



# Andrew College

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1854

**2018 - 2019**

**Policy  
&**

**Procedure Manual**

## **Preface to Manual**

The *Andrew College Policy & Procedures Manual* is one of the triad of publications that provide institutional policies to members of the College community as well as outside agencies and interested parties. In addition to this manual which primary purpose is to provide Faculty and Staff members with a single reference point for most questions which may arise in their employment and job performance, the *Andrew College Catalog* and the *Andrew College Student Handbook* provide further details and compliance statements related to those respective areas.

No manual or handbook can anticipate every circumstance or question. As Andrew College continues to change, the need may arise and Andrew College reserves the right to revise, supplement, or rescind any policies, procedures or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. Faculty and staff members will be notified via email of such changes as they occur.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Andrew College and any of its staff or faculty members. The provisions of the manual have been developed at the discretion of the administration and may be amended or cancelled at any time, at Andrew College's sole discretion.

This manual attempts to provide a comprehensive discussion of “institutional” policies rather than departmental “operating” policies and procedures. However, in some cases departmental operating policies and procedures have been included since they are relevant to a large segment of the College community, i.e. payroll procedures. Individual departments, in most cases, maintain handbooks providing guidelines for departmental activities. Any faculty or staff member who has a question regarding the policies and procedures outlined in this document is encouraged to seek assistance from his or her supervisor.

The policies stated in this manual are deemed accurate at the time of publication but are subject to change.

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Audited Financial Report	Vice President for Finance	Annual
College Catalog	Dean of Academic Affairs	Annual
Emergency & Disaster Manual	Dean of Student Affairs	Annual
Emergency Organization Annual Report	Dean of Student Affairs	Annual
Faculty Handbook	Dean of Academic Affairs	Annual
Policy Manual	Vice President for Finance	Annual
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Discipline	Dean of Student Affairs
Educational Programs	Dean of Academic Affairs
Enrollment Management	Vice President for Enrollment
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Institutional Effectiveness	Dean of Academic Affairs
Library Advisory	Dean of Academic Affairs
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## Section 1.0 Introduction to Andrew College

### 1.1 Historical Roots:

The Andrew College charter is the second oldest charter in the United States for giving an educational institution the right to confer degrees upon women. The college opened in 1854 as a four-year college known as Andrew Female College. It was named in honor of Bishop James O. Andrew, who was responsible for the founding of the Methodist Episcopal Church, South. In 1856 Bishop Andrew came to Cuthbert to dedicate the school to “the service of God.”

During the period of the Civil War, classes were held in town and the College buildings and facilities were used by the government of the Confederacy as Hood Hospital. In 1866 the school included in its curriculum a course in physical training, the first such course to be required of women in the South. Then, in 1892, the existing Andrew Female College buildings burned; however, funds were raised immediately by the people of Cuthbert, and “Old Main,” the present administration building, was constructed. Warren Bush Hall, the first classroom building, was constructed in 1900 and Cuthbert Hall was constructed in 1912, thereby joining “Old Main” and Warren Bush into one unit. These are currently in the midst of a multi-year renovation. In 1917, Andrew College became a two-year college. Because it was still offering preparatory programs, it remained a member of the Southern Association of Secondary Schools. Andrew remained a college serving only women until 1956, when it became coeducational.

A period of expansion began in 1948 with the construction of the original Pitts Library. Patterson Hall was built in 1961, Rhodes Hall in 1963, and the Parker Physical Education Building in 1966. The year of 1967 brought construction of the new Pitts Library, Mitchell Hall, and the remodeling of the original library into the Suarez Fine Arts Building. In January of 1984, The Don Abbott Turner Dining Hall opened, and in 1985, the Charlotte and Idus Rhodes Science and Computer Center was completed. In September 1986, the Jinks Physical Education Complex was opened. A new three-story residence hall, the Fort Building, was completed in 1999 and the Phyllis and Jack Jones Chapel in 2001. In 2007, the intramural field was dedicated and renamed to Jimmy and Crispin Gilbert Field in honor of their longtime service to Andrew College.

### 1.2 Mission:

As a two-year, university-parallel, church-related college, Andrew exists to provide for typical students "a better beginning" for their college careers. Andrew specializes in the education of freshmen and sophomores. Andrew College students enjoy the particular advantages of a small, residential campus. Students are afforded the opportunity to develop and demonstrate, in their freshman and sophomore years, participatory and leadership skills that many times would be delayed at larger senior institutions. As a United Methodist related institution, the faculty is concerned with the spiritual as well as with the intellectual development of students.

#### Mission Statement:

Andrew College is a small, residential, two-year college related to The United Methodist Church. Its mission is to provide an academically challenging liberal arts curriculum within a nurturing community.

### 1.3 **Philosophy:**

In keeping with its Christian heritage, Andrew College provides an environment which prepares students for further study at a senior college and enables them to understand themselves as persons of responsibility and potential within the global community. Andrew College is non-sectarian and its services are open without regard to race, gender, ethnicity, creed, or economic status.

### 1.4 **Vision:**

Andrew College will prepare a new generation of Christian leaders who are characterized by intellectual excellence, moral integrity, global responsibility, and holiness of heart and life.

#### **Graduates will:**

- Be successful in their pursuit of a baccalaureate degree
- Have developed a sense of activism and civic responsibility
- Have an appreciation of the differences in the world around them
- Have an understanding of their spiritual life integrated with their daily life

#### **Therefore the character of our academic life will be:**

1. A strong emphasis on transformative, active learning experiences in and out of the classroom
2. A focus on student outcomes, with particular attention to the development of:
  - Strong communication skills (oral and written)
  - Critical and analytical thinking skills
  - A broad understanding of global issues
  - An appreciation for diversity
  - An ability to integrate information across disciplines
  - Application of knowledge
  - A foundation for making moral and ethical decisions
  - Civic responsibility
  - Environmental responsibility
3. A commitment to creating an intimate learning environment characterized by high quality student/faculty interactions through:
  - Small classes
  - Innovative pedagogy
  - Internships and service learning experiences
  - International study experiences
  - Lectures, concerts, art shows, field experiences
  - Sophomore culminating experiences

#### **The Student Life Program supports the academic program by providing services needed by students that will help them to be successful and that will enhance their total educational experience. It will be:**

1. Where there is an environment that is safe and that is supportive of the academic purpose
2. Where there are opportunities and programs for students to learn and grow beyond the traditional classroom



3. Where students have the opportunity to gain leadership skills and abilities
4. Where student success and retention are increasing
5. Where students can experience both domestic and international travel experiences

### **1.5 College Imperatives and Goals:**

In keeping with the College's mission and philosophy, Andrew College has established six imperatives and related goals that will encompass and guide all services and programs of the institution. These imperatives and goals are as follows:

#### **Imperative I - Academic, Spiritual, and Cultural Development**

**Goal 1:** To provide opportunities for intellectual, social, and spiritual development

**Goal 2:** To provide a two-year curriculum that parallels that of four-year colleges and universities

**Goal 3:** To provide an effective program of learning support designed to help each student to overcome academic weaknesses determined through an effective assessment process

**Goal 4:** To provide systematic encouragement of academically talented and gifted students to develop their potential to the fullest extent through an honors program, research opportunities, and similar activities

**Goal 5:** To provide for promotion of the physical conditioning and well-being of students through the provision of physical education activity courses designed to condition the body as well as the provision of intercollegiate and intramural athletic programs for both male and female students.

**Goal 6:** To provide cultural enrichment programs that encourages students to appreciate the arts

**Goal 7:** To provide the opportunity to learn leisure time skills that lead to the development of a healthy body.

#### **Imperative II - Comprehensive Student Services Programs**

**Goal 1:** To provide for a systematic means of admission for all qualified applicants

**Goal 2:** To provide for recruiting and dissemination of information so that potential students and students will be properly informed of the College's services and programs

**Goal 3:** To provide orientation experiences to assist the successful adjustment to college life

**Goal 4:** To provide career counseling

**Goal 5:** To provide comprehensive academic advising services

**Goal 6:** To provide a comprehensive program of student activities which complement the educational process of the student

**Goal 7:** To provide a system of student governance that allows students to practice democratic procedures while promoting input concerning college affairs

**Goal 8:** To provide placement assistance to students seeking employment or transfer to senior institutions

### **Imperative III - Quality**

**Goal 1:** To assure quality in all programs and services employing cycle of effective planning, evaluation, and improvement

**Goal 2:** To strengthen teaching and learning by promoting effective teaching methods

**Goal 3:** To attract, retain, and support qualified personnel and to provide opportunities for their professional development

**Goal 4:** To secure resources to assist in providing a quality learning environment

**Goal 5:** To pursue and maintain accreditation by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) and appropriate program accreditation

### **Imperative IV - Accessibility and Diversity**

**Goal 1:** To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings

**Goal 2:** To provide educational opportunities without regard to race, gender, creed, socio-economic status, or age for those who have documented eligibility and ability to benefit

### **Imperative V – Articulation**

**Goal 1:** To strengthen program and course articulation between the College and other colleges and universities

**Goal 2:** To strengthen program articulation or linkages (e.g., linkages through programs such as the *Joint Enrollment Program*, etc.) between the College and high schools

### **Imperative VI - Community Linkages**

**Goal 1:** To provide cultural and academic resources for the community and churches in the area

**Goal 2:** To provide for continual communication with educational and community agencies

**Goal 3:** To provide community services that support personal growth, cultural enrichment, and recreation; provide access to college facilities for community activities; and promote community, social, and economic well-being

**1.6     Accreditation:**

Andrew College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the following degrees and certificate: Associate of Arts (AA), Associate of Science (AS), Associate of Music (AM), Associate Degree in Nursing, (ADN), and the Bachelor of Science in Business Administration, (BSBA) and the Cancer Registry Management Certificate. Contact the Commission on Colleges at [1866 Southern Lane, Decatur, Georgia 30033](#)-4097 or call [404-679-4500](#) for questions about the accreditation of Andrew College.

**The United Methodist Church:**

Andrew College is endorsed by the University Senate of The United Methodist Church as an affiliated United Methodist institution.

## **Section 2.0    Governance & Administration**

### **2.1    Corporate Structure:**

#### **2.1.1    Charter:**

Andrew College is chartered as a non-profit corporation under the laws of the state of Georgia. The charter currently in effect is dated March 16, 1972, and states: "... the affairs of the corporation are governed by a Board of Directors, which shall, however, be designated as the "Board of Trustees," and which shall be determined and elected as provided in the by-laws of the corporation."

The purposes for which this corporation was formed and for which it continues are "to establish, maintain and operate a college providing higher education in a Christian atmosphere and to attempt to exemplify the redemptive philosophy of The United Methodist Church in every area of student relationships; to offer young men and women an opportunity for academic achievement and to instill in them a desire for intellectual as well as moral integrity." A copy of the Andrew College Charter is maintained in the Office of the President.

#### **2.1.2    By-Laws:**

As required by the charter the College functions under an approved set of by-laws. The by-laws define the powers, membership, officers, committees, etc. of the Board of Trustees which is the governing entity of the institution. In addition the by-laws establish certain fiscal, academic, and operational criteria for the Board to utilize in exercising its responsibilities. A copy of the Andrew College by-laws is maintained in the Office of the President.

#### **2.1.3    Board of Trustees:**

The ultimate responsibility for the governance of the College rests with the Board of Trustees. The President is elected by the Board of Trustees.

The regular members of the Board of Trustees consist of not less than fifteen and not more than thirty-nine elected members. There are two other classifications of trustees: Emeritus Trustees and Ex-Officio Trustees that include the presiding Bishop of the South Georgia Conference, the Executive Director of the Georgia United Methodist Commission on Higher Education, and other ministerial members of The United Methodist Church. Of the total number of regular and ex officio members, at least two-thirds must be members of The United Methodist Church.

All vacancies occurring on the Board are filled by election, by a majority of the Board of Trustees present. All trustees are elected for a term of three years. The names of all persons recommended for nomination for election to the Board of Trustees are referred to the Committee on Trustees for investigation and inquiry.

There are a minimum of two regular meetings of the Board of Trustees annually (Spring and Fall) with the Annual Meeting being the Spring meeting.

## **2.2 Administration:**

### **2.2.1 Executive Level Administration:**

The executive administration of the College is the responsibility of the President of the College. This responsibility and authority is assigned to the President by the Board of Trustees. The President has established the President's Cabinet to act as an advisory board in the administration of College operations. The President's Cabinet advises the President on all matters pertaining to Andrew College. The President's Cabinet consists of the Dean of Academic Affairs, Dean of Student Affairs, Vice President for Advancement, Vice President for Enrollment, and the Vice President for Finance with regular consultations with the Athletic Director. The cabinet is chaired by the President and meets on a weekly basis.

#### **2.2.1.1 President of the College:**

The President of the College is elected by the Board of Trustees to serve as the chief administrative officer of Andrew College. He/She reports to the Board of Trustees and is charged with administration of the College in achieving set goals. The President is the hiring authority of all persons employed by the institution.

#### **2.2.1.2 Dean of Academic Affairs:**

The Dean of Academic Affairs is the chief academic officer of the institution and is appointed by the President. He/She reports to the President and is charged with the leadership and administration of the academic and instructional programs. His/Her responsibilities include:

- Administering academic, Andrew Serves, and SSC budgets
- Assigning the faculty duties, responsibilities, and work load
- Editing and publishing the *College Catalog*, *Faculty Handbook*, and *Advisor Handbook*
- Planning commencement and convocation
- Plans faculty workshops and in-service training programs
- Preparing class schedules
- Proposing opportunities for faculty and staff professional development;
- Representing the College at meetings and research procedures
- Responsible for management oversight of SACSCOC accreditation requirements
- Responsible for implementation and creation of the Strategic Plan
- Serving as campus SACSCOC Accreditation Liaison
- Supervising and evaluating Andrew Serves Program
- Supervising and evaluating faculty
- Supervising and evaluating the Library
- Supervising the ordering of textbook by the faculty
- Supervising the College Store

- Overseeing the Andrew Serves Program, Focus Program, Honors Program, Student Success Center and various Title III and IV programs

#### **2.2.1.3 Vice President for Finance:**

The Vice President for Finance is a member of the President's Cabinet and responsible for directing financial resources and activities in support of the College Mission, Vision, and Strategic Plan. Customer focus, College service, and a willingness to assist as needed with our expectations of all our employees. His/Her responsibilities include the following:

- Oversees the physical and budget operations of the College including budget planning and management, strategic planning for fiscal accountability, cash management, internal and external audit, payroll, purchasing, accounts payable and student billing
- Responsible for the management of Human Resources and the development and implementation of personnel policies and procedures
- Guides institutional risk management and safety in addition to working with external legal affairs and insurance companies
- Works with financial institutions to manage the College endowment and debt services
- Gives oversight and serves as the liaison to third party contractors responsible for campus dining and facilities management
- Staff support for the Audit, Finance, Investment, and Buildings & Grounds Committees of the Board of Trustees
- Support government compliance reporting (including/but not limited to) the Department of Education, IPEDS, and IRS

#### **2.2.1.4 Dean of Student Affairs:**

The Dean of Student Affairs serves as the Chief Administrator over the Office of Student Affairs for the College and is a member of the President's Cabinet. He/She is responsible for all areas of Student Life, College Police Department, College Chaplain and Religious Life, Orientation and Welcome Week, and Health and Safety. His/her responsibilities include:

- Understand, promote, and support the mission of the College
- Engage in the Strategic Planning process
- Lead, manage, and assess all areas within Student Affairs
- Serve as the on-call administrator for Student Affairs and student related emergencies
- Serve on College committees as assigned
- Participate in official College gatherings
- Serve as the Chief Student Conduct Officer/Judicial Affairs Officer. Review, update, and implement *Code of Students Conduct* in collaboration with appropriate faculty, staff, and students

- Manage the College Emergency and Disaster Plans and the Emergency Alert System
- Manage and publish the Annual Security Report and Annual Fire Safety Report
- Lead the publication of the College annual *Student Handbook* and *Office of Student Affairs Manual* and other Student Affairs materials in association with the appropriate staff
- Serve as the liaison between the students of the College and Facilities Management, Dining Services, and the College Contract Physician
- Recruit, hire, supervise, train, and evaluate all Student Affairs staff
- Manage the budget for the Office of Student Affairs

Participate in the College Retention Plan to meet overall enrollment goals

#### **2.2.1.5 Vice President for Advancement:**

The Vice President for Advancement coordinates Andrew College resources to foster a climate of continuous improvement and data-driven decision making, assuring federal Title III and institutional strategic goals are realized. Reporting to the Andrew College President and serving as a member of the President's Cabinet, the Vice President for Advancement provides leadership to the development and alumni, communications, and information technology departments.

- Align resources and hold campus community members accountable for reaching Andrew College's strategic plan goals, including raising \$7.5 million to complete the *Making the Difference* comprehensive campaign, acquiring 350 residential students and earmarking \$500,000 for discretionary spending by June 30, 2017
- Collaborate with members of the President's Cabinet to achieve continuous institutional priorities such as, but not limited to, budgeting, coordination of administrative searches, capital improvements, contracted services and campus operations
- Lead a team of directors who are responsible for the operation of development and alumni, communications, and information technology
- Support the President's work with the Andrew College Board of Trustees and serve as an liaison to the Development Committee and the Committee on Trustees
- Represent the voice of the Andrew College campus in response to communication and media inquiries when deemed appropriate
- Create new connections and manage existing relationships with other organizations and individuals associated with The United Methodist Church

#### **2.2.1.6 Vice President for Enrollment Management:**

The Vice President for Enrollment Management, also known as the Director of Admission, will be responsible for the recruitment and

admittance of each succeeding class of new students at Andrew College and for the Financial Aid Program. His/Her responsibilities include:

- Develop goals, strategies and objectives for the recruitment of all new students in interdepartmental efforts to meet Andrew College's strategic enrollment goals
- Manage strategies for financial aid award integration during the admission process and implement tactics to achieve goals
- Train and supervise enrollment staff members; when necessary, hire new members of the enrollment staff
- Implement inquiry-to-enrollment processes and assist in the decision-making process for admission candidates that do not require the consideration of the Enrollment Management Committee
- Travel on behalf of Andrew College to attend college fairs, visit with high school counselors and secure dates for speaking engagements with students when possible
- Support the Chaplain and President in engaging United Methodist youth, churches and other Christian organizations for recruitment purposes
- Cooperate with the executive secretary of the Georgia United Methodist Commission on Higher Education to promote mutually beneficial initiatives
- Plan and direct the annual Pitts Academic Scholarship Competition and regularly scheduled Visitation Days
- Prepare and lead regular department meetings
- Participate in the Enrollment Management Committee and other committees as assigned
- Communicate regularly with academic program directors and coaches; assist recruiting efforts in cooperation with the Dean of Academic Affairs, Athletic Director
- Work in coordination with the Director of Communications to create an annual enrollment management communications and marketing plan designed to increase the awareness of Andrew College and drive steady enrollment growth
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility

#### **2.2.1.7 Athletic Director**

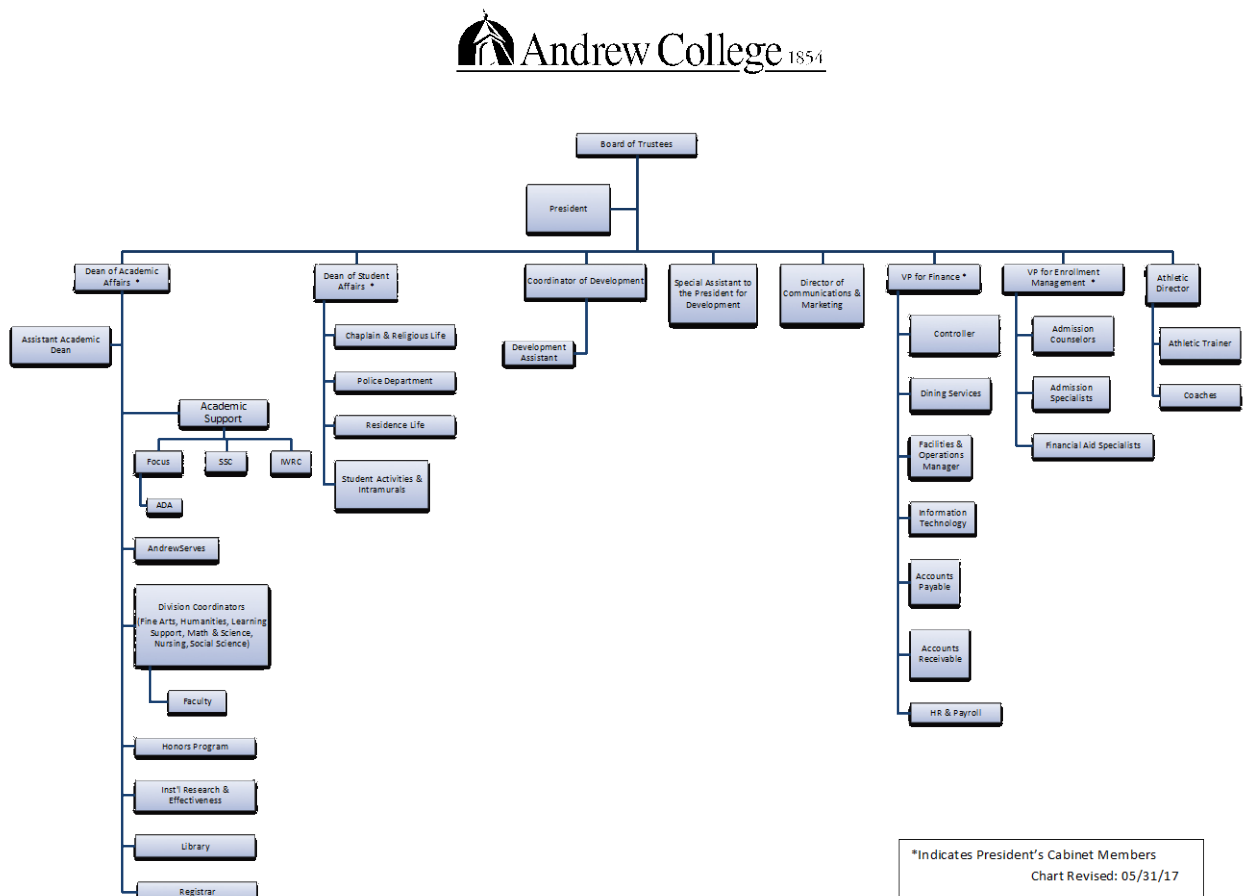
The Athletic Director is appointed by and reports to the President. His/Her responsibilities include:



- Check and verify the eligibility of all student athletes and submit the results to the NJCAA
- Consult with Director of Admissions on recruiting goals
- Represent Andrew College at all state meetings of the GJCAA
- Responsible for managing student medical insurance
- Serves as a consultant to the President's Cabinet on matters pertaining to the Athletics programs.
- Supervise and manage the operations and maintenance of all athletic facilities
- Supervise and coordinate the budgets of the athletic teams
- Supervise and oversee the Athletic Training Program
- Coordinate the hiring and supervision of all athletic department personnel
- Complete federal and institutional reports as required

### 2.2.2 Department Level Administration

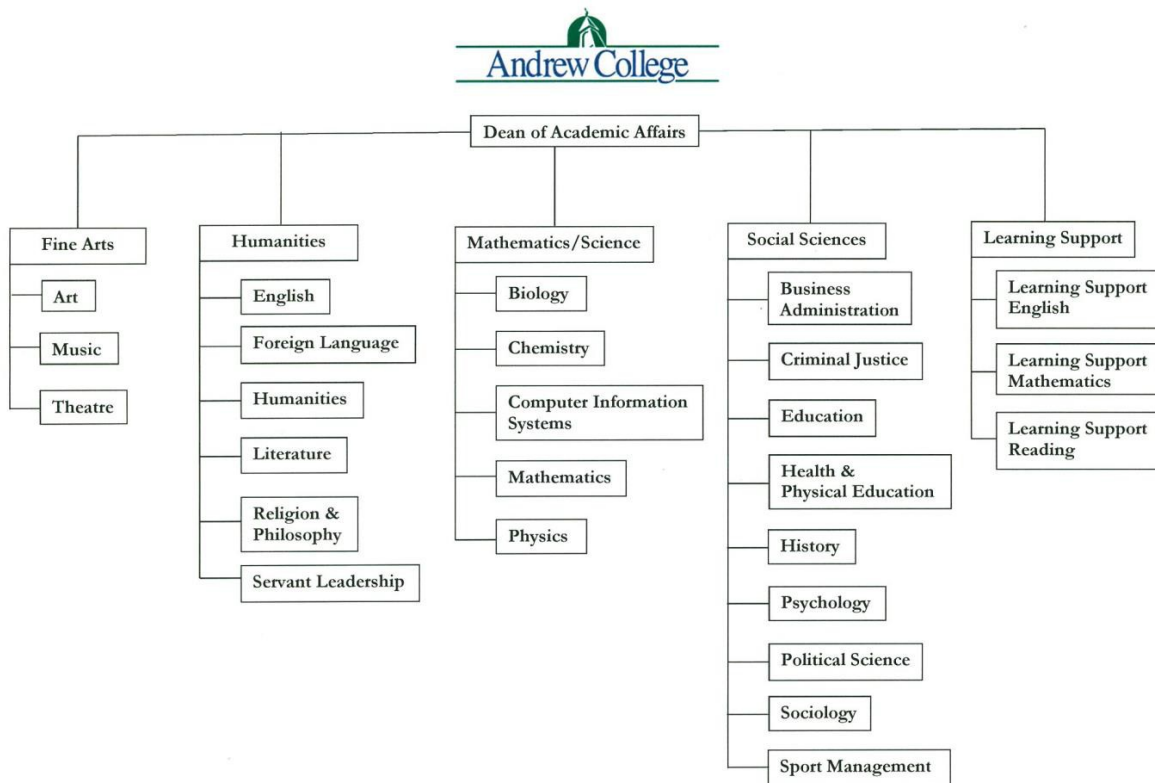
Departmental administration is accomplished through the President's Cabinet Officers. The organizational chart depicting the structure is provided below:



### 2.2.3 Academic Administration:

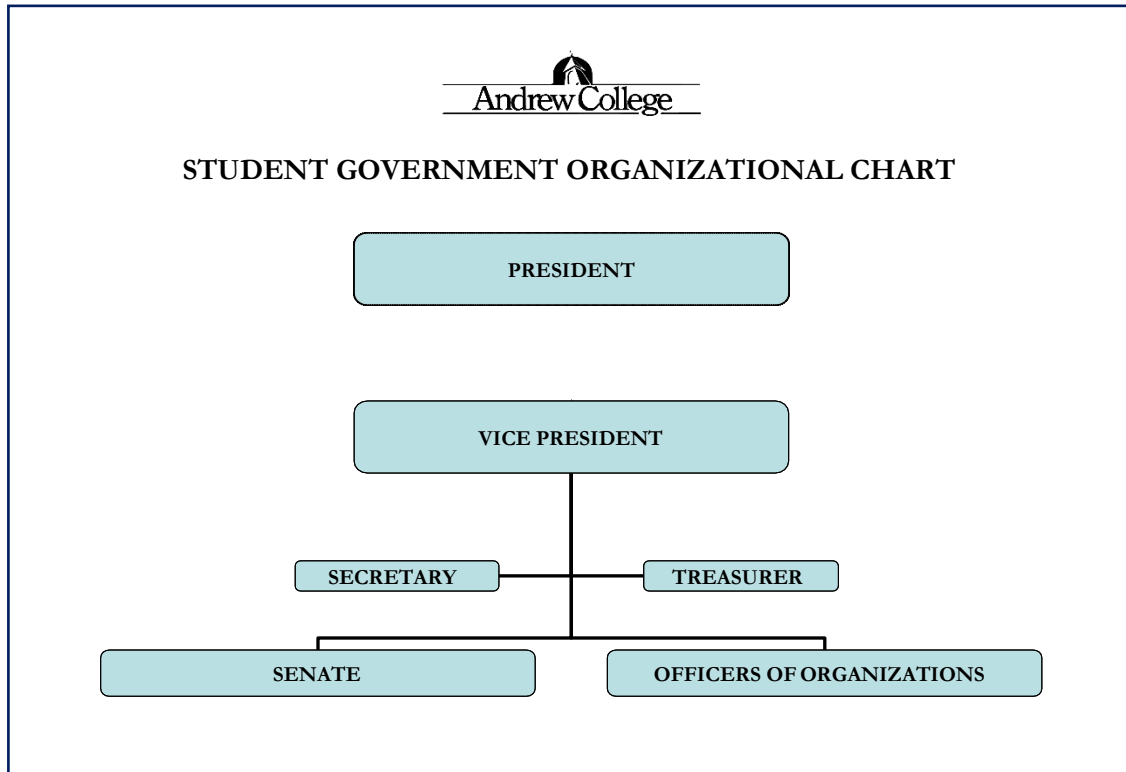
The Dean of Academic Affairs is responsible for providing leadership, direction, and supervision in the academic function of the College. Each Division Coordinator is responsible for providing leadership within his/her division. Each division is comprised of academic departments. The organizational chart for academic administration, including academic departmental breakdown is provided below.

The faculty, as a body, has the responsibility to develop, maintain, assess, and approve academic and pedagogical initiatives that are necessary to fulfill the mission of the College. This goal is accomplished primarily through a committee structure with approval by majority of voting faculty. The voting membership of the faculty includes both administrative faculty and teaching faculty. The President, Dean of Academic Affairs, Registrar, and Dean of Student Affairs serve as the administrative faculty. Teaching faculty is full-time faculty who teach at least fifteen hours or the equivalent or who have advising responsibilities as part of their contract. The Director of Library Services is considered a full-time faculty member. The voting membership has the right to grant voting privileges to others upon petition.



#### **2.2.4 Student Government Administration:**

The Student Government Association (SGA) is comprised of Senators and Representatives, with four sophomore students serving as the officers of the Executive Board. The Senate consists of eight elected senators from each of the following four divisions: 4 sophomores & 4 freshmen. These students represent all Andrew students in the SGA in an official voting capacity. The representative body is made up of representatives from each of the recognized campus organizations and/or special committees. Elections for Executive Board and sophomore Senate positions are held during the Fall semester. The SGA President serves as a member of the Campus Planning Council along with one freshman Senator.



#### **2.2.5 Alumni Association Administration:**

**2.2.5.1** The Preamble of the Andrew College Alumni Association states that the organization is established to:

- Enjoy continued fellowship with each other after attending Andrew
- To stimulate interest in the College, perpetuate her traditions, and promote her continued development

**2.2.5.2** Membership in the association is open to all students who have attended the College.

**2.2.5.3** The officers of the organization shall be a President, a Georgia Vice- President, a Florida Vice-President, a Secretary, and a Treasurer. All officers shall be elected by vote at the annual meeting and shall remain in office for two years.

The immediate past President shall continue to serve as an ex-officio member of the Alumni Council.

**2.2.5.4** The Alumni Council will consist of the officers of the Alumni Association, the immediate past President of the Alumni Association, the Vice President for Advancement, the President of Andrew College, and area coordinators and decade coordinators. Area coordinators are appointed to serve as liaison officers between Andrew College and other alumni who live in their designated areas. Decade coordinators are appointed to serve as liaison officers between Andrew College and class coordinators within their decade.

