdraws, or stops attending, the last date of attendance must be recorded by the professor.
- Instructors may establish their own attendance requirements for their courses; however, students may request to be excused from class.
  - **Possible Excused Class Time.** A student involved in co-curricular activities may miss class

for practice activities in the following circumstances:

- When a group is traveling to an away-from-home event and the time away is in conjunction with the event;
- Students representing Crown shall be permitted to miss class time for activities scheduled in conjunction with the performance or event.
- **Unexcused Class Time.** A student involved in co-curricular activities should not miss class for the following:
  - Practice activities in any segment;
  - Out of season competition;
  - Events not related to actual event participation
- **Guidelines** for students who are requesting that an absence be excused:
  - Students should provide their instructors with a list of dates when they will miss class due to a conflict for a college-sanctioned activity at the beginning of each semester.
  - Professors should also be reminded of future conflicts at least 3 days in advance of the absence.
  - Arrangements should be made ahead of time to make up any missed assignments, exams, quizzes, labs, etc. The student is responsible to make up any missed work due to an excused absence. Professors may require students to complete a supplementary assignment in lieu of class attendance.
  - Students requesting an absence must abide by their faculty member's decision regarding the absence or any change to the assignments due to the absence.
- If evening classes are scheduled during Deeper Life and Missions Conference:
  - It is expected that the class load will be somewhat lighter (no exams, reduced work outside of class, etc.) during the weeks of Deeper Life and Missionary Conference so that students may have the opportunity to attend the services and concentrate on spiritual needs and values without undue academic pressure.
  - Students are not automatically excused from class for attending Deeper Life and Missionary Conference.
- **Academic appeal process:** students who believe they have not received reasonable accommodation regarding a class absence should contact the Vice President of Academic Affairs.
  - If a formal academic appeal is warranted the procedure in the current Student Handbook or Athletic Handbook will be followed.

### III. Review Process

Administration will review this regulation every five to seven years.

## 10.6 CLASS CONFLICT REGULATION

**Academic Administration Approval Required  
School of Arts and Sciences**

**Source:**

**Revised: Administration 2020**

**Approved: Summer 2020**

### I. Description

A statement of academic regulation regarding the procedures to resolve a class conflict when a student wishes to take two classes which conflict in meeting times.

## **II. Procedures**

At times a student may wish to take two classes which conflict in meeting times. This is permissible if the following conditions are met:

- The conflict involves no more 1/3 of the class time for either class
- The classes may not conflict more than once a week.
- The classes must each be worth a minimum of three credits.
- The student must receive permission from both professors and the Registrar
- If the course conflict does not meet the above parameters, the student may request a guided study for one of the classes (surcharge may apply).

The student must submit a class conflict petition which is found on the back of the registration entry form.

The student will alternate attendance on the conflict day (i.e., attend one class one week and the other the next).

The student forfeits missing other class times in both classes. Classes missed because of conflict are not counted as absences. Class conflicts should be discouraged if the student's academic record is marginal or if both classes are not requirements.

## **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.7 CLASS PERIOD REGULATION**

**Academic Administration Approval Required**

**Source:**

**Revised: Administration**

**Approved: Administration 7 2020**

### **I. Description**

A statement of academic regulation in regards to the length of class periods.

### **II. Procedures**

The length of class sessions is designated by the Vice President of Academic Affairs (VP/AA). All classes should begin and end on time. Faculty should make effective use of all the time available in the period. The class period start and end times are intentionally created to meet accreditation and federal seat time requirements.

### **III. Review Process**

Administration will review this regulation every five to seven years.



## **10.8 CLASS REGISTRATION**

**Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved: Administration 2021**

### **I. Description**

A statement of academic regulation regarding class registration.

### **II. Procedures**

The faculty member is a vital link in maintaining the registration system of the College. Class rosters and records of add/drops from classes are provided to faculty members from time to time, along with instructions concerning their use. Faculty members are expected to fully comply with these instructions and report discrepancies to the registrar.

### **III. Review Process**

Administration will review this regulation every five to seven years

## **10.9 CLASSROOM DEVOTIONS**

**Academic Administration Approval Required**

**Source:**

**Revised: Administration 2021**

**Approved: Administration 2021**

### **I. Description**

A statement of academic regulation for classroom devotions.

### **II. Procedures**

It is permissible to open each class period with prayer. A two- or three-minute period of devotions is acceptable. The faculty member should not miss the opportunity to correlate the subject of instruction with the Christian worldview. The devotional period should not be longer than described above, unless devotions are integrated with class material.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.10 CLASSROOM USE**

**Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved:** 7/2018

**I. Description**

A statement of academic regulation for classroom assignments and usage.

**II. Procedures**

Faculty members are expected to use the classrooms that have been assigned to them. It is recognized that there are occasional reasons to change classrooms and class schedules. This should be done only after consultation with the registrar. Any class schedule changes should be directed first to appropriate department chair who will then contact the registrar in writing.

**III. Review Process**

Administration will review this regulation every five to seven years and will make a recommendation to the administration for approval.

**10.11 CREATION OF BROCHURES, ADVERTISEMENTS, PUBLICATIONS <SEE ITEM 6.4>**

**Academic Administration Approval Required**

**Source:** Spring 1993

**Revised:** Administration

**Approved:** Approved Summer 2021

**I. Description**

A statement of academic regulation regarding the creation of brochures and advertisements, or publications.

**II. Procedures**

All publications of any kind intended for external use are under the jurisdiction of the Marketing Department for editorial review and management of production and printing. This includes negotiations, placement, and creative work for advertising for any of the divisions and for all other print work or audiovisuals of the College.

**III. Review Process**

Administration will review this regulation every five to seven years.

**10.12 PRE-REGISTRATION MEETINGS**

Approved:

**I. Description**

A statement of academic regulation regarding pre-registration meetings.

**II. Procedures**

The academic departments will individually conduct departmental meetings for students once each semester as scheduled on the activities calendar. The purpose of the meetings will be to inform students about the program, courses, and plans of the department.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.13 DISCIPLINARY ACTION**

**Academic Administration Approval Required**

**Source:**

**Revised: Administration 2021**

**Approved: Administration 5/2021**

### **I. Description**

A statement of academic regulation regarding disciplinary action

### **II. Procedures**

It is normally assumed that each faculty member will be able to take care of most situations arising in the classroom. The assistance of the Vice President of Academic Affairs is available on request. Serious disciplinary problems should be reported to the Vice President Academic Affairs as a matter of normal procedure.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.14 FIELD TRIP REGULATIONS**

**Administrative Approval Required  
School of Arts and Sciences**

**Source:**

**Revised:**

**Approved: Administration Summer 2019**

### **I. Description**

A statement of academic regulation regarding field trip regulations.

### **II. Academic Regulation Procedures**

1. Field trips may be organized by the faculty in consultation with the Department Chair unless additional institutional funds are requested.
2. Every effort should be made to avoid conflict with the student's other classes.
3. Field trips must adhere to the college policy regarding vehicle use.

4. When College-owned vehicles are used, the cost for same must be covered either by a class fee, the class, the faculty member, or the departmental budget.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.15 FINAL EXAMS/BACCALAUREATE SENIORS FINAL SEMESTER – ELIMINATED SUMMER 2019**

**This policy was no longer followed or required at the college and subsequently eliminated.**

## **10.16 GRADES, GRADING SYSTEM, AND PRACTICES POLICY**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source: Faculty Spring 1983**

**Revised: Administration 2020, SAS Academic Affairs 8/2020**

**Approved: Administration 8/2020**

### **I. Purpose**

To establish a clear statement of policy regarding grades, grading system and practices at the College.

### **II. Policy Description**

This policy outlines the grading scale and basic procedures implemented to archive and report grades at the College.

### **III. Policy Procedures**

The grade point scale to be implemented is as follows (beginning Fall 1992):

A = 4.0 grade points	C = 2.0 grade points
A- = 3.7 grade points	C- = 1.7 grade points
B+ = 3.3 grade points	D+ = 1.3 grade points
B = 3.0 grade points	D = 1.0 grade points
B- = 2.7 grade points	D- = 0.7 grade points
C+ = 2.3 grade points	F = 0.0 grade points

Each professor will use the electronic grade book found in the learning management system.

All grade books should be kept up to date and accurate. The grade book may constitute the necessary evidence in case a student protests his grade to an administrative officer. All grade books remain the property of the College. A copy of each grade book will be accessible by the learning management system administrator.

It is recommended that professors keep a copy of their grade book in another format. Grades should be made available to students at regular intervals, in order that they will know their progress in each course. Faculty members should make every effort to grade assignments promptly, and only in extreme circumstances should grading be delayed. Faculty should conduct at least two evaluations of student work before the end of the fifth week for full semester classes.

It is standard procedure to treat grade points in such a way that they are equal as far as possible from class to class. Thus, a "C" in one class should approximately represent a "C" in any other class of equal credit. Faculty members who teach sections of the same course should collaborate to establish reasonably similar grading criteria.

Department chairs are to remind department faculty of grading guidelines. Special interest should be demonstrated by the chair when new faculty join their department, when sections of the same course are offered, and when other circumstances warrant.

If a faculty member notices an error in grading even after the grade is posted and viewed by the student, they should submit a grade change form to correct the grade immediately. They should notify the registrar's office and the student(s).

#### **IV. Review Process**

The SAS and SOS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **10.17 GRADES/TERM DEADLINE REGULATION**

**Academic Administration Approval Required  
School of Arts and Sciences  
School of Online Studies / Graduate School**

**Source:**

**Revised: Summer 2020**

**Approved: Administration Summer 2020**

#### **I. Description**

A statement of academic regulation regarding term deadlines for grading.

#### **II. Procedures**

It is critical that grades be submitted in a timely manner to ensure that academic action can be promptly determined, the term closed, and degrees conferred. This ensures that students have time to take any needed action before the next semester.

Exact dates for the deadlines are posted on the Registrar's Office Dates of Importance List which is posted on Our.Crown.edu prior to the start of the academic year.

#### **A. School of Arts and Sciences Grade Deadlines:**

### Fall Semester

- Classes that end after the first 8 weeks: Grades are due on the Tuesday after the class ends.
- Classes that end after the second 8 weeks (includes full semester 16-week classes): Grades are due on the Monday after the close of the semester.

### Spring Semester

- Classes that end after the first 8 weeks: Grades are due on the Tuesday after the class ends.
- Classes that end after the second 8 weeks (includes full semester 16-week classes): Grades are due on the Tuesday after the close of the semester. (Extra grading day is given because of Commencement taking place on the prior Saturday)

### Summer Term

- Classes that run for 8 weeks or less: Grades are due two weeks after the end of the course.
- Classes that run for the full term are due no later than August 15.

## **B. School of Online Studies and Graduate School Deadlines**

- All Semesters and Terms: Grades are due 1 week after the course ends.

## **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.18 GUIDED STUDY MOVED TO 10.20**

## **10.19 GUEST LECTURERS**

### **Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved: Spring 2017**

### **I. Description**

A statement of academic regulation regarding guest lecturers.

### **II. Procedures**

Faculty members are normally expected to conduct their own classes. On appropriate occasions, however, they may wish to use outside speakers. Such speakers are to be cleared in advance with the Vice President of Academic Affairs. Guest Lecturer Request forms are available on the web (faculty resources) and need to be completed and filed with the Academic Affairs Office before having an outside speaker in class.

An instructional budget has been established to compensate guest lecturers who have been approved by the Vice President of Academic Affairs. Departmental application for funds should be submitted, if at all possible, to the Academic Affairs Office within the first three weeks of each semester. The standard honorarium is \$30 for a fifty-minute period which includes any mileage that may be involved. Speakers with exceptional credentials and expertise may be remunerated at a higher rate upon the recommendation of faculty and approval of the vice president of academic affairs.

### III. Review Process

Administration will review this regulation every five to seven years

## 10.20 GUIDED STUDY/INDEPENDENT STUDY REGULATION

Academic Administration Approval Required  
School of Arts and Sciences

Source:

Revised: Administration 2020

Approved: Administration Summer 2020

### V. Description

A statement of academic regulation regarding guided or independent study.

