

ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

Faculty Handbook 2022 - 2023

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Introduction to Arizona Christian University

Mission Statement

Arizona Christian University provides a biblically integrated, liberal arts education equipping graduates to serve the Lord Jesus Christ in all aspects of life, as leaders of influence and excellence.

Vision Statement

Arizona Christian University exists to educate and equip followers of Christ to transform culture with the truth.

History

History

Founded in 1960, Arizona Christian University is an accredited, private, nonprofit Christian liberal arts university in Glendale, Arizona. Since its founding in 1960, the university has undergone a number of name changes, including Southwestern College, until its name was finally changed to Arizona Christian University in January 2011 in recognition of its growth from a small Bible college to a Christian liberal arts university. In 1972 the college first received accreditation with the Association for Biblical Higher Education (ABHE) and added accreditation through the Higher Learning Commission in 1992.

Present

Today, with the leadership of President Len Munsil (2010-present), a constitutional attorney and leader in Christian nonprofit and public policy work, ACU has embraced a renewed vision to “transform culture with truth” – taking the truth of Jesus Christ and the Gospel into all the world, bringing biblical truth into every arena of influence in our culture.

Going Forward

In November 2018, ACU announced their exciting growth expansion plans. After nearly six decades located on Cactus Road in north Phoenix, ACU reached an agreement with the Arizona State University Thunderbird School of Global Management to swap campuses – the 20-acre campus for the 68-acre campus that was formerly the home of the Thunderbird School of Global Management. The new campus offers more classroom space, an enhanced student life and space for the Firestorm athletes to practice and compete on-campus. With the move to Glendale, ACU can continue to grow the student population without sacrificing their Christian identity, mission and purpose.

Accreditation and Academic Standing

Accreditation

- The Higher Learning Commission - www.hlcommission.org - 312.263.0456

Affiliations

- Council for Christian Colleges and Universities (CCCU) - www.cccu.org - 202.546.8713

Approved by

- The Arizona State Approving Agency, a division of the Arizona Department of Veterans' Services

- The Arizona State Board of Education for teacher training in elementary and secondary education in preparation for state certification
- The Student and Exchange Visitor Program (SEVP), Department of Homeland Security

Licensed by

- The Arizona State Board for Private Postsecondary Education (AZPPSE)

Academic Philosophy

The university is committed to an educational process that includes the spiritual, mental, emotional, social and physical dimensions of our students’ lives and environments. The Bible holds a unique and central place in the curriculum. The pursuit of truth is approached with vigor and enthusiasm. The basis of our teaching and learning is that the source of all truth is God and His Holy Word.

Community Covenant

Arizona Christian University embraces a Community Covenant based on our core values, which spell out the acronym FIRE (Faith, Influence, Relationship, and Excellence). As members of the ACU Firestorm, we covenant together to spread this same vision.

Faith

We covenant together to love the Lord our God with all our heart, mind, soul, and strength. We love God by following the life and teachings of Jesus as revealed to us through God’s Word by the work of the Spirit. Our response to receiving God’s love is recognizing our privilege to worship and serve. Together, we seek to learn the wisdom and ways of God. Our faith compels us to seek to understand within the scope of orthodox, evangelical Christianity.

Influence

We covenant together to live a lifestyle of integrity. We desire to create a safe environment where we can express our identity authentically in Christ and humanity with honesty. We seek purity of thought and action, uniting our theology with the reality of our lives, and as a result, we make a difference in our world. As we grow in this identity – with confidence – we covenant together to pass on the best of ourselves to our community, our nation, and our world, leaving a legacy of commitment to the cause of Christ.

Relationship

We covenant together to love others as we love ourselves. We seek to cultivate this love as we celebrate individual strengths, encourage and challenge one another with truth and grace, and forgive one another when hurt or disappointed. As we seek wholeness and establish boundaries, we will pursue healthy relationships. Humility and respect for others are vital as we commit to seek truth together.

Excellence

We covenant together to pursue excellence in every area of our lives. We want our words and actions to represent Christ and to express gratitude to God. We are committed to the wise use of our time, money, education and resources as good stewards of God’s gifts and graces. Out of a heart of thankfulness to our Savior, we choose to live well in the strengths and talents he has granted, to bring Him deserved glory.

Our aim is that all faculty, staff, and students will actively participate in our community and discover a place of safety, growth and opportunity. As we share life together, we give ourselves to the process of being transformed into the likeness of Christ Jesus, making His life in us attractive to the world.

University-Wide Learning Goals

Arizona Christian University has articulated learning goals that correspond to the university's core values. All ACU students will:

- **Faith** - Be grounded in a biblical worldview and grow in their understanding of how to apply that worldview to every area of life.
- **Influence** - Develop critical thinking, communication, and creative problem-solving skills that position them to be leaders of influence in their communities and chosen professions, both locally and globally.
- **Relationship** - Deepen their personal relationships with God and be prepared for healthy relationships within the family, the church, and society as a result.
- **Excellence** - Cultivate excellence in their personal development, academic/professional pursuits, and cocurricular activities, living with integrity in a way that honors the Lord Jesus Christ in all things.

Undergraduate Learning Goals

Furthermore, Arizona Christian University has articulated undergraduate learning goals that correspond to the university's core values. Students graduating with associates or bachelors' degrees will be able to:

- F1. Explain basic elements of the Christian faith.
- F2. Apply a biblical worldview to their lives.
- F3. Express a personal, God-given calling for their lives.
- I1. Communicate effectively in various contexts.
- I2. Develop a strategy to transform culture with truth.
- I3. Describe and critique local culture.
- R1. Form and maintain significant personal relationships.
- E1. Articulate a holistic and integrated view of human culture.
- E2. Demonstrate information literacy and critical thinking skills.
- E3. Extend the truths of one's own disciplines via original research or practice.

The Five Pillars of Our Strategic Plan

Missional Fidelity

Steadfast adherence to the biblical principles encompassed in the university's mission, vision, and values.

Financial Stewardship

Faithful pursuit of sustainability and stewardship of financial resources and assets as expected from an exceptional and influential Christian university.

Academic Excellence

Grow ACU's elite academic programs, resources, faculty, and capabilities marked by attitudes of service and global influence.

Expanding Reach

Be recognized as a leading theologically conservative Christian university.

Cultural Influence

Active and biblical engagement with all of ACU's internal and external communities and neighbors to transform culture with truth.

Academic Freedom

Within the parameters of the Arizona Christian University Statement of Faith ([Appendix A](#)), the university encourages both faculty members and students in the search for truth. The right to examine all relevant data will be protected. Academic freedom and neutrality are not considered as identical. It should be recognized that the intent to advance a particular point of view, so long as all the facts are accessible and the argument is distinguished from the inquiry, is not antithetical to academic freedom.

University-Wide Assessment

The university maintains a climate of assessment that involves the entire institution. Assessment is the systematic collection, review, and use of information about educational programs carried out for the primary purpose of improving student learning and development. The purpose is to provide important feedback designed to improve instruction. It also allows us to communicate with students and accrediting agencies regarding the quality of education received at ACU.

Assessment involves:

- setting explicit student learning goals for an academic program;
- evaluating the extent to which students are reaching those goals; and
- using the information for program development, improvement, and budgeting.

Assessment is an integral part of instruction as it determines whether the goals of education are being met. Assessment affects decisions about grades, placement, advancement, instructional needs, curriculum, and, in some cases, funding. Assessment inspires us to ask hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?" Faculty members are required to participate in activities such as goal and objective revisions and program assessments.

Organization and Administration of the University

The Board of Trustees has the full authority for the corporate affairs of the university. The Board of Trustees delegates full authority for the operation of the university to the President who shall be fully accountable to the Board of Trustees.

Therefore, the Board of Trustees is the policy-making authority of the institution. After establishing policy for the school, the Board has delegated to the President the responsibility for administering such policies. Much of this responsibility may be delegated to other administrative personnel. Faculty members are requested to follow the administrative structure as the normal chain of command and means of communication. While faculty members are expected to respond to questions and requests for information by the Board, the correct approach to the Board should be through the department chair/director, Dean of Academic Affairs, Provost, and President before an audience with the Board may be expected.

Equal Opportunity Policy

ACU provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to gender, race, color, national or ethnic origin, mental and/or physical disability (including pregnancy), marital status, status as a covered veteran, age, or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Non-Discrimination Policy

Arizona Christian University does not discriminate on the basis of gender, race, color, national or ethnic origin, mental and/or physical disability (including pregnancy), marital status, status as a covered veteran, or age in the administration of its educational policies, admission policies, financial aid programs, athletics, and other university-administered programs. As a Christ-centered institution, Arizona Christian University retains the right to make employment, admission, educational, and program decisions based on an individual's religious beliefs and conduct consistent with the ACU Statement of Faith ([Appendix A](#)), Core Commitments ([Appendix B](#)), and other university policies.

Policy on Discrimination and Harassment

Arizona Christian University is committed to providing an environment free of unlawful discrimination. In implementing this commitment, Arizona Christian University maintains a strict policy prohibiting unlawful harassment, including sexual harassment, or statements or physical conduct relating to a person's gender, race, color, national or ethnic origin, mental and/or physical disability (including pregnancy), marital status, status as a covered veteran, age, or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior includes unwelcome conduct such as sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy may include demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment. It is important to note that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. All employees are required to report any incident of harassment they witness or are subjected to.

All employees of ACU, both management and non-management, are responsible for assuring that a workplace free of discrimination and harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. ACU strives to maintain a lawful, pleasant work environment where all employees can effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

If you believe that you have been unlawfully harassed or discriminated against, you should promptly report the facts of the incident(s) and the names of the individuals involved to the Dean of Academic Affairs. Supervisors should immediately report any incidents of harassment to the Dean of Academic Affairs. The Dean of Academic Affairs will investigate all such claims and take appropriate corrective action, including disciplinary action when it is warranted.

The university does not condone retaliation against any member of the faculty, staff, student body, or any other employee of the university who has made a report of unlawful harassment or discrimination, or against anyone who has testified, assisted, or participated in the investigation of such a report. Retaliation will lead to disciplinary action by the university against the offender.

Americans with Disabilities Act

ACU is committed to the fair and equal employment of individuals with disabilities. It is ACU's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and to all employees.

Disability

"Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

Reasonable Accommodation¹

ACU will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations where a workplace barrier may interfere. A reasonable accommodation is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and will only be disclosed as permitted by law.

¹ Department of Labor Federal Register, 2013

Faculty Policies and Procedures

ACU adheres to all requirements for faculty as set forth by the Higher Learning Commission. As such, instructors agree with and support the university's Statement of Faith ([Appendix A](#)) and Core Commitments ([Appendix B](#)). Academic credentials must follow the requirements of the HLC Qualified Faculty Criteria for Accreditation. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the Institution in determining whether a faculty member is qualified. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except when equivalent experience is established. Those teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program. When faculty members are employed based on equivalent experience, this experience should be tested experience, in that it should include a breadth and depth outside of the classroom in areas relevant to the teaching discipline. The qualified status will be determined on a case-by-case basis. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which he or she teaches.

Faculty Hiring Process

Recruitment and selection of full-time faculty for positions not filled through administrative decision or Human Resources referral is conducted by search committees composed of several faculty members from the department in which a vacancy occurs (typically, a minimum of three and a maximum of five). In the case of small departments, additional faculty members are appointed from related programs. At least one member of the search committee should be from outside the department in which the search committee will function. Additional membership includes the Dean of Academic Affairs and Human Resources. Membership of the search committee is reviewed by the Dean of Academic Affairs, who approves the final composition of the committee.

Faculty search committees are *ad hoc* departmental committees. Their primary function is to assist in the recruitment and screening of candidates, to interview, and to make recommendations to the Dean of Academic Affairs, Provost, and President, who make the final decision for hire. The committee will use established criteria for faculty interviewing and hiring for the purpose of the selection of applicants whose credentials and qualifications suggest they are best suited for employment at ACU. Although faculty selection is a participatory process, the committee will manage and disseminate information in strict confidentiality to protect the privacy of candidates and preserve the integrity of the search process.

When a department receives approval to conduct a full-time faculty search, the department chair/director will appoint a committee to carry out the search in accordance with established ACU human resources practices and procedures as described in the current ACU Faculty Handbook. The search committee will then elect a chair and secretary at the first meeting. At this meeting, the search committee will review the procedures for faculty interviewing and hiring taken from the current Faculty Handbook, and the Human Resources office will provide an orientation to university hiring policies and procedures. The job description and preferred characteristics for the position will then be reviewed.

In preparation for campus interviews, the search committee will prepare a set of core questions to be asked of each finalist. The search committee will then review the *curricula vitae* of applications received and determine which candidates will be interviewed.

On-campus interviews are scheduled with the top three candidates for a position. The schedule will include the President (or designee), Provost, Dean of Academic Affairs, Human Resources, and the faculty members from the department in which the vacancy occurs. The prospective faculty member is required to present a guest lecture or teaching seminar for the department. The search committee will make periodic reports of its progress to the Dean of Academic Affairs and Human Resources.

Each member of the search committee identifies strengths and weaknesses of each candidate and indicates a preferred candidate for the position. The committee chair then conveys the recommendations to the Dean of Academic Affairs, Provost, and President, who make the final decision for hire.

Once this occurs, Human Resources will extend an offer of employment to the successful candidate and complete the hiring packet. Prospective faculty need to provide, at their own expense, official transcripts of their highest degree earned. They must also complete an Arizona State Board for Private Postsecondary Education Instructor Resume form and employment questionnaire, as well as sign the ACU Statement of Faith ([Appendix A](#)), Core Commitments ([Appendix B](#)), Divorce Policy ([Appendix C](#)), and Drug and Alcohol Policy ([Appendix D](#)). Human Resources will inform all applicants not chosen for employment.

Part-time faculty members are hired by the department chair/director on a per course basis. The potential candidate must meet with the Dean of Academic Affairs for final approval. The department chair/director will arrange for the candidate to be interviewed by the Dean of Academic Affairs for final approval. Arizona Christian University does not discriminate in hiring, promotion, evaluation or other personnel practices on the basis of gender, race, color, national or ethnic origin, mental and/or physical disability (including pregnancy), marital status, status as a covered veteran, or age.

Faculty Appointment

Full-time contracts are not to extend beyond the end of the fiscal year during which the appointment becomes effective. Part-time faculty members are hired by the Dean of Academic Affairs (often delegated to department chairs/directors) on a per course basis as recommended by the department chairs/directors or Dean of Academic Affairs within budgetary guidelines. Part-time contracts may be for one semester or for a full academic year.

Employment with ACU is at will, in accordance with Arizona state law, unless a written contract stipulates otherwise. An employee may be terminated at any time, with or without notice or cause. Likewise, an employee may voluntarily terminate employment, with or without notice. All faculty members must provide official transcripts, complete an employment questionnaire and the Arizona State Board for Private Postsecondary Education Instructor Resume Form, and sign the Board-approved ACU Statement of Faith ([Appendix A](#)), Core Commitments ([Appendix B](#)), Divorce Policy ([Appendix C](#)), and Drug and Alcohol Policy ([Appendix D](#)). The Board-approved Arizona Christian University Statement of Faith must be signed annually.

The university will provide faculty with an equipped office; however, the university retains ownership of the equipment, including computing equipment provided for faculty use. In addition, faculty members must sign all the pages of their letter of agreement or faculty contract as an acknowledgment that they have received a copy of, read, understood, and agree to the Faculty Handbook, which includes the Statement of Faith ([Appendix A](#)), Core Commitments ([Appendix B](#)), Divorce Policy ([Appendix C](#)), Drug and Alcohol Policy ([Appendix D](#)), and Code of Professional Ethics ([Appendix E](#)). All forms are signed via the Human Resources portal on iSolved. Please note that the university will not be able to process any appointment until all the required documentation has been received.

Disciplinary Action Policy

Discipline for employees may be applied in progressive steps as follows:

- Oral warning
- Written warning
- Final written warning, suspension and/or disciplinary probation
- Termination of employment

The nature of the offense and the particular circumstances, however, determine whether or not all or any of the steps in the above sequence are followed. Disciplinary steps may be omitted or repeated, as ACU determines appropriate.

The purpose of disciplinary measures, short of termination, is corrective – to encourage employees to improve their conduct or performance so that they may continue their employment with ACU. ACU expects all employees to behave in a mature and responsible manner and to perform their jobs conscientiously, without the need for disciplinary action. These corrective disciplinary measures will not apply in the event of any offense that ACU determines to warrant immediate termination of employment, or in other circumstances in which ACU determines that corrective measures would be ineffectual or otherwise inappropriate.

Faculty Rank and Titles

The members of the Arizona Christian University (ACU) faculty are full-time, part-time, and affiliate faculty. These faculty categories are described below. No other faculty designations will be used. Departments at ACU may use any or all of these faculty ranks and titles.

All personnel holding faculty rank shall be classified as follows:

Full-time or part-time faculty, except when on unpaid leave granted at their request, are employed in at least two semesters of a fiscal year and are so employed from the date of receiving an appointment until that appointment terminates. Faculty shall be classified by the department in which their teaching duties are principally performed.

Persons holding part-time appointments must have qualifications equal to those currently used by departments as criteria for full-time appointments.

Depending on their qualifications and experience, persons holding part-time appointments may be appointed as part-time professors, part-time associate professors, part-time assistant professors, and part-time instructors. All appointments will be reviewed according to the usual procedure by the Dean of Academic Affairs and the Provost.

All faculty shall be employed, regarding their work assignments, according to the following guidelines:

1. Faculty members may be employed in full-time or part-time appointments.
2. Faculty members of a given department may negotiate a shift from a full-time to a part-time appointment, or from a part-time to a full-time appointment.
3. A faculty member with a part-time appointment who desires to temporarily shift to a full-time appointment may seek a colleague holding such an appointment who wishes to temporarily shift to part-time employment, and, with the department chair/director's approval, such an exchange of appointments may be arranged.
4. The intention of a faculty member to seek a change in the character of his or her appointment (full-time to part-time, or part-time to full-time) shall be discussed with his or her department chair/director and the Dean of Academic Affairs one year in advance.
5. No person holding a regular full-time appointment shall be shifted to a part-time appointment without his or her written consent.

Part-time faculty shall enjoy all other rights and benefits accorded faculty members holding full-time appointments.

FULL-TIME FACULTY

Full-time faculty ranks include instructor, assistant professor, associate professor and professor. Full-time faculty members have duties and responsibilities that include teaching, scholarship, and service, as stipulated by the Dean of Academic Affairs, consistent with the requirements of the university, the Provost, the President, and the Board of Trustees, as described in the Faculty Handbook and any applicable written contract. Full-time faculty may also participate in the university's program of fringe benefits for faculty members, including all those as defined in the ACU Employee Benefits Handbook.

Instructor

The rank of Instructor is assigned through appointment to a faculty member with an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Under unusual circumstances, instructors may hold a bachelor's degree in the field to be taught with at least three years of

directly related occupational experience. Instructors are otherwise ineligible for the typical professorial ranks or do not desire the level of scholarship and service required for reappointment and advancement in these ranks. Appointees to this rank are expected to assume a predominantly instructional role and participate in all other faculty service activities normally assigned to full-time faculty.

Assistant Professor

The rank of Assistant Professor is assigned through appointment to a faculty member who has an appropriate terminal post-baccalaureate professional or academic degree and an entry level record of teaching, scholarship, and service. Appointees with a master's degree must have at least three years of verified tertiary teaching experience or its equivalent (two years of verified equivalent experience for one year of teaching). New faculty with a Ph.D. and no teaching experience will be ranked as an assistant professor. For an appointment at the rank of assistant professor, it is expected that there must be a strong potential for development as a teacher and scholar at the university level. The terms of employment are stipulated in the individual's appointment contract.

Associate Professor

The rank of Associate Professor is assigned through appointment or promotion to a faculty member with an appropriate terminal professional or academic degree who has substantial professional qualifications and experience. All faculty members at this rank must have a master's degree or higher. Appointees with a master's degree must have at least six years of teaching experience; a faculty member with a doctorate must have at least two years of teaching experience. It is expected that in order to be promoted to an associate professor, an assistant professor must have demonstrated a beginning record of scholarly activity or creative endeavors such as publications, presentations at professional meetings or conferences, service on department and university committees, professional service activities outside the university, and membership in professional organizations since the previous appointment or promotion. The terms of employment are stipulated in the individual's appointment contract.