## **2.2.6 Committee Structure:**

### **Standing Committees:**

**2.2.6.1 Athletic Advisory**— *This committee will advise the Athletic Director on matters related to athletics and recommend policies for the effective administration of the Athletic Department and for the general and academic welfare of student-athletes. This committee will review and approve the competitive schedule for each sport for the purpose of ensuring that student-athletes do not miss any more classes than is appropriate. This committee is also charged to review and evaluate the athletic program's assessment and achievement of goals and outcomes and makes recommendations for improvement in the following year.* The committee is chaired by a senior faculty member. In addition to the chair, a minimum of three other faculty members and one staff member from the Athletic Department will serve on the committee. Ex officio member are the Athletic Director and Dean of Academic Affairs.

**2.2.6.2 Awards & Achievements** - *This committee is responsible for the soliciting of nominations and determining the winners of awards given at the Academic Honors Convocation held during the spring semester every year. Awards given include: Andy Awards, outstanding achievement at the state, regional or national level, academic department awards, Phi Theta Kappa awards, and Who's Who in American Junior Colleges.* The committee is chaired by the Registrar. At least four faculty members representing the divisions of the College and the President of Phi Theta Kappa also serve. Ex officio members are the Dean of Academic Affairs, a representative from the Financial Aid office, Director of Andrew Serves and the Athletic Director.

**2.2.6.3 Benefits** - *This committee reviews, evaluates, and determines the college's benefits and fringe benefit programs.* The committee is chaired by a Faculty member and includes a representation of faculty, staff, and administration. Ex officio member is the Vice President for Finance.

**2.2.6.4 Campus Planning Council (CPC)** - *This council is responsible for involving the campus constituents in the setting of and evaluation of college goals and assessment, reporting of assessment data, and using the analysis of campus assessments and data to suggest campus planning initiatives to continuously improve the achievement of the College mission. This council will play a major role in the accreditation and Quality Enhancement Planning and implementation. The Coordinator of Institutional Research and Effectiveness serves as the chair of this committee.* The membership of this committee includes faculty, staff, and students. Cabinet members serve ex officio.

**2.2.6.5 Campus Safety Council** - *The committee will review current campus security and safety policies and procedures and make recommendations for their improvement on an annual basis. It shall specifically review plans and procedures for educating the campus community, including safety department personnel and those persons who advise or supervise students, about sexual assault; and, educating the campus community about personal safety and crime prevention.* The committee is chaired by the Chief of Police. The committee shall include the Director of Athletic Safety and Therapy, a member of the Student Affairs staff, and representation from the faculty, staff, and administration for a minimum of six members, half of whom should be female. Ex officio members: Dean of Student Affairs, and Vice President for Finance.

**2.2.6.6 Communications Committee** - *This committee facilitates and monitors the unified identity of Andrew College. The committee is responsible for developing communication pathways and ensuring recruitment materials, event promotion flyers, college publications, press releases and other college external communications that accurately promote the mission and identity of Andrew College.* This committee is chaired by the Director of Communications. The committee will consist of a member from each campus department, including but not limited to academic, athletic, communications, enrollment, and student affairs.

**2.2.6.7 Cultural Enrichment Program Committee (CEP)** - *This committee is responsible for approving programs in the cultural arts as suitable to meet the graduation requirements for degree-seeking students at Andrew College and to provide cultural enrichment to the community and area churches. The committee is responsible each year for compiling a schedule of approved cultural arts events its distribution to the campus and surrounding community. The committee is also responsible for evaluating and reporting earned CEP credit and assessing the adequacy and effectiveness of the CEP in bringing cultural events to the community and area churches.* The committee is chaired by a faculty member and at least three other faculty members and one student. Ex officio members are the President and Dean of Academic Affairs.

**2.2.6.8 Appeals Committee** - *This committee is responsible for hearing appeals cases involving student misconduct. Members serve as needed when a valid appeal has been received and approved by the Office of Student Affairs. The appeals board reviews cases originally heard by the Dean of Student Affairs. The Appeals Board decisions are final on all conduct cases in accordance with policy and procedures outlined in the Student Handbook.* A senior faculty member serves as the chair of this committee. The committee should consist of a minimum of three college administrators needed for each case, excluding the College President.

**2.2.6.9 Educational Program Committee (EPC)** - *This committee must approve any significant change in the Andrew College curriculum as appropriate to the mission of Andrew College. Proposals for consideration must be approved by the Division Coordinator before presentation to the EPC. Presentations to the EPC should contain such information as program and/or course descriptions, course transferability, teacher availability, cost data, pre-requisites, potential student interests, and a syllabus for a specific course. Curricular changes approved by the EPC are presented to the Faculty for final approval. The EPC Chair is responsible for communicating changes to the Registrar for corrections in the Academic Catalog.* Membership: This committee is chaired by a senior faculty member, and includes at least one other senior faculty member, and representative faculty members

from each of the College's academic divisions, and the Vice-President of the Student Government Association. Ex officio members are the Dean of Academic Affairs and the Director of Library Services.

**2.2.6.10 Enrollment Management Committee**- *This committee is charged with the review and determination of conditional admission for students who do not normally meet the standards for unconditional admission. This committee is also charged with an annual review of admission policy.* The Director of Admission is the chair of this committee, which includes a representation of faculty members and administrators, the Director of the Student Success Center, Director of the FOCUS program, and a member of the athletic department.

**2.2.6.11 Faculty Development Committee** - *This committee makes recommendations to the Dean of Academic Affairs regarding the allocation of funds for faculty development travel and training, and faculty promotion and tenure. Additionally, using assessment data, this committee assists in the planning of annual in-service faculty development workshops. The committee is chaired by a senior faculty member.* The committee will consist of four additional senior faculty members who will not be considered for tenure or promotion during their time of service. Members on the committee may be considered for funding; however, they must recuse themselves during the voting process. Ex officio member is the Dean of Academic Affairs.

**2.2.6.12 Honors Program Advisory Council** - *This council serves as an advisory board to the Honors Program Coordinator. The committee is charged to review and evaluate the program and make recommendations for improvement on an annual basis.* The committee is chaired by a senior faculty member. Other members are three additional faculty members from different divisions, the Director of Andrew Serves, Director of the Library and an honors program student in his/her second year. Ex officio members are the Honors Program Coordinator and Dean of Academic Affairs.

**2.2.6.13 Institutional Effectiveness Committee** - *This committee will guide, coordinate, and monitor institutional effectiveness efforts to foster a climate of continuous improvement and data-driven decision making. The committee will collect, analyze, review and report data to identify areas of annual emphasis as related to the overall Strategic Plan. This committee will review the effectiveness of each institutional unit on a two year cycle. The committee will be responsible for review and updates to the Institutional Effectiveness Manual.* The Coordinator of Institutional Research and Effectiveness serves as the chair. Other members are selected at the pleasure of the President. Ex officio members are the President, Vice President for Advancement and the Dean of Academic Affairs.

**2.2.6.14 Library Advisory Council** - *This committee is responsible for advising the Director of the Library on matters related to the Library facility, collections, operations, and staffing. This committee reviews and evaluates the Library assessment data and makes recommendations for improvement in the following year.* The committee is chaired by a senior faculty member. It consists of at least two more faculty members, a staff member, and a student. Ex officio members are the Dean of Academic Affairs, the Director of Communications, and the Director of the Library.

**2.2.6.15 Maintenance Committee** - *The role of the maintenance committee is to monitor overall campus appearance and safety by ensuring that building, grounds, and equipment maintenance requirements are satisfied in a timely manner and to identify and plan for preventative maintenance needs. The committee also serves as a means of communication for the set up/ cleanup of special events and functions of the College.* The committee is chaired by the Vice President for Finance and includes representatives from the contracted maintenance provider, food services, student affairs office, athletic department, and academic affairs office.

**2.2.6.16 Social Committee** - *This committee shall be responsible for planning, and coordinating social activities for the benefit of faculty and staff, such as holiday parties, birthday parties, showers, movies, concerts, dinners, and other special gatherings.* The committee also aids in promoting a sense of community and togetherness among the faculty and staff that will permeate throughout the entire student body and campus community as a whole.

**2.2.6.17 Staff Development Committee** - *This committee meets and reviews applications for funding staff development opportunities, requests, and training.* The committee is chaired by the Controller, and includes representation of staff from various support units of the College.

**2.2.6.18 CARE Team Committee** - *CARE Team promotes early intervention with students of concern to prevent culminating problems from escalating into a crisis. The goal of the CARE Team is to identify students of concern and develop an action plan focusing on retention through provision of support and resources.* The committee is chaired by a member of the staff; membership includes the Student Affairs staff, and representation from faculty. Ex officio member is the Dean of Student Affairs.

**2.2.6.19 Sustainability Committee** - *This committee designs, implements, reviews and evaluates campus sustainability efforts and plans new campus sustainability initiatives.* The committee is chaired by a member of the Faculty, membership includes the Physical Plant Manager, Director of Andrew Serves, Director of Food Services, and a representation of faculty, staff, and students.

**2.2.6.20 Technology Committee** - *This committee reviews and evaluates campus technology, including software, hardware, policy and procedures.* The committee is chaired by a senior faculty member, and includes a representation of faculty, staff, and administration. Ex officio member is the Vice President for Advancement.

**2.2.6.21 Ad Hoc Committees** - Small groups of faculty and/or staff are appointed annually by the President/Dean of Academic Affairs or elected by the faculty to serve on a variety of special-purpose committees or teams.

## **2.2.7 Policy & Reporting Publications:**

### **2.2.7.1 Policy & Procedures Manual:**

The *Andrew College Policy & Procedure Manual* serves as a resource to all faculty and staff in regards to institutional operating policy. It contains those policies and procedures that establish the character of the College, expectations of the faculty & staff to the College and to each other, what

can be expected from the College by its faculty & staff, and guidelines for those expectations. Access to this manual is provided upon appointment and/or employment.

Revisions will be made to all electronic versions of the manual such as those on the College network and website. A review of the manual will be made on a continuous basis to ensure completeness and compatibility with other publications. The Communication Committee is charged with the responsibility to conduct this review. The *Policy & Procedures Manual* and all revisions may be approved by the President's Cabinet and/or in consultation with appropriate Trustees.

**22.7.2 Catalog:**

The *Andrew College Catalog* contains policies and information that is related to student enrollment, attendance, graduation, and rights. The catalog serves as the statement of the College's academic offerings, standards, and costs to students, parents, and outside agencies. The catalog is published on the College's website and located on the administrative network for all staff members. Electronic copies are available upon request. The catalog is revised annually by the Office of Academic Affairs.

**22.7.3 Faculty Handbook:**

The *Faculty Handbook* contains policies and information related to the academic program of the College. The handbook serves as a resource to faculty in the areas of administration, governance, employment, evaluation, contracts, and academic freedom. The Faculty Handbook is revised annually by the Office of Academic Affairs.

**22.7.4 Advisors Handbook:**

The *Advisors Handbook* contains policies, procedures, information, and tools to guide the faculty in student advising. The Advisors Handbook is revised annually by the Office of Academic Affairs.

**22.7.5 Student Handbook:**

The *Andrew College Student Handbook* contains policies and information that is related to student life, activities, regulations, organizations, and discipline. The handbook is published online at the beginning of the academic year. The handbook is revised annually by the Dean of Student Affairs.

**22.7.6 Emergency Action Plan:**

The *Andrew College Emergency Action Plan* provides information and procedures outlining the College's organization and response in times of emergencies and disasters. The manual is distributed in electronic form on the administrative network for all staff. Procedural guides containing recommended actions to be taken by each individual are provided to all staff members. The manual is reviewed annually by the Campus Safety Committee and revised and updated annually by the Dean of Student Affairs.



#### **22.7.7 Annual Report:**

*The Andrew College Annual Report* is created annually by the Controller's Office. It must be approved by the Audit Committee of the Andrew College Board of Trustees. Copies are given to the Board of Trustee members, appropriate governmental agencies, and specific financial institutions.

#### **22.7.8 Audited Financial Reports:**

Annually the College engages an outside, independent firm to perform an audit of its financial operations, including a compliance review of all state and federal funds received or handled by the institution. These audits follow established national standards as required by lending, governmental, accounting, and accrediting agencies.

#### **22.7.9 Andrew College Annual Security and Fire Safety Report:**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Andrew College prepares an annual report that includes statistics for the previous three years concerning reported crimes and institution policies concerning campus security and fire safety. The Dean of Student Affairs is responsible for the publication and dissemination of this annual report.

#### **22.7.10 Fact Book:**

Prepared by the Office of Institutional Research and Effectiveness, this publication provides institutional data and trends related to student enrollment and program outcomes.

#### **22.7.11 Institutional Effectiveness Manual:**

The *Institutional Effectiveness Manual* is intended to provide an overview of the processes and tools used to assess the institution's achievement and progress toward stated goals and fulfillment of its mission.

#### **2.2.8 Policy Revision & Development:**

Additions, deletions, or changes in policy defined within the Andrew College Charter or By-Laws can be made only by the Board of Trustees and within established procedures and guidelines provided in those documents. Additions, deletions, or changes in institutional operating policies, unless defined/established through the by-laws or actions of the Board of Trustees, are the responsibility of the administration. All policies must conform to state and federal regulations.

### **Section 3.0    General Institutional Policies**

This section contains institutional policies that are mandated by the nature of our institution and are applicable to all members of the College community regardless of employment status or position. Each member of the College community must understand and remain in compliance during his/her employment. Questions on any of the stated policies should be directed to the President's Cabinet Officer responsible for the area in which the employee works.

#### **3.1    Equal Employment Opportunity/Non-Discriminatory Policy:**

Andrew College does not discriminate on the basis of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in the administration of its employment and education policies, admission policies, scholarship and loan programs, athletic programs, and other College administered programs. Furthermore, the College does not discriminate on the basis of physical handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal law and regulations. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is the Vice President for Finance. Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of the Vice President for Finance or the President of the College. Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **3.2    Drug-Free and Alcohol-Free Workplace:**

The Drug-Free Workplace Act of 1988 requires all institutions receiving grants from any State or Federal Agency to certify to that particular agency that they will maintain a drug-free workplace by taking certain actions. The following policies and procedures relating to employment, disciplinary action and reporting of violations is in response to this requirement and affirms the United Methodist Church's posture that discourages the use of any substance which diminishes the development of the full potential of all persons. Staff members should refer to Section 4 of the College's Drug and Alcohol Use Policy for more information on this topic.

#### **3.3    Harassment:**

It has always been Andrew College's policy to maintain the best possible employment atmosphere for all employees. This policy includes the right of the employees to be free from all forms of harassment of any kind by anyone in connection with their employment, including harassment because of a person's race, color, religion, gender, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by applicable Federal, State or local legislation.

a) Prohibited harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the College's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

- b) Whether or not the person means to give offense or believed his or her comments or conduct was welcome is not significant. Rather, the College's policy is violated when other employees, whether recipients or mere observers are, in fact, offended by comments or conduct based on race, religion, color, sex, age, national origin, disability, genetic information or any other legally protected characteristic.
- c) Andrew College is committed to maintaining an environment where the education of students is of the greatest importance. The College's mission is best advanced through adherence by faculty and staff to the highest standards of professionalism in the discharge of their duties. Trust and respect are diminished when those in positions of authority abuse that authority or place themselves in a situation of actual or perceived conflict of interest by participating in amorous relationships with students. Even when the faculty or staff member and student act with integrity others may perceive bias, partiality, or influence. Furthermore, the dissolution of these relationships can create discord and significantly impair the normal operations of the College. It is, therefore, the policy of the College that dating, romantic; or sexual relationships between faculty or staff and students compromise the integrity of such faculty and staff thus constituting unprofessional conduct. Such relationships are therefore prohibited. This policy also applies during college breaks and summers. A demonstrated failure to abide by this policy will result in the initiation of disciplinary action against the faculty or staff member engaged in the relationship. Amorous relationships between faculty or staff and students are strictly prohibited.
- d) As a large employer of the area, the College does have members from the same family who work on campus. However, employment of family members in situations where one family member has direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, etc.) is discouraged. Faculty and staff, particularly in relationships with persons under their supervision, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They also need to be aware that a relationship may give rise to a perception on the part of others that the evaluative capacity of the faculty or staff member has been compromised. For the purpose of this policy, family members are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law or father-in-law.

In cases where a concern over conflict of interest may arise or staff is unsure about a potential conflict, they should fully disclose the circumstances in writing to their immediate supervisor. The hiring, changing of position, or termination of employees regarding this matter is at the discretion of the cabinet level supervisor and/or the President.

Sexual harassment is prohibited by Andrew College and by state and federal law. Sexual harassment of any member of the College community is prohibited and will subject the offender to disciplinary action, up to and including termination.

Faculty and staff members who violate this policy are subject to disciplinary action up to and including termination of employment. Complaint of violations of this policy should be made to the Vice President of Finance or Dean of Student Affairs.

### **3.4 Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records and a burden of responsibility on maintaining the privacy of said records. No faculty/staff member is authorized to release any information related to a current or former student to the student or a third party unless authorized to do so by nature of their position or by written authorization by the student. Generally, schools must have written permission from the student before releasing any information from a student's educational record. However, the law allows schools to disclose records, without consent of the student, to the following parties:

- College employees who have a legitimate need to know
- Parents of dependent students as defined by the Internal Revenue Service
- Persons who need to know in cases of health and safety emergencies
- Accrediting organizations to carry out accrediting functions
- Appropriate parties in connection with financial aid to a student
- Federal, State and local governmental officials for purposes authorized by law
- Individuals who have lawfully obtained court orders or subpoenas
- Organizations conducting educational studies for the College
- Courts during litigation between the College and the student or parent
- Victim of crime or violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence

Any employee having a question about FERPA compliance should contact the Registrar.

### **3.5 Threats of Violence/Hostile Workplace:**

Andrew College recognizes that violence in the workplace is an unfortunate reality in today's society and that college campuses are not exempt from this trend. Violence in the college workplace may appear in different forms and can include direct or indirect threatening, verbal and physical assaults, domestic disputes, sabotage or behavior that disrupts and creates a hostile work environment. Andrew College is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. Andrew College will not tolerate any act or threat of violence made in the workplace, on College property, or while the employee is in work status.

Any faculty or staff member who either experience or observes an act of violence or threat of violence must immediately report the incident to a member of the President's Cabinet or the Andrew College Police Department. Failure to report acts of workplace violence is grounds for discipline, up to and including termination.

### **3.6 Student Guest Policy:**

Guests visiting Andrew students must be escorted by an Andrew student at all times and carry a photo ID. Guests should request a temporary parking permit and guest pass with the College Police. Visitors are not allowed to be in the residence halls after 12:00 a.m. and before 12:00 p.m. unless a Resident Director grants an overnight visitation pass. Commuter students must vacate at this time unless they are working on College related business with a faculty or staff member. All guests are expected to maintain the

rules and regulations of the College and failure to do so may result in criminal trespass charges. All guests must sign waivers to be on campus and use facilities. Students may have only one overnight guest at a time, and the guest may not stay longer than two nights per visit. Overnight guests under the age of 16 are not allowed.

**3.7 Georgia Trespass Law:**

Andrew College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and employees or to loiter on the College premises. All guests on campus must be escorted by an Andrew student, faculty or staff member. All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges. Please refer to the Andrew College Guest Policy in the *Student Handbook*.

**3.8 Andrew College Police Department:**

Officers at Andrew College are certified police officers who have extensive training and experience in the field of law enforcement. College officers maintain radio contact with Resident Assistants who are on duty each evening in the residence halls, and with a Resident Director who, along with Resident Assistants, maintains weekend duty. Officers also maintain direct communication with the Dean of Student Affairs and the local enforcement agencies. The Andrew College Police Department is a registered and recognized department with the State of Georgia. The Andrew College Police Chief and Police Officers are certified as Peace Officers by the Georgia Peace Officer Standards and Training Council.

**3.9 Pet & Animal Policy:**

Pets are not allowed to reside in or visit in campus buildings and/or facilities. Individuals who “walk” pets across campus or bring pets to outdoor athletic games must keep the pet on a leash and under the owner’s control at all times. Under the Americans with Disabilities Act (ADA) Service animals are allowed on the Andrew College Campus. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

**3.10 Intellectual Property Rights:**

Scholarly works such as articles, computer programs, books, musical or dramatic compositions of employees or students of Andrew College are considered the property of the creator unless the work is prepared by special agreement or is a part of the expectations of the employment contract.

Any discovery or invention which a) results from research carried on, by or under the direction of any employee which is supported by Andrew College funds or by funds controlled or administered by the college, or b) has been developed in whole or in part through the use of college resources or facilities not available to the general public, or c) results from an employee's duties with the college shall belong to Andrew College.

College employees and students shall disclose any item that may fall within items "a" or "b" listed in this statement on intellectual property.”

### 3.11 **Substantive Change Policy:**

It is the intention of Andrew College to adhere to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy. To that end, Andrew College follows the process below:

- At least annually, at the beginning of the new academic year, the President will review pending changes at the College to determine what type of substantive change action must be taken with SACSCOC. As changes occur throughout the academic year, the President will take whatever steps necessary to ensure Andrew College remains in compliance with the SACSCOC Substantive Change Policy
- At the request of the President, each member of the President's Cabinet will review the Substantive Change Procedure table with their staff (Refer to SACSCOC Policy Statement located at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>)
- If changes are identified, determination of the appropriate procedure for addressing them is made using the Substantive Change Procedure table included in the SACSCOC Policy on Substantive Change
- A person responsible for action is identified and deadlines are determined
- If documentation is necessary, it is forwarded to the Accreditation Liaison for final action

## **Section 4.0    Health & Safety Policies**

Employees must read, review and understand the Andrew College Emergency Action Plan, which is published annually. In the event of an on campus emergency, the faculty/staff person should immediately contact the Andrew College Police at (229) 732-5919 or dial 911 for assistance.

### **4.1    Incident/Accident Reporting:**

#### **4.1.1    Employees:**

Any job-related accident, illness or any incident involving damage to College property must be reported by College personnel to their immediate supervisor/department head as soon as possible but within 24 hours of occurrence. If the immediate supervisor/department head is unavailable, the information should be given to the Chief of Police, the Vice President for Finance or the President. The administrator receiving the information has the responsibility to determine the particulars of the incident and forward them to the Vice President for Finance. An Incident Report Form (available on the college website under Student Affairs) is to be filled out within 24 hours of receiving the report. Employees reporting an accident need to see a physician immediately.

#### **4.1.2    Students:**

All accidents involving students must be reported to the Dean of Student Affairs within 24 hours of the incident. Any student involved in an on campus accident should immediately report the incident to a Resident Hall Coordinator, Director of Residence Life, and/or Dean of Student Affairs. The Dean of Student Affairs will disseminate accident reports to the appropriate offices as needed. Reporting faculty/staff must complete an incident report within 24 hours and submit the report to the Dean of Student Affairs. An Incident Report Form (available on the college website under Student Affairs) is to be filled out within 24 hours of receiving the report.

All serious occurrences including, but not limited to, the following are required to be reported without delay:

- Overnight hospitalization
- Loss of sight or hearing
- Incident involving HIV
- A fatality on or off campus
- Fire/Flood
- Active shooter on campus or surrounding area
- Notice of lawsuit
- Poisoning
- Molestation or Sexual Assault
- Sexual Misconduct
- Rape
- Dating Violence
- Major paralytic condition such as paraplegia or quadriplegia
- Second or third degree burns to 25% or more of the body
- Amputation or permanent loss of use or sensation of a major extremity

- Head or brain injuries resulting in permanent disorientation, behavior disorders, personality changes, seizures, aphasia or coma
- Spine or back injuries resulting in incontinence of bladder or bowel
- All pollution occurrences

#### 4.2 **Safety:**

Workplace safety is a top priority for Andrew College. The College Safety Committee, chaired by the Police Chief has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The focus of the Safety Committee is to identify and eliminate safety and security hazards on campus. In order to achieve its goal the Safety Committee needs input from all members of the campus community. All employees and students are encouraged to submit suggestions or possible hazards to their supervisor, the Vice President for Finance, the Dean of Student Affairs, or the Police Chief.

Each faculty and staff member is expected to obey safety rules and to exercise caution in all work activities. Faculty and staff members must immediately report any unsafe condition to the appropriate administrator. The supervisor will file an Incident Report with the Police Chief who will provide a copy to the Vice President for Finance. Persons who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees and students should immediately notify the Vice President for Finance or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

#### 4.3 **Tobacco-Free Campus Policy:**

Andrew College is committed to providing a healthy, comfortable, and productive learning and working environment for its students, faculty, staff, and visitors. In accordance with that commitment, it has enacted a Tobacco-Free Campus Policy.

The use of tobacco is prohibited in all portions of the campus. This includes, but is not limited to, all buildings, outdoor areas, and parking lots. It includes all areas indoors and outdoors that are owned by the College.

For purposes of this policy, all uses of tobacco products of any kind are prohibited. This includes, but is not limited to, smoking, chewing, dipping, electronic cigarettes, vapors, snuff, and snus. It also includes the use of non-tobacco smoking products such as clove cigarettes.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and their subcontractors and employees, spectators, and visitors. All events hosted by the College shall be tobacco-free. All events hosted by outside groups on the College's campus shall be tobacco-free.



Faculty and staff who violate this policy will be subject to discipline in accordance with the Andrew College Policy and Procedure Manual. Students who violate this policy will be subject to discipline in accordance with the Student Handbook. Other persons who violate this policy will be asked to discontinue their use of tobacco on campus or to leave the campus.

Appropriate signage is placed to inform persons entering the campus that it is a tobacco-free campus.

#### **4.4 Weapons:**

Any firearm, BB or pellet gun, martial arts weapon, hunting bow, illegal knives, electronic control device (stun gun or taser), or any other kind of weapon and ammunition is not allowed on the campus (including vehicles on campus). Students who like to hunt should arrange to store their weapons off campus. Firearms on campus can be very dangerous in the community. Any student violating this policy will face suspension from the College. Staff or Faculty not adhering to this rule could face disciplinary action including termination. Uniformed officers are exempt from the weapons exclusion. Fireworks or explosives of any type are prohibited on the campus.

The Chief of Police may define any specific item as a weapon, at his/her sole discretion, and order it to be removed from campus.

#### **4.5 Emergency Closings or Delays:**

When conditions warrant due to weather, fire, power failures, or other emergencies, college operations may be disrupted. When weather conditions such as ice, snow, or tornado conditions present themselves, the President will decide if these circumstances require the closing of all or part of the campus or a delay in operations. The Academic Dean and Chief Financial Officer will consult and make a recommendation to the President, who will communicate that decision via college email, the website, and/or emergency alert systems as appropriate.

#### **4.6 HIV Policy:**

Andrew College does not discriminate against individuals identified as having a positive antibody to Human T-Lymphotropic Virus, Type III (HTLV-III), an AIDS-related complex (ARC) or a true case of Acquired Immune Deficiency Syndrome (AIDS). However, the College reserves the right to make necessary reasonable accommodations without arbitrarily denying anyone's rights. Overall, it is important that the entire Andrew community be protected from unnecessary risks; therefore, proper measures will be adopted as are deemed reasonable based upon the latest medical and scientific research.

Andrew College is committed to educate and communicate the most current information regarding AIDS through workshops, training sessions, brochures, etc. The Office of Student Affairs will assist in providing educational information on AIDS to the College community at large.

General guidelines concerning the handling of confidential information about students/staff with AIDS, ARC or a positive HTLV-III antibody test follow the general standards included in the AIDS on the College Campus, American College Health Association Special Report, 1986.

#### 4.7 **Emergency Action Plan:**

The *Emergency Action Plan's* two goals are:

- To assure the safety and well-being of students and staff
- The timely response to emergencies and resumption of full operations

Upon confirmation of an emergency or dangerous situation, Andrew College will immediately notify the campus community of the situation. Andrew College has also adopted and will follow the procedures provided in its *Emergency Action Plan*. It is the responsibility of the President's Cabinet with cooperation from ACPD to carry out specific responsibilities before, during, and after an emergency, as well as work as a team to minimize potential loss. Additional members of the college community have been designated to assist as needed, including, but not limited to, the Directors of Physical Plant, Food Service, the Andrew College Police Department, and Office of Student Affairs. The Dean of Student Affairs is responsible for the development, implementation, and evaluation of the *Emergency Action Plan*. The Dean of Student Affairs also has the responsibility to communicate the elements of the *Emergency Action Plan* to all students, faculty, and staff.

#### **Procedures to Immediately Notify the Campus Community of a Confirmed Significant Emergency or Immediate Threat:**

Once the significant emergency or dangerous situation is confirmed, the President's Cabinet will immediately be notified. The Chief of Police or Dean of Student Affairs will determine who to notify, the content of the notification, and issue a Campus Security Alert to the campus community in the event of an imminent or ongoing threat to the community. Campus Security Alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.). These alerts are sent via the *One Call Now* voicemail system and SMS text to all students and staff. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester. The following notifications are also utilized: emergency intercom broadcast, e-mail, telephone, and messenger trees.

#### 4.8 **Cases Involving Reports of Sexual Misconduct Or Sexual Abuse**

The College is a recipient of federal funds. As such, the College complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. In compliance with Title IX, the College is and remains committed to:

- Providing programs, activities, and an educational environment free from sex discrimination;
- Providing programs, activities, and an educational environment free from "sexual assault," "domestic violence," "dating violence" and "stalking," as those terms are defined under section 40002(a) of the Violence Against Women Act of 1994 and/or applicable state law;
- Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and a timely response to complaints;
- Providing adequate, prompt, fair and impartial investigations into and resolution of allegations of Sexual Misconduct; and

- Ensuring that Title IX investigations are conducted by College officials who receive annual training on the issues related to Sexual Misconduct, including domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the accusers and promotes accountability.

The procedures set forth shall apply to all forms of Sexual Misconduct or Sexual Abuse, including sexual violence and sexual assault, carried out by College employees, Students, and non-employee third parties.

### **Jurisdiction And Authority Of The Title IX Coordinator**

The College has jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by Students and College employees that involve or invoke Title IX. The Title IX Coordinator is authorized to enact procedures that include specific instructions for reporting, investigating and resolving incidents and/or complaints of Sexual Misconduct or Sexual Abuse. The Title IX Coordinator may designate deputies to assist in the reporting, investigation, and resolution of incidents and/or complaint of Sexual Misconduct or Sexual Abuse.

### **General Timeline For Resolving Complaints For Sexual Misconduct Or Sexual Abuse**

Most cases of alleged Sexual Misconduct or Sexual Abuse will be resolved within sixty (60) calendar days, excluding any appeal(s). Sexual Misconduct or Sexual Abuse violates College policy and federal civil rights laws and a person found Responsible for said conduct may be subject to penalties as severe as expulsion and/or denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

### **Prohibited Conduct**

The College expressly prohibits any form of Sexual Misconduct or Sexual Abuse. The College also prohibits any behavior and conduct described in the College's Sexual Misconduct or Sexual Abuse Policy, and which creates a hostile campus and/or work environment.

Retaliation against any member of the College community who makes a report of Sexual Harassment and/or cooperates in the review and investigation of such report is strictly prohibited and is a violation of the College's Sexual Misconduct or Sexual Abuse policy, Title IX and other federal civil rights laws. Retaliation includes intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the Accused or witnesses. The College will not only take steps to prevent retaliation, but will also take strong corrective action if it occurs. Any person who experiences or sees acts of retaliation of any kind should promptly report such conduct to the Title IX Coordinator / Dean of Student Affairs, or the Andrew College Police Department.