### VI. Academic Regulation Procedures

- A guided study is an arrangement for providing a course that normally requires class attendance but exempts the student from part or all of the attendance requirements. Independent studies are unique courses, listed in the curriculum, which are individually designed and administered. Whether attendance at meetings would be required for an independent study would be determined by the design of the course. Regular attendance at a class is normally not required.
- The guided study is described in the College Catalog. Procedures for registration are described in the College Catalog. Course descriptions for independent studies can be found in the College Catalog under the departments in which they are offered. The procedure for designing and approving an independent study is similar to the guided study procedure. The student must obtain the sponsorship of a professor who will provide a syllabus for the course. The approvals of the department chair and the vice president of academic affairs are also required. Forms for designing and approving guided and independent studies are available on our.Crown/students/online forms.
- For registration purposes **only**, a syllabus summary can be submitted in lieu of the full syllabus at the time of registration. The syllabus summary should include the following items: the course number, title, course description, learning objectives, required textbooks, and number of meeting times.
- The detailed syllabus which includes the actual assignments, due dates, and required statements is to be submitted to the Department Chair and uploaded into Canvas prior to the start of semester (see Syllabi Regulation 12.25 for timetable and specific syllabi requirements.)
- The Department Chair must validate the credentials of any Professor who is teaching a guided study/independent study according to the faculty credential policy.

- A faculty credential form must be on file for any professor that does not possess an academic degree relevant to what they are teaching at least one level above the level at which they teach (D) (see policy # 7.22).
- As in classroom instruction, the College expects educational quality in guided and independent studies. While there is a great deal of variability as to what is appropriate in these studies, there are basic measurable expectations:
  1. A syllabus tailored to meet the individual need is required prior to the start of the course.
    - Required meetings must be clearly identified in the course syllabus
    - Syllabus cannot include daily participation points in the course requirements for grading
  2. An initial conference is conducted to initiate the course.
  3. Several scheduled conferences provide for interaction and reporting.
    - Professor is required to meet with the student a minimum of two times per credit per semester.
  4. Course evaluation is scheduled and completed.
  5. A grade is submitted to the registrar's office following the completion of the course.
- If the grade submission is outside of the grade submission window for the semester, it is the professor's responsibility to inform the registrar's office and the Office of Academic Affairs that a grade for a guided study or independent study has been submitted.
- Payment will be processed, and the professor will be paid for the guided/independent study according to the current pay scale (available by contacting the Office of Academic Affairs).
- A professor is limited to conducting two guided study courses per semester (SAS, SOS or GS) with a maximum of four guided study courses per year.
  - Maximum enrollment in each guided study per semester is limited to 7 students.

**VII. Review Process**

Administration will review this regulation every five to seven years.

**10.21 OFFICE HOURS FOR STUDENT CONSULTATION**

**Academic Administration Approval Required**

**Source:**

**Revised: Administration 2021**

**Approved: Summer 2021**

**I. Description**

A statement of academic regulation regarding office hours for student consultation.

**II. Procedures**

Faculty members are expected to maintain a minimum of ten (10) office hours per week and be available daily to students for counseling and assistance in their work. These hours are to be posted the first day of classes each semester on the faculty member's door and reported to the Office of Academic Affairs.



### III. Review Process

Administration will review this regulation every five to seven years.

## 10.22 TEXTBOOK ADOPTION AND ORDERING

**Academic Administration Approval Required  
School of Arts and Sciences  
School of Online Studies / Graduate School**

**Source:**

**Revised:**

**Approved: Administration - Summer 2019**

- I. Description: A statement of academic regulation for textbook adoption and ordering.
- II. Academic Regulation Procedures

Prior to each semester, the Academic office will send an email to all faculty members regarding textbook adoptions. Faculty members are required to adopt textbooks and/or materials they plan to use in their courses via Barnes and Noble College. Please observe the deadline dates and cooperate with Barnes and Noble College so that books and materials are listed on our online bookstore by the time registration opens. The Chair of each department should work with their adjunct professors on book adoptions. Upon adoption of a text via Barnes and Noble College, publishers may supply a desk copy free of charge, provided there is a high enough estimated enrollment listed in Barnes and Noble College Course Director for that course. Examination and desk copies are to be requested by a faculty member directly via the publisher's website. Faculty Crown email addresses should be used when requesting desk copies as this is the verification of employment at Crown College. For estimated enrollment numbers, use the Course Listing report issued by the Registrar's office (found on Our.Crown). See Department Chairs for publisher contacts if online requests are not granted.

- III. Review Process

Administration will review this regulation every five to seven years.

## 10.23 TERM PAPERS – ELIMINATED SUMMER 2021

## 10.24 TEXTBOOK SELECTION

**Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved: Administration 2021**

### I. Description

A statement of academic regulation regarding textbook selection.

## **II. Procedures**

The approval of the department chair is required for the adoption of a textbook in the undergraduate program.

## **III. Review Process**

Administration will review this regulation every five to seven years.

## **10.25 GRADUATION HONORS POLICY**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source: Registrar Spring 2009**

**Revised: Administration Summer 2019**

**Approved: 11/27/18 SAS Academic Affairs Committee, 1/29/19 SOS SAS Academic Affairs Committee**

### **I. Purpose**

To establish a clear statement of policy for the College regarding an institutional Graduation Honors policy for both the SAS and SOS/GS program.

### **II. Policy Description**

This policy describes the Graduation honors policy for students based on their cumulative grade point average and the College credits earned.

### **III. Policy Procedures**

Graduation Honors are based on the following cumulative grade point average.

Cum Laude – 3.50-3.69

Magna Cum Laude – 3.70-3.89

Summa Cum Laude – 3.90-4.00

Graduation Honors are based on the following College credits earned.

Students must have completed a minimum of 60 College Credits to be eligible for the above graduation honors. Students with between 30-59 College credits with a cumulative grade point average of 3.90 are recognized as graduating “with distinction” “

Honors at graduation for bachelors’ degrees are awarded and listed on the diploma on the basis of the policy that is in effect at the time the final requirement is completed.

### **IV. Review Process**

The SOS/GS and SAS Academic Affairs committees will review this policy every five to seven years and will make a recommendation to the administration for approval.

## **10.26 SAS STUDENTS TAKING SOS/GS CLASSES**

Source: Administration Spring 2009

Revised: Spring 2012

Approved: Spring 2016

### I. Purpose

To establish a clear statement of policy for Crown College regarding School of Arts & Sciences students enrolled in the School of Online Studies (SOS) classes to include face-to-face, hybrid and online classes.

### II. Policy Description

School of Arts & Sciences students will be allowed to take classes in the SOS program only if they have met all criteria and have obtained all necessary approvals as outlined below.

### III. Policy Procedures

- School of Arts & Sciences students requesting to take a class in the SOS program must meet the following criteria:
  - Must have cumulative grade point average of at least 3.0 at the time of application
  - Senior status
- School of Arts & Sciences students requesting to take a class in the SOS program must obtain approval via petition of the following people:
  - Student's advisor
  - Dean of the School of Online Studies & Graduate School
  - Registrar
  - Vice President of Academic Affairs (if recommended by the registrar)
- School of Arts & Sciences students will be **limited to a maximum of 2 courses (or 6-8 credits)** in the SOS program during their coursework in the School of Arts & Sciences Program.
- Students enrolled in the School of Arts & Sciences non-degree seeking licensure program **are not limited** to a maximum of 2 courses (or 6-8 credits) in the SOS program during their coursework in the School of Arts & Sciences Program.
- Arts & Sciences students taking a class through Crown Online are required to attend an orientation session prior to starting their first online class.

#### I. Review Process

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## 10.27 HYBRID/ONLINE CLASS DEVELOPMENT AND TEACHING PROCEDURES

Source: Administration Fall 2016

Revised: Administration Fall 2020

## **Approved: Admin Fall 2020**

### **I. Description**

If a professor would like to replace any face-to-face seat time in a course they will need to write a proposal outlining the course and course expectations and submit it to their Department Chair for approval. The Department Chair will then forward the proposal to the Vice President of Academic Affairs (VPAA) for approval. All proposals are to be approved by the department chair and VPAA, and except for extenuating circumstances, should be submitted to the registrar's office when instructor loads are due for the semester. Upon approval, classroom space will be scheduled as required and the course will appear on the course schedule as a hybrid or online class.

### **II. Procedures**

A hybrid or online class (described below) can only be added at the approval of the Chair and VP of Academic Affairs. Proposals should include the following requirements and expectations:

#### **Hybrid class**

The following items must be included in order for the class to be considered.

- The students must meet 50% or more in a face to face setting (T/Th classes work the best for a hybrid class)
- Each department is limited to a maximum of three courses each semester in an Hybrid or Online environment.
- Appropriate discussion and assignments must be outlined in the proposal to replace the face-to-face contact with the professor.
- Professor can successfully identify student participation in the course
- Professor must ensure that the instructional objectives and assessments are aligned

Expectation of the Professor:

- Professor should be active in all discussion boards 4 out of 7 days.
- Professor is responsible to update all course content including audio/visual material before the course begins
- Professor is responsible to update the course syllabus before the course begins

All courses will be monitored periodically for progress and compliance with the expectations. If necessary, there may be communication from the department regarding potential issues of concern.

#### **Online class**

The following items must be included in order for the class to be considered.

- Appropriate discussion and assignments must be outlined in the proposal to replace the face-to-face contact with the professor.
- Each department is limited to a maximum of three courses each semester in an Hybrid or Online environment.
- Professor can successfully identify student participation in the course
- Professor to ensure that the instructional objectives and assessments are aligned

Expectation of the Professor:

- Professor should be active in all discussion boards 4 out of 7 days.
- Professor is responsible to update all course content including audio/visual material before the course begins
- Professor is responsible to update the course syllabus before the course begins

All courses will be monitored periodically for progress and compliance with the expectations. If necessary, there may be communication from the department regarding potential issues of concern.

**III. Implementation Date:** Fall 2016

**IV. Division**

- School of Arts and Sciences  
 School of Online Studies and Graduate School

**V. Review Process**

Administration will review this policy every five to seven years and will make a recommendation for approval.

**10.28 CLASS ATTENDANCE FOR CHAPEL PREPARATION**

**Academic Administration Approval Required  
 School of Arts and Sciences**

**Source: Administration Spring 2009**

**Revised:**

**Approved: Administration 7/2019**

**I. Purpose**

To establish a clear statement of academic regulation for the College regarding students who need to miss class to participate in chapel.

**II. Description**

This academic regulation addresses the need for students to leave class early to participate in Chapel Ministry. Students are encouraged to leave the 9am class hour open when possible and will be asked to sit out of the ministry if the regulation is abused.

**III. Procedures**

1. Students are allowed to leave the classroom 10 minutes early, one day a week, to prepare for chapel ministry.
2. All chapel team members will be required to sign a statement agreeing to comply with this policy. Students who repeatedly abuse the policy will be asked to sit out of the ministry the rest of the semester in order to attend class.
3. The chapel leadership recommends that chapel team members leave the 9am class hour open when possible.
4. Faculty are encouraged to enforce class attendance policies relative to students leaving early. Thus, a student leaving prior to the time allotted in the policy should be marked for an unexcused absence for the day (or half-credit for class). Faculty should address this directly with

students.

5. Faculty should report any abuses of this policy to the Campus Chaplain. A collaborative approach will be most effective in encouraging class participation and strengthening the chapel ministry.

## **II. Review Process**

Administration will review this policy every five to seven years

## **10.29 SCHOLARSHIP, TEACHING, AND SERVICE REMUNERATION OPTIONS POLICY**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source: Administration 2011**

**Revised: SAS Academic Affairs 3/3/2020, SOS Academic Affairs 3/31/2020**

**Approved: Administration Summer 2020**

### **I. Purpose**

To establish a clear statement of policy for Crown College regarding sabbaticals, and course reduction in teaching load available to full-time teaching faculty members and school program chairs for scholarship, teaching and service.

### **II. Policy Description**

Full-time teaching faculty and school program chairs are encouraged to be involved in scholarship, teaching and service. This policy will outline the steps for a faculty member who chooses to apply to receive a course reduction in teaching load, or a leave for any of the following:

- Scholarly research
- Scholarly writing
- A creative project
- Teaching
- Service

### **III. Policy Procedures**

Faculty awards for scholarship, teaching and service are addressed in *policy 7.20 Faculty Excellence Awards*.

Full-time teaching faculty members and school program chairs who wish to participate in teaching, scholarship or service will:

- Submit an application to their department chair or direct supervisor that briefly describes in no more than one page a proposal involving service, teaching, scholarly research, writing, or creative project
  - After reviewing course loads, department chairs or direct supervisor, will approve or disapprove the application
- Submit their application by the first day of class each semester for the following semester. January submission for fall semester, August submission for spring semester.