Professor

The rank of Professor is assigned through appointment or promotion to a faculty member with an outstanding record of professional accomplishment in teaching, scholarly activity, and service. It is expected that in order to be promoted to a full professor, an associate professor must have demonstrated consistent growth and achievement in teaching, scholarship and service as evidenced by above average teaching evaluations, above average annual performance evaluations, and a satisfactory record of service to the university and community since the previous appointment or promotion. The terms of employment are stipulated in the individual's appointment contract.

PART-TIME FACULTY

Contingent Faculty

Contingent appointments are intended to recognize professional contributions to a department by an individual whose principal employment lies outside the university. Contingent faculty will be counted as .5 of full-time faculty. Appointments require similar qualifications to those required for appointment to the corresponding rank. Contingent faculty members are selected by department chairs/directors with final approval from the Dean of Academic Affairs. Contingent faculty appointments are not benefits-eligible and are limited to the salary they may receive through the university. The full terms of the contingent faculty employment are stipulated in the individual's appointment.

Adjunct Faculty

Adjunct faculty members have per course contracts with ACU. Adjunct faculty may only teach a maximum of 9 credit hours per semester.

SPECIAL APPOINTMENTS

Emeritus Faculty

The designation of Emeritus is given by the Board of Trustees upon the recommendation of the President when a full-time faculty member has voluntarily separated from teaching at Arizona Christian University after rendering distinguished service to the university for at least five years. Faculty rank at the time of voluntary separation governs the emeritus rank given. When granted, the word "Emeritus" is added to the rank and department designation held at the time of retirement (e.g., Professor Emeritus of Business). Emeritus appointments are courtesy appointments without remuneration and are not eligible for ACU fringe or other benefits except, upon

request, courtesy use of library facilities, receipt of ACU publications and alumni mailings, and permission to march in academic commencement processions. It is customary for emeritus faculty to be included in the ACU Academic Catalog. Upon invitation, they may attend university and departmental meetings, but do not have a vote at these meetings.

Emeritus faculty may act as principal investigator on ACU grant proposals and participate in other academic endeavors of the university, including, but not limited to, scholarly activity, faculty service, and community service, consistent with the policies and limitations of the faculty as specified in the Faculty Handbook.

Emeritus faculty may, upon the recommendation of the department chair/director, and with the approval of the Dean of Academic Affairs and Provost, receive a contract to teach on a part-time, course-by-course basis or to fulfill other duties. These appointments are subject to the same regulations and limitations as adjunct faculty. In such cases, the terms and conditions of employment, if any, will be outlined in the employment contract.

Courtesy privileges granted emeritus faculty may be rescinded at the sole discretion of the university at any time. Specific benefits provided to an emeritus faculty member are determined by the ACU Board of Trustees and are subject to review and modification on a periodic basis. With the special recommendation of the Dean of Academic Affairs, Provost, or President, particularly meritorious and distinguished full-time faculty members who do not meet the years of service requirement set forth herein, may be nominated for emeritus status.

Affiliate Appointments

The designation of Affiliate is used to appoint individuals with extensive experience in uncompensated courtesy positions at ACU. Affiliate appointments are volunteer appointments without remuneration and are not eligible for ACU fringe or other benefits. Affiliate faculty appointments may be made at any rank (Adjunct, Contingent, Instructor, Assistant Professor, Associate Professor, or Professor) depending on the qualifications of the appointees. The appointments are for one or both semesters of an academic year and are renewable at the sole discretion of the university. Individuals with affiliate rank may not serve as department chairs/directors and are not asked to serve on department or university committees. Affiliate faculty may be appointed at the request of the appropriate department chair/director with the approval of the Dean of Academic Affairs, Provost, or President or designee.

All affiliate appointees must complete an ACU Volunteer Service Application Form and background check as part of the appointment process. Also, affiliate faculty members must provide official transcripts, complete an Arizona State Board for Private Postsecondary Education Instructor Resume Form, and sign the Board-approved Arizona Christian University Statement of Faith ([Appendix A](#)), Core Commitments ([Appendix B](#)), Divorce Policy ([Appendix C](#)), and Drug and Alcohol Policy ([Appendix D](#)). The Board-approved Arizona Christian University Statement of Faith must be signed annually. An appointee must sign all the pages of his or her letter of agreement or faculty contract as an acknowledgment that he or she has received a copy of, read, understood, and agreed to the Faculty Handbook, which includes the Statement of Faith ([Appendix A](#)), Core Commitments ([Appendix B](#)), Divorce Policy ([Appendix C](#)), Drug and Alcohol Policy ([Appendix D](#)), and Code of Professional Ethics ([Appendix E](#)). All forms are signed via the Human Resources portal on iSolved. Please note that the university will not be able to process any appointment until all of the required documentation has been received. Additional federal, state and local regulations may apply. Please see the ACU Human Resource Office for complete details.

Comprehensive Faculty Development and Evaluation System

All faculty members at Arizona Christian University are expected to exhibit excellence in teaching, scholarly activity, and service. As faculty members advance in rank, demonstration of progressive mastery in each of these areas is required.

Teaching

Teaching involves activities associated with the design and delivery of course content to students; however, actual in-class time is only a portion of the typical professional expectations for university faculty members. Broadly defined, teaching responsibilities include all activities designed to advance the student learning experience, including tutoring, counseling, and mentoring students, as well as efforts to improve teaching effectiveness through continuous performance improvement. Evaluation of teaching effectiveness will include

university-conducted student evaluations of teaching, peer reviews by other members of the department, and critical assessments by department chairs/directors and the Dean of Academic Affairs. The purpose is to provide important feedback designed to improve instruction. Additional criteria for evaluation of teaching effectiveness will include consideration of administrative or supervisory responsibilities for courses taught; contributions to course and curriculum development; participation in the development of innovative approaches to teaching, such as preparation of creative instructional materials or performance of research in educational methods and techniques; teaching in continuing education programs; and other responsibilities characteristic of the profession. The faculty is advised to keep careful records of their professional activities outside of the classroom so that an appropriate annual evaluation may be conducted.

Scholarly Activity

The university expects that all faculty will be engaged in high quality scholarly or creative activity of professional significance related to the faculty member's field. Original works of scholarship advance the reputation of the faculty member and the university. Further, scholarly activities in the area of research and education denote a maturing academician. Appropriate scholarly activities may occur in a variety of settings that include research laboratories, classrooms, ministry, or performance venues and result primarily in publication as a first or second author in peer-reviewed journals. Such scholarship should also routinely involve authorship of other scholarly publications such as abstracts, book chapters, and article reviews; presentations at regional, national, and international society meetings or at other educational institutions; submission of grant proposals and receipt of grants (particularly competitive peer-reviewed grants); sponsorship of student research; and demonstration of interdisciplinary collaboration with other researchers as principal investigators or co-investigators. Objective evidence, in the form of publications and grants, documentation of scholarly awards received, and other evidence of recognition for scholarly accomplishments must be provided for the annual evaluation of the scholarly activity.

Service

Service involves those professional activities related to the faculty member's academic specialty which promote the mission of the Institution inside and outside the university. It is expected that all such activities be carried out beyond assigned teaching and scholarly activities, while not interfering with these primary duties. Furthermore, compensated activities are generally not considered service for evaluation. Suitable faculty service activities include participation in departmental or university committees and serving as a faculty advisor for professional student organizations. Contributions in the areas of community service most often take the form of participation and leadership in regional, national, or international professional service organizations; review of grant proposals, manuscripts, or books; service on the editorial boards of professional journals; and community education presentations to professional groups or the public. Recognition is assessed in terms of the quantity and quality of service and leadership. Suitable contributions in the areas of faculty service and community service should be reflected in the faculty member's comprehensive faculty evaluation portfolio.

Administration (Department Chairs/Directors Only)

Department chairs and/or directors at ACU assume primary responsibility for their department's overall functioning and representation within the university community. As such, they administer all routine departmental activities and supervise mentored courses such as independent studies, internships, practicums, and research. They serve as leaders and exemplary role models for faculty and staff. Fairness in dealing with members of the department is required. To further the goals of the university, department chairs/directors must maintain an environment within the department that encourages high standards and facilitates excellence in teaching, scholarly activity, and service. Criteria for the evaluation of department chairs/directors includes evidence of effective organization of departmental functioning; effective staffing in accordance with established ACU human resources practices and procedures; clear and effective communication with faculty regarding university policies, procedures, and developments; effective and timely evaluation of faculty members; timely preparation of required documents and reports; assessment of departmental financial needs; and best use of available resources. Department chairs/directors are compensated by having their teaching load reduced by one course per semester in addition to a department chair/director stipend. Recognition is assessed in terms of the quantity and quality of administrative leadership. Suitable contributions in the areas of administration should be reflected in the department chair/director's comprehensive faculty evaluation portfolio.

FACULTY PROFESSIONAL DEVELOPMENT AND EVALUATION

Arizona Christian University has adopted a comprehensive professional development and evaluation system intended to address teaching, scholarly activity, and service. An additional category, termed "administration," applies to the professional development and evaluation of department chairs/directors. The Comprehensive

Faculty Evaluation Portfolio is comprised of the Faculty Development Plan or Department Chair/Director Development Plan ([Appendix G](#)), faculty peer teaching evaluations ([Appendix H](#)), student evaluations, and faculty self-evaluation forms compiled throughout the academic year as follows:

EVALUATION INSTRUMENT	DATE TO BE COMPLETED
Faculty Development Plan or Department Chair/Director Development Plan	Third week of instruction
Faculty Peer Teaching Evaluations	During the academic year
Student Evaluations	Once a semester
Faculty Self-Evaluation	Last week of instruction

Identification of significant and measurable components of these categories, as reflected in the faculty member's comprehensive faculty evaluation portfolio, when combined with appropriate academic credentials and consideration of the length of service, will be used in assessing qualifications for all faculty reappointments and promotions. The university grants merit raises primarily on the basis of faculty performance as reported in the comprehensive faculty evaluation portfolio.

FACULTY DEVELOPMENT PLAN

Each year, all full-time faculty are required to develop jointly with their department chair or director, a faculty development plan regarding expectations for the upcoming academic year (see [Appendix G](#)). Faculty development plans for part-time faculty are encouraged but considered optional. These plans will be based on the Comprehensive Professional Development and Evaluation System and will follow the procedures stipulated by the Dean of Academic Affairs, consistent with the requirements of the university, President, and Board of Trustees, as set forth in the Faculty Handbook. Agreed-upon goals should be based on specific faculty position descriptions yet remain dynamic and flexible to reflect the unique characteristics of individual faculty members and the various academic departments.

The faculty development plan must be reviewed during an annual meeting with the department chair or director at the beginning of each academic year, but no later than the third week of instruction. The same procedure will be followed when the faculty member is a department chair/director, except that the department chair/director will develop his or her plan with the Dean of Academic Affairs. The department chair/director development plan will include an additional category termed "administration."

During the annual meeting, progress towards completion of academic credentials to which approved tuition benefits apply or towards other special conditions of appointment will be discussed. Goals and a mutually agreed-upon plan for their implementation should be the product of a dialogue between the faculty member and the academic administrator. The purpose is to promote constructive communication between the faculty member, the department chair/director, and the Dean of Academic Affairs. Further dialogue between the faculty member and his or her academic administrator serves as a framework for evaluation and fosters accomplishment in teaching, scholarly activity, and service. The completed faculty development plans, signed by both the faculty member and the academic administrator, will be kept on file by the office of the Dean of Academic Affairs.

FACULTY EVALUATION PORTFOLIO AND REVIEW

At the end of each academic year, all faculty members will compile a comprehensive faculty evaluation portfolio reflecting their accomplishments in teaching, scholarly activity, and service as documented in the faculty development plan or department chair/director development plan ([Appendix G](#)), faculty peer teaching evaluations ([Appendix H](#)), student evaluations, and faculty self-evaluation. The comprehensive faculty evaluation portfolio must contain the following section:

Section	Evaluation Instrument
A	Faculty Development Plan or Departmental Chair/Director Development Plan
B	Faculty Peer Teaching Evaluations
C	Student Evaluations
D	Faculty Self Evaluation

The comprehensive faculty evaluation portfolio must be submitted to the department chair/director and reviewed during an annual meeting at the end of each academic year, but no later than the last week of instruction. When the faculty member is a department chair/director, the same procedure will be followed except that the department chair/director will review the comprehensive faculty evaluation portfolio with the Dean of Academic Affairs. The department chair/director evaluation will include the additional category termed "administration."

At the annual evaluation, the academic administrator will conduct an evaluation of the faculty member's progress in teaching, scholarly activity, and service with regard to the comprehensive faculty evaluation portfolio. A copy of the evaluation signed by both the faculty member and the department chair/director will be kept on file in the Human Resources office. Faculty members may reply in writing to the Dean of Academic Affairs to address aspects of the annual evaluation with which they disagree. Such letters will be placed in the file containing the faculty member's annual evaluation. Annual evaluations will serve as the primary basis for consideration of all faculty reappointments and promotions.

PART-TIME FACULTY EVALUATION PLAN

Arizona Christian University evaluates contingent and adjunct faculty (including dual enrollment instructors) under the Comprehensive Professional Development and Evaluation System used for the evaluation of full-time faculty. The purpose is to provide course assessment designed to improve instruction. Additionally, student evaluations are considered in decisions relating to retention and course assignments for all part-time faculty.

The formal evaluation program consists of the following three components:

1. University-conducted student evaluations of teaching
2. Review of syllabi and required course materials
3. Classroom observation and evaluation

Identification of significant and measurable components of these categories, as reflected in the Faculty Peer Teaching Evaluation Form ([Appendix H](#)), when combined with appropriate academic credentials and consideration of the length of service, may be used in assessing qualifications for merit raises.

University-Conducted Student Evaluations of Teaching

The student evaluations consist of the following two components:

1. University-conducted student evaluations of teaching
2. Student focus group interviews

Syllabus and Required Course Materials Review

All part-time faculty at Arizona Christian University will be scheduled for classroom observation and evaluation during their first semester of teaching. In subsequent years, returning adjuncts and contingents will be evaluated only once per academic year or as needed. The evaluator will be the department chair/director or an appropriate representative.

Prior to the classroom observation, the part-time faculty member will provide the evaluator with a written syllabus, a lesson plan or outline, and a representative sample of required course materials, which the evaluator will review for evidence of the following:

1. Effective course organization including clearly communicated goals and objectives, evaluation of subject matter taught, and integration of faith and learning.
2. Adherence to departmental expectations including lesson planning, required texts, grading standards, maintenance of student records, safety rules, and procedures.
3. Utilization of various instructional delivery systems including integration of technology into coursework.

Classroom Observation and Evaluation

During the observation and evaluation, course evaluators will emphasize the following criteria:

1. Knowledge of subject matter and adequacy of preparation
2. Clarity of presentation and adequacy of teaching methods for the particular content
3. Effectiveness of instructor/student interactions
4. Appropriateness of assessments
5. Classroom management and use of classroom time
6. Integration of faith and learning

Additional criteria for evaluation of teaching effectiveness will include consideration of contributions to course and curriculum development; participation in the development of innovative approaches to teaching, such as preparation of creative instructional materials or performance of research in educational methods and techniques; tutoring, counseling, mentoring and advising students; and other responsibilities characteristic of the profession such as efforts to improve teaching effectiveness through continuous performance improvement.

Part-time Faculty Evaluation Review

The classroom observation and evaluation must be reviewed during a conference before the end of each semester evaluated, but no later than the last week of instruction of the semester in which the evaluation is completed. The purpose of this conference is to review the university-conducted student evaluations of teaching, syllabi, required course materials, classroom observation, and evaluation with the adjunct faculty member. The department chair/director will use this conference as an opportunity to make specific recommendations regarding teaching, delivery of course content, and the learning environment. Should the evaluation reveal a deficiency, the department chair/director may address the deficiency through assistance with preparation of course materials, required attendance at professional development, training designed to improve performance, reassignment, or removal from the pool of adjunct faculty who are asked to return to teach.

A copy of the Faculty Peer Teaching Evaluation form ([Appendix H](#)) signed by both the faculty member and the department chair/director will be kept on file in the Human Resources Office. Faculty members may reply in writing to the Dean of Academic Affairs to address aspects of the annual evaluation with which they disagree. Such letters will be placed in the file containing the faculty member's annual evaluation. Adjunct faculty evaluations will serve as the primary basis for consideration of all faculty reappointments and, when combined with appropriate academic credentials and consideration of the length of service, may be used in assessing qualifications for merit raises.

Compliance with these procedures will be monitored as part of the department chair/director's Comprehensive Faculty Evaluation Portfolio.

Faculty Promotion

Promotion in rank is not automatic. Eligibility for promotion is dependent upon education, years of service, excellence in teaching, scholarly activity, and service. As faculty members advance in rank, demonstration of progressive mastery in each of these areas is required. Salary increases are considered separately and apart from the promotion in rank.

At ACU, the formal process of promotion in rank is initiated by the faculty member seeking promotion. It is the faculty member's responsibility to check the ACU Faculty Handbook to verify that minimum qualifications for promotion have been met. Faculty members and their academic administrators are advised to carefully consider, in particular, the "[Faculty Rank and Titles](#)" and "[Comprehensive Faculty Development and Evaluation System](#)" sections of the Faculty Handbook. Longevity of service, in and of itself, does not ensure promotion. In fact, advancement will not occur through additional years of service without the requisite criteria for promotion to the various ranks as set forth in the Faculty Handbook.

Once individual eligibility for promotion has been established, the faculty member will assemble a portfolio of academic accomplishments and activities sufficient to support the application for promotion. The portfolio

should include documentation of teaching, scholarly activity, and service since the faculty member's appointment or previous promotion at ACU.

PROMOTION APPLICATION PORTFOLIO

The Promotion Application Portfolio should be submitted to the Dean of Academic Affairs in electronic form for promotion consideration and must contain the following sections:

Section	Content
A	The first tab in all promotion portfolios must be a letter requesting promotion. This should state both the academic rank sought and provide a brief narrative documenting how the faculty member meets all the minimum requirements set forth in the ACU Faculty Handbook.
B	The faculty member's current <i>curriculum vitae</i> which includes: <ul style="list-style-type: none"> • Education • Professional Experience • Teaching History • Academic Service • Publications • Posters and Presentations • Grants • Consulting Experience • Professional Society Memberships • Honors and Awards • Community Service
C	A descriptive narrative which summarizes all teaching, research and service activities since the faculty member's appointment or previous promotion at ACU.
D	Copies of all Faculty Development Plans, signed by both the faculty member and the academic administrator, since either the faculty member's appointment or previous promotion at ACU.
E	Copies of all Faculty Self-Evaluations since either the faculty member's appointment or previous promotion at ACU.
F	Syllabi from courses that are representative of the type of teaching, instructional techniques, and assessments used by the faculty member.
G	Copies of university-generated summary sheets of student evaluations for all courses taught and evaluated since either appointment to the ACU faculty or previous promotion.
H	Copies of all Faculty Peer Teaching Evaluations since either appointment to the ACU faculty or previous promotion.
I	Reprints of peer-reviewed publications, abstracts, book chapters and article reviews; presentations at regional, national, and international society meetings or at other educational institutions; grant proposals and funded grants that typify the faculty member's scholarly or creative activity since either appointment to the ACU faculty or previous promotion.
J	Documentation of participation in departmental or university committees; service as faculty advisor for professional student organizations; leadership in regional, national, or international professional service organizations; review of grant proposals, manuscripts, or books; service on the editorial boards of professional journals; and community education presentations to professional groups or the public that typifies the faculty member's service.
K	Copies of all Faculty Evaluations, signed by both the faculty member and the academic administrator, since either the faculty member's appointment or previous promotion at ACU.

The completed Promotion Application Portfolio is to be submitted to the Dean of Academic Affairs by February 15 of the academic year prior to the year in which the promotion is to be awarded. The Dean of Academic Affairs will review the Promotion Application Portfolio with reference to the requirements for promotion outlined in the Faculty Handbook. If the faculty member's record of professional accomplishment outlined in the Promotion Application Portfolio meets these qualifications, the Dean of Academic Affairs will write a letter in support of the promotion. This letter and the portfolio are then submitted to the Provost by March 15.

If upon review, the Dean of Academic Affairs determines that the faculty member is ineligible or does not meet the criteria for promotion outlined in the Faculty Handbook, the Dean will prepare a written explanation outlining

the reasons for the determination and inform the faculty member by March 15. Copies of all correspondence will be forwarded to the Provost. The Dean of Academic Affairs will retain the Promotion Application Portfolio and make it available for review by the Provost until April 30.

