EMPLOYEES ARE RESPONSIBLE FOR KNOWING THE POLICIES AND PROCEDURES STATED IN THIS HANDBOOK. POLICIES AND PROCEDURES ARE FREQUENTLY REVIEWED AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.
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10 GENERAL INFORMATION

10.1 PURPOSE, MISSION AND VISION STATEMENT

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

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

This mission, initially codified in 1941, ultimately expanded to encompass national and international student recruitment. The current Williams Mission Statement, Vision Statement and Purpose Statements were re-examined and revised spring, 2016.

The Mission Statement and Vision Statement were developed in 2012 and revised in 2016. During that revision an ad-hoc committee was formed to develop a Diversity Statement that would represent our commitment to nondiscrimination laws and the doctrinal exemptions afforded the College by the Constitution. Those three statements were used to evaluate, implement, and monitor the objectives created by the Strategic Planning Committee as they were translated into operational strategy by the Administration. The three statements are:

**Mission Statement**

“To provide an excellent, holistically, Christian liberal arts education, while compassionately shaping student lives.”

**Vision Statement**

“To produce exceptional graduates prepared to engage local and global cultures through a Christ-centered worldview.”

**Diversity Statement**
"Agreeing with the Holy Bible that all individuals are created in God's image,
Williams seeks to nurture a diverse campus community
that values and expresses respect for all peoples
regardless of their sex, ethnicity, race, or culture."

The Institutional Academic Goals were adopted in the spring of 1997. These similarly reflect an expanded sphere of service:

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

10.2.1 PURPOSE STATEMENTS

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

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

- To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

- To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

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

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

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

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

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

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

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

- To provide desirable housing for students and faculty.

10.2.2 INSTITUTIONAL ACADEMIC GOALS
• To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world view.

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

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

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

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

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

10.3 HISTORY

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

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

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

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

In 1963, the North Central Association of Colleges and Secondary Schools extended accreditation to Williams. At the commencement in the spring of 1973, the College Trustees announced that Dr. H.E. Williams, who had served as President for thirty-two years had been appointed President-Emeritus and Special Representative for Development for the College and that Dr. D. Jack Nicholas had been elected to become the second President of the institution. Nicholas had served the College since 1966 in various capacities as Chair of the Psychology Department and as Vice President. On November 9, 1983, the parent body of Williams Baptist College, the Arkansas Baptist State Convention, officially approved the proposal of the Board of Trustees that Southern Baptist College become a baccalaureate-degree granting institution. On July 1, 1991, Dr. Jimmy A. Millikin assumed the Presidency of the College. On August 1, 1993, Dr. Gary C. Huckabay became the fourth President of Williams Baptist College. Dr. Jerol B. Swaim’s tenure as President began in July 1995. Prior to his selection as the College’s fifth president, Swaim had served at Williams for more than thirty years as Professor of History, Academic Dean, and Executive Vice President. In 2012, after seventeen years as president, Dr. Swaim was named President Emeritus, and Dr. Thomas O. Jones was elected the sixth president of Williams.

10.4 DOCTRINAL STATEMENT

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

- WE BELIEVE that there is one God, manifest in three persons, the Father, the Son and the Holy Spirit;
• WE BELIEVE that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died as a substitutionary sacrifice for the sins of mankind, was buried, arose bodily from the grave and ascended into Heaven;

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

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

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

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

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

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

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

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

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

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

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

20 GOVERNANCE

20.1 BOARD OF TRUSTEES

20.1.1 METHOD OF SELECTION

The Board of Trustees is elected by the Arkansas Baptist State Convention. The Board is composed of twenty-four official trustees. The State Convention elects eight new trustees each year to serve for three years.
In addition to the officially elected twenty-four trustees, the Board may elect representatives from other states to serve as advisory members on the Board.

20.1.2 RESPONSIBILITIES

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

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

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

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

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

20.1.3 COMMITTEE STRUCTURE

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

20.1.3.1 EXECUTIVE COMMITTEE

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

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

The President of the College is an Ex-Officio member of the Executive Committee.

20.1.3.2 ACADEMIC AFFAIRS COMMITTEE

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

20.1.3.3 CAPITAL PROVISIONS COMMITTEE

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

20.1.3.4 FISCAL AFFAIRS COMMITTEE

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

20.1.3.5 INSTITUTIONAL ADVANCEMENT COMMITTEE

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

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

20.2 EXECUTIVE CABINET AND THE ADMINISTRATIVE COUNCIL

The President’s Cabinet is composed of the President and the four Vice Presidents, as well as other invited administrators. The President serves as the convener of the group and its chair. The President’s Cabinet meets weekly on a schedule established by the President or on call of the President.

The purpose of the Cabinet is to share information among these five major administrative officials of the College and to serve in an advisory capacity to the President.

The Administrative Council is composed of the President, the four vice-presidents, and other administrative leaders. The President serves as the convener of the group and its chair. The Administrative Council meets once each month on a schedule established by the President or on call of the President.

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

The organizational chart is included as Appendix E.

20.2.1 PRESIDENT

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

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

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

20.2.2 VICE-PRESIDENT FOR ACADEMIC AFFAIRS

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

The Vice President for Academic Affairs is chair of the faculty, ex-officio member of the Academic Affairs Committee, and supervisor of the Registrar. In the absence of the President, the Vice President for Academic Affairs serves as the Chief Executive Officer of the College.

20.2.3 VICE PRESIDENT FOR BUSINESS AFFAIRS

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

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

20.2.4 VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement is directly responsible to the President and is the planner and supervisor of the Resource Development Program of the College. The responsibilities of this official include securing the financial support necessary for the annual operating budget of the College and for capital improvements through operations of an annual giving program, capital funds, alumni giving, estate planning, and deferred giving.

20.2.5 VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND STUDENT SERVICES

The Vice President for Enrollment Management and Student Services is directly responsible to the President and is responsible for overseeing the entire student enrollment and student services program of the College. Specific responsibilities include providing administrative oversight for all admissions, financial aid and student services administrative staff; nominating to the President suitable administrative personnel in the above mentioned areas; and recommending and oversight of the annual budget for the various areas.

20.3 ACADEMIC STRUCTURE

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

20.3.1 ACADEMIC COUNCIL (COMMONLY REFERRED TO AS DEPARTMENT HEADS MEETINGS)
The following academic officers are members of the Academic Council which is chaired by the Vice President for Academic Affairs: Division Chairs, Director of Library Services, and Department Chairs. The Council meets on a regular monthly basis. The functions of the Council are to:

- Help communicate information to the faculty through the established academic structure.
- Advise the Vice President for Academic Affairs on academic policies and procedures.
- Formulate academic policies and procedures which may be referred to the appropriate standing or ad hoc committee of the faculty.

20.3.2 DIVISION CHAIRS

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

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

- Assume a major role in the supervision of the instructional process.
- Work closely with department heads and area faculty members in the development and revision of courses, the development of course syllabi, the selection of texts and other instructional materials, and the development of new degrees.
- Assume a major role in the recruitment, selection, direction, and evaluation of all full and part-time instructional staff within the Division. Write letter of recommendation for approval/disapproval for faculty advancement rank and/or tenure.
- Maintain faculty morale by preventing and resolving conflict and by arranging for the effective and equitable distribution of faculty responsibilities.
• Assume the responsibility for outcomes assessment within the Division.

• Serve on the Academic Council which is chaired by the Vice-President for Academic Affairs and has the following functions:
  o Advise the Vice-President for Academic Affairs on academic matters.
  o Recommend to the Vice-President for Academic Affairs new academic policies.
  o Recommend to the Vice-President for Academic Affairs alterations in existing academic policies.
  o Respond, on the Vice-President for Academic Affairs request, to new proposals regarding faculty or academic affairs.

• Providing status reports on activities within the Division such as instructional assignments and class size.

• Assuming a major role in the fall, spring, and summer registration process.
  Recommend approval/disapproval for Independent Studies courses and “overloads” within Departments of the Division.

• Gather Absences on a monthly basis and submit an absentee report to the Vice President for Business Affairs.

• Divisional Chairs should meet with the President and the Vice President for Academic Affairs as needed or once a semester.

20.3.3 DEPARTMENT CHAIR

The Department Chair serves as a link between the faculty, Division, and administration. Department Chairs are appointed on a year-to-year basis by the President upon the recommendation of the Vice President for Academic Affairs in consultation with the Division Chair. The appointment is an assigned one and a chairperson may resign the administrative assignment as chair without embarrassment and without prejudice to his/her future role as a full-time teaching faculty member. Compensation will be awarded at the rate of $1000.00 per year. The Departmental Chair is responsible to the Division Chair and the Vice President for Academic Affairs and performs those functions assigned by them. Specific responsibilities include:

• Assume a major role in departmental programs and course development, revision of existing courses, and departmental outcomes assessment.
• Assume a major role in the supervision of the instructional process, development of course syllabi, selection of texts and other instructional material.

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

• Assume a major role, in consultation with the Divisional Chair, in the recruitment of all full-time and part-time instructional staff and in the recommendation of such to the Vice President for Academic Affairs.

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

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

• Recommend a preliminary budget for the department to the Vice-President for Academic Affairs.