- If approved, the proposal is submitted to the Vice President of Academic Affairs (VP/AA)
- Based on budgetary restrictions and policy guidelines, the VP/AA will make the final decision

#### Scholarship Options

- Option #1 – Faculty member can apply as outlined above for a course release for scholarly research, writing, or a creative project.
  - Granted to a faculty member for one semester with a maximum award of three times in a four-year period
  - Institution maximum of two awarded per semester
  - Must be terminally prepared
  - Competitive
  - May not teach overload in School of Arts and Sciences (SAS), School of Online Studies (SOS) or Graduate School (GS).
- Option #2 – Faculty member can apply as outlined above for a course release for participating in a postdoctoral graduate course.
  - Granted to a faculty member a maximum of one semester per year
  - Institutional maximum of one awarded per year
  - Must be terminally prepared
  - Competitive
  - May not teach overload in School of Arts and Sciences, School of Online Studies or Graduate School.
- Option #3 – Sabbatical Request – Faculty members can apply as outlined above for a full year or one semester sabbatical leave. To see the complete sabbatical leave policy, please reference *Policy 11.8 Faculty Sabbatical Leave*.
  - One sabbatical leave granted per person in a seven-year period (1X/7years)
  - Institutional maximum of one sabbatical leave granted per year
  - Board approved
  - Senior (faculty member at Crown College more than NINE years) Faculty
  - Must be terminally prepared
  - Competitive
- Option #4 – Creative Individual Option – Faculty members can apply as outlined above for another creative individual option for scholarly work.

#### Teaching Options

- Option #1 – Faculty member can apply as outlined above for a course release for teaching mentorship
  - Granted to a faculty member for one semester in a four-year period.
  - Institutional maximum of one awarded per year
  - Competitive
  - May not teach overload in School of Arts and Sciences, School of Online Studies or Graduate School.
- Option #2 – School of Arts and Sciences Faculty member can apply as outlined above for a course release to teach a course in the Online Studies or Graduate School.
  - Granted to a faculty member for one semester per year
  - Must be approved by Online Studies or Graduate School

- Must be willing to attend an Online Studies and Graduate School orientation
- Option #3 – A faculty member can teach overload at Crown College (SAS, SOS or GS) one course per semester (including SAS, SOS, or GS summer semesters) without application provided they meet the criteria listed below.
  - (12+3) = maximum of 15 credits allowed in the fall semester, (12+3) maximum of 15 credits allowed in the spring semester, (+3) maximum of 3 credits allowed in the summer semester. Total credits allowed is 24 credits + 9 overload credits = 33 credits.
    - Request must be approved by the faculty member's Department Chair
    - SOS/GS courses must be approved by Crown Online Studies or Graduate School
    - Professors teaching in the SOS/GS program must be willing to attend a Crown Online Studies and Graduate School orientation
    - Faculty members wishing to exceed an overload of one course per semester (including SAS, SOS, or GS summer semesters), can apply as outlined above for an additional course overload
      - Granted to a faculty member once per year
        - SOS/GS courses must be approved by Online Studies or Graduate School
        - Professors teaching in the SOS/GS program must be willing to attend an Online Studies and Graduate School orientation
  - SOS Chairs may teach overload at Crown College (SAS, SOS, or GS) one course per semester without application provided they meet the criteria listed below.
    - (6+3) = maximum of 9 credits allowed in the fall semester, (6+3) maximum of 9 credits allowed in the spring semester, (+3) maximum of 3 credits overload allowed in the summer semester. Total credits allowed is 12credits + 9 overload credits = 21 credits.
      - Request must be approved by the Chairs' Dean.
    - SOS Faculty Chairs wishing to exceed an overload of one course per semester (including SAS, SOS, or GS summer semesters), can apply as outlined above for an additional course overload
      - Granted to a faculty member once per year
        - SOS/GS courses must be approved by Online Studies or Graduate School
      - Exceptions may be granted by direct supervisor
- Option #4 – Creative Individual Option – Faculty member can apply as outlined above for another creative individual option for teaching.

#### Service Options

- Option #1 – Faculty member can apply as outlined above for a one course release for committee work that is above and beyond faculty expectations for committee work.
  - One course release for one semester per year
  - Institutional maximum of one awarded per year
  - Granted for internal or external service
  - Competitive
  - May not teach overload in School of Arts and Sciences, School of Online Studies or Graduate School.
- Option #2– Creative Individual Option – Faculty member can apply as outlined above for another creative individual option for service.



#### **IV. Review Process**

SOS/GS and SAS Academic Affairs will review this policy every five to seven years and submit to administration for approval.

#### **10.30 INSTITUTIONAL REVIEW BOARD (IRB)**

**Academic Affairs Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

Source: Administration - Spring 2012

Revised: Administration – summer 2019, D. Mather 4/2020, SAS Academic Affairs 8 /2020

Approved: Administration 2021

##### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the protection of human subjects and the make-up and jurisdiction of the Institutional Review Board (IRB).

##### **II. Policy Description**

The IRB reviews research projects which involve human subjects to ensure that two broad standards are upheld: first, that subjects are not placed at undue risk; second, that they give uncoerced, informed consent to their participation.

With representation from a range of disciplines, the IRB gives individualized attention to the research projects at the College.

##### **III. Policy Procedures**

A project is first reviewed in its proposal stage - even before participants are recruited. The IRB works to modify projects to ensure adequate protection for participants' welfare and right of self-determination.

##### **Crown College IRB Jurisdiction**

The IRB at Crown College is the committee charged with reviewing responsibilities for research conducted on or off the Crown College campus by any Crown College staff, faculty, or student.

##### **Composition of the IRB Committee**

The IRB is composed of the following members appointed by the Dean:

1. Associate Dean for the School of Arts & Sciences/Registrar
2. 2 faculty members
3. Graduate Research Coordinator for the School of Online Studies
4. Member of the community at large
5. VPAA/Provost

##### **Overview of the Committee Review Process**

The IRB application process starts with the submission of the IRB request or academic petition for access to institutional data, including necessary signatures, consent forms, and other required appendices/materials.

Two weeks after the application is submitted to the IRB a decision will be rendered. Seven to ten days after the meeting, the researcher will receive a response detailing the outcome of the IRB meeting.

### **Which projects/studies must be reviewed by the IRB?**

The committee meets as needed to review human participants research and related issues in the undergraduate and graduate programs as deemed necessary by the professor with the exception of graduate level final projects. Graduate level final projects will be reviewed by the IRB board prior to initiation. Faculty studies involving human subjects should also be reviewed prior to initiation.

### **Federal Definition of Research**

A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

### **Levels of Review**

- Interpretation of IRB guidelines and appropriate level of review is made by the IRB.
- Researchers are encouraged to consult with an IRB committee member regarding the appropriate level of review.

**Level 1: Full Review.** Research involving any of the following criteria must be reviewed by the IRB.

- Research on stressful or highly personal topics, including but not limited to the following: AIDS issues, drug or alcohol use, sexual attitudes or behavior, illegal conduct, racial or controversial religious attitudes.
- Research involving vulnerable populations such as children under 18, pregnant women, prisoners, wards, mentally disabled persons, and economically or educationally disadvantaged persons.
- Research involving personality measures to measure personality characteristics, traits, structure, or disorders (e.g., MMPI, Myers-Briggs, BDI, or others) which require adequate training for proper interpretation.
- Research that if participants' responses became known outside the research could reasonably place them at risk for criminal or civil liability or damage to participants' financial standing, employability or employment status, or standing at an academic institution.
- Research in which data are collected by videotape, audiotape, or photographs, unless identifying information is removed or disguised.
- Research conducted by investigators external to Crown College.

- Research in which different conditions are created and applied by the researcher to groups of participants

**Level 2: Expedited Review.** Research involving survey/interview procedures, observation of public behavior, or archival data, and which does not meet the criteria for Level 1, must be reviewed by a reviewer designated by the IRB.

- Survey/interview procedures when all of the following conditions exist.
  - Participants are at least 18 years old.
  - Participants are not from vulnerable populations (see Federal Regulations, July 14, 2009), which include children under the age of 18 and pregnant women, prisoners, ward, mentally disabled persons, and economically or educationally disadvantaged persons.
  - Participants receive appropriate pre-survey/interview disclosure, such as an informed consent form or detailed cover letter.
  - Responses are recorded in such a manner that the participants cannot be identified directly or through identifiers linked to the participants.
- Observation of public behavior (including observation by the participants) of legally competent non-institutionalized adults and of minors (when the investigator is not a participant in the observed activity) when all of the following conditions exist.
  - Observations are recorded in such a manner that the participants cannot be identified directly or through identifiers linked to the participants.
  - Responses are recorded in such a manner that the participants cannot be identified directly or through identifiers linked to the participants.
- Archival data (i.e., previously collected data provided to the researcher with written approval by an organization) involving the collecting or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if those sources are publicly available or if the information is recorded in such a manner that the individual sources cannot be identified directly or indirectly through identifiers linked to the individuals.
- Research involving curricular and instructional strategies in established or commonly accepted educational settings, involving normal educational practices such as instructional strategies, curricula, or classroom management methods directed toward the class as a whole.

**Training:** Researchers submitting proposals to the IRB for Level 1 review are required to submit a certificate of completion of research ethic training through the Crown IRB Training Course.

Examples of projects/studies that do not need IRB review.

- Searches of existing literature
- Quality assurance activities or evaluation projects designed for self-improvement or program evaluation not meant to contribute to generalizable knowledge.
- Surveys/interviews of individuals where questions focus on things not people (e.g., questions about policies)
- See the Department of Health and Human Services guidelines, effective July 14, 2009, for additional examples.

## Frequently Asked Questions

Does student research require review?

**Yes.** Students must review proposals with their professor prior to initiation when conducting research as part of a class assignment, or as part of the requirement for a degree, and the research involves human participants or records gathered on human participants. If deemed necessary by the professor, the IRB will review the proposed research. All graduate level final projects will be reviewed by the IRB.

Does a data set gathered for another purpose but applied in a new research project require review?

**Yes.** Projects that use data on human participants gathered in earlier projects require IRB review as deemed necessary by the professor.

If the data are gathered by someone who has legitimate access to the records and who gives the investigator only "blinded" or de-identified data (so that the investigator is unable to identify the participants), the level of risk is lowered. The IRB will review the proposed research that is deemed necessary by the professor. All graduate level final projects will be reviewed by the IRB.

If departmental or personal funds are used to support research, is IRB approval required?

**Yes.** Crown College will review and approve all research involving human participants or research using records gathered on human participants as deemed necessary by the professor before it is initiated. All graduate level final projects will be reviewed by the IRB. This assurance covers all research irrespective of funding.

### IV. Review Process

The SAS and SOS/GS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## 10.31 REMOVING COURSES FROM THE CATALOG POLICY

**SAS and SOS/GS Academic Affairs Committee Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate Studies**

**Source: Administration Spring 2018**

**Reviewed:**

**Approved: SAS AA Spring 2018 SOSGS AA Spring 2018**

- I. **Purpose:** To establish a clear statement of policy regarding a timeline for removing courses from the SAS and SOS/GS catalog.
- II. **Policy Description.** This policy establishes a timeline for removing courses that have not been taught in the last seven years.
  - a. **Reason:** Currently, courses are left in the catalog indefinitely even if departments no longer offer them due to various reasons. It is misleading for students.

### III. Policy Procedures

When revising the Crown College Catalog for the upcoming year, department chairs will be notified of courses that have not been taught for 7 or more years (in any format – e.g. class, guided study) for possible removal from the catalog.

### IV. Review Process

The SAS and SOS/GS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

## 10.32 CROSS-LISTED COURSES

**Faculty Approval Required**  
**School of Arts & Sciences**  
**School of Online Studies & Graduate School**

Created: Administration Summer 2018

Revised: Administration Fall 2018; SOS Academic Affairs 11/19; SAS Academic Affairs 12/6/19; Chairs 3/25/20

Approved: Faculty 4/8/20

- I. **Purpose** - To establish a clear statement of policy for Crown College regarding the oversight and process for offering Cross listed courses.
  
- II. **Policy Description** – A cross-listed course is a course listed for credit which is offered at the same time, in the same room, and with the same instructor(s) as another course with the same title but from a different department or discipline (cataloged under two or more prefixes). A cross-listed course is identical in all respects except in department and discipline. Cross-listed courses must be identical in title, level, prerequisites/co-requisites, description, outline, classification, credits, grading practice, and number of times a course may be repeated for credit. They should also be identical in course number. This policy does not apply to accelerated courses which are offered at both the graduate and undergraduate levels simultaneously.
  