## **Options For Reporting Or Disclosing Sexual Misconduct Or Sexual Abuse**

If Sexual Harassment of any kind occurs, the victim (or witness, if applicable) of said misconduct may pursue the following options:

- a) Report the offense to one or more of the following College officials and/or departments:
  - Any member of the Student Health Services - Disclosures made to any health professional in Student Health Services will be held in strict confidence but may serve as notice to the Title IX Coordinator requiring initiation of an investigation into the disclosed conduct;
  - Title IX Coordinator and Dean of Students;
  - Director of Residence Life;
  - Residence Hall Directors and resident assistants (RAs); or
  - Director of Athletics or team coaches;
- b) Notify the Andrew College Police Department or other law enforcement authorities;
- c) Decline to notify any such authorities - However, the College strongly encourages victims of Sexual Misconduct or Sexual Abuse to report the occurrence and seek all necessary and available assistance.

Assistance is available upon request to help victims of Sexual Misconduct or Sexual Abuse review these disclosure and reporting options. In addition, College support services are available to victims regardless of whether they choose to formally report the violation to the College or to local law enforcement.

## **Preservation Of Evidence**

The College is acutely aware that a victim of Sexual Misconduct or Sexual Abuse, particularly, rape, sexual assault, or any attempts thereof, may experience physical, mental and emotional trauma as a result of the occurrence. Therefore, in order for the College to conduct a prompt, fair and thorough investigation into the occurrence and commence appropriate disciplinary proceedings (if the victim so chooses), a victim of Sexual Misconduct or Sexual Abuse is encouraged to follow these procedures immediately following the occurrence of Sexual Misconduct or Sexual Abuse:

- a) Go to a safe place as soon as possible.
- b) Do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove Sexual Harassment, or in obtaining a protective order or a no-contact order. Examples of such evidence include:
  - Clothing worn during the incident, including, but not limited to, undergarments.
  - Sheets, bedding, and condoms, if used;
  - A list of witnesses with contact information;
  - Text messages, call history, and social media posts; and
  - Pictures of any injuries.

- c) Call the appropriate law enforcement agency. If the Sexual Misconduct or Sexual Abuse occurred on campus, contact the Andrew College Police Department as soon as possible by calling (229) 732-5919. If the attack did not occur on campus, call the law enforcement agency having jurisdiction where the Sexual Harassment occurred.
- d) Get medical attention. If called, the Andrew College Police Department will assist the victim with medical attention that will include collecting any evidence. The victim may also contact Student Health Services, when appropriate.
- e) Talk to a counselor. The victim may contact the Title IX Coordinator to obtain resources for victims of sexual crimes. The victim also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit for examination.

### **Procedures For Reporting Sexual Harassment**

**Reporting Contacts.** A victim who chooses to report an incident of Sexual Misconduct or Sexual Abuse may report it to any person that is a Resident Assistant, Resident Coordinator, Athletic Coach, staff member in the Office of Student Affairs or ACPD. All reports made to such individuals or departments will be reported to the Title IX Coordinator.

### **Meeting with the Victim Only.**

- a) Upon receipt of notice of any allegation of Sexual Harassment, the Title IX Coordinator/Dean of Student Affairs or designee will promptly schedule an individual meeting with the victim to:
  - (i) Provide him or her a general understanding of this Code, the procedures, and the investigative process;
  - (ii) Discuss and provide written information regarding forms of support or immediate interventions available to the victim such as on- and off-campus resources, interim measures, etc.
  - (iii) Discuss and provide written information regarding the victim's options for and available assistance in changing any accommodations that may be appropriate and reasonably available concerning the victim's academic, living, transportation and working situations;
  - (iv) Seek to determine if the victim wishes to notify law enforcement authorities, wishes to be assisted in notifying law enforcement authorities, or does not wish to notify law enforcement authorities;
  - (v) Where applicable, provide information to the victim of his or her rights and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court and
  - (vi) Inform the victim about how the College will protect his or her confidentiality including the omission of the victim's identifying information in publicly-available records to the extent permissible by law.

**When Victim Requests Confidentiality and Elects Not to Proceed With an Investigation or to File Formal Charges**

- a) If the victim does not wish to proceed with an investigation and/or requests that the complaint remain confidential, Title IX still requires the College to investigate and take reasonable corrective action in response to the victim's information. The Title IX Coordinator or designee will inform the victim that the College's ability to respond may be limited.
- b) The Title IX Coordinator will weigh the victim's request(s) for confidentiality and/or wish not to proceed with an investigation against the College's obligation to provide a safe, non-discriminatory environment for all students. Specifically, the Title IX Coordinator will consider the following factors:
  - (i) The seriousness of the alleged Sexual Misconduct or Sexual Abuse;
  - (ii) Whether there have been other complaints of Sexual Misconduct or Sexual Abuse against the accused at the College or any other school or in the nature of prior criminal charges;
  - (iii) Whether the accused threatened further Sexual Misconduct or Sexual Abuse or violence against the victim or others;
  - (iv) Whether the Sexual Misconduct or Sexual Abuse was committed by multiple perpetrators;
  - (v) Whether the Sexual Misconduct or Sexual Abuse involved use of a Weapon;
  - (vi) The age of the victim;
  - (vii) Whether the College possesses other means to obtain relevant evidence of the Sexual Misconduct or Sexual Abuse;
  - (viii) Whether the complaint reveals a pattern of conduct at a particular location or by a particular individual and or student group or organization; and
  - (ix) The accused's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA.

The Title IX Coordinator or designee will inform the victim if the College cannot ensure confidentiality. In an instance where the College must disclose a victim's identity to the accused, the Title IX Coordinator or designee will inform the victim prior to making the disclosure.

Even if the victim does not wish to file a formal complaint or proceed with an investigation because he or she insists on confidentiality or requests that the complaint not be resolved, the College reserves the authority to undertake appropriate corrective action, including the interim measures.

There is no time limit to filing a complaint, making a report or commencing an investigation under these procedures. However, victims are encouraged to report a complaint immediately in order to maximize the College's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation. Failure to promptly report alleged Sexual Misconduct or Sexual Abuse may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the College's ability to carry out these procedures and take corrective action.

## **Procedures For Filing Complaints Of Sexual Misconduct And Sexual Assault**

If the victim (i.e. the Accused) elects to file and/or proceed with a formal complaint, he or she may file a formal complaint with the Title IX Coordinator.

The Title IX Coordinator or designee will schedule an individual meeting with the accused (i.e. the Respondent) in order to provide him or her with notice of the complaint, a general understanding of the procedures for investigating and resolving complaints of Sexual Misconduct and Sexual Assault, and to identify forms of support or immediate interventions available to him or her.

Pursuing a complaint under this Code does not affect a victim's ability to pursue a criminal action against the accused through the criminal justice system. A victim of Sexual Harassment may choose to pursue a complaint under this Code, through the criminal justice system, or both.

### **Investigation Procedures - Determination of Proceedings:**

- a) If the Title IX Coordinator commences a formal investigation, he or she will provide a Notice of Investigation to both the Accused and the Respondent. This Notice will include a description of the alleged conduct, the alleged conduct violation(s), a description of the investigation process, and a reaffirmation of available resources for both parties throughout the process.

### **Investigation/ Fact-Finding Procedures:**

- a) The Title IX Coordinator may appoint one or more Investigators, who will conduct interviews with the Accused, the Respondent and any witnesses, and who will collect and review any other information or evidence relevant to the complaint. When applicable, the Investigator(s) will coordinate with the College police department and other law enforcement officials concerning the preservation and handling of any physical evidence.
- b) Nothing in this section shall prevent the Title IX Coordinator from serving as an Investigator under this section.

### **Summary of Investigation:**

- a) Once a formal investigation is completed, the Investigator(s) will prepare for submission to the Title IX Coordinator an Investigation Summary that includes the following:
  - (i) An overview of the incident including involved parties and history of the case;
  - (ii) Alleged violation(s);
  - (iii) The Standard of Proof;
  - (iv) Summaries of information provided by the Accused, the Respondent and any third-party witness(es);
  - (v) Summaries of information provided by expert witnesses, where applicable;

- (vi) Any other relevant information (e.g., photographic, electronic and/or forensic evidence);
- (vii) A summary of established facts and information that remain in question;
- (viii) Recommendation of determination regarding alleged violations; and
- (ix) A list of recommended witnesses to be called in the event of a formal hearing.

After review of the Investigation Summary by the Title IX Coordinator, the Investigator(s) will distribute the Investigation Summary to the Accused and the Respondent. The Investigator(s) will then meet independently with the Accused and the Respondent to discuss the Investigation Summary findings, collect responses, answer any questions, and discuss next steps in the proceedings. Once the Investigation Summary and responses from the Accused and the Respondent have been collected, the Investigator(s) will distribute the documents to the Title IX Coordinator or designee. The Investigator(s) will then make a recommendation to the Title IX Coordinator or designee as to whether a violation has been committed and whether to move forward with a formal hearing before a Title IX Hearing Panel.

### **Interim And Remedial Measures**

Regardless of whether a victim of Sexual Harassment chooses to report the incident to campus police or local law enforcement, the College shall proactively consider the following remedies, as well as other remedies deemed appropriate for each specific case, while an investigation into Sexual Abuse or Sexual Misconduct is being conducted:

- a) Providing the victim with an escort to ensure that he or she can move safely between on campus;
- b) Ensuring that the victim and the accused do not attend the same classes or work in the same location;
- c) Moving the victim or the accused to a different residence hall;
- d) Providing referral information for counseling services;
- e) Providing referral information for medical services;
- f) Providing academic support services, such as tutoring;
- g) Arranging for the victim to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim's academic records;
- h) Reviewing any disciplinary actions taken against the victim to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim being disciplined.

The College also reserves the right to suspend the Respondent pending the investigation of the victim's complaint, disciplinary or criminal proceedings or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to himself or herself, or to others. A Student suspended on an interim basis under this Part of the Code shall be given a prompt opportunity to appear personally before the Title IX Coordinator/ Dean of Student Affairs or designee in order to discuss the following issues only:



- a) The reliability of the information concerning the respondent's conduct, including the matter of his or her identity; and
- b) Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the respondent on College premises poses a substantial and immediate threat to himself or herself, or to others.

The College may also consider and take remedial measures that affect the broader campus population, including, but not limited to, offering College-wide counseling and training; developing, updating and disseminating materials on Sexual Assault and Sexual Misconduct; developing and implementing new policies and grievance procedures; and conducting internal College investigations to assess the effectiveness of the College's efforts to eliminate Sexual Misconduct and promote an environment free of sex discrimination.

Mediation will not be used to resolve Sexual Misconduct or Sexual Abuse complaints.

### **Title IX Hearing Panel And Procedures**

A Title IX Hearing Panel shall be authorized to hear cases specifically involving formal charges of Sexual Abuse and Sexual Misconduct.

The Dean of Student Affairs shall be responsible for soliciting nominations for, screening, appointing and training members of the Title IX Hearing Panel. The Title IX Hearing Board shall consist of five (5) faculty / staff members, not of all the same gender.

The role of the Title IX Hearing Board shall be to determine whether the Respondent(s) is/are Responsible for the alleged Sexual Harassment and or Sexual Misconduct based on a reasonable belief that a violation was more likely than not to have occurred, and to make recommendations for sanctions to the Dean of Student Affairs.

Members of any Title IX Hearing Board who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Dean of Student Affairs. Members found to have actually violated any section of this Code may be disqualified from any further participation in the College judicial system. Additional grounds and procedures for removal may be established by the Dean of Student Affairs.

No member of any hearing board shall take part in any hearing where he or she has a conflict of interest, which may include, but not be limited to, personal, monetary, teacher-student, supervisor-supervisee interests or relationships.

### **SANCTIONS FOR SEXUAL ABUSE & SEXUAL MISCONDUCT**

Anyone found to have violated any portion of the College's Sexual Abuse or Sexual Misconduct Policy (regardless of whether sexual intercourse has occurred) will be subject to sanctions ranging from a warning to expulsion/termination, depending on the

severity of the incident, and taking into account any previous campus conduct code violations.

The College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling evidence exists to do so.

Nothing in this Code should be interpreted to relieve a Respondent from legal actions that could be brought under local, state or federal law.

## **Section 5.0    Employment Policies**

Policies set forth in this document are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Andrew College and any of its staff or faculty members. The provisions of the handbook have been developed at the discretion of the administration and may be amended or cancelled at any time, at Andrew College's sole discretion.

### **5.1    Philosophy/Expectations of Employment at Andrew College:**

Pervasive in the Mission, Philosophy, and Vision Statements is the College's intent to provide instruction, environment, and example reflective of academic excellence, personal integrity, individual responsibility, community service, and Christian values. This cannot be accomplished unless these attributes are adopted and exhibited by Andrew College employees as each of us go about our daily tasks. Mr. William B. Turner in his book entitled *A Learning of Love: A Journey toward Servant Leadership*, summarized this well when he said: *"Listening, hearing, understanding, healing, building community, and discovering meaning will cause people to change and grow, which is the goal of a servant leader."*

Each employee should view his/her role at Andrew College as extending beyond the performance of task(s) listed in a job description or employment agreement, and to encompass a caring, nurturing and helpful persona that students and colleagues can respect and emulate.

### **5.2    Nature of Employment:**

#### **5.2.1    Faculty:**

Appointed faculty members have certain rights and conditions of employment which are described within this Manual in *Section 10.6 – Faculty Personnel Policies*. In all other regards, the provisions of these policies supersede all existing policies and practices and may not be amended or added to, either orally or in writing, without the approval of the President of Andrew College.

#### **5.2.2    Staff:**

Employment as a staff member with Andrew College is voluntarily entered into, and the employee is free to resign at-will at any time under the terms of any employment agreement (if any), with or without cause. Similarly, Andrew College may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

### **5.3    Attendance and Punctuality:**

To maintain a safe and productive work environment, Andrew College expects staff members to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on students, other staff members and Andrew College. In the rare instances when staff members cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

#### **5.4 Conflict of Interest:**

Employees of Andrew College have an obligation to conduct business within guidelines that prohibit actual, potential or the appearance of conflicts of interest. The purpose of these guidelines is to provide general direction so that employees or trustees can seek further clarification on issues related to the subject of acceptable standards of conduct. Employees should contact the President of the College or the Vice President for Finance to seek clarification or ask questions about potential conflicts of interest.

Transactions with outside vendors must be conducted in a manner that avoids actual conflict of interest or the appearance of a conflict of interest and are subject to review by the executive level of Andrew College. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to windfalls designed to ultimately benefit the vendor, the employee, or both. Circumstances that could be interpreted to involve unusual gain require specific executive level approval. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that member or for a relative as a result of Andrew College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the member is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to the President or Vice President for Finance as soon as possible the existence of any actual or potential conflict of interest. When this communication occurs, a formal review will be conducted. In the case of trustees, disclosure should be made to the Chairman of the Board of Trustees. Personal gain may result not only in cases where an employee, trustee or relative has a significant ownership in a firm with which Andrew College does business, but also when an employee, trustee or relative receives any special consideration as a result of any transaction or business dealings involving Andrew College.

Although this is not an all-inclusive list, the following situations are prohibited:

- Use of the College facilities for private research or consulting service for which the employee or trustee is compensated by a third party
- Making use of the College's assets (including the College's name or trademarks) outside the scope of his or her employment
- Conditioning any actual or potential business relationship with the College or admission decision on a charitable gift or contribution to the College
- Soliciting or accepting a personal gift or gratuity as a quid pro quo for a purchase by or contract with the College, or for a favorable admission or financial aid decision

#### **5.5 Corrective Actions:**

Corrective actions include written and verbal warnings, reprimands, and censures that are primarily intended to correct and improve a person's job performance and attitudes. Corrective actions do not adversely affect the faculty or staff member's current pay, status, or tenure; however, such actions can be administered concurrently with disciplinary actions that do have a negative effect on the person's current pay, status, or tenure. Corrective actions, which are written warnings, must indicate to the faculty or staff member the nature of the concern, corrective actions the person should take, and consequences the person will face if he/she fails to follow the plan for correction. The

supervisor will maintain a copy of the written corrective action plan in his/her file and submit the original signed copy to the Director of Human Resources. The Director of Human Resources will place the document in the employee's personnel file. The employee should sign the corrective action plan after he/she has reviewed it with his/her supervisor.

## **5.6 Drug and Alcohol Use:**

It is Andrew College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Each employee, as a condition of employment, must acknowledge these expectations by signing the Drug-Free Workplace Certification Form.

While on Andrew College premises or while conducting business related activities off the Andrew College campus, no employee may be under the influence of alcohol. They also may not use, possess, distribute, sell, or be under the influence of illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of their job. They must perform effectively and in a safe manner and not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Andrew College has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their department head, the College Chaplain, or the Vice President for Finance to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the faculty or staff member agrees to abstain from use of the problem substance, abides by all Andrew College policies, rules, and prohibitions relating to conduct in the workplace; and with the granting of the leave, not cause Andrew College any undue hardship.

Under the Drug-Free Workplace Act, an employee must notify Andrew College of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction to Vice President for Finance.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their department head or the Vice President for Finance without fear of reprisal.

### **Notification of Civil Sanctions for Possession of Illicit Drugs:**

The penalty for possession of any illicit drug begins with a misdemeanor offense (less than one ounce of marijuana), which is punishable by imprisonment for a period not to exceed 12 months or a fine not to exceed \$1000 or both and possible loss of driver's license. Where more than one ounce of marijuana or other illicit drugs are involved, the offense becomes a felony which carries a severe penalty that may include imprisonment of up to 30 years as well as other federal law stipulations.

### **Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol:**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Use of alcohol may increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse and drunk driving. High doses of alcohol often cause marked impairment in higher mental function, severely altering a person's ability to learn and remember information and make judgments. Heavy use may cause chronic depression and suicide and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants that affect the central nervous system, death may result. The use of even small amounts of alcohol by pregnant women can damage their fetus. Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which may lead to early death. Repeated use of alcohol can lead to dependence, particularly in persons with one or more parents or grandparents who were problem drinkers. At least 15-20% of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake by alcoholics is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

Illicit drugs all have some health-threatening qualities but some have more than others. Examples are lung damage from marijuana, central nervous system disorders for cocaine, heroin, and hallucinogens, and liver damage from inhalants. Dependence and addiction are constant threats to users. AIDS is widely spread among intravenous drug users. Regular abuse of these substances generally exposes users to criminal elements who may influence users to become involved in criminal activities in addition to their already illegal drug use.

### **Information on Alcohol and Drug Assistance:**

Employees can obtain additional information on alcohol and/or drug treatment from these off-campus resources which include, but are not limited to, the following:

Pastoral Counseling Center of Albany	1-229-446-1222
AL-ANON for Families of Alcoholics	1-800-344-2666
Crossroads Substance Abuse Programs	1-229-888-4021
Greenleaf Center	1-800-247-2747
Help-Line Georgia	1-800-338-6745

College officials are aware of the need for special attention in dealing with an alcohol problem and are willing to assist whenever possible. However, the disruptions often associated with alcohol use and abuse will not be tolerated in an educational community environment.

## **5.7 Employee Conduct and Work Rules:**

To ensure orderly operations and provide the best possible work environment, Andrew College expects faculty and staff members to follow rules of conduct that will protect the interests and safety of all in the College community.

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

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials such as explosive or firearms in the workplace
- Negligence, misconduct, failure to perform duties assigned, maintain work quality and/or productivity
- Falsification of institutional documents or records
- Tardiness, leaving work early or temporary unauthorized absence from work
- Absenteeism or misuse of sick leave
- Behavior which interferes with the work performance of other employees and/or disrupts teaching or other activities
- Excessive or disruptive visits of family, guests or pets in the workplace
- Failure to report an injury occurring on the premises of the College concerning an employee, student or guest

## **5.8 Employment Categories:**

This section will clarify the definitions of employment classifications so that members understand their employment status and benefit eligibility.

### **5.8.1 Staff - (Non-Faculty):**

Each staff - (non-faculty) member is designated as either NON-EXEMPT or EXEMPT from the Federal Fair Labor Standards Act and state wage and hour laws. NON-EXEMPT staff members are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT staff members are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each non-faculty staff member will belong to one other employment category:

- **Regular Full-Time:** staff members are regularly scheduled to work Andrew College's full-time schedule and work throughout the calendar year. Generally, they are eligible for Andrew College's benefit package, subject to the terms, conditions, and limitations of each benefit program
- **Full Time Staff on an Academic Calendar:** are regularly scheduled to work Andrew College's full-time schedule and do not work or have a reduced work schedule when the College's academic programs are not in session. The exact work schedule during the periods when the College's academic programs are not in session will be determined by the employee's supervisor. Generally, they are eligible for Andrew College's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Part-Time:** staff members are those:
  - who are regularly scheduled to work less than 35 hours per week, or
  - who work on a non-regular schedule and less than the full-time work schedule, or
  - who work a full-time schedule on an intermittent or temporary basis

While part-time staff do receive all legally mandated benefits (such as social security and workers' compensation insurance), they are ineligible for a number of Andrew College's other benefit programs.

- **Student:** employees, either hired by the College or working under the work-study program, receive all legally-mandated benefits (such as workers' compensation insurance); they are ineligible for all of Andrew College's other benefit programs. It is the policy of Andrew College to employ only students who meet the requirements of the Employment Eligibility Verification (I-9) form issued by The Department of Homeland Security's U.S. Citizenship and Immigration Services.

#### 5.8.2 **Faculty:**

Faculty members are employees of the College who are appointed to their positions on an annual or term basis. Special provisions related to faculty employment are contained in the Faculty Handbook. Tenure of faculty is discussed in the Faculty Handbook.

- **Full-Time Faculty:** are those persons having faculty status whose primary assignment is to teach a minimum of 15 credit hours each term for an academic year; or whose primary responsibility is to teach less than 15 credit hours each term but have significant additional administrative, recruiting or other instructional duties.
- **Part-Time Faculty:** is a classification utilized for reporting purposes only and not used for employment classification. Examples would be the Athletic Director or Chaplain who regularly teach one or two courses but



whose primary responsibility is other than instruction. These individuals would not have a faculty contract.

- **Adjunct Faculty:** are those persons receiving an appointment of faculty status not exceeding one term.

#### **5.9 Exit Interview:**

A two stage exit interview will be held with all staff/faculty members who terminate for any reason. The immediate supervisor/department head of the person leaving the College will conduct the initial stage which will include:

- Return of all College owned property (computers, keys, etc.) by the staff/faculty member
- Explain the need to meet with the Director of Human Resources for an explanation of benefits. The Termination of Employment form should be completed and signed by the Department Head. The completed form along with the resignation letter or any other correspondence should be taken to the Director of Human Resources. An explanation of benefit continuance and/or payroll procedures will be given to the departing employee by the Director of Human Resources, who will then complete the DOL Form 800. The completed DOL Form 800 will be given to the employee. In addition, a full time employee that has resigned will be asked questions about the reasons they left Andrew and items of concern about the College.

#### **5.10 Gifts and Gratuities:**

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee of the College neither solicit nor accept anything of value in return for influencing or exercising his/her discretion in a particular way on a College matter. Gifts valued at \$50.00 or more cannot be accepted by College employees, and should be returned immediately to the donor. If the value of the gift is undetermined it should be returned. This provision does not prohibit the acceptance of an item having a nominal value (under \$50) or ceremonial gifts received by Officers of the College in their official capacity. Ordinary business courtesies, such as payment for a lunch or dinner, are acceptable. Gifts which are promotional items without significant value, and which are distributed routinely by vendors to clients, are also acceptable except when in conflict with accepted practices or federal/state guidelines.

Gratuities or gifts of money to an employee cannot be accepted at any time and should be returned immediately to the donor.

#### **5.11 Outside Employment:**

A staff member, with the permission of their immediate supervisor, may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Andrew College. All staff members will be judged by the same performance standards and will be subject to Andrew College's scheduling demands, regardless of any existing outside work requirements. A faculty member must receive approval from the Dean of Academic Affairs before accepting simultaneous employment elsewhere. In all cases, the written approval by the employee's supervisor will be maintained in the employee's personnel file.

If Andrew College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Andrew College as they are

modified from time to time, the staff member may be asked to terminate the outside employment if he or she wishes to remain with Andrew College.

Outside employment will present a conflict of interest if it has an adverse impact on Andrew College. Outside employment may not be of a type that would reasonably give rise to criticism of the College, its mission or role; or would be in conflict with its roots and principals as a church-related institution.

Any employment situation which results in an individual (faculty or staff member) simultaneously being employed in more than one position at the College will be reviewed and approved by the President's Cabinet. Such a situation may result in part-time, full-time, or more than full-time employment for the individual in question. Situations, which result in more than full-time employment, will be carefully scrutinized for compliance with the Fair Labor Standards Act and will usually not be approved. All approvals by the cabinet will be in writing and a copy kept in the individual's personnel file.

## **5.12 Reference Checks:**

### **5.12.1 Pre-Employment:**

To ensure that individuals who join Andrew College are well qualified and have a strong potential to be productive and successful, it is the policy of Andrew College to check the employment and personal references of all applicants.

Certain positions at the College require more in depth background checks which may include credit check, criminal background check, and education verification. These checks may be conducted at the discretion of the hiring department head. Permission from the prospective employee will be obtained in writing in advance of the background checks. If any one candidate for a particular position is required to submit to a background investigation, then all candidates for that position must be required to undergo a background check. If a candidate is currently employed by the College and has previously undergone the appropriate background check, the requirement for a subsequent investigation may be waived. It is acceptable to narrow the candidate field to a few finalists before requiring background checks. The Director of Human Resources will arrange for all background checks once the Release Authorization form is received. Prospective employees who refuse to consent to background checks will not be offered employment at Andrew College. The Director of Human Resources will retain control of the information obtained from the background checks. Original documents will be retained in confidential personnel files for all individuals who are hired by the College. Background information obtained for those not hired will be destroyed after the hiring process is completed.

### **5.12.2 Post-Employment:**

Andrew College will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, compensation, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### **5.13 Relationships in the Workplace:**

The College's educational mission is promoted by professionalism in student-faculty-staff relationships and in supervisor-supervisee relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Taking note of the respect and trust accorded a faculty or staff member by a student and a supervisor by a supervisee, an employee of the College should recognize that they are presumed to make decisions regarding their relationships with students and supervisees which will not endanger this atmosphere of mutual trust and respect. Faculty and staff should be aware of the possibility that an apparent consensual relationship with a student or supervisee may be interpreted (either now or at a later date) as non-consensual and, therefore, sexual harassment.

The power differential inherent in faculty-student or staff-student and supervisor-supervisee relationships may compromise the student's or supervisee's ability to decide and thus call into question the bona fide consensual nature of the relationship. The potential exists for the student or supervisee to perceive a coercive element in suggestions regarding activities outside those appropriate to professional relationships. Moreover, faculty and staff, particularly in relationships with students and persons under their supervision, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They also need to be aware that a relationship may give rise to a perception on the part of others that the evaluative capacity of the faculty or staff member has been compromised.

It is a violation of this policy for a College employee to undertake an amorous relationship or permit one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship. Amorous relationships between faculty or staff members and students outside the instructional and supervisory context are strictly prohibited.

A complaint alleging violations of the policy regarding consensual relationships should be made to the President of the College or any President's Cabinet member. These relationships could result in the dismissal of the employee in a student-employee relationship or the dismissal of one or both employees in a supervisor-supervisee relationship.

### **5.14 Required Documents:**

It is the policy of Andrew College to employ individuals who are authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed and whom meet the requirements of the Employment Eligibility Verification (I-9) form issued by The Department of Homeland Security's U.S. Citizenship and Immigration Services.

In compliance with the Immigration Reform and Control Act of 1986, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of their hire date. Employees who fail to supply the required documentation within three days will be discharged. A College paycheck will not be issued until the verification has been completed. The I-9 Form is available in the Director of Human Resources' office.

In addition to the I-9 required documents, employees must supply their social security number, complete IRS form W-4, Georgia form G-4, Direct Deposit Authorization, Conflict of Interest, Personnel Information Update and sign an acknowledgement of Andrew College's Drug Free Workplace Policy and the Andrew College Policy Manual receipt form. Employees with higher education credentials are required to provide official transcripts of their higher education academic work to the Director of Human Resources' office before their employment start date. Faculty must provide an official copy to the Dean of Academic Affairs' office and a photocopy to the Director of Human Resources' Office. Any employee hired for a position calling for a certain license(s), must provide evidence of that license before their employment start date.

#### **5.15 Resignations:**

Resignation is a voluntary act initiated by the staff member to terminate employment with Andrew College. Andrew College requests at least two week's written notice of resignation from non-exempt staff members and four weeks' notice from exempt staff members.

Prior to an employee's departure, an exit interview will be scheduled with the Director of Human Resources to review the effect of the resignation on benefits and possible conversion options. The exit interview is considered a requirement of the staff member (See Section 5.9).

A decision not to renew a faculty contract may be made by either the College or by the faculty member. A faculty member should give written notification of intent to separate from the College to the Dean of Academic Affairs at least 60 days prior to the end of the current contract period. The faculty member may properly request a waiver of this requirement of notice in the case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement of other opportunity.

Prior to the faculty member's departure, separate exit interviews will be scheduled with the Dean of Academic Affairs, the faculty member's division coordinator and the Director of Human Resources. If the resigning faculty member is a division coordinator, the exit interview will take place with the Dean of Academic Affairs and Registrar.

#### **5.16 Grievance – Staff - (Non-Faculty):**

Staff grievances are usually based upon work-related issues. The staff member should talk with his/her supervisor to attempt to resolve the issue(s). If this is not successful, the following procedure will be initiated:

**5.16.1** A written statement outlining the specific grievance(s) and the attempts to resolve the issue(s) should be submitted to the Vice President for Finance. If the grievance is against the Vice President for Finance, the statement should be submitted to the Dean of Academic Affairs who will conduct the established process. The statement should contain the basis for the grievance in as much detail as possible.

**5.16.2** The Vice President for Finance will notify the President that a grievance has been filed. The Vice President for Finance will notify the person against whom the grievance has been filed, request all documentation that he/she may have related to the issue(s) in question, and re-affirm to that person that no administrative or retaliatory action is to be taken because of the filing of a grievance. If the issue under question is

related to life/safety, task assignments related to the grievance will be discontinued immediately until the grievance process is concluded.

**5.16.3** The Vice President for Finance will conduct initial interviews with the staff member filing the grievance and the person against whom the grievance is filed. If reconciliation of the dispute is not possible, the Vice President for Finance will request any additional documentation that the participants may wish to submit and a list of any witnesses from each participant. The Vice President for Finance will then submit all documentation and notes to the President.

**5.16.4** The President will appoint a Grievance Committee, chaired by the Academic Dean and consisting of not less than four full-time staff members, to hear the grievance. The documentation and notes will be provided to the committee.

**5.16.5** The Grievance Committee will convene to hear the grievance at a time and place communicated to the participants, in writing, at least 24 hours in advance. The committee may call witnesses.

**5.16.6** Upon the conclusion of the hearing(s) the Grievance Committee will issue a decision on the grievance, which may include recommendations.

**5.16.7** The decision may be appealed to the President, in writing, within 48 hours by either participant. The appeal should state the specific reason(s) for the appeal. The President's decision is final.

**5.17 Grievance – Faculty:**

Faculty grievances are usually based upon issues pertaining to co-workers, instruction methodology, and the academic program. The faculty member should talk with his/her division coordinator to attempt to resolve the issue(s). If the division coordinator is directly involved, the faculty member should talk with the Dean of Academic Affairs. If the Dean of Academic Affairs is directly involved, the faculty member should talk with the Vice President for Finance. If the aforementioned steps are taken and fail to resolve the issue(s), the following procedure will be initiated:

**5.17.1** A written statement outlining the specific grievance(s) and the attempts to resolve the issue(s) should be submitted to the Dean of Academic Affairs. If the grievance is against the Dean of Academic Affairs, the statement should be submitted to the Vice President for Finance who will conduct the established process. The statement should contain the basis for the grievance in as much detail as possible.