• Assume a major role in the academic advising process, approving degree plans for students within the department, and consulting with the Division Chair and Vice President for Academic Affairs regarding other related academic matters.

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

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

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

• Schedule regular meetings of the Department as needed.

• Assume a major role in the fall, spring, and summer registration process.
Committees are appointed by the President from the faculty to facilitate the operation of the College. The committee assignments are made at the beginning of each school year and are announced in the annual faculty workshop.

20.3.5.1 ACADEMIC AFFAIRS AND ADMISSIONS COMMITTEE

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

20.3.5.2 ATHLETIC COMMITTEE

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

20.3.5.5 DISCIPLINE COMMITTEE

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

20.3.5.6 FINANCIAL AID/SCHOLARSHIP COMMITTEE

The Financial Aid/Scholarship Committee is composed of three faculty and/or administration members with the Vice President for Enrollment and Director of Financial Aid as ex-officio members. The purposes of this committee include recommending and reviewing financial aid policies.

20.3.5.7 LEARNING RESOURCES COMMITTEE

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

**20.3.5.8 LECTURE/CONCERT COMMITTEE**

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

**20.3.5.10 STUDENT LIFE COMMITTEE**

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

The major purposes of this committee are:

- To propose or consider recommendations for change in the policies pertaining to student life.

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

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

**20.3.5.11 TECHNOLOGY COMMITTEE**

This committee consists of three faculty and/or administration members. The Vice President for Academic Affairs, Vice President for Business Affairs and Director of Computer Services are ex-officio members. The Committee has advisory responsibility concerning campus technology policy.

**20.4 ATTENDANCE OF REGULARLY SCHEDULED ACTIVITIES**
Except when ill, out of town on approved business, or otherwise specifically excused, full-time faculty and administration members are expected to participate in meetings, workshops, special on-campus events, Homecoming, and Commencement exercises.

Whenever possible, department and committee meetings should be held on a monthly schedule or planned and announced several days in advance of their occurrence. They should be planned so faculty members can attend, and every effort should be made to be prompt and regular in attendance. Minutes should note those attending and those absent. Continuous improvement will be facilitated by constructive suggestions from faculty and students on curriculum, instruction, activities, and procedures.
30  GENERAL COLLEGE POLICIES

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

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

30.1  BUSINESS AND POLITICAL ACTIVITY

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

30.2  INSTITUTIONAL ADVANCEMENT

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

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

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

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

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

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

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

The exemptions from these regulations are as follows:

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

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

30.3 GIFTS, HONORARIA, OR AWARDS

Gifts, honoraria, or awards for students, current faculty and staff, or retiring or departing
staff, paid for with institutional funds must have prior approval by the Vice President for
Academic Affairs, the President, or the Vice President for Business Affairs.

30.4 SCHEDULE OF EVENTS

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

Sponsors are asked to discourage or limit the scheduling of extra-curricular activities
during midterm and final examination periods and the week preceding fall and spring
finals. Trips should not be scheduled during examination periods.
30.5 SURVEYS AND DISSEMINATION OF INSTITUTIONAL DATA

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

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

30.6 SPONSORSHIP AND SUPPORT OF STUDENT ACTIVITIES

30.6.1 SPONSOR’S RESPONSIBILITIES

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

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

30.6.2 OFF-CAMPUS AND/OR FIELD TRIPS

Off-campus or field trips may provide learning opportunities not available on campus. They should be planned so as to minimize, to the extent possible, interference with classes and other school responsibilities. These trips should be approved by the appropriate administrator -- the President, the Vice President for Academic Affairs, Dean of Students, or Vice President for Business Affairs -- before a faculty member takes a class off campus.

Field trips related to instruction may be budgeted and supported from departmental operating expenses. Students may contribute to personal or other expenses of a trip. Except for travel-study programs, students should not be required to participate in extended or expensive field trips. In some cases this will require provision of alternatives.
Off-campus activities should be scheduled so that students will not be away from classes during the week before the date midterm grades are due or during the last class periods before final examinations.

If a school vehicle will be needed for transportation, this should be reserved in the Physical Plant Office as early as possible.

30.7 COMPUTER USE POLICY

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

30.7.1 MISUSE OF WILLIAMS BAPTIST COLLEGE COMPUTERS AND E-SERVICES

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

- Obscene purposes (accessing, distributing, creating obscene material).
- Injurious conduct (personal attacks on others characterized by slander, defamation, threats, intimidation).
- Importation of materials without regard to the impact those materials may have on the overall quality of services for other users of campus e-services.
- Personal activities (beyond those normally associated with the use of telephones or other campus information systems).
- Employing campus computers or e-services in any dishonest manner, including but not limited to the fabrication of research data and information.
- Reading other users’ information or files without written permission.

1 Policy statements, appended from the University of Nebraska and Vanderbilt University.
- Circumventing campus system logon(s) or other security measures.
- Modifying or removing campus computing equipment without authorization from the Director of Campus Computing Services.
- Commercial use of campus computers and e-services without the express written consent of the President.

30.7.2 Privacy Notification: User privacy of campus computing services is not guaranteed.

Warning: All e-mail sent to or from this address (any and all computing equipment owned by Williams Baptist College) will be received and or otherwise recorded by Williams Baptist College e-mail system and is subject to archival, monitoring or review by, and/or disclosure to, someone other than the recipient.

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

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

30.8 Jury Duty

WBC supports employee’s civic responsibility to serve on Jury Duty. Employees requested to serve on Jury Duty should inform their supervisor as soon as possible so work arrangements can be made. WBC will consider jury duty as a normal work day for the employee as long as the employee signs over their jury duty pay to WBC.

30.9 Employment and Onboarding Process

30.9.1 Full Time Employment Process

No unsolicited resumes are to be accepted by WBC employees at any time.

30.9.2 Pre-Advertise Phase
Hiring Manager works with HR in developing Internal Job Description, per HR guidelines. Job Description must include Job status (Exempt-Non Exempt).

Hiring Manager provides Job Description to HR and Area Vice President for review and approval.

If no internal candidate is available, Hiring Manager obtains approval to advertise position from Department Head, Area Vice President, and College President.

Hiring Manager provides signed approval document to Business/HR department.

30.9.3 Advertise Phase

Hiring Manager works with HR and Public relations in developing an external job advertisement. No job is to be posted without an approved internal job description.

Position is advertised externally through the WBC website, and or other sites as needed. The hiring department funds all advertising costs.

Applicant resumes and any other required documents (advertised positions only) are received via email at hr@wbcoll.edu.

Advertised Position resumes are documented and date stamped.

HR forwards receipted resumes to Hiring Manager/Selection Committee for review.

Hiring Manager/Selection Committee sends resume receipt confirmation email or letter to applicant.

30.9.4 Selection Phase

Hiring Manager/Selection Committee reviews resumes and makes decision on which candidate/s to interview. All resumes become part of permanent Job Search file.

Hiring Manager/Selection Committee documents rationale for interview decision.

Applicant/s interviewed
Hiring Manager/Selection committee - 1st round of interviews.
Selection Committee – 2nd round of interviews (if required)
Chair/Vice President - 3rd round of interviews.
President – Final Interview

At any point in the interview process, an individual’s candidacy can be discontinued. The College President has the final decision on the acceptance or rejection of a candidate.

Selection Decision made.

Hiring Manager/Selection Committee documents rationale for selection decision.

Hiring Manager contacts HR/President’s Office for salary/hourly rate and official start date.
• Hiring Manager makes job offer, **pending successful background check**. (If
candidate refuses to approve a WBC background check then his/her candidacy ends
at that point.)
• Candidate gives written approval for a background check and completes official
WBC Job application, including listing at least three references.
• Background check is completed and reviewed by HR.
• References are checked by Hiring Manager/Selection Committee being careful to
follow all state and federal laws.
• HR provides Hiring Manager with Go-No Go decision.
• If approved, Candidate is offered position.
• Upon filling position, Hiring Manager sends letter to all remaining applicants
instructing them the position has been filled and thanking each applicant for their
interest in WBC.
• If required, contracts or employment letters are signed and filed with Business
Office. All Personnel Contracts must be prior approved by the President.
• Hiring Managers are responsible to compile all hiring process resumes; document
the hiring process and rationale for the decision made, and retain this information
in a permanent file in the event of an EEOC or D.O.L. audit, or lawsuit. (HR
documents have a permanent retention period)
• Hiring Manager contacts IT dept. to order computer, phone, and/or email address
for new candidate.
• Hiring Managers contacts Business Office/HR to schedule “On Boarding” activities
(see below).
• The Purchase of new furniture must be approved by the Area Vice President and
paid for out of the department budget.

