



Policy and Procedures Manual
2018-2019

VERITAS INTERNATIONAL UNIVERSITY

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BOARD/ADMINISTRATION/FINANCIAL POLICY

I. Authority and Responsibility of the Board of Directors

- A. To fully support the University'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 University's Mission, Doctrinal Statement, and rules and regulations of the University.
- C. To fully support, encourage, and counsel with the Chief Executive Officer (President) on all matters of the University.
- D. To establish and oversee the finances and budget of the University.
- E. To approve the ongoing expansion of the University 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 University.
- C. To employ or terminate all faculty and staff needed to accomplish their duties with the University 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 University unless otherwise designated.
- E. To keep the Board of Directors informed, in a timely manner, about the status and progress of the University.

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 University 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 International University 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 VIU doctrinal statement annually. This affirmation will be confirmed by a signed VIU doctrinal statement.

VI. Board of Directors Meetings and Procedures

See enclosed Article III in the VIU by-laws

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

The institutional budget process shall involve the VIU 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 VIU governing Board. All University 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 VIU 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 VIU policy on investments and its managers:

Purpose: To establish guidelines for the effective management of Veritas International University's (i.e. VIU, the Institution, or University) 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 International University'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 International University 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 University such investment and investment-related policies, as it deems appropriate.
- Recommend to the University 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 VIU 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 VIU Board, and manage VIU investments. The Investment Manager will ensure through his/her oversight the investment is secure and required to submit all substantial investment requests to the VIU Board for approval. The Investment Manager, who will be supervised by the VIU CFO, will abide by all local, state, and federal (IRS) regulations for all VIU 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 University 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 VIU 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 University 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 VIU Board of Directors. The “Conflict of Interest Policy” stated in the VIU *Board Policy Handbook* shall be the official VIU policy and procedure which governs issues of conflict of interest.

The VIU Board of Directors will review any competency or legal issues, as well as issues related to the violation of VIU 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. University funds shall be audited by an distance 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 VIU investment policy, Code of Conduct as stated in the VIU *Administrative/Employee Handbook* and government law.

Conflict of Interest: There shall be no conflicts of interest associated with any University 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 VIU Board of Directors. The “Conflict of Interest Policy” stated in the VIU *Board Policy Handbook* shall be the official VIU policy and procedure which governs issues of conflict of interest.

IX. Debit Card Policy

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

1) gasoline for VIU and volunteer vehicles, 2) maintenance for VIU vehicles, 3) meals for VIU related business (e.g. meetings, staff development, student recruiting, conference speakers, faculty hosting, etc), 4) office supply purchases, 5) VIU business or conference related airfare tickets, 6) VIU business or conference related hotel lodging, 7) postage/shipping, 8) petty cash, and 9) learning resources resources.

All expenditures, except VIU related meals, gasoline/maintenance expenditures, postage/shipping, petty cash, 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/or 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 University or organizations outside the University. 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 University 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 University in maximizing its fundraising potential and to ensure that 1) all University 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 University programs and policies.
- Fundraising activities shall not obligate the University 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 University).
- 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 University Business Office
- Pledged gifts and installment dates are recorded for reminder/follow-up by the assigned fundraiser
- The President, Chancellor, and VIU Board members may be informed of University 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 International University.
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 VIU 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 University 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 VIU 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 International University 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 University upon recommendation of the Executive Committee and decision by the respective professor for dismissal from the University, 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 University 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 University 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 University teacher, and (e) wholehearted acceptance of the doctrinal position and philosophy of the University.

To Associate Professor: (a) fulfillment of all criteria for instructor; (b) at least three years of full-time successful teaching experience at VIU 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 University 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 VIU 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 University and that particular department are in existence, provided that the professor continues to meet the doctrinal, spiritual, and contractual qualifications set forth by the University. At VIU, 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 International University faculty members. All VIU faculty members are required to participate in the following:

1. All faculty members are expected to adhere to the VIU doctrinal statement and affirm it annually (by signed statement).
2. All faculty members are expected to adhere to the VIU code of conduct.
3. All faculty members are expected to begin every class with prayer.
4. All faculty members are expected to read the VIU 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 class session each week. In a semester schedule, this means that weekly classes should commence at 6:30 p.m. and continue until 9:30 p.m. There may be two 10 minute breaks during that period.

Three semester hour module courses will meet for three to six consecutive class sessions each evening Monday through Friday from 6:00pm – 10:00pm, with three 10 minute breaks during these periods, and meet for one class session on Saturday from 9:30am – 4:30pm, 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 5:30-6:00pm 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 VIU.
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 VIU, 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 VIU faculty. If potential faculty member is in agreement with VIU 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 (8th) 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 VIU Distance Learning 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 VIU includes full payment for the same course(s) to be offered by the VIU Distance Learning Department. VIU shall record and retain the video and/or audio materials of the respective course(s) and VIU shall have the non-exclusive right to offer the course(s) without limit to quantity or duration to VIU students by distance modes such as online and/or correspondence means.