Should the application move forward, the Provost will select at least two ACU department chairs or directors to evaluate each Promotion Application Portfolio as peer reviewers. Members of the department in which the applicant for promotion holds appointment are ineligible. The specific criteria for promotion as outlined in the Faculty Handbook should be forwarded to reviewers for their consideration. Reviewers should consider their recommendations concerning promotion a form of peer review. Each reviewer is responsible for carefully reading and considering all materials submitted in the Promotion Application Portfolio. Reviewers will submit an objective evaluation of the applicant with reference to the requirements for promotion outlined in the Faculty Handbook and make a clear recommendation regarding promotion to the Dean of Academic Affairs by April 1. Their report will be included in the faculty member's Promotion Application Portfolio.

The Provost will then consider the Promotion Application Portfolio and reviewer's recommendations concerning promotion. The Provost will then forward his or her recommendation for promotion to the President and the faculty member by April 30. If the Provost does not support promotion in rank, he or she will notify the faculty member. The President then presents the candidate for promotion to the Academic Sub-Committee of the Board.

The Promotion Application Portfolio will be returned to the candidate by June 30 of the year in which it was submitted. All letters and evaluative comments regarding promotion are considered confidential and, upon completion of the review period, are to be forwarded in a confidential manner to the Human Resources Office, where they will be permanently maintained in the faculty member's file.

APPEAL OF DECISION FOR PROMOTION

In the event of a negative decision for promotion in rank, faculty members, in conjunction with their academic supervisors, are encouraged to seek ways to improve their performance in relation to the university's expectations for promotion. Faculty members may appeal the April 30th decision of the Provost. This appeal must be in writing and sent to the University President by May 15 of the year in which the application for promotion was submitted. It should provide sufficient documentation of error or eligibility for promotion to justify direct action by the President. The President shall submit a decision in writing to the faculty member either supporting or rejecting the appeal and outlining the reasons for the decision by June 30. This recommendation shall be considered final.

SALARY INCREASES

Arizona Christian University grants merit raises primarily on the basis of each faculty member's performance as documented in his or her Comprehensive Faculty Evaluation Portfolio and annual evaluation. Additional consideration may also be given to academic honors and recognitions, professional recognitions, and promotions in rank.

Contact Hours

The standard teaching load for a full-time faculty member is as follows:

1. Faculty teaching only undergraduate courses: 12 credit hours per semester
2. Faculty teaching only graduate courses: 9 credit hours per semester
3. Faculty teaching a combination of undergraduate and graduate courses: 21 credit hours during an academic year
4. Faculty teaching in the School of Business Administration: 12 credit hours per semester regardless of course level

Teaching loads may be balanced over multiple semesters to average the required hours within an academic year. If an overload of teaching assignments becomes necessary, faculty members will be compensated for each semester hour above the standard teaching load. Reasons for a decreased teaching load includes duties as a

department chair/director or special assignments determined by the Dean of Academic Affairs. Any courses taught in excess of this course load will qualify for overload stipends at the adjunct faculty rate.

Faculty members may be required to teach hours in the evening to fulfill their load. Faculty members may also be asked to teach fewer than the required teaching load because of institutional need. Teaching loads of less than the required teaching load must be approved by the Dean of Academic Affairs. Instructors whose teaching loads fall below the standard expectation may be assigned to administrative responsibilities. Overload compensation may be prorated in cases where a non-required course enrolls fewer than five students, although in such cases, the instructor will be given the option of not teaching the class.

Committee assignments, academic counseling, teaching non-required courses on a voluntary basis, and occasional supervision of individual studies, honors directed studies and theses, and internships, customarily do not apply to the teaching load. Composite courses, which refer to cross-listed classes (classes that are taught at the same time in the same room by the same instructor, but which have different class identifiers, and classes that are taught simultaneously in multiple remote locations by the same instructor), are counted as one course for course teaching load and compensation calculations.

Full-time faculty teaching contracts are generally twelve-month contracts, with one month of vacation. Terms of employment are stipulated in the individual's appointment contract.

The posting of daily office hours at reasonably convenient times is part of the ACU tradition of faculty availability to students. Applied music lessons, laboratory instruction assignments, and supervision of student teachers are calculated on a fractional basis for determining the total semester-hour load.

Full-time faculty who teach courses in ACU online degree programs during the fall and spring semesters may do so as part of their normal teaching load or, if needed for a full load in the residential program, may be paid a separate stipend. ACU online courses may be taught as part of the normal teaching load subject to the following conditions:

- A credit hour in the online degree programs is equivalent to a residential credit hour, regardless of term length.
- Course release from normal residential load is subject to approval of the appropriate dean and may depend on the availability of adjunct faculty to cover course releases. If course release is not granted, a stipend will be paid.
- Courses taught in the May and Summer terms are not considered part of the normal teaching load.

AVAILABILITY

All faculty must be available on the first day of the semester and during the required professional development periods as outlined on the ACU Academic Calendar, in the Faculty Handbook, or as announced. Attendance at all mandatory faculty meetings is required. Faculty must be on campus to meet with students until the day grades are due in the Registrar's office and until the last day of the semester for faculty as outlined on the ACU Academic Calendar, in the Faculty Handbook, or as announced. In any case, faculty must return to campus at least one week prior to the beginning of each semester.

A minimum of thirty (30) on-campus hours per week is expected of all full-time faculty members, during which time the faculty member is available for professional responsibilities including but not limited to:

- meeting all classes as assigned
- conducting a minimum of five (5) scheduled office hours reflective of the faculty member's teaching schedules and as outlined in the Faculty Handbook
- participating in academic service activities as outlined in the Faculty Handbook.

Contingent faculty are required to conduct a minimum of two (2) scheduled office hours per week. Adjunct office hours are by appointment only.

All full-time faculty members are expected to meet their hours of accountability and professional responsibilities within regular business hours unless initially hired under different circumstances or amended by mutual consent.

OVERLOAD TEACHING

Overload teaching by faculty at ACU is discouraged. When granted, it may not exceed the equivalent of one average, additional course per term. Further, overload teaching may not be assigned at any time when the quality of instruction may be jeopardized or when such overload work would interfere with regularly assigned duties. All overload teaching must be approved by the Dean of Academic Affairs prior to the start of the semester.

STUDENT TEACHING AND MUSIC LESSONS

Supervision of student teachers is counted as a 0.75 load for each student teacher supervised so that supervision of 4 student teachers equals 3 contact hours, supervision of 8 student teachers equals 6 contact hours, supervision of 12 student teachers equals 9 contact hours. Note: Adjunct faculty may only teach a maximum of 9 contact hours for a maximum supervision of 12 student teachers.

Applied music lessons (50 minutes) are counted as a 0.5 load so that 6 lessons equal 3 contact hours, 12 lessons equal 6 contact hours, and 18 lessons equal 9 contact hours. *Note: Adjunct faculty may only teach a maximum of 12 contact hours for a maximum of 24 lessons.* For ensembles that rehearse 60 - 75 minutes per week (such as praise bands and string ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as jazz band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 minutes a week (such as Chorale, vocal jazz, and large instrumental ensembles), instructors receive 3 contact hours. This includes standard performances each semester, such as home campus concerts, off-campus church concerts, high school visits, the performance of the national anthem at various campus events, and travel or tours during the day, afternoon, evening, summer, and winter sessions. For additional information, contact the music department chair.

Accompanists attend one-half (or 30 minutes) of each applied voice lesson. Every effort is made to schedule lessons so that accompanists can work consecutively with a minimum of downtime between students. Accompanist responsibilities include 1 - 2 master classes and end of semester juries. Recitals and master classes are assigned according to student needs in any given semester and are paid in addition to the weekly lessons. For current compensation information, contact the music department chair. Recital responsibilities include a jury, dress rehearsal, additional rehearsals as required, and the performance. *Note: in compliance with the Affordable Care Act (ACA), accompanists may only accompany a maximum of 12 contact hours for a maximum of 24 lessons per week.*

ADJUNCT FACULTY HOURS

Beginning July 1, 2013, ACU has adopted the following policy regarding the limits on hours worked by adjunct faculty in compliance with the Affordable Care Act. Adjunct faculty are permitted to work no more than 27 hours per week on average over a twelve-month period. This is a weekly maximum that may not be exceeded in any work week. Further, there is a "look back" period determined by the employer in compliance with the ACA regulations that ACU has determined will be a rolling 12-month look-back measurement method. In calculating hours worked, credit load is multiplied by 2.25 hours to account for out of classroom preparation time. Accordingly, adjunct faculty may only teach a maximum of 12 credit hours per semester or session. This is a university-wide limit. ACU strictly enforces this load limit policy.

Adjunct faculty who perform other services and/or work in addition to their teaching load will be permitted to work only hours which, in addition to their teaching load hours, total no more than 27 hours in any work week. In order to facilitate the accounting of hours worked per week, a separate contract should be issued for each of the functions (e.g., one for teaching duties and one for other duties).

Each department is responsible for ensuring that when adjunct faculty members are appointed (either in a new or continuing appointment), their workload does not exceed 27 hours per week on average over a twelve-month period. Adjunct faculty are responsible for complying with the credit hour and/or work hour restrictions under these procedures and the Affordable Care Act. They are asked to disclose any non-benefited (e.g., adjunct or hourly) position they hold or have held at ACU during the twelve-month period before accepting any other adjunct appointment. *Please note: Currently there are no exceptions permitted by this policy.* For questions regarding the Affordable Care Act or assistance with calculating credit hours or work hours under these procedures and under the Affordable Care Act, please contact the ACU Human Resources Coordinator. The criteria for the

evaluation of adjunct faculty is the same as for full faculty (see the [Part-time Faculty Evaluation Plan](#) section of this Handbook).

ACU reserves the right to cancel or reschedule courses, change instructors, change faculty assignments, and/or change physical locations for any reason. Faculty may be reassigned duties as determined by the university at any time during the term of their contracts.

Compensation

Annual compensation will be subject to standard deductions. Increases in salary, if any, occur on an annual basis subject to the guidelines implemented by ACU and the Board of Trustees. A faculty appointment carries with it the fringe benefits set forth in the ACU Employee Handbook.

Employment Classifications

It is the policy of ACU to comply with the minimum wage and salary payment requirements of the FLSA, and ACU prohibits all improper deductions from the salaries of exempt employees. Arizona Christian University wants employees to raise any question concerning pay or pay practices with Human Resources.

Faculty Committees

Full-time faculty will be asked to serve on university and department committees. Committee assignments are made by the Dean of Academic Affairs or by the election of the faculty. Faculty committees meet as needed during the school year. Meetings are held at the call of the committee chair. Official minutes will be taken at each meeting and placed in the appropriate committee electronic file folder. The Dean of Academic Affairs is an ex-officio member of all committees. See [Appendix F](#) for the ACU committee structure.

Dismissal

Employment with ACU is at will, in accordance with Arizona state law. Unless a written contract stipulates otherwise, an employee may be terminated at any time, with or without notice or cause; likewise, an employee may voluntarily terminate employment with or without notice.

In most cases, dismissal of faculty occurs for reasons of professional incompetence; misconduct including, but not limited to, violations of the Statement of Faith ([Appendix A](#)), Divorce Policy ([Appendix C](#)), Drug and Alcohol Policy ([Appendix D](#)), Code of Professional Ethics ([Appendix E](#)), and/or any other policies outlined in this handbook; financial exigency; or discontinuation or reduction of a program or a department.

Grievance Procedure

A Code of Professional Ethics is outlined in [Appendix E](#) of this handbook. It was originally adopted in the fall of 1991. It outlines the professional guidelines for the behavior of the faculty before students, peers, and the community. When disagreements occur within the university, it is expected that both faculty and administration will follow this code of ethics. To this end, the following grievance procedure applies to all faculty and library personnel employed by Arizona Christian University.

1. Before initiating the formal grievance procedure, the aggrieved faculty member or librarian and the department chair/director shall discuss the issue following the principles and guidelines outlined in Matthew 18:15-17. Several meetings may be required. If there is a failure to resolve the grievance at

this level, the faculty member or librarian may request the initiation of formal grievance procedures. If an appeal is not made according to these guidelines, the previous decision will become final.

2. Any formal complaint within the ACU Grievance Procedures must be brought within 60 calendar days of the alleged grievance event or of the grievant's knowledge of the event. The grievant must submit the grievance in writing, including all relevant documentation, to his or her department chair/director.
3. The department chair/director shall respond in writing to the grievant within 30 working days of receipt of the written grievance with his or her recommendation and a brief summary of the reasons for that recommendation. If the grievant is dissatisfied with the department chair/director's response, the grievant may appeal to the Dean of Academic Affairs. Any such appeal must be submitted within 30 working days of receipt of the department chair/director's response and must state the basis for the appeal and include any relevant supporting documents.
4. The Dean of Academic Affairs shall respond in writing to the grievant within 30 working days of receipt of the written grievance with his or her recommendation and a brief summary of the reasons for that recommendation. The aggrieved faculty member or librarian may request a hearing at this time, with the option of calling and questioning witnesses. The grievant may be present when testimony is taken. The grievant may also request another person be present as an adviser.
5. The Dean of Academic Affairs, or designee, shall submit a decision in writing to the grievant, stating the reasons for the recommendation. The recommendation of the Dean of Academic Affairs shall be considered final.

Assessment Plans

In order to facilitate the development and implementation of the academic programs, each department is required to have a Departmental Assessment Plan on file with the Dean of Academic Affairs' office. The plans must be updated by October 1 (or the first following business day if this date falls on a non-business day) of each academic year.

Departmental assessment plans should cover a three-year period.

Requests for New Faculty Positions

Requests for new full-time positions are first directed to the Dean of Academic Affairs in the form of a justification memo detailing the need for the position, why the department cannot meet the need for existing faculty, and a justification for the proposed salary. All requests should address the following:

- **Teaching and enrollment demand:** Describe how the teaching contributions expected from the proposed new faculty member will help the department respond to its anticipated student enrollment demands.
- **Scholarly specialization:** Describe the expected future directions for the department and discipline. Position requests should be consistent with these directions.
- **Financial requirements:** Include an estimated starting salary as well as an indication of expected moving and setup costs. For positions supported by an endowment or other sources of funds, describe these with the amounts available.
- **Space:** Identify office and rehearsal or laboratory needs for the new faculty member. If renovations are required, provide details, including estimated costs.

The Dean of Academic Affairs will review the request with the Provost. If approved, the Dean of Academic Affairs' office will work with the department chair/director to coordinate the faculty hiring process following the process established in the Faculty Handbook.

Filling Existing Faculty Positions Vacated by Resignation or Termination

Requests for full-time positions that become vacant as a result of resignation or termination are first directed to the Dean of Academic Affairs in the form of a justification memo detailing the need to fill the position, why the department cannot meet the need for existing faculty, and a justification for the proposed salary.

The Dean of Academic Affairs will review the request with the President. If approved, the Dean of Academic Affairs' Office will work with the department chair/director to coordinate the faculty hiring process following the process established in the Faculty Handbook.

Statement of Faith, Divorce Policy, and Drug & Alcohol Policy

Arizona Christian University is evangelical in its stand upon the Word of God as the only trustworthy and authoritative revelation of God. Its fellowship and discipline are predicated upon the declaration of Faith to which each member of the Board of Trustees and each member of the faculty subscribe. The faculty is expected to abide by the ACU Statement of Faith and to conduct themselves in a manner consistent with our intentionally Christian environment. All faculty members must sign the Board-approved ACU Statement of Faith ([Appendix A](#)) annually, along with the Core Commitments ([Appendix B](#)), Divorce Policy ([Appendix C](#)), and Drug and Alcohol Policy ([Appendix D](#)).

Church Membership

The university requires that full-time and part-time faculty shall be members of an evangelical church of like faith and practice.

Chapel Services

All full-time faculty members are expected to attend at least one chapel per week. This support to the student body and administration is essential. Faculty should plan this into their schedule.

Attendance at Commencement

All full-time and part-time faculty members are expected to be in attendance at Commencement. Exceptions must be approved by the Dean of Academic Affairs.

Academic Policies and Procedures

Academic Integrity

Academic work is evaluated on the assumption that the work presented is the student's own unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Academic honesty is expected of all ACU students. Violations may result in disciplinary actions, which are documented and maintained in a permanent file. Procedures vary according to circumstances. Actions that may be taken include a reprimand, a written warning, a failing grade for the work involved, failure of the course, suspension, or expulsion from the academic program or university.

Incidents of academic dishonesty include but are not limited to cheating; plagiarism; falsification of data, records, and official documents; collusion; malicious interference/tampering with university property; multiple submissions; and violations of course rules.

Whenever faculty observe an act of academic dishonesty, the following process must be followed. The full description of the Academic Integrity process is outlined in the [Student Handbook](#), which can be accessed on the [ACU website](#) or via the Dean of Students office.

1. Review
 - a. If the incident is clear and obvious, little review is necessary and a decision can be made by the instructor. The instructor needs to inform the student that a decision and sanction will be issued.
 - i. Example: Student is caught looking at notes during exam; student copies/pastes entire sections from another source.
 - b. If the incident is less clear, the incident should be reviewed and investigated by the instructor. The student needs to be notified of the alleged incident and that it is under review. The instructor should meet with the student (and other involved parties) to investigate.
 - i. Example: A student submits a paper with sections matching another student's paper.
 - c. If the incident is egregious, the Dean of Students and Dean of Academic Affairs need to be informed and involved in the process.
 - i. Example: A student hacks into an instructor's Canvas account and changes grades.
2. Decision
 - a. The instructor has the authority to make a decision of "responsible" or "not responsible" on a preponderance of evidence standard (51% more likely than not).
 - b. If the instructor deems that the student is "not responsible," then the instructor can simply dismiss the incident and no report is required.
3. Sanction
 - a. Refer to the "Matrix for Academic Integrity Violations" form for assistance on issuing proper sanctions. This form can be obtained in Populi under "Files" then "Academic Forms" by clicking here: <https://arizonachristian.populiweb.com/router/folders/75722/show>
 - b. The Dean of Students office can provide additional assistance.
 - c. Multiple sanctions can be issued, but some sort of grade alteration is almost always used.
4. Fill out the "Academic Integrity Form" and submit it to the Dean of Students for filing.
 - a. This form can also be obtained in Populi under "Files" then "Academic Forms" by clicking here: <https://arizonachristian.populiweb.com/router/folders/75722/show>
 - b. The Dean of Students' office or Dean of Academic Affairs' office can also provide forms upon request.
 - c. This form should be filled out when a student is found "responsible" and issued a sanction only.
 - d. Please submit all completed forms to the Dean of Students or to studentdevelopment@arizonachrsitian.edu.
5. Multiple Violations
 - a. The Dean of Students' office keeps record of all academic integrity violations.
 - b. If a student is found to have violated the Academic Integrity policy for a second (or more) time, the Dean of Students will begin a separate Student Conduct Process.

- c. Second (or more) violations may subject the student to escalated sanctions, including disciplinary probation, suspension, or expulsion.

FERPA regulations restrict disclosure of information regarding academic dishonesty incident reports. Based on these regulations, only instructors who have an educational need to know will be notified when a student has been suspended or expelled from Arizona Christian University.

Accidents/First Aid

If you feel the injury or illness constitutes an emergency, call 911 immediately; this will hasten the response of paramedics. Contact campus security, a resident director, or a resident assistant after calling 911. If the injury or illness is not an emergency, contact campus security, a resident director, or a resident assistant for help. If you are hesitant or unsure if the illness or injury is an emergency or not, contact campus security, a resident director, or a resident assistant for help.

Adjunct Faculty Office

The adjunct faculty office and cubicles are located in the faculty wing on the first floor of the Administration Building. These areas serve as places for adjunct faculty to meet with students during regularly scheduled office hours each week and as a workspace. Area 52 in the faculty wing is also available as a workplace or to meet with students.

Animals on Campus

Animals are not permitted on campus with the exception of seeing eye and hearing ear dogs or certified service animals. Requests for exceptions to this policy, for instructional purposes in the classroom, should be made through the faculty member's department chair/director.

Attendance

Faculty and adjuncts are expected to be on time for all lectures, exams, and laboratories. Students must be present for at least 90% of the scheduled class period. Otherwise, instructors have the authority to mark a student absent. Roll will be taken at the beginning of class. Students must be registered for the course in order to attend. Visitors, including children of students, are not allowed in lectures. Students are required to be present for the entire class period unless other arrangements have been made with the instructor. Attendance (tardy/late) is at the discrepancy of the instructor.

Additionally, proper attendance assists the university in complying with federal regulations pertaining to the distribution of Title IV financial aid. Faculty members are required to maintain a record of student non-attendance from the start of each academic semester or session. Should a student fail a class due to non-attendance, the professor would be called upon, by the Director of Financial Aid, to identify the specific date that the student stopped attending the class.