30.9.5 **On-boarding Process (1st Day of Employment)**,

• Background checks must be completed and approved prior to a candidates
employment.
• New employee must start at business office to complete **pertinent** documents.
• Data Sheet completed.
• Employment Application Completed.
• I-9 completed.
• W-4 completed. Required Documents reviewed/copied.
• Anti-Drug Statement completed.
• Direct Deposit Authorization completed.
• Fringe Benefit Summary completed.
• Health Coverage Statement and application.
• BCBS Guidestone Summary Benefits of Coverage (SBC).
• Universal Glossary of Terms (Pages 1-4 in Guidestone guide).
• Acknowledgement of receipt of SBC and Universal Glossary of Terms.
• Cafeteria Plan Notification Agent – AFLAC.
• Flexible Spending Account (FSA) – Healthcare and Childcare.
• MetLife Application completed.
• Guidestone 403b Retirement Savings Folder.
• Life Insurance Policy application completed.
• LTD Policy reviewed.
• Dental Policy application completed.
• MetLife Dental Card.
  o Employee Assistance Program (EAP) brochure and review.
  o Health Insurance Exchange Information.
  o WBC Employee Handbook Signoff Document
  o Web Based Driving Training Instructions reviewed and scheduled.
• Harassment Web course completed in office.
• Employee released from Business Office to meet with Department Supervisor.

30.9.6 Nondiscrimination Statement

Williams Baptist College does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the College is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other College-administered programs. In order to fulfill its purpose, the College may legally discriminate on the basis of religion in employment. And the College has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the College’s religious tenets.

The following person has been designated to handle inquiries or complaints regarding the disability nondiscrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

Vice President for Business Affairs
Williams Baptist College
P.O. Box 3728
Walnut Ridge, AR 72476
870-759-4125

The person has been designated to handle inquiries or complaints regarding the sex nondiscrimination policy including compliance with Title IX of the Education Amendments of 1972:
40 GENERAL PERSONNEL POLICY

40.1 CHRISTIAN LIFE STYLE

40.1.1 STANDARDS OF CONDUCT

All Williams Baptist College faculty and staff are expected to live an exemplary Christian life both on and off campus. This section will specify certain specific expectations and indicate the disciplinary process which will be followed if a faculty member violates the College’s standards of Christian conduct. (The specific expectations listed below should be viewed as examples and do not constitute the entire corpus of such expectations. Whenever in doubt concerning an expectation, faculty should consult with their immediate supervisor and/or the Vice President for Academic Affairs and the President.) Again, the standards described below do not constitute an exhaustive list of “Christian conduct expectations.” Other expectations (e.g. essential and basic, personal, and professional civility) also are included in this broader definition of Christian conduct that is expected of all employees.
Despite these high expectations of Christian conduct, the College recognizes that incidental lapses in good judgment or conduct may occur, but it must be understood that patterns of misconduct will not be tolerated.

Sexual Relationships Outside of Marriage: The College expects that all employees should refrain from all sexual relationships outside of marriage. (See Policy on Sexual Behavior Related to Personnel and Students)

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

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

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

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

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

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

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

40.1.1.2 Criminal Behavior

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

40.1.1.3 Profanity

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

40.1.2 VIOLATION OF STANDARDS OF CONDUCT

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

40.1.3 UNLAWFUL HARASSMENT POLICY

40.1.3.1 Policy Against Unlawful Harassment
(REVISED 8-1-2009)

WBC is committed to providing a work and an educational environment that is free of unlawful harassment. In keeping with this commitment, WBC maintains a strict policy that prohibits unlawful harassment of employees by managers, supervisors, or co-workers and students by teachers, coaches, counselors and peer advisors. Visitors to the campus and workers employed by the WBC, other auxiliaries, and other public or private organizations engaged in business with WBC are expected to comply with this policy.

The purpose of this policy is to: (1) familiarize WBC employees with the definition of unlawful harassment and the forms it can take; (2) confirm that unlawful harassment
will not be tolerated and is contrary to the standards of conduct expected and required of WBC employees; and (3) make clear that employees who engage in unlawful harassment are subject to possible disciplinary action which may include discharge.

40.1.3.2 Definition of Harassment

For the purposes of this policy, unlawful harassment means harassment on the job that is in fact prohibited by provisions of state or federal law applicable to WBC at the time the harassment occurs. Subject to this general definition, unlawful harassment may include unwelcome verbal, physical or visual conduct that unreasonably interferes with an employee’s or student’s performance or that creates an intimidating, offensive or hostile working or educational environment.* This may occur where:

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

It should be noted that as a private, religiously-based institution the College reserves the right to engage students - in appropriate settings - in the consideration of sensitive issues that derive from the College’s religious heritage and ideals. These sensitive issues may involve religious/theological concepts and practices or may involve issues relating to sexual or other matters of personal morality. The college will attempt to assure that discussions of sensitive issues are presented in a responsible way. In all things, the College will strive for a Biblical perspective reflecting traditional evangelical interpretations and understanding.

Furthermore, as a private, religiously-based institution the College reserves the right to restrict employment to individuals who share the core tenets of a traditional, evangelical Biblical theology and lifestyle (see Employment Discrimination policy).

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

Conduct that is part of a consensual relationship is not considered harassment, but only if the relationship is freely and mutually agreed by both individuals. A prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.

**40.1.3.4 Incident Reporting**

Employees should report incidents of unlawful harassment in writing to their immediate supervisor or, if necessary, the Office of the President. Students should submit their complaints in writing to the Dean of Students or the Academic Dean's Office.


The Supreme Court has held... that for students at colleges and universities, behavior, to qualify as "hostile environment" discriminatory harassment, must be "unwelcome" and "discriminatory" speech or conduct, undertaken "because of" an individual's race or gender. The behavior must be so "severe," "pervasive and "objectively offensive" that it has the "systemic effect" of denying the victim "equal access" to education.

**40.1.4 CONCEALED WEAPONS – ARKANSAS ACT 226**

(REVISED 9-1-2013)

The Williams Baptist College Board of Trustees has voted to “opt out” of Act 226 passed by the Arkansas General Assembly. With this decision, Williams Baptist College employees are prohibited from bringing concealed lethal weapons on campus. *see Section 6.d.*

**Weapons Policy for Williams Baptist College:**

1. **Statement of Purpose:** As campus safety is intended to promote and maintain the academic and Christian nature and purpose of Williams Baptist College (WBC), this policy is intended to help advance the safety of WBC faculty, staff, students and guests while on WBC property.
2. **Definition of "Weapon":** For purposes of this policy, the term “weapon” shall include any object that can reasonably be considered a weapon (whether real, facsimile, toy, or
replica). Anything designed as and understood to be weapons on WBC property include but are not limited to:

a. firearms
b. martial arts weapons
c. hunting bows and arrows
d. hunting arrowheads (excluding historic artifacts)
e. knives with a blade longer than three and a half inches
f. metal knuckles of any kind
g. spring-powered, air-powered, or CO2-powered projectile guns (BB or pellet guns)
h. bludgeons or clubs of various types
i. grenades or other explosive/incendiary devices
j. all types of ammunition
k. any chemical(s) that can cause personal injury, possessed outside of an appropriate academic (laboratory) context
l. Personal-defense spray (Pepper spray, OC spray, etc.) is not allowed on the WBC campus unless it is for the express purpose of personal-defense.
   i. Arkansas law states: *It is lawful for a person to possess or carry, and use, a small container of tear gas or pepper spray to be used for self-defense purposes only. However, the capacity of the cartridge or container shall not exceed one hundred fifty cubic centimeters (150 cc).* (§ 5-73-124)
   ii. Any misuse of personal-defense spray (e.g., as an offensive weapon, playing with it, etc.) on the WBC campus by any person will result in disciplinary action, and/or law enforcement intervention.

m. Additionally, many common objects and tools are designed for uses other than as a weapon but may be used or modified for use as a weapon. In considering whether a particular common object or tool shall be considered to be a weapon under this policy, WBC officials will consider the time, place, and other circumstances surrounding the possession of the common object, including the explanation for its possession and/or whether the object has been modified, altered, and/or used as a weapon.

3. **Persons Covered by this Policy:** This policy applies to all WBC faculty, staff, students, and guests.

4. **Scope of this Policy:** This policy shall be applicable and enforceable on all properties owned by WBC.

5. **Substance of this Policy:** WBC faculty, staff, students, and guests are prohibited from carrying or storing on the WBC campus any firearm or weapon as defined above. WBC has chosen to opt out of the concealed carry provisions of Act 226 of the General Assembly of the State of Arkansas, meaning faculty and staff are not allowed to carry a concealed weapon on campus.

6. **Exceptions to this Policy:** Exceptions to this policy are limited to lawful practices pertaining to:
   a. Certified law enforcement officers
   b. Commissioned security officers who are employed by WBC and are acting within the scope of their duty
   c. Faculty and staff who reside in residential “faculty” housing.
   d. Faculty and staff approved to conceal carry by the President of WBC, as allowed by specific WBC administrative policy.
   e. Faculty/staff/guests who are connected with a weapons safety course, a weapons education course, or hunter’s education course approved and authorized by the Director of WBC Campus Safety
   f. Faculty/staff who are engaged in a Campus Safety approved pest eradication effort
g. Faculty/staff/guests who are connected with a WBC sponsored skeet/trap club:
   i. All skeet/trap equipment (including firearms and ammunition) shall be
      maintained, supervised, and securely stored by appropriate WBC
      personnel.
   ii. At no time shall students be allowed to access, possess, use, or transport
      any skeet/trap equipment (including firearms and ammunition) while
      on the WBC campus.
   iii. A complete statement of rules for firearms/ammunition for use in the
        skeet/trap club may be obtained from the Office of Campus Safety.
   iv. Violation of any of skeet/trap club rules by the student will result in
        expulsion from the WBC trap/skeet club, and liable to other appropriate
        penalties.

h. Faculty/staff/guests who are connected with a WBC academic course in archery,
or a WBC sponsored archery club:
   i. All archery equipment shall be maintained, supervised, and securely
      stored by appropriate WBC personnel.
   ii. At no time shall students be allowed to access, possess, use, or transport
      any archery equipment while on the WBC campus, except while taking
      part in an official WBC archery course or club, and under the direct
      supervision of appropriate WBC personnel.