**5.17.2** The Dean of Academic Affairs will notify the President that a grievance has been filed. The Dean of Academic Affairs will notify the faculty member against whom the grievance has been filed, request all documentation that he/she may have related to the issue(s) in question, and reaffirm to that person that no administrative or retaliatory action is to be taken because of the filing of a grievance. If the issue under question is related to life/safety, task assignments related to the grievance will be discontinued immediately and until the grievance process is concluded.

**5.17.3** The Dean of Academic Affairs will conduct initial interviews with the faculty member filing the grievance and the person against whom the grievance is filed. If reconciliation of the dispute is not possible, the Dean of Academic Affairs will request any additional documentation that the participants may wish to submit and a list of any

witnesses from each participant. The Dean of Academic Affairs will then submit all documentation and notes to the President.

**5.17.4** The President will appoint a Grievance Committee, chaired by the Academic Dean and consisting of no less than three faculty members with no more than one from the same division and two full-time staff members, to hear the grievance. The documentation and notes will be provided to the committee.

**5.17.5** The Grievance Committee will convene to hear the grievance at a time and place communicated to the participants, in writing, at least 24 hours in advance. The committee may call witnesses.

**5.17.6** Upon the conclusion of the hearing(s) the Grievance Committee will issue a decision on the grievance, which may include recommendations.

**5.17.7** The decision may be appealed to the President, in writing, within 48 hours by either participant. The appeal should state the specific reason(s) for the appeal. The President's decision is final.

**5.18    Work Schedules:**

The normal administration and support office schedule is seven hours a day (8:30 am - Noon, 1:00 pm - 4:30 pm), Monday through Friday. Staffing needs and operational demands may necessitate variations in starting and ending times, staggered lunch periods, as well as variations in the total hours that may be scheduled each day and week. Special events such as the opening of school, convocation, homecoming, graduation, visitation, and orientation, may require that operations and tasks be continued into Saturday and/or Sunday.

**5.19    Employment Procedures:**

Andrew College desires to fill all vacancies with the best qualified persons Available and retain them through a process of evaluation. All non-tenured employees are employed at will.

Andrew College recruitment and selection procedures are intended to serve as a general guide. The procedures may be modified with the approval of the President.

Internal applicants are welcome to apply for open positions at the College, the best qualified candidate will be considered. Employees who apply for a vacant position in another department must inform their immediate supervisor upon notification of being selected for an interview. This early notification allows the supervisor to adequately prepare for the possible transition. While supervisors are expected to support career growth and change, they may negotiate the timing and condition for the employee's transfer. Upon reaching an agreement between the two departments, the hiring department will submit a completed *Employee Authorization Form* for approval to the President for final approval.

## **5.19.1 Full-time Positions:**

### **5.19.1.1 Recruitment:**

Recruitment for all positions (new or replacement) begins with approval from the President. A summary of the position, required qualifications, and duties and responsibilities is provided by the Cabinet Officer seeking to fill the position. Each Cabinet Officer should seek a diverse pool of applicants. All positions may be posted, and all postings will indicate the office to receive applications. All applications will be recorded and complete application packets will be submitted to the Selection Committee.

### **5.19.1.2 Selection:**

A Selection Committee and its Chair shall be appointed by the appropriate Cabinet Officer. The Selection Committee will review all applications and select finalist to be interviewed.

#### **1. Interview**

When a large applicant pool is being considered for interviews, initial screenings such as a telephone or videoconference interview is encouraged to reduce costs and number of personal interviews. When the top finalists are selected from these initial screenings, then in-person interviews may be scheduled. Travel reimbursement for interviews will be determined by the President in consultation with the Cabinet Officer. In order to assess applicants for positions, the interview process may include, but is not limited to a:

- Formal interview with the Selection Committee
- Mini-lecture or teaching demonstration
- Skills test or writing sample
- Private interview with the appropriate Cabinet Officer and/or President

#### **2. Offering the Position**

Prior to making an offer of the position, the Director of Human Resources will conduct a background check. An *Employment Authorization Form* will be used to recommend the finalist to the President. When approved, the offer of employment can be made.

#### **3. Closing the Process**

For non-faculty positions, the Director of Human Resources will provide a *Letter of Appointment* to the finalist after salary and start date have been confirmed. When signed by the finalists, the letter serves as acceptance of the position and initiates orientation of the new employee. All other applicants will be notified that the position has been filled.

For faculty positions a written contract that includes salary, start date, and position title will be provided to the selected candidate. The candidate will sign and return the offer letter to the Dean of Academic Affairs signifying acceptance of the offer and will request official transcripts be sent directly from all institutions of higher education to the Office of Academic Affairs. All other candidates will be notified that the position has been filled.

**5.19.2 Adjunct Faculty Selection:**

The Selection Committee should check the employment and personal references of finalist. Adjunct instructors hired to teach courses must possess the same educational credentials that are required for regular faculty in the respective teaching fields.

Applicants will be screened and selected by the Division Coordinator and the Dean of Academic Affairs. A writing sample and/or teaching demonstration may be required prior to hiring the adjunct faculty member. The topic for the writing sample will be assigned on site.

All required information, including the application materials, official transcripts must be submitted to the Office of Academic Affairs. The adjunct will sign an *Adjunct Contract* that will include the course number and name, salary, and basic job duties. The Dean of Academic Affairs will coordinate all employment eligibility and payroll paperwork with the Director of Human Resources's office.

**5.19.3 References and Employment Verifications:**

Information related to employees and former employees is confidential. All requests for information about present or former employees should be forwarded to the Director of Human Resources's office. Only the employee's or former employee's dates of employment and job title(s) should be provided. Any other information will be provided only with the former employee's authorization.



## **Section 6.0    Information Technology Policies**

### **6.1    Acceptable Use Policy:**

Andrew College makes available computer, telephone, and other communication resources to support the academic research, instructional, administrative, and student service activities of the institution. The resources are intended for the sole use of Andrew College faculty, staff, students and other authorized users. These resources include, but are not necessarily limited to, host computer systems, personal computers and workstations, telephone/communications networks, software, and computer files. These policies apply to all Andrew College faculty, staff, students, and other authorized users.

**6.1.1**    Personal identifiable information may not be downloaded from College servers to standalone desktop, laptop computers, flash drives or other portable storage devices. When such information is required for analysis or reporting it should be downloaded to a directory on the College server and deleted when no longer needed.

**6.1.2**    Use of Andrew College informational/communications system resources must be consistent with the College's conduct policies as well as state and federal laws.

**6.1.3**    Connection of personally owned computers/devices to an Andrew College system makes them subject to established usage policies.

**6.1.4**    In order to protect the integrity of its informational/communications systems Andrew College reserves the right to gain access to all information utilizing the system(s). Access to non-public information (i.e. email and voice mail) is limited to designated administrators and only within established guidelines.

**6.1.5**    Access/addresses/accounts/passwords granted to individuals are intended for the sole use of that individual, and are non-transferable.

**6.1.6**    The owner is responsible for all usage on their assigned access/address/account/password.

**6.1.7**    Andrew College expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic information systems; and encompassing any activities by a user found to be illegal, or any consequences thereof.

**6.1.8**    The right to use the Andrew College informational/communications systems can be revoked if misused or abused, even if unintentionally.

**6.1.9**    The following types of activities are examples of behavior that are unethical and unacceptable, and in some case may violate state or federal law:

- Violating copyright and/or software agreements
- Altering system software or hardware configurations
- Accessing another individuals' account, private files, voicemail, or email without permission of the owner
- Misrepresenting one's identity in electronic communication

- Violating rules or codes of conduct set by services (such as Galileo and Endeavor) subscribed to by the College
- Using College computing/communications systems to threaten or harass
- Using College computing/communications systems for commercial or profit-making purposes without written authorization from the College administration
- Failure to follow established policies, procedures, and protocol
- Accessing websites/information/material through the misrepresentation of age or other requested information

**6.1.10** Policies and regulations of the College, and state and federal law, are applicable to all resources. Alleged violations of laws, policies, procedures, or protocol will be processed as outlined under *Misuse of Andrew College Informational Communications Resources*.

## **6.2 Misuse of Andrew College Informational Communications Resources:**

Individuals who misuse Andrew College informational/communications systems by failure to comply with the Acceptable Use Policy are subject to loss of access to those resources as well as other disciplinary action, depending upon the nature of the breach of policy. In instances in which the alleged violations involve state/federal laws or institutional conduct policies such as sexual harassment or non-discrimination, the disciplinary procedure(s) outlined in the Andrew College Policy Manual or Student Handbook will have precedence. Actions regarding access to informational/communications resources will be based upon the determination of that process.

**6.2.1** Individuals who have allegedly violated established policies/procedures will be notified in writing of the alleged violation by the Vice President for Finance. A copy of the notification will be given to the Dean of Student Affairs if the individual is a student; the Dean of Academic Affairs if the individual is a faculty member; or to his/her supervisor if the individual is a staff member.

**6.2.2** A hearing will be held by the Technology Committee to hear evidence in support of the alleged violation. The individual accused of the violation will be given opportunity to dispute and/or explain the alleged violation.

**6.2.3** Following the hearing the Technology Committee will determine whether or not a violation took place and, if so, establish restrictions and/or the loss of access to informational/communications resources. The determination of the committee will be given to the individual in writing.

**6.2.4** The individual has the right to appeal if they feel that their hearing by the committee was not fair and impartial. The appeal should be in writing and made to the President of the College within 24 hours. The President will appoint an Appeals Committee of three faculty and two staff members to review the hearing process and procedure. The Appeals Committee will make a recommendation to the President whose decision is final.

### 6.3 **Administrative Access:**

In order to protect the integrity of its informational/communications systems Andrew College reserves the right to gain access to all information residing in the system(s). Data, information, and/or files which directly relate to system operation/performance (*System Information-Public*) may be accessed by systems personnel on a routine basis as a defined part of their job description. Access to data, information, and/or files related to the administration or operations of the institution (*Institutional Information-Public*) are limited to specific needs and departments as defined by Federal Right-To-Privacy regulations and job description. Data, information, and/or files which do not fall in either of the above two categories (*System Information-Public* or *Institutional Information-Public*) are considered to be restricted and is classified as *Non-Public Information*. Voicemail, email, and non-system files stored on the hard drive of a workstation are examples of *Non-Public Information*. Access to *Non-Public Information* is limited to designated personnel and only within the guidelines outlined below.

Access to *Institutional Information-Public* or *Non-Public Information* without proper authorization is a serious violation of College policy and will subject personnel to disciplinary action including possible dismissal.

Procedure for access to *Institutional Information-Public* or *Non-Public Information*:

**6.3.1** Authorization for access to data contained in files classified as *Institutional Information-Public* or *Non-Public Information* must be granted before the fact.

**6.3.2** Need for access to *Institutional Information-Public* or *Non-Public Information* must be communicated in writing by systems personnel to the Vice President for Finance. The request must be specific in regards to the information/files to be accessed, the expected time frame (beginning and ending) that access will be required, and the reason access is necessary. The Vice President for Finance may approve access to *Institutional Information-Public* based upon Federal Right-To-Privacy regulations and job description.

**6.3.3** For access to *Non-Public Information* the Vice President for Finance may:

- Obtain the written authorization of the author/recipient of the information, or
- Obtain written authorization from both the Dean of Academic Affairs and President of the College. Access to *Non-Public Information* without the written authorization of the author/recipient will be granted only under court-order; when there is evidence that the Andrew College informational/communications systems are being used for illegal purposes; or when the safety and/or well-being of individuals or the college community are involved

**6.3.4** Upon termination of the employer-employee relationship all *Non-Public Information* is reclassified as *Institutional Information-Public*. The Vice President for Finance may authorize the purging of all such information from the system(s). It is the responsibility of the employee to remove all his/her *Non-Public Information* from the Andrew College system(s) prior to termination of the employment relationship.

### 6.4 **Andrew College Website Policy & Procedures:**

**6.4.1 Purpose:**

The purpose of the Andrew College website is to promote and to provide information about the College's programs, services, and activities to students (both current and prospective), alumni, employees (both current and prospective), agencies, and other interested parties.

**6.4.2 Oversight Responsibility:**

**6.4.2.1 Office of Development:**

To assure that a consistent and desired image with high quality and informative content is presented, all website information is subject to review by the Office of Development before being placed on the website by the Webmaster and reserves the right to remove or refuse site uploads for any programs, HTML documents, graphics, audio, forms or data that do not comply with College policies and guidelines.

The Office of Development and the Vice President for Finance are responsible for assuring that a periodic review of the website is performed to maintain accuracy, currency, and compliance with the College's Website Policy & Procedures. The Webmaster provides technical support for the website.

**6.4.2.2 Technology Committee:**

The Andrew College website is to be reviewed twice a year by the Technology Committee. The committee will submit a twice a year "Website Review Report" to the Vice President for Advancement and Vice President for Finance. The report will contain:

- A listing of all non-routine changes made to the Andrew College website
- A confirmation by coordinators that a monthly review of each departmental web page has been performed
- Actions taken by the committee
- Recommendations of the committee made to the administration

Once a year during the Summer term, the Webmaster will review the website for obsolete incorrect or out of date information. These items will be sent to the appropriate cabinet officials. The cabinet officer will either supply corrected information or the data will be removed from the web.

**6.4.2.3 Departments:**

Each department is responsible for the creation and maintenance of the content of their web page and must identify a coordinator to work with the Webmaster on submittals. The coordinator will be responsible for developing, maintaining, reviewing, and updating the material the department publishes on the web. The coordinator will be the only person authorized to submit material for inclusion on the departmental

web page. In case of change in the coordinator, the department head should inform the Webmaster.

Web page coordinators must have their submittals approved by their department head, since all pages represent official statements of that department. The department head is ultimately responsible for the content of the information which is presented via the Web.

#### **6.4.3 Acceptable Use Policies:**

- Materials placed on the College's website represent the College and not individual departments or employees. Each Andrew College department is eligible for home pages on the College website.
- Each department is expected to provide materials that are consistent with College policies, federal and state law, and established procedures/formats, including the mission and image of the College. Infringement of copyright laws, obscene, harassing or threatening materials on websites can be in violation of local, state, national or international laws.
- The website cannot be used for purposes other than official College business.
- Student organization, faculty, and staff web pages with content related to the College are not considered official Andrew College web pages. Individual faculty, staff, and student organization advisors who publish web pages are responsible for the content, links, and images on such pages. Authors must insure that their web pages are consistent with the College's image and mission and comply with College policies and procedures and applicable laws. Disclaimers and copyright notices must be provided on the web pages. Disclaimer for personal staff or faculty pages: "This is a personal web page and is not endorsed or affiliated in any manner with Andrew College." Disclaimer for student organization pages: "This page is authored by a student organization of Andrew College. Andrew College does not guarantee or endorse the content."
- Copyrighted materials must be cleared for use. Trademarks are the property of their owners and must be used by permission.
- Links to other pages on the Andrew College website are encouraged. Avoid duplicating documents that appear elsewhere on the website by providing a link to them instead
- Links to external sites that have educational value or contain information of interest to the College community may be used if approved by the Office of Development. Linked sites must not contain content, requests for information, or data gathering technology that is in conflict with Andrew College website policies. If external links are used, the departmental coordinator for that page assumes the responsibility to monitor the linked site for changes which might make it inappropriate. The following message will be displayed when leaving the Andrew College website *"You have selected a website that is not controlled by Andrew College as to content and operation. Do you wish to continue?"*

- Do not include overly large graphic images on your web pages since some users are viewing documents using slow speed modems and downloading these images can take a great deal of time. When including video or voice files, include the file size (ie: 10KB or 2MB) next to the description, so the user has the option of knowing how long it will take to download the file. Graphics should be included in website materials only to the extent necessary to accomplish the purpose of the document
- The Andrew College logo, spire, mascot, or other official images cannot be modified
- Andrew College has adopted a singular format for web page structure. All departmental web page material must be compatible with the adopted layout. Consult the Webmaster for assistance
- Web pages must be reviewed on a regular basis to assure that they are current and comply with the policies and procedures of the department and the College. The Webmaster may remove pages if they are not current

Andrew College web pages cannot include:

- Copyrighted materials without permission
- Audio, pictures or videos of people without their written consent
- Commercial, for-profit activities or advertisements in any form
- Confidential information
- Images or data (or links to other pages) which are inconsistent with the College's mission or image as a church related institution

#### **6.4.4 Procedure & Guidelines for Submitting Materials:**

- The departmental coordinator will be responsible for developing, maintaining, reviewing, and updating the material the department publishes on the web. The coordinator will be the only person authorized to submit material (text, photos, forms, documents) for inclusion on the departmental web page. The Webmaster will review all web pages once a year for accuracy and timeliness
- All material must be spell checked and proofread prior to submittal to the Webmaster
- Text and documents should be submitted in Word or Excel. The Webmaster will convert them to a .PDF format acceptable for the web pages
- Photographs are to be submitted in .JPEG format as separate files and cannot be imbedded in submitted text. Imbedded photos pose problems during the conversion process
- Standard document structure is required for job opening postings, staffing and telephone directories. These are available from the Webmaster
- The departmental coordinator, after receiving approval from his/her supervisor (and Office of Development if appropriate for new and/or substantial changes), will submit web page content to the Webmaster for placement on the website. The Webmaster will provide templates, technical assistance, and design elements as needed. The coordinator will

be notified after the material is placed on the website. The coordinator will then perform a final check for appearance and accuracy

- No commercial or for-profit information will appear on any home page
- The Webmaster reserves the right to modify home page code at any time if security and/or performance is adversely affected

## **6.5 Access Management to Administrative and Student Information System:**

For those employees whose job assignments require access to software systems beyond basic email and internet, additional approval is required. Approval is granted through the Vice President for Finance. Justification of need, appropriate training in the software, demonstrated knowledge of FERPA regulations, and approval of supervisory personnel are key elements in granting access. Before granting access to administrative (Razor's Edge/Financial Edge) or student information (Empower) systems the Vice President for Finance must be provided:

- Notification that the employee has successfully completed an assigned training module on FERPA, as well as
- A written request from the employee's cabinet level supervisor which contains:
  - The employee's name, department, and title
  - Identification of the software which is needed to be accessed
  - Listing of modules and levels of access rights requested
  - Identification of person/entity providing training on software

Upon transfer, termination, or other changes in job assignment of the employee the cabinet level supervisor must immediately notify the Vice President for Finance of the change so that the appropriate action can be taken.

## **6.6 Termination/Changes of Access:**

Termination/Changes of access to portions or all of the electronic informational system of the College may be taken for the following reasons:

### **6.6.1 Change in Job Classification or Position:**

If an employee has a change in job classification or position that realigns his/her need for access to information or communications requirements, the responsible supervisor will notify the Vice President for Finance who will approve the change based upon applicable policies (ie FERPA, privacy, etc.) and then notify the Director of IT to make the changes.

### **6.6.2 Termination of Employment:**

All access to the informational system will be immediately revoked if an employee is terminated by the College. For security reasons termination of access may be taken prior to official notification of the employee of their termination. Supervisors will notify the Vice President for Finance of pending and actual employment terminations so that access changes can be made in a timely manner.

### **6.6.3 Failure to Comply with College Policies and Procedures:**

A failure to comply with College policies and procedures may result in a temporary or permanent change in access to the informational/communications.

## **Section 7.0    Advancement Policies**

### **7.1    Fundraising Policy:**

The Office of Development is responsible for the overall advancement of the College through fundraising, alumni relations, publications, and public relations.

Andrew College enjoys the public trust and the tax exempt status afforded by the Internal Revenue Service. Therefore, it is in the best interest of the College to ensure that the fundraising activities of its various constituencies maintain the public trust and comply with the guidelines set forth in the U.S. tax code.

Andrew College realizes that, from time to time, clubs/organizations, athletic teams, and other campus groups may hold fundraising activities to enhance their ability to serve the Andrew College community. In any fundraising effort there is to be no interference with the educational process and all funds raised must be used in a manner consistent with the mission of the college.

#### **7.1.1    Approval for On-Campus Fundraising Activities:**

All fundraising events by clubs, organizations or athletic teams held on campus and for the campus community must be approved by the Office of Student Affairs and placed on the campus calendar. Such activities include car washes, bake sales, service activities, etc.

#### **7.1.2    Approval for Off-Campus Fundraising Activities:**

Any club/organization, athletic team, or other campus group in the Andrew College community wishing to solicit funds from constituents outside the Andrew College community for sponsorships or special projects must seek approval from the Office of Development. A list of prospective donors, as well as a list of potential solicitors, must be provided to the Office of Development at least two weeks prior to the fundraising event. Letters will be sent to prospective donors asking for their support of the project and alerting them as to when they can expect a solicitation. No approval will be made to an organization or club, athletic team, or campus group without a list of prospective donors and potential sponsors. The Office of Development reserves the right to remove any name from the list of prospective donors where a conflict arises with the ongoing institutional development program of the College.

#### **7.1.3    Limit on Third Party Solicitation:**

It is in the best interest of Andrew College to control the content and presentation of the solicitation process. Therefore, all fundraising events must be coordinated and solicited by members of the Andrew community (faculty, students, administration, trustees and staff). No outside organization or individual may be retained to solicit funds for Andrew College, or use the name of Andrew College or one of its organizations or athletic teams to solicit funds. The only exception to this occurs in certain instances, such as a capital campaign, where the President may approve the use of an outside organization or individual to aid in the coordination and solicitation of donors.



#### **7.1.4 Solicitation of Funds for Scholarships:**

No club, organization or athletic team may solicit funds for scholarships. If a prospective scholarship donor is identified, the name should be brought to the attention of the Vice President for Advancement, who will coordinate the cultivation and solicitation effort.

### **7.2 College Publications:**

#### **7.2.1 Required Approval:**

In order to convey a uniform message in agreement with the College's mission statement, the Vice President for Advancement is appointed to approve all College publications, press releases, and advertisements prior to their dissemination.

#### **7.2.2 Use of Andrew College Logo/Trademark:**

Andrew College has four official logos. These logos should not be reproduced for promotional materials without formal permission from the College.

##### **7.2.2.1 Approved Colors & Font:**

In each instance the Andrew College logo is used, the official colors, *Blue PMS 295*, *Green PMS 357*, and *Gold PMS 1255*, should always be specified. The official font used in the Andrew College logo is *CG Times* (If this font is not available use Times New Roman). The only exceptions for not using the specified colors are printing publications in black and white or reverse printing. All designs must be approved by the Office of Development *before* printing.

##### **7.2.2.2 The Andrew College Logo:**



##### **7.2.2.3 The Andrew College Seal:**



**7.2.2.4 The Andrew College Spire:**



**7.2.2.5 The Andrew College Tiger Logo:**



**7.2.3 Compliance with SACS Guidelines:**

The Vice President for Advancement will assure that the guidelines established by the SACS publication “*Advertising, Student Recruitment and Representation of Accredited Status*” are followed in all College publications.

**7.3 Alumni Relations:**

All alumni relation activities will be coordinated through the Office of Development to ensure a consistent message.

**7.4 Public Relations:**

In the interest of long-term viability for Andrew College it is important to have a strong and unified public relations effort. The Office of Development is charged for enhancing the visibility of the College through media and church relations. All public relation activities will be coordinated through the Office of Development.

## Section 8.0 **Business Policies**

### 8.1 **Purchasing and Purchase Orders:**

The College operates on a purchase order system in order to safeguard institutional resources and control expenditures. All departments operate under a controlled budget. Purchases must be made or charged to the College by the purchase order system. Employees must follow established policies and procedures when purchasing goods and/or services for the College. Purchases made or orders charged to Andrew College without proper Purchase Order (P.O.) approval, are the responsibility of the individual, not of Andrew College.

**8.1.1** All purchases exceeding \$500 must be initiated on a purchase order form and the P.O. must be completed and approved in advance of any purchase transaction. Purchase order forms are available from the Business Office.

**8.1.2** Vendors must be approved by the Vice President for Finance or Controller prior to any purchase. A list of approved vendors can be accessed at F:\Shared Memo & Forms. Contact the Bursar or Controller for information on adding a vendor.

**8.1.3** A P.O. must be complete, including order date, date wanted, vendor, description, quantity and amount of purchase. The employee placing the order should sign the P.O., enter a complete account number (12 characters) and obtain the approval of the appropriate member of the President's Cabinet. If a P.O. is to serve as a check request, the words "CHECK REQUEST" must be written on the P.O.

**8.1.4** Upon approval of the department head, a copy of the P.O. must be sent to the Business Office. **It is not the responsibility of the Business Office to mail, fax or in any way make the purchase.**

**8.1.5** Upon receipt of the item(s) ordered, the originator should check to make sure that the shipment is satisfactory as to item(s) ordered, condition received and price charged. Invoices accompanying the shipment should be approved by a signature, reference the P.O. by date and number, and have the department head approve any changes. The invoice should then be sent to the Business Office for payment.

**8.1.6** Purchases for amounts less than \$500 may be submitted to the Business Office for payment by invoice, bill or check request voucher. Check Request Vouchers are available in the Business Office or can be accessed at F:\Shared Memo & Forms. Requested payment for amounts less than \$500 must have the originators signature, account number to be charged and cabinet member's approval.

### 8.2 **Accounts Payable Checks:**

All accounts payable checks are processed each week. Requests received in the Business Office by close of business each Friday, will be processed the following week. All checks for students, faculty and staff will be available for pickup in the Business Office.

Upon written request, faculty and staff checks may be distributed through campus mail. The check processing schedule, in the Business Office, may vary due to holidays or unforeseen circumstances, but every effort will be made to follow the designated schedule.

Andrew College's fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup> each year. For checks to be processed prior to year's end, purchases and expense reimbursements must be made prior to June 30<sup>th</sup>.

**8.3 Administrative Pay Corrections:**

Andrew College takes all reasonable steps to ensure that all employees receive the correct amount of pay in each payroll and are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the discrepancy should be brought to the attention of the Director of Human Resources so that corrections can be made as quickly as possible.

**8.4 Paydays:**

All employees are paid by Electronic Funds Transfer (EFT also known as Direct Deposit) semi-monthly on the 15<sup>th</sup> and last day of the month unless those dates fall on a holiday, bank holiday or weekend. Upon this occurrence, employees will be paid the business day before that date. Each payroll will include earnings for all work performed through the end of that payroll period (ex. June 15<sup>th</sup> payroll will include the days of June 1<sup>st</sup> – June 15<sup>th</sup>). Employees will receive a direct deposit payroll statement from the Business Office on the scheduled payday through on-campus mail. Compensation for teaching overloads or for adjunct pay may vary depending upon the term and the appointment. Please check with the Director of Human Resources for payment schedules on items such as these.

**8.5 Pay Advances:**

Andrew College does not provide pay advances or unscheduled pay disbursements to any employee.

**8.6 Timekeeping:**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require Andrew College to keep an accurate record of time worked in order to calculate staff member pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt staff members should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before

submitting it for payroll processing. Upon request, the Director of Human Resources can provide a schedule of timesheet due dates.

#### **8.7 Travel Expenses:**

Andrew College will reimburse faculty and staff members for reasonable business travel expenses incurred while on assignments away from the normal work location subject to the limitations set forth in this policy statement.

When approved, the actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Andrew College. Meal reimbursement is accomplished by using a per-diem rate published by the Vice President for Finance. Partial rates of per-diem will be paid for partial days of travel. The Vice President for Finance has a list of recommended high cost area per-diem rates. Reimbursement for business use of personal vehicles will be at a mileage rate published by the Vice President for Finance. The mileage rate for personal auto use includes gas costs. Tolls and parking are not covered by the mileage rate and will be separately reimbursed. If parking and toll expenses are under \$20 and a receipt is not available a cabinet member can approve the expense providing the date, location and amount. When traveling by personal auto on College business, the employee's auto insurance will provide first coverage for any claims that arise during the travel. The College's liability coverage will provide secondary coverage only. Employees who rent automobiles while on business travel should decline extra insurance coverage for the rented vehicle since the College's auto insurance covers the vehicle as if the College owns it. Any accidents or damages to a rental vehicle must be reported immediately to the Vice President for Finance.

Travelers should use standard accommodations for travel, hotels, and meals. The College does not have a contract travel agent. Travelers should book their own reservations either by calling the hotel or airline directly, using a travel agent of their choice, or via the internet. Airline and hotel reservations should be booked far enough in advance to take advantage of advance purchase discounts. The College does not reimburse for First or Business Class airline travel or luxury hotel accommodations. Faculty and staff members are expected to limit expenses to reasonable amounts and are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Cash advances to cover reasonable anticipated expenses may be made to faculty and staff members after travel has been approved. Written requests for advances should be made to the Business Office at least one week prior to the date travel advances are needed. When a travel advance has been made to an employee, a travel expense report must be submitted within two business days after the travel has been completed along with all receipts and the return of unused funds, if any. If the proper documents for cash advances are not received within two business days, the Business Office will notify the faculty or staff member that requested the advance and the cabinet officer responsible for that department. Advances that are not cleared by the close of the next business day will be reported to the Vice President for Finance. The Vice President for Finance may request immediate return of the advanced funds. No additional advances will be processed until prior advances are cleared. All travel advances must be approved by the appropriate cabinet official. Travel advances for cabinet officials must be approved by the President of Andrew College.

With prior approval, faculty and staff members on business travel may be accompanied by a family member or friend when the presence of a companion will not interfere with successful completion of business objectives. Generally, faculty and staff members are also permitted to combine personal travel with business travel. Additional expenses arising from such non-business travel and/or companions are the responsibility of the faculty or staff member.

When travel is completed, travel expense reports should be turned in to the Business Office within seven days (within two days when a cash advance has been issued). Reports should be accompanied by receipts for all individual expenses. Receipts for meals are not required if the purchase of the meal is below \$50. Travel reports should be approved by the faculty or staff member's supervisor before submittal to the Business Office. Travel Expense forms are available in the Business Office.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred, can be grounds for disciplinary action, up to and including termination of employment.

## **8.8 Budgets:**

### **8.8.1 Current Fund Budget Procedures:**

Andrew College operates under a budgetary system based on a fiscal year of July 1<sup>st</sup> to June 30<sup>th</sup>. It is the responsibility of the Vice President for Finance and Controller to insure that the process is completed properly and in a timely manner. Budget forms are provided to the President and the department heads, who are members of the President's Cabinet, in order to initiate the budget process. The Vice President for Finance and Controller in conjunction with the President and President's Cabinet, evaluate the department's expense request and the revenue projections, the goal being to produce a balanced budget. At the Spring meeting, the proposed budget is presented to the Board of Trustees for approval.

The Controller is responsible for managing and reporting on budget activity through-out the fiscal year. Weekly and monthly reports keep the President and President's Cabinet informed on budget activity. Revisions to the budget are preformed in September and January after student revenue numbers are evident as well as any other known variances. After each revision, a revised budget is presented to the Board of Trustees for approval.

The accounting software, currently used by the Business Office, is Blackbaud's "Financial Edge" (FE). FE has an option of linking an attribute to a general ledger account. All current fund revenue and expense accounts have a "Budget Manager" attribute. The name of the cabinet member that has responsibility for the account is listed as the "Budget Manager." Reports to cabinet members are filtered by the "Budget Manager" attribute and through an email function in FE's "Reports" can be sent in a choice of several formats to each department head. This feature insures that a department head reviews all budgeted accounts. The Dean of Academic Affairs and the Dean of Student

Affairs have “view only” rights to the General Ledger and can access activity at any time.