Bulletin Boards

Designated ACU staff must approve all notices, posters, and brochures to be placed on campus building bulletin boards. All others will be removed. Questions about bulletin boards should be directed to Jon Cline, the Vice President of Operations, at jon.cline@arizonachristian.edu.

Business Cards for Faculty

All orders for business cards and other official printed material must adhere to the new university graphics standards. Requests for business cards are made through the department chair/director and must follow the approved format shown here:

Full Professional Name and Degree*

Title (Adjunct Faculty, Instructor, Assistant Professor, Associate Professor, Professor, Department Chair/Director)
Department

Examples:

John R. Doe, Ph.D.
Associate Professor
Biblical Studies

John R. Doe, Ph.D.
Department Chair
Biblical Studies

** No courtesy titles (Mr., Mrs., Ms., and Miss). Degrees are listed after an individual's name and are limited to terminal degrees only (John Doe, Ph.D., not Dr. John Doe). Examples of terminal degrees are Ed.D., Ph.D., LL.D., J.D., M.D., M.S.W., M.F.A., M.P.A., M.Div., and M.B.A. Professional certifications such as C.P.A., L.C.S.W. and M.F.C.C. are permitted. Other degrees, such as M.A. and B.A., are not permitted on university business cards. Degrees should be listed in the order in which they were awarded. Determination of appropriate usage of other degree designations after names will be determined on a case-by-case basis.*

Business cards are available to current full-time faculty and staff for business use only. The university provides business cards with personal information, such as personal cell phone numbers, only for individuals who work off campus, such as student teacher supervisors, with departmental approval.

BUSINESS CARDS FOR ADJUNCT FACULTY

Because adjunct faculty generally serve the university on a limited basis, the university does not routinely provide business cards for them. However, if the nature of an adjunct's assignment requires business cards, the adjunct must request the cards through the department chair/director, who will forward the request to the Vice President of Enrollment.

Campus Mailbox

All faculty are issued a campus mailbox for hard copies of official university communications. Mailboxes are located in the break area of the faculty wing on the first floor of the Administration Building. It is important to check your mailbox regularly for important notices.

Class Cancellation

Faculty are required to meet with classes on all days and for the complete times indicated on the official ACU class schedule. In the case of absence due to illness or an unforeseen emergency or bereavement, you must inform your department chair/director who will make arrangements to have your class covered. Faculty should also notify the administrative assistant to the Dean of Academic Affairs, or call 602-489-5300 ext. 2001, and send an email or text message to all students in their classes via Populi. All requests for planned absences must be submitted in writing to your department chair/director for approval prior to the start of the semester. Approval of such requests is contingent on the availability of a suitable substitute to cover your classes. Planned absences are generally not permitted for adjunct faculty. If it is necessary to hire a substitute, you may be subject to disciplinary action.

Classroom Equipment

A multimedia podium with a computer is provided in each classroom with the latest technology available to the university. The computer is connected to our campus network, and adjunct faculty are given computer logins. You can also schedule an appointment for training by contacting the IT Department at 602-489-5309 or helpdesk@arizonachristian.edu. Please remember to log off the computer when leaving your classroom.

Classroom Sizes and Assignments

Classrooms are assigned based on enrollment history, instructional requirements, accessibility, and room availability at the time of assignment. All classroom changes must go through the Dean of Academic Affairs in consultation with the Registrar's Office. Please do not switch classrooms on your own. This creates conflicts with scheduling and our emergency plan. This applies to both time and location. All room assignments are subject to change due to enrollment numbers or other special circumstances. If your classroom location changes, you and your students will receive an email through Populi.

Class Schedules and Rosters

Please refer to the latest academic class schedule on Populi to confirm the time and location of your course(s). All students must be registered in a class in order to attend. Please verify that all students who are attending class are registered, as outlined in the Academic Catalog, and appear on the official class roster in Populi. This includes students who audit the course. This is the instructor's responsibility. Auditing privileges are extended only to students who have registered for the course through the Registrar's Office. Visitors, including children of students, are not allowed in lectures.

Computer (The Internet and Email Access)

All full-time faculty members are provided with an office and computer with the Internet and email access. For adjunct faculty, computers with the Internet and email access are available in the adjunct faculty office in the faculty wing on the first floor of the Administration building. Please contact the IT department at 602-489-5309 or 602-489-5309 or helpdesk@arizonachristian.edu for your computer password or questions regarding your account.

Conflict of Interest Policy

The purpose of the Conflict of Interest Policy is to address potential, actual, and apparent conflicts of commitment and conflicts of interest. To this end, faculty have an obligation to act in the best interests of the university and are expected not to let outside activities or financial interests interfere with that obligation.

An actual or potential conflict of interest may occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee as a result of university's business dealings. It is also a conflict of interest for an employee or a relative of an employee to accept any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the university.

Faculty who expect to engage in any outside activity which might create a conflict of interest, including but not limited to outside professional activity for which they will be paid, must inform the department chair/director and the Dean of Academic Affairs prior to engaging in such activity. If your proposed outside activity is determined to be a conflict of interest, you can be required to not engage in the activity.

Copies

A copier for faculty use is located in the faculty wing on the first floor of the Administration Building. Please help us conserve paper. The faculty copier is not intended for student use and/or personal use. For large printing projects, such as exams, handouts, etc., a print center is located on the second floor of the Administration Building. Print center request forms are available in the faculty copier area.

Copyright Policy

Please note that all faculty must comply with ACU's policy on copies and copyright. Copyright laws regulate what instructors may reproduce and use in the classroom. The laws change and are updated from time to time. Educational fair use governs the use of copies for educational purposes. Copying short excerpts is usually considered fair use. Certain restrictions apply. For example, copying chapters is considered questionable.

Fair use would not include copies to be used for more than one semester or the creation of course packets from copyrighted materials. Copies may not be used to replace commercial texts or workbooks that should be purchased for use in the classroom. Students may not be charged more than the actual cost of photocopying. The number of copies may not exceed more than one copy per student. The copyright notice must be included with each copy.

Publishers will often grant permission to make copies, but the instructor must request permission from the publisher. Note that owning a copy of the book or music, just including the copyright information, or merely including a citation does not make it fair use. This could still be considered a copyright infringement. It is always safest to get permission from the copyright holder or publisher before copying anything for class.

Course Evaluations

At the end of each semester, ACU students are notified through Canvas to participate in the course evaluations for their scheduled courses. Course evaluations are reviewed by the department chair/director who reviews them for evidence of teaching effectiveness and makes suggestions for the improvement of teaching, course content, and classroom learning environment. All faculty and adjunct faculty are able to review the results of the course evaluations through Canvas.

Course Limits

Departments chairs are responsible for determining that faculty workloads are within the limits set by university policy. In terms of teaching load, adjunct faculty may teach no more than nine (9) credit hours per semester. This is a university-wide limit. For example, an adjunct faculty member teaching six (6) credit hours in one department, may only teach three (3) more credit hours in another department for a total of nine (9) credit hours at Arizona Christian University.

Cross-listed Classes

Cross-listed classes are classes that are taught at the same time in the same room by the same instructor but which have different class identifiers, and classes that are taught simultaneously in multiple remote locations by the same instructor. Cross-listed classes are counted as one course for course teaching load and compensation calculations.

Disruptive Students

University policy requires that students assume responsibility for appropriate conduct while on campus. Disruptive behavior will not be tolerated. Disruptive behavior is described as any disruption or obstruction of teaching, administration, research, or other university proceedings to include, but not limited to, obscenities, aggressive tone, physical or verbal abuse, threats, intimidation, coercion, and any and all conduct which threatens or endangers the health and safety of faculty, staff or students. Faculty and staff are encouraged to immediately contact ACU's Department of Campus Safety at 602-489-5301 or call 911 for assistance when a violation of this policy occurs. Campus Safety provides a formal record of such incidents in the event that further administrative action is deemed necessary by the Dean of Students. Faculty and staff are reminded to download the university's Mass Notification App called Punch Alert from their App Store. The Punch Alert App allows for an additional method of notification when a situation calls for security, law enforcement, or a medical response.

Dress Code

All ACU faculty are expected to come to work well-groomed and dressed for a Christian environment. ACU requires all faculty and staff to adhere to a "Business Casual"² dress policy. At a minimum, dressing well informs students that one is serious about classroom responsibilities. Additionally, all faculty, staff, and administration are responsible for ensuring that they dress appropriately for special functions, meetings, and presentations. On Fridays throughout the year, faculty and staff may wear casual attire. Your overall appearance must still be in keeping with the professional dress code. Clothing that is low-cut or otherwise revealing, flip-flops, beach sandals, caps (inside), as well as torn, dirty, or frayed clothing are not acceptable at any time. Jewelry, makeup, perfume, and cologne should be in good taste. All members of the ACU community are expected to practice adequate personal hygiene. Any employee who arrives inappropriately dressed will be asked to change into proper attire before being allowed to begin the workday. Employees with repeated violations of the ACU dress code may be subject to disciplinary action. Managers and supervisors are responsible for ensuring that appropriate professional dress is maintained and for counseling employees when necessary.

Email

All faculty and librarians are issued an official Arizona Christian University email address to be used for their courses. These addresses all have the same form: `firstname.lastname@arizonachristian.edu`. This is the only electronic mailing address recognized by the university. Instructors should include this email on their syllabi. All official university communications, including attachments, will be transmitted to this address. Please note that this address may be different than the one you are currently using if you have taught with us before. Please check your email account on a regular basis and delete or save older items in order to avoid "mailbox full" errors. Please contact the IT department at 602-489-5309 or helpdesk@arizonachristian.edu for questions concerning your email account.

Ethical Use of Information Resources

ACU respects intellectual property in its institutional documents. The following policy and procedures are designed to provide oversight and ensure the integrity of institutional documents and publications.

Policy

All university documents and publications, including online resources, must appropriately attribute the use of intellectual property in whole or in part and document permission for its use.

² Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, or a knit shirt or sweater.

Definitions

The use of another person's or another institution's intellectual property without appropriate attribution is plagiarism. Intellectual property is the creative work of a person or an institution and includes the very ideas underlying that work, not merely the wording used in it. Linking to content hosted by a non-ACU website is not plagiarism.

Procedures

All official university documents including handbooks, procedure manuals, and web pages are to be carefully reviewed prior to publication in order to ensure that appropriate attribution has been assigned to any language which is, in whole or in part, used from an individual or institution other than ACU.

Appropriate attribution may take two forms: a permission statement or a citation.

If the overall substance of an ACU document or a section thereof was derived from a specific individual's or another institution's intellectual property, a permission statement must be published with the ACU document. The creator of the ACU document must obtain written permission (e.g., an email or letter) from the person or the institution. The following is an example of a request for permission:

Dear Ms. Olson,

On behalf of Arizona Christian University, I would like to request permission to adapt and use the following handouts from the Learning Center at GateWay Community College. If you grant permission, your reply will be filed and kept for documentation purposes and a permission statement will be added to the handouts to give credit to your department and your institution, in keeping with the policies of the Higher Learning Commission.

- "Improve Your Memory"
- "Improve Your Writing"

Thank you.

The creator of the ACU document must send a digital copy of the written permission to the Provost's office, which will archive the copy in a "Permissions" folder organized by ACU department on the Academic Affairs (W:) network drive. Additionally, the creator of the ACU document must place a superscript number next to the title (of the section) of the document and provide a permission statement in a corresponding footnote within the ACU document. For exact reproductions, the permission statement should read: "Reprinted with permission from [intellectual-property owner] granted on [date]." For adapted reproductions, the permission statement should read: "Adapted and used with permission from [intellectual-property owner] granted on [date]." The creator of the ACU document will supply the name of the intellectual-property owner and the date of the written permission in the bracketed parts of the permission statement. An example is provided below:

1. Adapted and used with permission from the Eller College of Management at the University of Arizona granted on June 6, 2016.

If the creator of an ACU document uses an idea from another source in a lesser manner than what was described above, then that source must be cited in a footnote following the Notes-Bibliography (NB) system of the Chicago Manual of Style (CMS). A bibliography is not required. The ACU Library can assist with citations.

If the intellectual-property owner requires specific language or formatting for attribution, the creator of the ACU document must follow those requirements where they conflict with the procedures above.

Though the creator of an ACU document is responsible for getting written permission or citing sources, the supervisor of that person should verify appropriate attribution and documentation. If the creator is a department head or an administrator, no further verification is necessary.

Incidents of plagiarism relative to this policy are to be reported to the Provost for further action.

Faculty Advisor to Student Clubs

Student clubs are an integral part of our mission at Arizona Christian University. They complement our academic programs and enhance the overall educational experience for our students. Campus policy requires that all university sponsored student clubs have an advisor who is an ACU employee. Club advisors provide assistance and advisement regarding club development and function. As such, club advisors must be in attendance at all club sponsored meetings and activities. Faculty members at ACU are encouraged to become actively involved in student clubs as part of their typical professional expectations. For more information about student clubs and the role of an advisor, contact Student Development at studentdevelopment@arizonachristian.edu.

Faculty Meetings

Faculty meetings are normally held once a month at a time generally designated prior to the beginning of the fall semester. Attendance at all scheduled and announced faculty meetings is required for full-time and contingent faculty.

Field Trips and Travel

All requests for field trips and travel must be submitted to your department chair/director for approval prior to the start of the semester. Travel requests are contingent on availability of travel funding. Requests for travel reimbursement must be submitted within thirty (30) days of the travel. Forms are available from the Business Office.

All required field trips and travel must be clearly identified as required and completely described in the Assignments and Activities section of the course syllabus. In the description, detailed information must be included regarding the date, time, location, and means of transportation, as well as any fees or additional charges for which students are responsible. Field trip and travel opportunities that arise later in the semester may not be required of all students.

Faculty must inform students enrolled in the course who may potentially need special accommodations to contact the office of the Director of Academic Services on campus as soon as possible for information and assistance. Faculty must also discuss expectations for behavior during the field trip on the first day of class and again just prior to the travel.

Students are required to complete a field trip Liability Release form prior to any off-campus trip. The forms are available from your department chair/director or the Office of the Dean of Academic Affairs. Please retain the signed forms for one semester. In order to minimize risk and liability to the university, guests are not allowed on academic field trips. Participation on field trips is limited to faculty, staff, and enrolled students and approved volunteers of the university only.

University-owned vehicles are to be used for transportation on all academic field trips, and the use of transportation provided by ACU for the field trip is strongly urged. Please note that students who choose to use instead a privately-owned or commercially rented vehicle and students who choose to be passengers in such a vehicle operated by another private party for transportation on an academic field trip, do so at their own risk. All individuals who travel to the site of a field trip early, leave the group, and/or remain after the field trip is officially completed, do so at their own risk.

Personal vehicles may only be used after all parties have a clear understanding of the best practices guidelines related to field trip insurance coverage issues:

- The university does not provide insurance for the use of personal automobiles.
- ACU does not insure or accept liability for any damage, loss or injury resulting from the use of a student participant's own personal vehicle. Students who use personal vehicles should have a valid driver's license and liability insurance on their vehicle.

- Please note that all participants who chose to ride in a private vehicle do so voluntarily and at their own risk.
- When using their own personal vehicle, faculty, staff, and volunteers should have a valid driver's license and liability insurance on their vehicle. Under no circumstances will ACU provide coverage for damage to personal vehicles. The faculty member, staff member, or volunteer's personal automobile liability insurance will have to respond up to the limits of its liability.
- All drivers and passengers must abide by all applicable federal, state and local safety standards and laws. All traffic and parking violations are the sole responsibility of the operator of the vehicle.

Final Exams

The final exam schedule is listed in the Academic Calendar. Please do not make changes to the dates and times listed. This creates conflicts with scheduling and class contact hours. Final exams may not be made up in the Academic Center.

Grades and Grading

According to the Family Educational Rights and Privacy Act (FERPA), all faculty and staff have a legal responsibility to protect confidential student educational records. You must have a legitimate educational interest to access a student's educational record. For this reason:

1. The faculty is encouraged to post grades 7 days after exams and papers are submitted.
2. Student grades must not be displayed publicly.
3. Faculty are not permitted to use any portion of a student's social security number, student ID number or name to post grades.
4. Graded assignments such as papers, quizzes and tests must not be left on a desk or in the hall outside faculty offices. Students are not permitted to sort through assignments to retrieve their own work.
5. Only faculty members are permitted access to Canvas to enter grades and final grades for their students.

Grades are due on the due date published by the Registrar's Office. It is critical that all grading for all classes be completed by 5:00 p.m. on this date for the required end of semester processing. Grades will be officially posted at 5:00 p.m. on this date. Once grades are posted, changes will require an official grade change by the instructor.

The current ACU grading scale is:

A = 90% - 100%
 B = 80% - 89%
 C = 70 - 79%
 D = 60- 69%
 F = < 60%

As outlined in the ACU Catalog and Student Handbook, an incomplete grade is only possible with a passing grade in the event of seriously extenuating circumstances verified by signed and dated documentation. The student must complete all necessary work within six (6) weeks after the end of the semester in which the "I" was received; otherwise, the grade automatically becomes an "F."

Graphics Standards

University policy requires that all internal and external uses of the ACU trademark and name (print, electronic, broadcast, and clothing) comply with ACU graphic standards and be pre-approved by the Advancement Division.

Guest Lecturers

The occasional use of a guest lecturer can enrich classroom instruction. The regular instructor is held responsible for course content, teaching methods, supervision, and evaluation of students. All guest lecturers must be approved in advance. Requests for guest lecturers are to be submitted to your department chair/director, who notifies Human Resources for approval prior to the start of the semester. The department chair/director will then forward the approved request to the Dean of Academic Affairs and Human Resources prior to the start of the semester. It is the responsibility of the department chair/director to determine whether the guest lecturer is a qualified professional and whether or not the lecture topic is appropriate to the course. The use of a guest lecturer is limited to a maximum of two classroom periods per semester. Classroom guest lecturers are not paid an honorarium, travel or any other per diem expenses.

Holidays

Refer to the current ACU faculty and staff calendar for important dates including holidays.

Human Subject And Animal Research Policy

See [Research Approval Policy](#).

Identification Cards

Once the Business Office has received and processed your signed contract, you will need to have your photo taken in order to receive an Arizona Christian University identification card and parking permit from Campus Safety.

Independent Study Course Procedure

A student may request to take an independent study course only if there is an irreconcilable scheduling conflict with another class or if the student is a graduating senior and is required to take the additional course for graduation. Prior to enrolling, the student must make an arrangement with a faculty advisor who will be responsible for supervising and evaluating the learning experience. The faculty member and the student must hold a minimum of four meetings during the course, either in person, by phone, or through internet video conferencing. In addition, the student must complete an independent study petition, including the reason for requesting that the course be taken as an independent study. Permission of the instructor and department chair/director is required. The department chair/director, in conjunction with the requested instructor, will judge each case based on its individual merit. Independent study courses are only available for currently enrolled students in good academic standing. Students are required to pay for the course unless the scheduling conflict is clearly the fault of the university. The faculty member may receive a stipend for the course, or he or she may choose to waive the fee. Completed independent study petitions and all additional required paperwork must be submitted to the Dean of Academic Affairs' office no later than 5:00 pm on the date published in the ACU academic calendar. If contracts and all required paperwork are not returned by this date, the course may be canceled, and ACU will not be required to honor any portion of this agreement.

Keys

If you require a key for your office, please contact the assistant to the Dean of Academic Affairs. The Department of Campus Safety has expanded their service hours 24 hours a day, 7 days a week, year-round. Campus Safety will work with our faculty and staff to assist with opening and securing buildings and rooms.

Library Access

All faculty may borrow materials from the library by presenting their ACU ID at the circulation desk in the library.

Maintenance Requests

Please contact our Maintenance Department at maintenance@arizonachristian.edu for classroom maintenance requests (burned-out lights, locking and unlocking doors, trash collection, etc.). Please contact the IT department at 602-489-5309 or helpdesk@arizonachristian.edu for help with computers and LCD projectors (burned-out bulbs in projectors, locking and unlocking podiums, passwords, etc.).

Miscellaneous Preaching and Teaching

When a faculty member is contacted directly (by a church or group), travel costs are the faculty member's responsibility and honorariums can be retained. The faculty member is always a representative of the university as he or she speaks in various places.

Office Hours

FULL-TIME FACULTY

All full-time faculty are required to be available for student consultation during five regularly scheduled office hours per week. Office hour times are to be posted outside the faculty office and a copy forwarded to the department chair/director by the first day of classes each semester. Arizona Christian University maintains an open-door policy. Full-time faculty members are expected to be in their offices the majority of the time when they are not in class during the normal working day and available to meet with students by appointment at other times as necessary. Please note that faculty members are expected to maintain normal office hours during finals week.