    7. **Violations:** Any violation of this weapons policy will result in disciplinary action, and
       may result in law enforcement intervention.

40.2 CHURCH DUTIES, CHAPEL, AND COMMUNITY PARTICIPATION

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

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

If a faculty or administrative staff member's denominational affiliation changes, the faculty
or administrative staff member must inform the President of the College. In a conference
with the President, the faculty or administrative staff member's future relationship with
the College will be determined.
Employee involvement in church and civic activities provide visibility and bring good will to the College, and is encouraged. Each faculty member and staff member of the College is expected at all times to maintain consistent and sincere church relationships. It has never been the policy of the Board or of the Administration to designate the church that anyone should attend, but it is their policy to expect everyone to attend the services in the community where they live. Faculty and administration members should consider that the example set forth in this area is a tremendous influence upon students who attend the College.

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

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

40.3 OTHER EMPLOYMENT

Outside employment may be permitted, but is not encouraged. Any outside employment must not limit the employee in his service to the college, and must not constitute a “conflict of interest” or divide the employee’s loyalty to the college. Example of a conflict of interest would be teaching at night for an institution which WBC considers a competing institution. Faculty members desiring to undertake outside job related employment of any nature (i.e., education, teaching, research, mentorship, faculty advisor, etc.) must discuss with the Vice President for Academic Affairs and President concerning such employment. Part-time work such as church work is permissible, subject to review by administration, as long as it does not detract from the individual’s performance of his/her college responsibilities. College resources (i.e., computer, telephone, office, printer, conference rooms, office supplies, etc.) are not to be used for outside employment.

40.4 LEAVE OF ABSENCE

Leave of absence is arranged between the individual and the Administration. Details concerning leaves of absence will vary according to the circumstances involved. Summer leaves for study or travel are encouraged.
Alcohol-Illegal Drugs: The College expects that all employees will neither consume nor engage personally in the production, sale, or distribution of beverage alcohol or illegal drugs.

40.5 **Alcohol/Illegal Drug Use Policy Statement**

It is the policy of Williams Baptist College (WBC) to maintain an alcohol/drug free workplace. Therefore, the college will comply with the requirement of the Drug-Free Workplace Act of 1988, and any amendments, which applies to recipients of federal contracts and grants. Any employee found in violation of this policy is subject to immediate dismissal.

WBC employees are prohibited from using or being under the influence of alcohol while on campus or during regular work hours or during any college sponsored activity or event and from the unlawful manufacture, distribution, dispensing, possession or use of any controlled substances (drugs) either on or off campus at all times. Notification to WBC in writing of any conviction for a violation of any criminal drug statute or alcohol related charge no later than five calendar days after such conviction is also required. Any employee is subject to immediate dismissal for violation of these policies.

WBC employees must agree to submit to drug or alcohol testing if the college administration develops a reasonable suspicion that the employee has possessed or used either alcohol or drugs in violation of college policy. Reasonable suspicion will be based upon objective facts including, but not limited to, causing/contributing to an accident at work, decrease in work performance, belligerence with co-workers, or excessive absenteeism. Exhibiting abnormal conduct, erratic behavior, other physical symptoms/manifestations of using drugs, or being under the influence of a drug or alcohol will also be considered. Any employee refusing to submit to an alcohol/drug test or testing positive to alcohol or illegal drug use is subject to immediate dismissal.

Any employee undergoing medical treatment prescribed by a physician, which includes the use of any drug or medication which is affecting the employees ability to perform job-related functions, must notify his or her immediate supervisor in writing. Any employee who returns to work while using these medications must have a certification from their prescribing physician that they are fit for duty and capable of performing in a safe manner.

Alcohol or drugs will not be purchased with funds provided by the college or the Federal Government.
II. The college will have each employee sign a statement at the beginning of each fall semester to verify that he or she is not using any alcohol or illegal drugs. These signed statements will be filed in the business office.

III. Health Risks of Alcohol and Drugs

A. **Alcohol** - Causes depression, affects moods, dulls the senses and impairs coordination, memory, reflexes and judgment. Central nervous system damage may include poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. May also cause:

1. Cirrhosis of the liver
2. Stomach ulcers
3. Cancer of pancreas
4. Heart trouble
5. High blood pressure

Malnutrition may also result from alcohol abuse.

B. **Drugs** - The use of drugs may result in damage to the lungs, immune system, reproductive system, loss of memory, seizures, coma, malnutrition, behavioral changes (may cause violence), damage to the heart, liver, and kidneys. The use and abuse of drugs may also cause death, or may cause the death of someone else.

Use of the following drugs may cause, but is not limited to, the list below:

Cocaine - damage to the lungs, immune system, malnutrition, brain damage, heart attack, coma, or death.

2. Heroin - same as cocaine
3. Marijuana - damage to lungs, heart, reproductive systems, brain damage. May also cause death.

4. Hallucinogens - sudden loss of memory, behavioral changes that may cause extreme violence. Memory loss can be permanent.

5. Amphetamines - sustained physical high that can lead to malnutrition, heart attack and even death.

6. Sedatives and pain pills may be legal, but considered substance abuse causes damage to liver and kidneys. Overdose can cause death.

IV. Description of Legal Sanctions

   A. Drug Laws - State Code 5-64-401 - Criminal sanctions under Arkansas State and Federal law are very significant depending upon the controlled substance and the act involved, notwithstanding any other provisions of law to the contrary.

      1. Any person convicted of making, possessing, or delivering controlled substances may be sentenced for a term of imprisonment of not less than three (3) years or up to life in prison, even for the first offense and fined up to $100,000.

   Alcohol Laws -

      1. AR Code 5-65-401. An arrest for driving while intoxicated may result in imprisonment up to one year for the first offense and up to six years for the fourth and subsequent offenses. It may also result in fines up to $1,000 for the first offense and $10,000 for fourth and subsequent offenses, and a permanent loss of drivers license.

V. The Federal Laws that pertain to the use of alcohol or drugs, Publication 101-226, states that any person using illegal drugs cannot receive any type of financial aid. If the employees are using illegal drugs, the college can have all federal aid denied from the federal government.

VI. Williams Baptist College participates in the U.S. Department of Transportation required Drug Testing Program. All WBC employed CDL Bus Drivers must participate in the DOT Drug Testing Program as a requirement for employment. This program includes initial drug testing and random drug testing. Any WBC CDL Driver who refuses to be drug
tested, or refuses continue participation in the drug testing program, will face immediate dismissal.

VII. As part of WBC’s Drug Free Awareness Program, the school offers all full time and part time employees (and their spouses and children) an Employee Assistance Program (EPA), managed through “St. Bernard’s Behavioral Health”. This service offers assistance in many areas which also include Drug and Alcohol Abuse. The school also sponsors an annual campus Health Fair which provides information on many health related areas including drug and alcohol.

WBC maintains the right to modify or change its Drug Free Workplace policy at any time, without prior notice, as circumstances require.
ANTI-DRUG ABUSE and ALCOHOL USE CERTIFICATION

I certify that, as a condition of my employment at Williams Baptist College, I will not use or be under the influence of alcohol while on campus or during regular work hours or during any college sponsored activity or event nor will I engage in the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance either on or off campus at any time.

I understand that I must notify WBC in writing of any conviction for a violation of a criminal drug statute or alcohol related charge not later than five calendar days after such conviction.

I agree to submit to drug/alcohol testing if the college administration develops a reasonable suspicion that I am using or in possession of drugs or alcohol in violation of college policy.

I have read and fully understand the attached Alcohol/Illegal Drug Use Policy Statement.

I understand that if found in violation of this agreement I am subject to immediate dismissal.

________________________________________________________________________
Employee Signature                                                       Date
50  COMPENSATION

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

50.1  MOVING ALLOWANCE

Assistance for moving to the community shall consist of the College paying the cost of the rent and customary vehicle expense for a rental vehicle. The maximum amount of assistance shall be $1500.00. Reimbursement will occur upon the presentation of the proper receipts, invoices, etc.

50.2  FACULTY AND ADMINISTRATION HOUSING GUIDELINES
(REVISED 08.10.13)

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

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

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

Since some of the houses are larger than others, an employee may request to move if a more desirable house becomes vacant. Notices are sent to each approved employee living in faculty housing announcing that a house has been vacated. Those desiring to move into the vacated house have one week to notify the Business Office. All decisions are based on seniority of employment. In the event that an eligible employee member, living off campus, desires to move into College housing, that employee must notify the Business Office of that desire. This request will be considered on the same seniority basis when the next house becomes vacant.