Cabinet members (other than those with “view only” rights) receive weekly “Budget Summary” reports and monthly “Budget Detail” reports. The President has “view only” access to all financial reporting and can view full year as well as year-to-date budgets and actual to date activity. A variance based on a full year budget as well as a variance based on a year-to-date budget is also available.

#### **8.8.2 Management of Current Fund Budget:**

- Once the budget is approved by the Board of Trustees, it should be “locked” in FE.
- After the budget is locked, department heads can move budgeted funds from one account to another account as Budget Manager, but cannot increase or decrease the overall budget.
- It is the responsibility of the cabinet member not to exceed the approved budget amounts in any department.
- The Controller is responsible for monitoring account budgets and notifying the department head when an account is out of budgeted funds.
- The Controller sends current year Budget Summary Reports to all cabinet members (except those with “view only” right) on a weekly schedule
- A Budget Detail Report is sent to each cabinet member on a monthly schedule.
- The Controller prints monthly “Income Statements” reporting activity to date and full year variances, and any necessary notes are added in order to bring any major variances to the attention of the Vice President for Finance. The Controller gives the report to the Vice President for Finance who also reviews and adds any additional note prior to presenting to the President.
- The Current Year Budget is re-evaluated two times during the fiscal year: First following the Fall registration in August and again following the Spring registration in January.
- Proposed changes to the budget are presented to the Board of Trustees at the Fall and Spring scheduled meetings.

#### **8.8.3 Timeline for Next Years Budget:**

In mid January the Controller prepares next year budget reports that are distributed to each cabinet member. These reports may include actual expenses for prior budget years as well as current year budget and year-to date actual expenses. Each cabinet member submits their next year budget request by completing appropriate fields on the reports and returning the report to the Controller or Vice President for Finance. Upon approval by the Vice President for Finance and President, the next year’s budget is presented to the Board of Trustees at the Spring Board meeting.

## **8.9 Financial Reporting and Annual Audits:**

It is the responsibility of the Vice President for Finance and Controller to insure that annual financial statements for Andrew College are created. These financial statements need to be compiled for presentation to members of the Andrew College Board of Trustees, cabinet officials, banks used by the College, accreditation bodies, government agencies and agencies donating funds to the College.

The fiscal year for Andrew College begins on July 1<sup>st</sup> of each year and ends the following June 30<sup>th</sup>. Financial statements created by Andrew College personnel are prepared in accordance with GAAP (Generally Accepted Accounting Principles) and dictated by FASB (Financial Accounting Standards Board). Currently three financial statements are prepared that are required by the FASB. Those statements are:

- Statement of Financial Position (Balance Sheet)
- Statement of Activities (Income Statement)
- Statement of Cash Flows

Normally, the current and previous fiscal years are displayed on the statements. In addition, notes to the financial statements are also prepared.

It is a requirement from the U.S. Department of Education that all institutions of higher education, that use federal funds, must supply annual financial statements that are audited by an independent accounting agency or firm. Andrew College uses an independent Certified Public Accounting firm to perform its annual audit. The Vice President for Finance and Controller solicit bids from accounting firms who are interested in performing the annual audit. They recommend a firm to the Audit Committee of the Andrew College Board of Trustees for approval.

In addition to the annual financial audit, Andrew College is required to submit an annual report to the federal government to show it is in compliance with the U.S. Office of Management and Budget (OMB) Circular A-133 entitled “Audits of States, Local Governments and Non-Profit Organizations.” The College chooses to let the same accounting firm perform both the A-133 compliance letter and annual financial audit. The financial audit and compliance reports, plus financial statement information, are prepared and distributed to the Vice President for Finance, Controller and the Audit Committee.

Any audit or compliance findings found for a particular fiscal year should be explained by the auditor in the audit report. An appropriate response should be prepared by the Vice President for Finance and displayed in the audit report. Any repeat findings from previous fiscal years should also be denoted in the audit or compliance report.

## **8.10 Student Accounts:**

### **8.10.1 General Statement of Student’s Financial Obligations:**

Full payment is due on or before registration unless prior arrangements have been made with FACTS. Information about payment plans available through FACTS is available upon request in the Business Office. A student who is delinquent in his or her financial obligation to any facet of the College



community including fines, charges for non-return of keys, library books or other College property, will not be allowed to register or enroll for the next term, graduate, or receive transcripts. Andrew College reserves the right to withdraw the registration of students who fail to promptly meet their financial obligations to the College. If a student's registration is withdrawn, the student cannot attend class, must vacate student housing, and will not be able to participate in the campus food service program. The College has the right to add interest and recovery costs to past due student accounts.

#### **8.10.2 Refunds:**

Upon registration of a student, the College commits to expenses of a continuing nature based upon the expectation that the student will remain enrolled for the entire term. Refund policies reflect the need to meet those expenses and to comply with guidelines for student financial aid policies. For students receiving Federal Title IV and/or state-based financial aid, federal guidelines determine how these funds are earned and refunded and are independent of the College's tuition and fee refund policy. Refer to the official refund policy as published in the current Andrew College Catalog.

#### **8.10.3 Vesting of Institutional Aid:**

Institutional financial aid (Andrew College Scholarships) does not vest with the student until the 15<sup>th</sup> day of enrollment. A student who withdraws before 15 days will have their institutional scholarship revoked. The revocation of an institutional scholarship may reduce the refund due to a student. On the 15<sup>th</sup> day of enrollment, the student is vested in 100% of the institutional aid and the full amount of the scholarship will be calculated in any subsequent refund if the student withdraws from the College.

#### **8.10.4 Past Due Accounts and Collections ~ (After the Student Departs):**

Students with unpaid balances on their student accounts cannot pre-register or register for additional academic sessions. Transcripts will be withheld until full payment is made and the payment has cleared the College's bank account.

### **8.11 Cash Management:**

#### **8.11.1 Cash Cycle:**

All payments received by the Business Office are forwarded on a daily basis to the Bursar. These payments may be in the form of cash, checks, or credit card receipts. However, most payments are in the form of checks. The Bursar maintains control of all payments received. All funds are locked in the Business Office safe nightly, and the Bursar completes deposit slips in a batch weekly, except if the month ends before the week ends. The Bursar stamps all checks "For Deposit Only" and completes deposit slips. The Bursar reviews the deposit slips and the accounts before delivering the deposit to the bank and returns deposit slips for receipting into the cash receipts database to the appropriate accounts. A receipt is printed and matched with supporting documentation; afterwards, the documents are given to the Controller for reconciling and

posting into the FE's General Ledger. A copy of the deposit slip with the bank receipt confirmation stamp is maintained and used in the monthly reconciliation process.

A separate receipt process is used with donations received in the Office of Development. All donations received by the Office of Development, the Bursar, or the President are maintained by the Bursar for batch processing (usually weekly). The Office of Development enters all donations into Raiser's Edge (RE). Afterwards, he/she delivers the donations and totals sheet to the Bursar. The Bursar makes copies of all donations, stamps all checks "For Deposit Only" and completes deposit slips. The Director of Human Resources enters them on a Cash Receipts spreadsheet on which he/she totals donations by fund (Current, Plant, Restricted, and Endowment) as well as category (Cash, Non-cash, Stocks, etc.). The Director of Human Resources runs a RE Batch Validation report to verify the accuracy of donors and amounts as well as totals by fund. If "Batch Validation" balances with the deposit, the Director of Human Resources runs a Post Report to post the funds in RE as well as run a Post Report to post entries in the revenue and control accounts in the FE's General Ledger. The Post Report is maintained in the DOHR files. Afterwards, a copy of the spreadsheet entries and totals by fund, by date, copies of checks, stock information, credit card receipts, the Batch Validation report, and the Post Report is used by the Bursar to attach to his/her receipt file as well as match totals of deposit slips. A bank confirmed stamped deposit slip is then used for receipting the deposit into the cash receipts database. Upon completion, he/she gives documents to the Controller for reconciling and posting. The documents are given back to the Bursar to be filed.

#### **8.11.2 Cash Receipts:**

All payments received by the Business Office are forwarded on a daily basis to the Bursar. These payments may be in the form of cash, check, or credit card receipt. However, most payments are in the form of check. The Bursar maintains control of all payments received. The Bursar totals amounts received, stamps all checks "For Deposit Only" weekly, except if the month ends before the week ends and completes deposit slips. The Bursar reviews the deposit slips before delivering the deposit to the bank. A copy of the deposit slip with the bank receipt confirmation stamp is maintained and used in the monthly reconciliation process.

The Controller posts all entries throughout the month to the appropriate accounts. For each posted item, a report is printed and matched with supporting documentation; afterwards they are filed in the cash receipts files.

A separate receipt process is used with donations received in the Office of Development. All donations received by the Office of Development, the Bursar, or the President are maintained by the Bursar for batch processing (usually

weekly). The Office of Development enters all donations into RE. Afterwards, the donations are delivered to the Bursar, but a copy is kept for their files. As donations are received, the Bursar completes and reviews the deposit slips and delivers the deposits to the bank. The Director of Human Resources enters them on a Cash Receipts spreadsheet on which she totals donations by fund (Operating, Plant, Endowment, and Restricted) as well as category (Cash, Non-cash, Stocks, etc.), afterwards a RE Pre-post (Batch Validation) report is processed in a trial mode to verify the accuracy of donors and amounts as well as totals by fund. If totals are accurate, a Post Report which posts the entries to the General Ledger in FE is completed. The Bursar takes a confirmed stamped deposit slip and supporting documents for entering into the cash receipts module of FE. The Controller will post amounts to the General Ledger in FE. The actual report is maintained in the Bursar's files which include a copy of the donations spreadsheet by date, supporting documentation, and Batch Validation and Post report.

#### **8.11.3 Line of Credit:**

The College has established an annual \$1.5 million line of credit. This line of credit is re-affirmed annually by the Andrew College Board of Trustees. The Vice President for Finance and Controller work with the Finance Committee of the Board of Trustees to designate the appropriate bank to use. Typically, it would be a bank with a branch within the town of Cuthbert. It is currently Regions Bank.

It is the responsibility of the Vice President for Finance and Controller to adequately monitor the line of credit balance to insure that the College stays within the maximum line of credit amount (\$1.5 million).

#### **8.11.4 Credit Card Payments:**

##### **Credit Card Acceptance and Processing:**

In the course of doing business at Andrew College it may be necessary for a department or other unit to accept credit cards for payment. Any department accepting credit cards on behalf of the College must designate an individual within the department who will have primary authority and responsibility within that department for credit card transactions. The Vice President for Finance must approve appointment and the department's procedure in handling credit card processing.

##### **Credit Card Data Security Policy:**

This policy addresses Payment Card Industry (PCI) Data Security Standards (DSS) that are contractually imposed by the major credit card brands on merchants that accept these cards as forms of payment. The policy covers the following specific areas contained in the PCI standards related to cardholder data: collecting, processing, transmitting, storing and disposing of cardholder data.

Procedures must be documented by the department and approved by the Vice President for Finance and available for periodic review. Departments must

have in place the following components in their procedures and ensure that these components are maintained on an ongoing basis:

1. Cardholder data collected are restricted only to those users who need the data to perform their jobs.
2. Cardholder data, whether collected on paper or electronically, are protected against unauthorized access.
3. All equipment used to collect data is secured against unauthorized use in accordance with the PCI DSS.
4. Physical security controls are in place to prevent unauthorized individuals from gaining access to the buildings, rooms, or cabinets that store the equipment, documents or electronic files containing cardholder data.
5. The Department of Computer Services is responsible for PCI compliance for any electronic payment gateway and any centrally administered servers that process, store or transmit cardholder data. Individual departments are held responsible for PCI compliance for all departmental procedures, applications and point of sale devices that process, store or transmit cardholder data. All controls, including firewalls and encryption, should be documented and verified.
6. Email should not be used to transmit credit card or personal payment information, nor should it be accepted as a method to supply such information.
7. If a fax machine is used to transmit credit card information to an authorized department, that machine should be a standalone machine with appropriate physical security. Disposal of credit card information provided via fax should follow #10 below.
8. No database, electronic file, or other electronic repository of information will store credit or debit card numbers, the full contents of any track from the magnetic stripe, or the card-validation code.
9. Portable electronic media devices should not be used to store cardholder data. These devices include, but are not limited to, the following: laptops, compact disks, floppy disks, USB flash drives, personal digital assistants and portable external hard drives.
10. Cardholder paper data including full contents of account number and expiration date should be retained only until confirmation of transaction is complete. The maximum period of time the data may be retained is 90 days. Paper documents must be shredded prior to disposal.

#### **Responding to a Security Breach:**

In the event of a breach or suspected breach of security, the department must immediately execute each of the relevant steps:

1. Document every action you take from the point of suspected breach forward, preserving any logs or electronic evidence available
2. Disconnect the computer/device(s) from the network
3. Do not turn the computer device off or reboot
4. Notify the cabinet member of the department experiencing the breach. The cabinet member should notify the Vice President for Finance and provide the details of the breach. The Vice President for Finance will

instruct the Director of IT if the breach involves electronic devices

If warranted, the Vice President for Finance will alert the merchant bank, the payment card association, the internal auditors, the College President and the College Counsel.

## **8.12 Endowment Policies:**

### **8.12.1 Definitions:**

**True Endowment:** Funds given to the College with donor-imposed restriction that the funds are not to be expended but are to be invested for the purpose of producing income. The minimum gift amount to endow a scholarship is \$100,000.

**Quasi Endowment:** Funds that the Board of Trustees has designated are not to be expended but are to be invested for the long term for the purpose of producing income. Quasi endowment will be approved by Board of Trustees resolution and be specific as to amount and source of funds.

**Total Return:** The sum of capital appreciation (or loss) and current income achieved in the form of interest or dividends.

**Real Return:** The total return less the rate of inflation.

**Portfolio:** A diversified mix of investment assets. In this case, the portfolio is the entire endowment fund.

**Asset Class:** A broad category of investment assets. For our purposes the asset classes are equities, fixed-income, and cash.

**Asset:** An individual investment vehicle: stocks, bonds, or shares in a mutual fund.

**Unit Value:** The value of a unit in a co-mingled fund. The value is based on the market value of the underlying assets that compose the fund and is calculated by dividing the total number of units by the market value to the fund.

### **8.12.2 Objectives:**

The primary long-term financial objective for the endowment is to preserve the real (inflation-adjusted) purchasing power of endowment assets and income after accounting for endowment spending, inflation, and costs of portfolio management. Performance of the overall endowment against this objective is measured over rolling periods of at least five years.

The endowment shall be managed to optimize the long run total rate of return on invested assets, assuming a prudent level of risk. The goal for this rate of return is one that funds the College's existing spending policy and allows

sufficient reinvestment to grow the endowment principal at a rate that exceeds inflation (as measured by the Consumer Price Index).

Over the short term, the return for each element of the endowment portfolio should match or exceed each of the returns for the broader capital markets in which assets are invested.

#### **8.12.3 Investment Policies:**

In general, the endowment shall not sell securities short, buy securities on margin, buy or sell uncovered options, commodities, or currencies. In addition the endowment shall not invest in unregistered or restricted stock, warrants, or securities which do not have ready markets for resale. Funds of the True Endowment shall not be pledged or used for collateral. Quasi Endowment funds may be used as collateral only if approved by the Board of Trustees. In all other ways, the True and Quasi Endowment funds shall be similarly managed.

Except for those funds where the assets cannot be co-mingled, endowment funds shall be invested in a co-mingled (unitized) pool, based upon the number of shares owned, and will share proportionately in the investment results of the consolidated investment pool. Each new gift will be held in a separate short-term investment account until fiscal year end. At fiscal year end, gifts received for endowment during the year plus interest accrued in the short-term investment account shall be transferred to the fund for investment purposes and receive units in the fund. The unit value shall be determined annually and income determined under the College's spending policy shall be calculated on a unit basis for distribution purposes.

The endowment fund will be managed primarily by external investment managers. The managers have discretion, within the guidelines set forth in the Investment Policy to manage the assets in each portfolio to achieve the investment objectives. The Investment Committee of the Andrew College Board of Trustees will set the investment guidelines for the Endowment.

It is recognized that, over the long term, actively managed funds fail to consistently outperform indices associated with the particular asset class in which the actively managed fund is invested (for example, the S&P 500 as an index for large U.S. stocks). For this reason, the endowment will be biased toward index funds where efficient markets prevail. The endowment will be broadly diversified. With the exception of obligations, or securities guaranteed by the U.S. government, no purchase shall be made that will cause more than ten percent of the fund's assets to be invested in securities of any one company or issuer.

It is recognized that the endowment is a long-term investment. Risk and volatility inherent in investment are understood to be ameliorated by a long time horizon. The endowment will be managed with this long-term perspective. Expectations of risk and return will be based on the long-term averages (30 years or longer) for the markets in which the endowment invests. Selection of

managers and allocation of assets will be accomplished in a circumspect manner and not in reaction to short term changes in the market.

Income generated by the endowment in the form of interest, dividends, or distributed capital gains will be immediately reinvested. In the absence of an automatic reinvestment arrangement for a particular fund or security, the Vice President for Finance will determine the destination for investment cash flow, so as to closely match the targeted asset allocation.

#### **8.12.4 Responsibilities and Investment Management:**

The Investment Committee of the Board of Trustees shall be responsible for the investment of the College's endowment funds. Action taken by the committee shall be reviewed and approved periodically by the Board of Trustees. The committee has the following authority and responsibilities to act on behalf of the Board of Trustees in connection with the investment of these funds:

- Establishment, oversight and review of investment policies and objectives. This annual review will take place in March of each year, so that actions that impact the College's fiscal operating year can be implemented before the end of June
- Allocation of funds among equity, fixed-income, and cash
- Annual review of each investment manager with regard to performance results, investment activity, and adherence to policy
- Approval of the hiring and termination of relationships with outside investment managers
- Recommend changes in the endowment spending policy to the Board of Trustees
- Present an annual report to the Board of Trustees on the composition and performance of the endowment
- The Vice President for Finance will act as custodian for the endowment funds or appoint a third party to act as a consultant and custodian. As part of this custodial function the Vice President for Finance will:
  - Make individual investment decisions, allocate investment cash flow to the appropriate investment vehicles, and otherwise manage the outside investment managers in accordance with this policy
  - Maintain records pertaining to the endowment and prepare annual performance reports
  - Draw funds or spend monies as required by donor requests

Investment managers will be hired in writing and their services specified in that written agreement. Investment managers will adhere to the policies contained in this document. Investment managers will vote proxies on the endowment securities, unless otherwise instructed by the Vice President for Finance. Additionally, the Vice President for Finance should be informed of any change in firm ownership or fundamental investment philosophy.

#### **8.12.5 Spending Policy:**

The current spending policy shall be a maximum of five percent of a three-year moving market value average (calculated as of the last day of December for the prior three years) of invested assets. Such a policy will allow for a greater predictability of spendable income for budgeting purposes and for gradual steady growth for the support of operations by the endowment. In addition, this policy will minimize the probability of invading the principal over the long term. Spending may be taken from current income or if current income is less than planned spending, from principal. Spending in a given year will reduce the unit value of each endowment element by five percent. In no case will funds designated as True Endowment be reduced below their initial unit value without the approval of the Board of Trustees. In the case of short-term declines in the market value of the endowment pool of funds, the overall spending rate may be calculated below five percent in order to maintain the original unit value of certain elements of the True Endowment. Growth of the unit values over time should allow for spending of principal, without drawing from the original corpus of a particular gift. The five percent spending rate will apply to Quasi Endowment without regard to initial unit value. Gifts held in the short term investment account awaiting integration into the unitized endowment pool will not be considered for spending policy purposes.

The Investment Committee will review spending policy and make a recommendation to the Board of Trustees. Results of operations, capital budgeting requirements and the overall financial health of the College should be factors in this consideration. Short-term swings in the market value of invested assets should not be a factor.

The timeline for spending policy decisions and calculations are as follows:

- Endowment balances as of December 31<sup>st</sup> for Years 1-3 are used to calculate the three year average for the spending policy in the fiscal year ending June 30<sup>th</sup> of Year 3
- At the April, Year 3 meeting the Board of Trustees, based on the Investment Committee recommendation, will set the spending policy rate for the year ending June 30<sup>th</sup> of Year 4

#### **8.12.6 Asset Allocation:**

The endowment will be divided into three broad asset classes: equity fund, fixed-income fund, and cash or near-cash fund. The purpose of dividing the endowment fund in this way is to ensure that the optimal long-term return is achieved given the College's risk preference. The endowment will be diversified both by asset class (equity, fixed income, and cash) and within asset class (large capitalization stocks, small capitalization stocks, treasury bonds, corporate bonds, etc). The purpose of diversification is to provide reasonable assurance that no single security or class of securities will have a disproportionate impact on the total endowment and to reduce the overall risk and volatility of the entire portfolio.



The Investment Committee will annually review, confirm or change the allocations among the asset classes. The Vice President for Finance with advice from investment managers and consultants has discretion to make decisions regarding investments within each asset class, so long as the guidelines specified in this policy are followed. Rebalancing the allocations will take place annually. Unusual growth or declines in a particular market segment will necessarily alter the initial allocation. The Investment Committee may elect to direct the selling of one asset to purchase another in order to rebalance the portfolio, it may alter the target allocations to reflect the current market values of the assets, or it may do a combination of rebalancing and reallocation. Rebalancing of the portfolio may be conducted over a period of time, so as to minimize the risk of a large movement of funds in or out of a particular market. The Vice President for Finance is responsible for providing data related to current and past market performance and expected returns.

#### **8.12.7 Equity Investments:**

The purpose of equity investments is to provide appreciation of principal that significantly exceeds inflation and some current income, recognizing that this requires the assumption of greater market variability and risk. Equity investments will primarily consist of U.S. common stocks, but may also include funds (or ADRs) of non-U.S. stocks and venture or private placements. The investment objective for the total equity fund will be to match or exceed the Russell 3000 stock index. The preferred investment vehicle for equity investments will be indexed mutual funds, especially for larger and mid-capitalization U.S. stocks. Individual investments or sub-funds within the equity fund will be compared against the appropriate index for that particular asset type (Large Cap U.S. Stocks: S&P 500, Small Cap U.S. Stocks: Russell 2000, etc).

#### **8.12.8 Fixed Income Investments:**

The purpose of fixed income investments is to provide a highly predictable and dependable source of current income and reduce the volatility of the total portfolio market value. Fixed income investments will primarily consist of U.S. government obligations, but may also include corporate bonds; non-U.S. fixed income investments, and preferred stocks. The investment objective for the total fixed income fund will be to match or exceed the Lehman Intermediate Government/Corporate Bond Index. The preferred investment vehicle for fixed income investments will be indexed mutual funds, especially for U.S. Treasury securities or A-rated (S&P rating) or higher corporate bonds. Individual investments or sub-funds within the fixed income fund will be compared against the appropriate index for that particular asset type.

#### **8.12.9 Cash and “Near Cash” Investments:**

The purpose of cash investments is to provide liquidity for asset rebalancing, provide a short term investment vehicle for gifts awaiting integration into the utilized pool, and to provide liquidity for endowment spending. Cash investments will generally consist of commercial money market instruments, but may also consist of short-term certificates of deposit and short term U.S. Treasury

securities. The investment objective for the cash fund will be to match or exceed the Salomon Smith Barney three month Treasury Bill Index.

**8.12.10 Monitoring of Results:**

The total endowment will be monitored on a continual basis for consistency of investment philosophy, return relative to objectives, and asset allocation with respect to target percentages.

Investment managers will report the following information on a monthly basis: total return net of fees, additions and withdrawals from the account, current holdings at cost and market value, and purchases and sales for the month. Annually, the Vice President for Finance will present a comprehensive review of the endowment.

**8.13 MBS Book Vouchers:**

A student can receive a bookstore voucher if he/she has a credit balance on their student account. This is determined after the Financial Aid Office has entered the aid on each student's account. The voucher will be in the amount of their credit; unless they have a large balance. If that is the case they will receive a \$500 maximum voucher. If they use all the \$500 and still have a credit balance, another voucher can be prepared.

If a student would like to put money on the student's account in exchange for a voucher they can do so. The Business Office can collect the money for this, and the information for the voucher will be sent to MBS Direct.

After Andrew College receives the invoices from MBS Direct, the charges will be put on each student's account. The charge for the vouchers and all other charges and credits will be added on the student's account. If it results in the student having a credit, refund checks will be issued.

**8.14 Fixed Assets and Real Estate:**

1. All fixed assets (plant, property, equipment, and grounds) with a value in excess of \$5,000 and a useful life of at least three years will be held in the plant fund. All capital improvements in excess of \$5,000 in value and with a useful life of at least three years will be capitalized and accounted for in the Plant Fund. For the purposes of this policy, the value of individual items will be used to determine fixed asset status. Items purchased together will not be considered a single item, unless it is logical or practical to consider the group as a single fixed asset.
2. The asset and liability value of capital leases will be held in the plant fund. Typically, current operating funds will pay the lease payments and the resulting changes in liability value will be reflected in the plant fund. The purchase value of a capital lease item will be recorded in the plant fund and depreciated based on the date the item is physically in the College's possession. A lease is only considered a capital lease if the residual value is significantly less than the fair market value of the item at the end of the lease. One-dollar buyout leases will always be considered capital leases providing they exceed asset value of \$5,000.

Leases with fair market buyout or residuals will be treated as rentals and will not be capitalized.

3. All real estate donated to, or purchased by the College will be treated as plant property if it is donated or purchased strictly for its investment value. In general, Plant Fund real estate will be property used in an ongoing basis to support the College programs. All investment real estate will be sold as soon as practical. Real estate will only be held as an endowment asset when it is in the College's financial interest to do so or when restrictions made by the donor require the property to be held for a long term
4. In most cases, routine maintenance and repair costs for plant fund assets will be expensed in the Current Fund. Major repair costs, approved by the Board of Trustees may be funded by donation revenue to the Plant or Restricted Funds. Rental income from Plant Fund assets will be accounted for as Current Fund revenue and will offset maintenance and repair expenses
5. Fixed assets will be depreciated according to the following guidelines:
  - Real estate (land) will not be depreciated
  - Buildings – 30 years
  - Equipment – 5 years
  - Vehicles – 5 years
  - Grounds – 10 years
  - Improvements – based on the estimated useful life

These guidelines may be modified at the discretion of the Vice President for Finance.

All depreciation will be straight line. Items acquired in the first half of the fiscal year will be depreciated for a full year. Items acquired after December 31<sup>st</sup> will not be depreciated for the year of acquisition.

#### **8.15 Risk Management:**

It is the responsibility of the Vice President for Finance to insure that the College is covered by adequate liability insurance. The College will contract with an insurance organization to meet its liability needs. Currently, EIIA (Educational & Institutional Insurance Administrators, Inc.) is that organization. EIIA specializes in covering private institutions of higher education, especially those affiliated with the United Methodist Church.

The areas covered by EIIA are:

- Workers Compensation
- General Liability
- Sexual Misconduct Liability
- Auto Liability and Auto Physical Damage
- Property Claims
- Boiler and Machinery
- Environmental/Pollution
- Employee/Dishonest/Crime
- IT Network/Privacy Liability

- Non-Owned Aircraft Liability
- Special Events Liability
- Directors & Officers/Educators Legal Liability
- Foreign Liability
- Catastrophic Business Interruption
- Underground Storage Tanks
- Crisis Response and Media Assistance

EIIA has policies with various insurance carriers for each of the above areas. They continuously review the prices paid to those carriers and look for the best possible policy given by them.

The Vice President for Finance reviews the annual fee paid to the insurance organization. He/she also reviews changes to the various policies and keeps apprised with noteworthy local, national and world events and the effects on the College's well being. In addition, the Vice President for Finance and Controller are responsible for annually maintaining the College's list of buildings and valuable equipment kept by EIIA. This list includes any artistic or musical properties that have a material value.

Any coordination between the College's legal counsel and EIIA is coordinated through the Vice President for Finance. If the College is being sued or is informed it could be sued, it is imperative for the Vice President for Finance to work with legal counsel and EIIA to insure that the College remains covered by its liability insurance.

EIIA also covers Andrew College for injury to students. The Athletic Trainer reviews all claims and works with EIIA to properly handle those instances. If it appears that the College could be liable for a student injury, the Athletic Trainer should inform the Vice President for Finance of this possibility.

## **Section 9.0    Academic Policies**

### **9.1    Academic Advising:**

Degree seeking students are assigned a faculty advisor. The faculty advisor assists the students in all matters relating to their academic progress. The students must always consult their advisors before making course changes, and the advisor must sign all course change forms.

Students are encouraged to declare a program of study upon enrolling at the College. By the end of their first semester, all degree seeking students are required to declare a program of study through their advisors, who will forward that information to the registrar's office. This will assist the registrar in assigning each student a faculty advisor with experience in the chosen area of study.

Academic advising is a critically important part of the faculty's responsibility. Each full-time faculty member is expected to serve as an academic advisor to students. So far as possible, the registrar will assign an equal number of students to each faculty advisor and will, whenever possible, assign advisees according to their declared plan of study.

The College expects that a close working relationship will develop between the advisor and advisee in order to facilitate wise academic decisions, to further the student's academic development, and to give the student a sense of belonging. The faculty advisor assists the students in all matters relating to their academic progress. The advisor must sign all course change forms. Confidential student information is available to advisors through the Empower campus management system.

More information on the faculty responsibility of academic advising may be found in the Advisor's Handbook.

### **9.2    Academic Assistance:**

Andrew College provides academic assistance to students needing help with their course work. Students may be assigned to a required class by the Enrollment Management Committee, Dean of Academic Affairs, academic advisor, or by his/her own request. Additionally, professional and peer tutoring is available to all students and the hours are distributed each semester. In addition, students who are eligible for Title IV Student Support Services Program have the opportunity to receive supplemental instruction and peer tutoring in selected courses.

### **9.3    Academic Discipline:**

The responsibility for academic discipline resides with the faculty. The authority to act administratively is vested with the Dean of Academic Affairs. Disciplinary action may be taken when it is confirmed that a student has violated established academic policy of the College. Violations include, but are not limited to those listed in the academic irregularity section of the Andrew College Catalog, class attendance policies and/or academic contracts. Violations involving class work or behavior will be handled administratively by the faculty member. Sanctions at this level are limited to classroom participation and/or class grades. A hearing before the Dean of Academic Affairs will be conducted when the violation is serious enough for the sanctions to extend beyond the

classroom. The decision of this hearing may be appealed to the Academic Appeals Committee.

#### **9.4 Academic Ethics:**

Andrew College endorses the statement on Professional Ethics as set forth in the AAUP Policy and Documents Report (2004). The College confidently expects all faculty members will scrupulously adhere to these standards.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their

responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### 9.5 **Academic Irregularity:**

1. Without authorization from the instructor no student shall receive or give assistance in the preparation of an essay, laboratory report, examination, or other assignment.
2. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to tests, laboratory and P.E. equipment, roll books, and library materials and equipment.
3. Without authorization from the instructor, no student shall sell, give, lend or otherwise furnish to any unauthorized person, material that can be shown to contain the questions or answers to any examination scheduled to be given at any date, in any course of study offered by the college.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar required work must be the work of the student submitting them. When direct quotations or the ideas of another are incorporated in a paper, they must be appropriately marked and documented.

The penalties for infractions against the Honor Code are as follows:

1. Academic Irregularity
  - First offense: Failing grade (zero) for the assignment or test in question and written report of the offense to the Dean of Academic Affairs.
  - Second offense: Administrative withdrawal from the course with a grade of WF and written report of the offense to the Dean of Academic Affairs.
  - Subsequent offenses: Suspension for the remainder of the semester, suspension for a full semester, or exclusion from Andrew College, as determined by the Dean of Academic Affairs.
2. Attendance
  - Excessive absences or tardies, as defined by the professor in accordance with the Andrew College Attendance Policy, will result in administrative withdrawal from the course with a grade of WF.