- III. **Policy Procedures** –
  - a. The affected departments wishing to cross-list a course should collaborate to submit a proposal by the end of the fall semester the year prior to when the cross-listed course will be offered. They should consult with the Registrar's Office to obtain the appropriate Course ID numbers.
  - b. The Department Chair where the course has its primary designation will be responsible for the course including:
    - i. Staffing the course or delegate staffing to the cross-listed Department Chair.
    - ii. Adopting all books and resource materials for the primary course and the cross listed course.
  - c. Cross-listed course descriptions should end with a statement that lists the cross-listed departments offering the course and/or the cross-listed courses should be listed parenthetically following the course number. Cross-listed courses should be set up as equivalent courses.

- d. When a cross-listed course is offered, the course should appear in the schedule of classes under the prefix for each department offering it and include a list of those courses with which it is cross-listed in the notes section.

**IV. Implementation Date: Fall 2019**

**V. Division**

- a.  School of Arts and Sciences
- b.  School of Online Studies and Graduate School

**VI. Review Process**

The SOS and SAS Academic Affairs committees will review this policy every five to seven years and will make a recommendation to the administration for approval. Administration will make a recommendation to faculty for approval.

**10.33 INTELLECTUAL PROPERTY**

**Faculty Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

Created: 9/2015 Academic Administration

Reviewed: SOS Academic Affairs 3/24/20; SAS Academic Affairs 3/4/20; Chairs 3/25/20

Approved: Faculty 4/8/20

Name: Intellectual Property Policy

- I. Purpose: To establish a clear statement of policy regarding the intellectual property created by employees who use Crown College facilities to develop or create intellectual property.

II. Policy Description -

- A. Except when there is a prior written agreement, or as described below, Crown College (hereafter referred to as College) owns all intellectual property developed or created by its employees, who use College resources or facilities to develop or create intellectual property. As owner of the intellectual property, the college has the right to develop, sell, or license the property. Revenue and royalties from the development, sale, or license, after College expenses, generally are distributed as follows: 50 percent for the creator, 50 percent for the College.

If the College declines to assert ownership of the intellectual property, or does not begin development of the property within one year of express knowledge by the college of the intellectual property, then ownership reverts to the creator if the creator so requests in writing and the college agrees in writing. In this negotiation, the college will agree upon a distribution percentage of any proceeds.

III. Policy Procedures

- A. Exceptions - The college does not claim ownership of material or intellectual property that was conceived or created where College resources were not used or if created or conceived on an employee's own personal time.

The college does not claim ownership of course materials developed for personal use when done outside of the usual and customary contract. For purposes of accreditation, the college does maintain ownership of syllabi and grading records.

The college owns previously used course materials that are included in courses developed under contract with the college and outside the normal teaching assignment of the faculty member (SoS). The College retains the right to use, sell, or license course materials that are newly created for courses developed under contract and outside the normal teaching assignment of the faculty member, unless prohibited by the contract.

- B. Establishing Ownership - When intellectual property that may be subject to college ownership is created, the creator must notify the Provost in writing. If the College does not, by written notice addressed to the creator, assert ownership within 60 days, the college forfeits all claim of rights to the intellectual property and ownership reverts to the creator.

IV. Implementation Date: Spring 2020

V. Division

- A.  School of Arts and Sciences
- B.  School of Online Studies and Graduate School

VI. Review Process

The SOS and SAS Academic Affairs committees will review this policy every five to seven years and will make a recommendation to the administration for approval. Administration will make a recommendation to faculty for approval.

### 10.34 VIRTUAL LEARNING EXPERIENCE

**Faculty Approval Required  
School of Arts and Sciences**

Source: Administration Summer 2020

Revised: SAS 9/1/20

Approved: Faculty 9/9/20

- I. **Description:** Many classes are required to be taught in a virtual learning environment. This may happen when the college is forced to go to a virtual experience due to an emergency or a faculty member is not able to teach the class face to face. This regulation will outline the guidelines that faculty will follow when they find themselves teaching in a virtual learning experience.

II. **Procedures:**

- A. Faculty will be required to:

- a. Stay within the scheduled time frame for all synchronized classes.
  - It is recognized that there are occasional reasons to change class schedules. This should be done only after consultation with and publication by the registrar. Any class schedule changes should be directed first to the Vice President of Academic Affairs and it is preferable to propose such changes in writing (see Policy 10.10)
2. Keep an accurate record of student attendance in your virtual learning experience.
  - a. It will be mandatory to validate that each student is engaged in your class **weekly**.
    - Have an activity, assignment, presentation, discussion, etc. to validate student participation a minimum of once a week
      - It is preferred that students have multiple (2-3) checkpoints for engagement each week.
3. Respond to student's email or phone calls within 24 hours during the week (Monday through Friday).
4. Faculty should observe all rules of Netiquette for all communications. Guidelines can be found at: <http://www.albion.com/netiquette/corerules.html>/<https://www.youtube.com/watch?v=Q5xICNy37ml>
5. Faculty/staff should use all 'spell check' tools in the course management system, desktop software, and email before sending any electronic communication.
6. Have the following technology available to teach the class effectively:
  - a. Reliable access to the internet.
  - b. A computer with a camera (to be used to record class sessions).
  - c. A computer with the appropriate software.
- B. If you require a synchronized class, it is highly recommended that you record the course session for students who are unable to attend the course due to illness or an emergency.
- C. Crown College will only support Microsoft TEAMS or the conferencing tool in Canvas.

### III. Implementation Date: Fall 2020

### IV. Review Process

This policy will be reviewed every five to seven years by the academic affairs committee and recommended to the administration for approval. Administration will then make recommendation to the Faculty for approval.

## 10.35 INTERNSHIP/PRACTICUM REQUIREMENTS REGULATION

**Academic Administration Approval Required  
School of Arts and Sciences**

Source: Administration – Spring 2021

Revised: Chairs 2/21, Admin 2/21

Approved: Administration 3/21

- I. **Purpose** - To establish a clear statement of policy for Crown College regarding Internship/Practicum Requirements.



**II. Policy Description** - An internship is a field-based, educational experience that extends the work done in the classroom to the field of work. The best internships are based in a field where a student is seeking employment after graduation. Internships should bridge the gap between theory and practice and emphasize the practical. A practicum is a field-based educational experience that allow students to observe a professional completing the tasks related to the student's field of study or a specific class. This differs from an internship in that tasks are more observational in nature.

**III. Policy Procedures**

**Definition of Terms**

1. An **Institutional Supervisor (IS)** is a named individual who is responsible for supporting, guiding, and monitoring the progress of a named student for a specified period of time. He/she may be in a different department, and occasionally in a different organization, than the student.
2. A **Field Supervisor (FS)** is a named individual who is responsible for directing and guiding the progress of a named student in a role that the student is interested in pursuing after graduation. The Field Supervisor must be knowledgeable about his or her area and be willing to work with a student.

**Roles and Expectations** – Minimum internship/practicum expectations are listed below. Departments can add additional expectations as needed to meet department expectations or external accreditation requirements.

**1. Institutional Supervisor**

- a. Collect information regarding the location of the site-based training.
- b. Connect with students at least two (2) or more times per credit over the course of the internship/practicum regarding their progress, collect information, hold student accountable, and manage any conflicts.
  - Meetings may be virtual or in person.
- c. Hold students accountable for a minimum of 37.5 hours per credit for their internship/practicum. Specific number of required hours per credit should be listed in the syllabus.
- d. Collect Field Supervisor report
- e. Evaluate work (collect and grade all assignments)
- f. Submit grades to the Registrar's Office in a timely manner.
- g. Be willing to work with local sites to cultivate relationships for future internships/practicums.
- h. Create Canvas shell for student collaboration, homework assignments, and to post syllabi.

**2. Field Supervisor**

- a. Work with student to introduce them to the specific role of a professional.
- b. Mentor student to help them understand the scope of a role at a site.
- c. Monitor progress of a student in his or her site.

- d. Work with an Institutional Supervisor to mediate any conflicts or concerns.
- e. Complete an end-of-internship/end of practicum evaluation for a student.

**IV. Implementation Date: Spring 2021**

V. **Division** - School of Arts and Sciences

**VI. Review Process**

Administration will review this regulation every five to seven years.

## **11 PROFESSIONAL DEVELOPMENT**

### **11.1 FACULTY MENTOR GUIDELINES – ELIMINATED SUMMER 2021**

### **11.2 FACULTY DEVELOPMENT LIBRARY RESERVE REGULATION – ELIMINATED SUMMER 2019**

Policy was outdated and no longer needed.

### **11.3 CLASS VISITATION**

**Academic Administration Approval Required  
School of Arts and Sciences**

**Source:**

**Revised: Administration Summer 2021**

**Approved: Summer 2021**

#### **I. Purpose**

To establish a clear statement of policy regarding class visitation.

#### **II. Policy Description**

A statement of academic regulation regarding class visitation.

#### **III. Policy Procedures**

- Faculty are encouraged to visit classes of other instructors in order that they may improve their own teaching practices. Forms are available on the web for your use when visiting the classroom of a peer.
- Classroom visits by the Vice President of Academic Affairs and department chairs will be on an annual basis and will alternate every year or as needed. Faculty members should anticipate these visits in the interests of the educational program.

#### **IV. Review Process**

Administration will review this regulation every five to seven years.

### **11.4 COURSE AND FACULTY EVALUATION BY STUDENTS**

**Academic Affairs Committee Approval Required**

**Source:**

**Revised: Fall 2010**

**Approved: Currently under revision**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding course and faculty evaluation by students.

## II. Policy Description

The College seeks to enhance and maintain high quality in classroom instruction. Course and instructor evaluations by students can contribute to this important goal. Therefore, the College maintains a continuous program of student evaluation using the Individual Development and Educational Assessment (IDEA).

## III. Policy Procedures

Each teaching faculty member is required to administer course-evaluations according to the schedule below.

Adjunct Faculty/Part-Time Faculty	6 Semesters (Out of 6)
1-3 Years, Full-Time Faculty	6 Semesters (Out of 6)
4-6 Years, Full-Time Faculty	4 Semesters (Out of 6)
7-9 Years, Full-Time Faculty	3 Semesters (Out of 6)
10+ Years Untenured, Full-Time Faculty	1 Semester (Out of 6)
Tenured, Full-Time Faculty	3 Year Break, then 4 Semesters before Post-Review

## IV. Review Process

This policy will be reviewed by the Academic Affairs Committee every five to seven years and will make a recommendation to the administration for approval.

## 11.5 FACULTY EVALUATION

**SAS Academic Affairs Approval Required  
School of Arts and Sciences**

**Source: Faculty 1987**

**Revised: Admin 7/2020, SAS AA 8/2020, Admin 1/21, Academic Affairs 2/2/21**

**Approved: Administration 2/21**

### I. Purpose

To establish a clear statement of policy for Crown College regarding the system used for evaluation of faculty.

### II. Policy Description

This policy outlines the specific schedule and guidelines that will be used for faculty evaluations at Crown College. Professors are generally brought into the system according to the year they began as full-time faculty

### III. Policy Procedures

#### Faculty Portfolio

- All non-tenured full-time faculty members are required to turn in a professional portfolio before May 31 (or June 15<sup>th</sup> if a faculty member has conferences or publications to record from June).
  - Forms are available on Our.Crown under Faculty Resources.

- Portfolio development is an important opportunity for the personal and professional development of the faculty member.
- Faculty portfolios are used to:
  - Advance on the pay scale
  - Evaluate faculty for promotion, tenure, and post tenure review
  - Retention
  - Consider faculty for excellence awards
  - Write personal and professional goals
- Submitted portfolios are saved in each faculty member's electronic file in the Academic Affairs Office.

### **Annual Evaluation**

An annual evaluation meeting is held during the summer (June and July) with the faculty member, the faculty member's chair, and the Vice President of Academic Affairs (VP/AA) to discuss commendations of fine work and recommendations for continued personal and professional growth.

- Tenured faculty members are evaluated according to Policy 7.12.1 Post Tenure Review.
- Non-tenured faculty members will be evaluated on whatever data has been collected or presented.

### **Summary Evaluation**

As part of a non-tenured faculty member's annual evaluation, a summary evaluation will be written by the VP/AA and presented with recommendations to the President.

#### Those recommendations include:

1. Recommendation to retain with commendation (with area of commendation listed)
  - Recommendations with commendation will be forwarded to the Promotion and Tenure Committee for consideration for Faculty Excellence Awards.
2. Recommendation to retain
3. Recommendation to retain with concerns
  - Recommendation to retain with concerns will usually ask for an improvement plan for the next academic year.
4. Recommendation to dismiss
  - Recommendation to dismiss for non-tenured faculty members typically means that a contract will not be extended for the next year.