50.2.1 Maintenance and Repairs

The College shall be responsible for maintaining the house structure including electrical, plumbing, heating, and air conditioning except in the case of unauthorized alterations or misuse by the residents. Additional maintenance shall include:

- Roof repairs and periodic repair and painting of exterior walls.
- Interior painting, if needed, when employee first occupies house. If interior is in good condition, expense of re-painting to color scheme desired by employee shall be borne by employee. Painting should be in a neutral color, or must be pre-approved by the Director of Maintenance. After employee has occupied a house (apartment), repainting shall be done at College expense not more frequently than once every 7 years.
- Flooring: The College provides carpet in a pre-selected color in the living room, hallway, and one bedroom. Vinyl flooring is also installed by the College in the kitchen/dining area, laundry room, and bathroom. Floor covering in the remaining rooms is at the expense of the occupant.
50.2.2 Employee Responsibilities

- Additions and modifications of housing desired by employee. Additions and modifications to houses must be authorized by the Vice-President for Business Affairs. Installations requiring electrical or plumbing work should be performed by certified contractors at the occupant’s expense and coordinated with the Director of Maintenance. Due to Insurance regulations and family safety, no new fireplaces or wood burning stoves will be authorized.
- Special utility hook-ups required for appliances which were not originally a part of the house.
- Installation and repair of all appliances.
- Equipment installed which was not a part of the house upon move in
- Keeping lawn mowed and edged, shrubs and trees trimmed, leaves raked.
- Leaving the house in the same general condition (or better) as when moved in.
- Resident installed improvements to the house (i.e. new carpeting, flooring, electrical, plumbing, closets, etc.) will be considered a donation to the college. A tax donation receipt may be obtained through the Advancement Office.
- Employees must obtain their own renters insurance as the school is not responsible for personal belongings.
- Boats, Trailers, RVs, campers are to be stored off campus and not on faculty housing property. An optional campus storage area is available at the Physical Plant office for those who would like use this storage. Employees must obtain their own property insurance as the school is not responsible for personal storage items.

50.2.3 Pets

Occupants are allowed to keep approved pets in faculty housing (in compliance with City, County, and/or State Regulations, as well as WBC policy). Outdoor pets should be properly restrained and should not disturb the neighborhood with excessive barking or threatening behavior. Occupants are responsible for cleaning/repairing any damage done by pets. Carpets damaged by stains or odors may require replacement at the occupant's expense.

50.2.4 Maintenance Fee

Effective July 1, 2013, A fifty ($50.00) per month maintenance fee will be deducted from the employees monthly paycheck for employees/families residing in Faculty Housing. (Those residents occupying Faculty Housing prior to 07/01/2013 will be grandfathered at zero
maintenance cost.). This non-refundable maintenance fee will be added to a maintenance account designated for the maintenance and repair of faculty housing.

50.2.5 Moving Out

Occupants should notify the business office in advance of their intent to vacate a house and arrange for a final inspection and key drop-off. Utility cut-off should be coordinated with the Physical Plant office. The house should be cleaned and any damages repaired by the employee so that the house is left in the general condition it was in during move in. A $500 dollar deposit for cleaning and repairs will be withheld from the last paycheck pending a final house inspection.

50.3 Fringe Benefits

50.3.1 Hospitalization/Dental Insurance

All full time regular employees are eligible to participate in WBC’s group hospitalization/dental plans. For calendar year 2017, the College will pay the full premium of an individual policy for the employee. The employee has the option to participate as an individual or to include his family at additional personal expense. Application for these benefits must be made in the Business Office during the first 30 days of employment to avoid providing proof of eligibility. An employee who does not elect coverage during the first 30 days of employment may do so during an open enrollment period, but will be considered a late enrollee and subject to the 18-month preexisting clause, unless this event is due to a life event (marriage, birth, adoption, change of eligibility status etc.) The open enrollment period for 2017 is November 1, 2016 – November 30, 2016.

_____ FAMILY COVERAGE HEALTH (2017 Employee Share $626.36)
_____ FAMILY COVERAGE DENTAL (2017 Employee Share $89.46)
_____ INDIVIDUAL COVERAGE DENTAL (2017 WBC pays premium)
_____ INDIVIDUAL COVERAGE HEALTH (2017 WBC pays premium)
50.3.2 LIFE INSURANCE

Participation in a group, term-life insurance policy is available for each* full time, employee. The College will pay one-half of the premiums on a policy which provides insurance for 2 ½ times the annual salary (maximum $80,000). Application for this benefit must be filed in the Business Office during the first 30 days of employment to avoid providing proof of eligibility.

*Exception—Full Time maintenance employees will be eligible for a $10,000 policy at no cost to the employee. This replaces the group term policy otherwise offered.

50.3.3 RETIREMENT

Williams Baptist College participates in the Guidestone Financial Services 403b plan. During the first year of employment, the College will match employee contributions of up to 3% of the employee’s annual salary. After the first year, the College will contribute 4% for employees contributing 3%, or 5% for those contributing 4% to 5%; 5% being the maximum the College will match.

50.3.4 SALARY CONTINUANCE

Participation in a group long term disability insurance plan is available for full time employees. The College currently pays the premium. Restrictions and limitations may apply and can be reviewed in the business office. Application for this benefit must be filed in the Business Office during the first 30 days of employment to avoid providing proof of eligibility.
50.3.5 SOCIAL SECURITY

Federal law requires the College to pay social security taxes on all employees who are not licensed or ordained ministers. One-half of this tax is withheld from the employees check and the other half is paid by the employer. Since the law requires licensed or ordained ministers to participate in social security, the College will pay one-half of the tax which the minister is required to pay on the salary he receives from the College. A statement of the social security taxes should be submitted to the Business Office at the end of each calendar year.

50.3.6 UNEMPLOYMENT COMPENSATION

The College contributes toward compensation as assessed.

50.3.7 EMPLOYEES SCHOLARSHIP

The College will provide the cost of undergraduate tuition (at WBC) for employees, spouses, and the dependents of full time employees through a combination of the Federal, State, and outside (any non-WBC related aid), and/or institutionally controlled scholarships. This scholarship does not cover textbooks, fees board, or independent studies.

50.3.8 SICK LEAVE

Sick leave shall accumulate at the rate of one day per month with a maximum of fifty (50) days accumulated. Faculty members are eligible for 9 days per year. The official record of absences due to illness will be maintained in the Business Office. Each employee is responsible for completing the absentee report from each month and giving it to their payroll supervisor by the fifth of the following month of the reporting period. Sick leave may also be used to care for immediate family members: spouse, child, mother, or father. It may also be used for the bereavement of the before mentioned, as well as immediate in-laws, siblings, and grandparents, up to a maximum of 3 days.
Full time non-faculty employees are eligible for paid campus scheduled holidays (see holiday schedule on WBC website).

After the first year of employment, an employee is entitled to two (2) weeks of vacation, and after ten years of employment an employee will start accruing three (3) weeks of vacation. The employee may take one week of vacation after working at least six months and then be entitled to another week after six more months; or work for 12 months and be entitled to two weeks of vacation. Up to a maximum of 480 vacation hours may be carried over into the following fiscal year. After the initial year of employment, with the written permission of the supervisor, an employee may (under special circumstances) need to take vacation time during the early part of a fiscal year. The employee should be aware that if for any reason employment is terminated prior to having actually earned the vacation days; the employee's final payroll check will be docked for unearned vacation hours.

WBC offers an Employee Assistance Program for all Full Time and Part Time Employees, and their dependents. This program is managed by St. Bernard's Behavioral Health.

Employees are eligible for designated personal necessity leave days per year. (During the initial year of employment one day is accrued every 6 months). Employees are eligible for 2 personal necessity leave days per year. No personal necessity leave days may be taken unless previously approved by the immediate supervisor. Immediate Supervisors or Division Chair persons will report personal necessity leave absences when reporting monthly sick leave absences. Personal necessity leave is non-cumulative and must be used during the fiscal year which begins on July 1 and ends on June 30.
The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees (male or female who have worked at Williams for at least 12 months, and for at least 1,250 hours during the 12 months preceding the start of the leave) to take up to 12 workweeks for leave, during any 12-month period for specified reasons. Any accrued sick leave and vacation will be considered a part of the allowed 12 workweeks. The employee will receive the regular compensation for the accrued sick leave. The remainder of the leave will be leave without pay.

With some exceptions, the FMLA requires that employers provide each returning employee with the same position or with an equivalent position with equivalent benefits, pay, and conditions of employment. The College maintains health insurance coverage for employees during leave under the regular group health plan. However, if the employee does not return from a leave for reasons other than a continuation, recurrence, or onset of a serious health condition, the employee will be required to repay the College for the cost of the premium during the leave period.

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

50.5 Course Overload Remuneration

A full-time faculty member may teach one overload course each semester with the permission of their Department Chair and the Vice President for Academic Affairs. The faculty member will be compensated at a per-semester-hour rate in addition to their annual contract remuneration package. Similarly, a full-time staff member (non-faculty) may teach one course each semester with the permission of their direct supervisor, their vice president, and the Vice President for Academic Affairs. The staff member will be compensated at a per-semester-hour rate in addition to their annual salary package.
60.1 TELEPHONE SERVICE

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

60.2 FACULTY AND STAFF PARKING

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

60.3 PROCUREMENT

College policy requires that all purchases in the name of the College shall be made through the budget control process. All Purchases must be approved by the Department Chair or Area Vice President. To ensure infrastructure conformity and obtain best pricing, procurement of all IT/TELCOM must be pre-approved by the IT department. The following procurement process is to be followed.

