



Faculty Handbook

2012 – 2013

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FACULTY HANDBOOK

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Campus Directory – Administration

| | <i>Extension</i> | <i>E-mail</i> |
|--|------------------|---|
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2012-2013 Calendar

| | |
|----------------|-------------------------------|
| August 6-16 | Fall Module |
| August 13 | New Student Housing Opens |
| August 17 | Registration for All Students |
| August 20 | Fall Day Classes Begin |
| September 3 | Labor Day – No Classes |
| September 21 | Last Day to Add/Drop Classes |
| October 8-12 | Midterm Exams |
| November 19-23 | Thanksgiving Break |
| December 10-14 | Final Exams |

| | |
|--------------|--|
| January 7-18 | January Module |
| January 18 | Spring Registration |
| January 21 | Martin Luther King, Jr. Day – No Classes |
| January 22 | Spring Day Classes Begin |
| February 15 | Last Day to Add/Drop Classes |
| March 4-8 | Midterm Exams |
| March 11-15 | Spring Break |
| March 28-30 | Ascension Convention |
| May 4 | Graduation |
| May 6-10 | Final Exams |
| May 11 | Student Housing Move out Date |

ACCREDITATION AND RECOGNITION

Christian Life College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited status as a Category II institution by the TRACS Accreditation Commission on April 2, 2002; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Accreditation indicates that the institution has provided evidence that:

- it is in substantive compliance with the Standards and Criteria for accredited status
- it has been peer-evaluated after completing a self-study
- it is providing quality instruction, student services and adequate facilities according to the professional judgment of an on-site evaluation team
- it has met the standards for the approval by the Accreditation Commission

TRACS was established in 1979 to promote the welfare, interests, and development of postsecondary institutions, whose mission is characterized by a distinctly Christian purpose. TRACS encourages affiliated institutions to develop its own distinctives, while providing quality postsecondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values.

Transnational Association of Christian Colleges and Schools

P.O. Box 328, Forest, Virginia 24551

Phone (434) 525-9539

Fax (434) 525-9538

www.tracs.org

1950 – Founded

1954 – Incorporated in the State of Illinois as a non-profit corporation.

1956 – 1977 Chicago Bible College (6007 N. Sheridan Road and 1043 W. School Street)

1977 – Chicago Bible College relocates to Mount Prospect

1981 – Chicago Bible College becomes Christian Life College

1984 – Began process for degree-granting authorization

1987 – Approved as a degree granting institution by the Illinois State Board of Higher Education

1996 – Pre-accredited status (Candidate for Accreditation) with TRACS

2002 – Accreditation with TRACS, a CHEA (Council for Higher Education Accreditation) and United States Department of Education recognized accreditation agency

2004 – New Student Housing (Birkemeier Suites) opens

2007 – Ten-year reaffirmation of accreditation with TRACS

INTRODUCTION

Christian Life College employs dedicated and qualified faculty who not only possess high academic and professional qualifications, but who are spiritually mature and provide a personal and professional Christian role model.

The faculty is integral to the educational quality of the institution. Therefore, the institution employs, develops and supports a faculty that is:

1. Sufficient in number to provide for the curricular and student needs of the institution.
2. In agreement with the purpose, objectives, and philosophy of the institution.
3. Cognizant of its role and responsibility in the total institutional success.
4. Academically qualified for the institution's educational level and goals.

Specifically, the fundamental contribution of the faculty is to provide effective instruction and advisement and to do so in a manner that makes the curriculum vital with reference to the purpose, objectives and philosophy of the institution. The institution therefore employs a faculty with academic credentials commensurate with their teaching and research tasks and with Christian commitment to advance the purpose of the institution in its beliefs and activities. It is imperative that faculty members have an adequate background in their respective teaching field. The faculty represents professional Christian educators and practitioners in ministry who have earned degrees from accredited institutions of higher education. Faculty members also serve as mentors and models of leadership within the Pentecostal/Charismatic communities.

All faculty members are asked to sign a statement of fundamental agreement with the written purpose, objectives and philosophy of education and adhere to a faculty standard of conduct.

PHILOSOPHY OF EDUCATION

Christian Life College centers its educational ministry in God. God is Creator, Redeemer and source of all truth. He desires to communicate Himself and has done so through His Son, Jesus Christ, His Spirit and the written Word. All educational programming is designed with the purpose of knowing God.

Humankind, created by God in His own image, is separated from God by sin. Through the death and resurrection of Christ alone, regeneration is made available to all. When by grace through faith, someone is regenerated, they have the ability to discover God and His truth. Truth must be learned, not with humankind at the center. CLC strives to provide education that views the student, not as a machine to be programmed, but as a living creature, to be formed by God's Spirit. The instructor is a vessel of the Holy Spirit and education is a process of growth in a student's life by the work of the Holy Spirit.

Seven essential elements outline Christian Life College's educational philosophy. These seven elements reflect both the spiritual and academic dimensions of CLC's education programming. In the academic area the elements are Spiritual growth, Cognitive growth, and Affective growth. In the spiritual area the elements are Biblical authority, Spirit-filled life, local church ministry, and character-directed ministry.

Spiritual Growth

CLC views its students as individuals filled by the Spirit of God. Ministry responsibilities are not just technical activities, but demand sensitivity to the direct leading by God's Spirit. Ministry responsibilities also demand spiritual maturity and integrity, thus all educational pursuits at CLC contribute to a student's growth. A dichotomy does not exist between the academic and spiritual. Rather the spiritual integrates into all dimensions of educational progress.

Cognitive Growth

Higher education requires cognitive growth. Information, the ability to reason, decision making and thought analysis is a critical ingredient in the equipping of a student for ministry. CLC places a high value on the intellectual progress and development of its students. Educational programs are designed with strong emphasis placed on cognitive growth and outcomes.

Affective Growth

Students are not just intellectual and spiritual beings. They are created by God with emotions as well. Effective education programs must include the affective in its design. CLC integrates affective elements into academic, spiritual, and social dimensions of its educational programming.

Biblical Authority

Christian Life College affirms the verbal, plenary inspiration of the Bible in its original autographs. The Bible is the Word of God. It serves as the ultimate voice of authority concerning questions about faith and human practice. Every student who attends Christian Life

College receives considerable training in the Word of God, indicating that Bible content forms the centrifugal core of the curriculum.

Handling the Word of God correctly and putting into practice the spiritual precepts of Scripture are understood principles for every student.

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the Word of truth." (II Tim. 2:15)

Spirit-filled Life and Worship

Christian Life College has its theological roots in the American Pentecostal and Charismatic movements. This position maintains that modern believers should expect to experience the same gifts of the Spirit that were manifested among the earliest Christians. The spiritual gifts are given for the edification of the church.

"Now to each one the manifestations of the Spirit is given for the common good." (I Cor. 12:7)

Christian Life College believes that the Holy Spirit should direct the affairs of the church and its service of worship. Students are led into charismatic worship as their attention is drawn to the presence of Christ. Praise and worship are a normal part of the daily activities at CLC.

Local Church Ministry

Christian Life College accepts the theological and the traditional view that there is ultimately only one, holy, Universal Church which consists of every believer in every age. In its concrete form it is expressed in the existence of the local church. The local church manifests all gifts and functions ascribed in Scripture, and thereby respects it as the authoritative voice while it performs the will of God.