### **Course and Faculty Evaluations**

- Individual classroom evaluations will be completed according to the following schedule and findings are included in the professor's professional portfolio.
  - Adjunct and part-time faculty are evaluated every semester
  - Full-time faculty who have worked at the college 1-3 years are evaluated every semester (6 out of 6 semesters)
  - Full-time faculty who have worked at the college 4-6 years are evaluated 4 out of 6 semesters)
  - Full-time faculty who have worked at the college 7-9 years are evaluated 3 out of 6 semesters)
  - Full-time untenured faculty who have worked at the college 10 or more years are evaluated 1 out of 6 semesters)
  - Full-time untenured faculty who have worked at the college 16 or more years are evaluated 1 out of 6 semesters.

- Tenured, full-time faculty are evaluated for a minimum of 2 semesters and a maximum of 4 semesters at the request of administration or faculty prior to their post tenure review. The year of the evaluation process becomes the first year of their new cycle.
- Any faculty member who is in the fourth quartile and does not meet the institutional criteria for Evaluation Kit evaluations must complete faculty evaluations for the next semester even if they are not scheduled to be evaluated

#### **IV. Review Process**

The SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **11.6 FACULTY EDUCATIONAL LOANS**

**Academic Affairs Approval Required  
School of Arts and Sciences  
School of Online Studies and Graduate School**

**Source:**

**Revised:** Academic Affairs 4/28/20; SOSGS Academic Affairs 5/12/20

**Approved: Administration 7/2020**

#### **I. Purpose**

To establish a clear statement of policy regarding faculty educational loans.

#### **II. Policy Description**

The purpose for these funds is to assist FULL-TIME FACULTY members with the expense of pursuing a terminal degree. The College makes funds available annually for this purpose on an interest-free loan basis. One-fourth of this loan is forgiven after completion of academic year which loan was received. The loan is due and payable upon termination of full-time employment at the College. Should the faculty member not pay back the loan the account may be turned over to a collection agency. The agency will then contact the faculty member regarding payment. The faculty member is responsible for all collection fees, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses including reasonable attorneys' fees that may be incurred in such collection efforts.

#### **III. Policy Procedures**

**Program Details:**

- All assistance will be considered a rolling 4-year forgivable loan.
- 50% of TUITION is reimbursed up to \$10,000 in a fiscal year.
- Allocation is based on availability of funds.
- An applicant may apply for estimated costs but will be awarded an amount based on funds available as determined by the Cabinet.
- Scheduling around responsibilities will be negotiated each semester.
- Coursework completed through the College is not covered by this policy.

**Program Application:**

Faculty members who wish to pursue a graduate program outside of the College and receive funding from the College should follow the steps outlined below:

1. When beginning the program, complete an **Initial Application for Faculty Educational Loan** and submit it to their department chair and Vice President of Academic Affairs (VP/AA) for approval. This request must be submitted by October 31st in the current year for a study program that begins in the fall of the following year. (This form will only need to be resubmitted if your academic program changes.) Information supplied by the faculty member will need to include the following:
  - Program description
  - Length of program
  - Tuition cost per year
  - Total tuition cost for entire program
  - How completion of the program relates to current role
2. Each year thereafter, in order to continue in the program, the **Annual Faculty Request for an Ed Loan** form will need to be submitted to the VP/AA by October 31st to be eligible for the program the following academic year. This form will need to be resubmitted for **each year** the faculty member is requesting loan assistance for a study program.
3. To be reimbursed for tuition, a **Faculty Request for Ed Loan Reimbursement** form and tuition statement or bill need to be submitted to the Academic Affairs office during the academic year of the approved loan (July 1st – June 30th).
  - A transcript showing credit earned will be required and is to be submitted to the VP/AA each year a loan is received.
  - The money will be disbursed upon the submission of actual expenses. The loan is due and payable upon termination of full-time employment at the College. A current statement of the loan account will be provided upon termination.
  - The forms mentioned above can be obtained on the faculty resources page or from the Academic Affairs office.

#### **IV. Review Process**

The SAS and SOSGS Academic Affairs committees will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **11.8 FACULTY SABBATICAL LEAVE**

#### **Academic Affairs Committee Approval Required School of Arts and Sciences**

**Source:**

**Revised: Administration 7 2020, SAS Academic Affairs 8/2020**

**Approved: Administration 6/2021**

#### **I. Purpose**

To establish a clear statement of policy for the College regarding a sabbatical leave for a faculty member.

#### **II. Policy Description**

This policy outlines the guidelines and parameters for compensation and granting a sabbatical leave to a faculty member.

### **III. Policy Procedures**

1. A sabbatical leave at the College is a grant presented to individuals who have been selected on the basis of their professional competence, personal qualifications, and institutional benefit.
2. The sabbatical grant may in no way be construed as part of compensation due all faculty members after a certain term of service.
3. A sabbatical must be used for post doctorate study or research purposes to improve the professional competencies of the grantee.
4. A sabbatical grant may vary in monetary value from full salary compensation for one semester to two-thirds compensation for two semesters as approved by the Board of Trustees.
  - a. Additional compensation received during the time of the sabbatical leave offsets the compensation received from the College.
5. A person on sabbatical leave will be considered an employee of the College for the purpose of retirement benefits, tenure, fringe benefits, and lifestyle regulations.
6. The normal conditions placed upon the sabbatical grant are as follows:
  - a. Grantee will have been an employee of the College no less than six years.
  - b. Grantee must carry out prescribed responsibilities as an employee of the College and present whatever progress reports the administration deems necessary.
7. If an employee voluntarily severs his/her relationship with the College immediately after the sabbatical or anytime during the first year of his/her return from sabbatical, the employee shall be responsible to pay to the College the entire amount of salary and fringe compensation received during his sabbatical leave. If the sabbatical recipient severs his relationship with the College at the end of the first year following his return from sabbatical, he/she shall be responsible to pay to the College one-half of the amount of compensation received in salary and fringe benefits during the sabbatical leave. If the sabbatical recipient remains an employee of the College two years from the date of his/her return from sabbatical leave, then all obligations to the College concerning compensation for sabbatical will be considered fulfilled. Termination of employment by reason of death, or resulting from total disability or by action of the Board of Trustees shall be considered involuntary termination of employment. In the event of involuntary termination of employment, all obligations to the College concerning compensation for sabbatical leave shall be considered fulfilled.
8. Any departure from the above policies must be approved by the Board of Trustees of the College.
9. Requests for sabbatical leave shall be given to the Vice President of Academic Affairs. These requests should include specific information on how this sabbatical will enhance and contribute to their respective department and the College as a whole.
10. Application should be made no fewer than two years in advance of the requested sabbatical in order to provide for adequate planning.
11. Upon review of the sabbatical requests, the Vice President of Academic Affairs shall recommend to the President those deemed more expedient. The President, if he concurs with the Vice President, shall make recommendation to the Board of Trustees for sabbatical grants.

### **IV. Review Process**

The SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **11.9 RESEARCH AND PUBLICATION – ELIMINATED SUMMER 2021**



## **11.10 COLLEGE RESEARCH AND PUBLICATIONS – ELIMINATED SUMMER 2021**

## **11.11 CENTERS OF GROWTH – ELIMINATED SUMMER 2021**

## **11.12 DEPARTMENT REVIEW POLICY**

**Faculty Approval Required  
School of Arts and Sciences**

**Source: Spring 2000**

**Revised: Spring 2016**

**Approved: Spring 2016**

### **I. Purpose**

To establish a clear statement of policy for Crown College regarding the process for Departmental Review.

### **II. Policy Description**

Departmental/program review is to be conducted once every five years for the departments and programs of Crown College. The review is to be organized around the various academic departments of the College. A department at Crown College is a duly organized academic unit possessing a chairperson as its head and several full-time faculty members. Departments may be comprised of several distinct programs with individual faculty assigned to those programs. Programs are to be reviewed as part of the review of departments—program review taking place at the same time as the review of the departments and being reported on in the same review documents as the departments.

The Vice President of Academic Affairs is responsible for establishing and maintaining a calendar and a schedule that governs the timing of the departmental/program review process. The calendar gives the year-by-year order of departments to be reviewed extending out for at least five years into the future. The intention is to ensure that roughly the same number of departments is reviewed each year. The vice president is to publish a revised calendar each year for distribution to all department chairs. The schedule gives the dates by which the various elements of the review must be completed. The Vice President of Academic Affairs is to include this schedule along with other pertinent information sent to the department chair upon the initiation of a department/program review. It is the responsibility of the department chair and the Vice President of Academic Affairs to ensure that the review progresses in a timely manner as defined by the schedule.

Elements of the review are as follows:

1. Review of departmental mission statement
2. Review of departmental standards
3. Departmental self-assessment report
4. Review by the internal review team
5. Review by the external reviewer
6. Summary report by the Vice President of Academic Affairs
7. Review Timetable

### **III. Policy Procedures**

### **Review of Departmental/Program Mission Statement**

Review of the departmental mission statement is to be initiated by the department chair. Revisions, if any, are to be the result of discussions among the faculty during departmental meetings. Changes are to be the result of a majority vote—minority reports may be forwarded to the Vice President of Academic Affairs. The revised department mission statement is to be forwarded to the vice president for approval. The Vice President of Academic Affairs has the right to call for further revisions. The revised and approved mission statement is to be included with materials sent to both the internal review team and the external reviewer and is intended to be part of the material that they review. The revised mission statement is to be included in the departmental self-assessment report (Paragraph 3.3 below).

### **Review of Departmental Standards**

Review of the department departmental standards is to be initiated by the department chair. Revisions, if any, are to be the result of discussions among the faculty during departmental meetings. Changes are to be the result of a majority vote—minority reports may be forwarded to the Vice President of Academic Affairs. The revised departmental standards are to be forwarded to the vice president for approval. The Vice President of Academic Affairs has the right to call for further revisions. The revised and approved departmental standards are to be included with materials sent to both the internal review team and the external reviewer and are intended to be part of the material that they review. The revised departmental standards are to be included in the departmental self-assessment report (Paragraph 3.3 below).

### **Departmental Self-Assessment Report**

The purpose of the departmental-self assessment report is to provide information about the department that can be used by the internal review team, the external reviewer, and the Vice President of Academic Affairs for determining the quality of all aspects of the department, for finding areas of strength and weakness, and for generating recommendations to be involved in responsible for seeing that it is completed in a thorough and timely fashion. The departmental self-assessment report is to be comprised of the following parts:

- a. Basic data
- b. Faculty assessment data
- c. Departmental assessment

#### **Basic Data**

Basic data that concern the department are to be gathered by the chair in conjunction with various offices within the administration. The types of data are to be determined by the Vice President of Academic Affairs. A list of the required items will be sent to the chair along with instructions used to initiate the review process. The data are to cover the preceding five-year interval and are to include categories of information such as, but not limited to, the following:

- Total number of majors
- Graduate majors
- Number of undergraduate degrees conferred
- Number of graduate degrees conferred
- Lower division student credit hours generated
- Upper division student credit hours generated
- Graduate student credit hours generated

- Total student credit hours per faculty (student/faculty ratio)
- Total number full-time faculty
- Number of full-time faculty by rank (instructor, assistant professor, etc.)
- Total number of tenured faculty
- Total number adjunct/visiting faculty
- Total part-time equivalency of adjunct/visiting faculty
- Teaching assistantship support
- Other student support
- Operating budget broken into categories such as supplies and materials, travel, communication, etc.

The data are to be generated in tabular form and included in the departmental self-assessment report. The chair may add narrative explanation as is necessary.

### **Faculty Assessment Data**

Faculty assessment data are to be gathered by both the individual faculty members and the chair. Individual faculty members are to generate a summary of their activities for the preceding five years based upon their individual's performance records (*Policy 2.0, paragraph 2.21*). The types of data are to be determined by the Vice President of Academic Affairs. The summary may include, but not be limited to, information in the following categories:

- a. Crown mission and departmental service;
- b. Content Understanding;
- c. Classroom effectiveness;
- d. Connectedness with students;
- e. Church/community service;

The chair is to use the faculty assessment data provided by the individual faculty members to produce a summary of faculty activities for the preceding five years. Summary may include, but not be limited to, the following:

- Average faculty teaching load and range for full-time faculty (excluding chair)
- Average faculty teaching load and range for adjunct and/or visiting faculty
- Teaching load of chair
- Number of faculty awarded sabbatical or professional leaves
- Number of faculty awarded professional honors and/or awards in teaching
- Number of faculty who have been recognized for significant professional community contributions
- Number of faculty belonging to professional organizations
- Number of faculty attending professional meetings
- Number of faculty holding positions in professional organizations
- Number of faculty who have published one or more chapters in books or monographs
- Number of faculty who have published one or more scholarly articles in refereed journals
- Number of faculty who have held expositions or productions of their professional work

The chair is to organize all of the faculty assessment data into tabular form for inclusion in the departmental self-assessment report. Explanatory narrative may be added where necessary.