The faculty member will report any academic irregularity violation in writing to the Dean of Academic Affairs. Penalties for academic irregularity are outlined in the Andrew College Honor Code and administered by the Dean of Academic Affairs.

### 9.6 **Andrew College Honor Code:**

In accordance with its Mission and Philosophy, Andrew College requires that all members of the College community exhibit personal integrity and responsibility. Further, Andrew College holds that conscious attention to personal and academic honesty is vital for a student's capacity for academic success and for intellectual, social, and spiritual development.

Andrew College, therefore, adopts the following Honor Code:

1. Students will conduct themselves with the highest level of academic integrity and honesty and will also accept the responsibility of encouraging and assisting their fellow students in upholding the Honor Code of Andrew College
2. Students will read, understand, and abide by the Andrew College statement on Academic Irregularity as stated in the Andrew College Catalog
3. Students will abide by the Class Attendance Policy at Andrew College through regular and punctual attendance in all of classes
4. Students will acknowledge and respect both the authority of professors pertaining to all academic and management matters regarding their courses and the rights of their fellow classmates concerning their own academic pursuits, and will act respectfully toward their professors and classmates at all times
5. Students will be subject to penalties for infractions against the Andrew College Honor Code

All Andrew College students will be required to read the Honor Code and sign the Honor Pledge during the first week of classes of their first semester at Andrew College. In most cases, this will take place in the Freshman Experience course, during which the Honor Code and Honor Pledge will be discussed. In the event that a student is not enrolled in Freshman Experience, the Academic Affairs Office will make arrangements for the student to read the Honor Code and sign the Honor Pledge during the first week of the semester. However, students who do not sign the Honor Pledge are not exempt from adhering to the Andrew College Honor Code. The signed Honor Pledges will be kept in the students' files in the Academic Affairs Office.

**1. Uncivil Classroom Behavior:**

- First offense: In the event that the offense cannot be resolved with a verbal reprimand, the professor will ask the student to leave the class. The student will receive an absence for that class session, and the professor will report the incident, in writing, to the Dean of Academic Affairs
- Second offense: The professor will immediately ask the student to leave the class. The student will receive an absence for that class session, and the professor will report the incident, in writing, to the Dean of Academic Affairs. The student will be allowed to return to the class only with permission of the Dean of Academic Affairs. The Dean of Academic Affairs will determine whether the student may return to class immediately, at the next class meeting, or after an appropriate suspension
- Subsequent offenses: The professor will immediately ask the student to leave the class. The student will receive an absence for that class session, and the professor will report the incident, in writing, to the Dean of Academic Affairs. This infraction will result in a suspension for a few days, the remainder of the semester, a full semester, or in exclusion from Andrew College, as determined by the Dean of Academic Affairs



## **9.7 Athletic Travel Policy:**

**9.7.1** Only team members whose names appear on the NJCAA eligibility form submitted by the Athletic Director are permitted to travel with the team.

**9.7.2** Two student managers, designated by the coach of the team and with the approval of the Athletic Director, may travel with the team with all the privileges accorded to a team member, providing the student managers have at least a 2.0 cumulative GPA.

**9.7.3** Only students described in the above two categories will have expenses paid by the College.

## **9.8 Class Attendance Policy:**

Andrew College believes that class attendance is a necessary part of the learning experience. The classroom enriches the learning experience through the collective interaction of peers and professor. Therefore, the policy of the College is that students must attend all their classes. There are neither “free cuts” nor excused absences.

The responsibility of handling absences rests entirely with the faculty member. All instructors will, at the beginning of each semester, make a clear statement to each of their classes regarding their policies in handling absences. The statement should be included in the course syllabus. Instructors are expected to maintain records of class attendance. On the first day of class, instructors begin recording absences for all students, including students who register late.

The College recognizes that students may be compelled to miss a class due to illness, death in the immediate family, or College sponsored events. When students are absent for these reasons, they may be allowed to make up assignments. When students are compelled for any reason to be absent from class, they should immediately convey the reason for the absence directly to the instructor.

Absences may not exceed 20 percent of the class sessions in any one course. A student who exceeds the maximum absences will be administratively withdrawn from class and receive a grade of WF in the course. The only exception will be by vote of the faculty in case of prolonged illness.

Students should not be allowed to attend class until their names are officially listed on the class roll. Class rolls may be viewed by individual faculty members through the Empower student information management system.

## **9.9 Final Examinations:**

Final examinations are scheduled by the Dean of Academic Affairs and are to be given as scheduled. The request for an early final examination must originate with the faculty member(s) involved. The faculty should discourage students requesting an early final examination. However, when a faculty member is convinced that a student has a legitimate reason for such a request, the faculty member should initiate the following sequence of actions:

1. The faculty member should tell the student to put the request and the reason in writing, along with the names of all the student's instructors
2. The faculty member should forward the written request with a short written faculty recommendation to the Dean of Academic Affairs
3. The Dean of Academic Affairs will either approve or deny the request. If the decision is to deny, the Dean of Academic Affairs will then decide whether to offer the student the option of taking an incomplete (I) in the course

#### 9.10 **Field Trip Activities:**

Faculty members who direct field trips are responsible for completing an *Event Planning Form*. The *Event Planning Form* must have the signature of the Dean of Academic Affairs and Dean of Student Affairs. The form should be on file no later than three days before the scheduled date of the trip.

It is the duty of the faculty sponsor to communicate to all trip participants that campus regulations apply at any time that they are part of a college organized, off-campus activity. Faculty members are expected to exercise decorum and to serve as role models for students. They should be sensitive to appearances and should never condone behavior that jeopardizes the reputation of the college or of the students under their supervision. Any serious infraction of college policy should be reported immediately to the appropriate college administrator. The faculty member should impress upon students that inappropriate behavior on a field trip could result in sanctions, including dismissal from the College.

#### 9.11 **Grading Policies:**

The following grading scale will apply across the entire academic program:

<b>A</b> Superior	90 - 100
<b>B</b> Above Average	80 - 89
<b>C</b> Average	70 - 79
<b>D</b> Below Average	60 - 69
<b>F</b> Failure	0 - 59

**W** (WITHDREW) This symbol indicates that a student was permitted to withdraw from college without penalty. The withdrawal must occur before the end of the mid-term period. After that date, a grade of WP or WF must be assigned by the instructor at the time of withdrawal. A grade of W does not affect GPA.

**WP\*** (WITHDREW PASSING) This symbol indicates a student was permitted to withdraw from a course after mid-term and was passing at the time of the withdrawal. A grade of WP does not affect GPA.

**S** (SATISFACTORY) This symbol is assigned for satisfactory performance in a Cultural Enrichment learning activity. The symbol S followed by a number (i.e., S1, S2, S3...) indicates the number of CEP credits earned.

**U** (UNSATISFACTORY) This symbol is assigned for unsatisfactory performance in a Cultural Enrichment learning activity. NOTE: During 2010/2011, this symbol was assigned for unsatisfactory performance in a Learning Support course and

indicated credit has not been earned. The “U” is no longer used as a grade assigned for Learning Support classes.

- WF\*** (WITHDREW FAILING) This symbol indicates that a student withdrew from a course after the drop/add period. A grade of WF affects GPA in the same way as a grade of F.
- V** (INCOMPLETE) This symbol indicates that a student was unable to complete a course for non-academic reasons acceptable to the Dean of Academic Affairs. Permission of the Dean of Academic Affairs must be obtained before an "I" is recorded. All work necessary to remove the grade of incomplete must be completed by mid-term of the succeeding semester. Failure to complete by mid-term of the succeeding semester will result in a grade of "F" in the course.
- IP** (IN PROGRESS) This symbol indicates that a student is making progress in a course but needs additional work to complete the course requirements and must re-enroll in the course.
- K** (CREDIT BY EXAMINATION) This symbol indicates credit for a course earned by taking an examination (for example, CLEP).

***\*A student cannot withdraw from a class after final examinations begin.***

#### **Incomplete Grades:**

Permission of the Dean of Academic Affairs must be obtained before an "I" is recorded. All work necessary to remove the grade of incomplete must be completed by the beginning mid-term of the succeeding semester. Failure to complete by the mid-term of the succeeding semester will result in a grade of "F" in the course.

#### **Grade Appeals:**

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be applied. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures.

**Step 1.** Within the first four weeks after the award of the grade in question, the student should have informally appealed the grade to the instructor. If that instructor is not teaching at Andrew College during the term following issuance of the grade, the student will make contact with the instructor through the Division Coordinator to informally appeal the grade.

**Step 2.** If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective Division Coordinator. This request shall be addressed to the Division Coordinator and shall be received no later than five weeks of instruction into term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor.

**Step 3.** Within two weeks of receipt of the request, the Division Coordinator shall discuss the appeal with the student and with the instructor, separately or at the same time. If the Division Coordinator upholds the decision, the matter is closed. The decision is final.

**Step 4.** If the Division Coordinator does not support the decision of the instructor, the matter shall be appealed within two weeks of the Division Coordinator's decision to the Dean of Academic Affairs. The Division Coordinator will forward the appeal package to Office of Academic Affairs. The Dean of Academic Affairs will empanel three full-time faculty as an ad hoc Academic Appeals Council to review the matter. *The decision of this council shall be final and binding on all parties.*

**Note:** Students may not use this procedure to appeal grades resulting from violations of Academic Honor Code.

**9.12 Independent Study Courses:**

A faculty member at his/her discretion may agree to provide a student with an independent study, with final approval granted by the Dean of Academic Affairs. Independent study should be given infrequently. There is no monetary compensation for independent study.

**9.13 Student Academic Grievance:**

A student who has an academic grievance shall meet with the faculty member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the faculty member, in writing, to the Dean of Academic Affairs who will convene a committee to hear the case. The committee will consist of the Division Chair and the student's advisor and will be chaired by the Dean of Academic Affairs. If one of the regular committee members is involved in the grievance, another appropriate faculty member will be appointed. If the Dean of Academic Affairs is included in the grievance, the student should report the grievance to the President.

**9.14 Student Employment:**

Students assigned to scholarships or work-study assisting a faculty member are under the direction and supervision of that faculty member. An accurate record of the hours worked must be kept and approved by the supervisor, and reported to the financial aid officer.

### **9.15 Student Records:**

The Family Educational Rights and Privacy Act of 1974 (FERPA) (Public Law 93-380-513) prohibits the dissemination of certain categories of information from student records without student consent. Faculty may not discuss and provide information regarding a student's academic performance, including grades, with the student's parent(s) or legal guardian.

All educational records are on file in the Registrar's office and may be released only to those persons who have been determined by the College to have a legitimate educational interest in the student. The College designates the following as public or "Directory Information:" The student's name, home address, program of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, participation in officially recognized activities and sports, weight and height of athletic team members, and other similar information. Students may restrict the release of "Directory Information," except to school officials and agencies with legitimate educational interests. To do so, a student must make the request in writing to the Registrar's office, 501 College Street, Cuthbert, Georgia 39840. Once filed, this request becomes a permanent part of the student's record until the student instructs the Registrar, in writing, to have the request removed.

The Registrar of Andrew College is the designated official responsible for controlling access and disclosure of student records. Anyone requesting access to a student's record from the Registrar must sign an access request, the reason for the request, and the date of the request. The Registrar must initial the request.

### **9.16 Textbooks:**

MBS Direct is the College's textbook service provider. MBS Direct provides Andrew College all aspects of the ordering, selling and buy back of texts to the student body and college community.

Faculty must place textbook orders eight weeks prior to the start of each semester by submission to the Assistant Bursar (See Appendix 3 – Book Adoption Form. If needed, adoption approvals will be given by the Dean of Academic Affairs through a review process that considers the needs of the faculty member, MBS Direct inventory, and availability of old/new texts. Textbooks for courses taught by various adjunct faculty may be made in consultation with the respective Division Coordinator and/or Dean of Academic Affairs.

The faculty member must be made aware of the shelf cost (student cost) of the text(s) selected for a course during the selection process. The faculty member will identify the text as "required" or "optional," and that designation will not be changed after a class begins without the approval of the Dean of Academic Affairs.

A textbook should be adopted for a three year period. The faculty member will take into account the next planned edition of the text and any available information related to its continued desirability as a text.

Instructor's copy of textbooks should be requested by the instructor directly from the publisher. If an instructor copy cannot be obtained via the publisher, the professor may purchase a copy from MBS Direct and charge the cost to their respective departmental budget.

## **9.17 Awarding of Credits:**

The following policies are established to ensure that all credit recorded on the institution's transcripts are at the collegiate level and comparable to courses offered by Andrew College.

### **9.17.1 Credit Hour Definition Policy:**

Andrew College uses the Carnegie standard to determine the appropriate amount of credit awarded for undergraduate course work. Credits are awarded as semester hours.

A semester credit hour will be awarded as follows:

- *Lecture, seminar, and recitation courses:* A minimum of 750 minutes of instruction (excluding final examinations), with a minimum of 1500 minutes of out-of-class work
- *Laboratory, studio courses, and activity courses:* A minimum of 1500 minutes of instruction (excluding final examinations), with a minimum of 750 minutes of out-of-class work; or a minimum of 2250 minutes of instruction (excluding final examinations)
- *Supervised independent studies, individual studio, or private lessons:* The amount of effort required for one hour of undergraduate credit is determined by the supervising faculty and division coordinator in which the credit is awarded. Instructors should make adjustments so that the total hours of work required by students is equivalent to that of a traditional class

### **9.17.2 Credit for Courses Taken at Other Institutions:**

The acceptance of credit is limited to that of a liberal arts nature and must parallel a course offered in the Andrew College curriculum. Credit earned in vocational, technical or terminal-type courses is not acceptable. Advance Placement (AP) and College Level Examination Program (CLEP) credits listed on the transcripts of previously attended colleges will be accepted for credit provided all other transfer credit restrictions apply.

Credit is not granted for coursework taken at institutions that are not fully accredited by a regional accrediting association. Andrew College accepts credit hours earned at another institution only if those courses are completed with a grade equivalent to a "C" or higher. Students who earn credit on a satisfactory/unsatisfactory basis may not transfer those credits unless documentation is received stating that the grade is equivalent to a "C" or higher.

Transfer credits are not used in the calculation of graduation GPA requirements. For the purposes of graduation, limits on the number of transfer credits allowed are restricted to nine of the last 32 credit hours earned.

The decisions for transferring courses and credit hours to Andrew College are made by the Registrar in consultation with the discipline faculty and the Dean of Academic Affairs. Supporting documentation may be required to facilitate the transfer of credits.

**9.17.3 Credit for Experiential Learning:**

Andrew College does not award credit for experiential learning.

**9.17.4 Credit by Examination:**

Andrew College awards credit by examination for the following tests provided the subject is offered in the general curriculum of the College:

1. Advanced Placement Examination (APE) offered by the College Board.  
Credit awarded based on score of three or above
2. College Level Examination Program (CLEP) with the exception of Biology, Chemistry, and Western Civilization. Applications to take specific CLEP exams must be made by the end of the first full month of a student's initial semester of attendance. Fees must be paid upon application. Credit awarded is based on ACE recommended scores
3. Defense Activity for Non-Traditional Education Support (DANTES) subject standardized tests. Credit is awarded based on the ACE recommended scores.
4. Andrew College will occasionally offer proficiency exams as a way to earn credit by examination. Currently enrolled students may take the proficiency exam for credit rather than taking the course. This option may not be used to earn credit for a course previously completed and a grade the equivalent of a "C" or above must be attained on the exam to receive credit for the course. Currently Andrew College offers a proficiency examination for one course – IFS101, Computer Fundamentals for one credit hour

A student may earn a maximum of 24 semester hours of credit by examination with no more than six semester hours in any one subject area. Credit by examination is not computed in the student's grade point average. Credit earned by examination is assigned a grade of "K" on the Andrew College transcript.

## **Section 10.0 Personnel Policies**

### **10.1 Benefits:**

#### **10.1.1 College Store and Dining Facilities:**

All employees are given a 10% discount on non-book purchases in the College store and a discount on meals in the dining hall and deli. Meal ticket plans are available for purchase in Turner Dining Hall. Please see one of the food service staff to purchase your meal ticket.

#### **10.1.2 Cafeteria (125) Plan:**

All full-time employees are eligible to participate in the cafeteria plan established by the College. Participation in the plan is defined and limited by the regulations of the plan. The purpose and benefit of the program is to enable persons to pay certain medical-related, dependent-care and certain group insurance premium expenses with pre-tax dollars, resulting in a net savings. Entry into this plan is limited to specific periods.

The plan effective date, for new employees, is the first day of the calendar month following one full calendar month of employment. New and current employees may enroll or waive participation in the plan, for the ensuing calendar year (January - December), during the Enrollment Period (generally, mid October - late November). For additional information, please see the Director of Human Resources or Controller.

#### **10.1.3 College-Owned Housing:**

Andrew College has a limited amount of College owned housing available for faculty and staff. Housing assignments are made by the Vice President for Finance, in consultation with the President, based upon the needs of the College in its employee recruitment program and are not necessarily on a first-come first-served basis. The College also reserves the right to place limits on the length of time that housing will be made available to a particular staff member. Rental housing is only available to current Andrew College faculty and staff. Sub-rental of College housing by residents is prohibited. Residence in College housing is limited to the immediate family of the staff/faculty member.

Residents are required to make rental payment by payroll deduction. Residents are responsible for any damage to the property during their residency. Residents are responsible for all utility deposits, payments, termination of service, etc. unless served under a campus master meter. The Director of Human Resources will provide the resident with the details. Unless otherwise agreed upon in the rental agreement, the resident is responsible for maintaining the ground in a manner which does not reflect unfavorably on the neighborhood and College. Any resident that will house a pet in College rental property is required to pay a \$500 deposit.



#### **10.1.4 Credit Union:**

All full-time employees are eligible for membership in the DOCO Regional Federal Credit Union. Services include payroll direct deposits, checking and savings accounts, loans, online banking, VISA credit cards and ATM cards. Applications are available online at [www.docofcu.com](http://www.docofcu.com).

DOCO Regional Federal Credit Union  
107 N. Westover Blvd.  
Albany, GA 31707  
(800) 227-9180

#### **10.1.5 Educational Benefits:**

**10.1.5.1** Full-time employees, their spouses and dependents are provided tuition grants to attend Andrew.

**10.1.5.2** Dependents which meet all acceptance criteria as a student may be eligible for a grant covering housing fees depending upon space availability as determined at the beginning of each academic term. Dependents receiving a housing grant are required to participate in the boarding plan. As defined for this benefit a dependent is a minor who is claimed as a dependent on the employee's federal tax return.

**10.1.5.3** Part-time employees are eligible for the tuition grant, but their spouses and dependents are not eligible. Tuition grants for a part – time employee is limited to three credit hours per semester at an hourly rate.

**10.1.5.4** If the employee/spouse/dependent enrolls for six hours or more, he/she is required to complete the free application for Federal Student Aid (FAFSA). Any grants received by the student will be used to offset the amount of the tuition/housing grant provided by Andrew College.

**10.1.5.5** Staff members who attend class must do so during non-working hours. Exceptions to non-working hour class attendance may be made by the staff member's immediate superior and the Dean of Academic Affairs.

**10.1.5.6** All employees/spouses/dependents applying for admission to Andrew College must meet the minimum requirements for acceptance. The Admission/Financial Aid Office can answer additional questions.

**10.1.5.7** Students, who fail to make Satisfactory Academic Progress (SAP) as defined in the Andrew College catalog, will be ineligible for educational benefits. Any student receiving educational benefits, which withdraws from any class after "Add Drop," may be charged a \$100 processing fee.

#### **10.1.6 Group Insurance:**

##### **10.1.6.1 Major Medical Insurance:**

Full-time employees are eligible to participate in the medical plan sponsored through the College. Eligibility begins on the first day of the

calendar month following 30 days of active employment. Persons wishing to participate in this plan should elect to do so within the first 30 days and are encouraged to do so as soon as work has begun or during the annual registration window. If election to participate is made after the first 30 days, the insurance company reserves the right to determine insurability of the person, spouse and dependents and may limit coverage of pre-existing conditions. We strongly recommend that application be made on or prior to the first day of work. Details on coverage and costs vary from year to year and are available from the Director of Human Resources. A standing committee comprised of selected employees representing a cross section of medical coverage annually reviews the current and proposed medical policies. They make a recommendation to the President's Cabinet concerning the preferred plan for the upcoming year.

#### **10.1.6.2 COBRA - (Medical Benefits Continuation):**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives faculty/staff members and their qualified beneficiaries the opportunity to continue health insurance coverage under Andrew College's health plan, when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of a faculty/staff member; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the staff member or beneficiary pays the full cost of coverage at Andrew College's group rates plus an administration fee equal to 2% of the premium.

Andrew College provides each eligible faculty/staff member with a written notice describing rights granted under COBRA when the staff member becomes eligible for coverage under Andrew College's health insurance plan. The notice contains important information about the employee's rights and obligations.

#### **10.1.6.3 Dental and Vision Insurance:**

Andrew College has available for its full time employees, group coverage for both Dental and Vision Insurance. Employees pay the entire amount of the premium for both types of coverage through payroll deduction.

#### **10.1.6.4 Life Insurance:**

The College provides all full time employees with \$30,000 of term life insurance and \$30,000 of accidental death and dismemberment insurance. All costs are paid by the College. Additional term life insurance may be purchased by the employee at group rates through payroll deduction. Coverage for the insurance becomes effective on the first day of the calendar month following 30 days of active employment.

Life insurance benefits may be reduced at age 65 and older based upon the policies in effect at that time.

#### **10.1.6.5 Long-term Disability Insurance**

The College provides all full time employees with Long-term disability coverage. All costs are paid by the College.

#### **10.1.6.6 WellTree On-Call**

The College provides all full time employees with WellTree On-call services which includes: 24/7 access to a doctor by phone or online video consult, 24/7 access to registered nurses, health advocate to find providers and assist with medical research, expert negotiators to save 25 – 50% off medical or dental bills as well as online tools and solutions to help manage health and personal finances at no costs to employees.

#### **10.1.6.7 Other Insurance:**

Through American Family Life Insurance Company (AFLAC), fulltime employees may purchase other optional insurance coverage (i.e. cancer, short-term disability) at group rates through payroll deduction.

#### **10.1.7 Recreational Facilities:**

As a general rule all recreational facilities are available for the individual use of employees and their families. Faculty/Staff may have occasional guests whom they must accompany at all times while using the facilities. The College does reserve the right to restrict facility use to normal operating hours and to give priority to instructional and scheduled events. All persons using the College recreational facilities are expected to comply with College policy and guidelines as may be established by the College.

#### **10.1.8 Retirement Plan:**

Full-time employees who have been with the College for two years or new employees who have two years of full-time service with any institution of higher education are eligible for this benefit (an eligible employee and years of service are defined in the Andrew College Defined Contribution Retirement Plan document that can be obtained from the Director of Human Resources). The College will contribute 10% of the employee's base salary into TIAA-CREF providing the employee contributes 5% of their annual base salary. Please see the Director of Human Resources for an explanation of this benefit and for copies of the retirement plan documents. Also available is TIAA-CREF's supplemental plan for all full-time employees wishing to make contributions before fulfilling requirements for the Defined Contribution Plan or those wanting to contribute more than the 5% annual base salary. The College does not match these funds.

#### **10.1.9 Social Security:**

Andrew College participates in the Federal Social Security Old Age and Survivors Insurance Program. The Social Security Administration pays retirement, disability and survivors benefits to workers and their families and administers the Supplemental Security Income program. The employee's

contribution (Social Security and Medicare) is specified by the Federal Social Security Administration and a matching amount is paid by the College.

#### **10.1.10 Tuition Exchange:**

Andrew College is a member of the Tuition Exchange Program. This program makes limited tuition scholarships available to dependents of full-time employees who wish to enroll at one of the participating institutions. While there are a number of eligibility requirements and scholarships to a particular school may be limited or unavailable, all are encouraged to explore this possibility. The Dean of Academic Affairs can provide additional information and application forms.

#### **10.1.11 Workers' Compensation Insurance:**

Andrew College provides a Statutory Worker's Compensation insurance program, at no cost to employees, which may provide medical and income benefits if you are injured on the job.

Any person who sustains work related injuries or illnesses should inform his/her supervisor and the College's Director of Human Resources immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately (within 24 hours when possible) to either the Director of Human Resources or Vice President for Finance. In addition, the employee's supervisor needs to be informed. The report will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Andrew College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Andrew College.

#### **10.1.12 Leave Policies:**

##### **10.1.12.1 Holidays:**

Andrew College grants paid holidays to all staff members on the holidays listed below:

- New Year's Day - January 1<sup>st</sup>
- Martin Luther King Day – Third Monday in January
- Good Friday - Friday before Easter
- ½ day off Fridays during Summer Schedule
- Memorial Day in May
- Independence Day - July 4<sup>th</sup>
- Labor Day - First Monday in September
- Thanksgiving - Fourth Thursday in November
- Day after Thanksgiving
- Christmas - Five working days

The Office of Academic Affairs will publish the exact holiday dates at the beginning of each academic year. Andrew College will grant paid holiday time to all eligible staff members immediately upon

assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's pay rate (as of the date of the holiday) times the number of hours the staff member would otherwise have worked on that day. Eligible staff member classification(s):

- Regular full-time staff members

Andrew College will pay Andrew College Police Officers regular time and a half pay when they work specific holidays. Those holidays are:

- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving
- Christmas
- New Years Day

#### **10.1.12.2 Paid Vacation:**

Paid vacation time is awarded to eligible staff members to provide opportunities for rest, relaxation, and personal pursuits. Regular **Full-time Staff** are eligible to earn and use vacation time as described in this policy. Full-time faculty, adjunct faculty, staff on academic calendar, and part-time employees are **NOT** eligible for paid vacation.

The amount of paid vacation time staff members receive each year increases with the length of their employment as shown in the schedule below. Annual vacation benefits of cabinet level or other senior administrators may differ from the printed schedule because of their employment agreement.

### **VACATION ELIGIBILITY SCHEDULE**

<b><u>Years of Eligible Service</u></b>	<b><u>Vacation Days Each Year*</u></b>
Upon initial eligibility to 3 years	10 days (80 hours)
4 - 5 years	11 days (88 hours)
6 - 7 years	12 days (96 hours)
8 - 9 years	13 days (104 hours)
After 9 years	15 days (120 hours)

**\*Days earned at a rate of 1/12 times annual eligibility per month**

**Note:** Vacation is calculated/utilized by the payroll system using eight hours to equal one day.

The length of eligible service is calculated on the basis of the staff member's "benefit year". This is the 12 month period that begins with the staff member's date of employment. Military leave has no effect on this calculation. (See individual leave of absence policies for more information).

Once staff members enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. .

Paid vacation time can be used in minimum increments of ½ day (four hours). To take vacation, staff members should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Supervisors are responsible for notifying the Director of Human Resources of vacation taken.

If the total amount of unused vacation time (previous year accruals plus current year earnings) reaches a "cap" equal to 160 hours (20 days), further vacation accrual will stop. When the staff member uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. For record keeping purposes vacation amounts "Accrued" and "Used" are adjusted to zero annually, on the staff member's anniversary date. Any "Remaining" vacation time is carried over (not to exceed a maximum of 160 hours "remaining") to begin a new "benefit year".

Upon termination of employment, staff members will be paid for unused vacation time that has been earned through the last day of work (not to exceed ten days/80 hours).

Staff can take paid vacation only to the extent earned or anticipated to be earned within the following six months. Staff members should examine their most recent pay stub to determine the amount of vacation earned and not request more than is earned or will accrue over the next six months of employment. If a circumstance arises that a staff member is paid for more vacation than has been earned or will be earned within the following six months (resulting in a negative balance in the amount of vacation available), the staff member's compensation will be reduced by the overpayment in the next pay period to rebalance the account.

#### **10.1.12.3 Sick/Personal Leave:**

Andrew College provides paid sick/personal leave benefits to all eligible staff members for periods of temporary absence due to illnesses, injuries, or occasional personal business. Eligible staff member classification(s):

- Regular full-time staff members
- Full-time staff on an Academic Calendar

Eligible full-time staff members will accrue sick/personal leave benefits at the rate of 12 days per year. Sick/personal leave benefits are calculated on the basis of a "benefit year," the 12 month period that begins when the staff member starts to earn sick/personal leave benefits.

Paid sick/personal leave can be used in minimum increments of one-quarter day (two hours). Eligible staff members may use sick/personal leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household or other pressing personal business which must be transacted during the employee's work schedule.

Staff members who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted

on each additional day of absence. Supervisors must assure that a completed Sick/Personal Leave Request Form is submitted to the Director of Human Resources.

As an additional condition of eligibility for sick/personal leave benefits, a staff member on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick/personal leave benefits will be used to supplement any payments that a staff member is eligible to receive from state disability insurance, workers' compensation or Andrew College provided disability insurance programs. The combination of any such disability payments and sick/personal leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick/personal leave benefits will be allowed to accumulate until the staff member has accrued a total of 25 calendar days' worth of sick/personal leave benefits (maximum of 200 hours). If the employee's benefits reach this maximum, further accrual of sick/personal leave benefits will be suspended until the staff member has reduced the balance below the limit.

Sick/personal leave benefits are intended solely to provide income protection in the event of illness/injury or occasional personal business, and should not be used for any other absence. Unused sick/personal leave benefits will not be paid to staff members either while they are employed or upon termination of employment.

Staff can take sick/personal leave only to the extent earned. Paid sick/personal leave cannot be approved in anticipation that it will be earned in the future. Staff members should examine their most recent pay stub to determine the amount of sick/personal leave earned and not request more than is available. If the staff member does not have sufficient sick/personal leave, he/she must utilize any paid vacation benefits that are available. If a circumstance arises that a staff member is paid for more sick/personal leave than has been earned (resulting in a negative balance in the amount of vacation available); the staff member's compensation will be reduced by the overpayment in the next pay period to rebalance the account.

#### **10.1.12.4 Donation of Leave to Employees:**

Andrew College allows employees to donate either Vacation or Sick/Personal leave to other employees that can be used as Sick/Personal leave. The following rules apply:

- The employee cannot receive leave until they have exhausted all their vacation or sick/personal leave
- The supervisor has the responsibility to request leave from all employees once this exhaustion has occurred. A supervisor must approve any request for donated leave for an employee
- Approval also must be received from the Andrew College President before a request for donated leave is performed
- An employee can only receive 12 weeks (480 hours) of donated

leave in a one year period

- Four hours is the smallest increment of leave that can be donated. It can be in any combination of Vacation or Sick/Personal leave
- Donated leave must be submitted on a form that can be obtained from the Director of Human Resource's office.
- An employee must be in good standing before they can donate leave. An employee, who has resigned from the College, cannot donate more than 40 hours of either Vacation or Sick/Personal leave to another employee
- Any unused donated leave goes back to the employee who donated the leave. Leave will be issued to an employee on a 'first in, first out' basis. The last person to donate leave will be the first individual who receives any unused leave

#### **10.1.12.5 Family and Medical Leave:**

Andrew College provides family/medical leaves of absence without pay to eligible staff members who wish to take time off from work duties to fulfill family obligations. Leave relating directly to the birth, adoption or placement of a child for adoption or foster care; the illness of a child, spouse, or parent; or who are temporarily unable to work due to a medical disability are qualifying reasons. Employees are eligible for leave if they have worked for Andrew College at least 12 months and at least 1,250 hours over the past 12 months.