Full-Time Faculty/Staff/Administration

The general base scale for full-time resident University 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 VIU includes full payment for the same course(s) to be offered by the VIU Distance Learning Department. VIU shall record and retain the video and/or audio materials of the respective course(s) and VIU shall have the non-exclusive right to offer the course(s) without limit to quantity or duration to VIU students by distance 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 VIU. 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 VIU 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 VIU 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 International University 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 University.)
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 University business. Any questions regarding this should be directed to the Business Manager.

Class Notes

All class notes are provided to the students either through VIU or the instructor of the course. VIU or the instructor may have special instructions for the students regarding the cost of notes which may result in the student compensating VIU or the instructor for said notes. If VIU will distribute notes, faculty should provide them to the University 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 VIU, Legacy International (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 University 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 International University must be for University 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 University. If an emergency should arise, use your personal phone card or cell phone for the charges. The VIU 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 University 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

All VIU courses are open to persons who are handicapped and/or disabled. The University main campus provides ample handicap parking throughout the facility as well as elevators and ramps for wheelchair access. All buildings on the main campus are handicap accessible. This would include full handicap access to the library, administrative offices, computer lab, auditorium/sanctuary, and classrooms. Should a student have any questions regarding handicap access on the VIU main campus or VIU satellite teaching sites, please contact the VIU Student Services department directly.

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. Evaluation forms for specific positions are provided in this publication.

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 University 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 VIU 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 VIU DEGREE PROGRAMS

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

1. The Executive Committee will meet at least once a year in order to review all VIU degree programs.
2. The Committee will delegate each of the VIU 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 VIU 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 University. (3) Any referrals to outside counseling entities/services must not be made in the name of the University.

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.
5. Documentation of such grievances will be made available to TRACS upon their request.

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 International University is a non-profit religious institution that 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 International University 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 VIU an institution which has the support of the Murrieta community, alumni, and friends of the University.

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 University 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

VIU 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 University and the individual employee.

At-Will Employment

Veritas International University 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 University 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 VIU and its staff employees. A written or oral agreement between an individual staff employee and another representative of VIU does not constitute a contract of employment. VIU solely reserves the right to terminate employment of employees at its own discretion and as it sees fit.

Equal Opportunity Employment & Application

Veritas International University 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 International University observes all applicable federal and state laws regarding employment. The President is ultimately responsible for the hiring and administration of all positions at VIU.

Non-discrimination Policy

Veritas International University, a private religiously exempt non-profit educational institution, is committed to equality of educational and employment opportunity and will not discriminate against applicants, the retention of students, or the selection, retention, and advancement of VIU personnel on the basis of race, sex, color, national or ethnic origin, age, disability, prior military service, or any other basis prohibited by law (Rom. 2:11; 12:1-2; Gal. 3:28). Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of private non-profit religious institutions to seek personnel who will support the mission, educational goals, and doctrinal statement of the institution. Being an applicant, student, or employee at VIU requires a commitment and lifestyle consistent with the institution's mission, goals, and doctrinal statement. VIU reserves the right to deny admission, advancement, or retention of individuals, who by past academic experience or job performance, or lifestyle decisions, demonstrate they are not in harmony with the mission, goals, and content published in the VIU handbooks or the doctrinal statement of the institution (Jam. 3:1; 1 Tim. 3:1-16; 2 Tim. 3:5).

Separation of Employment

Administrative employees and staff leaving their position at Veritas International University 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 University 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 VIU, 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 International University 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 University. Employees are expected to be present and punctual, unless an absence has been approved.

PAY PRACTICES

Veritas International University 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 that 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 University 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. VIU 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 University 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 (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 part-time (at least 20 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 VIU 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. VIU will not accrue any vacation pay, this policy may be adopted in the future.

LEAVE FROM WORK

Sick Days

VIU 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 (or Business Manager) by 9:00 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 9:00 AM. If the President (or Business Manager) is not available, leave a message on voicemail. The supervisor must in turn tell the Business Manager.

After Hours and Make-up Work days

All VIU 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 VIU sponsored events (e.g. graduation, conferences, etc.) shall not be constituted as "volunteer service" for VIU 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 International University must be for University 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 University. If an emergency should arise, use your personal phone card or cell phone for the charges.

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 University 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 University phone dial 911. Give specific information as to the nature of the problem and the specific location of the injured person. The University address is: 3000 W. MacArthur Blvd, Suite 220, Santa Ana, CA 92704.

Person Exhibiting Threatening Behavior

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

1. From any University phone dial 911.
2. Give specific information to the police as to the nature of situation and its specific location. The University 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 VIU 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 University 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 University, 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 International University – 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 International University.

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 University.

Article III. Membership

All undergraduate and graduate students of Veritas International University 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 University 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 International University 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 University leadership comprised of the President, Dean, and the Director of Student Services.

Approved on December 20, 2012

BYLAWS TO THE VIU 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 University committees at the discretion of the president of the University.
 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 University, the dean of the University, 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 University committees at the discretion of the president of the University.
 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 University.
 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 VIU 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 International University 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 International University, Inc. (interchangeably referred to herein as “VIU” or “the University”) is committed to providing a work environment free of “unlawful harassment.” VIU 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 VIU.

VIU’s anti-harassment policy applies to all persons involved in the operation of the University and its ministries and prohibits unlawful harassment by any employee of VIU, 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 University supervisor, the president, or the administration department of VIU 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 University. The University will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

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

VIU 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 University 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 University 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 University 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 University.
2. Forgery, alteration or misuse of University documents, records, or identification.

3. Obstruction or disruption of instructional, counseling, administrative, or other authorized University activities.
4. Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on University owned property, or University 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 University property or theft of or willful damage to property of a member of the University community, such as visitors, students, or employees of the University on University property or at an authorized University activity.
6. Unauthorized entry onto or use of University facilities.
7. Violation of University rules or regulations.
8. Use, possession, or distribution of alcoholic beverages, illicit narcotics, or controlled substances on campus or presence on University property or at a University authorized event while under the influence thereof.
9. Willful failure to comply with directions of University officials, including faculty and staff action in the performance of their duties.
10. Disorderly, lewd, indecent, or obscene conduct, expression, or language on University owned or controlled property or at University 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 University property or at a University function.
13. Misrepresentation of oneself or an organization to be an agent of the University.
14. Conduct that is in violation of federal, state, or local laws or ordinances while on University premises or at University 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 VIU “zero-tolerance” sexual harassment policy.

Campus Security

Campus security is not employed by the University. 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 VIU campus parking permit by campus security.

Please observe these basic safety measures while on the VIU 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 graduate courses. Failure to attend class does not constitute a withdrawal from a course. Courses are officially dropped when the student completes an Add/Drop form and is signed by the instructor and submitted to the Registrar’s office. Please allow two weeks for the refund to be processed. The following refund schedule reflects current VIU policy.

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
15-week 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
Distance Learning Refund Schedule
Courses dropped by the end of the first week—100% refund
Courses dropped before the end of the second week—50% refund
Courses dropped after the end of the second week—no refund
There is no refund for arranged courses

Grading

All faculty members must use the grading standards listed in the current VIU 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 University will use the following grading calculations for all letter grades:

The VIU programs will use the following grading symbols to describe the various levels of graduate academic achievement:

A and A-	= Exceptional
B+, B, B-	= Above average
C+, C, C-	= Average
D+, D, D-	= Below Average
F	= Failure
AU	= Audit
WP	= Withdraw Passing
WF	= Withdraw Failing
I	= Incomplete
P	= Pass

Undergraduate level grade percentage and point scale based on semester credit hours:

A	= 94.50-100 / 4.0 points
A-	= 89.50 / 3.7 points
B+	= 86.50 / 3.3 points
B	= 82.50 / 3.0 points
B-	= 79.50 / 2.7 points
C+	= 76.50 / 2.3 points
C	= 72.50 / 2.0 points
C-	= 69.50 / 1.7 points
D+	= 66.50 / 1.3 points
D	= 62.50 / 1.0 points
D-	= 59.50 / 0.7 points
F	= 00 / 0.0 points
AU	= Audit
WP	= Does Not affect GPA
WF	= 0.0 points Counted in GPA
I	= Incomplete (student must submit request form prior to course end date)
P	= No credit is awarded, only fulfillment status (does not affect GPA)

Graduate and postgraduate programs will use the following grade points per semester hour:

A	= 97-100 / 4.0 points
A-	= 94-96 / 3.7 points
B+	= 91-93 / 3.3 points
B	= 88-90 / 3.0 points
B-	= 86-8 / 2.7 points
C+	= 83-85 / 2.3 points
C	= 80-82 / 2.0 points
C-	= 78-79 / 1.7 points
D+	= 75-77 / 1.3 points
D	= 72-74 / 1.0 points
D-	= 70-71 / 0.7 points
F	= Below 70 / 0.0 points
AU	= Audit
WP	= Does Not affect G.P.A.
WF	= 0.0 points Counted in G.P.A.
I	= Incomplete (student must submit request form prior to course end date)
P	= No credit is awarded, only fulfillment status

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 University.

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 University 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 VIU Distance Learning program. Though faculty are not required to facilitate distance courses with the student, VIU will place the faculty email address on the course syllabus in case students have questions regarding the lecture portion of the course. VIU 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 distance program, they must submit their request in writing to the University 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 University 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 to “avoid...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 International University 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.

VIU recognizes that the borders for academic freedom set by this institution, as firmly convinced that VIU is of their truth, are subject to human disagreement. However, such disagreements should be carried on with respect for those outside the VIU community. Likewise, the University 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

VIU waivers are limited to the availability of funds and will be awarded annually to any student based on moral/spiritual character, financial need, ministry, and GPA. Waivers are valid for one calendar year (January through December, expiring on December 31 of each year. Each year the student must reapply for benefits. If approved, the student must complete at least 9 units per year to retain waiver benefits. Mandatory enrollments are prorated based on the time of year your waiver application is submitted. 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 authorization the distribution of waivers/funds to qualified students. The authorizer (Financial Aid Committee) shall not be of the same office as the disburser of funds. 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 students 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 30%, 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 that 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 International University does not accept federal student loans or other federal aid programs. VIU operates on a no-debt policy and encourages students to approach their tuition in like manner. Inquire at the Business Office for availability of VIU 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, ministry worker, missionary, 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. All Financial Aid Committee decisions are final. VIU 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 9 units per year are considered lacking Satisfactory Academic Progress, meaning the award may be revoked.

Title IV Federal Financial Aid

VIU 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 VIU Financial Aid Director. VIU Students who are already receiving VIU tuition assistance may apply for federal financial aid, however, once federal aid is received by the student all former VIU tuition waivers assistance will be terminated. Students may not receive VIU tuition assistance and Title IV federal aid simultaneously.

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 University 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 University 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 University 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 University.
2. Forgery, alteration or misuse of University documents, records, or identification.
3. Obstruction or disruption of instructional, counseling, administrative, or other authorized University activities.
4. Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on University owned property, or University 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 University property or theft of or willful damage to property of a member of the University community, such as visitors, students, or employees of the University on University property or at an authorized University activity.
6. Unauthorized entry onto or use of University facilities.
7. Violation of University rules or regulations.
8. Use, possession, or distribution of alcoholic beverages, illicit narcotics, or controlled substances on campus or presence on University property or at a University authorized event while under the influence thereof.
9. Willful failure to comply with directions of University officials, including faculty and staff action in the performance of their duties.
10. Disorderly, lewd, indecent, or obscene conduct, expression, or language on University owned or controlled property or at University 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 University property or at a University function.
13. Misrepresentation of oneself or an organization to be an agent of the University.
14. Conduct that is in violation of federal, state, or local laws or ordinances while on University premises or at University 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 VIU "zero-tolerance" sexual harassment policy.

ABILITY-TO-BENEFIT POLICY

Those who do not possess a high school diploma or its equivalent, have not passed the General Education Development (GED) tests, and are beyond the age of compulsory education, may still be able to enroll in VIU programs. In order to be accepted as a student under these conditions the student must demonstrate an ability to benefit from the educational programs offered at VIU.

To determine an ability to benefit, students must take a US Department of Education (DOE) approved test and achieve passing scores as determined by the DOE. The official test scores must be provided to the Admissions Office, as well as all other admissions documents, before the Applicant file will be sent to the Admissions Committee for final approval.

The Ability-to-Benefit test that VIU utilizes is the ASSET. The required Basic Skills Tests include Reading, Writing and Numerical-forms B2, C2, D2 and E2. Currently, the federally approved passing scores on the test are as follows: Reading (35), Writing (35), and Numerical (33).

The test must be administered at an official ACT testing site by qualified personnel. For information on the test and the nearest testing center, contact American College Testing (ACT) at www.act.org or call (319) 337-1000. VIU offers a remedial research, writing, and technical skills course (RW499). Individual support is provided by the academic advisor.

Services for Ability-to-Benefit Students

Admissions testing information will be clearly provided to students, including the contact number to locate the nearest designated testing center. The required passing scores mandated by the US Department of Education will be clearly stated in the General Catalog. Students will be contacted at the end of each semester to offer educational assistance and guidance as needed.

Monitoring of Ability-to-Benefit Students

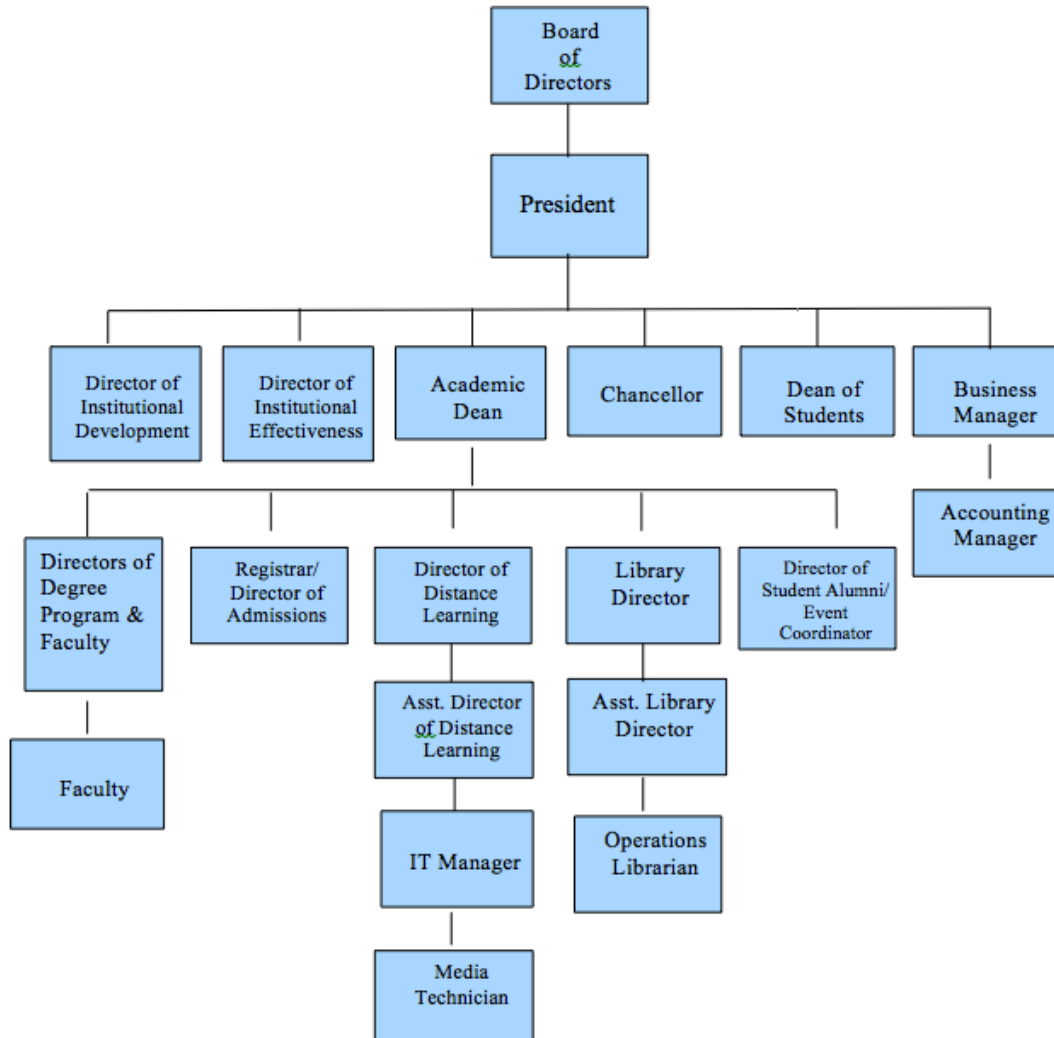
Admissions information on all Ability-to-Benefit (ATB) prospective students will be maintained in a separate file. The progress of the admissions process will be monitored by the Director of Admissions coordinator. VIU admissions personnel will correspond with the ATB student on a regular basis throughout the admissions process. Student files will be maintained on all ATB students and the files will be marked to delineate their status as an ATB student.

Students will be contacted at the end of each semester to assess their academic progress in the previous semester. Longitudinal studies will be conducted every three years as appropriate in relation to the number of ATB students graduated. The purpose of the longitudinal study will be to evaluate the efficacy of the academic program as it relates to ATB students in general.

Remedial support

VIU offers a remedial research, writing, and technical skills course (RW499). Individual support is provided by the academic advisor.

Veritas International University Organization Flowchart



Document Retention

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

Policy for Evaluating Faculty Credentials

Veritas International University

The VIU Credentialing Committee is comprised of the Academic Dean, President, and a faculty representative.

Exceptional alternative qualifications justify the appointee teaching without the recommended educational credential (accredited master's degree in field for undergraduate level, accredited terminal degree for graduate level). The minimum standard for equivalency may be justified by course work, work experience, teaching experience with reference letter, and/or eminence. Indicate applicable information under the appropriate category for consideration for equivalency and include documentation. Standards for appropriate justification are listed below.

Course Work

Undergraduate: A master's degree in a discipline not identical to the discipline being taught that includes course work which clearly parallels and/or is closely related to the discipline being taught. Completion of 18 or more graduate semester hours in field or related field.

Graduate: A terminal degree in a discipline not identical to the discipline being taught that includes course work which clearly parallels and/or is closely related to the discipline being taught. Completion of all coursework with the exception of dissertation (ABD) may be considered.

Work Experience

Undergraduate: A minimum of 5 years of work experience in the field is required to be considered for justification of equivalency, demonstrating extensive and diverse knowledge of the working environment. Professional licenses should be included in description.

Graduate: A minimum of 10 years of work experience in the field is required to be considered for justification of equivalency, demonstrating proven mastery of the field and diverse knowledge of the working environment. Professional licenses should be included in description.

Post-Secondary Teaching Experience

Undergraduate: A minimum of 6 semesters of post-secondary teaching experience substantiated as successful by an academic Dean or President's reference letter.

Graduate: A minimum of 10 semesters of post-secondary teaching experience substantiated as successful by an academic Dean or President's reference letter.

Eminence

Eminence is an indication of recognized quality and expertise. Published works, professional awards, and industry recognition substantiate equivalency by eminence.

<p>Academic Dean: _____ Date: _____</p> <p>The Academic Dean serves VIU and helps support the Mission and Purpose of Veritas International University by overseeing and administering the academic program, and is responsible to the President. The functions of the Dean's office include:</p> <ol style="list-style-type: none"> 1. Responsible for the academic affairs of the University, which includes oversight and development of all graduate programs and it's curriculum. 2. Assisting the President in the hiring and terminating of all faculty. 3. Responsible for the faculty contracts (both resident and non-resident). 4. Oversees and performs the University's accrediting endeavors. 5. Is a member of the Academic Committee. 6. Is a member of the Admissions Committee. 7. Responsible for the preparation of the school catalog. 8. Is responsible for updating the Student and Faculty Handbooks. 9. Oversees and evaluates the Secretary to the Dean. 10. Oversees and evaluates the Library Director. 11. Oversees and evaluates the Registrar and Director of Admissions. 12. Oversees and evaluates the Director of Distance Learning. 13. Prepares an annual academic budget for the President (CEO). 14. In consultation with the Registrar, is responsible for the preparation of the Academic Schedule. 	<p>Rate on scale of 1 2 3 4</p>
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<p>Business Manager: _____ Date: _____</p> <ol style="list-style-type: none"> 1. Approve and purchase all supplies for the various departments. 2. Accurately deposits all monies received from donors and students into the bank under the correct amount. 3. Responsible for overseeing payroll for full and part-time staff and administrators. 4. Responsible for overseeing adjunct teachers' payroll. 5. Responsible for overseeing paying the payroll taxes in a timely manner. 6. Oversee and send all payroll reports to the State, Federal, and IRS entities on a monthly, quarterly, and annual basis as needed. 7. Gather information from each department head to help prepare a budget for Board approval. 8. Responsible to see that no one exceeds his/her budget amounts during the current budget year. 9. Responsible to collect hard-copy proof for each financial activity through the current fiscal year. Every transaction must have a paper trail and have the ability to be proven for the annual audit. 10. Approve all purchases made for the University via a purchase order system. 11. Responsible to gather all purchase orders and match with the incoming invoices and packing slips so that payment can be made in a timely manner. The good name of VIU is maintained by the Business Manager's attention to doing all business properly and in a correct time frame. 12. Coordinate all maintenance needs and equipment additions for the facility. Do comparative shopping, purchase, and follow through with vendor. 13. Assist the President on employee wage increase or decreases. 14. Orient newcomers to VIU and help them fill out appropriate employment forms. 15. Serves on the Scholarship Committee and Finance Committee. 16. Type and mail contracts for resident and adjunct professors. 	<p>Rate on scale of 1 2 3 4</p>
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17. Prepares contracts for full and part-time employees.
18. Keep and maintain personnel files on each employee.
19. Work with the President on confidential business problems of the University and/or employees.
20. Business Manager shall open mail and create a list of all income or expense items to be given to Accounting for recording.
21. Business Manager shall make payment arrangements with VIU students and assist in collection of all monies.
22. Responsible for working with Accounting Manager for the distribution of all scholarship funds.
23. Business Manager shall prepare deposit receipts for bank deposit.
24. Business Manager shall have custody of all cash, including petty cash.
25. Oversee daily business functioning of the office staff when immediate supervisors are not present.
26. Assist President in creating the annual budget if needed.

<p>Accounting Manager: _____ Date: _____</p> <ol style="list-style-type: none"> 1. The Accounting Manager is the official keeper of incoming contributions in the form of cash, checks and stocks certificates. All records are confidential and must be guarded both as to their integrity and as to their safe-keeping. 2. The Accounting Manager shall be responsible to and report all financial and business matters to the President. 3. Ensures that all monies given are accurately credited to the contributors chosen area—accreditation, scholarships, library, books, etc. 4. Accounting office shall make all entries into the system from monies received. 5. Accounting office shall enter all tuition money during registration into accounting system. 6. Accounting office shall see that all monies from special student arrangements (e.g. Deferred Payment Agreement) are collected in a timely manner and that students keep their arrangements. 7. Keep accurate records of tuitions payments received, and classes taken on each student accounting sheet. 8. Generate monthly accounting tuition statements/receipts to students. 9. Keep accurate records of 1099 and W-4 information (and/or oversee and check that the accounting information is accurate when facilitated by outsourced payroll group). 10. Prepare a monthly Profit-Loss statement for the President and Dean. 11. Reconcile credit card payment statement at the end of the month and credit donations/purchases/tuition to the various departments. 12. The Accounting Manager prepares a month end report for each department of the University showing budget money used to date. 13. Gather information from each department head to help prepare a budget for Board approval. 14. Responsible to account for funds and transactions using the accrual method of accounting. 15. Responsible for keeping an accurate accounting of all scholarship funds. 16. Pay all bills incurred by Veritas International University. 	<p>Rate on scale of 1 2 3 4</p>
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17. Invoice and track payments from the US Government for courses taken by students in the armed forces.
18. Keep accurate records of purchased or given items to the University for end of year inventory records.
19. Reconcile bank account statements to computer record and check books each month.
20. Continually watch that VIU bank accounts do not exceed \$100,000. Open new accounts when needed.
21. Schedule and oversee the annual audit and the filing of the 990 Form to IRS.
22. The Accounting Manager will send out all year-end cumulative donor receipts of contribution donations.
23. Assist President in creating the annual budget if needed.

<p>Director of Distance Learning</p> <p>Department: _____ Date: _____</p> <p>The Director of Distance Learning Program (online and correspondence methods) will be responsible for recommendations to the appropriate committees concerning all issues relating to curriculum including but not limited to assessment, modification, and development. The Director of the Distance Learning Program will be responsible for general office tasks relating to the day to day operation of the Distance Learning Program including communication with students through letters, email, phone messages, etc. relative to questions not relating to course content.</p> <p>Other tasks include but are not limited to:</p> <ol style="list-style-type: none"> 1. Mail course to and receive coursework from distance students. 2. Returning graded coursework (tests, assignments, and papers) to students. 3. Editing and producing master materials for class notes as needed revisions arise. 4. Maintaining inventory of material relative to the shipping of courses. 5. Maintaining inventory of DVD-R for copying courses, recording new courses. 6. Responsible for the overseeing of video and audio recording of all residential courses. 7. Overseeing the recorded course transfer to the video editor for final editing. 8. Keep postage at adequate levels for the shipment of courses to students. 9. Facilitate Proctor Forms and syllabus needs of the distance student. 10. Receiving and reporting final grades to the registrar. Developing and updating an online chat and message forum board for interaction between faculty and students. 11. Duplicate, package, and ship courses to students as needed. 12. Assist distance professors in grading of Distance Learning coursework. 13. Maintain specific fields in the school database relating to Distance Learning as well as providing the Registrar with all pertinent information necessary to keep student files (both paper and electronic) up to date. The Director of the Distance Learning Program, Distance Learning Manager, and the Registrar of Veritas International University will be the only persons to have access to the electronic 	<p>Rate on scale of 1 2 3 4</p>
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and/or hard copy files of the students in the Distance Learning Program.

14. Report to faculty in faculty meetings the progress of program and status of curriculum for faculty evaluation. Creation, changes, additions, and deletions to curriculum, objectives, outcomes, and assessments, shall be offered to the faculty and Academic Committee for evaluation and approval.

<p>Distance Learning Director /Assistant Director of Distance Learning: Name _____ Date: _____</p> <p>The Distance Learning Manager shall assist the Director of Distance Learning Program (online and correspondence methods) in fulfilling his duties and will be responsible for general office tasks relating to the day to day operation of the practical development the online and correspondence methods of the Distance Learning Program, including communication with students through letters, email, phone messages, etc. relative to questions not relating to course content. Other tasks include but are not limited to:</p> <ol style="list-style-type: none"> 1. Mail course to and receive coursework from distance students. 2. Returning graded coursework (tests, assignments, and papers) to students. 3. Editing and producing master materials for class notes as needed revisions arise. 4. Maintaining inventory of material relative to the shipping of courses. 5. Maintaining inventory of CD/DVD-R for copying courses, recording new courses, etc. 6. Responsible for conducting the video and audio recording of all residential courses. 7. Facilitating the editing of distance courses by working closely to the video editor. 8. Keep postage at adequate levels for the shipment of courses to students. 9. Facilitate Proctor Forms and syllabus needs of the distance student. 10. Receiving and reporting final grades to the registrar. Developing and updating an online chat and message forum board for interaction between faculty and students. 11. Duplicate, package, and ship courses to students as needed. 12. Responsible for developing and facilitating the online Distance Learning format. 13. Perform computer maintenance services and troubleshooting to VIU administration and staff. 14. Distance Learning Manager shall have access to the school database and hard copy of grades. 	<p>Rate on scale of 1 2 3 4</p>
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15. Distance Learning manager is responsible to the Director of Distance Learning Program.

<p>Registrar: _____ Date: _____</p> <p>The Registrar office serves Veritas International University and helps fulfill the school's Mission and Purpose by providing the academic record keeping and associated academic tasks necessary for the efficient running of the academic institution.</p> <p>The Registrar is the official keeper of the academic records of the institution. As such, all such records are confidential and must be guarded both as to their integrity and as to their safekeeping. The functions of the registrar include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Support the faculty of Veritas International University by administering the registration process. 2. Provide the faculty with official class lists for each class. 3. Provide the faculty with official grade sheets for each class. 4. Communicating the final grade to each student. 5. Maintaining accurate and timely records of students' academic progress and communicating any shortcomings to the students (e.g. academic probation, academic restriction, etc.). 6. Generate and maintain accurate and current transcripts for students. 7. Evaluate transcripts of incoming students for transfer credit or advanced standing. 8. Calculate statics required by the accrediting agencies and by the Dean. 9. Serve on the Academic Committee. 10. Serve on the Admissions Committee. 11. Process deferments to eligible students upon request. 12. Updating the Student Handbook annually. 13. Updating the University Catalog annually. 14. Oversee the graduation ceremony. 15. Send student thesis to be bound. 16. Facilitate the printing of diplomas (degrees) and student purchases of graduation cap and gown. 	<p>Rate on scale of 1 2 3 4</p>
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<p>Director of Admissions: _____</p> <p>Date: _____</p> <p>The Admissions office serves Veritas International University and helps fulfill the Mission and Purpose of VIU by responding to inquiries about the school and by marketing it in various venues and by various methods.</p> <p>The functions of the Admissions Office include but not limited to:</p> <ol style="list-style-type: none"> 1. Serves as the Chair of the Admissions Committee. 2. Responsible for processing all applications through the entire admissions process. 3. Issue I-20 forms. 4. Report statistics to the faculty and to the Dean, as needed. 5. Follow up with applicants who have incomplete files and inform them of what is needed to complete the file. 6. Produce brochures and other admissions literature. 7. Prepare annual budget for the Business Manager. 8. Attend all faculty/staff meetings and present department report. 9. Assemble completed student file for admission and present to the Dean or President for acceptance into the University. 10. Maintain and display the school conference table literature. 	<p>Rate on scale of 1 2 3 4</p>
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<p>Director of Student Services/Alumni Affairs: _____</p> <p>Date: _____</p> <ol style="list-style-type: none"> 1. Coordinate and schedule socials and all University events (picnics, bands, speakers, Christmas party, graduation dinner, outings, conferences, etc.). 2. Oversee the making and distributing of student identification cards. This includes securing retail discounts annually to be printed on the back of student ID cards. 3. Serve as encourager to students, their spouses, and families. 4. Coordinate graduation reception. 5. Offer students career counseling and job placement assistance/opportunities. 6. Communicate with alumni and coordinate the development of the alumni and student directory annually. 7. Assist students with finding housing and employment. 8. Attend any staff meetings and present department report. 9. Assign, maintain, and update list of student mailboxes. 10. Assist alumni with permanent job/ministry placement. 11. Participate in new student orientation and campus tours. 12. Compile and distribute a bi-annual alumni newsletter. 13. Chair the Student Affairs Committee. 14. Coordinate University prayer chain/groups. 15. Minister to the needs of our students. 16. Maintain the student and alumni message boards on the VIU website. 17. Facilitate occasional transportation needs of our students arriving at airports, etc. 18. Meet with prospective students and determine their transition needs. 19. Ordering and maintaining of VIU apparel (e.g., T-shirts, sweatshirts, hats, pens, promotional material, etc.) 	<p>Rate on scale of 1 2 3 4</p>
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| <p>20. Assist other departments in meeting the administrative needs of VIU students.</p> <p>21. Responsible for the set-up and removal of student refreshments at all VIU offered courses in residence.</p> <p>22. Development and maintenance of a Student Government Association (SGA) that is governed by elected student officials according to accreditation standards.</p> <p>23. Assist in fulfilling learning Resource orders and duplication of courses for students.</p> | |
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<p>Library Director: _____ Date: _____</p> <p>The Library Director contributes to the achievement of the University's Mission, Purpose, and goals by serving the curricular and information needs of the faculty, students, staff, and administration in accordance with the educational objectives of the school. The Librarian is responsible for managing the library so as to efficiently and effectively fulfill its purpose. The Library Director shall be responsible to the Chief Academic Officer (i.e. Dean), to whom he/she will report all library matters.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Overall administration and direction of library services. 2. Formulate, clarify, and publish library objectives. 3. Write and publish library policies. 4. Submit library plans annually. 5. Submit library reports at faculty meetings and annually. 6. Prepare and administer the library budget. 7. Train, supervise, and evaluate library personnel. 8. Prepare library publications. 9. Secure Inter-Library loan agreements with local institutions. 10. Maintain library home page. 11. Acknowledge donations and maintain donor records. 12. Conduct library instruction programs. 13. Acquire and catalog library resources. 14. Provide ready access to library resources. 15. Provide adequate library technology. 16. Cooperate with area libraries in reciprocal borrowing and meetings. 17. Serve on Library and faculty committees. 	<p>Rate on scale of 1 2 3 4</p>
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<p>Assistant Library Director/Library Technician: _____</p> <p>Date: _____</p> <p>The Assistant Librarian is responsible to the Librarian. If the Assistant Librarian holds an M.L.S. degree, his/her responsibilities would be the same as the librarian though he/she will be directly responsible to the Librarian. The Library Technician (this can be a student volunteer) and Assistant Librarian responsibilities include:</p> <ol style="list-style-type: none"> 1. Assist patrons seeking information. 2. Process loans, renewals, holds, and fines as instructed. 3. Attend chapel when occurring while on duty. 4. Close the facility at the end of the day. 5. Make sure the back door is locked. 6. Lights must be turned off. 7. Close entrance doors securely when closing. 	<p>Rate on scale of 1 2 3 4</p>
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<p>The Director of Institutional Effectiveness: _____</p> <p>Date: _____</p> <p>The Director of Institutional Effectiveness shall be responsible to perform all compliance, assessment, and effectiveness duties of the Institution assigned by the President. Director of Institutional Effectiveness shall be directly responsible to the President of Veritas International University. These duties include:</p> <ol style="list-style-type: none"> 1. Responsible for evaluating whether the institution is meeting its academic objectives and goals. 2. Responsible for developing assessment instruments to measure institutional effectiveness of all areas of the institution. 3. Responsible for implementing, monitoring, and recording changes into the educational cycle. 4. Responsible for providing written solutions to meet TRACS compliance standards in all areas of the institution. 5. Responsible to perform various research studies related to institutional effectiveness and creation of policy and reporting to President. 6. Responsible for providing the institution's written data to TRACS in an orderly way to meet TRACS compliance. 7. Responsible for working with VIU staff, faculty, and administrative personnel in bringing the institution into compliance with all TRACS standards. 8. Responsible for directing and compiling TRACS self-study and compliance for the institution. 9. Responsible for creating a draft policy to submit to president for approval. 10. Ensure VIU remains in good standing with TRACS compliance standards. 	<p>Rate on scale of 1 2 3 4</p>
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