



# **Veritas Evangelical Seminary Policy and Procedures Manual 2014-2015**

**“Your Word Is Truth” - John 17:17**

**VERITAS EVANGELICAL SEMINARY**

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**POLICY AND PROCEDURES MANUAL  
2014-2015**

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## **BOARD/ADMINISTRATION/FINANCIAL POLICY**

### **I. Authority and Responsibility of the Board of Directors**

- A. To fully support the Seminary's Mission, Doctrinal Statement, policies, and programs established by the Board of Directors.
- B. To employ/terminate the Chief Executive officer (President) who is to oversee the Seminary's Mission, Doctrinal Statement, and rules and regulations of the Seminary.
- C. To fully support, encourage, and counsel with the Chief Executive Officer (President) on all matters of the Seminary.
- D. To establish and oversee the finances and budget of the Seminary.
- E. To approve the ongoing expansion of the Seminary with respect to approving the purchase or sale of all real estate and physical plant (location).
- F. To preserve, in confidence, all discussions and decisions of the Board of Directors except those approved by the Board for public consumption.

### **II. Authority and Responsibility of the Administration**

- A. To fully support the Mission, Doctrinal Statement, and policies established by the Board of Directors.
- B. To administer all programs, rules, and regulations established by the Board of Directors of the Seminary.
- C. To employ or terminate all faculty and staff needed to accomplish their duties with the Seminary stated Mission, Doctrinal Statement, and budget parameters established by the Board of Directors.
- D. To preserve in confidence, all discussion and decisions of the Board of Directors appropriate to administration of the Seminary unless otherwise designated.
- E. To keep the Board of Directors informed, in a timely manner, about the status and progress of the Seminary.

### **III. Relation Between the Board and the Administration**

- A. Only the Board of Directors shall have sole authority and responsibility to set policy. The administration shall have sole authority to administer policy.
- B. The responsibility and authority to execute all policy matters, established by the Board of Directors, shall rest with the Chief Administrative Officer.
- C. The Board of Directors is responsible for selecting and employing the Chief Executive Officer (President) and may terminate him in accordance with his contract.
- D. Official and approved Seminary business must be conducted within the procedures and authority established by the by-laws and rules directed by the Board of Directors.
- E. Other than their official function as a member of the Board as a whole, individual Board members must be careful not to instruct or otherwise attempt to persuade the CEO (President) or any other staff person to perform their duties in a certain way.

### **IV. Board Records Policy**

The Board Policy Handbook, all records, all discussion, and all actions taken by the Board of Veritas Evangelical Seminary are confidential and to be held in the strictest confidence, with exception of information that is designated by the Board to be released to the public.

### **V. Board Evaluations**

The Board self-evaluation forms are passed out annually prior to December 31. Each Board member completes a form. The President receives the forms, collates the results, and reports the findings to the Board members. The results are available in confidential files in the President's office. Also, each Board member is given an evaluation

form for the President to fill out. The completed forms are given to the Secretary of the Board, who collates the results. The forms and collated results are stored in the Secretary's files. Each Board Member shall affirm the VES doctrinal statement annually. This affirmation will be confirmed by a signed VES doctrinal statement.

## **VI. Board of Directors Meetings and Procedures**

See enclosed Article III in the VES by-laws

## **VII. Board Authority Over Annual Budget, Input, and Procedure**

The institutional budget process shall involve the VES Board of Directors who shall review, revise, approve, or reject the annual budget as well as have the final authority (verbal and written) over the approval of such budget. Prior to Board final approval, input must be gained from grassroots personnel which includes Director of Student Services, Registrar/Admissions Coordinator, Business Manager, Events Coordinator, IT Personnel, Library Director, and other grassroots offices. Grassroots input may be delivered directly to the President or to the President through their immediate supervisors. Input may be verbal or written with specific amounts of monies along with their corresponding designated areas identified. All input shall be delivered to the President no later than December 1 prior to the new budget year. All input shall be collated by the President prior to the December Board meeting for Board analysis, evaluation, review, and final approval. Each budget solicitation shall be accompanied by a signature page which must be returned to the Business manager's office where they will be placed in the employee's file. All Board decisions regarding the final approval of the annual budget shall be arrived at by majority vote and evidenced by written minutes

## **VIII. Investment/Management Policy**

All investment proposals, investment policies, and investment procedures are to be prepared in writing and approved by the VES governing Board. All Seminary investments (if any) should be of a legal, moral, secure and conservative nature. Conservative and secure investments are considered insured accounts, government guaranteed instruments, Certificate of Deposits (CDs), approved stock, real property as it must relate to the institutions mission and development, investments rated by professional analysts as highly secure and conservative, and other such low-risk investments. Any investment(s) will be managed by an Investment Manager appointed by the VES Board of Directors. The Manager may be a competent Board member, or a competent individual appointed by the Board, or a professional Investment Manager if so desired. The following will articulate the VES policy on investments and its managers:

**Purpose:** To establish guidelines for the effective management of Veritas Evangelical Seminary's (i.e. the Institution or Seminary) funds, assets, and endowments.

### **Financial Objectives**

The primary long-term financial objective for the Institution is to preserve purchasing power of assets and income after accounting for investment spending, inflation, and costs of portfolio management.

**General Guidelines:** It is required that the institutions funds/assets be invested in a diversity of instruments using a range of investment styles to provide reasonable assurance that no single security, or class of securities, will have a disproportionate impact of the performance of the total fund. The goal for Veritas Evangelical Seminary's investment pool is to provide a real total return that preserves the purchasing power of the assets, while generating an income stream to support the academic activities and development of the Institution. The investment's real total return will be sought from an investment strategy that provides an opportunity for superior total returns within acceptable levels of risk and volatility.

**Management of Investments:** Veritas Evangelical Seminary has delegated responsibility for investments to the Board of Directors, which shall recommend and implement investment policy with regard to asset/funds

allocation, manager selection and portfolio supervision. The Board should discuss its activities every year for the Board approval and review. Investments will be overseen by the Board in accordance with the established investment policies and within the confines of all government law. The Board of Director functions relating to investments are as follows:

- Develop and recommend to the Seminary such investment and investment-related policies, as it deems appropriate.
- Recommend to the Seminary appropriate policies and procedures for custodianship and access to securities held by the funds, as it may deem appropriate.
- Set asset allocation and manager structure policies for the investments.
- Establish and continue to update the investment policy, and report the recommended changes to the Institution.
- Select, and as appropriate terminate, investment managers, fund custodian, and the investment consultant for the investments.
- Establish, monitor, and update the investment process.
- Review investment performance against established objectives.
- Review, at least annually, investment activities to ensure compliance with investment policy.

**Investment Managers:** An Investment Manager shall be appointed by the Board of Directors to oversee any investment. This individual may be a professional independent Investment Manager, or a competent individual appointed by the Board, or a competent VES Board member. The role and duties of the Investment Manager is to make Board approved investments, as well as maintain and oversee the investment, report investment status once per year (or as often as the Board requests) to the Chief Financial Officer (CFO/Treasurer) of the Board of Directors, make recommendations to the VES Board, and manage VES investments. The Investment Manager will ensure through his/her oversight the investment is secure and required to submit all substantial investment requests to the VES Board for approval. The Investment Manager, who will be supervised by the VES CFO, will abide by all local, state, and federal (IRS) regulations for all VES investments.

- Investment managers of marketable securities are expected to produce a cumulative, annualized total return net of fees and commissions that exceed an appropriate benchmark index over a three- to five-year period, and should be above a median for active investment managers using similar investment philosophies over the same time periods. The primary long-term investment objective will be to earn a total rate of return that exceeds the spending rate plus the costs of managing the investment fund.
- Investment managers have discretion to manage the assets in each portfolio to best achieve the investment objectives, within the policies and requirements set forth in this statement, the investment manager agreement with the Seminary including the guidelines for each investment manager, and subject to the usual standards of fiduciary prudence.
- Investment managers will report performance quarterly consistent with these objectives and also indicate current annualized income and yield. Investment managers that fall below market performance for 3 consecutive quarters can lead to termination.
- Each investment manager will be provided copies of the investment policy along with any updates, changes, and/or corrections established by the University.

**Endowment Spending:** The University may spend up to 10% (which includes the payout plus the costs of managing the investment fund) of the principle of the accounts each year starting after the first year of receipt of the completed endowment. The earnings in excess of 10% shall become part of the principal of the endowment or may be used in the general operating budget of the institution. The VES Board of Directors may make exceptions to this policy when in the best interest of the University.

**Mishandling of Funds:** There shall be no conflicts of interest associated with any Seminary investments. No investment will be for the purpose of personal benefit of the Board members, but for the development and benefit of the institution. An annual review of any potential (or real) conflicts of interest will be addressed by the VES Board of Directors. The “Conflict of Interest Policy” stated in the VES *Board Policy Handbook* shall be the official VES policy and procedure which governs issues of conflict of interest.

The VES Board of Directors will review any competency or legal issues, as well as issues related to the violation of VES investment policy associated with the mishandling of funds during bi-annual Board meetings or upon request



by an individual Board member. The request for a meeting must be given to the other Board members in writing describing any alleged mishandling of funds or policy violation issues. The request will be reviewed by the Board, and if needed consult law enforcement personnel, government agencies, and/or investment consultants to render a decision on the matter. Any decision issued by the Board of Directors regarding the mishandling of funds shall be the result of a written vote with the one accused abstaining from the vote (if the accused is a Board member). If the mishandling of funds was for personal gain, the accused Board member shall be immediately terminated from his Board membership. Seminary funds shall be audited by an external accounting agency to ensure the handling of funds is both legal and corresponds to our investment policy. Any mishandling of funds shall be dealt with according to VES investment policy, Code of Conduct as stated in the *VES Administrative/Employee Handbook* and government law.

**Conflict of Interest:** There shall be no conflicts of interest associated with any Seminary investments. No investment will be for the purpose of personal benefit of the Board members, but for the development and benefit of the institution. An annual review of any potential (or real) conflicts of interest will be addressed by the VES Board of Directors. The "Conflict of Interest Policy" stated in the *VES Board Policy Handbook* shall be the official VES policy and procedure which governs issues of conflict of interest.

### **IX. Debit Card Policy**

Veritas Evangelical Seminary shall maintain a debit card that shall be utilized for various expenditures. The card may be used for the following expenditures:

1) gasoline for VES and volunteer vehicles, 2) maintenance for VES vehicles, 3) meals for VES related business (e.g. meetings, staff development, student recruiting, conference speakers, faculty hosting, etc), 4) office supply purchases, 5) VES business or conference related airfare tickets, 6) VES business or conference related hotel lodging, and 7) library resources

All expenditures, except VES related meals and gasoline expenditures, shall require prior pre-approval by submitting a Purchase Order (PO) which must be approved by the Business Manager (Budgeting Office) or the President after a budgetary review.

Authorized use and custody of the debit card shall be restricted to the President and Business Manager only, or to whom they approve for specific purchases. These third party approvals shall be written in a Debit Card Log (maintained by the Business Manager) which describes: 1) the date of permission, 2) who was given permission, 3) the purpose of the expenditure, 4) amount of the purchase, and 5) the initial of the one (President or Business Manager) giving permission.