CONTINGENT FACULTY

Contingent faculty are required to meet with students during two regularly scheduled office hours each week. Office hours should be posted outside the contingent faculty member's office door. Contingent faculty members should also have a telephone number or email address available for students who have questions regarding their courses. Faculty should inform their department chair/director if they are going to miss a posted office hour due to illness or unforeseen emergency. The department chair/director will post the absence on the office door.

ADJUNCT FACULTY

Adjunct faculty are not required to have regular office hours but should meet with students by appointment in the faculty middle (Area 52) or in the Adjunct Office in the faculty wing on the first floor of the Administration Building. Adjunct faculty members should also have a telephone number or email address available for students who have questions regarding their courses.

Office Supplies

Miscellaneous office and teaching supplies (dry erase markers, pens, pencils, folders, etc.) are available in the supply closet in the faculty lounge area of the faculty wing on the first floor of the Administration building.

Overrides

It is department policy that instructors do not sign overrides to class size limits. Prior to the start of the semester or session, only department chairs/directors are authorized to sign course overrides.

In most cases, department chairs/directors are asked not to approve requests to override class size limits until all sections of the same course are filled. We understand how students prefer certain sections and regret when we can't accommodate them. However, course limits are pre-determined based on pedagogy and regulations related to class size so that students can receive the high-quality instruction that they expect at ACU.

Please continue to track data demonstrating student demand so that we can work together to refine the schedule of course offerings by better projecting course utilization. If you have any questions, please contact your department chair/director.

Participation in ACU Approved Events

ACU policy states that students will be excused from classes and laboratories to participate in official university activities such as athletic events, rehearsals, and performances that conflict with other courses. Note that an excused absence does not excuse the student from completing assignments missed because of the absence. Students are responsible for informing instructors prior to all absences of the dates they will be gone. Instructors are responsible for providing students with an equitable way to make up all missed assignments, quizzes, labs or examinations. Instructors may not penalize students for absences excused by this policy. Contact the Compliance Coordinator for Athletics or Director of Academic Services for proctoring assignments and tests. Another staff member is not permitted to the proctor.

Populi and Canvas

All faculty and adjuncts are required to use the Populi and Canvas online grading system for posting interim and final grades. Please contact the IT department at 602-489-5309 or helpdesk@arizonachristian.edu with any questions related to login ID or password issues or to learn how to submit grades online. University policy states that instructors are required to update grades regularly. In any case, instructors must provide an evaluation of student performance by mid-term.

Research Approval Policy

Arizona Christian University encourages and supports human participant research. To this end, the university has created an Institutional Review Board (IRB) with oversight from the Office of the Provost to review and approve all research conducted with human participants by ACU faculty, staff, and students, and research conducted by non-affiliated researchers with ACU faculty, staff, or students serving as participants. The IRB assumes primary responsibility for providing oversight of human participant research and for maintaining compliance with applicable laws, regulations, and policies. All research, including survey research, involving human participants must be reviewed and approved by the IRB prior to initiation. Any subsequent changes in the research procedures must also be approved. The IRB is also charged with providing guidance and assistance for researchers throughout the research process.

The IRB uses guidelines established by the department of Health and Human Services (HHS), Office for Human Research Protections (OHRP), published in the Federal Register, Vol. 83, No. 118, Tuesday June 19, 2018, and other relevant professional organizations to ensure the privacy, confidentiality, safety, health, beneficence, and welfare of human research participants. For any questions regarding what constitutes research and the procedures for submitting proposals, please contact the IRB at IRBChair@arizonachristian.edu. Please note that ALL research and grant proposals seeking support from extra-university agencies must be reviewed and approved by the IRB prior to submission to an agency.

Reserve Materials

Faculty may place books and other materials on reserve in the library. Please ask at the Circulation Desk in the library.

Retention of Examinations or Assignments

Faculty are required to retain copies of student examinations and assignments not returned to students for one semester in case of a dispute between a faculty member and a student in assigning or recording a grade. After that time, instructors may discard course materials in a manner that preserves student confidentiality.

Scantron Machine and Supplies

A Scantron machine and Scantron forms can be found in the faculty wing of the administration building.

Smoking Policy

Smoking is prohibited in all campus buildings and in all campus vehicles.

Social Media/Internet Postings Policy³

With the rise of new media and next-generation communications tools, the way in which ACU employees can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for ACU employees. The Social Media/Internet Postings Policy applies to any employees who use the following:

- Multi-media and social networking websites such as MySpace, Facebook, Yahoo! Groups and YouTube
- Blogs (Both ACU blogs and blogs external to ACU)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as “Internet postings” in this policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination. Common sense is the best guide if you decide to post information in any way relating to ACU. If you are unsure about any particular posting, please contact Human Resources for guidance. For instance, if you are writing about ACU business where you have a responsibility, you may wish to make sure your manager is comfortable with your taking that action.

³ www.blogs.cisco.com

Your Internet postings should not disclose any information that is confidential or proprietary to ACU or to any third party that has disclosed information to ACU. If you comment on any aspect of ACU's business or any policy issue in which ACU is involved and in which you have a responsibility, you must clearly identify yourself as an ACU employee in your postings or blog site(s) and include a disclaimer that the views are your own and not those of ACU. In addition, ACU employees should not circulate postings they know are written by other ACU employees without informing the recipient that the author of the posting is an ACU employee. Your Internet posting should reflect your personal point of view, not necessarily the point of view of ACU. Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above-mentioned postings are prohibited under this policy.

When posting your point of view, you should neither claim nor imply you are speaking on ACU's behalf, unless you are authorized in writing by your manager to do so. If you identify yourself as an ACU employee on any Internet posting, refer to the work done by ACU or provide a link to an ACU website, you are required to include the following disclaimer in a reasonably prominent place: "The views expressed in this post are mine and do not necessarily reflect the views of ACU." Your Internet postings should not include ACU's logos or trademarks and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws. ACU blogs (located on university-owned computers, domains and/or websites and hosted by ACU) are blogs requiring corporate approval in which employees may blog about ACU and our industry. Only ACU blogs may include ACU's logo. ACU blogs may also include links back to ACU web destinations. All ACU blogs must include a legal disclaimer stating that all posts by the author, guest author and visitors reflect personal thoughts and opinions which are not necessarily those of ACU.

ACU may request that you avoid certain subjects or withdraw certain posts from an ACU blog if it believes that doing so will help ensure compliance with applicable laws, including securities regulations. ACU reserves the right to remove any posted comment on ACU blog site(s) that is not appropriate for the topic discussed or uses inappropriate language. ACU also reserves the right to post particular communications on an ACU blog. If a member of the news media or blogger contacts you about an Internet posting that concerns the business of ACU, please refer that person to management. Your Internet postings should not violate any other applicable policy of ACU, including those set forth in the Code of Conduct policy and anti-discrimination policies in the Employee Handbook. You agree that ACU shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings. ACU reserves the right to suspend, modify, or withdraw this Internet Postings Policy, and you are responsible for regularly reviewing the terms of this Internet Postings Policy.

Speaking Engagements on Behalf of the University

If a faculty member is asked by the administration to represent the university and an honorarium is provided, the honorarium may be given to the faculty member. However, if an offering is provided, the offering may go to the university.

Staff Directory

The front desk receptionist maintains a staff directory. Please contact the receptionist at 602-489-5300 to update your current contact information.

Student Activities

All faculty members are encouraged to attend student activities. If a faculty member is assigned as an advisor for a special student activity, he or she is responsible and should be present at all related functions.

Student Activities Off Campus

Off campus events and activities, other than pre-approved university activities such as field trips, athletic events, rehearsals, and performances, are not permitted. University and student insurance do not provide coverage for activities held in homes and other similar locations. Many options are available on campus, and faculty is strongly encouraged to make use of these for class and club activities.

Student Attendance Policy

Class attendance is mandatory. Students are expected to be on time for all sessions of each course in which they are enrolled. For an excused absence, students may be required to provide you with signed and dated documentation. Unexcused absences may result in lowered grades, administrative withdrawal from the course, or a failing grade. Prior to the published withdrawal deadline, students may be withdrawn for unexcused absences in excess of 10 percent of the total hours of instruction as counted from their first day of enrollment in that class. Instructors should make all reasonable efforts to communicate with students before initiating an administrative withdrawal. However, such withdrawals are at the discretion of the instructor. Please submit a concern notice to MyACU Cares on the portal. This information is sent to the Student Development Department and the enrollment management specialists to follow up with these students. Students who stop coming to class and do not officially withdraw from the class may receive a grade of “F” in the course. Students must be registered in a class in order to attend. Visitors, including children of students, are not allowed. This policy is strictly enforced to assist the university in complying with federal regulations pertaining to the distribution of Title IV financial aid. Faculty members are required to maintain a record of student non-attendance from the start of each academic semester or session. Should a student fail a class due to non-attendance, the professor would be called upon by the Director of Financial Aid to identify the specific date that the student stopped attending the class.

Student Financial Obligations

Students enrolled in classes and attending ACU agree to adhere to the financial policies set forth by the university. This financial agreement includes the charges for the classes for which they have enrolled and any related fees for the cost of attendance.

Students whose accounts are delinquent due to a student’s failure to pay in full or as agreed according to his or her selected payment plan, to complete necessary financial aid documents, or to attend classes according to the university’s Attendance Policies, may be subject to administrative withdrawal on the respective term’s add/drop deadline. In addition, students will be prohibited from registering for future terms, and grades, diplomas, and transcripts will not be released until the student’s financial obligations have been met.

Arizona Christian University complies with Title 38 United States Code section 3679 under which covered individuals (i.e. any individual who is entitled to educational assistance under Chapter 31, Vocational Readiness and Employment, or Chapter 33, Post 9/11 GI Bill benefits) can attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement of educational assistance under Chapters 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website – eBenefit, or a VA form 28-1905 for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the Institution.
2. 90 days after the date the Institution certified tuition and fees following the receipt of the certificate of eligibility.

Arizona Christian University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the Institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Student Handbook

Faculty members are highly encouraged to read and be aware of those policies that apply to students as outlined in the [Student Handbook](#). Changes in the Student Handbook can be found on the [ACU website](#).

Students Seeking Accommodation for Special Needs

Arizona Christian University is willing to make any reasonable accommodations for limitations due to any disability, including a learning disability. Any student with documented certifiable special needs should contact the Office of the Director of Academic Services on campus, and they will inform instructors of the proper accommodations required. If students have a special need, even on a temporary basis, it is the student's responsibility to contact the Office of the Director of Academic Services as soon as possible to disclose his or her disability information and discuss his or her accommodation needs. Students are required to make their requests in writing using the Accommodation Request and Documentation Form and document their disability in accordance with ACU policies and procedures. Documentation of the disability must be current (not older than 1 year) and provided by a qualified healthcare professional such as a diagnosing or current physician, psychiatrist, or psychologist. It must comply with the requirements for documentation outlined on the Accommodation Request and Documentation Form. Accommodations are not retroactive. ACU reserves the right to verify all professional documentation and determine reasonable accommodation for any disability, including a learning disability. Please see the [Student Handbook](#) for current, detailed information regarding accommodation and special needs.

Study Abroad

University policy requires that all programs that involve ACU students traveling under the supervision or guidance of ACU faculty or staff (either for credit or non-credit) are subject to the regulation of the study abroad committee and final approval by the Dean of Academic Affairs. This policy applies to faculty members who plan to develop or lead a study abroad experience. The Study Abroad and Missions Committee is responsible for oversight of the study abroad policy and procedures. The committee uses established criteria for the study abroad and missions proposal and approval process. Please note that if students participate and do not take the course for credit or if the program is not offered for credit, the program is still subject to these guidelines. Faculty members who take students abroad and do not follow the guidelines established by the university may not advertise their programs as ACU-sponsored activities, may not award college credit for work completed on such a program, may not be covered by the university's insurance policies, and may be subject to individual liability under applicable federal, state, and local law.

The study abroad program at ACU is designed to provide students and others with an opportunity to learn outside the classroom through domestic or foreign travel. In this way, participants may enhance their educational experience with historical geographic sites, museums, culture and languages, university research libraries, or government facilities only available through travel. The university must officially endorse all study abroad and missions trips prior to travel. No approval will be given after the fact. Additional fees such as airline tickets, meals, group transportation, accommodations, travel and health insurance, excursions and other course related costs apply. Other travel-related costs not specified in the cost of the study abroad program are to be paid for by the participants.

The university reserves the right to deny or withdraw approval of faculty member, staff, and student participation in the study abroad program and/or limit the number of faculty members, staff, and students allowed to study abroad at any given time or location. Only ACU students, faculty, and staff are eligible to participate in ACU sponsored study abroad and missions travel. Dependents within the immediate family of full-time faculty or staff members may participate in trips, provided they otherwise meet eligibility requirements as set forth herein. The term dependent shall be interpreted to mean the employee's spouse or a person under the age of 24 who is listed on the employee's most recent IRS filing as a dependent, or who is clearly a dependent due to a documented court action, i.e., divorce decree. This policy is strictly enforced.

Prior to participating, faculty and staff must submit an application for the study abroad program and a Release Time Approval form and complete the application process including submission of all forms, documents, legal releases and proof of coverage of comprehensive health insurance for international travel, including medical evacuation and repatriation as required. Only faculty and staff possessing approved insurance will be allowed to participate. Release time is generally not granted for faculty study abroad or mission trips during the academic year. All release time requests must be approved in writing by the Dean of Academic Affairs prior to travel.

Syllabus Policy

Faculty members are required to prepare a syllabus for each course taught, including special courses such as independent studies, internships, practicums, research, and study abroad courses. The syllabus is both a permanent record of course content and requirements and a learning tool that helps students succeed in the course. It is also a contract between the instructor and the students that is used when disputes arise regarding the evaluation of student performance and grading. For these reasons, ACU requires that all syllabi be as comprehensive and consistent as possible. All instructors must use the required syllabus template for all ACU syllabi. This template standardizes the minimum basic components to be included in every syllabus but does not direct course content or activities in any way.

Instructors must post their syllabus on Canvas and Populi one week prior to the beginning of the course. Copies should be sent to the department chair/director and the Dean of Academic Affairs prior to the start of the semester in which a course is taught. The Dean of Academic Affairs will archive a copy for transfer, articulation and accreditation purposes. Please note that it is the instructor's responsibility to submit the required syllabi. If you have questions, please contact your department chair/director or the Dean of Academic Affairs.

Telephones

All full-time faculty will have access to a telephone and to the campus voice mail system. Telephones are requested through IT through the faculty member's department chair/director. Long distance access codes are assigned on a need basis. Contact your department chair/director for instructions regarding long distance access codes and procedures. Long distance codes are not intended for personal use and are to be used by faculty only and not to be given to students.

Test Proctoring

Faculty have the overall responsibility for all exams given in their courses and are expected to be present during and for the duration of their exam. Test proctoring is provided by the Academic Center as a supplemental service to Arizona Christian University faculty. The center's goal is to assist faculty in their efforts to accommodate students, especially those who may require special circumstances for testing. The Academic Center proctors exams for students registered with Student Disability Services and for students with special circumstances such as excused absences. Regular semester tests can be taken only during posted hours of operation for the testing center.

In case of absence due to illness or unforeseen emergency when an exam is scheduled:

1. You must inform your department chair/director.
2. Contact the Director of Academic Services to see if they are available to administer the exam at the scheduled time.
3. Try to help find a substitute for that day and let your department chair/director know who that person will be. Preferably this will be another person teaching the same course at another time, or someone who has done the course recently and is familiar with the materials.
4. If you are unable to arrange for another faculty member to proctor the exam, the department chair/director will make arrangements to have the exam covered by an appropriate person.
5. Final exams may not be proctored in the Testing Center.

Faculty should also notify the Registrar's Office (602-489-5328) and the front desk receptionist (602-489-5300), as well as send an email or text message to all students in their classes. It is important that faculty talk to a real person and not assume that a message left on voicemail will be sufficient. Contact the ACU receptionist (602-489-5300) if your department chair/director cannot be reached. **Note:** It is not appropriate for a student, student worker, or administrative assistant to assume responsibility for your course(s) or proctoring exams.

Textbooks

Arizona Christian University's textbook policy has been established to address the cost of college textbooks and other instructional materials and to ensure compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008. Compliance is vital since the provisions are linked to student federal financial aid accessibility. This policy applies to all university faculty and adjunct faculty.

TEXTBOOK ADOPTION DEADLINES

Arizona Christian University has established firm deadlines and procedures for the adoption of textbooks for upcoming semesters. These deadlines and procedures enable ACU to fully comply with the HEOA of 2008, including the requirement that textbook information (including ISBN and prices) be provided to students at the time of registration.

Department chairs and directors are responsible for ensuring that all courses under their direction have adoptions submitted by the established deadlines, even in instances where no instructor has been assigned to a course section as of the announced adoption deadline date.

Timely adoption of textbooks is required for all courses, but particularly lecture, lecture/laboratory, laboratory, and recitation/discussion courses. These course types are generally assumed to be courses with textbook requirements.

The legislation requires that for each full semester and collectively for J-Term and summer sessions, the university will distribute a list of all textbooks and course materials required or assigned for an undergraduate course by publication on its website and posting at its bookstore.

To this end, department chairs/directors will provide adequate information regarding selected texts and course materials to the Dean of Academic Affairs no later than 5 p.m. on the date that final course schedules are prepared as follows:

- For Spring Semester, October 1
- For Summer Sessions, December 1
- For Fall Semester, March 1
- For J-Term, May 1

PUBLICATION OF THE CLASS SCHEDULE AND TEXTBOOKS

The class schedule and textbook selections will be published for student viewing in advance of registration. This listing, including optionally available textbook formats, whether paperback, hard-copy or digital; ISBN; and edition number will be made available in the Registrar's Office on campus and on the campus website no later than the following dates:

- For Spring Semester, November 1
- For Summer Sessions, January 1
- For Fall Semester, April 1
- For J-Term, June 1

These dates are considered the published textbook adoption deadline dates. Changes in textbook adoptions may be made prior to these dates but require the approval of the department chair/director, the Registrar,

Admissions, the Business Office, and the bookstore. Changes in textbook adoptions may not be made after this time as students will have already begun purchasing texts.

PROCESS FOR TEXTBOOK ADOPTION

It is the responsibility of the faculty member, through his or her department chair or director, to recommend textbooks for adoption by the established adoption deadlines.

- Faculty must submit the necessary textbook adoption by the published textbook adoption deadline date or forfeit the opportunity to select a new textbook at that time.
- Before the textbook recommendation is finalized, the department chair/director must approve the selection.
- The faculty is encouraged to consider more than one textbook publisher and compare prices and course materials.
- Departments are strongly encouraged to adopt the same course materials for all sections of each course. In cases where more than one instructor teaches the same course, the department chair/director may require instructors involved to choose a common textbook.
- Faculty members and department chairs/directors are responsible for ordering desk copies directly from publishers.
- If a faculty member does not require a textbook, that information must be submitted to the department chair/director by the published textbook adoption deadline date.
- The sale of course materials in the classroom is prohibited.

The adoption process must include an indication of whether textbooks are required or recommended and should include to the extent possible an indication of whether an alternate edition of the textbook, such as an earlier edition, may be used. This information is required and will be specified on the course syllabus.

Course	Course Title	ISBN-10	ISBN-13	Title	Author	Edition	Publisher	Imprint Publisher
BIB 100	INTRO TO THE BIBLE	1-58134-622-0	978-1-58134-622-0	God Wrote a Book	MacDonald, James	2004	Good News / Crossway	Crossway Books

USE OF SELF-AUTHORED MATERIALS

Use of self-authored textbooks and other supplemental materials are considered a conflict of interest and strongly discouraged. Faculty members seeking to use self-authored textbooks from which they, or any person or business associated with the faculty member's family, obtain direct financial gain, must submit a request to the department chair/director prior to the published textbook adoption deadline. The request must provide a justification regarding the reason the required self-authored materials are uniquely suited for use in the author's course; demonstrate why the self-published textbook is better suited for adoption than other published materials; and include the estimated cost of the self-published textbook related to another appropriate textbook(s). A peer review committee comprised of faculty appointed by the Dean of Academic Affairs will review the proposal. If the committee appointed by the Dean of Academic Affairs recommends the adoption of the self-authored textbook, notification of that recommendation will be provided to the faculty member and department chair/director. The department chair/director may then include the self-authored textbook(s) in the adoption process.