- Purchase is approved by Departmental Chair (IT Dept if IT/TELCOM related) and/or Area Vice President.
- Requisition form is completed and signed by the originator and approved by the Departmental Chair/Vice President (and IT Dept. if IT/TELCOM related). The specific account to be charged must be listed on the form.
- All Invoices must include the description of the item and must have approval signature by Departmental Chair/Vice President.
- Departmental Chair verifies the correct tax is charged (items shipped/delivered to campus have a lower sales tax rate than items picked up).
- Requisitions and/or invoices are sent to the Business Office for review and processing.
• The Business Office confirms there is money available in the budget, verifies the requisition and/or invoice is signed off by the appropriate party, and a check is prepared and mailed to the appropriate address.

60.3.1 College Credit Cards

In some instances, the use of a corporate credit card may be warranted. The use of a corporate card must be approved by the Departmental Chair or Area Vice President. The Process for use of the corporate card is as follows.

• Only purchases required as the normal part of school business are approved for Corporate Card Use (i.e., athletic team travel, etc.). Departmental budget money must be available for the purchase.
• Receipts must be signed by the originator. For meals, all persons who were included in the specific charge must be listed on the receipt.
• The specific account number to be charged must be written on the receipt.
• Receipts are compiled monthly, signed off by the Departmental Chair or Area Vice President, and forwarded to the Business Office for review.
• Business Office reviews and issues payment for approved expenses.
• Late submittal of credit card receipts/statement may lead to the loss of credit card privileges.

60.3.2 Contracts

• All Contracts must be reviewed and approved by the Vice President of Business Affairs and/or the President.

60.3.3 Vendors – Outside Contractors

• The use of any/all vendors or contractors must be pre-approved by the Office of Business Affairs. The following information must be provided prior to a vendor/contractor approval.
  o W9
  o Business Contact Information
Liability Insurance Document showing Liability Insurance of at least 1M USD, confirmation of having workers compensation, and showing Williams Baptist College as “additional insured”.

*Any person who purchases anything or contracts for any service in the name of Williams Baptist College without following the above requirements may be personally liable for any and all obligations involved.

60.3.4 CREDIT CARD SECURITY POLICIES

Williams Baptist College

Credit Card Security Policies

PCI DSS 3.0

Version 1.0 - December 22, 2014

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# Revision History

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Introduction and Scope

Introduction

This document explains the College’s credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program. The College management is committed to these security policies to protect information utilized by The College in attaining its business goals. All employees are required to adhere to the policies described within this document.

Scope of Compliance

The PCI requirements apply to all systems that store, process, or transmit cardholder data. Currently, The College’s cardholder environment consists only of imprint machines or standalone dial-out terminals. The environment does not include storage of cardholder data on any computer system.

Due to the limited nature of the in-scope environment, this document is intended to meet the PCI requirements as defined in Self-Assessment Questionnaire (SAQ) B, ver. 3.0, released February, 2014. Should The College implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in electronic format, or otherwise become ineligible to validate compliance under SAQ B, it will be the responsibility of The College to determine the appropriate compliance criteria and implement additional policies and controls as needed.

Requirement 3: Protect Stored Cardholder Data

Prohibited Data

Processes must be in place to securely delete sensitive authentication data post-authorization so that the data is unrecoverable. (PCI Requirement 3.2)

Payment systems must adhere to the following requirements regarding non-storage of sensitive authentication data after authorization (even if encrypted):

- The full contents of any track data from the magnetic stripe (located on the back of a card, equivalent data contained on a chip or elsewhere) are not stored under any circumstance. (PCI Requirement 3.2.1)
- The card verification code or value (three-digit or four-digit number printed on the front or back of a payment card) is not stored under any circumstance. (PCI Requirement 3.2.2)
- The personal identification number (PIN) or the encrypted PIN block are not stored under any circumstance. (PCI Requirement 3.2.3)

Displaying PAN

The College will mask the display of PANs (primary account numbers), and limit viewing of PANs to only those employees and other parties with a legitimate need. A properly masked number will show no more than the first six and the last four digits of the PAN. (PCI requirement 3.3)
Requirement 4: Encrypt Transmission of Cardholder Data Across Open, Public Networks

Transmission of Cardholder Data
Sending unencrypted PANs by end-user messaging technologies is prohibited. Examples of end-user technologies include email, instant messaging and chat. (PCI requirement 4.2)

Requirement 7: Restrict Access to Cardholder Data by Business Need to Know

Limit Access to Cardholder Data
Access to The College’s cardholder system components and data is limited to only those individuals whose jobs require such access. (PCI Requirement 7.1)

Access limitations must include the following:
Access rights for privileged user IDs must be restricted to the least privileges necessary to perform job responsibilities. (PCI Requirement 7.1.2)

Privilleges must be assigned to individuals based on job classification and function (also called “role-based access control). (PCI Requirement 7.1.3)

Requirement 9: Restrict Physical Access to Cardholder Data

Physically Secure all Media Containing Cardholder Data
Hard copy materials containing confidential or sensitive information (e.g., paper receipts, paper reports, faxes, etc.) are subject to the following storage guidelines:

All media must be physically secured. (PCI requirement 9.5)

Strict control must be maintained over the internal or external distribution of any kind of media containing cardholder data. These controls shall include: (PCI Requirement 9.6)

- Media must be classified so the sensitivity of the data can be determined. (PCI Requirement 9.6.1)
- Media must be sent by a secure carrier or other delivery method that can be accurately tracked. (PCI Requirement 9.6.2)
- Management approval must be obtained prior to moving the media from the secured area. (PCI Requirement 9.6.3)

Strict control must be maintained over the storage and accessibility of media containing cardholder data. (PCI Requirement 9.7)

Destruction of Data
All media containing cardholder data must be destroyed when no longer needed for business or legal reasons. (PCI requirement 9.8)

Hardcopy media must be destroyed by shredding, incineration or pulping so that cardholder data cannot be reconstructed. (PCI requirement 9.8.1.a)

Containers storing information waiting to be destroyed must be secured (locked) to prevent access to the contents by unauthorized personnel. (PCI requirement 9.8.1.b)

Protection of Payment Devices
Devices that capture payment card data via direct physical interaction with the card (such as swipe readers and any other payment terminals) must be protected. This protection must include preventing the devices from being tampered with or substituted. (PCI requirement 9.9)

The College must maintain an up-to-date list of devices. Employees shall be instructed to maintain the integrity and currency of the inventory. The list should include the following: (PCI requirement 9.9.1)

- Make and model of all devices.
- Location of each device (for example, the address of the site or facility where the device is located).
- Device serial number or other method of unique identification.

The payment devices must be periodically inspected. Check surfaces to detect tampering (for example, addition of card skimmers to devices). Checks must also be made that will detect substitution (for example, by checking the serial number or other device characteristics to verify it has not been swapped with a fraudulent device). (PCI requirement 9.9.2)

Employees and contractors who interact with the payment devices must be provided with training that enables them to be aware of attempted tampering or replacement of devices. Training should include the following: (PCI requirement 9.9.3)

- Employees must verify the identity of any third-party persons claiming to be repair or maintenance personnel prior to granting them access to modify or troubleshoot devices.
- Employees must be instructed not to install, replace, or return devices without verification from management. The inventory list (required previously) must be updated by the employee when device locations are changed or new devices are added.
- Employees need to be aware of suspicious behavior around devices (for example, attempts by unknown or unauthorized persons to unplug or open devices).

Requirement 12: Maintain a Policy that Addresses Information Security for Employees and Contractors

Security Policy

The College shall establish, publish, maintain, and disseminate a security policy that addresses how the company will protect cardholder data. (PCI Requirement 12.1)

This policy must be reviewed at least annually, and must be updated as needed to reflect changes to business objectives or the risk environment. (PCI requirement 12.1.1)

Critical Technologies

The College shall establish usage policies for critical technologies (for example, remote-access technologies, wireless technologies, removable electronic media, laptops, tablets, personal data/digital assistants (PDAs), email, and internet usage. (PCI requirement 12.3)

These policies must include the following:

- Explicit approval by authorized parties to use the technologies. (PCI Requirement 12.3.1)
- Acceptable uses of the technologies. (PCI Requirement 12.3.5)

Security Responsibilities
The College’s policies and procedures must clearly define information security responsibilities for all personnel. (PCI Requirement 12.4)

**Incident Response Policy**

The Director of Campus Safety shall establish, document, and distribute security incident response and escalation procedures to ensure timely and effective handling of all situations. (PCI requirement 12.5.3)

**Incident Identification**

Employees must be aware of their responsibilities in detecting security incidents to facilitate the incident response plan and procedures. All employees have the responsibility to assist in the incident response procedures within their particular areas of responsibility. Some examples of security incidents that an employee might recognize in their day to day activities include, but are not limited to,

- Theft, damage, or unauthorized access (e.g., papers missing from their desk, broken locks, missing log files, alert from a security guard, video evidence of a break-in or unscheduled/unauthorized physical entry).
- Fraud – Inaccurate information within databases, logs, files or paper records.