### **X. Fundraising Policy**

The term "fundraising" used within the framework of this policy refers to all funding or funding requests from non-government sources. This includes philanthropic gifts or sponsorship funding from corporations, private donors, trusts and foundations. This Policy applies to all forms of fundraising campaigns for the benefit of the Institution whether conducted by the Seminary or organizations outside the Seminary. The Policy does not apply to instances when family or friends of a deceased person announce that contributions may be sent to the university in lieu of other remembrances.

The President of the Seminary serves as the main fundraiser of the Institution Though the President may work in cooperation with the Chancellor, Academic Dean, and the Board of Directors to accomplish fundraising goals. All persons and departments shall acquire approval for any fundraising activity from the President prior to taking action. Student Services/Alumni Affairs, Institutional Development, and the Faculty may function as advisory groups (with no final authority) for any fundraising events or letters.

**Purpose:** It is necessary that all fundraising events and/or letters be coordinated for the purpose of avoiding saturating potential donors with solicitations. This is accomplished by gaining approval from the President prior to

forming fundraisings events and/or letters. The purpose of this policy is to put in place fundraising procedures designed to assist the Seminary in maximizing its fundraising potential and to ensure that 1) all Seminary fundraising is consistent and of a high standard, 2) the duplication of approaches and submissions is eliminated, 3) donors are properly recorded and acknowledged, 4) a high degree of coordination and discipline exists between groups/departments which demonstrates unity within the Institution, and 5) all campaigns and appeals receive the support and endorsement of the Institution.

**Policy Statements:** The President assumes full administrative responsibility for basic fundraising efforts. Any literature that may be prepared to cultivate or solicit private funds by any department or program is to be approved by the President first, then the Director of Institutional Development to ensure a consistent quality to potential donors. The Director of Institutional Development is the university's internal consultant on all matters relating to fundraising. He/she is charged with the responsibility of providing best practical advice and assistance on:

- Major gift campaigns
- Capital campaigns
- Annual giving appeals
- Corporate giving and sponsorship
- Bequest & planned giving programs
- Campaign Committee and volunteer development
- Prospect research and tracking
- Donor and sponsor stewardship
- Tax consideration relating to gifts made to the university

The president shall submit for review and approval by the Board of Directors any proposal:

- for the public phase of a fundraising campaign with a goal of \$100,000 or more;
- for a campaign which involves the solicitation of real property or funds for the purchase of real property.

The president is authorized to approve all other fundraising campaigns.

The conduct of all fundraising campaigns shall be subject to the following conditions:

- All fundraising activities shall conform to established Seminary programs and policies.
- Fundraising activities shall not obligate the Seminary to expend funds in excess of budgeted items.
- A capital improvement project shall be subject to government laws and codes and subsequent Board approval of the site and design of the project.

Fundraising programs that are to be coordinated by the President, Chancellor, and/or Director of Institutional Development include but are not limited to:

- Annual giving from alumni and other supporters through written correspondence.
- All capital campaigns or building campaigns.
- Deferred or planned giving programs (estate planning for the benefit of the Seminary).
- Special projects or gifts.
- Special efforts directed to various constituencies (targeted audiences and for special purposes).

All fundraising departments and individuals shall respect the confidentiality of all campaign information and individuals. The President, Chancellor, and Director of Institutional Development shall:

- Donor and prospective donor records on database are kept up to date and confidential
- Donors are appropriately acknowledged and thanked according to the level of their giving (emails, or personal letter, and/or phone call)

- Gifts are properly recorded and processed through database and the Seminary Business Office
- Pledged gifts and installment dates are recorded for reminder/follow-up by the assigned fundraiser
- The President, Chancellor, and VES Board members may be informed of Seminary fundraising activities and results

### **Conflict of Interest Policy**

At each bi-annual meeting the full Board, officers, directors or trustees, and key employees shall address actual or potential conflict of interest issues.

1. The Board shall request each member to give a full report of all related party transactions which have or shall occur between any Board member, officer, or senior management person of Veritas Evangelical Seminary.
2. The Board shall cause any transaction in question to be examined as to best interests, comparative valuation, and legality.
3. All transactions shall be approved by the Board in advance.
4. The related party shall make full disclosure and make themselves available for questioning by the Board or its assigns.
5. The related party shall not attend the Board's deliberations, nor shall they be allowed to participate in a vote on the subject issue.
6. Discussions and disclosures should not be governed as deliberations; and the latter parties shall participate in the same.
7. Any transaction at issue shall meet all the VES and Board guidelines regulating the issue, and be in full compliance with the spirit and letter thereof.

## **FACULTY RESPONSIBILITIES**

### **Doctrinal Statement**

All administration and faculty members must sign that they agree with the Doctrinal Statement of Faith annually and are responsible for upholding it in teaching and practice.

### **Code of Conduct**

The faculty is responsible to exemplify and uphold the "spiritual and moral" standards of the Seminary as well as the Code of Conduct.

### **Syllabi**

Each faculty member is responsible for posting either on their syllabus or office door a minimum of four (4) hours per week when he/she is available for advising students. Module courses taught by adjunct faculty must contain some form of contact information (e.g. email/phone) for student-teacher communication.

### **Faculty Load**

The regular full-time faculty teaching load is a maximum of 12 hours per semester, unless it is reduced for Administrative duties. In the case of modules, it is 24 hours per year.

### **Copyrights**

The faculty is responsible for abiding by the United States copyright laws in their use of materials, including software, for their classes.

### **Faculty Evaluation**

The faculty is responsible for taking regular student evaluations of their course as provided by the Academic Dean.

### **Protocol**

The faculty is directly responsible to the Academic Dean and should report all matters of academic concern to the Academic Dean.

### **Attendance**

Faculty members are expected to be on time and present for all classes (see below).

### **Substitute Teachers**

When absent, a teacher is responsible to get his/her own substitute. All substitute instructors must be approved in advance by the Academic Dean. If the Academic Dean is unavailable, appeal shall be made to the President.

### **Due Process**

All matters not covered in the faculty policies and procedures should be taken to the Academic Dean first. If the problem is not resolved satisfactorily, faculty members may then make final appeal to the President.

## **FACULTY ATTENDANCE/ABSENCE POLICY**

Classroom sessions must meet the following requirements. For additional information, see next page.

All faculty and students are expected to attend and complete every semester class period, 6:30 p.m. until 9:30 p.m. This will allow one 15 minute break during that period. This is especially important since the classes meet only one time per week (in the case of modules, which meet from 6:00 pm -10:30 pm, the breaks are three 10 minute periods). The maximum number of absences allowed per course is one (1). If students are absent more than one class session per term, their grades will be reduced by the professor (see below). If a class is canceled because a faculty member is absent, that absence is not counted in the total number of absence students are permitted during the term. This makes it imperative for the faculty to observe strictly the Faculty Absence Policy.

When a faculty member is absent from class due to sickness or pressing personal concerns, the following steps should be taken:

1. Inform the Academic Dean personally of proposed absence as soon as possible so arrangements for that particular class can be made.
2. It is the responsibility of the Professor to contact a substitute subject to approval by the Academic Dean.
3. If substitute has not been secured, the instructor is to notify class members in person or by phone.
4. If the class session does not meet as scheduled, the instructor must provide for a library reading or other appropriate assignment approved by the Academic Dean.

Other than special advanced approval of the Academic Dean (or the President if the Academic Dean is not available) for extenuating circumstances, no faculty member may be absent more than one class session for semester courses or one four (4) hour session per module.

## **POLICIES ON PLAGIARISM, CHEATING, AND ATTENDANCE**

The following policies are stated in the VES Student Handbook and should be referenced in each Veritas syllabus:

*Attendance Policy:* Three-hour courses will meet for one, 165- minute session each week Attendance is expected at all class sessions, except in cases of emergency. Students are expected to attend classes regularly. Students will be granted one absence. Students who are absent from two (2) classes will have their course grade reduced by 1/3 a letter grade. Students who are absent from three (3) classes will have their course grade reduced by an additional 1/3 letter grade. Students who are absent more than 25% of

class meetings will be given automatic academic failure as a consequence. The student may appeal this to the Academic Committee in extenuating circumstances. Students may recover no more than 1/3 a letter grade by appropriate extra credit work relevant to the course, to be assigned by the professor. Additionally, the student is responsible for making up the content and/or assignments that were missed. Professors are required to take attendance in their classes (including modules) and submit an attendance report to the Registrar's Office prior to the end of the last month of the semester. If a class session is canceled because a faculty member is absent, that absence will not be counted in the total number of absences permitted during the term. Students are not allowed to take a Module for credit if the student misses the final Saturday of the Module.

*Cheating and Plagiarism Policy:* Plagiarism and cheating, regardless of the reason, are considered unethical and a violation of the Veritas Evangelical Seminary student code of conduct. The first offense will result in automatic academic failure for the assignment and/or the course by a decision first by the professor, then to the Academic Dean, then to the Executive Committee, for a decision. Any student appeal must be made before the Executive Committee's final decision. Subsequent offenses or those involving a thesis or project may involve suspension from the Seminary upon recommendation of the Executive Committee and decision by the respective professor for dismissal from the Seminary, and/or the revocation of a degree. All decisions by the Executive Committee are final.

## FACULTY RANK, STATUS, PROMOTION, TENURE, AND DEVELOPMENT

### Faculty Categories:

There are two general categories of faculty, full-time and part-time. Full-time faculty are those who receive an annual full-time contracted salary from the Seminary and who are assigned full-time teaching and/or administrative loads. Part-time faculty are those who are paid by the course and/or do not receive an annual salary.

### Faculty Rank:

There are three faculty ranks: Instructor, Associate Professor, and full Professor. Faculty remuneration is based on this ranking. The Librarian has faculty status by virtue of the position and the possession of the M.L.S. degree.

Specific criteria for promotion to the various faculty ranks within the Seminary are as follows:

*To Instructor:* (a) Promise of teaching competence, (b) Possession of the M.A. or its equivalent, (c) Potential and interest in further study, (d) Qualities of character expected in a seminary teacher, and (e) Wholehearted acceptance of the doctrinal position and philosophy of the seminary.

*To Associate Professor:* (a) Fulfillment of all criteria for instructor; (b) At least three years of full-time successful teaching experience at VES or elsewhere; (c) Evidence of teaching ability; (d) Possession of an appropriate accredited doctoral degree (or completion of nearly all coursework but the dissertation for an earned academic degree); (e) Ability in professional growth and scholarly research as shown, for example, by participation in professional societies, publication of articles, and/or book reviews in scholarly journals and other publications, or other special attainments or recognition in his or her field; and (f) Usefulness to the Seminary in performing various faculty responsibilities.

*To Full Professor:* (a) Fulfillment of all criteria for an Associate Professor; (b) At least five years of successful teaching experience at VES or elsewhere; (c) Possession of an earned academic doctorate degree; (d) Evidence of outstanding qualities as a teacher; (e) Professional competence evidenced by significant publications in his or her field of study, substantial research, respectable scholarship, and/or other significant attainments in his or her discipline.