TEXTBOOK AFFORDABILITY OPTIONS

In order to be in compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008, faculty are encouraged to:

- Select textbooks that have low-cost alternatives available that can be purchased by students at their discretion.
- Provide information on optionally available textbook formats, whether paperback, hard-copy or digital to students.
- Consider textbooks that it is believed will not be revised by the publisher in the near future.
- Consider alternative modes of distribution such as placing the material on reserve at the campus library.
- Utilize free or low-cost open-source textbooks and course materials when possible.

Campus Safety

The Gatekeepers were trusted officials, for they were responsible for the rooms and treasures at the house of God, since it was their duty to guard it and to open the gates every morning. 1 Chronicles 9:26-27

The Department of Campus Safety at Arizona Christian University is trusted by the community for the protection of life and property, promoting proactive crime and fire prevention techniques, and enforcing various administrative rules and regulations.

Our mission is to lead our community in the areas of safety and security. We accomplish our mission by partnering with our students, staff, faculty, adjuncts, volunteers, and guests to keep our campus safe and secure. Members of the university are encouraged to be alert to suspicious or criminal activity. Report all criminal actions and other emergencies immediately to the Department of Campus Safety or Glendale police.

- Campus Security (602) 489-5301
- Glendale Police (623) 930-3000
- Emergency 911

Annual Security and Fire Safety Report

Arizona Christian University, in compliance with the Violence Against Women Reauthorization Act of 2013, and the Campus Sexual Violence Elimination (SaVE) Act, which amended the Clery Act, reports annually to its employees and current and prospective students the statistics for the past three (3) years pertaining to reported crimes that have occurred on-campus, in certain non-campus buildings used by Arizona Christian University, and on public property within, or immediately adjacent to and accessible from the campus. This report includes the university's policies concerning campus safety, crime prevention, reporting incidents, prevention and awareness training relating to violence, sexual violence, domestic violence, and victim's rights.

Campus Security Act of 1990 (Clery Act)

In compliance with the Student Right-To-Know and Campus Security Act, Arizona Christian University seeks to provide a safe living environment. The university is concerned about the safety and welfare of its students and personnel. Therefore, in compliance with the Crime Awareness and Campus Security Act of 1990, the most current annual report on campus crime is located in the Campus Safety office. Members of the university family may request to view this report at any time. It covers the past five (5) years of activity.

Emergency Communication

Arizona Christian University has partnered with Punch Alert as our mass notification system to provide an emergency response and direct communication between our Department of Campus Safety, students, faculty, adjuncts, staff, and guests. You can report an emergency quickly by pressing the red button to contact on-site responders and then discreetly share any additional emergency information through a text, photo, video, or recording. When you report an emergency, your location is sent to responders, providing connected campuses and organizations real-time location tracking at the time of the emergency, for the duration of the emergency, and ending when the emergency is resolved.

Punch Alert allows Campus Safety, law enforcement, and fire department personnel the ability to manage an emergency in a coordinated and efficient manner from the time the emergency is received until it is resolved. ACU's mass notification system has a feature called "Post Tips." Our community can provide tips to Campus Safety relating to crimes, safety concerns, etc. The user in the Punch Alert App has the ability to provide text messages or photographs to Campus Safety in the event of emergency or other reportable incidents. Download the "Punch Alert" app to your smart phone to get timely warnings and other university notifications.

Timely Warnings

In the event that a situation arises, either on or off campus that in the judgment of our Chief of Campus Safety and Executive Cabinet constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The timely warning bulletins must be related to a crime that is reportable under The Clery or SaVE Act and represents a threat to the campus community, i.e., murder, robbery, sexual assault, arson, etc. as defined under Code of Federal Regulations 668.46(e).

Persons with information warranting a timely warning should immediately report the circumstances to the Department of Campus Safety, 1 West Firestorm Way, Glendale, AZ, 85306, or other university supervisory personnel (602-489-5301). The university's president or designee, in consultation with the Chief of Campus Safety, will approve all timely warnings prior to posting.

Reasonable steps will be taken to notify campus personnel, including but not limited to emails, texting, cell phones, voice messages, and/or public postings, as appropriate to the situation. Students, staff and faculty who wish to sign up for Punch Alert, our university's mass notification system, can do so online by logging onto the ACU Campus Safety website, and following the prompts (www.arizonachristian.edu/campussafety).

Emergency Response Plans

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the university will use this process:

1. Confirm that such an emergency exists;
2. Determine the appropriate segment or segments of the campus community to receive a notification;
3. Determine the content of the notification; and
4. Initiate the notification system.

The Chief of Campus Safety, or designee, will initiate the content of the notification, and deploy a message to the university's community if life safety/exigent circumstances exist. Otherwise, if time allows, the notification will be reviewed by the university's president, and once approved, the notification will be sent out via the university's mass notification system. Campus Safety will respond to and attempt to contain the incident, or mitigate the emergency until law enforcement authorities arrive.

The university president or designee will consult with the Chief of Campus Safety as soon as possible for updates on the emergency response, evacuation, and follow up plan of action to return the university back to "normal" operations. The Chief of Campus Safety will conduct an annual test of the university's emergency response and evacuation procedures:

- Tests may be announced or unannounced
- Emergency response and evacuation procedures are available through the online Campus Safety Computer web-based training and our Punch Alert Mass Notification App
- Notification will be done through our university's mass notification system.

Emergencies, accidents, injuries, and other unexpected events can occur at any time and in any place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an accident. Each of us must take a pro-active approach to providing a safe environment and, although no guide can cover all situations, standard emergency procedures will help prepare you, should an emergency arise.

Campus Safety has published detailed emergency response plans and procedures on its website for various incidents, including:

- Accidents
- Active Shooter
- Bomb Threat
- Suspicious Package
- Earthquake
- Hazardous Materials Incident
- Medical Emergency
- Mental Health Emergency
- Fire/Alarm/Medical Emergency

- Threat/Assault
- Civil Disturbance
- Power Outage
- Flooding
- Evacuation

Those plans can be accessed by visiting the following site:

<http://arizonachristian.edu/campusafety/emergency-response-plans/>

Additionally, the Department of Campus Safety will provide annual education and training to faculty, adjunct faculty, staff, and students regarding:

- The university's Emergency Response Plan
- Active Shooter Training
- Evacuations and Fire Drills
- Hazardous Communications
- Violence Prevention/Awareness
- Domestic Violence Awareness and Prevention
- Sexual Violence Prevention/Awareness
- Dating Violence Prevention/Awareness
- Campus and Off Campus Alcohol Abuse Prevention/Awareness
- Self Defense Tips
- Victim's Rights
- How to Report Violence Related Crimes
- How to Report Crimes/Incidents Relating to the Clery and SaVE Acts

Missing Student Notification

In accordance with the Higher Education Opportunity Act of 2008, Arizona Christian University has established a policy and procedure for reporting missing students. Before making a Missing Student report, individuals should contact all family members, friends, hospitals, social media, etc. to ensure there were no miscommunications or other reasons why the missing person has not been able to be contacted. At that time, a Missing Student report should be made to the Department of Campus Safety at 602-489-5301, and the law enforcement agency with jurisdiction over the incident.

In addition to the Department of Campus Safety, missing students may also be reported to any university official or representative, who will report the missing person to the Department of Campus Safety. The Department of Campus Safety will work with the local law enforcement agencies during the investigation.

Campus Sex Crimes Prevention Act (Arizona Sex Offender Notification Law)

The Campus Sex Crimes Prevention Act mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education. The Arizona Department of Public Safety (DPS) has established the Arizona Sex Offender Information Center as required by Arizona Revised Statutes 13-3827. Arizona DPS is responsible for maintaining the site and annually verifies the addresses of all registered sex offenders. For more information go to www.azdps.gov/services/sex_offender/.

ACU Department of Campus Safety may notify the campus community of a registered sex offender as required by law. The notification process could be through safety alerts on the campus safety webpage or posted at the Campus Safety office.

Violence Against Women Reauthorization Act of 2013 (VAWA)

Arizona Christian University, in compliance with the Violence Against Women Reauthorization Act of 2013, and the Campus Sexual Violence Elimination Act (SaVE, which amended the Clery Act), reports annually to its employees and current and prospective students the statistics for the past three (3) years pertaining to reported crimes and fires that have occurred on-campus, in buildings used by Arizona Christian University, and on public property within, or immediately adjacent to and accessible from, the campus. This report includes the university's policies concerning campus safety, crime prevention, reporting incidents, prevention and awareness training relating to violence, sexual violence, domestic violence, and victim's rights.

Victim's Rights

Every victim of a crime is entitled to safety, healing, justice, and restitution. The Arizona Christian University Department of Campus Safety officers are not police officers. However, our Department of Campus Safety works closely with local, county, state, and federal law enforcement officers and their victim's rights units to ensure all employees and students receive the appropriate and accessible services available to crime victims.

Automatic Rights

Many of the rights provided to victims through legislation and rules of court are automatic. If you are a victim, these include the right:

1. To be advised of all victim rights and how to assert them;
2. To information on the availability of crisis intervention, medical and emergency services, information on victim assistance programs and domestic violence resources;
3. To be advised of the date, time and location of the initial appearance or arraignment if a suspect is arrested or cited;
4. To be provided the police report number, if available, and if the case has been submitted to a prosecutor's office, information on how to contact that office;
5. To be notified if the prosecutor declines to file charges, and notice of what charges are filed;
6. To have your home address, and employer's name and address withheld from the defendant and his representatives;
7. To refuse an interview with the defendant and anyone working on the defendant's behalf. This also applies to the parent or legal guardian of a minor child who exercises victims' rights on behalf of the minor child;
8. To be present at any court proceeding at which the defendant has the right to be present;
9. To name an appropriate support person, who is not a witness, to accompany you to any interview, deposition or court proceeding;
10. To have the Court provide appropriate safeguards to minimize contact between you and the defendant;
11. To be heard at any proceeding concerning release of the accused person, a plea agreement, and the sentencing (with some limitations if the defendant is facing the death penalty);
12. To speak with the presentence investigator before the sentencing, to give a sentencing recommendation, and to read the presentence report when it is available to the defendant;
13. To have the court order restitution, and to receive that restitution promptly;
14. To leave work (if eligible) to attend scheduled legal proceedings, or obtain or attempt to obtain an order of protection or injunction against harassment (in accordance with A.R.S 13-4439).

Rights You Must Request

If you are a victim, you also have the following rights upon request:

1. To confer with the prosecutor about a decision not to proceed with a prosecution, dismissal of the charges, pretrial diversion programs, any plea or sentencing negotiations, and at any hearing regarding the release of the defendant. You also have the right to confer with the prosecutor prior to trial (these rights do not include the authority to direct the prosecution of the case);
2. To request the prosecutor assert any right to which you are entitled;
3. To receive a free copy of the police report and/or court transcripts (in accordance with A.R.S. 39-127);
4. To receive a copy of the conditions of the suspect's release from custody;
5. To be given notice of the release on bond of the suspect;
6. To receive notice of all court proceedings at which the defendant has the right to be present;
7. To the return of your personal property taken during the investigation, and if the property cannot be returned, be advised of the reason;
8. To be advised of the sentence imposed upon the defendant;
9. To be given notice of any post-conviction release or appeals proceedings;
10. To be given notice of any hearing in which release from prison is being considered, the right to be present and heard at that hearing, and to be advised of the result;
11. To be advised of the earliest possible release date of a prisoner sentenced to the Department of Corrections (if the sentence exceeds six months), and notice before the release of the prisoner or, if the prisoner has died, notice of the death;
12. To receive notice of any probation revocation disposition or probation termination proceeding. You also have the right to be notified of any modification of probation which will substantially affect your safety or the probationer's contact with you, or which will affect restitution or the probationer's incarceration status;
13. To be notified, upon request, of the escape and re-arrest of the accused or convicted person (this includes a person placed by court order in a mental health treatment agency).

If there is a conflict of interest or disagreement between you and the prosecutor, you have the right to:

1. Be directed to the appropriate legal assistance, and
2. Be represented by your own attorney at your own expense.

Please contact the Arizona Attorney General's Office Victim Services at (602) 542-4911 if you need additional information or have further questions.

Sexual Violence Policy

Please see the "Title IX/Sexual Misconduct Process Policy" section of the Student Handbook.

ID Cards

Each university student will be issued a physical identification (ID) card and a photo ID that will be stored in the student's Populi account. The photo ID can be accessed through the student's smart phone or computer by using the Populi app or webpage. Students are required to keep their ID cards/phone with them at all times while on campus or attending university events. Students are prohibited from giving their Student ID, a photo copy of their ID, etc., to other students or allowing others to use any form of their ID for access to events, food services, chapel, etc. IDs are used for identification, attendance verification for chapel, attendance at university events, cafeteria meal service, library check outs, etc.

The ID card photos will be taken during scheduled university move-in week in the Department of Campus Safety office or at a site designated by Campus Safety. New students registering after the scheduled move-in dates will contact the Department of Campus Safety to take their ID photo and receive their physical ID card. There is an administrative fee of \$10 for the replacement of the physical ID card. The physical ID cards will be re-issued Monday, Wednesday, and Friday 10AM-11AM and 2PM-5PM. Please report all missing or stolen ID cards immediately to Campus Safety.

Key Card Policy

Lost or stolen keys must be reported to Campus Safety immediately. Arizona Christian University is not responsible for damaged, lost, or stolen property. Security of the campus must be a priority for all employees and students. Keys should not be borrowed nor should they be loaned out to other employees or students.

Lost and Found

The Department of Campus Safety is the central repository for all found property. Please contact the Campus Safety office at (602) 489-5301 if an item has been lost or misplaced. Items that have been found can be reunited with the owner Monday-Friday between 1 P. M. and 5:00 P.M.

Parking Procedures and Rules

PARKING RULES

The purpose of our university's parking rules is to provide accurate parking information, maximize the use of available parking space, allow for pedestrian mobility, and contribute to a safe campus environment for the university community and guests visiting our campus. A parking permit allows the operator of a vehicle the privilege, not the right, to park on campus.

Arizona Christian University does not charge a parking fee; however, parking permits are mandatory for all students, staff, and faculty who park on university property or property managed by Arizona Christian University. You will need to know the following information: license plate number/letters, state the vehicle is registered in, make, model, year, and color of the car. A parking permit is issued to the operator of the vehicle (including motorcycles and mopeds) after the operator completes the university's Vehicle Registration Form. These forms are located in the Campus Safety Office, Building 1100 (southwest corner of the campus east of N. 59th Ave). New and returning students must obtain their parking permit before the start of the semester. Replacement decals will cost an additional fee of \$10.00. Failure to register your vehicle and display a university parking permit will result in a parking fine and/or administrative fees.

ENFORCEMENT

Students, staff, faculty, adjuncts, and guests are subject to the city ordinances, state laws, and Arizona Christian University campus codes relating to parking and operating a motor vehicle while on campus or property managed by the university. It is the responsibility of the operator of the motor vehicle or motorcycle to know the state laws, city ordinances, and university's campus parking codes. The use of emergency flashers or personal placards (notes) are not a valid excuse for violating any parking campus code.

It does not imply campus codes, city ordinances, or state laws are no longer in effect when a violation notice is not issued to a violator. Students, staff, faculty, adjuncts, and guests are subject to enforcement by the Department of Campus Safety, city, state, and county law enforcement officers.

Students, staff, faculty, adjuncts, and guests can have a reasonable expectation of privacy for their vehicles and the personal property contained in their vehicles when parked on campus. Vehicles are subject to being searched when there is reasonable suspicion or exigent circumstances relating to the health, safety, or welfare of our community (violations of student and staff handbooks; possession of firearms, weapons, illegal drugs, etc.). Refusing to allow the search will result in the student, staff, faculty, adjunct, or guest's parking privileges being immediately revoked. The vehicle, driver, and occupants must then leave university property immediately. Students and staff agree to these rules upon receiving their campus parking permit. Guests visiting ACU who refuse to comply will be trespassed from ACU and must leave immediately.

Arizona Christian University reserves the right to set aside parking spaces, or temporarily block or redirect traffic or parking for special events. This may cause students, staff, faculty, or adjuncts to park in the overflow parking areas.

University campus codes are subject to change at any time. The Department of Campus Safety will notify our community when changes are made. Enforcement of the campus parking codes are enforced year-round, 24 hours a day, 7 days a week. Arizona Christian University reserves the right to terminate anyone's parking privilege at any time without cause. This includes guests visiting the campus who violate our campus codes and act in a disorderly manner when asked to move their vehicle. Vehicles not moved immediately off campus will be subject to being towed, and the operator of the vehicle is subject to being trespassed from the university.

LEGAL RESPONSIBILITY

Arizona Christian University assumes no legal responsibility or liability for any theft, loss of property, vandalism, accidents, or damages while your vehicle is operated or parked on the university property. It is recommended that all valuables are removed from your vehicle. Lock your vehicle to prevent theft or the theft of your vehicle.

Anyone who operates or parks a vehicle on university property agrees to:

- Read and adhere to the university parking rules.
- Possess a current driver's license and insurance to the vehicle parked/operated on university property.
- Pay all fines within 30 days or pay double the fine after 30 days.
- Display their ACU issued parking permit on the front windshield without obstruction.
- Protect and hold harmless Arizona Christian University, its students, and employees from all claims of injuries to person(s) or damages to property resulting from operating or parking of the vehicle operated on university property.

PARKING PERMITS

- Parking permits expire when you separate from Arizona Christian University for more than one semester.
- A parking permit/decal gives the operator the privilege **NOT THE RIGHT** to park on university property.
- Permits for a temporary vehicle. Please contact Campus Safety for a temporary parking pass.
- Sold or traded vehicle. Please remove your parking permit and retain it before selling or trading your vehicle. Contact Campus Safety to update your new vehicle information.
- Lost or stolen parking permits. Please contact the Department of Campus Safety immediately for replacement and documentation.

CAMPUS CODES

Students, staff, faculty, adjuncts and guests agree to obey all city ordinances, state laws, and campus codes while operating or parking on university property. This includes no parking or reserved parking signs, barricades, etc. Students, staff, and guests will not litter on our campus. Violation of these rules could result in disciplinary procedures through Student Development or university administrative action.

Code	Description	*	**	Code	Description	*	**
CC 101	Parked in Disabled Parking w/out current permit	\$144	\$288	CC 109	Vehicle Left Disabled for 30 Days w/ACU Decal	\$35	\$70
CC 102	Using Disabled Parking Permit/Not Disabled	\$144	\$288	CC 110	Vehicle Left On Campus w/out ACU Permission/ Subject to Tow (R/O/D Responsible for all fees)	\$125	\$250
CC 103	Parked in a Reserved Parking Stall (Not Authorized)	\$35	\$70	CC 111	No Parking within 15 feet of a Fire Hydrant	\$43	\$86
CC 104	Parked in 2 Stalls/Blocking Disabled Parking	\$35	\$70	CC 112	No Parking within 20 feet of a Campus Crosswalk, Driveway	\$35	\$70
CC 105	Backing Into a Parking Stall or Oversized Vehicle Exceeding Stall Dimensions	\$35	\$70	CC 113	No Parking Zone or Unauthorized Parking Area/Zone	\$35	\$70

CC 106	Reckless Driving (Speeding, Squealing Tires, etc.)	\$144	\$288	CC 114	Driving on Unpaved Road or Access Area (not authorized)	\$35	\$70
CC 107	No Current ACU Parking Decal/Decal Not Displayed	\$100	\$100	CC 115	Failure To Obey Direction of Campus Safety or ACU Staff	\$100	\$200
CC 108	Expired Vehicle Registration on Campus	\$35	\$70	CC 116	No Parking Area Prohibited by ACU signs, flags, line tape	\$35	\$70

SPEED LIMIT ON CAMPUS

Unless otherwise posted, the speed limit is 10 MPH throughout the inner campus and 15 MPH on the outer campus road.

APPEAL PROCESS AFTER RECEIVING A VIOLATION NOTICE

- Submit an email to ACUappeal@arizonachristian.edu noting the reason you are appealing the violation notice.
- The Chief of Campus Safety will review the appeal within 10 business days.
- You will receive a reply from the Chief of Campus Safety noting the results of your appeal. The result could be either:
 - Dismissal of the Violation Notice.
 - Found Responsible for the Violation Notice with or without a fine.
 - Directions on the process to pay the fine.
 - The Chief of Campus Safety will have the final decision on all appeals.