As soon as eligible staff members become aware of the need for a family/medical leave of absence, they should request leave from their supervisor.

Staff members requesting family/medical leave related to the illness of a child, spouse, or parent, may be required to provide a physician's statement verifying the illness, its beginning and expected ending dates, the need for the staff member to provide care, and the estimated time required. Staff members may also request family/medical leave for the birth or adoption of a child or the death of an immediate family member. Eligible staff members may request up to 12 work weeks of unpaid leave during the 12 month period (the 12 month period starting with the employee's "anniversary" date). In addition, any donated leave used by the employee will run concurrent with this 12 week absence.

Request for family/medical leave should be in advance for foreseeable events and as soon as possible for unforeseeable events. Requests will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to Andrew College's operations during the proposed period of absence.

An employee's health insurance will be continued under the same benefit arrangement as was made prior to the employee taking unpaid FMLA leave. It is the employee's responsibility to make the arrangements necessary to pay his or her normal portion of the insurance premium to the College on or before the 1<sup>st</sup> of the month prior to



coverage. The benefit stops if and when an employee informs the College of the intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The College's obligation also stops if the employee's premium payment is more than 30 days late. The College will **NOT** continue any other elected insurance benefit.

Benefit accruals, such as vacation, sick/personal leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family/medical leave is requested to provide Andrew College with at least two weeks advance notice of the date the staff member intends to return to work. When a family/medical leave ends, every reasonable effort will be made to return the staff member to the same position, if it is available, or to a similar available position for which the staff member is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Andrew College will assume that the staff member has resigned.

Additional information on the FMLA may be found in the U.S. Department of Labor's Fact Sheet #28 available in the Bursar's office

#### **10.1.12.6 Jury/Witness Duty:**

Andrew College encourages staff members to fulfill their civic responsibilities by serving jury duty when required or serving as a witness when subpoenaed as a witness in a trial. Staff members will be considered on paid leave during jury or witness duty. Faculty members should consult with the Dean of Academic Affairs regarding their absence for jury duty.

For non-exempt employees jury duty pay will be calculated on the employee's base pay rate times the number of hours the staff member would otherwise have worked on the day of absence. Vacation, sick/personal leave, will continue to accrue during jury duty leave. Employees who are on jury duty and are scheduled for work on night shifts the same workday shall be protected from loss of pay for the entire 24 hour period.

Staff members must show the jury duty summons to their supervisor as soon as possible so that necessary arrangements may be made to accommodate their absence. Staff members are expected to report for work whenever the court schedule permits and must provide proof of service after their duty has concluded.

Either Andrew College or the staff member may request an excuse from jury duty if, in Andrew College's judgment, the employee's absence would create serious operational difficulties.

Staff members who are absent because they are either a plaintiff or defendant in a court proceeding must use vacation, sick/personal, or unpaid leave during their absence from the College. In these cases the College reserves the right to disapprove the absence and terminate the employee if necessary.

**10.1.12.7 Leave of Absence/Sabbatical:**

A leave of absence without pay is an authorized, temporary release of a faculty or staff member from the payroll. Leaves of absence without pay may be granted when it serves the best interests, both of the employee and the College. Permission for a leave of absence is at the discretion of the employee's department head and the College President. Faculty members must follow the procedures for leaves of absence in the Faculty Handbook. Military Leave and Family and Medical Leave are addressed separately. All accrued leave (vacation and sick leave) must be used prior to commencing an unpaid leave of absence. An application for leave of absence must be made in writing using a form available in the Director of Human Resources office. The leave of absence must be for a specific time period (not to exceed one year). The individual's department head and the College President must approve the leave. Benefits will be suspended during the leave of absence unless the employee pays both the College and employee share of the premiums. For leave of less than 30 days, employee benefit contributions will be deducted from the first check upon return to work. For leaves greater than 30 days, an employee must pay contributions to the College by the first of each month. Benefits will continue provided the employee's contributions are received on a monthly basis. Employees should consult with the Director of Human Resources regarding benefit continuation during a leave of absence. Contributions to the employees 403(b) retirement account will be suspended during the leave of absence. Credit for vacation or sick leave entitlement is not accumulated during a leave of absence without pay.

An individual on leave may be replaced with a temporary employee during the absence. Requests to return from leave earlier than the agreed upon time must be approved by the employee's supervisor. When the employee returns to employment at the termination of a leave of absence without pay every attempt will be made to reinstate the individual in the same position he/she formerly held, or in a position of similar status and pay. The College does not guarantee reinstatement at the end of a leave of absence. Failure to return to work upon expiration of approved leave will be considered a voluntary termination of employment. In such cases, an individual subsequently desiring to return to work at the College will be treated as a new applicant.

Paid sabbaticals are not normally available to College staff members.

**10.1.12.8 Military Leave:**

A military leave of absence will be granted to employees to attend scheduled drills or training or if called to active duty with the U.S.

armed services for a period of up to five years. Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any accumulated paid leave time for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Andrew College for a military leave of 31 or less days. For leaves of greater than 31 days, health insurance will become the responsibility of the employee. The employee can continue on the College's health insurance plan for an 18-month period, with payment of 100% of the premium for these benefits. When the staff member returns from military leave, benefits will again be provided by Andrew College according to the applicable plans currently in effect and in compliance with applicable federal law.

Benefit accruals, such as vacation, sick/personal leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. Military leave will not be counted as time away from the College for retirement benefits. Upon return to employment from military leave, an employee will be eligible for the College's retirement contributions (to include all military leave time) under the same requirements as is set forth in the retirement plan.

Employees on military leave less than 31 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time and an eight-hour rest period. If this is impossible or unreasonable, then as soon as possible. Employees on military leave 31 to 180 days must apply for reinstatement within 14 days of the end of the military leave. If this is impossible or unreasonable, then as soon as possible. Employees on military leave 181 days or more must apply for reemployment no later than 90 days after completion of military service. Service connected injury or illness reporting and applications deadlines are extended for up to two years for employees who are hospitalized or convalescing.

Following military leave, an employee will be reemployed to the same or comparable position, at the same seniority, status, and rate of pay that he or she would have with continuous employment. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

Andrew College complies with the Uniformed Services Employment and Reemployment Rights Act. Additional information can be obtained from the Bursar.

#### **10.1.12.9 Injury on the Job:**

All employees who are injured at Andrew College must immediately see a physician. They also must make the Vice President for

Finance or Director of Human Resources aware of the injury within 24 business hours after the injury. In addition, the injured employee must immediately inform their supervisor.

#### **10.1.13 Social and Psychological Counseling:**

Andrew College does not offer social or psychological counseling for faculty, staff, or students. The Dean of Student Affairs and Director of the Focus program maintain a list of resources in the nearby area and will make it available to the employee upon request. Agencies and Organizations on the list are provided for information only and a listing is not an endorsement, recommendation, or testimony as to services on the part of Andrew College.

#### **10.2 Personal Appearance:**

Dress, grooming, and personal cleanliness standards contribute to the morale of all faculty and staff members and has an impact on the professional image Andrew College presents to students and visitors. While there is no established dress code, faculty and staff members are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees should be aware that dress standards may differ for different departments and positions. Consult your department head if you have questions as to what constitutes appropriate attire for your position and assignment.

#### **10.3 Personnel Data Changes:**

It is the responsibility of each faculty and staff member to promptly notify Andrew College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. All personnel data changes should be reported to the Director of Human Resources.

Faculty and staff members are encouraged to submit documentation relating to continuing education, training, publications, honors, etc. to the Dean of Academic Affairs and Director of Human Resources for inclusion in their files. Accreditation criteria ask that persons continue to possess the training and capabilities to effectively perform their jobs. Information of this nature helps self-study committees in their analyses.

#### **10.4 Personnel Files:**

The Andrew College Business Office maintains a personnel file on each faculty and staff member. The personnel file includes information such as job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

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

Staff members who wish to review their own file should contact the Director of Human Resources. With reasonable advance notice, staff members may review their own personnel files in Andrew College's offices and in the presence of an individual appointed

by Andrew College to maintain the files. Information may not be removed from the file but the faculty/staff member may obtain copies of information by submitting a request in writing to the Director of Human Resources, respectively, indicating what material is desired. The copies must be picked up in person and the College reserves the right to charge a reasonable fee to make copies.

## **10.5 Performance Assessment:**

### **10.5.1 Staff:**

Performance assessment of Andrew College staff is considered an integral part of the College's effectiveness. Andrew College assesses staff members formally once a year, with new staff members receiving reviews at three months and six months as part of the probationary process. Annual reviews are conducted between the end of October and the middle of November. Final assessments for all non-faculty staff members are due to the Office of the Vice President for Finance not later than November 24<sup>th</sup>. (Note: Cabinet Officers will have assessments performed by the College President during the same time period.)

Supervisors and staff members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance assessments are conducted to provide both supervisors and staff members the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals. The formal performance assessment is conducted according to standardized procedure using a specific assessment form.

Assessments are discussed with the affected staff member and the completed evaluation form is signed by the staff member to indicate the review was completed. The staff member's signature indicates only that the evaluation was read, and is not to be construed as necessarily implying agreement with the evaluation. Copies of evaluations are placed in the personnel file.

### **10.5.2 Faculty:**

Faculty evaluations are conducted according to the provisions in **Section 10.6.4** of this manual.

## **10.6 Faculty Personnel Policies:**

### **10.6.1 Faculty Qualifications:**

Both the full-time faculty and the part-time faculty of Andrew College meet or exceed the minimum faculty qualifications as established by the Southern Association of Colleges and Schools (SACS) listed below:

- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree must possess a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)

- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree must possess a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline

### **10.6.2 Academic Freedom:**

Andrew College subscribes to the following principles of academic freedom, as set forth in the Bulletin of the American Association of the University Professors (2004):

*Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.*

*Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*

*Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into the teaching controversial matter that has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.*

*The college and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.*

### **10.6.3 Adjunct Faculty Evaluation:**

Adjunct faculty members are evaluated each semester following the same procedure as full-time faculty members, minus the Professional Development Plan. Adjunct faculty members are expected to attend faculty workshops and regularly scheduled faculty meetings whenever possible. Adjunct faculty members are assigned to the appropriate Division Coordinator as an immediate contact person. During each semester, the contact person meets with the adjunct faculty member at least twice to insure the continuity and quality of instruction. In particular, the following is ascertained:

1. Does the instructor meet the class regularly and for the time scheduled?
2. Does the instructor understand and operate within the mission and purpose of Andrew College?
3. Does the adjunct faculty member provide students access to him/her before or after classes for purposes of academic assistance?

Adjunct faculty members are to be available at least two hours each week to meet with students during the semester in which they are employed. The Division Coordinator provides results of the adjunct faculty member's evaluation

to the Dean of Academic Affairs, and the evaluation is filed in the Adjunct faculty member's official file.

#### **10.6.4 Annual Faculty Evaluation:**

Annual faculty evaluation is developmental in that it emphasizes documenting progress toward attaining goals. It is tied to the expectations and elements needed in the development of a portfolio that will serve as the basis for promotion and tenure. Division Coordinators help guide faculty members through the promotion and tenure process in an advocacy and mentoring role. Faculty seeking promotion or tenure should discuss with their Division Coordinator other college-specific materials that should be included in tenure or promotion packet. All forms are provided by the Office of Academic Affairs.

The annual faculty evaluation cycle timeline is as follows:

1. October 1<sup>st</sup> – *Professional Development Plan* (Form 1) for upcoming academic year is prepared in conjunction with the Division Coordinator and submitted by the Division Coordinator with the Supervisor's Review to the Office of Academic Affairs.
2. October 1<sup>st</sup> – *Supervisor's Review* (Forms 3 & 4) of the previous academic year is submitted by the Division Coordinators to the Office of Academic Affairs.
3. May 15<sup>th</sup> – Faculty members submit a self-evaluation of their progress in meeting the year's professional development plans to their Division Coordinators. Division Coordinators will use these self-evaluations, along with student evaluations and other types of data to develop the *Supervisor's Review*.

Copies of annual faculty evaluations will be filed in the faculty member's official file in the Office of Academic Affairs. The Dean of Academic Affairs will share the results of all of the above with the President (and/or appropriate committee) when evaluating faculty members for retention, salary increases, promotion and tenure.

When a faculty member's evaluation suggests improvement is needed, the Dean of Academic Affairs may require meetings with another professor teaching in the same area for professional guidance; articles from professional journals that focus upon a perceived weakness; classroom visitation by a colleague; and continued evaluation by students beyond that normally required. The Dean of Academic Affairs also may initiate suggestions for improvement stemming from written responses of the students.

Full-time faculty members will be evaluated at least once annually. Full-time faculty in their first year of employment will be evaluated twice annually.

Tenured full-time faculty at the rank of professor will be evaluated once every three years.

#### **10.6.5 Contracts:**

**10.6.5.1** Andrew College contracts are annual contracts subject to annual renewal. Faculty are issued contracts by the President assuming need, compatibility with the goals of the College, and proper recommendations from the Dean of Academic Affairs. Faculty members will be notified of a contract no later than April 15<sup>th</sup>.

**10.6.5.2** A decision not to renew a contract may be made by either the College or by the faculty member. A faculty member should give notification of intent to separate from the College at least 60 days prior to the end of the current contract period. The faculty member may properly request a waiver of this requirement of notice in the case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement of other opportunity.

**10.6.5.3** A decision not to renew a contract on the part of the College requires notification by April 15<sup>th</sup>. Faculty should understand that in cases of contract non-renewal, statements of reason will not be given. A written notice of non-renewal will be provided.

**10.6.5.4** Andrew College subscribes to the principals of academic freedom that are listed under “Academic Freedom” in **Section 10.6.2**. While the College protects the academic freedom of each member of the faculty, it reserves the right to terminate for cause the service of a faculty member with 30 days notice. Cause includes, but is not limited to, loss of competence, neglect of duty, immorality, sexual harassment, insubordination, program changes, inability to relate to students and/or colleagues, and financial exigency.

#### **10.6.6 Due Process:**

In case of termination for cause, the faculty member is always entitled to due process. Within 30 days of the notice of termination, the faculty member may request in writing a hearing date. This request should be addressed to the President of the College. The President will appoint a hearing committee. The committee will consist of three faculty members with no more than one from the same division. The committee will be chaired by someone appropriate to the situation and not of the same division.

The committee will set a time, place, and date for the hearing as soon as possible. The faculty member will appear at the hearing to give testimony, offer witnesses, or provide any evidence in opposition to the charge(s) of cause. The committee will also hear the Dean of Academic Affairs as the responsible supervisor for all faculty members. Upon completion of all testimony and evidence, the committee will recommend a course of action to the President. Should the ruling be adverse to the faculty member, then the faculty member will have the right, by request in writing, to have a full hearing, *de novo*, before the President of the College. The decision of the President in this hearing is final.

#### **10.6.7 Duties and Expectations:**

At Andrew College, professionalism governs the faculty member’s relationship with all of the College constituencies: fellow faculty members, students, administration, board members, outside agencies, and the community at large. Professional expectations include:



1. Support of the College's mission by attendance at its events and familiarity with the history and purpose of Andrew College as a two-year, senior college-parallel, church-related college and a life-style and philosophy compatible with the purpose of the College
2. A high level of ethics and academic practices
3. Adherence to College policies and procedures
4. Commitment to excellence in teaching and enhancement of student learning
5. Availability to students to "nurture" and advise them in academic matters
6. Service to the institution by active involvement in committee work and the decision making processes regarding academic matters
7. Participation in programs of evaluation that include self-evaluation, peer evaluation, and administrative evaluation
8. Evidence of professional growth
9. The exercise of academic freedom in a responsible fashion; and
10. Recognition and support of the rights of students, which include the right to privacy of information, the right to due process, the right of appeal, the right to quality instruction, and the right to be treated with dignity

Specific duties regarding instruction include the responsibilities:

1. To provide a syllabus for each course that states the course requirements, the grading system, attendance policies and sanctions for academic dishonesty (See Appendix 5 – Course Syllabus Guidelines provided in the Faculty Handbook)
2. To file a copy of each syllabus with the Dean of Academic Affairs
3. To meet all classes for the full period of time required
4. To provide that classes will not suffer adversely if an absence cannot be avoided
5. To schedule a minimum of ten office hours per week (Monday - Friday), to post office hours for the benefit of students, and to file each term a copy of posted office hours with the Office of Academic Affairs
6. To serve as a faculty advisor in assisting students to achieve both academic and personal goals and to pursue a curriculum appropriate to the students' transfer plans
7. To deal with student absences in accordance with College policy
8. To record grades in Empower and to guarantee privacy of information regarding students' grades and their posting, and to remember the ethical principals of commenting upon a student, whether positively or negatively
9. To hold final examinations as scheduled and to be present for all examinations
10. To file with the Office of Academic Affairs a copy of each final examination and to maintain on file all final examinations
11. To submit mid-term and final grades according to the schedule and guidelines issued by the Registrar
12. To be accessible to administrators and students between the last day of examinations and graduation day
13. To submit all proposed courses and course changes to the Educational Program Committee according to the schedule guidelines issued by the committee
14. To attend all faculty meetings

15. To participate in commencement, convocations and other official functions of the College
16. To serve on committees as appointed by the President and the Dean of Academic Affairs
17. To participate in College workshops, registration and testing programs as announced and scheduled by the Dean of Academic Affairs
18. To submit notice of absences in Empower and low grade concerns to the Retention Coordinator

Faculty members are expected to consult periodically with the librarian for the purpose of requisitioning new materials that are appropriate to their departments.

#### **10.6.8 Faculty Development:**

Andrew College supports and encourages professional development. At least one program of in-service education will be sponsored annually. All faculty are expected to participate in this in-service offering.

In addition, the Professional Development Committee is charged with reviewing and either approving or disapproving special faculty requests for monetary support to attend relevant meetings and/or conferences, workshops, etc.

Monies will be budgeted annually for professional travel. Written requests, with descriptive information, should be submitted to the Office of Academic Affairs. All applications will be considered if monies budgeted for this program have not been exhausted. Although larger amounts may be awarded in a single year, grants to individual faculty members should not average more than \$500 annually. If a faculty member chooses not to use his/her professional development money in any given year, he/she may allocate the funds to another faculty member upon approval by the Professional Development Committee.

#### **10.6.9 Faculty Rank:**

Except for temporary appointments to meet emergency circumstances and/or appointments in professional areas, such as art, athletics/physical education, strategic studies, and music, faculty ordinarily will not be appointed who have not earned the master's degree. All appointments and promotions are made by the President and subject to approval by the Board of Trustees.

Degree	Instructor	Assistant Professor	Associate Professor	Full Professor
B.A.	Perm	X	X	X
M.A/MS	3	Perm	X	X
M+*	X	5	Perm	X
Doctoral	X	3	5	Perm

\*Unless degree represents a terminal degree in the area whereby the person may be promoted to Full Professor after seven years at the rank of Associate Professor.

**Instructor:** Instructors must hold the master's degree or the appropriate credentials and be competent in the teaching discipline.

**Assistant Professor:** Assistant Professors must either have the terminal degree in the discipline or a master's degree in the teaching discipline with a minimum of three years college teaching experience as an instructor or its equivalent.

**Associate Professor:** Associate Professors must hold the terminal degree or have exceptional recognition in the teaching area. Associate Professors must have a minimum of five years as an Assistant Professor.

**Full Professor:** Full Professors must have the terminal degree (ordinarily the doctorate) in the teaching discipline and/or have received exceptional recognition in the teaching area. Professors must have a minimum of ten years of college teaching experience or its equivalent and at least five years as an Associate Professor.

#### **10.6.10 Faculty Recruitment:**

As a church-related college, Andrew affirms the worth of every individual and thus does not discriminate for reasons of age, marital status, origin, physical handicap, race, sex, or religion (except that the faculty member is supportive of the Judeo-Christian tradition).

1. All full-time positions must be:
  - Advertised in at least one national publication (i.e. The Chronicle of Higher Education)
  - Listed on at least one website appropriate to the position being advertised
2. Following advertisement for position vacancies:
  - A search committee, consisting of at least two faculty from the specific discipline or a related discipline and the Dean of Academic Affairs, will review all applications
  - The Dean of Academic Affairs will issue an invitation to interview to those applicants chosen by the committee as finalists
  - The search committee will review all applicants who accept the invitation to interview and recommend a candidate to the President
  - The President will, in consultation with the search committee and the Dean of Academic Affairs, offer a contract as well as the academic rank that will accompany the appointment

Resumes and credentials received from the applicants will serve as the position application and no other application will be required. Copies of official transcripts from every institution of higher education attended by the faculty member must be on file in the Office of Academic Affairs.

#### **10.6.11 Leaves of Absence:**

The administration may suggest or mandate that a faculty member take a

leave of absence in order to improve his/her credentials or for reasons of health. Faculty members may also request a voluntary leave of absence. Written requests, with descriptive information, should be submitted to the Office of Academic Affairs by March 1<sup>st</sup> of the year preceding. Mandatory leave will be processed administratively. Requests for voluntary leave will be submitted to the Professional Development Committee who will make a recommendation to the President of the College. In considering requests for leaves of absence, the following guidelines will apply:

1. Persons who have completed fewer than five years of service ordinarily will not be granted a leave of absence
2. Benefits will be continued for persons granted an official leave of absence
3. Although it is not required to do so, the College may provide financial assistance to persons on leave if monies are available
4. Unless otherwise specified at the time leave is granted, persons granted a leave of absence will be expected to return to the College for a period of time equal to the amount of leave granted
5. Persons who do not return to the College will be required to reimburse the College for any monies advanced, including the costs of benefits provided
6. Except for persons enrolled in a doctoral program and for persons whose leave is mandated by the College, a leave ordinarily will not be granted for more than one year in any five year period
7. A leave of absence may be terminated at the discretion of the College

#### **10.6.12 Mini Grants:**

Mini grants may be awarded to faculty and to professional staff who wish to do research, to participate in a workshop, to take a course, to attend summer school, or to participate in a similar program of professional development. Persons who wish to be considered for a mini grant should submit a written request, with descriptive information, to the Office of Academic Affairs. The Professional Development Committee will consider all applications.

#### **10.6.13 Orientation of New Faculty:**

The Dean of Academic Affairs will be responsible for the orientation of all new members of the faculty. Topics will include, but will not be limited to, a description of the goals of Andrew College, a description of the Andrew student, a description of the "successful faculty member" at Andrew College, the preparation of syllabi, administrative procedures, rights and responsibilities of the student, the criteria and processes of evaluation of faculty, continuation and termination, community responsibilities and community life. In order to guarantee continuing support of the faculty member, each faculty member will be assigned a mentor who is an experienced member of the faculty.

#### **10.6.14 Pitts Library:**

Faculty members should make personal use of the Pitts Library as well as encourage students to do so. Pitts Library has over 35,000 volumes and almost 230 periodical subscriptions, plus access to 4,000 titles through GALILEO. Inter-library loan service for books and periodicals is available at a nominal cost. Orientation lectures for the students are given by the Director of Library Services. Faculty members are expected to consult periodically with the Librarian for the purpose of requisitioning new books that are appropriate to their departments. A

reference help desk may be accessed 24 hours a day through the library email.

#### **10.6.15 Promotion:**

The system of promotion at Andrew College is intended to recognize professional growth and promote cultivation of the developing relationship between the faculty member and the College. This relationship will include but not be limited to a lifestyle and philosophy of education compatible with the goals and the mission of Andrew College and a sound working relationship with students, fellow faculty members, administration, and staff.

##### **10.6.15.1 Promotion to Assistant Professor:**

Four years in rank, master's degree, evidence of professional growth and service to Andrew College, positive leadership, scholarly achievement, and commitment to Christian higher education.

##### **10.6.15.2 Promotion to Associate Professor:**

Five years in rank as Assistant Professor at Andrew College, A.B.D. or recognized terminal degree in the discipline; (six years of consecutive service at Andrew College may serve in lieu of completion of the doctoral level course work), evidence of professional growth and service to Andrew College, positive leadership, scholarly achievement and commitment to Christian higher education.

##### **10.6.15.3 Promotion to Professor:**

Six years in rank as Associate Professor at Andrew College, doctoral degree or recognized terminal degree in the discipline; (ten years of consecutive service and Andrew College may serve in lieu of the doctoral degree), evidence of professional growth and service to Andrew College, positive leadership, scholarly achievement and commitment to Christian higher education.

#### **10.6.16 Procedure for Promotion Evaluation:**

1. Faculty members will be responsible for notifying the Dean of Academic Affairs that they are eligible to be considered for promotion, and the faculty members must submit a letter explaining their eligibility
2. The Dean of Academic Affairs will notify the Professional Development Committee of the faculty member's application for promotion. The committee will then meet with the applicant and explain the procedure
3. The Professional Development Committee will request the faculty member to submit a list of four colleagues (faculty members) to act as evaluators. The committee will choose two evaluators from this list of four. Two different divisions should be represented
4. The applicant's Division Coordinator may not serve as an evaluator. One evaluator must be in a faculty rank higher than the applicant's rank. Evaluators must be full-time faculty at Andrew College

5. The faculty member will supply the evaluators with a Teaching Portfolio that includes items the faculty member deems appropriate. The Professional Development Committee urges the faculty member to use the FG&S evaluation form as a guide (See Appendix 4 – Annual Faculty Evaluation in the Faculty Handbook)
6. The evaluators will evaluate the candidate based upon the portfolio and classroom teaching observations
7. The evaluators will prepare reports with recommendations for the committee
8. The committee will review the recommendations of the evaluators and make a recommendation to the President
9. The President will review the recommendations of the committee. The President may also request a recommendation from the Dean of Academic Affairs. The President then will make a recommendation to the Executive Committee of the Board of Trustees
10. The Board of Trustees will make a final decision upon the recommendation
11. The faculty member will be notified of the results by the President in the name of the Board of Trustees
12. All evaluation will be confidential and shared with the faculty member only if the President chooses to do so

#### **10.6.17 Professional Memberships and Subscriptions:**

The College will pay for one professional membership for each faculty member, provided the cost of the membership does not exceed \$50 annually. Requests for payment should be submitted to the Office of Academic Affairs on an annual basis.

#### **10.6.18 Public Relations:**

1. Each faculty member is a representative of Andrew College in the community and at professional meetings. The faculty member should endeavor to promote and establish good relations at all times. All statements, information and newsworthy material released in the name of the College will be channeled through the Vice President for Administration
2. Faculty members are expected to actively support College events
3. For all academic processions, faculty will wear full academic attire: that is, robe, cap, and hood appropriate to the highest degree attained. All members of the faculty and administration who hold an academic degree are expected to participate

#### **10.6.19 Simultaneous Employment:**

Authorization and/or appointment for teaching is issued through the Dean of Academic Affairs. A faculty member must receive approval from the Dean of Academic Affairs before accepting simultaneous employment elsewhere.

#### **10.6.20 Special Assignments:**

The duties of a faculty member may include special, often unpredictable, assignments that are deemed desirable or necessary for the proper operation of the College. One such special assignment recurs each semester: assistance in

registration procedures under the direction of the Dean of Academic Affairs. Other special assignments are such services as the following: advising student organizations, representing the College at professional meetings, acting as special delegates at the request of the administration, serving on special committees, and helping with the orientation program. These are examples and are not intended to represent a complete listing.

#### **10.6.21 Teaching Load:**

Andrew College desires, insofar as possible, to practice equity in the distribution of assignments. An unduly heavy workload can affect the effectiveness of the instructor in performing teaching and advising duties. An unduly light workload deprives the College of services that should be rendered by full-time faculty and inflicts an unjust burden on other faculty members. It is difficult to establish a policy which applies across all members of the College due to the variance in teaching, advisory, service, and abilities. Nevertheless, policies can be stated which are reasonable, but sufficiently flexible, to allow faculty at Andrew College to cooperate in efficient and effective assignments.

The duties of a faculty member may include special, often unpredictable, assignments that are deemed desirable or necessary for the proper operation of the College. One such special assignment recurs each semester: assistance in registration procedures under the direction of the Dean of Academic Affairs. Other special assignments are such services as the following: advising student organizations, representing the college at professional meetings, acting as special delegates at the request of the administration, serving on special committees, and helping with the Orientation program. These are examples and are not intended to represent a complete listing.

#### **Faculty Teaching Load:**

The standard teaching load will be the equivalent of 15 semester hours during Fall & Spring semester. Each contract hour of a lecture class counts as one teaching load hour. For lab courses, one contact hour equals 0.75 teaching load hours and each hour of a private lesson equates to 0.66 teaching load hours. Teaching load may be temporarily or permanently reduced when involvement in non-teaching activities of the College is greater than normal. If more than 15 teaching hours per semester is assigned, the faculty member will be compensated. Such compensation will be determined by the Dean of Academic Affairs and agreed to as a supplemental contract by the faculty member in advance of teaching the overload; or the faculty member may accept a proportionately reduced teaching load in a subsequent term of the same academic year. Overload normally may not exceed more than 19 hours without approval from the Dean of Academic Affairs.

#### **Non-Teaching Load:**

Because it is almost impossible to measure the non-teaching portion of a faculty work load, the College endeavors to assign non-teaching duties equitably but at the same time considers the uniqueness of disciplines and programs. The procedures for seeking a reduction in the teaching load are explained in "Reduction in Teaching Load." All faculty members are expected to become

active and valuable contributors to the College's efforts for continuous, on-going, improvement in its academic programs and operations based upon assessment and data-driven decision making.

#### **Reduction in Teaching Load:**

When involvement in non-teaching activities of the College is greater than normal, a faculty member may request a temporary or permanent adjustment in teaching load. The College's request for such involvement by a faculty member must be agreed to by the faculty member and the Division Coordinator. The request for a reduction in teaching load may be initiated by the faculty member or Division Coordinator. The request will be acted upon by the Dean of Academic Affairs in consultation with the faculty member and Division Coordinator.

#### **10.6.22 Tenure:**

Tenure is designed for the protection of academic freedom, and it is one of the highest honors a faculty member can receive. It protects faculty members from arbitrary sanctions that would curtail or inhibit the search for truth in the classroom, the veracious consideration of matters concerning the College, and voluntary participation in the life of the community and society at large. Tenure assures open consideration of issues in committees served by the faculty as well as in student organizations seeking faculty help and guidance. Tenure helps maintain the open market of ideas essential to the vitality and survival of a democratic society.

Tenure at Andrew College is not associated with any particular rank. It will be based on merit and extended only to those individuals whose performance as teachers and/or scholars is clearly of high quality and to those who are above the rank of instructor and are employed full time; (full time denotes service on a one hundred percent workload basis).

When the Board of Trustees of Andrew College grants tenure, a permanent relationship between the faculty member and Andrew College is established. Both assume mutual responsibilities and obligations. For this reason tenure will not be granted in routine fashion. Factors other than length of service will be considered. These will include, but not necessarily be limited to, good growth, a life style and philosophy of education compatible with the goals of Andrew College and a sound working relationship with students, faculty, administration, and staff.

#### **10.6.23 Eligibility for Tenure:**

**10.6.24.1** A faculty member appointed initially at the rank of Instructor will be considered for tenure at the end of seven years; at the rank of Assistant/Associate Professor at the end of five years; at the rank of Professor at the end of four years.

**10.6.24.2** Part-time faculty members or faculty members appointed to non-tenure track positions will not be eligible for tenure consideration.



**10.6.24.3** Tenure will expire at the close of the academic year in which the faculty member's 70<sup>th</sup> birthday occurs before March 1<sup>st</sup>. If the 70<sup>th</sup> birthday occurs after March 1<sup>st</sup>, tenure will expire at the close of the next year. This does not preclude the issuance of one-year contracts.