### Faculty Promotion:

Faculty promotion is based on merit. Promotion from one level to another must begin by the recommendation of the Academic Dean, then upon recommendation of the President. Then the President shall present the matter to the Board of Directors for final decision. Based on the above criteria, and for the purpose of faculty development, (a)

each faculty member is encouraged to attend professional meetings in her or her own discipline, to write scholarly papers and books, and to continue to develop his or her educational expertise through reading, seminars, etc. Further, (b) each faculty member is required to read the Dean's Instructor's Manual at least once a year. In each addition, (c) each faculty member is required to submit a class syllabus for each course before the actual class begins, for the purpose of the Dean's evaluation and editing. Additionally, (d) each Department Head is required to sit in on at least one class a semester of each of his faculty members, as well as to meet with each faculty member at least once a semester in order to give the faculty member appropriate feedback and encouragement. And finally, (e) the Academic Dean is required to sit in on at least one class a semester in order to give each faculty member appropriate evaluation and encouragement.

#### **Faculty Tenure:**

Tenure means that a faculty contract will be offered automatically each successive year the seminary and that particular department are in existence, provided that the professor continues to meet the doctrinal, spiritual, and contractual qualifications set forth by the seminary. At VES, there will be no tenure as such, rather, each instructor/professor will be employed "at will," (see Administrative/Staff Handbook).

#### **Faculty Development:**

Faculty members are encouraged to attend professional meetings in their discipline and to write scholarly papers and books. A stipend is provided annually for each full-time faculty member to accomplish this goal.

### **FACULTY JOB DESCRIPTIONS**

The following is a general job description for all Veritas Evangelical Seminary faculty members. All VES faculty members are required to participate in the following:

1. All faculty members are expected to adhere to the VES doctrinal statement and affirm it annually (by signed statement).
2. All faculty members are expected to adhere to the VES code of conduct.
3. All faculty members are expected to begin every class with prayer.
4. All faculty members are expected to read the VES Faculty Handbook prepared by the Academic Dean's Office.
5. The regular full-time teaching load is a maximum of nine (9) hours per semester, unless reduced for administrative duties. Regular full-time teaching load is eighteen (18) hours per year.
6. All faculty members are expected to adhere to all of the United States copyright laws in the use of materials, including software, for all classes.
7. In all protocol matters, faculty members are directly responsible to the Academic Dean (if unavailable, to the President) and should report all matters of academic concern to him.

Classroom sessions must meet the following requirements:

Three-hour courses will meet for one 270-minute session each week. In a semester schedule, this means that weekly classes should commence at 6:00 p.m. and continue until 10:30 p.m. There may be three 10 minute breaks during that period.

Three semester hour module courses will meet for one 270-minute class session each evening Monday through Friday with three 10 minute breaks during these periods, and meet for one 510-minute in class session on Saturday allowing for three 10 minute breaks and 45-60 minute lunch.

When a faculty member is absent from class due to sickness, travel complications, or pressing personal concerns, the following steps should be taken:

1. Inform the Academic Dean (or the President if the Academic Dean is not available) personally of the proposed absence as soon as possible so arrangements for that particular class can be made.
2. If the class session does not meet as scheduled, the instructor must provide for a library reading or other appropriate assignment approved by the Academic Dean (or the President if the Academic Dean is not

available).

3. Other than special advanced approval of the Academic Dean (or the President if the Academic Dean is not available) for extenuating circumstances, no faculty member may be absent more than one class session for semester courses or one four (4) hour session per module.

### **Faculty Requirements**

1. Concerning attendance, all faculty members are expected to be on time and present for all classes.
2. When absent, a teacher is responsible to get his/her own substitute. All substitute instructors must be approved in advance by the Academic Dean.
3. All faculty members are expected to submit to the Academic Dean a rough draft class syllabus for each class before the actual class begins, for evaluation and potential revisions.
4. All faculty members are required to prepare four copies of the final draft of all class syllabi to be given to the following people: one to the Dean, one to the Registrar, and one to the Library Director.
5. All faculty members are expected to participate in any assigned committee work.

### **Syllabus Format**

All faculty members are required to produce a syllabus for each class that contains the following information:

1. The course number, name and description, along with the Instructor's name and highest degree.
2. Instructor's contact information (phone, email, etc.) with stated hours of availability.
3. The time and place of the class.
4. The purpose and objectives of the class, including stated measurable outcomes for the student.
5. All measurable outcomes must be accompanied with a description of how the outcomes will be assessed in the course (i.e. by exam, paper, project, summaries, etc)
6. The required textbooks and other suggested readings.
7. All requirements for the class including all readings, assignments, and exams, including dates.
8. A bibliography for further reading on the topic.
9. The basis for the final grade.

All faculty members must have regular office hours that are posted on their office doors. Office hours must be posted (on syllabus or office door) by the first day of class each semester and must meet the following criteria:

At least two nights per week.

At least four hours total per week.

At least from 5:30-6:00 p.m. on the nights of classes.

All faculty members are required to set aside a minimum of four (4) hours per week for the purpose of advising students.

## **FACULTY RECRUITMENT**

### **Faculty Recruitment Plan**

The president, in consultation with the Dean, is responsible for faculty recruitment. Contact with potential faculty is made in several ways:

1. The Evangelical Theological Society (ETS)
2. International Society of Christian Apologetics (ISCA)
3. The Evangelical Philosophical Society (EPS)
4. Other Evangelical schools and churches

5. With other administrators at meetings
6. Other sources of information

### **Faculty Selection Process**

The President makes the initial contact and informal interview by:

1. Meeting and discussing the potential position.
2. Collecting general information about prospective teacher from others who know him (e.g., administrators, teachers, and colleagues).
3. Observing the candidate making an academic presentation or, a presentation at a professional society, or as an invited lecturer to VES.
4. Acquiring resume and relevant background material on prospective teacher.

The President shares the relevant material with the Dean and other faculty members for input and recommendation. Relevant material about VES, including doctrinal statement, mission statement, and catalog are shared with prospective teacher. If both parties are still interested, an interview is set up with the Veritas faculty. If potential faculty member is in agreement with VES doctrinally, morally, academically, and pedagogically, a contract is offered to the prospective faculty member with the approval and budget established and approved by the Board of Directors.

## **FACULTY REMUNERATION**

### **Part-Time Faculty/Staff/Administration**

The remuneration for part-time and adjunct faculty is on a per-course basis and commensurate with the faculty status as “Instructor,” “Associate professor,” and full “professors. The maximum salary is given only when tuition for the course exceeds the teacher’s remuneration. In cases where anticipated tuition revenues are lower, the professor may be given the option before the class begins to teach at a lower salary. Otherwise, the class will be canceled.

Faculty who teach module courses are paid half their salary at the conclusion of their one-week module lectures. The remaining amount will be paid at the conclusion of the course immediately after final course grades are submitted to the registrar.

Faculty who teach weekly courses are paid half their salary by the eighth (8<sup>th</sup>) class session, the remaining portion will be paid at the conclusion of the course after final grades are submitted to the Registrar.

Additional stipends up to \$500.00 per course may be given to teachers who in the opinion of the Academic Dean make a significant contribution to the school.

Faculty who have recorded courses for the VES external studies program will not have to facilitate or grade these courses. However, availability to the student who may desire to ask a question concerning course lectures is required in the form of an email address listed on the syllabus.

Faculty (including adjunct faculty) remuneration for courses taught in residence for VES includes full payment for the same course(s) to be offered by the VES External Studies Department. VES shall record and retain the video and/or audio materials of the respective course(s) and VES shall have the non-exclusive right to offer the course(s) without limit to quantity or duration to VES students by external modes such as online and/or correspondence means.

### **Full-Time Faculty/Staff/Administration**



The general base scale for full-time resident Seminary faculty/Staff/Administration will begin at minimum wage. For those with a doctorate, it will be increased on a meritorious basis with education, experience, and institutional value. Faculty/Staff/Administration are paid twice a month on the first and fifteenth day of the month.

Faculty (including adjunct faculty) remuneration for courses taught in residence for VES includes full payment for the same course(s) to be offered by the VES External Studies Department. VES shall record and retain the video and/or audio materials of the respective course(s) and VES shall have the non-exclusive right to offer the course(s) without limit to quantity or duration to VES students by external modes such as online and/or correspondence means.

### **Outside Employment**

No full-time faculty member may have outside employment by another academic institution, though approval may be given in advance by the President in view of special circumstances. This prohibition does not apply to employment positions in churches, non-academic environments, or other Christian ministries. The prohibition does not include receiving remuneration for special lectures, workshops, writings, or messages related to the ministry. This prohibition does not apply to part-time (or adjunct) faculty who may have outside (academic) employment.

### **Benefits**

At this time there are no health insurance policy benefits available through VES. When these benefits become available in the future each faculty member will be notified in writing. Part-time faculty (20-34 hours/week or who teach 3-8 units per year) receives a tuition waiver for VES classes for themselves and their spouses only. Full-time admin/faculty (32-40 hours/week or who teach more than 18 units per year) receives free tuition for VES classes for themselves, their spouse, and their dependents. All other fees must be paid in full.

### **Holidays**

Full and part-time faculty/staff have the following paid holidays:

New Year's Day  
Memorial Day  
Good Friday  
Independence Day (July 4)  
Thanksgiving and the Friday immediately after Thanksgiving  
Christmas Eve  
Christmas Day  
The week immediately following Christmas day (Vacation)

The offices shall be closed on the above listed holidays. When Christmas falls on a Saturday or Sunday, the days off will be the Friday before and the week afterward. When New Year's Day falls on a Saturday or Sunday, the day off will be the same day that Federal Services and banks are closed. Offices will reopen the first weekly workday after New Year's Day.

## **LEAVE FROM WORK**

### **Sick Days**

Veritas Evangelical Seminary will not accrue vacation, but will have 3 paid sick days per year. If an employee exceeds his/her 3 days allotted, deductions shall be made to the employees normal paycheck. Sick days do not roll-over (accrue) to the next year.

The employee is expected to call the President by 8:30 AM the morning he/she will not be in due to illness. If the illness continues into the next day the employee is again expected to call by 8:30 AM. If the President is not reachable, leave a message on voicemail or contact the Business Manager.

### **Personal Days**

Every employee/staff shall have 1 personal day off each year. Three days notice shall be given by the employee to his/her immediate supervisor. The supervisor must in turn tell the Business Manager.

### **Civic Duties**

Employees required to serve on Jury Duty or as a witness in a court case will have time off with \$10.00 per day pay for work days they are actually required to serve but must report back to work when excused or dismissed. This benefit is not to exceed ten paid days.

### **Family Weddings and Deaths**

Employees will be allowed three days of personal leave for the death of an immediate family member: father, mother, brother, sister, wife, husband, son, daughter, grandmother, grandfather, grandchild, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. If an employee must attend a funeral of a non-related person or a relative not of the immediate family which requires more than one half-day, it must be counted as a sick day. Employees will have 1 day paid leave for family weddings that occur on a work day. Longer periods may be granted by the President in special circumstances.

## **FACULTY PORTFOLIOS**

The following items are recommended for inclusion in each faculty portfolio to be kept in the Dean's Office:

1. A Faculty Signature page indicating awareness of contents of the file.
2. A Curriculum Vitae (resume plus courses taught, articles published, etc.)
3. All Faculty original Transcripts (It is the faculty member's responsibility to see that these are sent to the Seminary.)
4. A Concise and Measurable Job Description.
5. One Sample Course Syllabi.
6. A Regular Evaluation of Teaching Effectiveness by a Peer.
7. A Regular Evaluation of Teaching Effectiveness by the Academic Dean.
8. A Summary of Student Faculty Evaluations.
9. A Faculty Self-Evaluation of Scholarly Activities, Institutional Service, and Church/Community Service.
10. Commendations and Recommendations.