PARKING DISCLOSURE

A parking permit allows for the privilege, not the right, to park on the campus at Arizona Christian University. ACU reserves the right to deny or revoke the privilege to park on campus at any time without cause. Students may receive parking and other campus traffic announcements through their Punch Alert app. Please download this app to receive up to date information. Follow Campus Safety on Twitter for additional information.

PARKING

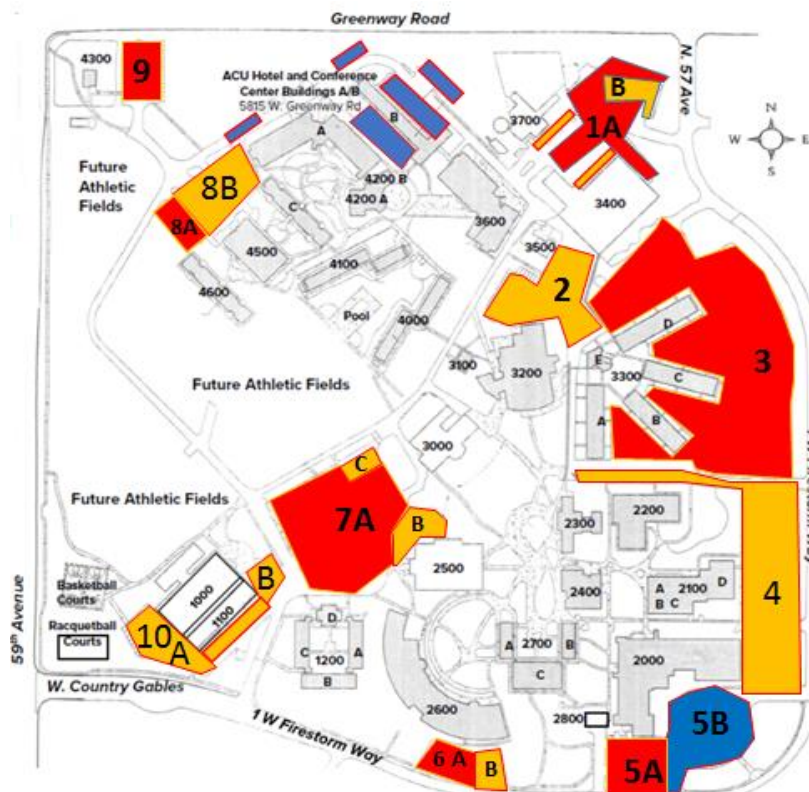
Students or “Student Employees” will not park in designated faculty, adjunct, staff, or reserved parking locations. Faculty, adjuncts, and staff are employees who are employed by or volunteer for Arizona Christian University. ACU has designated additional faculty, adjunct, and staff parking around campus to reduce the number of employees parking in student designated parking areas. Students will not park under covered parking. Covered parking is reserved for designated employees. If a student is found parking in a covered parking stall, it could result in a parking fine, the vehicle secured with a wheel lock clamp, and/or disciplinary action for repeat offenders.

Parking Reserved for Students

- All parking lots highlighted in **RED**
 - Lots 1A, 3, 5A, 6A, 7A, 8A & 9
- Students **SHALL NOT** park
 - In lots **highlighted in Yellow** (refer to map below)
 - **All Covered Parking**
 - Lots 1B, 2, 4, 5B, 6B, 7B, 7C, 8B, 10A/B
 - Under covered parking
 - Stalls marked RESERVED or Hotel/Visitor parking marked in BLUE.
 - All parking areas that are posted RESERVED, University Vehicles, No Parking, Staff Parking, Faculty Parking, Fire Lane, etc.
- Parking in front of Independence Dorms is **RESERVED** for students living in these dorms.

Parking Reserved for Staff, Faculty, Adjuncts, Tenants, and Guests

- All parking lots highlighted in **YELLOW**
 - All covered parking
 - Lots 1B (covered parking only), 2, 4, 6B, 7B, 7C (covered parking)
- Staff, Faculty, & Adjuncts shall not park in Lots **highlighted in Red**
 - Lots 1A, 3, 5A, 6A, 7A, & 9,
 - Posted RESERVED Parking, VISITOR PARKING/Lot 5B
 - Hotel/Visitor parking marked in BLUE
- Lot 10A/B is reserved for Security, Fleet, and Sports Med Staff



Prohibited Items on Campus

The following items are prohibited to be used and stored on university grounds due to health, safety, and security concerns:

- Firearms
- BB Guns
- Air Soft Guns
- Fireworks
- Bows and Arrows
- Hover Boards or Self-balancing Transports
- Electric or Motorized Scooters
- Drones

No person shall operate an unauthorized motor vehicle or motorized device, including motorcycles and mopeds, off designated roadways, paved or unpaved, or on service roads or pedestrian paths, regardless of the surface, on university lands.

This subsection does not apply to university carts or university service equipment, university drones approved by Campus Safety, and motorized wheelchairs or other mobility devices which have the primary design function of assisting the physically challenged.

All club sports requiring the use of firearms, bows, arrows, etc. will make prior arrangements to store their equipment off campus at an approved secured facility. ACU is not responsible for the expenses to store, removal, etc. of the listed items off campus.

Appendix A: Statement of Faith



STATEMENT OF FAITH

The university shall be positively conservative in its stand regarding the Scriptures, in their 66 canonical books, as being the only trustworthy and authoritative written revelation of God. Its fellowship and discipline shall be predicated upon the following Declaration of Faith:

1. We believe in the Scriptures of the Old and New Testaments as being verbally inspired by God and therefore inerrant in their original writings and the only authority on all issues of faith, life, and practice. Psalm 19:7; Isaiah 8:20; 2 Timothy 3:16-17; 2 Peter 1:20-21
2. We believe in one Triune God, creator of all things, infinite and unchangeable in His being, eternally existent in three persons: Father, Son, and Holy Spirit. Deuteronomy 6:4; Isaiah 45:21-22; Jeremiah 10:10; Matthew 3:16-17; Matthew 28:18-19; I Corinthians 8:6
3. We believe that Jesus Christ, the second person of the Trinity, was conceived by the Holy Spirit, born of the Virgin Mary, is fully God and fully man in one person, and is the only Mediator between God and man. Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38; Luke 2:1-7; John 1:1-14; 1 Timothy 2:5-6
4. We believe the Holy Spirit, the third person of the Trinity, who is from all eternity, is sent by the Father and the Son, as promised, to convict the world of sin, to glorify Jesus Christ and to transform the lives of believers into the likeness of Christ. Psalm 139:7; Matthew 28:19; John 15:26; John 16:8; I Corinthians 2:10-11; Ephesians 4:30
5. We believe that God created man and woman in His image and likeness, so they are thus endowed with immeasurable dignity and worth, but they sinned and therefore all human beings are born separated from God with a sinful nature. Genesis 1:26-28; Genesis 3:1-24; Genesis 9:6; James 3:9; Romans 5:12
6. We believe the Lord Jesus Christ died for our sins and that all who trust in Him alone are justified on the grounds of his shed blood. 2 Corinthians 5:15, 21; Romans 3:23-26, 5:1; 1 Peter 1:18-19; Acts 16:30-31
7. We believe that all who receive the Lord Jesus Christ by faith alone are born again of the Holy Spirit and are called to walk in a manner worthy of this salvation. John 1:12-13; 3:3-7; 14:16-17; Romans 12:1-2; 1 Corinthians 12:12-13; Ephesians 4:1; 4:20-24; Colossians 1:18, 24
8. We believe in the resurrection of the crucified body of our Lord and Savior Jesus Christ, and that He ascended into heaven where He is seated at the right hand of God the Father to rule and intercede for us. Romans 1:4; 6:1-11; 1 Corinthians 15:12-19; Acts 1:9; Hebrews 7:25; Romans 8:31-34
9. We believe in "that Blessed Hope" of Christ's second coming, which is the personal return of our Lord and Savior Jesus Christ. Psalm 110:1; Acts 1:11; Acts 2:34-35; 1 Corinthians 15:22-28; 50-55; Titus 2:13; Revelation 7:10
10. We believe the Church is made up of believers in Christ; which manifests itself in local assemblies, gifted by the Holy Spirit for the building up of one another in love and for engagement, service and influence in the world. Romans 12:4-8; I Corinthians 12:4-13; Ephesians 4:4-13; Philippians 1:1; Colossians 1:8

11. We believe in the bodily resurrection of the just and unjust; the everlasting blessedness of the saved and the everlasting conscious punishment of the lost along with Satan and other fallen angels. Matthew 25:34, 41, 46; Revelation 20:10-15; 2 Thessalonians 1:9

12. We believe God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God. We believe rejection of one's biological sex is a rejection of the image of God within that person, and is sinful and offensive to God. Gen. 1:26-27

13. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe any form of sexual immorality (including adultery, fornication, homosexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God. Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4; Matt. 15:18-20; 1 Cor. 6:9-10

14. We believe that in order to preserve the function and integrity of Arizona Christian University and to provide a biblical role model to students and the community, all persons employed by ACU in any capacity, or who serve as volunteers, affirm, agree to and abide by all elements of this Statement of Faith, including those relating to gender identity, marriage and sexuality. Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22

(Every Trustee, faculty member, and employee of the university shall be required to affirm and sign without mental reservation this Statement of Faith at the beginning of each academic year.)

Name: _____ Signature _____

Date: _____

Appendix B: Core Commitments

Arizona Christian University Core Commitments ⁴

Arizona Christian University shall:

- Before all else, be committed to Jesus Christ – accomplishing His will and advancing His kingdom on earth as in heaven.
- Teach students to read, understand and trust the Bible, grounding them firmly in the truth through a biblical worldview.
- Be devoted to evangelism and to prayer without ceasing.
- Be committed to loving God with all our heart, soul, mind and strength, by pursuing excellence in spiritual formation, academics, athletics and extracurricular activities, doing all for the glory of God.
- Teach students to think critically, speak and write clearly and effectively, use technology effectively, develop interpersonal skills, and pursue personal and professional ethics through biblical literacy and integration.
- Provide opportunities for students to serve locally and globally and promote a culture of lifelong commitment to servant-leadership.
- Influence, engage and transform the culture with truth by promoting the biblically informed values that are foundational to Western civilization, including:
 - † the centrality of family
 - † traditional sexual morality and lifelong marriage between one man and one woman
 - † the sanctity of human life
 - † compassion for the poor
 - † a biblical understanding of human nature
 - † an understanding of God’s purposes for limited government
 - † personal, economic and religious freedom
 - † free markets, capitalism, and property rights
 - † natural law, the original meaning of the Constitution and judicial restraint
 - † International human rights and the advancement of freedom throughout the world
- Prepare students to be leaders of influence in their community, state, nation and world – through the church, the family, business, government, education, healthcare, media, the arts and every area of society.
- Be a leading conservative Christian liberal arts university.

⁴ Munsil, Len; Transforming Culture with Truth, 2015, pg. 14, “Unapologetically and, with permission, similar in many ways to CCU’s Strategic Objectives.”

Appendix C: Divorce Policy

Divorce Policy

We, the Board of Trustees and Administration of Arizona Christian University, believe the following regarding a biblical view of marriage:

- a. God has designed the marriage relationship to be permanent. (Gen. 2:24, Mal. 2:16, Matt. 19:9, Luke 16:18, Rom. 7:1-3)
- b. No one has the right to break the marriage covenant except for the reasons indicated in scripture; and if anyone does so for other reasons, he or she commits grievous sin. (Matt. 5:32, Mark 10:7-12)
- c. When the marriage covenant is broken, there may be an innocent or injured party. (Matt. 19:8-9, I Cor. 7:15)
- d. Marriage partners must pursue forgiveness and reconciliation (I Cor 7:3-5, I Cor. 7:10-11)
- e. Involvement in a divorce, especially a non-biblical one, can restrict the opportunity for ministry and leadership. (I Tim. 3:2)

Because the Board of Trustees strongly upholds the biblical teaching regarding the sanctity and permanence of marriage and because we are opposed to divorce which occurs on non-biblical grounds and because we desire marital fidelity and harmony of all our ACU family, we, along with the Administration, will generally not hire full-time faculty or staff who have been divorced or are married to divorced persons.

However, applicants who have divorce in their backgrounds will be reviewed by the Administration to determine the basis of the divorce and the extent to which the applicants demonstrate character and can be expected to serve as good role models. The administration will take into account the following when considering any divorced persons, or those married to divorced persons, for employment as staff or faculty, or service as a trustee:

- a. The current and previous marital status of the applicant.
- b. The circumstances of the divorce including the time, cause, and applicant's attitude toward the divorce:
 - A divorce that occurred before salvation may be regarded differently from a divorce that occurred after salvation.
 - A divorce that was the result of a spouse's sexual immorality or irremediable abandonment will be considered differently from one that had other bases.
 - Repentance for the applicant's own contribution to the divorce
 - Demonstration that forgiveness and reconciliation, where possible, have been pursued.
- c. The level of involvement with students.
 - A staff member with little or no contact with students or with policy making would be considered differently than those who do.

Further, if it becomes apparent that biblical standards in marital relationships are not being maintained by married staff, faculty, or trustees, the administration will investigate the circumstances to determine whether the situation can be corrected and whether continuation of employment or service is in the best interests of the Lord's work at Arizona Christian University.

If, at any time, I can no longer adhere to this Statement, I shall tender my resignation at once knowing that I shall be out of harmony with the School's purposes.

Date

Signature

Appendix D: Drug and Alcohol Policy

Drug and Alcohol Policy

Introduction

Attitudes and behaviors regarding the use of drugs and alcohol have long been a topic of controversy in the Christian community. Opinions especially regarding the consumption of alcohol range from complete abstinence to responsible use within the limits established by law.

ACU has a responsibility to come under the authority of Scripture as well as state and federal law when it comes to this topic. Therefore, the following policy is grounded and guided by biblical principles and meets the requirements of the federal Drug-Free Workplace Act while addressing the medical issues at stake when using drugs or alcohol.

A Biblical Perspective

Clearly the Word of God condemns drunkenness. “And do not get drunk with wine, for that is debauchery, but be filled with the Spirit.” (Eph 5:18 ESV) See also: Isa 5:11-12, Prov 20:1, Gal 5:19-21, 1 Pet 4:3.

As followers of Christ we believe, as stated in Rom 14:13, that it is wrong to put a stumbling block in another believer’s way. No believer should exercise his freedom in Christ in a manner that is a detriment to another believer. Rom 14:15 states, “For if your brother is grieved by what you eat, you are no longer walking in love.” (ESV)

According to Paul, “for freedom Christ has set us free.” (Gal 5:1a ESV) Believers are free, therefore, either to choose abstinence or moderation in accordance with their liberty in Christ.

Legal Issues

Federal

The Drug-Free Workplace Act of 1988 and its amendment in 1989, the Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to be able to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.

State and Local

In the state of Arizona, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal. In the State of Arizona, possession, use, or selling of illegal drugs in any amount is a felony.

Medical Concerns

Alcohol and other drugs can cause serious harm to users and other individuals associated with users. Alcohol and drugs are absorbed into the bloodstream and transmitted to virtually all parts of the body. Even moderate doses can reduce physical coordination and mental alertness, making certain activities such as sports and operating a motor vehicle dangerous. Larger doses of alcohol and drugs can cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness.

A binge or long-term heavy drinking as well as drug abuse may result in respiratory arrest and death, and increases one's risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, irreversible brain damage, and psychological and/or physical addiction.

In pregnant women, alcohol and drug usage can result in short term problems at birth and in permanent deformities and disabilities in the baby.

Support System

The Counseling Center is available for drug and alcohol abuse counseling and can help locate competent professional help for addiction or other related problems incurred with the use of drugs and alcohol. All matters are considered confidential.

Policy

In order to comply with state and federal regulations and because of our commitment to abide by our standards as a Christian institution:

1) All students and employees are strictly prohibited from possession, manufacture, use, and/or distribution of illegal *drugs*. Possession of or being under the influence of any type of illegal substance will be grounds for dismissal and will be turned over to the authorities for further action.

2) All students and employees are strictly prohibited from possession, use, and/or distribution of *alcohol* on property owned or used by the university, or serving alcohol as part of any university sponsored activity, whether on or off campus. Additionally, employees should use discretion with regard to the use of alcohol as a representative of ACU, especially when ACU students are present.

Further details relating to a Drug-Free Workplace can be found in the student, staff and faculty handbooks. Arizona Christian University reserves the right to revise or amend this policy without prior public or private notification.

Employee Consent

I agree to abide by the ACU Drug and Alcohol Policy.

Date

Signature

Appendix E: Professional Ethics

Code of Professional Ethics

Believing that we have been called by God to serve His will and accomplish His work at Arizona Christian University, we believe that it is our obligation to maintain a good testimony in word and deed, which will bring glory to our Father in Heaven. The following code of ethics is included in an attempt to guide behavior that would be blameless before the students, fellow university personnel and the constituency that supports the university.

1. I will endeavor to be a good representative of the university and teach as much by Christian example as by precept, both on and off campus. I will represent the university to the best of my ability in both public and private contacts by knowing and following the policies of the university.
2. I will endeavor to cooperate sympathetically and actively with my colleagues in the training of mature Christian leaders. In the case of disagreement, I shall speak to the proper authorities and make my views known, while still being willing to abide by their final decision. (In the event I cannot accept that decision, I shall leave rather than be a disruptive influence in the university.)
3. I will recognize the right of the student to receive a full class of profitable instruction. I will endeavor to be on time to every class and will strive to be well prepared for each class, utilizing the gifts and abilities that God has entrusted to me.
4. I will endeavor to always be equitable in my dealings with students, striving for fairness in the evaluation of their work and in the assignment of their grades.
5. I will endeavor to keep friendly relations with students while carefully preserving the dignity of my position as a faculty member and the maintenance of good testimony before the Lord and others.
6. I will recognize the privilege of freedom of expression and thought and the pursuit of knowledge. I will honestly attempt to be objective in those areas that are debatable, especially when differences are represented among the faculty.
7. I will hold in confidence any information shared with me by students, except when it is of such a nature that it must be disclosed to the proper authorities for the maintaining of the standards of the university or the laws of the state. In the case of the latter, I shall clearly state to the student that it will be necessary for me to inform the proper authority.
8. I will be very careful to respect the confidential nature of the Faculty, Staff, and Administrative meetings. I will exercise discretion in what I say about the university to students or members of the constituency outside the university, always being supportive of its goals and objectives.
9. I will be faithful and supportive in my attendance to faculty and committee meetings, out of respect for my colleagues, and will endeavor to contribute with a positive attitude and desire to benefit the university.
10. I will continue to maintain the doctrinal position of the university, in both teaching and lifestyle. This includes both my beliefs and behavior with respect to Jesus Christ and His church. If at any time I cannot honestly adhere to the doctrinal statement or this code of ethics, I will submit my resignation to the university rather than cause confusion or division.

Appendix F: Faculty Committees

General: Faculty committees will meet at least once a month or as needed during the school year. Official minutes will be taken of each meeting and will be placed in the appropriate committee electronic file folder. The Dean of Academic Affairs is an ex-officio member of all committees to which he or she is not specifically named.

The following committees are reviewed annually. Committee charges are made available upon request.

Academic Assessment Committee
Curriculum Committee
Library Committee
Retention Committee
New Program Review Board
Faculty Search Committee (as needed)
Title IX Committee

Appendix G: Faculty Development Plan Templates



Faculty Development Plan Academic Year 20__ - 20__

Name: _____ Department: _____

Major Goals for this Academic Year: *(State your broad professional/career goals for this coming academic year.)*

1. Teaching

1.1 Delivery of course content to students. *Please list all courses, including elective courses, in which you will participate during the upcoming academic year. Supervision of student teachers is counted as a 0.75 load for each student teacher supervised. Applied music lessons (50 minutes) are calculated as a 0.5 load. For ensembles that rehearse 60 – 75 minutes per week (such as praise bands and string ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as jazz band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 hours a week (such as Chorale, vocal jazz, and large instrumental ensembles), instructors receive 3 contact hours. This includes regular performances each semester, such as home campus concerts, off-campus church concerts, high school visits, the performance of the national anthem at various campus events, and travel or tours during the day, afternoon, evening, summer, and winter sessions. Mentored courses (independent studies, internships, and research) are not counted as part of the faculty load. Indicate the course number, course title, credit hours, and enrollment for each course. Do not include hours for review sessions, prep time, examinations, etc.*

Course Number and Title	Department	Lecture Hours	Workshop Hours	Lab Hours
TOTALS				

1.2 Other Teaching Goals and Objectives:

A. Please describe all activities designed to advance the student learning experience (tutoring, counseling, mentoring and advising students, etc.) that you plan to engage in during this academic year.