**Reporting an Incident**

The Director of Campus Safety should be notified immediately of any suspected or real security incidents involving cardholder data:

Contact the Director of Campus Safety to report any suspected or actual incidents. The Campus Safety phone number should be well known to all employees and should page someone during non-business hours.

No one should communicate with anyone outside of their supervisor(s) or the Director of Campus Safety about any details or generalities surrounding any suspected or actual incident. All communications with law enforcement or the public will be coordinated by the Director of Campus Safety.

Document any information you know while waiting for the Director of Campus Safety to respond to the incident. If known, this must include date, time, and the nature of the incident. Any information you can provide will aid in responding in an appropriate manner.

**Incident Response Policy** (PCI requirement 12.10.1)

Responses can include or proceed through the following stages: identification, severity classification, containment, eradication, recovery and root cause analysis resulting in improvement of security controls.

**Contain, Eradicate, Recover and perform Root Cause Analysis**

1. Notify applicable card associations.

   **Visa**
   
   Provide the compromised Visa accounts to Visa Fraud Control Group within ten (10) business days. For assistance, contact 1-(650)-432-2978. Account numbers must be securely sent to Visa as instructed by the Visa Fraud Control Group. It is critical that all potentially compromised accounts are provided. Visa will distribute the compromised accounts.
Visa account numbers to issuers and ensure the confidentiality of entity and non-public information. See Visa’s “What to do if compromised” documentation for additional activities that must be performed. That documentation can be found at http://usa.visa.com/download/business/accepting_visa/ops_risk_management/cisp_what_to_do_if_compromised.pdf

**MasterCard**


**Discover Card**

Contact your relationship manager or call the support line at 1-(800)-347-3083 for further guidance.

2. Alert all necessary parties. Be sure to notify:
   1. Merchant bank
   2. Local FBI Office
   3. U.S. Secret Service (if Visa payment data is compromised)
   4. Local authorities (if appropriate)

3. Perform an analysis of legal requirements for reporting compromises in every state where clients were affected. The following source of information must be used: http://www.ncsl.org/programs/lis/cip/priv/breach.htm

4. Collect and protect information associated with the intrusion. In the event that forensic investigation is required the Director of Campus Safety will work with legal and management to identify appropriate forensic specialists.

5. Eliminate the intruder's means of access and any related vulnerabilities.

6. Research potential risks related to or damage caused by intrusion method used.

**Root Cause Analysis and Lessons Learned**

Not more than one week following the incident, members of the Data Security Team and all affected parties will meet to review the results of any investigation to determine the root cause of the compromise and evaluate the effectiveness of the Incident Response Plan. Review other security controls to determine their appropriateness for the current risks. Any identified areas in which the plan, policy or security control can be made more effective or efficient, must be updated accordingly.

**Security Awareness**

The College shall establish and maintain a formal security awareness program to make all personnel aware of the importance of cardholder data security. (PCI Requirement 12.6)

**Service Providers**

The College shall implement and maintain policies and procedures to manage service providers. (PCI requirement 12.8)

This process must include the following:
• Maintain a list of service providers (PCI requirement 12.8.1)
• Maintain a written agreement that includes an acknowledgement that the service providers are responsible for the security of the cardholder data the service providers possess (PCI requirement 12.8.2)
• Implement a process to perform proper due diligence prior to engaging a service provider (PCI requirement 12.8.3)
• Monitor service providers’ PCI DSS compliance status (PCI requirement 12.8.4)
• Maintain information about which PCI DSS requirements are managed by each service provider, and which are managed by the entity. (PCI requirement 12.8.5)

60.4 BUDGET MAKING PROCESS

An annual budget for the College is prepared by the President and the Vice President for Business Affairs, and it is administered through the Office of Business Affairs. The budget process takes place each year in December through May. There is preliminary information provided to all budget managers in early December. The President and the Vice President for Business Affairs apprise the managers of the process to be used. Currently, WBC uses a “modified zero based budgeting” process where the budget for each department begins at zero. The budget manager, starting at zero dollars, details the specific projected expense areas needing funding for the fiscal year. This projection becomes the requested departmental budget. The requested budgets are reviewed by the President and the Vice President of Business Affairs. After various negotiations and careful study, the recommended WBC budget is presented to the Board of Trustees for approval in the Board’s spring meeting. Once the budget is approved by the board, the initial budget is rolled out to the departments. If the anticipated fall enrollment (FTE) is not met, the President may find it necessary to present a revised budget to the Board in the September meeting for their consideration.

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

Budget managers should never adopt the viewpoint that they must spend all of their annual budget or be penalized the following year. Just because money is left in the budget does not necessarily mean there is money available in the bank. It benefits everyone at WBC to
only spend the portion of their budget which is necessary. Unused balances of budgets will not carry forward from one fiscal year to the next.

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

60.5 CAMPUS MAIL

Boxes are provided for professional staff and faculty of the College. The College will provide postage for mailing matters concerning College business. A deposit box for such mail is located in the Mail Room and mail should be deposited not later than 12:00 Noon, if one desires it to be processed the day of its mailing. Free postage is not provided for personal correspondence.

60.6 OFFICE HOURS

Current office hours for all student servicing Administrative Offices is from 8AM to 4:30 PM (Office hours and break time for other departments vary due to the special needs of the college). All Administrative Offices are expected to remain open during the lunch hour by staggering department employee’s lunch periods. Although the school is supportive of providing these reduced work time hours (a normal work week is 40 hours) there may be times when employees are required to work more than the scheduled 37.5 hours. Supervisors are expected to be sensitive to the personal needs of those whose positions require regularly scheduled, extended travel assignments.

At the President’s discretion, office hours in the summer or between semesters may be modified as needed. Any changes to the normal 8AM to 4:30 PM administrative office schedule will be announced prior to the semester break.

60.7 OFFICES AND KEYS

Offices are provided for all professional staff and full time instructors. The IT department will assign each with one computer, one monitor, one land line phone, and provide access to a printer. Keys for academic buildings and offices are requisitioned through Divisional Chairs and the Vice President for Business Affairs, via the Help Desk Process. Keys may not
be copied, or given out to students or visitors without the permission of the President.
Upon termination of services, keys are to be submitted to either of the above mentioned.

Conference Rooms and/or shared rooms are reserved through the office of Student Affairs
who will sign out a key to an employee. Shared Room keys are not to be duplicated or
given to visitors or students.

60.8 LOST AND FOUND

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

60.9 BREASTFEEDING

In recognition of documented health advantages for infants and mothers, Williams Baptist College
provides a supportive environment to enable breastfeeding employees to express their milk during
work hours.

For up to one (1) year after the child's birth, breastfeeding employees are allowed to breastfeed or
express milk during their normal breaks or meal periods. For time needed beyond the usual break
times, employees may use personal leave or make up the time as negotiated with their supervisors.

A private room (not a restroom or toilet stall) shall be available for employees to breastfeed or
express milk. If employees prefer, they may also breastfeed or express milk in their own private
offices, or in other comfortable locations agreed upon in consultation with the employee’s
supervisor. Expressed milk can be stored in designated company refrigerators, or in an employee’s
personal cooler.

60.9.1 Employees Responsibilities

- Employees who wish to express milk during the work period shall keep supervisors
  informed of their needs so that appropriate accommodations can be made to satisfy the
  needs of both the employee and the College. Employees should label all milk expressed
  with their name and date collected so it is not inadvertently confused with another
  employee’s milk. Each employee is responsible for proper storage of her milk using
  personal coolers, or designated College refrigerators.
• When more than one breastfeeding employee needs to use a designated lactation room, employees can use the sign-in log in the room to negotiate milk expression times that are most convenient or best meet their needs.
100 FACULTY

100.10 FACULTY STATUS

Faculty status extends to administrators and support professionals who have taught, or are teaching part-time and to some professionals who have a master's or higher degree in a field related to their assignments or, who are so designated by action of the President.

Faculty status entails the following expectations, privileges, and benefits: attendance at faculty seminar/workshops and chapel, voting at faculty meetings, eligibility for tenure (while full-time), faculty schedule and fringe benefits, and participation in Commencement and other formal academic occasions and ceremonies. Faculty members are eligible for committee assignments and may be assigned to advise students.

Professional staff members who do not have faculty status may have I.D. card privileges and may vote in faculty meetings. Their families enjoy the same admission to programs, use of facilities, and tuition remission as faculty families.

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

100.20 ACADEMIC FREEDOM AND RESPONSIBILITY

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

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

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

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

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

100.30 FACULTY CONTRACT PERIOD

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

100.40 SALARY

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

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

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

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

Tenure is granted only by the Board of Trustees. Normally no more than 75% of the personnel within a department shall be tenured.

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

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

100.50.1 TENURE CRITERIA FOR TEACHING FACULTY

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

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

100.50.2 TENURE APPLICATION PROCEDURES

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

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

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

100.50.3 TENURE APPROVAL OR DENIAL PROCEDURES

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

100.50.4 DISMISSAL OF TENURED FACULTY

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

• Moral malfeasance or gross misconduct, in which case termination may be
immediate, provided the charge is uncontested, or is substantiated before a panel of
peers.
• Incompetence or neglect of responsibilities, in which case termination may be
effected at the end of the current contract year, provided the faculty member has
first been warned, advised, and counseled in regard to the deficiencies and their
correction, and has been given adequate opportunity for correction and
improvement. If there is gross incompetence or neglect, termination may be
immediate, provided the above conditions have been met, and provided the charge
is substantiated before a panel of peers if requested.
• The necessity of retrenchment by the institution, compelled by reduced
enrollments, reduced level of financial support, inflation, changes in student course
selection, or some combination of the above factors, in which case the steps outlined
in Policy for Staff Reduction will be followed. Tenured personnel shall be entitled to
one year advance notice of termination.