## **OFFICE PROCEDURES**

### **Typing, Copying, etc.**

Each faculty member is responsible for his/her own typing and photocopying of materials for classes.

### **General Office Supplies**

These are kept in a central location and are available to all faculty. When one notices that the supply of an item is low, it is that person's responsibility to write it on the supply order sheet in the Business Office.

### **Photocopying**

The photocopier in the office is for faculty and staff use only. Students should use the copier in the library and pay

for copies they make. Each faculty member will be given an access code for the copier in the workroom. Any copies made for personal use must be paid for at the time they are made. This includes copies made for speaking engagements not directly related to Seminary business. Any questions regarding this should be directed to the Business Manager.

### **Class Notes**

All class notes are provided to the students either through VES or the instructor of the course. VES or the instructor may have special instructions for the students regarding the cost of notes which may result in the student compensating VES or the instructor for said notes. If VES will distribute notes, faculty should provide them to the Seminary at least two weeks prior to the beginning of the semester so that they can be distributed. Students must pay for all extra notes copied for them during the semester.

### **Purchases**

Every purchase made must have Purchase Order approved and signed. Purchase Orders are available through the Business Office and should be signed by the Business Manager or appointed individual before the order is placed. Each purchase must be within the designated budget and be approved by the Academic Dean.

### **Textbook Orders**

All textbooks and class notes are sold either through VES, Legacy International ([www.internationallegacy.org](http://www.internationallegacy.org)), or your local Christian bookstore. All textbook orders must be placed with the appropriate entity. Under no circumstances should a faculty member order any item for the Seminary without a signed Purchase Order from the Business manager. All personal orders must be paid for when they arrive. Faculty members are responsible for shipping and handling charges on personal orders.

Textbooks are limited to \$75/per course (retail). Course notes may be in addition to this. Biblical Language courses may require Bible software not to exceed \$250.

### **Phone calls**

All long distance phone calls charged to Veritas Evangelical Seminary must be for seminary business or have prior approval from the Academic Dean or Business Manager. Faculty and staff are never to accept collect calls without the prior approval of the supervisor.

Personal long-distance phone calls should not be charged to the Seminary. If an emergency should arise, use your personal phone card or cell phone for the charges. The VES 888 number is not to be used to receive personal calls.

### **Telephone Conduct**

Telephones should be answered in a manner that the person calling should feel that they have your full attention and that you are there to help them in whatever way possible. Remember, many times the public gets their first impression of the Seminary from how we conduct ourselves over the phone.

### **Fax Usage**

The employee making a personal fax must keep a record of the date, time, and phone number, give it immediately to the Business Manager, and pay the amount due when the bill comes.

### **Copier Usage**

Personal copying should be paid for at the time it is done at the stated rate. The money should be given to the Business Manager.

## **Computer Use**

No employee should use computers for personal use during work hours.

## **POLICY AND PRACTICES RELATED TO THE HANDICAPPED**

It is the policy and practice of the Seminary to provide access to handicapped personnel by way of parking spaces, doorways, and bathroom facilities. However, some courses will be held in an upstairs environment which has limited access. If there is a question, one should call the Seminary to discover current accessibility prior to registering for classes.

### **FACULTY/EMPLOYEE EVALUATIONS**

**Faculty Evaluations:** Each full-time or part-time faculty member is evaluated periodically. Two (2) evaluations are used. 1) The Academic Dean (or Associate Dean) evaluates faculty members periodically, in part by listening to a class taught by the faculty member. A standardized form is used to record comments. 2) Students: Students in each course complete a standardized form evaluating both the content and the teacher of the course.

The Academic Dean's office receives these evaluations and the results are tallied. Results are communicated to the faculty member periodically in a formal evaluation time. These evaluations may be used in determining whether or not future contracts are offered (for non-tenured faculty).

**Employee Evaluations:** Each Employee will be evaluated based on their performance and loyalty. The President and Dean will officiate all employee evaluations. The President or Dean may invite an employee's supervisor to assist with the evaluation. Each employee will receive an evaluation form with numbered ratings addressing various levels of performance and loyalty. A copy of the evaluation form will be placed in the employee's permanent file.

## **CURRICULUM DEVELOPMENT**

Curriculum development will be established according to the following:

1. The Academic Committee will meet at least once a year (preferably in the spring semester) to review the current curriculum, in light of the established learning outcomes for each degree program.
2. The Academic Committee will also keep apprised of any seminary developing curriculums that may be adapted for Veritas' own purposes and goals.
3. If upon evaluation, the current curriculum is not measuring up to and accomplishing the established learning outcomes of each degree program, said curriculum will be edited and upgraded so as to meet the established learning aims of each degree program.
4. As the student body grows and other degree programs or areas of concentration are deemed necessary, the Academic Committee will then develop such curriculum items needed to meet the growing needs.

When all the above have been approved by the Academic Committee, the Academic Committee will then offer the curriculum matters to the Veritas faculty for review, and subsequently forward to the VES President for final approval.

## **POLICY AND PUBLICATION APPROVAL**

The procedure for introducing new or revised policies and publications is as follows: (1) Input is received from faculty, staff, students, or concerned constituents. (2) Information is passed on to the Academic Dean. (3) The Dean

meets with the Academic Committee who formulates proposed policy and forwards it to the Executive Committee for review, revision, and approval. (4) Faculty policy decisions are forwarded to the Board of Directors for final approval. (5) The policy is then added to the next revision of the appropriate handbook. The President is responsible for approving all publications and official information representing the school before it is released.

### **TIMETABLE FOR REVIEW OF VES DEGREE PROGRAMS**

The following regular timetables will be established for review of all VES degree programs:

1. The Executive Committee will meet at least once a year in order to review all VES degree programs.
2. The Committee will delegate each of the VES degree programs to the various committee members for evaluation.
3. Subsequently, the Executive Committee members will meet to discuss the above evaluations.
4. The evaluations will be based on the established VES degree program learning outcomes, student and graduate evaluations, etc.

### **NON-ACADEMIC STUDENT COUNSELING AND REFERRALS**

Further, the following steps will be taken to formalize a response to the needs of students for non-academic counseling and referrals. (1) All counseling of students of the opposite sex must involve a third party for accountability. (2) Faculty counselors shall make no claim to counsel “professionally” or in the name of the Seminary. (3) Any referrals to outside counseling entities/services must not be made in the name of the Seminary.

### **DUE PROCESS FOR FACULTY GRIEVANCES**

The following due process is being implemented for any and all faculty grievances:

*Introduction:* A faculty member has the right to make use of the following procedures in any instance in which he or she has a grievance against another faculty member or staff person. That grievance may be over an instance in which the faculty member is the object of perceived improper personal treatment or injurious action by another faculty member or staff person, or an instance in which the faculty member has a complaint against a colleague’s behavioral impropriety or failure to fulfill any contractual obligations.

1. The aggrieved person or the person with the complaint should make every effort to resolve the problem privately with the offending or accused person.
2. If the problem cannot be resolved privately, then the faculty member has the right to state his or her grievance or complaint in writing to the Academic Dean, giving the precise nature of the alleged improper treatment or complaint.
3. The Academic Dean will investigate the grievance or complaint, interviewing the parties as necessary and gathering sufficient information. Within the following two weeks, the Academic Dean will then either deny the grievance or complaint or seek redress and will report in writing the same to the President and the aggrieved party or complainant.
4. If resolution is not reached through the Academic Dean, either party may request in writing a hearing before the Executive Committee within the next three weeks. The committee has the prerogative to grant or refuse a hearing notifying the appropriate parties of said decision in writing. If the committee proceeds with a hearing, it will investigate the situation and then report its findings in writing to the President within the following two weeks, including a recommendation either that no action be taken, that the accused faculty member be reprimanded verbally and/or in writing, or that the dismissal proceedings be initiated, or any other necessary or reasonable action that needs to be taken.

## **BUSINESS OFFICE**

The Business Office maintains files on faculty members for tax and business purposes. Any changes, including address and phone, etc., must be communicated to the Business Manager immediately. Each January, new tax withholding forms must be filed with the Business Manager.

## **ACADEMIC STRUCTURE**

### **Faculty Meetings**

Faculty meetings are held regularly throughout the academic year through electronic or in-person correspondence. Their time and place are set by the Chair of the Academic Committee. They are chaired by the Academic Dean, who is responsible for putting together the agenda of the meeting.

### **Faculty Members**

The voting faculty consists of all full-time faculty members. Part-time faculty members are invited to attend and participate in faculty meetings but do not have voting rights.

### **Faculty Officers**

*The Academic Dean.* The Academic Dean is the head of the faculty. As such, he prepares the agenda for the faculty meetings. He is also responsible to see that the meeting operates in decent and orderly way in accordance with the *Robert's Rules of Order*. He is also the chairman of the Academic Committee. All the academic programs, personnel, and committees operate under his direction.

*Faculty Secretary.* The faculty secretary is selected by the faculty. He/she does not have to be a member of the faculty. It is his/her duty to record the minutes of the meetings and provide copies to the faculty before the next meeting for their revision and approval.

### **Faculty Committees**

Faculty committees report directly to the Academic Dean. They may make motions for policies and procedures related to their areas. Faculty committees include, but are not limited to, the following:

1. The Academic Committee (Chaired by the Academic Dean)
2. The Library Committee (Chaired by the Librarian or Assistant Librarian)
3. The Admissions Committee (Chaired by the Director of Admissions)

Other committees include, but are not limited to the following:

1. The Student Affairs Committee (Chaired by the Director of Student Affairs) and Executive Committee.

## **ORGANIZATION AND FUNDING**

Veritas Evangelical Seminary is a non-profit organization which is directed by a Board of Directors; this Board has the final responsibility for all decisions made. This Board operates similarly to a Board of Directors in a profit-making corporation. The President is the chief executive officer of the school and is solely responsible to the Board for all decisions made.

Veritas Evangelical Seminary has two main sources of funding: tuition and gift. The school's yearly operating budget is dependent upon both of these sources of income. This means that the staff and faculty must work together to make VES an institution which has the support of the Murrieta community, alumni, and friends of the Seminary.

## **FIRST DAY PROCEDURES**

A new employee should complete the following forms on his/her first working day: W-4 Federal Withholding, State Withholding, Employment Eligibility. Verification Form I-9, and Employee Information Sheet. No employee can be paid without a social security number. These forms will be given to you by the Business Manager. Any time a change of address occurs, the new address should be reported to the Business Manager immediately.

## **EMPLOYMENT RELATIONSHIP POLICIES**

As an employee of the school, you are expected to uphold and maintain all official policies and guidelines which have been designed in accordance with the Mission and Purpose Statements included in this handbook. The business department has been established to answer all inquiries concerning official school policies. It is designed to ensure that employees are made aware of official policies and all changes in policy so that they can make decisions consistent with the policies which are in force.

### **Nepotism**

Immediate family members of the Board, faculty, and staff, may not be in the same line of supervision.

### **Outside Employment**

No full time administration or staff members may engage in outside employment that conflicts with his/her duties at the Seminary without prior approval of the President.