B. Please describe all other teaching responsibilities (administrative or supervisory responsibilities for courses taught, contributions to course and curriculum development, participation in the development of innovative approaches to teaching, teaching in continuing education programs, etc.) that you intend to engage in during this academic year.

1.3 Goals to improve teaching effectiveness: *Please describe any other goals you have to improve your teaching and how you plan to achieve them.*

2. Scholarly Activity

2.1 Please describe your plans for scholarly activity in the following areas:

A. Publications in peer-reviewed journals and authorship of other academic publications such as abstracts, book chapters, and article reviews.

B. Presentations at regional, national, and international society meetings or other educational institutions.

C. Submission of grant proposals and receipt of grants (particularly competitive peer-reviewed grants); sponsorship of student research; and interdisciplinary collaboration with other researchers as principal investigator or co-investigator.

2.2 Other Scholarly Activity Goals and Objectives: *Please describe any other goals you have to improve your scholarly activity and how you plan to achieve them.*

3. Service

3.1 Please describe your plans for service in the following areas:

A. Departmental and university committee(s) service and service as faculty advisor for professional student organizations for the upcoming academic year.

B. Participation and leadership in regional, national, or international professional service organizations.

C. Review of grant proposals, manuscripts or books, service on the editorial boards of professional journals, and community education presentations to professional groups or the public.

3.2 Other Service Goals and Objectives: *Please describe any other goals you have for service and how you plan to achieve them.*

Submitted by _____ Date _____
(Signature)

To be reviewed during an annual meeting at the beginning of each academic year with the Department Chair and the Provost no later than September 30th.

Reviewed by _____ Date _____

Faculty _____ Date _____

Comments at time of review:



Department Chair/Director Development Plan
Academic Year 20__ - 20__

Name: _____ Department: _____

Major Goals for this Academic Year: *(State your broad professional/career goals for this coming academic year.)*

1. Teaching

1.1 Delivery of course content to students. *Please list all courses, including elective courses, in which you will participate during the upcoming academic year. Supervision of student teachers is counted as a 0.75 load for each student teacher supervised. Applied music lessons (50 minutes) are calculated as a 0.5 load. For ensembles that rehearse 60 – 75 minutes per week (such as praise bands and string ensembles), instructors receive 1 contact hour. For ensembles that rehearse 120 - 140 minutes per week (such as jazz band), instructors receive 2 contact hours. For ensembles that rehearse 150 - 180 hours a week (such as Chorale, vocal jazz, and large instrumental ensembles), instructors receive 3 contact hours. This includes regular performances each semester, such as home campus concerts, off-campus church concerts, high school visits, the performance of the national anthem at various campus events, and travel or tours during the day, afternoon, evening, summer, and winter sessions. Mentored courses (independent studies, internships, and research) are not counted as part of the faculty load. Indicate the course number, course title, credit hours, and enrollment for each course. Do not include hours for review sessions, prep time, examinations, etc.*

Course Number and Title	Department	Lecture Hours	Workshop Hours	Lab Hours
TOTALS				

1.2 Other Teaching Goals and Objectives:

A. Please describe all activities designed to advance the student learning experience (tutoring, counseling, mentoring and advising students, etc.) that you plan to engage in during this academic year.

B. Please describe all other teaching responsibilities (administrative or supervisory responsibilities for courses taught, contributions to course and curriculum development, participation in the development of innovative approaches to teaching, teaching in continuing education programs, etc.) that you intend to engage in during this academic year.

1.3 Goals to improve teaching effectiveness: *Please describe any other goals you have to improve your teaching and how you plan to achieve them.*

2. Scholarly Activity

2.1 Please describe your plans for scholarly activity in the following areas:

A. Publications in peer-reviewed journals and authorship of other academic publications such as abstracts, book chapters, and article reviews.

B. Presentations at regional, national, and international society meetings or other educational institutions.

C. Submission of grant proposals and receipt of grants (particularly competitive peer-reviewed grants); sponsorship of student research; and interdisciplinary collaboration with other researchers as principal investigator or co-investigator.

2.2 Other Scholarly Activity Goals and Objectives: *Please describe any other goals you have to improve your scholarly activity and how you plan to achieve them.*

3. Service

3.1 Please describe your plans for service in the following areas:

A. Departmental and university committee(s) service and service as faculty advisor for professional student organizations for the upcoming academic year.

B. Participation and leadership in regional, national, or international professional service organizations.

C. Review of grant proposals, manuscripts or books, service on the editorial boards of professional journals, and community education presentations to professional groups or the public.

3.2 Other Service Goals and Objectives: *Please describe any other goals you have for service and how you plan to achieve them.*

4. Administration (for department chairs/directors only):

4.1 *Please describe all of the activities that you plan to engage in during this academic year designed to maintain an environment within the department that encourages high standards and facilitates excellence in teaching, scholarly activity, and service.*

4.2 *Please describe your plans for administration in the following areas: sufficient staffing in accordance with established ACU Human Resources practices and procedures; clear and effective communication with faculty regarding university policies, procedures, and developments; and useful and timely evaluation of faculty members.*

4.3 *Please describe your goals for the effective organization of departmental functioning, timely preparation of required documents and reports, and effective assessment of departmental financial needs and best use of available resources.*

4.4 Other Administrative Goals and Objectives: *Please describe any other goals you have to improve your administrative skills and how you plan to achieve them.*

Submitted by _____ Date _____
(Signature)

To be reviewed during an annual meeting at the beginning of each academic year with the Department Chair and the Dean of Academic Affairs no later than September 30th.

Reviewed by _____ Date _____

Faculty _____ Date _____

Comments at time of review:

Appendix H: Faculty Peer Teaching Evaluation Form



**ARIZONA
CHRISTIAN
UNIVERSITY**

FACULTY PEER TEACHING EVALUATION FORM

INSTRUCTOR:

COURSE OBSERVED:

EVALUATOR:

EVALUATION DATE:

Number of students present in class: _____ out of _____.

Pre-observation questions (Things to consider – answering is optional)

1. What do you consider your strengths?
2. Are there criteria that you want to improve upon or do not practice as much as you would like?
3. Is there a specific area that you would like me to focus on during my observation? (e.g., classroom management, presentation skills, questioning techniques, student engagement, etc.)

DELIVERY OF CONTENT	COMMENTS	
	<i>What went well and suggestions.</i>	<i>Unable to Evaluate</i>
<p>Clearly defines expectations and responsibilities of students Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class objectives presented at the beginning of class. <ul style="list-style-type: none"> o Verbally stated, written on board, PowerPoint, handout, or other method 		
<p>Material is sequenced in a logical manner</p>		
<p>Pace is appropriate for the content and learners and time is provided for students to process information Examples:</p>		

<ul style="list-style-type: none"> <input type="checkbox"/> Wait time of a minute or so after asking questions <input type="checkbox"/> Students discuss new learning with each other <input type="checkbox"/> Students are given adequate opportunities to ask questions <input type="checkbox"/> The class does not lag <input type="checkbox"/> Is on track to complete key concepts by the end of the semester. 		
<p>Selects teaching strategies appropriate for content, desired learning outcomes, class size and level of students</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alternating between lecture and discussion <input type="checkbox"/> Ways to involve all students – pair/share, written reflection, group work, problem solving with peers <input type="checkbox"/> Questions are stimulating and challenging designed to develop analytic ability and critical thinking about the content. 		
<p>Communicates clearly and effectively</p>		
<p>Uses educational materials or technology effectively to enhance learning</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enhances learning to capture attention or reinforce information shared (not reading from PowerPoint) <input type="checkbox"/> Engages students through learning or recall – Kahoot, Poll Everywhere, chart paper, clickers, manipulatives, simulations, etc. 		
<p>Demonstrates enthusiasm for instruction</p>		
<p>Incorporates appropriate knowledge or research</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shares examples of studies <input type="checkbox"/> Mentions research related to topic 		
<p>Presents content from a Biblical Worldview</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incorporates some of the 8 Worldview Questions <input type="checkbox"/> Leads a discussion on how people with a Biblical Worldview would approach a problem differently and why <input type="checkbox"/> Evaluates or applies concepts in light of a Biblical Worldview 		

LEARNING ENVIRONMENT	<i>What worked and suggestions.</i>	<i>Unable to Evaluate</i>
Demonstrates proficiency with course-related content		
<p>Uses scheduled class time on appropriate activities</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activities address lesson objectives <input type="checkbox"/> Group work, problem solving, small group discussion prior to large group <input type="checkbox"/> Lectures are interspersed with application of new learning. 		
<p>Evaluates student learning effectively</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stops to ask questions providing adequate wait time <input type="checkbox"/> Utilizes an activity at the end of class to sum things up. <input type="checkbox"/> Walks around during pair/share, small group discussions, etc. to listen to what the students are saying. <input type="checkbox"/> Includes a closing “wrap-up” such as a written reflection, a short answer, a tweet, an analogy to summarize new learning. <input type="checkbox"/> Quizzes or other recall activities 		
<p>Presents problems that allow students to improve critical thinking or models critical thinking skills</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Real world application of content <input type="checkbox"/> Evaluate research, theory, etc. considering Biblical Worldview 		
<p>Respects individual differences and opinions</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listens to all students and responds with an affirmation of their opinion and, if necessary, guides student to correct response 		
<p>Facilitates open communication and constructive problem-solving approaches in student-teacher interaction</p>		
<p>Helps students identify appropriate resources for solving problems</p> <p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Asks questions to help students identify resources when possible. 		

Other		
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ADDITIONAL COMMENTS:

Evaluated by _____ Date _____

Faculty Member _____ Date _____

Preparation for post-observation conversation (Things to consider for our discussion.)

- 1. What do you feel went well instructionally during the classroom visit?
- 2. Considering the criteria in the review, what did I observe you doing well?
- 3. What areas could you improve?
- 4. How can I or ACU help you?
- 5. What are some goals you like to set for this semester?

Post-observation (Please answer after the entire process is complete to close the loop.)

- 1. How did you feel about the observation and the process?
- 2. What goal did you decide to focus on for this semester?
- 3. How can I help you meet this goal?

Appendix I: Fundraising Activity Policies and Procedures



UNIVERSITY ENGAGEMENT – FUNDRAISING ACTIVITY POLICIES AND PROCEDURES

SOLICITATION OF FUNDS AND/OR SALE OF PRODUCTS | GOODS | SERVICES

Arizona Christian University (ACU) is operating with a comprehensive strategic fundraising plan through the Office of University Engagement. Each of the fundraising activities is developed for the benefit of ACU, and the strategy is approved by the Board of Trustees.

There are times, however, when additional fundraising is important to the Institution and necessary to benefit ACU students. Therefore, the following regulations govern all fundraising activities through University Engagement:

1. If you are planning a fundraising activity, please first check with University Engagement before making any plans to ensure your efforts are not in conflict with other ACU fundraising efforts.
2. Plans for all fundraising activities must be submitted by email at least thirty days prior to the activity through University Engagement for review and approval. This includes, if needed, marketing services and materials via the [Marketing Request Form](#) and/or facility usage via the Special Events Request Form (all available on the ACU website). The final decision will be provided via email from University Engagement within seven days of submission.

Approval for any fundraising activity will be subject to the following guidelines:

1. Only a submitted written Fundraising Activity Request Form will be considered for approval.
2. Failure to comply with this guideline may result in a decline or request for more information for further consideration.
3. ACU employees may only submit a Fundraising Activity Request Form with department and/or division head approval.
4. Permission to proceed with any fundraising activity will be based on how the activity fits within the mission of the Institution, the financial needs assessment, the merit of the project, anticipated resources needed to execute the event, and other considerations.
5. Receipts and/or deposits of all funds and all disbursements of these funds will be in accordance with all policies and procedures of the ACU Business Office. All OFFICIAL receipts will be issued in accordance with standard receipting procedures for the university.
6. No other fundraising activities or groups, regardless of their worth or merit (e.g., selling t-shirts), will be approved or allowed on the ACU campus without the express approval of the President or University Engagement. In other words, any desired fundraising effort by an individual or organization seeking to use the ACU “student/employee family buyer base” for personal profit will not be allowed.
7. University Engagement will require that donor information be collected including, but not limited to, the donor’s name, address, and phone number, along with a written contact report.
8. All donor information is confidential and is subject to use consistent with the ACU Donor Bill of Rights.

Appendix J: Special Events Policies and Procedures



UNIVERSITY ENGAGEMENT – SPECIAL EVENTS POLICIES AND PROCEDURES

INTERNAL ACU EVENTS ON CAMPUS & OFF CAMPUS

These policies and procedures have been established to promote and strengthen Arizona Christian University's (ACU) reputation for excellence in special events. It enables university leadership to better track, prioritize, support and schedule university events and student activities. ACU is committed to producing high-quality events and activities that contribute to the university's strategic plan. Events are considered scheduled only when the Special Events Team approves an event or activity in writing to the requesting department or recognized student organization.

Definitions

Special Event

A special event is any event, activity or series of activities that is organized by a university department that is NOT a regularly scheduled class, a regularly scheduled athletic game/practice, or a departmental meeting. Special events may require the use of additional university resources beyond those normally provided for daily business. Special events include, but are not limited to, athletic camps, concerts, recitals, awards nights, theatre productions, fairs, conferences, academic presentations, preview days, etc.

Special Events Team

The purpose of the Special Events Team (SET) is to approve, support and administer the university's Special Events Policy and the ACU Event Master Calendar as well as to promote communication between all university departments. The team is comprised of representatives from the President's Office, University Engagement, Admissions, Student Development, Academics, Athletics, Facilities, Campus Safety, and Information Technology. The SET is under the direction of the Vice President of University Engagement.

Policies

General

The physical facilities of Arizona Christian University exist primarily for the support of academic and athletic programs. Priority approval is given to university programs or events relating to official university functions that promote academics, athletics, retention of students, and recruitment of future students. University departments seeking to use the facilities at ACU will complete the online *Special Event Request Form*, which can be found on the ACU website.

Exception: Student Life activities that do not impact the peace and quiet of the neighborhood (events/activities without lights, music, or amplified voice, etc.) can be approved by the Head of Student Services, and then listed on the ACU Event Master Calendar with a detailed event summary. Coordination of set-up will be left up to the event owner.

A request to host an event or activity at ACU does not guarantee the approval of the event or activity. The SET will review the Event Master Calendar and will approve or deny the request based on whatever is in the best interest of the university. Events are considered scheduled only when the SET approves an event or activity in writing to the event owner.

Requests to hold events or activities in the residence halls will be communicated to the university's Director of Residence Life, who will make a recommendation to the SET based on availability and impact on student living conditions.

It is not the responsibility of the SET to plan, operate, set up or break down your event. The SET will review special event requests to ensure that there is enough support staff (Maintenance, Campus Safety, etc.) and adequate parking, as well as identify and resolve any scheduling conflicts.

If an event's date or location changes after the SET's decision has been communicated, the event owner will submit a new proposal via the Special Event Request Form. The new proposal will be reviewed by the SET at the next meeting. If event details (i.e., set-up) change after a special event is approved by the SET, the event owner is responsible for updating the necessary campus departments (Maintenance, Security, Information Technology, etc.). It is the responsibility of the event owner to confirm set-up details with these departments at least two weeks prior to the event.

The university reserves the right to establish the location of an event on the campus, limit the duration, mandate levels of service in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of the university's facilities.

Events that include any type of fundraising, solicitations, ticket sales, or sales of goods must be pre-approved by the Office of University Engagement via the *Fundraising Activity Request Form* found on the ACU website.

If an event is denied approval by the SET, the event owner may appeal the decision in writing to specialevents@arizonachristian.edu. The chair of the SET will facilitate the communication to the Senior Executive Cabinet where the appeal will be reviewed. The Senior Executive Cabinet may elect to review any event or activity that was denied by the SET to either affirm the decision or ask the SET to reconsider the decision.

Insurance

If an event owner or department engages an outside entity to assist in or be part of the event, the outside entity must provide a certificate of insurance one month prior to the event. The certificate of insurance must have a minimum \$2,000,000 combined single limit, and it must name Arizona Christian University as "additional insured," and indicate the user's coverage is primary. Such outside parties include but are not limited to, bands, performers, artists, speakers, tent suppliers, and vendors. The outside entity agrees to indemnify the Institution and hold it harmless from all liabilities arising out of their use of university property and/or facilities, including but not limited to personal injury, property damage, court costs, or attorney's fees.

Compliance/Campus Disruption

In compliance with federal, state, and local laws, Arizona Christian University prohibits the unlawful possession, use, manufacturing, dispensation, distribution, and/or sale of a controlled substance, alcohol, tobacco, or vapor products by students, staff, faculty, adjunct faculty, or visitors in the workplace, while conducting university business, or attending university-sponsored activities/events on or off campus host sites.

Individuals attending university-sponsored activities/events (on or off campus) are prohibited from entering and remaining on the premises while under the influence of alcohol or drugs and must leave the premises immediately. Guests who must use tobacco or vapor products during the activity or event may do so off campus along the public sidewalks that surround the campus or off-campus sites.

The following is to address disruptive behavior at university-sponsored events and activities on or off campus. Students, staff, faculty, adjuncts, individuals, members of groups, organizations, and their guests hosting or attending university business, activities or events on property controlled, operated, or owned by the university are expected to conform to Arizona Christian University's Code of Conduct, and federal, state, county, and city laws/ordinances.

Disruptive behavior will not be tolerated. Disruptive behavior may best be defined as any behavior that inhibits a university-sponsored event or activity. This includes but is not limited to an individual or group's conduct, behavior, or speech:

- Physical violence
- Verbal abuse
- Harassment
- Intoxication
- Use of illegal drugs, alcohol, tobacco, or vapor products
- Failing to respect others when expressing their own viewpoints
- Entering the playing field/court during an event or activity

Any person(s), while on university-owned or controlled premises, who willfully refuses the request or command of an authorized university official to desist in any prohibited conduct may be ejected from the premises and subjected to arrest.

Individuals, groups, and organizations holding events on the property of Arizona Christian University shall be solely responsible for the conduct of the event in accordance with all conditions established by the university and for the matter presented at the event. The university reserves the right to terminate its consent to the use of its property if the event violates the university's values and beliefs; incites or is likely to lead to violence or danger to person or property; advocates violence, breaking the law, or overthrow of government; or otherwise violates or imminently threatens to violate the law or rights of others.

Event Promotion

Events are not to be promoted until the event owner has received written approval from the SET.

Any and all promotional materials should be requested from the university marketing department via the [Marketing Request Form](#) found on the university website. Promotional requests should be submitted at least one month prior to the event.

No decorations are to be installed without first securing university approval. The driving of nails, tacks, or other metal articles into walls, or posting of papers and signs marring the property in any way are absolutely prohibited. Decorations may not be tacked, pinned, taped or otherwise affixed to or placed on walls, ceilings, windows, doors, molding, and furniture within university space. Promotional posters may not be placed on any glass doors on university property. Charges related to the extent of any damage will be incurred.

Event Safety/Permits

Any department or group planning or sponsoring a special event in or on university property will notify the Department of Campus Safety one month prior to the event. The Department of Campus Safety will conduct a special event review that will encompass all aspects of the event including, but not limited to, proper insurance coverage, staffing, egress, occupant capacity, sanitation, fire prevention, proper electrical practices, and permits. The use of any public assembly space, as defined by the City of Glendale, County of Maricopa, and the State of Arizona, may require other regulatory departments to review the event or activity to ensure the university is in compliance with laws or ordinances.

Food and Beverage Service

All food provided at events on university property are to be provided by the university's catering services or a licensed vendor through the Maricopa County Health Department and in compliance with the City of Glendale, County of Maricopa, and the State of Arizona laws and regulations regulating food handling and service.

Procedures

- Employees or students who desire to hold an event or activity on campus must first secure approval from their direct supervisor.
- A request must be submitted via the Special Events Request Form found on the ACU website. This request must be submitted at least one month prior to the event. This gives the SET time to ensure there is enough support staff (Facilities, Campus Safety, etc.), no scheduling conflicts, adequate parking, etc.
- The request will be reviewed by the SET, which will either approve or deny the event or ask for additional information to aid in the decision.
- Once a decision has been made, a representative from the SET will provide the event owner with a written approval or denial. If approved, the SET representative will reserve the necessary facilities on the applicable university calendars.
- If the event owner receives written approval, the event owner will then contact the necessary departments (Maintenance, Security, Information Technology, Music, etc.) to discuss event needs. The event owner will communicate these needs at least two weeks prior to the event and make the necessary departments aware of any changes that may occur leading up to the event
- For external groups seeking to rent university facilities, refer to the Facility Rental Request Form, found on the main ACU website.