100.60 FACULTY RANK

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

• Demonstrate a consistent record of excellence in college teaching as attested by
evaluations by students, faculty colleagues, department chair, and division chair.
• Demonstrate a consistent record of active professional growth and a plan for future active professional growth.
• Demonstrate a record of active involvement in the life of Williams Baptist College in addition to the effective performance of classroom, studio, and laboratory responsibilities.

100.60.1  INSTRUCTOR

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

100.60.2  ASSISTANT PROFESSOR

• A faculty member eligible for appointment to or promotion to this rank must:
  o Hold an earned doctorate in his or her teaching field or an earned terminal degree accepted by the appropriate accrediting agency in his or her teaching field OR hold the Master's degree in his or her teaching field plus have completed at least 18 additional graduate hours in the same teaching field and at least two years of full-time college teaching OR hold an earned Master's degree and at least 18 additional graduate semester hours in his or her teaching field and have completed at least 12 years of full-time teaching, at least 3 of which must have been at WBC.

100.60.3  ASSOCIATE PROFESSOR

• A faculty member eligible for appointment to or promotion to this rank must:
  o Hold an earned doctorate in his or her teaching field or an earned terminal degree accepted by the appropriate accrediting agency OR have completed at least 60 semester hours of graduate work in his or her teaching field.
  o Have completed at least 6 years of full-time college teaching with a minimum of 4 years in the assistant professor rank.
100.60.3 PROFESSOR

- A faculty member eligible for appointment to or promotion to this rank must:
  - Hold an earned doctorate in his or her teaching fields or an earned terminal degree accepted by the appropriate accrediting agency in his or her field.
  - Have completed at least 12 years of full-time college teaching with a minimum of 6 years in the associate professor rank.

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

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

100.70 FACULTY EVALUATION

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

100.80 FACULTY PERSONNEL FILE

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

100.90 ACADEMIC APPOINTMENT

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

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

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

### Appointments - Renewal of Contracts

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

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

### Termination of Appointment

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

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

Overload pay will be paid to full-time teaching faculty when the faculty member's instructional work load for the academic year exceeds twenty-four semester hours.

The salary for courses of less than or more than three hours will be prorated on the basis of the salary for three credit hours.

100.90.2 SUMMER PAY

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

110.10 TEACHING LOAD

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

110.20 FACULTY RESPONSIBILITIES

110.20.1 FACULTY MEETINGS AND WORKSHOPS

Faculty meetings are scheduled to meet once per month on the second Friday at 2:00 PM. Additional meetings may be scheduled at 2:00 PM on Friday as needed. The Vice President for Academic Affairs presides over the meetings. The faculty members are expected to attend these meetings unless prohibited by College business or emergencies. Normally, items to be included on the agenda are submitted to the Vice President for Academic Affairs in advance of the meetings.
Normally two workshops are held each academic year, a fall pre-session workshop and one pre-session spring workshop. Other workshops, including post-session workshops, may be scheduled at the prerogative of the Vice President for Academic Affairs and President.

110.20.2 MEETING CLASSES

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

110.20.3 COURSE SYLLABI, TEXT ADOPTION, CHANGE, AND TEXTBOOK ORDERS

110.20.3.1 SYLLABI

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

110.20.3.2 ADOPTIONS AND CHANGES

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

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

110 20.3.3 ORDERS AND REORDERS

Department chairs estimate the enrollment in each course and section. The bookstore manager orders books and other materials to be purchased by the students on the basis of the enrollment estimates, the stock on hand or believed to be in circulation, the schedule for offering the course, etc. Textbooks and other required materials and supplies should be purchased through the College rather than being handled by the teacher. Examination copies of textbooks to be considered for adoption should be requested directly from the publisher.

110.20.4 GRADE AND ATTENDANCE REPORTS

Grade Reports are to be submitted in the form specified by the Registrar and in strict accordance with the announced date of submission. Failure to submit grade reports, the submission of incomplete grade reports, the unexcused delay in submitting grade reports all constitute a serious breach of professional responsibility.

Each faculty member is required to keep a record of attendance in each class. Attendance should be checked each time the class meets. Excessive absences should be reported to the Vice President for Academic Affairs Office. Each faculty member is to maintain the on-line attendance module.

110.20.5 OFFICE HOURS AND WEEKLY SCHEDULE

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

Curriculum changes may be initiated by a member of the faculty, a group of students, or the administration. The procedure outlined below should be followed in the addition or modification of course offerings:

- Proposals for new course offerings or the modification of existent offerings should be submitted to the Academic Affairs Committee. Each proposal should include:
  - A tentative course title;
  - An abbreviated syllabus;
  - Objectives for the course;
  - A rationale.

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

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

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

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

110.20.7  CHANGE OF GRADE

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

110.20.8  CREDIT BY DIRECTED INDIVIDUAL STUDY

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

110.30  FACULTY DEVELOPMENT

110.30.1  TRAVEL EXPENSES FOR PROFESSIONAL MEETINGS

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

110.30.2  FACULTY SCHOLARSHIP FUND

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

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

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

110.30.3 STUDY AT OTHER INSTITUTIONS

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

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

110.30.5  OBLIGATION OF PERSONNEL RECEIVING EDUCATION AID

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

110.30.6  TUITION ASSISTANCE PROGRAM (TAP)

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

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

Applications for TAP funds must be made in writing to the Vice President for Academic Affairs by July 1 each year. Application letters must include specific information on credit courses/research/dissertation hours to be taken and/or costs of books, lab manuals, or other specific, course-related, required supplies. If advance allocations are approved, the applicant must furnish official documentation, detailing the expenses for which an advance allocation was made. This documentation must be on file in the Vice President for Academic Affairs office within thirty days of the end of the semester for which an advance allocation was made.

\(^{2}\) Multiple applications may diminish the amount available to individual applicants. Grants of less that $100 will not be considered.
allocation was made. When in doubt concerning an applicant’s requisition, the Vice President for Academic Affairs may require a letter from the applicant’s doctoral advisor clarifying or certifying the applicant’s expenses.

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

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

110.40 THEME READERS AND PAPER GRADERS

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

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$^3$ All lesser amounts of TAP funding ($100$ to $999$) will likewise obligate the faculty member to a minimum of one semester of service as indicated above.
APPENDICES

A. EMPLOYEE SCHOLARSHIP PLAN

The following persons are eligible for benefits under the Employee Scholarship Plan:

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

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

Recipient’s Responsibility:

- Before eligible persons may qualify for this plan, they must satisfy all requirements for admission to Williams, complete all necessary financial aid forms and accept all Federal, State, and Outside (any non-college related aid) Financial Aid for which they qualify (excluding loans).
- An Employee Scholarship Plan application must be filed with the Office of Financial Aid by February 1 for the fall semester and October 1 for the spring semester. An application must be filed for each semester of attendance.
- The intention of the plan is to assist employees and their families with tuition and double occupancy residence costs, rather than covering all related educational expenses.

The Plan Covers:

- Tuition charges according to the restrictions below
- Double occupancy room charges

The Plan Does Not Cover:

- Textbooks
- Private Music Fees
- Lab Fees
- Student Activity Fees
- Directed/Independent Study
- Private Room Charges
• Cafeteria Charges
• Online Classes
• Coursework beyond the first baccalaureate degree

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

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

For Employee’s Legally Dependent Children:
• Scholarship dollars will be applied to 100% of outstanding tuition charges.*
• Dependent children must maintain a 2.0 cumulative GPA to continue to receive this scholarship.

*Outstanding charges are defined as any tuition charges less any Federal, State, and Outside aid.
• If the parent’s employment terminates during a semester, the scholarship will be prorated.
• Dependent children’s enrollment will not be used to determine if there is a sufficient number of students to make a class.

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

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

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

Student Name ___________________________________________ SS# ______________________________

Address _______________________________________________________________________________________________

Employee Name ___________________________________________ Position ______________________________

Address _______________________________________________________________________________________________

Degree Working Toward ___________________________________________________________________________________

Anticipated Completion Date ______________________________________________________________________________

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

______________________________  ______________________________
Student Signature             Date

______________________________  ______________________________
Employee Signature            Date
B. FACILITIES USE BY OFF-CAMPUS GROUPS

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

A request from any group for an activity which might be disruptive to the process will be denied. Requests initiated by off-campus groups/individuals will be evaluated by the Office of Student Affairs.
C. LIBRARY POLICIES AND PROCEDURES

1 LIBRARY BUDGETS

After the College administration determines the library budget for a given year, the Learning Resources Committee makes a study of divisional needs for books and periodicals.

Based on this study, the committee makes recommendations to the faculty concerning how the book and periodical budgets will be divided among the academic divisions. Upon faculty approval of the committee’s recommendations, the book and periodical budgets are used for a given year according to that action.

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