### **Chain of Command**

In all administrative/staff procedures, the employee should confer with his/her immediate supervisor in accordance with the Organizational Chart included in this handbook.

### **Grievance Procedures**

VES believes that problems and misunderstandings which may arise concerning employment can be best solved through communication. An employee who has a problem or complaint should discuss it with the person at issue, then if needed, discuss it with your immediate supervisor. If the issue remains unresolved, the individual employee or the supervisor may refer it to the President. The decision of the President shall be final and binding upon the Seminary and the individual employee.

### **At-Will Employment**

Veritas Evangelical Seminary maintains an "at-will" environment. That is to say, the school, at its own discretion, reserves the right to adjust or reduce its work force in the event that there should be insufficient work or when economic, organizational, or programmatic considerations warrant that employees be transferred, laid off, or released from employment. The Seminary also reserves the right to terminate a non-contracted staff member at its own discretion, and grants employees the right to resign at their own discretion. Please note that because employment is "at-will," there is no contract between VES and its staff employees. A written or oral agreement between an individual staff employee and another representative of VES does not constitute a contract of employment. VES solely reserves the right to terminate employment of employees at its own discretion and as it sees fit.

### **Equal Opportunity Employment & Application**

Veritas Evangelical Seminary is committed to the principle of equal opportunity employment. It is the school's policy to employ staff, administrators, and faculty on the basis of their qualifications, experience, knowledge and ability to perform essential functions of the job. Decisions regarding recruitment, selection, placement and transfers are based on job-related criteria without regard to the individual's race, color, national origin, age, sex, height,

weight, veteran, or marital status, or any non-disqualifying handicap which is unrelated to the individual's ability to perform the essential job functions of the job. Veritas Evangelical Seminary observes all applicable federal and state laws regarding employment. The President is ultimately responsible for the hiring and administration of all positions at VES.

### **Non-discrimination Policy**

Veritas Evangelical Seminary admits Christian students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Seminary. Veritas Evangelical Seminary does not discriminate on the basis of race, age, ethnic background, color, nationality, or non-disqualifying handicap in its administration and educational policies, admissions policies, scholarships, and other school-administered programs.

### **Separation of Employment**

Administrative employees and staff leaving their position at Veritas Evangelical Seminary should notify their supervisor in writing at least two weeks before their resignation date, or if on contract as specified in the contract. This is considered giving adequate resignation notice to the employer. It is the policy of the Seminary not to give severance pay to any staff employees, regardless of the reason for resignation, release, or retirement. The last day worked is the effective date of termination. When an employee leaves VES, his/her final paycheck will be issued at the next regular pay period. Any employee must abide by his/her contract regarding separation of employment. An employee who has been disengaged from his/her responsibilities will be expected to vacate his/her workspace immediately.

## **OPERATING HOURS**

Veritas Evangelical Seminary establishes working hours based on workloads, needs, and efficient management of personnel resources. Regular office hours are established as a framework of reference during which employees can most effectively meet the needs of the school. In general, official operating hours of the office are from 9:00 AM to 5:00 PM Monday through Friday. Work hours may be flexible if the President determines that a time variation will enhance or improve the operation of the Seminary. Employees are expected to be present and punctual, unless an absence has been approved.

## **PAY PRACTICES**

Veritas Evangelical Seminary establishes pay policies as guidelines for its employees. Wages and salaries are considered confidential information and are not to be discussed among employees. If an individual staff employee has questions regarding compensation, that employee should meet with the President to discuss the matter.

W-2 forms for income tax filing are distributed to all employees in January. When filling out your income tax form, please use the figure which appears in Block 1, Wages, Tips, and other Compensation. When reporting your wages, do not use Social Security Wages.

### **Record of Time Worked**

In compliance with Federal Wage and Hour Regulations, every hourly employee keeps a record of all hours worked and any time off each day. Hourly employees keep this record on a time card in their department. At the end of the hourly pay period the time card should be assigned to a supervisor and then given to the Business Manager. All



overtime, sick leave, vacation, and miscellaneous leave for each employee must be authorized by the President.

### **Payroll Information**

All employees are paid twice per month on the 1st and the 15th day of the month. Checks are distributed by the Business Manager on payday before 3:00 PM. The employee's first paycheck will be issued after the first full pay period "pay day" after their start. The Seminary is required to make several deductions from payrolls of its employees. If an employee has questions regarding deductions, he/she should contact the Business Manager.

VES is a non-profit organization and is exempt from withholding California SUI State Unemployment Insurance, SDI State Disability Insurance, and ETT Employee Training Tax. Therefore, if an employee is injured on the job, or if employment is terminated for any reason, they will not be eligible for such benefits.

### **Lost Payroll Checks**

It is the responsibility of the employee to notify the Business Manager in the event of a lost or stolen payroll check, in order for the check to be replaced.

## **EMPLOYEE BENEFITS**

### **Fringe Benefits**

#### **Automobile Parking**

All Seminary employees are provided with convenient on-campus parking, free of charge. There are no assigned parking spaces. Parking permits should be obtained at the front gate security office.

#### **Breaks**

All full-time employees are entitled to two 15 minute breaks each day, and one (1) hour for Lunch. Break times will be worked out with each supervisor. Part-time employees shall have a ten (10) minute break for every two hours of work.

#### **Tuition Benefit**

Full-time (30-40 hours per week) administrative/staff members are eligible for automatic tuition scholarships as a consequence of employment. Their spouse and children also receive free scholarships. Tuition for administrative/staff working at least 20-30 hours per week shall receive full scholarships but their spouse and children are not included. In addition all employees and their spouse and children shall receive free admittance into VES conferences.

#### **Holidays and Vacation Time**

Full and part-time administrative/staff employees have the following paid holidays:

New Year's Day  
Memorial Day  
Good Friday  
Independence Day (July 4)  
Thanksgiving and the Friday immediately after Thanksgiving  
Christmas Eve  
Christmas Day  
The week immediately following Christmas day

The offices shall be closed on the above listed holidays. When Christmas falls on a Saturday or Sunday, the days off will be the Friday before and the week afterward. When New Year's Day falls on a Saturday or Sunday, the day off will be the same day that Federal Services and banks are closed. VES will not accrue any vacation pay, this policy may be adopted in the future.

## **LEAVE FROM WORK**

### **Sick Days**

VES will accrue 3 sick days per year. If an employee exceeds his/her 3 days allotted, deductions shall be made to the employees normal paycheck. Sick days do not roll-over (accrue) to the next year. Employees are responsible to inform their immediate supervisor when they have taken approved sick days.

The employee is expected to call the President by 8:30 AM the morning he/she will not be in due to illness. If the illness continues into the next day the employee is again expected to call by 8:30 AM. If the President is not reachable, leave a message on voicemail or contact the Business Manager. The supervisor must in turn tell the Business Manager.

### **After Hours and Make-up Work days**

All VES employees are expected to work between normal (posted) business hours as part of the standard work week with the exception of the President. Make-up days for prior time off shall be completed within normal business hours, except in rare and special cases approved by the President. In cases where employees work after/extra hours, these hours will be constituted as "volunteer service" (without pay) which must be recorded appropriately on the "Volunteer Sign-in Log." Regular VES sponsored events (e.g. graduation, conferences, etc.) shall not be constituted as "volunteer service" for VES employees but as part of the normal salaried labor.

### **Personal Days**

Every employee/staff shall have 1 personal day off each year. Three days notice shall be given by the employee to his/her immediate supervisor. The supervisor must in turn tell the Business Manager.

### **Civic Duties**

Employees required to serve on Jury Duty or as a witness in a court case will have time off with \$10.00 per day pay for work days they are actually required to serve but must report back to work when excused or dismissed. This benefit is not to exceed ten paid days.

### **Family Weddings and Deaths**

Employees will be allowed 3 days of paid personal leave for the death of an immediate family member: father, mother, brother, sister, wife, husband, son, daughter, grandmother, grandfather, grandchild, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. If an employee must attend a funeral of a non-related person or a relative not of the immediate family which requires more than one half-day, it must be counted as a sick day. Employees will have 1 day paid leave for family weddings that occur on a work day. Longer periods may be granted by the President in special circumstances.

## **OFFICE CONDUCT**

### **Phone calls**

All long distance phone calls charged to Veritas Evangelical Seminary must be for seminary business or have prior approval from the Academic Dean or Business Manager. Faculty and staff never accept collect calls without the prior approval of the supervisor.

Personal long-distance phone calls should not be charged to the Seminary. If an emergency should arise, use your personal phone card or cell phone for the charges. The VES 888 number is not to be used to receive personal calls.

### **Telephone Conduct**

Telephones should be answered in a manner that the person calling should feel that they have your full attention and that you are there to help them in whatever way possible. Remember, many times the public gets their first impression of the Seminary from how we conduct ourselves over the phone.

### **Fax Usage**

The employee making a personal fax must keep a record of the date, time, and phone number, give it immediately to the Business Manager, and pay the amount due when the bill comes.

### **Copier Usage**

Personal copying should be paid for at the time it is done at the stated rate. The money should be given to the Business Manager.

### **Computer Use**

No employee should use computers for personal use during work hours.

### **Personal Workspace/Desk**

All employees are to keep their own personal workspace/desk in a clean and orderly appearance. At the end of each work-day the desk top should be free of the day's work and unnecessary personal items. Each employee shall be responsible for vacuuming his own area. Employees may display personal effects (e.g. pictures) on their desk-top, however, permission is needed to display effects on office walls. Kleenex boxes, personal hygiene materials are to be kept out of sight.

### **Purchase Procedures**

The purchaser of merchandise or service must prepare a purchase order and have it approved by the President or the Business Manager before actually making the purchase. Once it has been authorized with a signature it may be phoned in or purchased. The purchase order then is given to the Business Manager to await a packing slip for proof of receiving and finally the invoice for payment.

Purchase Orders, with signed authorization, must be used for every purchase. Purchase orders may be obtained in the Business Manager's office.

### **Policy and Publication Approvals**

The procedure for introducing new or revised policies and publications is as follows: 1) Input is received from faculty, staff, students, or concerned constituents. 2) Information is passed on to the President. 3) The President gives the proposed policy/revisions to the Academic Committee or Executive Committee for review, revision, and approval.

4) Academic policy decisions are forwarded to the Board of Directors for review and final approval. Administrative policy decisions are reviewed and finally approved by the Executive Committee. 5) The policy is then added to the next revision of the appropriate handbook along with the date (month and year) of revision.

## **Emergency Situations/Crisis Management**

Call 911 for emergency situations.

### **Earthquake**

Red Cross Instructions:

*Know What to Do When the Shaking Begins*

1. Drop, Cover, and Hold On! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
2. If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
3. If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Identify What to Do After the Shaking Stops**

1. Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
2. Check others for injuries. Give first aid for serious injuries.
3. Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. Listen to the radio for instructions.
4. Expect aftershocks, inspect for damage. Get everyone out if your location is unsafe.
5. Use the telephone only to report life-threatening emergencies.

### **Fire**

In case of fire, contact the fire department (call 911) and locate nearest fire extinguisher and follow directions on the extinguisher. The three basic ways to put out a fire are (1) take away its fuel, (2) take away its air (smother it), and (3) cool it with water or fire extinguishing chemicals. Never use water on an electrical fire; rather use only fire extinguishing chemicals.