## Departmental Assessment Data

The departmental assessment is intended to be the product of the chair and faculty working in concert. Its purpose is to give a departmental overview of strengths and weaknesses, of goals and aspirations, and of support and cooperation. This part of the report is to be in narrative. While the chair may write it, it should express the positions taken by the majority of the department. Minority views may be appended. Several general areas, as follows, are to be considered as regards the departmental assessment.

- 1) Program context and general description
  - a. Describe the goals and aspirations of the department, and indicate how those goals contribute to Crown College's mission (the discussion may go beyond the ingredients of the department mission statement).
  - b. Indicate which programs and major sub-disciplines are represented in the department, and which are not but should be. Describe any exemplary, distinguishing, or unusual program features.
  - c. Describe the recent developments and trends occurring within the fields or disciplines of the department, and identify program impacts and/or goals related to those developments.
- 2) Program support
  - a. Describe processes used to encourage students at the associate, and/or baccalaureate, degree levels of study to make satisfactory progress toward degree completion. Be specific in your discussion of student advising and departmental retention efforts.
  - b. Given the program enrollments and numbers of graduates at the associate and/or baccalaureate, degree levels of study for the last five (5) academic years, evaluate the enrollment balance in light of educational quality ("critical mass" for a healthy exchange of varied viewpoints and ideas) and levels of academic program support.
  - c. Include an analysis and evaluation of average faculty teaching load and range (excluding the chairperson) and average class sizes.
  - d. Describe how the department supports the service activities of its faculty and students.
  - e. Describe the adequacy of the library holdings in your discipline and evaluate the adequacy of your current collection management policy.
  - f. Evaluate the adequacy of the facilities, equipment, and support staff of your department for carrying out your mission.
- 3) Educational Outcomes Educational outcomes and curricular review
  - a. State your program's goals and student learning outcomes.
  - b. Describe how your curriculum reflects your program goals in terms of depth, breadth, sequencing of courses, and synthesis of student learning at the various levels of instruction. This analysis is to also include references to program length and course requirements for your majors.
  - c. Describe the methodology by which you evaluate the content, abilities, and competencies that students have acquired in your program.
  - d. Report the results of the outcomes management system data and program exit interviews for the previous three to five years.
  - e. Review curricular adjustments made throughout the past five years in response to outcomes data.

- f. Evaluate the program's achievement of program goals and student learning outcomes acknowledging areas of growth, program strengths, and weaknesses.
  - g. Describe the overall coherence of your curriculum and degree requirements and suggest any changes for improvement. State the effectiveness of the program achieving the institutional outcomes. Also discuss the rigor, effectiveness, and impact of service courses provided by your program in support of other program areas.
  - h. Evaluate the methodology of data collection, analysis, and suggest future curricular changes.
- 4) Goals and Cooperation
- a. Provide a ranked list of department or program goals for future activity. Include goals that relate to personnel, facilities, and delivery of courses as well as to instructional mission and coherence. These goals and plans will of necessity reflect the strengths, weaknesses and deficiencies identified in the section on Curriculum Review and Support Activity.
  - b. Describe the level of collegiality and degree of professional cooperation present in your program among teachers and learners. Comment on the collective sense of pride in the programs of the department as well as in the sense of mutual support and interdependence present.
  - c. Describe ways the department interacts with other departments and/or campuses within your region and consider ways those interactions might be strengthened in the future (e.g., joint projects, team teaching, distance learning, interdisciplinary programs, continuing education programming, potential joint appointments that would facilitate teaching and research cooperation, other).
- 5) Other
- a. Provide any additional information or recommendations that are relevant to the department's self-analysis and not addressed above. These might include unusual, exemplary, or other distinguishing program features.

### **Internal Review Team**

The Vice President of Academic Affairs is to appoint an internal review team. The team is to consist of three faculty members—each from a different department at Crown College and none from the department under review. One of the members is to be designated as team leader. If the vice president desires, the department being reviewed may be asked to provide a list of faculty who they feel would make good team members. However, the vice president has no obligation to choose from that list. The vice president is to provide the internal review team with a list of items to investigate that will include, but not be limited to, things such as the following:

- An overview—general impressions of the department
- Quality of the faculty, department support staff, and the department chair
- Department facilities, including those devoted to instruction, service, and research
- Perceptions of the undergraduate student program, including major courses and information gleaned from student meetings
- Departmental advising, recruiting, and retention efforts
- A summary of findings
- Recommendations

The Vice President of Academic Affairs will see that the internal review team is provided with copies of the departmental self-assessment report. Part of the job of the internal review team is to meet with faculty and majors, either individually or collectively, or both, and to interview administrators or faculty of other departments regarding their perceptions of the department.

The final report of the internal review team should be as complete and objective as possible and should consist of somewhere between five and ten pages or more. If the team members are divided in their conclusions regarding the department, opportunity should be given for appending minority reports. The complete report is to be submitted to the Vice President of Academic Affairs with copies going to the President and department chair.

### **External Reviewer**

The Vice President of Academic Affairs is to appoint one or more external reviewers from another university or college. The external reviewer should be a member of a department in one of the academic disciplines found among the programs of the department under review. The reviewer should come from a university or college that has similar convictions and purposes as Crown College. It would be best if that university or college has a reputation either similar or superior to Crown's. The vice president may request the department to provide four names of professional academics that might make good external reviewers but has no obligation to choose from that list. The external reviewer is to be provided in advance with the departmental self-assessment report, a copy of the college's catalog, and any other information about the department or Crown College that might be of use. Moreover, the best effort should be made to provide the external reviewer with any additional information that he or she might request. The external reviewer is to be given the same list of areas to investigate and report on as is given to the internal review team.

The external reviewer will be called upon to visit Crown College for at least two full days. During that time the reviewer is to have free access to the department being reviewed, its faculty, its majors, and the administration.

Similar to that of the internal review team, the report of the external reviewer should amount to five to ten or more pages. The external reviewer should also be made to understand that he or she is to be available for interview by members of the administration after the report has been submitted.

### **Summary Report**

The departmental self-assessment report, the internal review team report, and the external reviewer report are to be submitted to the Vice President of Academic Affairs. Based upon these reports and any other sources that maybe appropriate or relevant, the vice president will prepare a summary report. This report will not only review the findings of the preceding reports, but will include the evaluation and recommendation of the vice president.

The summary report is to be forwarded to the President and the Board of Trustees for their consideration as concerns the continued growth and development of Crown College.

### **The Review Timetable**

- Spring semester: Self-study data collection begins
  - Meet in January with VPAA for process clarification
  - Begin process to secure external reviewer
- Spring semester: Assignment of the internal review team

- Meet in April with VPAA for process clarification
- Finalize external reviewer
- Sep 1: Submission of the self-study
- Sep-Oct: Review work by the internal review team
- Oct-November: Review work by the external reviewer
- Nov 15: Completion of the internal review team summary report
- Nov 15: Submission of the internal review team summary report to the VP/AA office.
- November 15: Submission of the external reviewer summary report to the VP/AA office.
- Nov 15-Dec 10: Review of the summary reports by the department.
- Dec 10: Submission of any comments by the department regarding the contesting of facts and/or opinions to the VP/AA.
- Jan 5: A final summary report by the VP/AA will be given to the department.
- Jan 15: Any response to the VP/AA report from the department is due.

#### **IV. Review Process**

The Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval. Administration will recommend the policy to faculty for approval.

### **11.13 TERMINAL DEGREE COMPLETION REGULATION**

**Academic Administration Approval Required  
School of Arts and Science  
School of Online Studies / Graduate School**

**Source:**

**Revised:**

**Approved: Administration 2021**

#### **I. Description**

A statement of academic regulation regarding the completion of a terminal degree.

#### **II. Procedures**

It is the expectation of the College Board of Trustees that faculty members keep current in the areas of their institutional responsibilities.

Faculty who do not have a terminal degree in their teaching field are expected to pursue graduate study making adequate, yearly progress to complete within seven years. Those who have terminal degrees should pursue post-doctoral study according to a plan to keep current in fields of expertise. Doctoral and post-doctoral study plans must be approved by the VP/Academic Affairs.

#### **III. Review Process**

Administration will review this regulation every five to seven years.

## **12 FACULTY GENERAL INFORMATION**

### **12.1 AUDIO VISUAL EQUIPMENT**

**Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved: Administration Summer 2018**

#### **I. Description**

A statement of academic regulation regarding audio visual equipment.

#### **II. Academic Regulation Procedures**

1. TV/VCR/DVD units can be checked out through the library. The library also has CD players, camcorders, tape recorders and a high quality camera available for checkout.
2. Faculty members may reserve equipment by making arrangements in advance with Library/Media Services. If a student is sent for equipment, the faculty member must make arrangements by telephone or by sending a signed note of authorization.
3. Library hours are posted on the library website.
4. Requests to purchase classroom equipment should be made through the chairperson of the Educational Resources Committee. Requests for library equipment should be made through the Director of Library Services.
5. Audio-visual equipment held by the library is generally for college-related functions and not for personal use.
6. Audio-visual equipment purchased and administered by individual administrative units will be available to all individuals in the institution, who have a legitimate institutional need for it, provided that the requested use does not interfere with the mission of the administering unit. Determinations of legitimate use, potential interference with mission, and maintenance needs will be made by the director of the administering unit. Appeals from such a determination should be made by the user through the administrative structure of the College.
7. Individual administrative units wishing to purchase audio-visual equipment for generally restricted use should do so through the regular budget process. Such requests must be accompanied by the following:
  - a. A statement as to why the equipment should be purchased and administered for the generally restricted use of that particular unit, as opposed to the general use pool.
  - b. A statement ensuring that the equipment purchased will be, insofar as possible, interchangeable and/or interfaceable with equipment in the general College pool, including the use of spare or replacement parts.
  - c. A statement as to when or under what conditions the equipment can be made available for general College use.

#### **III. Review Process**

Administration will review this regulation every five to seven years.



## **12.2 CONVOCATION AND COMMENCEMENT <SEE 6.3, COMMENCEMENT, CONVOCATIONS>**

**Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved: Administration 7/2019**

### **I. Description**

A statement of academic regulation regarding faculty attendance at commencement and convocation.

### **II. Procedures**

Convocation is held every fall at the start of the semester. Commencement is held annually near the close of the second semester. All faculty members are expected to attend and wear appropriate academic regalia to these special events, unless excused by the Vice President of Academic Affairs. Appropriate academic attire includes cap/tam, gown, hood and tassel.

. If a new faculty member does not own his or her own academic attire, the faculty member may use up to \$300 of their faculty development money for the purchase of the attire. The regalia will then be kept by the faculty member and will be worn at future convocation and commencement ceremonies. If needed, the registrar's office has additional information about the ordering process.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **12.3 CHAPEL/MISSIONS FESTIVAL ATTENDANCE**

**Academic Administration Approval Required**

**Source:**

**Revised: Summer 2018**

**Approved: Administration Summer 2018**

### **I. Description**

A statement of academic regulation regarding faculty attendance at chapel and missions festival.

### **II. Procedures**

The College faculty are recognized as spiritual models of Christian faith and practice. Required chapel and mission festival attendance for students establishes a priority of spiritual values consistent with the College mission, goals, and objectives.

Acceptance of a Faculty Ministry Contract encourages regular and consistent faculty attendance at weekly meetings (chapel, missions festival, etc.) designed for spiritual growth. Chapel includes any time the community of faith gathers to strengthen one another through prayer, worship, and the teaching of the Word of God.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## 12.4 C&MA GENERAL COUNCIL FACULTY REPRESENTATIVES

**Board of Trustees Approval Required**  
**School of Arts and Sciences**  
**School of Online Studies and Graduate School**

**Source:** Board of Trustees Spring 1984

**Revised:** Administration 7/2019, SAS AA 6.23.20, SOS AA 8.4.20

**Approved:** Board of Trustees 9/2020

### I. Purpose

To address and establish a policy by which a faculty member is scheduled to be a voting representative of the college at the General Council of The Christian and Missionary Alliance.

### II. Policy Description

Members of the faculty may be scheduled on a rotation basis to be a voting representative of the college at the General Council of The Christian and Missionary Alliance at College expense.

### III. Policy Procedures

1. The Vice President of Academic Affairs may appoint a voting representative of the college to attend The General Council of The Christian and Missionary Alliance.
2. A faculty member must meet the qualifications of a C&MA official delegate to be eligible to attend

### IV. Review Process

The SAS and SOS Academic Affairs Committee will review this policy every five to seven years and recommended to the administration for approval. Administration will then make recommendation to the Board of Trustees.

## 12.5 CLASSROOM CONDITIONS REGULATION

**Academic Administration Approval Required**

**Source:**

**Revised:** Administration

**Approved:** Administration 7/2020

### I. Description

A statement of academic regulation regarding classroom readiness.

### II. Procedures

Faculty members are responsible to monitor the condition of classrooms in which they teach and to report any problems to the appropriate office.

- Problems related to classroom furniture, clock accuracy, shades, supplies (markers, chalk, erasers) and general cleanliness should be reported to the Facilities Services Office.
- Issues related to classroom technology should be reported to the Information Technology Office.
- Both offices have work request systems available on the web.

In addition, a phone is located in the east and west classroom hallways where problems requiring immediate attention can be reported. Should the need arise to obtain additional markers/chalk, these supplies can be obtained directly from the Administrative Assistant for the VP of Operations.

### **III. Review Process**

Administration will review this regulation every five to seven years.

### **12.6 ELIMINATED**

### **12.7 ELIMINATED**

### **12.8 COPYRIGHT RESTRICTIONS**

**Administration Approval Required**

**Source: Director of Library Services**

**Revised: Administration Summer 2021**

**Approved: Administration Summer 2021**

#### **I. Description:**

A statement of academic regulation regarding copyright restrictions.

#### **II. Academic Regulation Procedures**

##### **Copyright Infringement Policies + Sanctions**

Copyright protects authors of original works and gives them control over how their works are used. These works may be books, articles, musical compositions or recordings, paintings, movies, and other forms of expression. Works need not be published to be protected by copyright law – they are covered by copyright as soon as they are written, recorded or otherwise finished. Copyright law covers works from big-budget movies to blog posts and journal entries.

There are specific limits to the duration of copyright protections and some exceptions listed in the law to allow limited use without permission of some works (see the Fair Use section below), but in general, reproducing or distributing works covered by copyright law without permission is illegal. Downloading a song from a peer-to-peer website is considered making an unauthorized copy of that song, and breaks copyright law. Photocopying a chapter from a textbook to avoid the cost of purchasing said textbook also goes contrary to the law. For more information about copyright, see the U.S. Copyright Office website or read their summary Copyright Basics publication.

##### **The Fair Use Doctrine**

Some exceptions are allowed in copyright law for special use of copyrighted materials that might otherwise be considered infringing. Fair Use is highly applicable in an academic situation, as it is what allows for the quotation of copyrighted works in scholarly writing.

The U.S. Copyright Office explains Fair Use on their website located (<https://www.copyright.gov/fair-use/index.html>). There, they cite a report that gives specific examples of appropriate fair uses of copyrighted material (quoted below):

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Fair Use is defined in relatively loose terms and defines specific factors to be considered when determining if a given use falls under the Fair Use protections. These factors are (taken directly from section 107 of the Title 17 Copyright Law):

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and 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.

Factor four is of particular interest: distributing a photocopy of a textbook chapter, if it would negatively impact the sales of that textbook as a result, would not fall under Fair Use as a result of this criteria.

The University of Minnesota Libraries website lists a number of scenarios that may help to understand the boundaries of Fair Use.

### **Copyrights and Peer-to-Peer (P2P) File Sharing**

Peer-to-peer file sharing enables individuals to share files directly between their computers without the use of a central server. Rather than placing a file on a server, then directing another person to that centralized server, peer-to-peer services use a variety of technologies to facilitate the distribution of files directly between computers, often enabling the download of a given file from multiple hosts to increase the download speed. Though peer-to-peer technology is not inherently illegal (a number of computer game developers now use peer-to-peer technology to distribute patches, thereby reducing the load on their own servers), the technology became widely associated with “free music” as the various P2P clients became popular tools for the illegal download of music and other copyrighted works.

We have chosen to, in as much as it is possible for us, block all peer-to-peer technologies on campus, primarily due to copyright concerns, but also to limit rampant misuse of our network bandwidth. If an individual needs P2P technology for an academic purpose, they can contact the Director of IT. Accommodations may be made, but will likely involve some degree of monitoring of P2P usage.

### **Actions Taken to Prevent Copyright Infringement**

In order to combat potential illegal distribution of copyrighted material through the campus network, we use the following:

- We utilize a bandwidth shaping or other applications and procedures to block the use of most peer-to-peer (P2P) file-sharing clients. In some cases, we are unable to block the traffic outright and instead limit it to the slowest speed possible, effectively rendering it useless.
- Using our campus firewall, we block inbound network connections to all hosts except very specific College-owned servers. This prohibits the use of servers on client computers on the campus network.

We accept and respond to any DMCA notifications we receive, according to our DMCA notifications policy.

### **Legal Alternatives**

There are an increasing number of legal alternatives to peer-to-peer file sharing for acquiring copyrighted works. Educause has developed a publicly available, comprehensive list of such legal alternatives at the following website: <http://www.educause.edu/legalcontent>

### **Copyright Penalties**

Should an individual be found to be violating copyright using Crown's network or technology resources, they will face penalties as laid out in the penalties policy.

In addition to the institutional penalties, it should be noted that civil and criminal penalties may also apply should Federal Copyright Laws be violated:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages, affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Notification to Current Students**

All current students are expected to familiarize themselves with the student handbook which includes a summarized copy of the content of this policy. [Policy updated 2015-02-05]

**Review Process** This policy will be reviewed by Administration every five to seven years to align it with best practices.

## **12.9 CREDENTIALS FILE**

**Academic Administration Approval Required**

**Source:**

**Revised: Administration Summer 2021**

**Approved: 5/2021**

### **I. Description**

A statement of academic regulation regarding credential files.

### **III. Policy Procedures**

Faculty members should make it their responsibility to see that a complete record of their academic work is on file in the Academic Affairs Office.

- Transcripts for all earned degrees should be in this file.
- An additional record of other College-level academic work should also be on file and kept current.

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **12.10 COPYING REGULATION (SEE 5.5 COPYING)**

**Academic Administration Approval Required**

**Source:**

**Revised:**

**Approved: Administration Summer 2019**

### **I. Description**

A statement of academic regulation regarding the resources related to printing/copying.

### **II. Purpose**

The purpose of this policy is to establish a clear statement on the appropriate use of college resources.

### **III. Procedures**

The college is equipped with a copy center on each floor of Main which features a printer/copier/scanner along with related supplies (i.e. paper, stapler, etc.) The 3<sup>rd</sup> floor Copy Center near faculty offices is the most fully equipped of the copy centers. An abbreviated list of equipment and supplies available in the 3rd floor copy center is as follows:

- Copier/Printer/Scanner
- Scantron system
- Various paper/card stocks
- Disposal bins for shredding (First-Shred)
- Plastic Binding System
- Markers, pens, folders, envelopes, letterhead
- Paper punch

- Staplers
- Pencil Sharpener
- Large paper cutter

A professional grade paper cutter and folding machine are located in the 1<sup>st</sup> floor copy center. Additional supplies or equipment can be obtained from the Operations Office Manager.

The copier/printer/scanner machines located in the copy rooms can be used by faculty, staff, students and office work/study employees, provided they are used appropriately and in accordance with college policy. Instruction in the use of these machines is available through the Information Technology Office.

### III. Review Process

Administration will review this regulation every five to seven years.

## 12.11 FACULTY ABSENCES/ILLNESS REGULATION

**Administrative Approval Required  
School of Arts and Sciences**

**Source: Administration**

**Revised: Administration-Summer 2020**

**Approved: Administration 7 2020**

### I. Description

A statement of academic regulation regarding faculty absence.

### II. Procedures

The Academic Office needs to be notified of all absences, emergency and planned.

- While faculty may be granted absences from classes in times of necessity, the administration strives to have all classes meet according to the time and place scheduled.
- A faculty member who plans to be absent from classes for any reason must present a request to the Vice President of Academic Affairs (VP/AA) well in advance with written plans for the class periods which the faculty member wishes to miss.
  - **Non-emergency absence requests** should be handled using the Faculty Absence Request form, which can be found on: [our.crown.edu/Faculty & Advisors/Faculty Resources/ Forms/School of Arts & Sciences Forms/Faculty Absence Request](https://our.crown.edu/Faculty_Advisors/Faculty_Resources/Forms/School_of_Arts_and_Sciences_Forms/Faculty_Absence_Request).  
[https://our.crown.edu/ICS/Faculty Advisors/Faculty Resources.jnz](https://our.crown.edu/ICS/Faculty_Advisors/Faculty_Resources.jnz)
  - Submit this form to your Department Chair and then to the Academic Office prior to your planned absence to obtain approval of the Provost.
  - Such absences should not be taken or plans finalized until the request has been approved.
- In the event of an **unexpected illness or accident** the faculty member will:
 

**For Daytime Classes that need to be cancelled or re-arranged:**

  1. If you have an emergency and need to miss a class, please call your Department Chair and develop a plan for the class or classes.
  2. Email your students through Canvas and communicate any changes to the meeting and/or assignment schedule.
    - Signs will not be placed on classroom doors communicating changes to course schedules. Please train your students to check their Crown College Email and Canvas for this type of information when they find you have not come to class.

3. Send an email to Carole Peterson ([peteronc@crown.edu](mailto:peteronc@crown.edu)) and the Reception Desk ([recep@crown.edu](mailto:recep@crown.edu)) to notify them of your absence.

**For Evening Classes that need to be cancelled or re-arranged:**

1. Please call the Reception Desk at 952-446-4100. There is normally someone staffing this desk until 6:00 p.m.
2. Call your Department Chair and develop a plan for the class.
3. Email your students through Canvas and communicate any changes to the meeting and/or assignment schedule.
  - Signs will not be placed on classroom doors communicating changes to course schedules. Please train your students to check their Crown College Email and Canvas for this type of information when they find you have not come to class.
4. Send an email to Carole Peterson ([peteronc@crown.edu](mailto:peteronc@crown.edu)) and the Reception Desk ([recep@crown.edu](mailto:recep@crown.edu)) to notify them of your absence.

**III. Review**

Administration will review this regulation every five to seven years.

**12.12 FACULTY APPROVAL OF GRADUATES**

**Administrative Approval Required  
School of Arts and Sciences**

**Source: Administration**

**Revised:**

**Approved: August 2016**

**I. Description**

A statement of academic regulation regarding the process of approving candidates for graduation.

**II. Academic Regulation Procedures**

- In the semester previous to the semester of graduation, the Registrar's Office reviews the records of potential graduates to determine remaining requirements.
- A report of remaining requirements is sent to the Faculty Academic Advisor(s) and student to ensure the remaining requirements are addressed either by completion or petition prior to the stated deadlines.
- Once a plan to complete all remaining requirements has been approved by the Registrar, the graduate candidate will be permitted to participate in Commencement Activities.
- Once the student has completed the final semester, the Registrar's Office does a final audit of the graduate candidate's records to ensure that all requirements have been met.

**III. Review Process**



Administration will review this regulation every five to seven years.

## **12.13 ELIMINATED**

## **12.14 FILMS – ELIMINATED SUMMER 2021**

## **12.15 TERMINAL DEGREE COMPLETION – MOVED TO 11.13**

## **12.16 LIBRARY /MEDIA SERVICES**

**Academic Administration Approval Required**

### **Source:**

**Revised:** Summer 2018

**Approved:** Summer 2018

### **I. Description**

A statement of academic regulation regarding the library and media services at the College

### **II. Procedures**

The mission of the Watne Memorial Library is “To facilitate a biblically based education by providing educational resources and services which support the curriculum.” In order to carry out this mission, the library makes a variety of educational resources available in numerous formats including: physical and electronic books and journals, numerous research databases, curriculum materials, DVD’s, videos, CD’s, language acquisition software, digital cameras, digital recorders, TV’s and DVD/VCR players, equipment for the learning and visually impaired students, et al.

Books checked out to faculty members are due at the end of each semester. Reference materials and journals may be checked out overnight. Faculty may place library materials or their own personal materials on reserve for classes.

The library encourages faculty input for library acquisitions. Faculty may submit requests for materials to the library director in whatever format is convenient for them: e-mail, handwritten or typewritten notes, titles highlighted or circled in pages ripped from publisher catalogs, etc. The library will place highest priority on materials requested for specific classes. Please do not request textbooks as a way to help students avoid required textbooks for classes.

The library is eager to provide general and course-specific instruction on how to use library research databases. Professors who desire such instruction for their classes should contact the library director.

See the library research web page for library hours and policies: <http://library.crown.edu/>

### **III. Review Process**

Administration will review this regulation every five to seven years.

## **12.17 ORGANIZATION MEMBERSHIPS/DUES**

**Academic Administration Approval Required**  
**School of Arts and Sciences**  
**School of Online Studies and Graduate Studies**

**Source:**  
**Revised:**  
**Approved: 2021 Administration**

**I. Description**

A statement of academic regulation regarding organizational membership and dues.

**II. Procedures**

The College includes within its budget only institutional memberships that are deemed necessary for operation. Individual professional memberships or dues may be funded using professional development dollars.

**III. Review Process**

Administration will review this regulation every five to seven years.

**12.18 PROCESSING MAIL – ELIMINATED SUMMER 2021**

**12.19 PROFESSIONAL CONTACTS**

**Academic Administration Approval Required**

**Source:**  
**Revised: Administration 2021**  
**Approved: Summer 2021**

**I. Description**

A statement of academic regulation regarding professional contacts for faculty members.

**II. Procedures**

In order to insure that teaching and research are current and relevant, faculty members are expected to maintain a continuing association and involvement with professional and learned societies. In addition, frequent contacts between the faculty and practitioners and their environment, institutions and fields of practice are encouraged and expected.

**III. Review Process**

Administration will review this regulation every five to seven years.

**12.20 STUDENT ADVISING**

**Academic Administration Approval Required**  
**School of Arts and Science**

**Source:**  
**Revised:**  
**Approved: Administration 2019**

**I. Description**

A statement of academic regulation regarding student advising.

## II. Procedures

There are several channels through which the counseling of students takes place on campus. Every member of the faculty assists in some way with the registration of students at the beginning of each semester. Students are assigned to specified advisers by the VP/Academic Affairs.

Academic Counseling occurs on a formal and informal level. Each faculty person is given the responsibility of a group of students that become his/her advisee group. He/she is to aid the student in making academic decisions throughout the year (e.g., selecting courses that fit the individual's objectives and adjusting the course load if necessary). Informally, there are daily opportunities for helping students and encouraging them in their class and study needs.

Advisors are expected to connect with an advisee according to the guidelines below when they receive a T47 alert about them.

1. Follow up with the student (email, face to face, in class, Facebook, phone, text, etc.) within 24 hours of receiving the T47 early alert notification.
2. Add an intervention for any actions that you take regarding the matter, but keep the alert open until the student responds.
3. If the student does not respond within 2 days, make another attempt to contact the student.
4. When the student connects with you and resolves the concern with you or on their own, add another intervention and close the alert.
5. If you cannot connect with the student within 5 days, add an intervention indicating that you were unsuccessful and then close the follow up to route it back to the T47 team.

Spiritual Life Counseling is the challenge and opportunity of every faculty member. Students typically seek spiritual counsel and guidance from those instructors with whom they have become acquainted. Faculty are in a strategic position to give meaningful counsel or to make referrals as necessary.

## III. Review Process

Administration will review this regulation every five to seven years

### 12.21 ACADEMIC LECTURESHIP

**Academic Administration Approval Required  
School of Arts and Sciences**

**Source: Administration - Summer 1986**

**Revised: Fall 2017**

**Approved: Fall 2017**

#### I. Description

The intent of the Academic Lectureship is to bring resource persons to the campus whose presentations address a variety of issues and topics that significantly supplement the existing emphases and thus enrich the educational and spiritual experience of the students.

#### II. Procedures

The annual lectureship is sponsored by various departments or proposed by the Academic Divisional Central Office. Any additional required funds must be budgeted through the Office of the VP/Academic Affairs.

The annual lectureship will be scheduled in the fall or spring semester. College departments are requested to suggest speakers and topics to the VP/Academic Affairs for consideration and coordination. The daily schedule for the lectures involves, but is not limited to, two chapel convocations at the regular chapel hour. The scheduling of evening chapels, meetings with specific classes, or other meetings featuring the speaker is encouraged as part of this event.

III. **Review**

Administration will review this regulation every five to seven years.

**12.22 ELIMINATED**

**12.23 STUDENT ORGANIZATION AND FACULTY ADVISERS**

**Academic Administration Approval Required**

**Revised:** Administration 6/2021

**Approved:** Administration 6/16/21

I. **Purpose**

A statement of academic regulation regarding the assignment and responsibilities of faculty Advisors for student organizations.

II. **Description**

Each student organization shall have a faculty Advisor selected in accordance with its constitution or as described in the Student Handbook. Where neither of these defines the manner of selection, Advisors will be recommended by the organizations and appointed by the VP/Academic Affairs.

III. **Procedures**

The role of the faculty Advisor has the following dimensions:

1. Informational - The Advisor is to be a resource person for the student organization, sharing knowledge and experience of College policy and procedure either as requested or on initiative. The Advisor must confirm with the registrar the eligibility of elected officers. The expressions of opinions on issues are viewed as part of this informational function. However, decision-making responsibility lies with the students, and the faculty Advisor has no vote within the organization.
2. Supportive - The Advisor is to be a stimulus to creative organizational life by encouraging officers to perform up to their capacities and to seek new ways to enrich the organization's contribution to College life.
3. Financial - The Advisor is to approve all expenditures from the organizational treasury.
4. Social - The Advisor is to be involved in organizational functions. In this responsibility he/she can be both participant and chaperon.
5. Communicative - The Advisor is to be the primary vehicle of communication between the student organization and the faculty.
- 6.

The advisory capacity of faculty persons affiliated with student organizations should be preserved to encourage independent growth and decision-making capability on the part of students. The

chain of responsibility in dealing with questions arising from the actions of student organizations runs from the Advisor to the VP/Student Development.

#### **IV. Review Process**

Administration will review this regulation every five to seven years.

### **12.24 SUMMER SESSIONS POLICY**

**Academic Affairs Committee Approval Required  
School of Arts and Sciences**

**Source: Board of Trustees**

**Revised: SAS AA 6/23/20**

**Approved: Administration 7/2020**

#### **I. Purpose**

To establish a clear statement of policy regarding the School of Arts and Sciences (SAS) summer academic sessions for the College.

#### **II. Policy Description**

The College conducts a summer session, in accelerated format, with a limited number of faculty members involved.

#### **III. Policy Procedures**

1. Faculty who teach during summer sessions are paid on their level of education.
2. All faculty are paid for summer instruction except in cases where faculty have not had a full load during the regular academic year. Load deficiencies are to be made up without additional remuneration during summer sessions.
3. Students must be enrolled in summer classes by the end of the first week of classes (including all internship classes).

#### **IV. Review Process**

The SAS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

### **12.25 SYLLABI REGULATION**

**Academic Administration Approval Required  
School of Arts and Sciences**

**Source: Administration**

**Revised: Administration Summer 2019**

**Approved: Summer 2019**

#### **I. Description**

A statement of academic regulation regarding class syllabi.

#### **II. Procedures**

- a. Prior to the start of each semester, each faculty member must submit a copy of syllabi for

the courses they are teaching (including guided study, independent study and special courses) to their Department Chair for review and approval according to the timetable below:

- i. Fall Semester: 48 hours before Fall Focus
  - ii. Spring Semester: 1 week before January Faculty In-Service
  - iii. Summer Session: 1 week before the start of the class.
- b. Each Syllabus must include the following information:
1. Course identification (year, semester, course ID and title, and professor name)
  2. Full statement of course description
  3. Instructional Objectives
  4. Program or Institutional Outcomes assessed in the course (available from your Department Chair)
  5. Daily schedule with due dates identified
  6. Text and material titles including authors, publisher, publication date (consider texts after 2010)
  7. Basis for course evaluation
  8. Class attendance policy
  9. Academic Dishonesty Statement, Crown Vision Statement, Disability Statement, Diversity Statement, Email statement, IRB statement
    1. available on our.crown.edu on the Faculty Resources page
- c. A completed **SYLLABUS GUIDELINES/COVER SHEET** should be completed and sent to the Department chair with each syllabi.
- i. Cover sheets to be completed and submitted with each syllabus are available on our.crown.edu on the Faculty Resources page.
- d. Department chair will approve the syllabi or send it back to the faculty member requesting changes.
- e. Department chair will initial the **SYLLABUS GUIDELINES/COVER SHEET** validating their approval of the syllabi and return the **SYLLABUS GUIDELINES/COVER SHEET** with the approved syllabi to the faculty member.
- f. Once approved by the department chair, the faculty member is responsible to email the **signed SYLLABUS GUIDELINES/COVER SHEET** and **approved** Word version of all syllabi to the Academic office and post **approved** syllabi to their course(s) in Canvas **48 hours before** the start of the class.
- Each Canvas course must include the following items:
    1. Syllabi with due dates identified
    2. Grade book with due dates listed

**III. Division:**

School of Arts and Sciences

School of Online Studies and Graduate School

**IV. Review Process**

Administration will review this regulation every five to seven years.

**12.26 TEACHING ASSISTANTS/DEPARTMENTAL ASSISTANTS**

Source:

Revised:

Approved: Administration 2021

### I. Description

A statement of academic regulation regarding teaching assistants.

### II. Procedures

Faculty members that have an unusually heavy student load may request student assistance in such areas as correcting papers, tutoring students, etc. Faculty members desiring such assistance should submit a specific job description and request form to the Office of Academic Affairs. Students that qualify for Crown work study (CWS) take first priority. Department chairs must approve all request forms prior to submission. Administration has the responsibility to accept or deny the request based on available funding. Forms can be found in the Office of Academic Affairs.

### III. Review Process

Administration will review this regulation every five to seven years.

## 12.27 ELIMINATED

TESTING PROGRAM REGULATION This policy is no longer valid and was eliminated in 2020

## ITEMS TO MOVE OR REMOVE

### 3.37 NURSING MOTHERS

Created and Approved: Spring 2010

The College will provide reasonable unpaid break time each day to any employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. The College is not required to provide break time under this policy if to do so would unduly disrupt the operations of the business.

The College will make reasonable efforts to provide a private room or other location with access to an electrical outlet, as close as possible to the work area, other than a toilet stall, where the employee can express her milk in privacy.

### **3.43 RETURN-TO-WORK POLICY**

**Created:** 6/93

**Reviewed:** Spring 2011

**Approved:** Spring 2011

The College supports the practice of returning temporarily disabled employees to work as soon as possible, to a position within the College compatible with the employee's restrictions and within reason for the College. The disability may have been caused by injury or illness, and restrictions may include physical, mental, spiritual or social limitations. The College believes prompt return of a disabled employee to a position within his/her restrictions will regain the employee's sense of self-esteem, and help to re-establish the employee's pre-disability lifestyle.

Returning to work is a concern for any disabled employee. The College cannot guarantee the immediate return to the employee's pre-disability position, but is committed to working with them, their physician, the workers' compensation insurance carrier, or long-term disability insurance carrier, to find a means to assist in returning to active employment when possible. The College or insurance carrier may require a second opinion concerning the employee's ability to return to employment from a physician or professional of the College's choice.

Should the employee not be able to return to their pre-disability position or should that position not be immediately available when the employee is capable of returning to it, the College will attempt to find a position that is compatible to the situation. Some of the possible accommodations that may be considered are:

- A. Part-time employment (for example 2, 4 or 6 hours a day) working up to full-time employment when or if possible;
- B. The creation of a temporary position to meet work restrictions;
- C. Job modification or redesign; or
- D. A different position within the College, even if it may mean a lower salary.

The College retains full discretion as to what position or task will be expected of the employee with regard to returning to work at the College. The College wants what is best for the employee and reasonable for the College. Continuation as a College employee is important to everyone concerned. The College complies fully with the Minnesota Human Rights Act and the Americans With Disabilities Act (as amended) in providing reasonable accommodation to qualified individuals with a disability unless doing so results in an undue hardship to the College.

The Human Resource Office will assist employees in returning to work. If you have questions, please call 952-446-4122.