The local church provides the source from which students are sent to college, the practical training ground while students attend classes, and the means by which students find ministry upon graduation.

"I will build my church, and the gates of hell will not overcome it." (Matt. 16:18b)

Character-Directed Ministry

Regardless of race, nationality, sex, or denominational affiliation, the student attending Christian Life College will be urged to seek the will of God for his personal vocational direction, while paying particular attention to his personal character. Students are encouraged to "lift their vision high" as they continue in school. Learning to seek God's plan for their lives and how to establish concrete goals is central in the educational experience at Christian Life College.

The administration provides personal counsel to assist the student in his spiritual life and to help him pursue vocational goals through career counseling. Students also learn that living a "separated life" means more than acting spiritual. It means living a life where unbelievers and fellow Christians can see a lifestyle which is dedicated, respectable and conformed to the standard of the biblical texts. Exemplary conduct is the norm at Christian Life College.

"that you may prove yourselves to be blameless and innocent, children of God above reproach in the midst of a crooked and perverse generation, among whom you appear as lights in the world." (Phil. 2:15)

PURPOSE STATEMENT

The purpose of Christian Life College is to glorify God through equipping the local church to fulfill its Divine Commission. Christian Life College equips the local church by educating individuals who have the call of God on their lives for ministry. Ministry preparation is provided in a Biblically based, "Spirit-filled" environment, developing men and women to lead the Pentecostal /Charismatic church in the world.

OBJECTIVES

The objectives of Christian Life College are designed from its purpose statement.

1. To develop students who possess a mature relationship with the Lord Jesus Christ. This objective is identifiable by:

- a lifestyle that is conformed to the moral standards of Scripture
- personal spiritual disciplines such as prayer, Bible study, obedience and church fellowship
- a Spirit-filled life exemplifying the fruit of the Holy Spirit

2. To develop students capable of intellectual activity. This objective is identifiable by:

- a commitment to the authority of God's Word and a thorough knowledge of the Word
- an integrated Christian worldview, which applies the eternal truths of Scripture to the contemporary setting
- an awareness of Christian history and its implications to the contemporary church
- an ongoing desire to seek further knowledge and understanding for lifelong learning
- an ability to think critically, communicate clearly and defend objectively

3. To develop students equipped to serve the church in leadership capacities. This objective is identifiable by:

- an intimate knowledge of their calling and gifting and their function in the local church
- a demonstration of leadership skills as pastors, teachers, missionaries and church leaders
- an understanding of God's design for the church and His plan for evangelization
- personal vision and mission for ministry in an attitude of humility and grace

STATEMENT OF FAITH

I. THE INSPIRED SCRIPTURES

We believe in the verbal, plenary inspiration of both the Old and New Testaments in their original autographs (II Timothy 3:16, 17; I Peter 2:2; II Peter 1:21).

II. SPECIAL CREATION

We believe that God created all things in time and space by the power of His Word. The events of the creation week are literally and historically true and we believe in the Biblical record, including the literal existence of Adam and Eve as the progenitors of all people, the literal full and resultant divine curse on the creation the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel (Genesis 1-11; John 1: 1-3; Colossians 1:16; Hebrews 1:1-3, 11:3).

III. THE GODHEAD

We believe in one God in Trinity; God the Father, Son and Holy Spirit. As a person of the Divine Trinity, God, The Father is spirit, infinite, sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration and obedience (Genesis 1:26; Deuteronomy 6:4; Isaiah 48:16; Matthew 28:19; II Corinthians 13:14; I Timothy 1:17; John 4:24).

IV. MAN AND ORIGINAL SIN

We believe that man was created in the image of God, historically fell in Adam and now the entire human race shares in total depravity (Genesis 1:26, 3:1-24; John 3:3-6; Romans 5:12, 19; Ephesians 1:7; 2:1-5).

V. THE PERSON AND WORK OF JESUS CHRIST

We believe that Jesus Christ is the eternal Son of God, born of the virgin Mary, lived a sinless life, suffered and died a substitutionary death on the cross for the sin of the world. (Isaiah 7:14; Matthew 1:21-23; Luke 1:26-35; John 5:19, 36; 8:26; Acts 10:38). After His literal physical death as a redemptive sacrifice on the cross, Jesus Christ was literally and historically resurrected and ascended bodily into heaven where He ever lives to make intercession (Acts 2:32, 36; Ephesians 1:7; I Corinthians 1:17,18; 15:1-4; II Corinthians 5:21; I Peter 3:18; I John 2:2; Hebrews 4:14-16, 7:25).

VI. SALVATION

We believe that salvation is the gift of God by grace alone and is received through personal faith in the Person and finished work of Christ (John 3:16; Romans 5:8; 6:23; Ephesians 2:4-10; Acts 2:38,16:3; Hebrews 6:1).

VII. THE PERSON AND WORK OF THE HOLY SPIRIT

We believe in the person of the Holy Spirit, fully God, convicting, regenerating and sanctifying the indwelt believer to live a holy, Christ-like life (John 16:7, 8; 3:3-6; Acts 5:3, 4; Romans 8:1-6,8, 9; Galatians 5:17-22; I Corinthians 6:11; I Peter 1:2). The promise of a personal baptism in the Holy Spirit is evidenced by subsequent gifts which empower the believer for a victorious life, the edification of the church and the evangelization of the nations (Matthew 3:11; Mark 16:20; Luke 11:13, 24:46-49; John 7:38, 39; Acts 1:5, 8, 2:4, 32, 33, 39, 5:32; I Corinthians 12-14).

VIII. THE NATURE AND ORDINANCES OF THE CHURCH

We believe in the New Testament pattern of a local church: indigenous, self-supporting, self-governing and self-propagating. The ordinances of Christ include water baptism by immersion for believers only and the Lord's supper (Acts 1:4-8; 2:42-47; 5:32-35; 6:1-6, 13:2, 14:23; 20:28; I Corinthians 1:2; 1:26; 12:26, 27; Ephesians 4:11; Colossians 1:18; I Timothy 3:1-13; Titus 1:5-9).

IX. DIVINE HEALING

We believe in healing as a provision of God in answer to believing prayer (John 14:13,14; I Corinthians 12:9; James 5:14-16).

X. THE SECOND COMING OF CHRIST AND THE LAST DAYS

We believe in the personal, visible, second coming of Jesus Christ which is the "blessed hope" of the church; the bodily resurrection and final judgment of all mankind resulting in eternal death for the wicked in a place of eternal punishment which was prepared for Satan, a personal, malignant being who acts as tempter and accuser. All who die outside of Christ shall be confined in conscious torment for eternity, whereas those who die in Christ are saved and shall receive eternal reward in the presence of God (Matthew 24:30-46; Acts 1:9-11; I Corinthians 15:51, 52; I Thessalonians 4:16-18; Titus 2:13; II Peter 3:13; Revelation 11:15; 20:4-6, 11-15; 21:14).