### **Police**

Call 911 for police emergencies. If a serious emergency occurs warn others in adjacent buildings and classrooms.

### **Health**

If a situation is obviously life-threatening, such as heart attack, choking, or severe injury, at any seminary phone dial 911. Give specific information as to the nature of the problem and the specific location of the injured person. The seminary address is: Orange County Campus, 3000 W. MacArthur Blvd, Suite 220, Santa Ana, CA 92704. The Murrieta site address is: 39407 Murrieta Hot Springs Road, Murrieta, California 92563.

### **Person Exhibiting Threatening Behavior**

If a stranger is menacing, threatening, out of control, displaying a weapon, etc., do the following:

1. From any seminary phone dial 911.
2. Give specific information to the police as to the nature of situation and its specific location. The seminary address is 39407 Murrieta Hot Springs Road, Murrieta, California 92563 and the phone number is 951.698.6389.

3. Contact administrative staff immediately.
4. Do not attempt to resolve the situation alone.

### **Administration/Faculty/Staff Responsibilities in Emergency**

1. Notify the President immediately in all situations. If the President is not available, notify the Academic Dean or Business Manager.
2. In the event of bodily injury does not require 911 assistance, take appropriate action. This may mean transporting the person home, contacting his/her physician, contacting a physician VES has a working relationship with, etc. If the injured employee/student is of the opposite sex, contact a faculty/staff member of that sex to be with you until the event is over.

### **Emergency Administration Numbers (Confidential)**

President: Joseph M. Holden 951.757.2452 cell / 951.325.5111 home  
 Business Manager: Leilani Mesek 951.313.3442

### **Student Government Association (SGA)**

The Student Government Association (SGA) elects officers who work closely with the Seminary Administration in matters of interest to students. The purpose of the Student Government Association is to provide opportunities for student self-governing. The S.G.A. is a voice for the student body in matters of concern to the seminary, and it provides opportunities to aid the administration wherever possible. The Cabinet of the SGA shall consist of: 1) President, 2) Vice President, and 3) The Secretary/Treasurer. These officials are elected each January. See the Student Handbook for the SGA Bylaws and Constitution.

## **Veritas Evangelical Seminary – Student Government**

### CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

#### **Article I. Name**

The name of the association shall be the Student Government Association (SGA) of Veritas Evangelical Seminary.

#### **Article II. Purpose**

The purpose of this association shall be to encourage active cooperation in the work of self-governance and to ensure the representation of the views and perspectives of the student body in the governance of the seminary.

#### **Article III. Membership**

All undergraduate and graduate students of Veritas Evangelical Seminary are members of the SGA.

#### **Article IV. Cabinet**

##### SECTION 1. PURPOSE

1. To act as a direct link between students and the administration.
  - a. To keep students informed as to seminary initiatives and administrative changes.
  - b. To ensure that the administration and faculty are aware of student opinions, concerns, and suggestions.
2. To support events, groups, and individuals who are benefiting the Veritas Evangelical Seminary community.

##### SECTION 2. MEMBERS

The cabinet of the SGA shall consist of three members.

1. The president of the SGA, who shall serve as chair;
2. The vice-president of the SGA, who shall serve as vice-chair;
3. The secretary / treasurer of the SGA.

**Article V. Committee on Elections and Appointments**

**SECTION 1. PURPOSE**

1. To supervise student body elections.
2. Nominations and elections for all positions are held in January.

**SECTION 2. MEMBERS**

The Committee on Elections shall consist of:

1. President of the SGA (the chair);
2. Vice-President of the SGA (the vice-chair);
3. The Secretary / Treasurer of the SGA.

**Article VI. Ratification**

The ratification of the SGA constitution shall be by an affirmative vote of two-thirds of the seminary leadership comprised of the President, Dean, and the Director of Student Services.

Approved on December 20, 2012

**BYLAWS TO THE VES  
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**Article I. Cabinet**

**SECTION 1. MEMBERS**

- A. The president of the SGA;
  1. The student shall be the president-elect and elected in the annual January election for a term of one year.
  2. The term shall begin at the SGA meeting following the January election. It shall end at the SGA meeting following the regular January election the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
  3. The student shall sit on seminary committees at the discretion of the president of the seminary.
  4. The student shall call, create an agenda for, and preside over all meetings of the cabinet. The agenda shall be distributed to all members of cabinet before the meeting.
  5. The student shall be responsible for receiving petitions and requests from the student body and directing questions to the appropriate administrative body for action.
  6. The student shall be responsible for maintaining regular communications between the administration and the student body.
  7. At least once a semester, the student shall call for surveys from the student body.
  8. The student shall meet with the president of the seminary, the dean of the seminary, and others as necessary.
  9. In the event that the office of president is vacated, it shall be filled, for the remainder of the term, by the vice-president of the SGA.
  
- B. The vice-president of the SGA;
  1. The student shall be the vice-president-elect and elected in the annual January election for a term of one year.
  2. The term shall begin at the SGA meeting following the regular January election. It shall end at the SGA meeting following the annual January election the following academic year. The student shall be available for counsel to the successor for the remainder of the academic year.
  3. The student shall sit on seminary committees at the discretion of the president of the seminary.
  4. The student shall be available to meet with the dean of student affairs or an alternate member of the administration designated by the dean of the seminary.
  5. The student shall fill the office of president of the SGA if it is vacated.
  
- C. The secretary / treasurer of the SGA;

1. The student shall be elected in the annual January election for a term of one year.
2. The term shall begin at the SGA meeting following the election. It shall end at the SGA meeting following the successor's election. The student shall be available for counsel to the successor for the remainder of the academic year.
3. The student shall record minutes of cabinet meetings and shall publish reports based upon the minutes. These reports shall be distributed to the SGA and shall be available from the SGA.
4. The student shall handle the correspondence of the cabinet.
5. The student shall supervise operational finances of the SGA and prepare the budget for the following year.
6. In the event that the office of secretary / treasurer of the cabinet is vacated, it shall be filled, for the remainder of the term, by a student, elected by a simple majority of the SGA.

## SECTION 2. DUTIES AND POWERS

- A. The cabinet shall meet regularly (minimally once per semester).
- B. At cabinet meetings, all members shall have a vote.
- C. A quorum shall consist of two-thirds of the voting members of the cabinet. A quorum must be present to conduct any vote.
- D. All proceedings of the cabinet shall be confidential as deemed necessary.
- E. All cabinet agendas must be presented to all members of the cabinet prior to all cabinet meetings. This will ensure that all members of the cabinet are aware of any proceedings so that they may request to be added to the agenda if necessary.
- F. All cabinet minutes shall be distributed to all members of the cabinet.
- G. A written report based upon the minutes must be produced and distributed to the SGA, and shall be available from the SGA.
- H. The cabinet shall consider any question referred to it by the administration or members of the student body, and shall refer pertinent issues to the administration for policy resolution.
- I. All people or groups requesting to be placed on the agenda must contact the chair at least forty-eight hours in advance.
- J. The student shall serve for one year unless they are removed from office by the administration for moral failure or doctrinal issues as determined by the administration.
- K. If necessary, the meetings will be conducted using Roberts Rules of Order. The public domain version of 1915 will be the standard.
- L. The committee shall hold and supervise class elections.

## CONDUCT

### **Spiritual and Moral Standards**

All faculty conduct is to be measured by the standard laid down in the New Testament. Under the direction of the Board of Directors, the Academic Dean is responsible for enforcing this standard.

All faculty members are required to be active members of an evangelical local church.

Any questions as to faculty misconduct will be handled by the Academic Dean's office in the spirit of Matthew 18.

No faculty member is permitted to belong to secret fraternal organizations, engage in smoking, the drinking of alcoholic beverages, or the use of any other drugs, except for medicinal purposes.

### **Report of Abuse**

All VES Employees are required to report to police first, then to your immediate supervisor if you observe or receive a credible report of abuse (e.g.) child abuse, molestation, assault, battery, etc...). This means that if you observe or receive any credible report of such abuse, your first and immediate action must be to contact law

enforcement officials without delay. If you are ever in doubt of the proper authorities to call, just dial 911 and make your report as quickly and clearly as possible.

## **Sexual Harassment**

Veritas Evangelical Seminary strives to maintain an environment where students and employees can study, work, and live free of harassment. All complaints of harassment should be reported promptly to the President. A full investigation will be conducted immediately and confidentially, and a determination of appropriate action will be made.

Veritas Evangelical Seminary, Inc. (interchangeably referred to herein as “VES” or “the seminary”) is committed to providing a work environment free of “unlawful harassment.” VES policy prohibits “unlawful harassment” as specifically defined and limited to sexual harassment or harassment based on pregnancy, childbirth or related medical conditions, race, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, or any other basis protected by federal, state, or local law or ordinance or regulation, except as permissible and exempt under such laws, ordinances or regulations for religious organizations or seminaries such as VES.

VES’s anti-harassment policy applies to all persons involved in the operation of the seminary and its ministries and prohibits unlawful harassment by any employee of VES, including supervisors and coworkers. It also prohibits unlawful harassment based on the perception that anyone has any of those defined characteristics, or is associated with a person who has or is perceived as having any of those defined characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures; Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected and non-exempt basis; Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to your own or any other seminary supervisor, the president, or the administration department of VES as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the administration department, or the president of the seminary. The seminary will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If VES determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by VES to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A seminary representative will advise all parties concerned of the results of the investigation. VES will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by leadership, employees or co-workers.

VES encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## **Code of Conduct**



Employee conduct must conform to Seminary rules and regulations. If an employee Code of Conduct violation occurs, he or she may be disciplined for one or more of the following causes that are Seminary related. These categories of behavior are not exhaustive, but are examples of sufficient grounds for discipline, including but not limited to termination of employment. Other misconduct not listed may also result in discipline if reasonable cause exists. Immoral activity that is not Seminary related may also be cause for discipline where reasonable cause exists.

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Seminary.
2. Forgery, alteration or misuse of Seminary documents, records, or identification.
3. Obstruction or disruption of instructional, counseling, administrative, or other authorized Seminary activities.
4. Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on Seminary owned property, or Seminary sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person anywhere..
5. Theft of or willful damage to Seminary property or theft of or willful damage to property of a member of the Seminary community, such as visitors, students, or employees of the Seminary on Seminary property or at an authorized Seminary activity.
6. Unauthorized entry onto or use of Seminary facilities.
7. Violation of Seminary rules or regulations.
8. Use, possession, or distribution of alcoholic beverages, illicit narcotics, or controlled substances on campus or presence on Seminary property or at a Seminary authorized event while under the influence thereof.
9. Willful failure to comply with directions of Seminary officials, including faculty and staff action in the performance of their duties.
10. Disorderly, lewd, indecent, or obscene conduct, expression, or language on Seminary owned or controlled property or at Seminary sponsored or supervised functions.
11. Verbal abuse in any way that causes defamation or character assassination.
12. Possession or use of any item used to threaten bodily harm to any person on Seminary property or at a Seminary function.
13. Misrepresentation of oneself or an organization to be an agent of the Seminary.
14. Conduct that is in violation of federal, state, or local laws or ordinances while on Seminary premises or at Seminary sponsored activities.
15. Abuse of computer facilities or use of computers for anything other than authorized course related work.
16. Failure to return school properties such as projectors, screens, books, teaching materials and any such things that had been loaned for the purpose of teaching or other use after receiving three notices of such failure to return such items.
17. Employees are required to adhere to VES “zero-tolerance” sexual harassment policy.
18. Debating and proselytizing non-seminary personnel while on campus for the purpose of changing another Christian’s theological beliefs is prohibited.