**10.6.25 Consideration for Tenure:**

The Dean of Academic Affairs will notify the President when a faculty member becomes eligible for tenure consideration. Not more than fifty percent of the faculty will be tenured. The Board of Trustees upon the recommendation of the President grants tenure.

A Committee on Tenure will be appointed by the President and be composed of the Dean of Academic Affairs and three tenured faculty members who hold the rank of Associate Professor or Professor. The committee will review the records of all candidates for tenure and recommend to the President the granting or denying of tenure to the candidate. When final authority for granting tenure is granted, proper notification will be given to the faculty member.

Andrew College does reserve the right to terminate the services of a tenured faculty member for cause. Cause includes, but is not limited to: loss of competence, neglect of duty, immorality, insubordination, program changes, inability to relate to students and/or colleagues, and financial exigency. In all such cases, the due process of the faculty member is guaranteed.

**10.7 Employee Hotline:**

Andrew College has available to its employees and students a service called the “Campus Conduct Hotline.” It allows individuals the ability to anonymously contact the Andrew College administration through a caller service. This service is run in conjunction with the Andrew College insurance carrier, EIIA. If an employee encounters any of the following items they can use the “hotline”:

- Fraud or crime
- Sexual harassment
- Discrimination
- Safety or facility risk issues
- Security and internet policy abuses
- Code of conduct violations
- Workplace hostility
- Unethical grading practices
- Fraudulent financial or business practices
- Any other questionable behaviors

The “hotline” number is 866-943-5787. The call will be confidential and anonymous. It will be answered by a masters’ degreed specialist in Psychology or Social Service. It will be reported to the administration for investigation. The call will be assigned a case number for follow-up by the caller.

## **Section 11.0    Student Policies**

### **11.1    Disciplinary Authority:**

The authority to act and the responsibility to act on social and disciplinary matters is vested with the Dean of Student Affairs. As a church related institution, Andrew College expects students to assume personal responsibility in all areas of college life and in the maintenance of high standards of behavior. The Andrew College Social Code is based upon the premise that the College should be a Christian community organized to provide maximum benefits for all the members. Students are expected to exhibit personal responsibility and integrity at all times. Like the Andrew College Honor Code, the Social Code is the responsibility of every student, faculty and staff member at Andrew College. Students must display, in attitude and conduct, a willingness to accept and cooperate with the College in observing established policies. Social guidelines and procedures for implementing social and behavioral policies are contained in the *Andrew College Student Handbook*.

In general, the jurisdiction of the College is limited to events that occur on College property. However, the jurisdiction of the Dean of Student Affairs may extend outside the physical boundaries of the College when:

- A student is off-campus in the name of the College
- The student's behavior may be a threat to the safety or security of members of the College community or College property, functions, or facilities
- The alleged misconduct involves identification of the College
- Reflects adversely upon the mission of the College.

Once a student is registered at Andrew College, he/she is held accountable to the Social Code and his/her conduct is under the jurisdiction of the faculty/staff of the College. The College reserves the right to discipline violators of the Social Code and established rules and policies of Andrew College. Students are required to report any violations of the policies and procedures outlined in the *Andrew College Student Handbook* along with any off-campus incidents or crimes when the violators are Andrew College students to the Dean of Student Affairs.

All professional staff members and faculty members are expected to be familiar with student disciplinary procedures as set forth in the *Andrew College Student Handbook*.

### **11.2    Judicial Programs:**

The educational mission of Andrew College holds many opportunities for intellectual, social and spiritual development. A basic component of the educational mission embellishes expectations of acceptable behavior based on ethics and integrity necessary in a college community. The Andrew College judicial system attempts to contribute to the teaching of appropriate individual and group behavior as well as protecting the campus community from disruption and harm. The judicial programs established at Andrew are conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall academic mission of Andrew College.

All students are expected to comply with Andrew College policies as outlined in the *Andrew College Student Handbook*. The *Student Handbook* is subject to change as policies are updated and revised, thus the *Student Handbook* represents the policies that are in effect at the time of publication. Members of the Andrew College community are also

subject to all local, state, and federal laws and statutes. Any alleged violations of laws and statutes which occur on or off-campus are subject to College investigation and referral to the Andrew College Police or local, state, or federal authorities.

**11.3 New Student Orientation:**

The responsibility for student orientation lies with the Dean of Student Affairs and the Dean of Academic Affairs; however, it involves a yearlong effort of the entire campus community. Pre-registration is the first of two components making up the new student orientation program. First semester students are required to participate. The one day pre-registration program provides students and their parents the opportunity to meet the College administration, faculty and staff as well as returning Andrew students. Students register for classes and receive their class schedules as along with information about how to order textbooks. The activities and fun continues during the first weekend on campus. Students will share in events that promote team-building and teach skills needed to make them successful in college. They will review the *Andrew College Student Handbook* and be introduced to campus policies and procedures. Orientation is a graduation requirement and includes experience in goal setting, time management, improving study skills, attitudes, academic decision-making, dealing with human relationships, health issues, as well as other topics of curricular and co-curricular life.

**11.4 Student Financial Aid:**

Andrew College makes every effort to meet student financial needs as established on the Financial Aid Form of the College Scholarship Service. Andrew College complies with all applicable federal, state laws and regulations governing Financial Aid, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

**11.5 Student Governance Procedures:**

Students are expected to comply with the guidelines of Andrew College in order to fulfill Andrew's purpose in providing an education in a Christian, caring environment. The heart of this environment is the spirit of community and a basic respect and concern for others. A community cannot exist successfully unless basic rights of the community are upheld, and guidelines are important and necessary to define these rights and standards of community life. A student who enrolls at Andrew voluntarily becomes a member of this community where respect for others and mature behavior is expected in the classroom, on the playing fields, and in the residence halls. Acceptance of admission to Andrew College implies acceptance of the guidelines deemed important for the community.

All professional staff members and faculty members are expected to be familiar with Student Governance Procedures as set forth in the *Andrew College Student Handbook*.

**11.6 Student Handbook:**

The *Andrew College Student Handbook* is the official guidebook of the Office of Student Affairs. The handbook contains information on special services available to students, basic information on opportunities for growth and development in the function of student life, personal conduct policies on campus in general and in the residence halls, and describes in detail the judicial procedures of the College. Various statements are contained in the *Andrew College Student Handbook* that describe expectations the College has of students concerning proper behavior and conduct while at Andrew.

Upon arrival at Andrew College, students are notified how to access the *Andrew College Student Handbook*, which is located online. During orientation of new students, groups are organized to review the handbook on a more personal basis.

#### 11.7 Student Health Services:

Upon enrollment at Andrew College, each student must submit a health information form. This form is used in emergencies to provide important information to medical professionals and to the staff. At check-in, each student must complete an emergency contact card that remains on file in the Office of Student Affairs. All forms must be completed in English and be legible.

If a student needs to receive medical treatment, there are doctors' offices and an emergency room within walking distance of campus; however, the student may receive treatment where he or she chooses. **Andrew College is NOT responsible for any medical expenses occurred while at the College.** It is expected for the students to make reasonable decisions regarding health care.

Andrew College does provide limited medical treatment through a contracted local physician. The physician is "on call" for the College and will be notified in the event a student appears to need or requests emergency care. Students may also receive a cost free medical exam and treatment from the College on call physician one day per week in the physician's local office. Students who wish to utilize this service must contact the Office of Student Affairs for additional information. Andrew College expressly disclaims any liability or responsibility arising from treating students by the physician or their associates.

Andrew College provides supplemental accident insurance for all full-time students, but coverage is limited, and there are exclusions. This secondary plan is not a health insurance policy and does not provide benefits for non-accident related injuries or for pre-existing injuries. Student athletes are automatically enrolled in the Andrew College Athletic Accident Plan. This policy is secondary to, or in excess of, personal family medical insurance coverage, and covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Athletic Director according to NJCAA regulations. This policy provides coverage for Athletic Related Conditions up to a maximum of \$5,000 per Athletic Related Condition. *Initial medical treatment must be received by a doctor within 90 days from the date of the accident or onset of symptoms for Athletic Related Conditions.* In addition, all student athletes are covered under a long-term disability policy up to \$3 million as part of the base plan. More information on the Athletic Accident Plan is available from the Athletic Training Department. All injuries must be reported as soon as possible to the Athletic Director or Coach of a program. All injuries that require medical treatment must be reported to the Athletic Trainer located in the Parker Building (Gym) in order to complete an accident claim form. It is the student's responsibility to complete a claim form for an accident. Any injury occurring due to participation in intercollegiate athletics must be reported to the Athletic Trainer.

## **11.8 Office of Student Affairs:**

### **Mission of Office of Student Affairs:**

The Mission of the Office of Student Affairs is to create a nurturing environment that supports the educational mission of Andrew College while fostering student leadership, promoting campus involvement, facilitating individual and group achievement, and mentoring behavior that is reflective of the values and Christian heritage of the institution.

Office of Student Affairs is designed to promote activities and programs supportive of the aims and purposes of the College. The first two years of college are critical times in a student's academic life. It is the goal of the Office of Student Affairs to make those years special and rewarding for each student. Andrew College is committed to the idea that total education involves more than academic pursuit. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic development. The activities sponsored within the Office of Student Affairs are designed to achieve a continuing, optimal student life environment, to provide student opportunities for gaining appreciation for the dignity and worth of the individual, to encourage an appreciation and understanding of scholarship, creativity, community, and to enhance the ability to relate with others. Policies relating to the Office of Student Affairs area are contained throughout the *Student Handbook*.

## **11.9 Students with Disabilities:**

Andrew College is committed to providing equal educational opportunities for all students while facilitating a successful and positive college experience. One of the responsibilities of the College is to help integrate students with disabilities into the academic and social process so that they may enjoy a full college experience. At Andrew College, the Director of the Focus Program and Disability Services is the designated person to coordinate disability services for students with disabilities. Students with disabilities must self-disclose their disabilities to the Director to be certified eligible for services. **The Office of Disability Services is located at 45 McDonald Avenue and the Director of the Focus Program and Disability Services may be reached at 229-732-5908 or 229-732-5906.**

The Office of Student Affairs works closely with the Director of the Focus Program and Disability Services to ensure that accommodations are available to students with documented disabilities including but not limited to physical disabilities, learning disabilities, and psychiatric disabilities, at Andrew College under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Individuals requesting reasonable accommodations must schedule an appointment with the Director as soon as the student is accepted at Andrew College. The student must provide current documentation of his/her disability from a qualified, licensed professional, and the documentation must meet the criteria outlined in the *Andrew College Disability Documentation Guidelines*, which are available through the Focus Program Office. The documentation must establish that the student has an official diagnosis of a disability and demonstrate that the disability substantially limits a major life activity. In addition, the documentation must validate the need for reasonable accommodations and demonstrate the impact of the disability on the student's ability to function in a post-secondary setting. The documentation assists in the determination of the appropriate

accommodations and services to minimize the impact of the disability and personalizes the student's rights to equal access to Andrew College.

It is the responsibility of the student to provide this documentation and to register with the Director of the Focus Program and Disability Services by the end of the first full week of classes; however, students are encouraged to contact the Director and self-disclose their disabilities as soon as they are accepted to Andrew College. After meeting with the Director, it is the student's responsibility to self disclose his/her documented disability during the first week of class to each instructor and to his/her faculty advisor.

The Director will meet with the student to review the documentation and determine the appropriate accommodations for the student. This information should be forwarded to the Director prior to July 1<sup>st</sup> so that the services may be coordinated with the Office of Student Affairs prior to July 1<sup>st</sup>.

**11.10 Student Success Center:**

The Student Success Center (SSC) is a one-stop-shop for the most comprehensive academic support services available at Andrew College. This center is open to all students and offers professional tutoring, career exploration, and transition planning. The center sponsors academic success workshops and supplemental instruction along with tutoring in the residence halls. The mission of the SSC is to increase retention, persistence, and graduation rates through implementation of academic and student support initiatives. The SSC is funded through a Title III federal grant from the U.S. Department of Education. **The Student Success Center Office is located in The Success House, next to the Reid Center.**

**11.11 Student Support Services:**

Student Support Services (SSS) is a federally funded grant program through Title IV (TRIO) of the U.S. Department of Education. SSS offers academic assistance, computer assisted instruction, supplemental peer tutoring, professional tutoring, financial aid counseling/planning, study skills, time management, career and transfer counseling, as well as educational seminars and cultural enrichment trips to eligible students. The purpose of the program is to assist students in successfully completing their education and achieving their career goals. In addition to the academic year activities, incoming freshman students may participate in an intensive Summer Success Seminar designed to improve writing, math, computer, reading, time management, study, and research skills. Financial aid may be available to eligible students.

**Applications for this program are available in the Student Support Services office, located in The Success House, next to the Reid Center.**

**11.12 Student Complaint and Grievance Policy:**

Andrew College provides a wide variety of educational services, as well as artistic, athletic, and cultural programs, along with non-academic services to students. As a service organization, the College values high quality in the delivery of all of its academic and administrative services. Occasionally, a student may feel that the treatment they have received is not consistent with expectations based upon the College's official documents, such as the *College Catalog* or the *Student Handbook*. In these cases, Andrew College desires to have a clearly defined path for students to express their complaints in a manner that will provide documentation and accountability within the institution for providing a

timely response and resolution. This path is comprised of informal complaint procedures, formal grievance procedures, and appeal procedures. Generally, the path requires that a discussion take place between the involved individuals.

A student who feels that they have received treatment inconsistent with the College's policies may initiate a complaint. In most cases, student complaints can be resolved through conversation. The immediate supervisor may be requested to attend the meeting as well. If the informal complaint is not resolved, the student may contact the dean or immediate supervisor for further investigation.

When a complaint goes unresolved following policy procedure, a student may file a formal grievance. This grievance is written statement that is kept on file. The grievance must be reported to the appropriate dean or supervisor, and show that policy has been followed in attempt to resolve the concern. It is important that the grievance includes information detailing the concern, name of complainant and contact information. Students seeking to file a formal grievance concerning academics must fill out the appropriate form. This form is located on the Andrew College webpage as well as in the Office of Academic Affairs. Individuals seeking to file a formal grievance of a non-academic concern must fill out the Incident Report Form located on the Student Affairs page of the Andrew College webpage. Forms are also available in the Office of Student Affairs.

#### **Academic Grievance Policy:**

A student who has an academic grievance shall meet with faculty member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the faculty member, in writing, to the Dean of Academic Affairs who, if deems it appropriate, will convene a committee to hear the case.

The committee will consist of the Division Coordinator and the student's advisor and will be chaired by the Dean of Academic Affairs. If one of the regular committee members is involved in the grievance, another appropriate faculty member will be appointed. If the Dean of Academic Affairs is included in the grievance, the student should report the grievance to the President.

#### **Non-Academic Grievance Policy:**

A student who has a non-academic grievance shall meet with the staff member in an attempt to resolve the issue. If a satisfactory resolution cannot be reached, the student shall report the grievance and the result of the meeting with the staff member, in writing, to the Dean of Student Affairs who will convene a committee to hear the case.

The committee will consist of a member of the Student Affairs Advisory Committee and the student's advisor. The committee will be chaired by the Dean of Student Affairs. If one of the regular committee members is involved in the grievance, another appropriate faculty or staff member will be appointed. If the Dean of Student Affairs is included in the grievance, the student should report the grievance to President.

#### **Reporting Responsibilities of Faculty and Staff:**

Faculty and staff are responsible for reporting any and all violations of Andrew College Academic Policy as well as violations of the Andrew College Social Code and Andrew College Student Code of Conduct. Violations of the Andrew College Honor Code and Academic Policies must be reported immediately to the Dean of Academic

Affairs. Violations of Andrew College Social Code and Student Code of Conduct must be reported immediately to the Dean of Student Affairs. Violations of misconduct by Andrew College personnel must be immediately reported to the Vice President for Finance.

**Reporting Sexual Misconduct-Sexual Harassment or Sexual Assault:**

If you experience or witness sexual or other unlawful harassment in the workplace, classroom, in or on college-owned or college-controlled property or at college-sponsored events, Andrew College encourages you to report it immediately according to policy. You can raise concerns and make reports without fear of reprisal or retaliation. Andrew College prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate Andrew College's Equal Employment Opportunity Policy or Sexual Harassment Policy, or which may be contrary to Andrew College's Notice of Non-discrimination, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the victim and the alleged harasser will be informed concurrently of the outcome of the investigation.

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs or the Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to and including discharge or expulsion.

In all instances, reports of sexual harassment, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator, Whitney Mosley, located in Old Main, Suite 108 at 501 College Street, Cuthbert, Georgia 39840 or 229-732-5949.

**Any concerns regarding the health, safety, and well-being of students should be immediately reported to the Office of Student Affairs.**

The Office of Academic Affairs, Office of Student Affairs, and the Office of the Vice President for Finance (Business Office) will each maintain a record of all written complaints that have been received from students, along with documentation of how the complaint was addressed. These records will be retained for a period of three years and redacted records will be available for review for any accreditation or regulatory purposes.



## **Section 12.0 Facilities/Equipment Use Policies**

### **12.1 Facilities Description:**

A virtual tour of the campus facilities and Facility Use Waiver Form are both available on the College's website.

#### **Albert and Delorease Parker Physical Education Building:**

The Parker Physical Education Building was constructed in 1966 and contains offices for the athletic team coaches, athletic training/treatment room, and three classrooms used for academic instruction.

#### **Charlotte and Idus Rhodes Science and Computer Center:**

The Charlotte and Idus Rhodes Science and Computer Center was completed in 1985 and serves as the academic center for math, science, and computer instruction.

#### **Don Abbott Turner Dining Hall:**

The Don Abbott Turner Dining Hall was constructed in 1984. The Don Abbott Turner Dining Hall is located at the north end of the campus. The food service operation, managed by ARAMARK Food Services, provides a wide variety of choices that reflect the lifestyle of today's college student.

The dining hall is open to the public, and individuals may purchase meals at any time. Andrew College employees receive a discount for themselves and their families and are encouraged to take advantage of this opportunity. Catering service is available through the management of the food service operation. The staff is able to assist with planning any kind of special event and is able to provide a full array of catering options.

#### **Focus Lab:**

Andrew College is committed to providing equal educational opportunities for all students while facilitating a successful and positive college experience. One of the responsibilities of the College is to help integrate students with disabilities into the academic and social process so that they may enjoy a full college experience. At Andrew College, the Director of the Focus Program and Disability Services is the designated person to coordinate disability services for students with disabilities. Students with disabilities must self-disclose their disabilities to the Director to be certified eligible for services. The Office of Disability Services is located at 45 McDonald Avenue and the Director of the Focus Program and Disability Services may be reached at 229-732-5908 or 229-732-5906.

#### **Frances Clark and Ernest Arlington Fort Hall:**

Fort Hall was completed in 2000 and serve as the women's residence hall. Rooms are arranged as suites with a shared bathroom between the two rooms. Each room has internet and telephone access. There are common areas containing amenities for students to socialize and study.

#### **The G. Clyde and Ruth Tarrer Jinks, Sr. Physical Education Complex:**

The Jinks Physical Education Complex was constructed in 1986 as an extension to the Parker Building and contains the gym, racquetball courts, free weight room, and dressing rooms. The swimming pool is adjacent to the building.

**Gilbert Field:**

The Gilbert Athletic Field in 2007 was named in honor of Crispin and Jimmy Gilbert, and serves as the venue for intramural activities on campus and for varsity soccer games held at night.

**Hord Athletic Field:**

Hord Athletic Field was constructed in 1999. The facility is located approximately one mile west of the main campus and is the site of the College's varsity baseball, softball, and soccer fields.

**Jamison Center:**

The Jamison Center is located across the street from Old Main and presently houses the instructional area for art instruction.

**McDonald House:**

The McDonald House is located on Lumpkin Street approximately one block from the campus and serves as the residence of the President of the College.

**Mitchell Hall:**

Mitchell Hall was built in 1967. Rooms are arranged as suites with a shared bathroom between the two rooms. Each room has internet and telephone access. There are common areas containing amenities for students to socialize and study.

**Old Main Administration Building:**

In 1892, the existing Andrew Female College buildings burned; however, funds were raised immediately by the people of Cuthbert, and "Old Main," the present administration building, was constructed. Warren Bush Hall, the first classroom building, was constructed in 1900 and Cuthbert Hall was constructed in 1912, thereby joining "Old Main" and Warren Bush into one unit.

Today Old Main and Cuthbert Hall house the following:

- Ground Level – Dean of Student Affairs/Office of Student Affairs, Deli, Student Center, Police Department, Post Office, and Fitness Center
- 2<sup>nd</sup> Level – Admission Office, Athletic Director's Office, Development Office, Liddie Murphy Theatre, and President's Office
- 3<sup>rd</sup> Level – Office of Academic Affairs, Registrar's Office, and a number of faculty offices
- The rest of the areas are unused or used for storage
- Warren Bush Hall is presently unused and scheduled for renovation

**Patterson Hall:**

Patterson Hall was built in 1961. Rooms are arranged as suites with a shared bathroom between the two rooms. Each room has internet and telephone access. There are common areas containing amenities for students to socialize and study.

**The Phyllis and Jack Jones Chapel:**

The Phyllis and Jack Jones Chapel was built in 2001. The lower level of the building houses the Andrew College AndrewServes Servant Leadership offices and two academic classrooms.

**Pitts Library:**

The Pitts Library was constructed in 1967. In addition to the typical stacks and reading areas the library contains a large mediated classroom, an archive room, instructional development room, and the main computer server room.

**Reid Center:**

The Reid Center is located just east of the Parker Building and houses the Business Office and financial functions of the College.

**Ira Pierce and Elizabeth Ragan Rhodes Hall:**

Rhodes Hall was constructed in 1963 and currently serves as a co-ed residence hall with the males residing on the second floor and females on the first floor. Rooms are arranged as suites with a shared bathroom between the two rooms. Each room has internet and telephone access. There are common areas containing amenities for students to socialize and study.

**Student Success Center:**

The Student Success Center (SSC) is a one-stop-shop for the most comprehensive academic support services available at Andrew College. This center is open to all students and offers professional tutoring, career exploration, and transition planning. The center sponsors academic success workshops and supplemental instruction along with tutoring in the residence halls. The mission of the SSC is to increase retention, persistence, and graduation rates through implementation of academic and student support initiatives. The SSC is funded through a Title III federal grant from the U.S. Department of Education. The Student Success Center Office is located in The Success House, next to the Reid Center.

**Suarez Fine Arts Building:**

The present building was constructed in 1948 as the original Pitts Library but in 1967 was remodeled into the Suarez Fine Arts Building. The building currently houses a performance area, practice rooms, and three offices for fine arts faculty.

**12.2 Maintenance Requests:**

The custodial and maintenance service on campus is performed by an outside contractor; National Resource Management. In order to provide an effective and prompt response to the institution-at-large, the maintenance contractor operates on an electronic work order system; MicroMain. This system allows the manager to prioritize needs and make the appropriate assignments based upon the skills required. The request also provides for a means of evaluation and follow-up. When you require the services of the custodial/maintenance department, please complete in detail the work order. In instances where time is of the essence, you should call the maintenance office at extension 5239 and make an oral request, if no one answers call Andrew Lowery at 706-302-5624 or send Andrew an email at [andrewlowery@andrewcollege.edu](mailto:andrewlowery@andrewcollege.edu). In case of a maintenance emergency, the Vice President for Finance at 229-732-5946 or any senior administrator. If after hours, call the on-duty maintenance contractor on their mobile phone number; Eddie Davis at 229-310-0468, Vertis Rogers at 229-942-9177 or Andrew Lowery at 706-302-5624.

### 12.3 **Parking Policy:**

#### **Motor Vehicle Registration and Parking Policy:**

*Faculty and staff driving a vehicle on the Andrew College campus are required to register the vehicle with the Andrew College Police Department (ACPD) within 48 hours of the vehicle being on campus. A free parking decal that must be displayed in the lower left corner of the rear windshield will be provided. Vehicle use on sidewalks, non-paved areas and campus lawns is prohibited.*

Individuals who are issued a parking citation have two weeks to either pay the citation or make arrangements to pay the citation. Payment or arrangements to make payment will be made with the ACPD.

ACPD are empowered to issue citations for any traffic offense under the State of Georgia motor vehicle impoundment device or towed. If the vehicle is either immobilized or towed, the students must report to the ACPD. All fines must be paid before the vehicle is released to the students and/or allowed on campus if towed. All towing and storage fees are the sole responsibility of the student. Accumulations of parking tickets or traffic violations may result in revocation of vehicle privileges on campus.

A Traffic Appeals Committee, appointed by the Dean of Student Affairs, will meet on an ad-hoc basis to hear traffic appeals. The committee will consist of a faculty member, a staff member, and a senator from SGA. The decision of the Traffic Appeals Committee is final and without appeals rights.

**The College DOES NOT accept responsibility or liability for automobiles or their contents while parked on campus.**

### 12.4 **Use of Equipment:**

Faculty and staff members are responsible for items issued to them by Andrew College or in their possession or control (i.e. tools, credit cards, keys). Persons that are issued College property may not lend it to others for their use. Keys may not be copied. Copying of keys is considered a serious violation of College policy. All Andrew College property must be returned immediately upon request or upon termination of employment.

Explicit permission is required before using College equipment unless the equipment has been placed in the custody of the employee. Personal use of College property, equipment, or vehicles is prohibited. When using College property, equipment, or vehicles, faculty and staff members are expected to exercise care, perform or report required maintenance, and follow all operating instructions, safety standards, and guidelines. Equipment and vehicles should be returned on time, clean and to its proper location. Keys should be returned to the issuing office to be returned to the Chief of Police.

Employees should notify the maintenance supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

## 12.5 Use of Vehicles:

### 12.5.1 Requirements:

Faculty and staff members may schedule the use of College vehicles for authorized and approved College business. Students and non-employees are never allowed to drive College vehicles. In order to become qualified to operate a College vehicle the employee must:

- Have a valid driver's license from their state of residence
- Complete the driver's safety course offered by the College and administered by the Chief of Police
- Submit to an annual check of their driving history
- Be a current employee of the College
- Any person convicted by a court in the U. S. of any of the following offenses will be disqualified from operating a College vehicle: D.U.I., Reckless Driving, Homicide by Vehicle, Hit and Run, Leaving the Scene of an Accident with Injuries or Damage, Drag Racing, or Speeding in excess of 20 miles over the speed limit
- Seat belt usage is required in all College-owned, leased or rented vehicles
- All drivers must obey the guidelines of the "Hands Free Georgia Act" when using wireless communication devices.

### 12.5.2 Procedure:

The College does not maintain a pool of vehicles for general use. Some vehicles are funded by a specific program which limits their availability for non-program use. Those vehicles without limitations are scheduled on a first-come, first-served basis. Procedures are as follows:

- Employees must obtain permission to drive College owned vehicles by scheduling the vehicle in advance with the assigned representative from the Office of Student Affairs and providing the necessary budget information to the appropriate office
- Requests for vehicle use must be made by phone, email, or in person at least two days prior to the date of departure
- The person scheduling the vehicle is responsible for obtaining the key from Andrew College Police Department during normal business hours and is responsible for returning the key, not more than one day following scheduled return. **DO NOT** pass the key to anyone else
- The vehicles must be returned in good condition. All trash should be removed. . maintenance problems and accidents are to be reported immediately to the Maintenance Department and to the Vice President for Finance
- Vehicles **MUST** be returned with a full tank of gasoline and parked in the designated parking lot
- An Andrew College *Vehicle Use Expense Form* must be completed, signed by the appropriate department head and submitted to the Business Office at the time the key is returned. These forms are available in the office of Andrew College Police Department or can be found at F:\Shared Memo & Forms
- Department use of the College vehicles will be charged to the indicated account number by a Business Office Journal Entry. Please check with the Business Office for the current rates per mile

- All College vehicles are **NON-TOBACCO USE VEHICLES**

#### 12.6 **Use of Buildings:**

Use of the College facilities for College functions and other College business must be coordinated with the following individuals:

- Dean of Academic Affairs: Academic areas including Classrooms, Library and Auditorium
- Athletic Director: Parker and Jinks Buildings and Hord Athletic Field
- Dean of Student Affairs: Jones Chapel, Residence Halls, Student Center, Intramural Field, Swimming Pool, Fitness Center, Student Success Center, and Focus Lab
- Vice President for Finance: All other grounds and facilities

All third party use of College facilities must be approved by and coordinated through the cabinet official denoted above, who is responsible for assuring that necessary agreements and insurance are obtained, and that the scheduled activities are consistent with College goals and objectives. The President's Cabinet must approve (approval can occur through email or phone) the use of the facility before it can be offered to the outside group. As a matter of policy Andrew College does not "rent" its facilities to individuals or to organizations for a "for-profit" activity.

#### 12.7 **Use of Buildings – Alcohol Policy:**

Andrew College prohibits the possession or consumption of alcoholic beverages on its campus and sports fields. This prohibition does not apply to College owned houses serving as employee residences and which are separate from student housing and activity. While employees in College owned houses may possess, serve, and consume alcoholic beverages under this policy, they are expected to do so in a responsible manner and one which does not reflect unfavorably on the College. Employees may not serve alcohol at functions in their residence at which Andrew College students are in attendance.

#### 12.8 **Use of Keys**

Various faculty and staff members in the College community are issued keys to enable them to perform their assigned job responsibilities. The acceptance of the key(s) by the individual places a heavy responsibility on the employee to observe strict security and operational procedures in the usage of the key(s).

Persons issued keys that allow them access to areas other than their individual work area should recognize that they have additional responsibilities and considerations.

These responsibilities and considerations vary with the different area classifications:

- **Public:** Areas such as lobbies, classrooms, offices, etc. These areas are usually opened and closed at scheduled times and the primary consideration is the safeguarding of property
- **Private:** Areas such as individual offices, bookstore, and storage rooms, etc. Persons having access to these areas that are not assigned to them, should limit access to specific, job related needs. The employee should understand that these areas usually have valuable equipment, other employee's personal property and/or confidential material; and that additional care and security should be observed when working in these areas

- **Personal:** Are living areas for staff or students. The employee should understand that these areas are the “homes” of people and that while it remains College property, we need to limit our access to specific, job related needs. Furthermore, for the protection of both the employee and resident and barring an emergency, authorization by and/or notification of the employee’s supervisor should be obtained before entering the area. An attempt to notify the resident either by telephone, intercom or by knocking should be made before entering the area and an explanation of the need to enter be given. In addition, the employee must strictly observe the highest level of security while working in the area and insure that the area is locked when done.

Specifically the following are to be understood and observed:

- The key(s) remain the property of Andrew College and are to be returned if the individual’s employment is terminated or upon request of the College. Copies of the key(s) may not be made by a staff member
- The issued keys are for the use by the staff member only and may not be “loaned” to others or used to give access to persons who are not specifically authorized access to that area
- A staff member should report lost keys to his/her supervisor immediately
- Keys are to be used only in the performance of assigned job responsibilities and may not be used to gain access to facilities for any other purpose not authorized by the College
- When a staff or faculty member uses an issued key to unlock an area, he/she assumes the responsibility to secure and relock the area when leaving, including the cutting off of lights, heat/ac, equipment, etc.

When a newly hired employee requires a key(s), the Business Office representative will advise the Chief of Police. The Chief of Police will obtain the key(s) and issue them to the employee. The employee will sign an acknowledgement statement that will be filed in a key issue log book that is maintained by the Chief of Police. The Business Office representative will be provided a copy of that agreement to be filed in the employee’s personnel file and will notify the Chief of Police when that employee ceases employment with Andrew College so that the key(s) may be retrieved.