ADMINISTRATIVE POLICIES

CHAPEL SERVICES

Chapel services are a time for students to reflect upon and respond to the work of the Holy Spirit. Chapel services include a variety of creative ministry from guest speakers, faculty, and students. Students are provided the experience in chapel services for worship, inspiration and challenge. Emphasis is placed upon learning and responding to the Holy Spirit. Chapel services meet on Tuesday and Wednesday mornings. Chapel attendance is recorded and a grade of “**P**” (pass) or “**F**” (fail) will be given each semester. The grade is based solely on attendance. A student must attend 80% of chapel services to attain a satisfactory grade. Chapel attendance is a requirement for graduation. We encourage faculty members to not meet with students for personal and private counseling during the chapel period.

FACULTY/STUDENT MAILBOXES

Mailboxes for all faculty members at Christian Life College are located in the primary office area. Faculty members are encouraged to look into their mailbox daily for mail, memos, paychecks, etc.

Student mailboxes are located at the end of the hall at the college’s main level. All assignments, papers, tests, etc., can be distributed according to the name on the student’s box.

PARKING

Parking areas are designated for visitors, handicapped vehicles, and faculty/staff. Faculty members are encouraged to park on the southwest corner lot of the instructional building. Maps are distributed with registration decals at the beginning of the semester. Designated parking areas are in effect 24 hours a day, seven days a week. There is no overnight parking on the street. The Village of Mount Prospect reserves the right to ticket parking violations.

OFFICES

Faculty office space is made available in two places: a) the College office area, b) the Director of Library Services office area. E-mail addresses for all faculty are available upon request.

EMERGENCY CLOSING (SEVERE WEATHER PROCEDURES)

If Christian Life College must close because of severely inclement weather, prolonged energy shortages, etc. an announcement will be made by the administration. Students should listen to WGN (AM 720) and WBBM (AM 780) for the school-closing announcement. Students may also call the college office for information at 847-259-1840.

NATURAL DISASTERS

FIRE Procedure to be followed when the fire alarm sounds:

1. Lights should be left on.
2. Windows and doors should be closed (doors left unlocked).
3. Walk, don't run, from the building (if the smoke is dense, crawl on your hands and knees).
4. Move to a point at least 150 feet from the building.

Do not reenter until instructed to do so.

TORNADO Procedure to be followed when a tornado is near:

1. Return or remain on the ground floor.
2. Assume a protected position.

After the tornado passes, evacuate the building in the safest way possible, being especially cautious of downed power lines.

CONFRONTATIONAL CRISIS

Procedure to follow when a crisis occurs:

1. Retreat to a secure place.
2. Notify campus personnel (i.e., Administration, Faculty, Staff).
3. Campus personnel will contact authorities.
4. Do not reenter crisis area.

Note: The President of the college will serve as our spokesperson in event of a campus crisis.

FIREARMS/WEAPONS

No firearms or other weapons are permitted on campus, including pellet and air rifles, paint guns, bows, swords, large knives, or other instruments deemed as weapons.

A.I.D.S POLICY – ACQUIRED IMMUNODEFIENCY SYNDROME

The Christian Life College policy is based upon the guidelines of the United States Public Health Service, the Centers for Disease Control, and the American College Health Association. Nothing contained herein shall mitigate, in any manner, the applicability of the *Code of Honor* to the student body, faculty or staff of Christian Life College.

1. Consideration of any form of HIV infection shall not be a part of initial admission decision for those applying to attend CLC.
2. There is no medical justification for restricting access of students or employees with any form of HIV infection to any school facilities.
3. Students having any form of HIV infection shall be allowed to attend regular classes in any unrestricted manner so long as their physical and mental health allows attendance.
4. In view of the fact that AIDS cannot be spread by casual contact in the work place, employees known to have any form of HIV will be treated for work-related purposes in the same manner as all employees.
5. There shall be no mandatory testing of prospective or current students, employees or persons seeking employment. The administration of CLC will refer students or employees desiring to be tested to sources of testing.
6. The potential for discrimination and mistreatment of individuals with any form of HIV infection, whether or not they have the symptoms of the illness, and of individuals thought to be at risk of infection that confidential information regarding any aspect of HIV infection be handled with utmost care.
7. Guidelines concerning the handling of confidential information about students or employees with any form of HIV infection shall follow the general standards set forth in the American College Health Association's Recommended Standards and Practices for a College Health Program. In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents without the express written consent of the patient in each case.
8. The Family Education Rights and Privacy Act support *Christian Life College's* position with respect to health records. No person, group, agency, insurer, employer, or institution shall be provided any medical information of any kind without the prior written consent of the student / employee / patient.
9. Christian Life College shall observe and comply with all public health reporting requirements regarding any form of HIV infection set forth in state or federal law.

10. Christian Life College shall implement safety guidelines as proposed by the U.S. Public Health Service for the handling of blood and bodily fluids of all persons, not just those known to have any form of HIV infection. Surfaces contaminated by blood or other bodily fluids shall be cleaned and disinfected with commercial disinfectant solutions or with household bleach, freshly diluted to a 1:10 solution.
11. As a result of the fear, anxiety, and anger that many people feel in relation to AIDS, students or employees who are either known to be, or suspected of being infected with HIV may be subjected to emotional or physical abuse. Christian Life College condemns all such occurrences as intolerable, and shall respond to them quickly.

Current medical studies indicate that students or employees with any form of Human Immunodeficiency Syndrome Virus [HIV, the virus causing AIDS] infection do not pose a health risk to other students or employees during their normal activities. The consensus of medical opinion is that household, school or other casual contact cannot transmit HIV. Intimate sexual contact, contaminated blood or blood products, pregnant women to their children, I.V. drug use, piercing of ears, or tattooing primarily transmit HIV virus. The Public Health Service states that there is no risk by living in the same place as an infected person, caring for an AIDS patient, eating food handled by an infected person, being coughed or sneezed upon by an infected person, casually kissing, or swimming in a pool with an infected person.

The primary responsibility of Christian Life College is AIDS is education. Increasing awareness and providing education to prevent the spread of AIDS are goals of the highest priority insofar as the institution is concerned.

CONTAGIOUS DISEASES

CLC reserves the right to require the testing of any student for any suspected contagious disease at the discretion of the Administration and the expense will be incurred by the College. Should you test positive for any contagious disease, you must notify the office immediately. Your right to privacy will be respected, and only those needing to know will be notified. If your disease poses a clear and present danger to the campus family, a committee will decide whether you can remain a student at CLC, and if so, under what conditions you may stay.

HEALTH INSURANCE

Health insurance is highly recommended for all students, faculty and staff.

COPYING/DUPLICATING CLASS MATERIALS

It has been the standard procedure for each instructor to duplicate his/her own materials for class handouts. To assist the instructor, the college provides a copier, located in the college office. The office will be open 7:45 a.m. - 5:00 p.m. weekdays for your convenience. (See the policy statement in the back of this handbook for copy/duplicating privileges.)

Students use the copy machine located in the library. The charge for copies is 10 cents per copy. Please keep this in mind when asking students to provide copies of papers/projects for everyone in class.

Photocopying of Copyrighted Materials for Classroom and Research

The following policy statement regarding proper photocopying of copyrighted materials is not of our original design, but we have incorporated it into our Faculty Handbook for protection against litigation against the faculty or Christian Life College. This policy statement was initiated after nine faculty members at an unnamed university had a lawsuit filed against them for improper photocopying and distributing of copyrighted materials without prior permission from the owners.

1. "The principles of the copyright law are designed to promote the creation, publication, and use of works of the intellect. These principles include both the exclusive rights of copyright owners to determine certain uses of their works (in not-for-profit as well as commercial contexts), and certain exceptions including the doctrine of "fair use". These precepts are in the mutual interest of the university, author, and publisher communities and of the public."
2. "Under the copyright laws, certain photocopying of copyrighted works for educational purposes may take place without the permission of the copyright owner under the doctrine of "fair use" (presently set forth in Section 107 of the Copyright Act). This principle is subject to limitations, but neither the statute nor judicial decisions give specific practical guidance on what photocopying falls within fair use. To achieve for faculty greater certainty of procedure, to reduce risks of infringement or allegations thereof, and to maintain a desirable flexibility to accommodate specific needs, the following policies have been adopted.

A. The guidelines set forth in Appendix I are to be used to determine whether or not the prior permission of the copyright owner is to be sought for photocopying for research and classroom use. If the proposed photocopying is for research as outlined under the Guidelines in Appendix I, permission to copy is to be sought. An explanation of how permissions may be sought and a procedure for furnishing to the administration information concerning the responses by copyright owners to request for permission is

set forth in Appendix II. After permission has been sought, copying should be undertaken only if permission has been granted, and in accordance with the terms of the permission, except as provided in the next paragraph.

B. The doctrine of fair use may now or hereafter permit specific photocopying in certain situations, within limitations, beyond those specified in the Guidelines** or those that might be agreed to by the copyright owner. In order to preserve the ability of individual faculty members to utilize the doctrine of fair use in appropriate circumstances without incurring the risk of having personally to defend an action by a copyright member who has sought permission to photocopy and has not received such permission (or has received permission contingent upon conditions that the faculty member considers inappropriate) may request a review of the matter by General Counsel of the University. If upon review the General Counsel determines that some or all of the proposed photocopying is permitted by the copyright law, the General Counsel will so advise the faculty members. In that event, should any such photocopying by the faculty member thereafter give rise to claim a copyright infringement, the College will defend and indemnify the faculty member against any such claim in accordance with the provisions of the board of Trustees policy on Legal Protection of Faculty (Faculty Handbook [1982 ed.] pp. 109-11).

C. In the absence of the determination and advice by the General Counsel referred to in paragraph B, or in the event that permission has not been first requested by the faculty members as provided in paragraph A, no defense or indemnification by the University shall be provided to a faculty member whose photocopying gives rise to a claim of copyright infringement.

To minimize intrusiveness and over-centralization, the responsibility for making this determination will continue to reside with the individual faculty member. In making this determination, the faculty member should carefully consider all sections of the attached Guidelines.

The Guidelines contained in Appendix I were negotiated by education, author, and publishing representatives in 1976 and were incorporated in the House of Representatives report accompanying the Copyright Act of 1976. The introductory explanation of the Guidelines in the House Report describes their relationship to the doctrine of fair use as follows:

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of H.R. 222. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- A. a chapter from a book;
- B. an article from a periodical or newspaper;
- C. a short story, short essay or short poem, whether or not from a collective work;
- D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for teacher giving the course for classroom use or discussion; provided that

- A. the copying meets the tests of brevity and spontaneity as defined below; and
- B. meets the cumulative effect test as defined below; and
- C. each copy includes a notice of copyright.

Definitions

Brevity:

- i. Poetry (a) a complete poem if less than 250 words and if printed on not more than two pages of (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose (a) either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words of 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

- iii. Illustration - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special Works" - certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special" works may not be reproduced in their entirety, however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. the copying is at the instance and inspiration of the individual teacher;
- ii. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. the copying of the material is for only one course in the school in which the copies are made.
- ii. not more than one short poem, article story essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.

- iii. there shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions as to I and II above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable materials.
- C. Copying shall not:
 - a. substitute for the purchase of books, publisher's reprints or periodicals;
 - b. be directed by higher authority;
 - c. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying charge.

Permissions

I. How to Obtain Permission

When a proposed use of photocopied material requires a faculty member to request permission, communication of complete and accurate information to the copyright owner will facilitate the request. The Association of American Publishers suggests that the following information be included to expedite the process.

1. Title, author and/or editor, and edition of materials to be duplicated;
2. Exact material to be used, giving amount, page numbers, chapters,

- and, if possible, a photocopy of the material;
3. Number of copies to be made;
 4. Use to be made of duplicated materials;
 5. Form of distribution (classroom, newsletter, etc.);
 6. Whether or not the material is to be sold; and
 7. Type of reprint, ditto, photocopy, offset, typeset.

The request should be sent, together with a self-addressed, return envelope, to the permissions department of the publisher in question. If the address does not appear at the front of the material, it may be obtained from *The Literary Marketplace* (for books) or *Ulrich's International Periodicals* (for journals), both published by the R. R. Bowker Company. For purposes of proof, and to define the scope of the permission, it is important that the permission be in writing.

The process of considering permission requests requires time for the publisher to check the status and ownership of rights and related matters, and to evaluate the request. It is advisable, therefore, to allow sufficient lead time. In some instances the publisher may assess a fee for permission, which may be passed on to students who receive copies of the photocopied material.

II. Gathering Data on Responses to Requests for Permission to Photocopy

In order to help assess the effect of this Policy Statement upon the faculty it will be useful for the administration to compile data on responses by copyright owners. Each member of the faculty is therefore requested to forward a dated copy of each request for permission and a dated copy of each response to the college office.

Sample Letter for Permission to Copy

Date:

Material Permissions Department

Book Company Title

Address

City, State Zip

Dear Sir/Madam:

I would like permission to copy the following for use in my class next semester:

Title:

Copyright:

Author:

Material to be duplicated:

Number of copies:

Distribution:

Type of reprint:

Use:

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member

Academic Integrity

The very nature of Christian higher education requires that learners adhere to accepted standards of academic integrity. During the course of studies at Christian Life College, learners will be exposed to the ideas, theories, and creative works of many scholars. Inevitably, ideas will be shaped and formed by the words and ideas encountered in study and research.

The intellectual challenge of academic work goes beyond learning from textbooks, lectures, in the library, and elsewhere -- to evaluate, rethink, and **make your own** the information, data, and concepts found in primary and secondary sources. The greatest satisfaction of academic work comes from making something original, genuine, and new out of the material. Knowledge is gained, discovered and demonstrated in the research process. Doing original work is the most demanding, but also the most rewarding, part of a Christian Life College education.

Christian Life College expects learners to demonstrate original work -- whether it is a short answer on a test, an essay response to a question, a solution to a math problem, or a research paper. This is also the basis for an instructor's evaluation of performance in a course. For that reason, academic integrity -- intellectual honesty -- is the cornerstone of our academic community.

The Bible supports academic integrity.

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.” (Matthew 7:12)

“A truthful witness gives honest testimony, but a false witness tells lies.” (Proverbs 12:17)

“A good name is more desirable than great riches; to be esteemed is better than silver or gold.” (Proverbs 22:1)

“I will not build on someone else's foundation.” (Romans 15:20)

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” (2 Timothy 2:15)

Every Christian and every Christian institution should be able to follow the example of Samuel who at the end of his rule as a judge of Israel, said, “Here I stand. Testify against me in the presence of the LORD and his anointed. Whose ox have I taken? Whose donkey have I taken? Whom have I cheated? Whom have I oppressed? From whose hand have I accepted a bribe to make me shut my eyes?” (1Sa 12:3)

Violations of academic integrity as it is commonly defined include, but are not limited to, the following:

Cheating

1. obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor
2. submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors
3. obtaining a copy of an examination before it is officially available
4. receiving an examination question before it is officially available
5. copying another person's answer to a quiz or an examination question
6. consulting an unauthorized source during an examination
7. the use of unauthorized notes
8. use of previous exams, books or other materials
9. offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal
10. preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal

Plagiarism

1. stealing and passing off the ideas or words of another as one's own
2. paraphrasing someone else's writing without acknowledgement
3. using another's production without crediting the source

Also of concern regarding academic integrity

1. unauthorized collaboration with others -- working with others without the specific permission of the instructor on assignments that will be submitted for a grade
2. misrepresenting original work as your own
3. arranging or accepting credit for work not completed by you
4. lying
5. fabricating -- making up work for the purpose of deception
6. abusing academic materials
7. participating in academic dishonesty
8. falsifying records or official documents
9. acting as a substitute for another
10. bribing or issuing threats

It is the learner's responsibility to be aware of behaviors that constitute academic dishonesty. The simple rule is clearly stated: when in doubt, don't do it! (Romans 14:23)

As an institution of Christian higher education committed to preparing individuals for Christian living and service to the Church of our Lord Jesus Christ, Christian Life College has a zero-

tolerance policy regarding offenses of academic integrity. Mercy does no favor to the student who knowingly violates his or her own honor, and it should therefore not be expected. A verified violation of academic integrity will result in a variety of disciplinary measures, beginning with immediately failing the course.

1. The learner's character is diminished by every violation of academic integrity.
2. The Christian Life College community is weakened by every violation of academic integrity.
3. The Body of Christ is damaged by every violation of academic integrity.

For these reasons, a verified violation of academic integrity will result in a variety of disciplinary measures, beginning with immediately failing the course.

Sources for many of the statements above include the following sites and titles.

<http://seaver.pepperdine.edu/academicintegrity/policies/code.htm>

http://www.acu.edu/campusoffices/campuslife/acad_integrity.html: useful definitions of prohibited practices.

<http://www.oakton.edu/user/~pboisver/NewFaculty/FacAcadIntegr.htm>: designed to help instructor's promote academic integrity.

<http://sja.ucdavis.edu/a-i.htm>

<http://sja.ucdavis.edu/collab.htm>

<http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html>

<http://www.collegepubs.com/ref/10PrinAcaInteg.shtml>: ten principles of academic integrity.

http://www.yorku.ca/tutorial/academic_integrity/

<http://www.princeton.edu/pr/pub/integrity/index.html>

<http://www.princeton.edu/pr/pub/integrity/pages/discipline.html>

Barzun, Jacques, and Henry F. Graff. *The Modern Researcher*. Fort Worth: Harcourt Brace Jovanovich College Publications, 1992.

Booth, Wayne C., Gregory G. Columb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Revised by John Grossman and Alice Bennett. Sixth Edition. Chicago: University of Chicago Press, 1996.

FACULTY SALARY AND PAYMENT PLAN

Faculty salaries at Christian Life College are outlined in the individual contracts. Faculty members are remunerated according to yearly contracts.

SPECIAL PURCHASES FOR CLASS

Field trips, videos, films, etc., supplementing classroom instruction is encouraged. However, to offset these additional expenses the submission of a Requisition Form (obtained in the office) must be in the office prior to registration so that appropriate fees may be billed. Excessive costs, for extra curricular activities must be cleared with the College administration. More expensive projects may need to be covered by the students involved. A separate Requisition Form must be submitted for each event, and for each class.

CHRISTIAN LIFE COLLEGE

400 E. Gregory St. Mt. Prospect, IL 60056
(847) 259-1840 Fax (847) 259-3888

REQUISITION FORM

Date: _____

P.O. # _____

Submitted by: _____

Date needed: _____

| QUANTITY | SUPPLIER | DESCRIPTION | PRICE | PURPOSE |
|-----------------|-----------------|--------------------|--------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Approved by: _____

Date ordered: _____

LIBRARY ACQUISITIONS AND REQUESTS FOR TEXTS

Each semester, instructors at Christian Life College are expected to appraise the current resources available in the Meade Memorial Library for the disciplines they are teaching. This activity serves several purposes.

1. It helps to familiarize instructors with the resources available for their students.
 2. It encourages instructors to use the Library for their own research and development needs.
 3. It refreshes each instructor's search skills.
 4. It helps each instructor build cooperative working relationships with the library staff members, asking questions, providing important insights into possible student search requests, etc.
 5. It emphasizes the essential partnership role the Library encourages with each instructor to improve this invaluable resource of Christian Life College.
 6. It ensures that the Library is continually being shaped to meet the ongoing curricular and faculty development needs of Christian Life College.
- IMPORTANT NOTE:** Please plan to survey not only the general circulation book collection, but also the journal/periodicals collection, the reference book collection, and the electronic databases.

In addition, instructors are encouraged to submit requests for desk/examination copies of materials to publishers within the scope of courses they teach, with the goal of using the materials for their courses. If a particular copy is reviewed and not used for a class, it should then be submitted to the Library for addition to the collection.

TEXTBOOKS FOR CLASS

Textbooks are posted approximately one month prior to registration. It is important to allow for at least three weeks to receive the books once they have been ordered. Instructors are asked to submit complete information, including instructor's name, course name, course number, the semester and year of the course, the ISBN number, publisher, place of publication and publication date. Failure to submit accurate, complete and timely information could cause a delay in receiving the texts for the start of class.

ACADEMIC POLICIES

ATTENDANCE/ABSENCES - FACULTY

We commend our faculty for faithful service! Thank you for taking your teaching responsibilities at Christian Life College seriously and "as unto the Lord". We urge you to continue this by:

1. Arriving early for class to communicate with students; making necessary copies for class handouts; and by being ready to begin class on time;
2. Endeavoring to dismiss each class promptly so as not to delay the next class waiting to use the classroom;
3. Please do not detain students from attending chapel services (chapel attendance is mandatory and attendance records are kept).
4. In case of absence, please provide a twenty-four hour notice to the Academic Dean.

ATTENDANCE - STUDENTS

The attendance policy for students is stated in the catalog as follows:

The college expects students to exercise a growing maturity in the matter of class attendance, and places upon the student the responsibility for keeping abreast of class work, including all tests and make-up work.

All students are expected to attend all classes.

Attendance requirements in each course are determined by the professor and will be clearly stated in the course syllabus filed with the Registrar and distributed in class during the first week of the semester.

The student is personally responsible for all class work assigned in a course, even during his/her absence. After an absence the student should check with the individual instructor to determine the possibility of making up work missed. The student may be penalized for the work missed, even though the reason for his/her absence is legitimate. The instructor will determine whether or not the student will be allowed to make up work missed during his/her absence. If the explanation of the absence is acceptable to the instructor, the student will be permitted, within reason and specific time limits, to make up the work missed. When absences are not acceptable, the student may be refused the privilege of making up work and may be assessed a consequent grade penalty.

Protracted absence does not constitute a withdrawal. All withdrawals must be made in writing on forms supplied by the office and signed by the instructor and Registrar. All course additions, drops, audit to credit, etc. must be made before the eighth week of instruction.

All classes offered by Christian Life College, including evening classes, are governed by this policy. A written report should be prepared for the second faculty meeting of the semester indicating students whose attendance requires monitoring.

CLASS ADDITIONS/WITHDRAWALS

All course changes must be made in person by the student in the Registrar's Office for the change(s) to be official. Course changes made during the first week of class will be free. Changes after the first week of classes will be charged \$20.00 per change.

Course additions may not be made after the third (3) week of the semester. Withdrawals from a course may be made through the seventh (7th) week of the semester. Withdrawals after the seventh (7th) week will result in a Failing (F) grade.

Course changes from audit to credit, or credit to audit may not be made after the seventh (7th) week of instruction.

A form advising the instructor of any changes (withdrawal, addition, credit/audit status) must be completed by the student, signed by the instructor, and placed on file to make the change official.

USER GUIDELINES FOR SMART CLASSROOM

Epson Ceiling Mount Projector

1. Use Epson remote in upper right hand desk drawer
2. Click red Power button
3. If the computer / document camera / VHS video cassette player image you want does not appear on the screen/Click Search Source to find your image
4. Click Volume buttons to adjust volume level (default setting is 20, the highest setting)
The Epson projector speaker is only used when playing a VHS video cassette
5. Click red Power button to turn off after use

Computer

1. Power on
2. User ID: Faculty
3. Password: 2Peter1:3
4. Insert media
 - a. Flash Drive: Windows will tell you when the drive has been recognized, and will assign a letter to the drive.
 - i. Click on My Computer icon
 - ii. Click on the Flash Drive icon
 - iii. Open the file(s) and use
 - iv. When finished, be sure to power off the computer before you remove the flash drive, to protect your flash drive
 - v. Please remove flash drive after use
 - b. CD:
 - i. CD may Autorun. If it does, follow the prompts.
 - ii. If CD does not Autorun, click on the CD DVD Drive icon
 - iii. Open the file(s) and use
 - iv. Please remove disk after use
 - c. DVD:
 - i. DVD will probably Autorun. If it does not, click on the CD DVD Drive icon
 - ii. Recommendation: Use CyberLink Power DVD for viewing DVD
 - iii. Maximize for full-screen display
 - iv. Left-click or right-click for on-screen controls
 - v. Please remove disk after use
5. Audio for all computer-based presentations (surround sound system) is controlled by the Creative wired remote located at the base of the monitor
 - a. Rotate Power/Volume wheel to turn on system, and adjust volume level
 - b. Rotate Bass Level wheel to increase/decrease bass level
6. Keyboard and mouse are remote wireless, so you can move them to the podium if desired
7. Shut down computer after use

VHS Video Cassette Player

1. Press power button
2. Insert cassette into player
3. If image is not displayed, use Epson Projector remote and click Search Source
4. Use controls on player, or use black remote in upper right hand desk drawer, to operate player
5. Please remove cassette and turn power off, after use

Document Camera: for transparencies, print copy of any kind, or any other item you wish to display on the screen

1. This appliance should be left powered on with the Camera option selected
2. Place item to be viewed on the desk beneath the camera
3. If image is not displayed, use Epson Projector remote and click Search Source
4. Focus by rotating Focus Ring on camera
5. If the classroom lights are off, turn on the Camera Light beneath the Focus Ring
6. Adjust size of display by moving Camera Arm
7. If there is excessive glare, use Anti-Glare Sheet in upper right hand desk drawer
8. Please remove items after use

If there are any problems, contact Christopher Ullman, Director of Library Services.

FINAL EXAMS AND TESTS

All examinations must be taken at the time announced by the instructor. If a student misses an exam, it is his/her responsibility to make arrangements with the instructor for a make-up, if the instructor makes such an allowance.

Final Exam Permits entitle the student to take the final exams. Permits are passed out to the students before finals week. Before you hand out your final exam, each faculty member makes sure that each student has a Final Exam Permit. If a student does not have a Final Exam Permit, it is an indication that requirements have not been fulfilled (financial, field ministry, chapel, library) and that there is a need to do so before they take finals. Your cooperation in this matter is appreciated. Each faculty member is to monitor a written final examination. Please do not rely on college staff to fill this responsibility.

FINAL GRADES

At the end of each semester instructors prepare final grades for each student. All grades must be in the office one (1) week after the semester ends and are to be submitted in writing with each course as a separate entry.

All grades are posted on a written form using the following scale:

| <i>Letter Grade</i> | <i>Scores</i> | <i>Description</i> | <i>GPA</i> |
|---------------------|---------------|--------------------|------------|
| A | 93-100 | Excellent | 4.00 |
| A- | 90-92 | | 3.67 |
| B+ | 88-89 | Very Good | 3.33 |
| B | 83-87 | Good | 3.00 |
| B- | 80-82 | Above Average | 2.67 |
| C+ | 78-79 | | 2.33 |
| C | 73-77 | Average | 2.00 |
| C- | 70-72 | | 1.67 |
| D+ | 68-69 | Below Average | 1.33 |
| D | 63-67 | Passing | 1.00 |
| D- | 60-62 | | .67 |
| F | 0-59 | Failure | .00 |
| P | | Pass | |
| R | | Retake | |
| S | | Satisfactory | |
| U | | Unsatisfactory | |
| WD | | Withdrawal | |
| EX | | Extension | |
| I | | Incomplete | |
| IP | | In Process | |
| AU | | Audit | |

A mark must be submitted for all students enrolled in the class, whether they have or have not completed the course.

The grade of "I" is issued by the instructor only in the case where a student cannot finish the assigned work and has not submitted sufficient course requirements for evaluation because of unavoidable circumstances (e.g., documented illness or emergency situations). The grade of "I" must be formally requested of the instructor by the student and may be granted only if the student has missed no more than one test for the entire semester and the student's average is no less than 70%. Extensions are normally granted for one semester. If the work is not completed by the deadline, a grade may be determined based on work completed. Incompletes are not computed in the grade point average and if not completed within the allocated time granted automatically change to an F.

INDEPENDENT STUDIES

Students may earn a limited number of credit hours by independent study, wherein a faculty member provides a course of instruction not currently scheduled (See the "Independent Studies" forms - #333 from the Academic Dean for a description of guidelines governing independent study courses). Courses taken by Independent Study are not to exceed a time limit of one regular semester.

SYLLABI AND HANDOUTS

At the beginning of each semester at Christian Life, please submit a paper and electronic copy of the syllabus to the office for each class you will be teaching. Even if you are repeating a class and your syllabus/handouts/tests have not changed, we ask that you submit the above so that we can be sure the file is complete and up-to-date. During the semester, please provide the office with a copy of all tests for the syllabus file.

Although each faculty member is given freedom to create and design his or her own syllabus, there are specific requirements which must be met regarding the content of the syllabus. The following items must be specifically addressed in each syllabus.

1. Course Title, Term, Faculty Name.
2. Course Description: a brief description of the course content.
3. Course Rationale: a statement explaining the value, need and purpose of the course for the student as well as the program requirements the course meets.
4. Course Prerequisites: identify any course prerequisites necessary for the course.
5. Course Objectives: identify the objectives of the course. These objectives should include all the areas of development: cognitive, performance, spiritual, affective and others. State the various course objectives in reference to the student's development.
6. Course Methodology: discuss how the course will be taught. Identify the different methods which will be used throughout the course.
7. Course Requirements: state the work requirements for the student. List both the required assignments and testing and their value in determination of a final grade.
8. Course Texts and Resources: list the required texts for the course. Also provide a Bibliography for the student, reflecting resources available in both the CLC library and other libraries that will enhance the student's learning experience.
9. Course Outline: provide an outline of the course content, preferably with dates accompanying the subject matter covered.

FACULTY ORGANIZATION

The faculty of Christian Life College is organized into a functioning body of the institution, guided by a set of regulations, led by elected officers and meets regularly. The primary function of this organization is to work with the administration and Board of Directors in formulating educational and academic policies involving such matters as curriculum,

admissions, academic standards, advising, graduation, student life and faculty growth and development.

Christian Life College has always encouraged the participation of the faculty in policy initiatives related to the curricula. The faculty serves not only through educational instruction but also in guiding students, providing academic feedback to the administration and assisting in the design of educational programming.

MEMBERSHIP

The primary function and authority of the faculty is the scholarly realm and those most directly related to academic processes should be involved in faculty actions. Therefore it is to be noted that the following policies are in order:

Faculty are divided into three categories: full-time, part-time and adjunct.

Full-time faculty are those members whose primary responsibility is classroom instruction with a teaching load of twenty-four (24) semester hours per year. Some adjustments for committee assignments may be made. Part-time instructors are contracted at no more than nine (9) semester hours per semester. Adjunct faculty are those who teach on an occasional basis.

The faculty organization is responsible for the planning and providing of faculty development. This is accomplished through departmental faculty evaluations, in service training, general assistance to faculty members and educational advancement opportunities. Chaired by the Academic Dean, the faculty organization meets at least three times each semester. Special meetings are called when necessary. Presently there are three primary areas for consideration under the direction of the Faculty Organization: curriculum review, library advisement, and admissions.

Evidence exists to support the fact that there is a Faculty Organization, yet there remains a need to encourage broad-based support for curriculum review, greater involvement in academic and student services and direct involvement in the policy-making process. We shall accomplish this through:

1. Regular monthly meetings designed to provide information and an opportunity to transact the regular business under faculty jurisdiction.
2. Special meetings may be called at the request of the administration

3. The Presiding Officer of the Faculty is the Academic Dean. All committee reports shall be submitted to the Academic Dean at least five business days prior to the meeting at which they are to be considered. The secretary of the faculty is the academic secretary who shall also serve as the custodian of all faculty records and is responsible for the preparation of the minutes.

4. Voting: All questions at issue are decided by a majority vote of members present.

5. Quorum: A quorum consists of a majority of the total membership of the voting faculty.

6. All actions taken by the faculty are subject to the final approval and authority of the President and the Board of Directors.

7. It is the duty of every faculty to attend the meetings of the faculty unless formally excused from attendance by the Academic Dean.

APPOINTMENT

The decision for faculty appointment is made upon receiving an application for employment. The application is reviewed by the administration and a recommendation for appointment is made by the Academic Dean, who then submits the appointment to the President and the Board of Directors for approval.

RETENTION

Faculty agree to teaching contracts which are renewed on an annual basis. Contracts run from August/September through graduation in May/June. The President, under the direction of the Board, presents a contract to each faculty member. Faculty members are under no obligation to the college during the summer months. Administrative personnel are on a twelve month contract.

DISMISSAL

The dismissal of a faculty member can only be initiated on two grounds: violation of the moral conduct of Christian Life College or academic deficiency. In either case, recommendation for dismissal is made only after a thorough investigation is completed. The faculty member has an opportunity for defense by personal petition to the Academic Dean. Any recommendation for dismissal must be approved by the Academic Dean, faculty committee and the governing board.

SEXUAL HARASSMENT POLICY

Sexual harassment is prohibited.

SEX OFFENSE POLICY AND PROCEDURE

DEFINITIONS

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (Equal Employment Opportunity Commission, Title VII regulations).

Sexual Assault: Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent (U.S. Department of Justice, Federal Bureau of Investigation; Uniform Crime Reporting Handbook (National Incident-Based Reporting System, 1982).

If you are the victim of sexual assault, report to the Mt. Prospect Police Department at 847-391-5333. Proceed immediately to a doctor or hospital for treatment of any injuries and for other tests which can provide important medical information. You will also want to take special efforts to preserve any evidence, which may be necessary to prove criminal conduct.

Sexual harassment is an offence against a person's civil rights. If you believe you have been subjected to sexual harassment, you should report the matter immediately and fully to the College administration. A charge of sexual harassment will be taken seriously and will be thoroughly investigated. Substantiated sexual harassment will not be tolerated and will be prosecuted to the full extent of the law.

DISCIPLINARY PROCEEDINGS

Disciplinary proceedings in cases of alleged sexual harassment or sexual assault shall be conducted by the College administration. Both the accuser and the accused are entitled to the same opportunity to have others present during the proceeding and both the accuser and the accused will be informed of the proceeding. The College reserves the right to terminate any employee determined to have committed a sexual harassment or sexual assault.

TENURE

Tenure is not extended at Christian Life College.

TEACHING LOADS AND OTHER RESPONSIBILITIES

The minimal teaching load for full-time faculty will be eighteen (18) semester hours per academic year. Part-time and adjunct faculty are contracted on a per course basis. Each full-time faculty member is expected to assume some activities in the normal academic operations of the college that are not directly institutional in nature. Faculty are expected to make continuing contribution to the college through such activities as student advisement, participation in student activities, participation in committee and extra curricular activities. Specific expectations are as enumerated below:

1. Every faculty member is to evidence contribution to the institution through committee service, curriculum development, student advisement, or participation in student activities.
2. Every faculty member is to evidence significant and continuing service to the institution demonstrating leadership and the effective employment of gifts and talents in the growth and governance of the college, including such activities as service on committees and other appointed and elected responsibilities. Senior faculty are expected to demonstrate the ability to mentor colleagues, e.g., writing an article or book with a junior faculty member, preparing a lecture with a junior faculty member, working with a junior faculty member on updating current academic programs, working with junior faculty members on program review and renewal. The minimal expectation is that each faculty member will participate in no less than at least one of the three areas mentioned above in each academic year.

EVALUATION & ADVANCEMENT

Each faculty member is evaluated on an annual basis. The evaluation will consist of an academic officer sitting in on a class and then reviewing the findings with the faculty member. The evaluations together with the written student evaluations are kept in the faculty file and are used in determining the advancement of the faculty member.

FACULTY DEVELOPMENT

Faculty are provided opportunities to develop their teaching gift and ministry at Christian Life College. Educational workshops, specialized papers and informal discussions are offered annually to faculty members. Attendance at one faculty development activity each semester is expected.

FACULTY MEETINGS

Throughout the school year there will be regularly scheduled faculty meetings. Faculty member attendance is required. This is not only an opportunity to discuss school policies, problem areas, future considerations and upcoming events, but for you as a faculty member to provide input and suggestions for overall improvement. Together we can encourage and support one another in our teaching roles. We will endeavor to schedule these meetings at a time convenient for you, but you know that it will be a sacrifice of time for you to attend. We ask that you make that sacrifice and attend as many faculty meetings as possible. You and your input are important to the future of Christian Life!

COUNSELING AND SPIRITUAL GROWTH

In addition to the college staff making themselves available to students for counsel, we ask the same of each faculty member. As faculty, you are in contact with the students and have opportunity to foresee and prevent potential problems. We want to focus on preventative counsel and suggest a sharing of yourselves with students on a one-to-one level to promote patience and perseverance as they strive to attain their goals. Although we desire academic excellence in every class, a primary consideration is the spiritual development and growth in each student's life. As their instructor, you are vitally connected with this process. As much as possible, try to cultivate a spiritual atmosphere for the student. A few of the obvious areas where this is needed are:

- a. Be available for counseling
- b. Motivate students to seek God beyond their classroom preparation
- c. Support students where they are with an intent to lead them on in Christ
- d. Promote a healthy learning climate - in and out of the classroom

Students are encouraged to be accountable to each other in a small-group setting. This will contribute to the emotional and spiritual well being of the students as well as learning basic Christian discipleship.

CHRISTIAN LIFE COLLEGE
400 E. Gregory Street Mt. Prospect, IL 60056
(847) 259-1840 Fax (847) 259-3888

CODE OF CONDUCT
For the Faculty at Christian Life College

Endeavoring to follow the Lord and to serve Him well, I hereby agree to abide by the standards and practices representative of mature Christian conduct while employed by Christian Life College. I will, therefore:

1. maintain the highest possible standards of personal holiness;
2. carefully monitor my stewardship of time and money;
3. exercise self-control and Christian conviction in my choice of entertainment;
4. discipline myself regarding all types of literature that I choose to read;
5. attend chapel if I am assigned a class immediately before or after the chapel hour;
6. conduct my conversation in a manner pleasing to the Lord, not using foul, crude or profane language;
7. observe the requirement to maintain academic integrity.

All faculty are expected to observe these standards, on and off campus. By signing this Code of Conduct you are indicating a willingness to observe mature Principles and Practices for Christian conduct while employed at Christian Life College. This is merely a safeguard against conduct offensive to normal Christian conscience and it is intended for the promotion of consistent Christian character. Failure to abide by these principles and practices will result in disciplinary procedure and/or dismissal. Grievance procedures are outlined in the Faculty Handbook.

Signed _____

Date _____

**Christian Life College
Mount Prospect, Illinois
Sample Faculty Contract**

General Information

Faculty Name:
Department:
Academic Year:

Courses/Hours Assigned

Fall 2010

Course Name

Hours

Spring 2011

Course Name

Hours

Faculty Academic Assignments

Serve as faculty member
Serve in Department
Serve on Faculty Organization

This is a contract entered into between Christian Life College of Mount Prospect, Illinois, called the "Institution" and _____, called the "Faculty Member", who represents that he holds the _____ degree from _____.

The Administration and the Board of Directors of Christian Life College of Mount Prospect, Illinois, having confirmed the appointment of the Faculty Member, the Institution employs the Faculty Member and the Faculty Member accepts the employment for a term of nine months beginning September 1, 2012, and ending May 31, 2013.

The Faculty Member's position will be that of Part-Time (Full-Time) Faculty and he will perform services usually associated with such position. Beyond the terms of this contract there is no agreement of renewal by either party. The Faculty Member agrees to the teaching load specified above along with the normal committee and advisory responsibilities, attendance at all required faculty events such as faculty meetings, school social events and graduation exercises. The Faculty Member agrees to abide by the standards and practices (policies and procedures) of the Christian Life College Faculty Handbook now and hereafter adopted.

The Faculty Member is in agreement with the purpose and objectives of Christian Life College, understands the stated educational philosophy, and endorses the statement of faith. In conduct, both on and off campus, the Faculty Member will strive wholeheartedly to demonstrate exemplary character.

In consideration for the Faculty Member's services for the said term of nine months, the Institution agrees to pay the Faculty Member a salary payable beginning September 20th and each subsequent month, excepting January and concluding May 20th. If the salary is in any way affected by mutual agreement, payments will be adjusted accordingly.

If, for any reason, the Faculty Member's services close before the term of his employment is ended, the above mentioned total salary will be reduced to the proportion that the time of actual service bears to the term of employment, and the installments thereafter will be adjusted accordingly. No allowance will be made for the uncompleted term of the Faculty Member's employment.

During the term of this contract for Full-Time (Part-Time) services, the Faculty Member agrees not to obligate himself to instruction at another institution of higher education, without the written approval of this institution's Chief Academic Officer. Specially excluded from the foregoing stipulation are the occasional consulting and/or speaking engagements typical of College faculty.

Any material, whether copyrighted or not, prepared by the Faculty Member related to his services under this contract may be used either before or after the termination of his employment by or on behalf of the College without charge.

This contract is valid for the stated period above and nothing in this contract is to be construed as implying any time extension of the dates.

Faculty Member Signature

Chief Academic Officer Signature

ACADEMIC FREEDOM

Christian Life College is committed to maintaining and promoting the highest levels of human excellence - spiritually, intellectually, and socially - in a distinct Christian environment. Education finds its center and circumference in God. As source of all truth, God the Father Almighty is to be worshiped. Christ the son through the power of the Holy Spirit will lead the believer into truth. The search for truth is a profoundly Christian endeavor necessitating the conviction of academic freedom. There is to be freedom in the search for truth and its exposition, as both are fundamental to the advancement of truth, as we understand that Jesus Christ is the truth, incarnate, living and eternal.

All instructors (professors) at Christian Life College fully realize that they are citizens of a larger community, willing participants in a learning community, and individuals with special obligations. In a distinct Christian (Charismatic) institution, the exercise of academic freedom involves responsibility to:

1. articulate the philosophy of education at the hiring institution
2. demonstrate an understanding of the Christian constituency of the institution
3. exercise responsible citizenship within the larger community

No discipline is seen as sufficient unto itself. Every possible area of inquiry constitutes a significant segment of reality when set within the frame of reference of a dynamic, Christ-centered world and life view.

Instructors (professors) acknowledge that their profession and the institution with which they are associated may be judged by their utterances. Scholarship requires integrity, at all times demonstrating a commitment to truth by being accurate, exercising appropriate restraint, and showing respect for the opinions of others - especially with those holding opposing convictions.

Academic freedom reaches its limits when faculty act outside legitimate boundaries of normal and expected Christian conduct. Faculty are expected to always act in the best interest of all parties concerned. Never is one to commit any act that would reflect unfavorably upon the institution's founding purpose, stated objective, or lifestyle commitment.

Personal integrity would dictate that divergence from the above stated purpose, objective and practice of accepted Christian conduct would lead instructors (professors) to voluntarily sever their relationship with the institution. Instructors (professors) who feel that their academic freedom is being abridged may appeal through the grievance procedure (due process/ fair and just practices) stated in the Faculty Handbook.