### **Campus Security**

Campus security is not employed by the Seminary. Security is everyone’s responsibility. Faculty and staff are requested to report violations promptly to the President’s office. All resident students/staff will be issued a VES campus parking permit by campus security.

Please observe these basic safety measures while on the VES campus:

1. Park your car near the buildings.
2. Do not leave your keys in the car.
3. Always lock your car.
4. Do not leave valuables in the car.
5. Make sure no one is left alone in the parking lot.
6. Report any suspicious activity to the police. (Get model and license number of car.)
7. In Case of emergency, call 911.
8. Always close the blinds of the offices at night.

9. Keep offices locked during class time.
10. Open the blinds in the classrooms so that any unusual activity in the parking lot may be observed.
11. If you are the last to leave the building (at any time), make sure all windows and doors are closed and locked and that the security system has been activated.

## ACADEMICS STANDARDS AND POLICIES

### Refund Policy

The following refund policy is for those who *officially* drop courses (or withdraw from enrollment). Failure to attend class does not constitute a withdraw from a course. Courses are officially dropped when the student completes an Add/Drop form (obtainable from the Registrar) and is signed by the instructor and submitted to the Registrar's office. Please allow up to two weeks for the refund to be processed. There are no refunds of course, graduation, administration, or technology *fees*. VES does not charge a fee to process a refund.

#### *Module Tuition Refund Schedule*

Courses dropped by the end of the first class session—100% refund  
 Courses dropped by the end of the second class session—50% refund  
 Courses dropped after the second class session—no refund

#### *Semester Tuition Refund Schedule*

Courses dropped by the end of the second week—100% refund  
 Courses dropped before the end of the fourth week—50% refund  
 Courses dropped after the end of the fourth week—no refund

#### *External Studies Refund Schedule*

There are no tuition, fees, or textbook refunds for courses taken through external studies

### Grading

All faculty members must use the grading standards listed in the current VES catalog. Since the standards for institutional academic excellence require that course work be completed in a timely manner, faculty members should advise students about provisions for granting an "Incomplete" grade based on some unusual circumstance, and not as automatic procedure. Formal permission for requesting an "Incomplete" grade may be obtained from the Registrar. "Incomplete Request Form" must be completed and turned in to the Registrar's office before the end of the course. If the student fails to complete the work before the "Incomplete" expires, and there is no extension requested and granted, the "I" becomes an "F" administratively. The Registrar's office will attempt to confirm with the instructors that the work has not been completed before assigning an "F." If the student is granted an "Incomplete" and finds that still more time is needed, he/she must write a letter to the Academic Dean before the "Incomplete" expires. The Academic Dean may grant an additional extension in extenuating circumstances. Such an extension is for thirty (30) days. The Seminary will use the following grading calculations for all letter grades:

A	= 4.0 points	= 97-100%
A-	= 3.7 points	= 94-96
B+	= 3.3 points	= 91-93
B	= 3.0 points	= 88-90
B-	= 2.7 points	= 86-87
C+	= 2.3 points	= 83-85
C	= 2.0 points	= 80-82
C-	= 1.7 points	= 78-79

D+	= 1.3 points	= 75-77
D	= 1.0 points	= 72-74
D-	= 0.7 points	= 70-71
F	= 0.0 points	= Below 70%
AU	= Audit	
WP	= Does Not affect G.P.A.	
I	= Incomplete (student must submit the request form prior to course end date)	
WF	= 0.0 points Counted in G.P.A.	
P/F	= Pass/Fail Course (not recorded in G.P.A.)	

### **Final Grades**

No grade reports, transcripts, or official documents will be issued from the Registrar to any student who has not met all financial obligations to the Seminary.

### **Research Papers**

Each research paper, including the student's thesis, is to be submitted in a format consistent with the latest edition of Kate L. Turabian, *A Manual for Writers of Research Papers*. You can refer students to the Turabian Helper which can be referenced on the seminary website.

### **Class Attendance**

Each student is responsible for attending classes regularly. Those who miss classes are required to make up the work at the professor's instructions. Class instructors may factor in class absenteeism into consideration in their final grade for the course. See "Faculty Attendance/Absence Policy" section of this Faculty Handbook for information on procedures related to issues of class sessions, attendance, and absence. The Academic Dean's office must be informed as far in advance as possible whenever a faculty member will be absent.

### **Substitute Teachers**

When absent, a teacher is responsible to get his/her own substitute. All substitute instructors must be approved in advance by the Academic Dean. If Academic Dean is unavailable, appeal should be made to the President.

### **Module Courses**

Classroom sessions for Modules must meet the same requirements as indicated under the heading of the "Faculty Attendance/Absence Policy." The compacted nature of module courses makes it imperative that all assignments (reading, papers, projects, etc.) be completed in order for a student to receive full credit for a three-hour course.

### **Module & Semester Course Format**

All modules will meet for one-week in the evening Monday through Friday, and all day Saturday. After the completion of the in class module portion of the course, the students will have an additional fourteen (14) weeks to complete readings, writing, research, exam(s), and any other required assignments. Each module course will be video and audio recorded for use in VES external studies program. Though faculty are not required to facilitate external courses with the student, VES will place the faculty email address on the course syllabus in case students have questions regarding the lecture portion of the course. VES will retain non-exclusive rights of the course to offer it without restriction to quantity or duration. If a faculty member does not wish to have their course used for the external program, they must submit their request in writing to the Seminary office.

Semester courses will be offered in traditional 15-week fall and spring semester formats at the Orange County campus. Classes meet in the evening from 6:30pm to 9:30pm, with intervening breaks. On occasion, OC resident courses will be live-streamed to the Murrieta site.

## Office Hours

All faculty must have regular office hours (or available designated times to communicate with students) that are posted on their office doors or on their course syllabus. Office hours must be posted by the first day of class each semester and must meet the following criteria:

- At least two nights/week;
- At least four hours total/week; and
- At least from 5:30-6:00 p.m. on the nights you have classes.

## Registration and Admission to Classes

A list of students registered for that class will be given to the professor on the first day/night of class. This signifies that these students are properly registered and have their accounts in order with the Business Manager. After taking roll, any student not on the list must immediately be sent to the Registrar and the Business Manager. If any new students register within the first two weeks of the semester, a new class list will be issued by the Registrar.

## Visitors

A person may visit one class one time with the prior permission of the professor. No visitors are permitted during the first class of each module/semester. No one may be a visitor more than once.

For modules, a person may visit for one (1) four hour session. No visitors are permitted during the first hour (4) hour session. The visitor may not split the four hours between two or more sessions.

## Academic Freedom

The Seminary encourages academic freedom within the context of its basic commitments, purpose, mission, vision, Scripture, and doctrinal statement. This includes freedom of thought, research, and expression in both oral and written forms. We believe that true academic freedom provides an environment for discovering and communicating truth. Thus, both faculty members and students are encouraged to engage in a sincere exploration and expression of every idea that is helpful to that end. Any disputes resulting from the nature of this freedom shall be resolved by appealing to the Scriptures as the final authority. When the Scripture is silent or unclear, traditional orthodoxy and common sense as it is consistent with Scripture will be employed as a determining factor.

We also believe that there is no such thing as absolute freedom. For example, one is not free not to be free. Nor is one free to think that he is not thinking. Further, there are boundaries to legitimate thought that must be respected. Hence, true academic freedom does not include the freedom to discard the basic laws of thought, such as the law of non-contradiction. Indeed, we are admonished by Scripture about “avoiding...contradictions” (1 Tim. 6:20 NKJV).

Whereas all faculty members are encouraged to explore the whole range of ideas, it is also our duty to sort out the true from the false (1 Jn. 4:1, 6; Ti.1:9) and the good from the bad (Phil. 4:8) as measured by the absolute standard of God’s revelation, both in nature (Ps. 19; Rom. 1, 2) and in the infallible Scripture (Mt. 5:17-18; Jn. 10:35; 2 Tim. 3:16-17).

Consequently, neither does true academic freedom involve the freedom to teach that error is true. True freedom is the freedom to know and express truth, not the freedom to reject truth. When education is nurtured in a truly open exchange of ideas, it brings liberation. As our Lord said, “You will know the truth, and the truth will set you free” (Jn. 8:32). We believe that error holds people in bondage, whereas truth liberates them. Hence, true academic freedom provides an environment in which we have nothing to fear from the truth or from any sincere effort to know the truth.

Recognizing that we do not think in a vacuum, the context of our academic freedom at Veritas Evangelical Seminary is doctrinal, ethical, and philosophical. Our doctrinal commitments are spelled out in the **Veritas Doctrinal**

**Statement.** Our basic ethical beliefs are elaborated in our **Code of Conduct**. And some of our basic philosophical tenets are embodied in our **Philosophy of Education**. Within these contexts, our faculty is free to research, write, and teach.

VES recognizes that the borders for academic freedom set by this institution, as firmly convinced that VES is of their truth, are subject to human disagreement. However, such disagreements should be carried on with respect for those outside the VES community. Likewise, the Seminary recognizes the freedom of an individual to change the community in which he/she thinks and speaks by moving to a new community. Nonetheless, respect to the contexts set by the given community demand that one operate within it with integrity and honesty as long as he/she wishes to be a part of it.

### **Spiritual Growth**

Faculty members have the opportunity to speak in scheduled chapels. They also are expected to attend chapel when they are on campus.

### **Professional Growth**

Faculty are encouraged to belong to professional organizations and to be active in such. Presentation of papers at professional meetings and publishing works consistent with the Veritas doctrinal commitments is highly encouraged.

## **FINANCIAL AID POLICY**

### **Institutional Financial Aid**

Veritas Evangelical Seminary offers institutional need-based tuition waivers to qualified students. Awards for books, fees, room and board are not currently available as part of award distributions. All awards are applied to tuition only. If for some reason the student does not enroll in at least 6 courses per calendar year January—December) he/she will forfeit tuition waivers for the following year. In addition, Satisfactory Academic Progress (SAP) must be maintained in order to retain benefits. If the student's GPA falls below 3.0 during a calendar year, all waiver/scholarship benefits will be forfeited at the beginning of the following year. The following policies and procedures are in place to ensure fair, accurate and timely distribution of funds and waivers:

**Checks and Balances:** The Financial Aid Committee will be established to authorize the distribution of waivers/funds to qualified students. The authorizer (Financial Aid Committee) shall not be of the same office as the disbursing office. This authorizing Financial Aid Committee shall be comprised of the President and the Academic Dean, and the Disburser shall be a designated member of the Business/Accounting Office.

**Office Procedure:** The student shall complete and submit a Scholarship Application Form to the Business Office for consideration. The Business Office will forward the application to the Financial Aid Committee for evaluation and authorization. The Committee's decision shall not be longer than three (3) weeks from the time of submittal. The Financial Aid Committee will vote to approve or deny the application. This decision will be forwarded to the Registrar and a copy of award will be placed in the student's file.

The Registrar will then notify the student of the Committee's decision and amount of award (usually listed as a percent of tuition waived, e.g. 50%, or in the case of funds being authorized it will be listed as a dollar figure, e.g. \$2000) in writing, this letter will also be placed in the student's file. The student may receive the award when he/she enrolls in a respective course(s).

The Registrar will note the amount of award applied to the tuition on the enrollment form which is then forwarded to the Business Office for processing. The Financial Aid Committee will forward a second copy of the award to the Business Office to be recorded for budget tracking purposes and confirmation of the Registrar's data recorded on the student's enrollment form.

**Priority of Disbursement:** All awarded waivers shall be credited to student tuition at the time of enrollment in a timely manner to ensure that the student will have immediate access to credit awarded for immediate use. Waivers do not need to be repaid by the student.

**Student Application Process:** Veritas Evangelical Seminary does not accept federal student loans or other federal aid programs. VES operates on a no-debt policy and encourages students to approach their tuition in like

manner. Inquire at the Business Office for availability of VES institutional scholarships/waivers. They are available to degree/certificate students who have usually completed a minimum of nine (9) graduate units of coursework with a G.P.A. of 3.0 or better or who have current financial hardship. Scholarship/waiver applications may be requested from the Business Office and returned to the Financial Aid Committee (at the Business Office) for evaluation. Each scholarship award is based on financial need, Christian character, G.P.A., ministry involvement, and academic status. Awards are distributed prior to the registration period. Students who receive tuition waivers and scholarships shall not be required to repay the funds or its value to the institution. The following criteria (and instruments) shall be used by the Financial Aid Committee to determine the allocation of institutional financial aid (tuition scholarship/waivers) to VES students: 1) VES financial aid is limited to the availability of funds and will be awarded to any student based on moral/spiritual character, financial need, ministry involvement, and G.P.A.; 2) financial aid is available only for students who have been admitted to a graduate/certificate program, have usually completed at least nine (9) units of graduate-level course instruction, a Veteran, or one entitled to the G.I. Bill, or a student under special circumstances; 3) send two most recent paystubs for review; 4) complete and submit the VES Financial Aid Form to the Business Office; 5) allow up to three weeks for processing this application. All Financial Aid Committee decisions are final. VES scholarships and waivers do not have to be repaid by the student. Award recipients whose semester GPA falls below 3.0 in a calendar year (January—December) or do not complete at least 6 courses per year are considered lacking Satisfactory Academic Progress, meaning the award may be revoked.

#### **Title IV Federal Financial Aid**

VES is currently making application to participate in Title IV federal financial aid. Once approval is granted, students may inquire into aid and appropriate forms through the designated VES Financial Aid Director. VES Students who are already receiving VES tuition assistance may apply for federal financial aid, however, once federal aid is received by the student all former VES tuition waivers assistance will be terminated. Students may not receive VES tuition assistance and Title IV federal aid simultaneously.

### **NON-DISCRIMINATION POLICY**

Veritas Evangelical Seminary admits Christian students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Seminary. Veritas Evangelical Seminary does not discriminate on the basis of race, age, ethnic background, color, nationality, or non-disqualifying handicap in its administration and educational policies, admissions policies, scholarships, and other school-administered programs.

### **SEXUAL HARASSMENT POLICY**

Veritas Evangelical Seminary, Inc. (interchangeably referred to herein as “VES” or “the seminary”) is committed to providing a work environment free of “unlawful harassment.” VES policy prohibits “unlawful harassment” as specifically defined and limited to sexual harassment or harassment based on pregnancy, childbirth or related medical conditions, race, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, or any other basis protected by federal, state, or local law or ordinance or regulation, except as permissible and exempt under such laws, ordinances or regulations for religious organizations or seminaries such as VES.

VES’s anti-harassment policy applies to all persons involved in the operation of the seminary and its ministries and prohibits unlawful harassment by any employee of VES, including supervisors and coworkers. It also prohibits unlawful harassment based on the perception that anyone has any of those defined characteristics, or is associated with a person who has or is perceived as having any of those defined characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; Visual displays such as derogatory and/or sexually-oriented posters,

photography, cartoons, drawings, or gestures; Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected and non-exempt basis; Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to your own or any other seminary supervisor, the president, or the administration department of VES as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the administration department, or the president of the seminary. The seminary will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If VES determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by VES to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A seminary representative will advise all parties concerned of the results of the investigation. VES will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by leadership, employees or co-workers.

VES encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## **SPIRITUAL AND MORAL STANDARDS**

All faculty conduct is to be measured by the standard laid down in the New Testament. Under the direction of the Board of Directors, the Academic Dean is responsible for enforcing this standard.

All faculty members are required to be active members of an evangelical local church.

Any questions as to faculty misconduct will be handled by the Academic Dean's office in the spirit of Matthew 18.

No faculty member is permitted to belong to secret fraternal organizations, engage in smoking, the drinking of alcoholic beverages, or the use of any other drugs, except for medicinal purposes.

### **Code of Conduct**

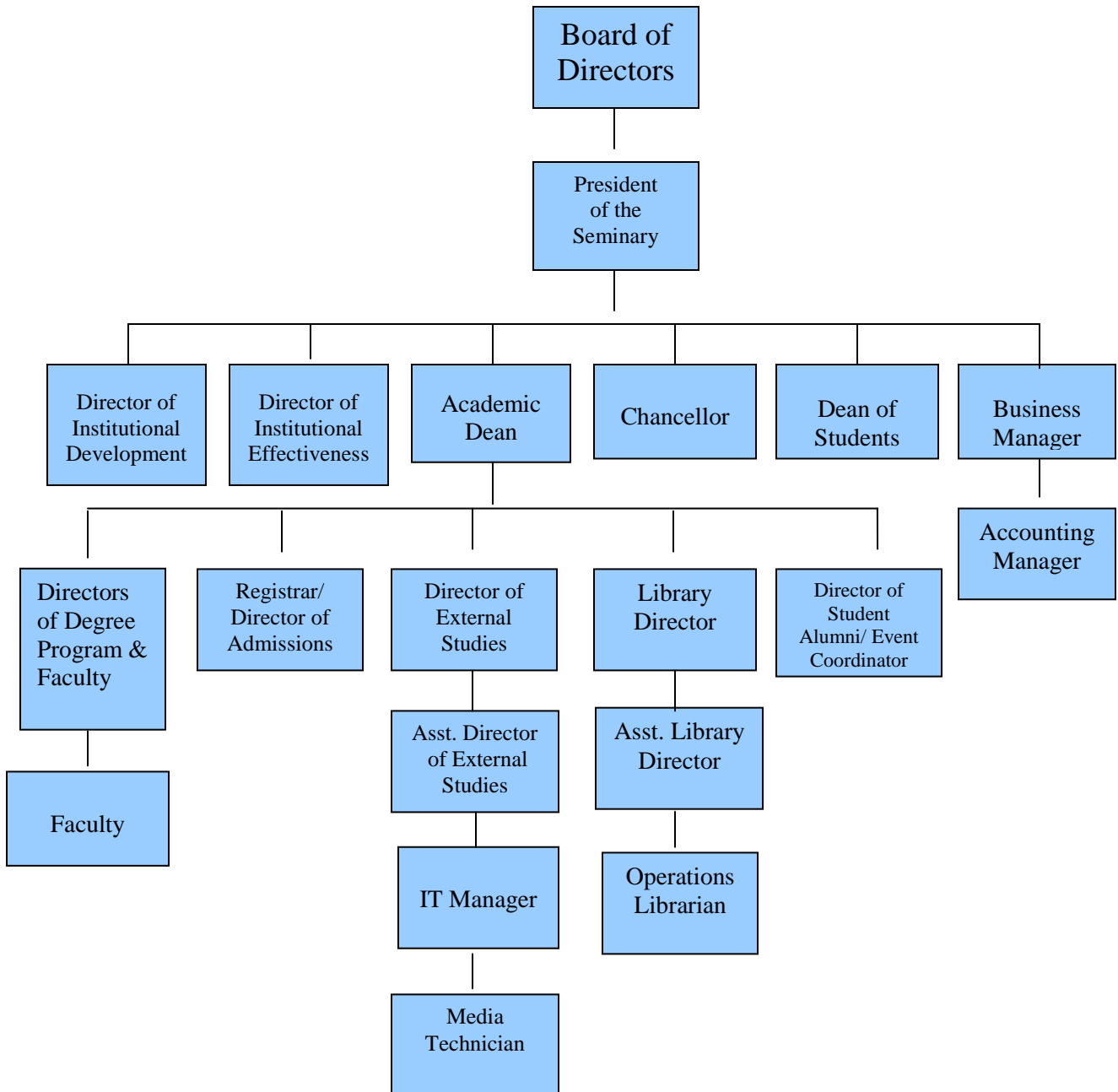
Faculty conduct must conform to Seminary rules and regulations. If a Code of Conduct violation occurs, he or she may be disciplined for one or more of the following causes that are Seminary related. These categories of behavior are not exhaustive, but are examples of sufficient grounds for discipline, including but not limited to termination of employment. Other misconduct not listed may also result in discipline if reasonable cause exists. Immoral activity that is not Seminary related may also be cause for discipline where reasonable cause exists.

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Seminary.
2. Forgery, alteration or misuse of Seminary documents, records, or identification.
3. Obstruction or disruption of instructional, counseling, administrative, or other authorized Seminary activities.
4. Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on Seminary owned property, or Seminary sponsored or supervised functions, or conduct which threatens or

- endangers the health or safety of any person anywhere..
5. Theft of or willful damage to Seminary property or theft of or willful damage to property of a member of the Seminary community, such as visitors, students, or employees of the Seminary on Seminary property or at an authorized Seminary activity.
  6. Unauthorized entry onto or use of Seminary facilities.
  7. Violation of Seminary rules or regulations.
  8. Use, possession, or distribution of alcoholic beverages, illicit narcotics, or controlled substances on campus or presence on Seminary property or at a Seminary authorized event while under the influence thereof.
  9. Willful failure to comply with directions of Seminary officials, including faculty and staff action in the performance of their duties.
  10. Disorderly, lewd, indecent, or obscene conduct, expression, or language on Seminary owned or controlled property or at Seminary sponsored or supervised functions.
  11. Verbal abuse in any way that causes defamation or character assassination.
  12. Possession or use of any item used to threaten bodily harm to any person on Seminary property or at a Seminary function.
  13. Misrepresentation of oneself or an organization to be an agent of the Seminary.
  14. Conduct that is in violation of federal, state, or local laws or ordinances while on Seminary premises or at Seminary sponsored activities.
  15. Abuse of computer facilities or use of computers for anything other than authorized course related work.
  16. Failure to return school properties such as projectors, screens, books, teaching materials and any such things that had been loaned for the purpose of teaching or other use after receiving three notices of such failure to return such items.
  17. Faculty are required to adhere to VES “zero-tolerance” sexual harassment policy.
  18. Debating and proselytizing non-seminary personnel while on campus for the purpose of changing another Christian’s theological beliefs is prohibited.



## Veritas Evangelical Seminary Organization Flowchart



### **DOCUMENT RETENTION POLICY**

Student transcripts shall be held (either by paper, electronically, or microfilm) for fifty (50) years and students files will be held for a period of five (5) years after the student is deemed “inactive.” The following will be the policy for the retention and destruction of documents:

Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years

Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently