



# **ARIZONA CHRISTIAN**

EST. **UNIVERSITY** 1960

## **Faculty Handbook**

**2025-2026**

**Version 1.1**

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# Changes to the Faculty Handbook

*Changes included in Version 1.1 of the 2025-2026 Faculty Handbook:*

- Teaching Assistant Policy added (pgs. 25-26)

# Table of Contents

<b>INTRODUCTION .....</b>	<b>4</b>
<b>UNIVERSITY OVERVIEW .....</b>	<b>6</b>
ACADEMIC FREEDOM .....	6
ACADEMIC ASSESSMENT.....	6
ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY .....	7
<b>FACULTY POLICIES AND PROCEDURES .....</b>	<b>8</b>
FACULTY APPOINTMENT .....	8
FACULTY RANK AND TITLES .....	8
FACULTY DEVELOPMENT AND EVALUATION SYSTEM.....	12
FACULTY PROMOTION.....	13
FACULTY ROLES AND RESPONSIBILITIES.....	15
DISMISSAL .....	17
GRIEVANCE PROCEDURE .....	17
STATEMENT OF FAITH, DIVORCE POLICY, AND DRUG & ALCOHOL POLICY.....	18
<b>UNIVERSITY POLICIES.....</b>	<b>19</b>
CLASS CANCELLATION .....	19
CLASSROOM SIZES AND ASSIGNMENTS .....	19
CLASS SCHEDULES AND ROSTERS.....	19
COPIES .....	19
COPYRIGHT POLICY.....	20
COURSE EVALUATIONS .....	20
EMAIL.....	20
FACULTY ADVISOR TO STUDENT CLUBS.....	21
FIELD TRIPS AND TRAVEL .....	21
FINAL EXAMS .....	22
GRADES AND GRADING .....	22
GUEST LECTURERS.....	23
HUMAN SUBJECT AND ANIMAL RESEARCH POLICY .....	23
LIBRARY ACCESS.....	23
RESEARCH APPROVAL POLICY .....	23
RETENTION OF EXAMINATIONS OR ASSIGNMENTS.....	24
STUDENTS SEEKING ACCOMMODATION FOR SPECIAL NEEDS.....	24
SYLLABUS POLICY .....	24
TEACHING ASSISTANT POLICY .....	25
TEST PROCTORING.....	26
TEXTBOOKS.....	26
<b>APPENDIX A: STATEMENT OF FAITH .....</b>	<b>29</b>
<b>APPENDIX B: CORE COMMITMENTS .....</b>	<b>31</b>
<b>APPENDIX C: DIVORCE POLICY .....</b>	<b>32</b>
<b>APPENDIX D: DRUG AND ALCOHOL POLICY.....</b>	<b>34</b>
<b>APPENDIX E: CODE OF PROFESSIONAL ETHICS .....</b>	<b>37</b>

# Introduction

The ACU Faculty Handbook is intended to be a guide to help faculty navigate the processes and procedures of the university. The American university is a complicated institution with roots in American populism, the medieval cathedral and monastic schools, the Oxbridge tradition of education, and the Humboldtian model. As such, the diverse practices of an institution are difficult to quantify and systemize precisely, and the following principles were used in writing this document:

1. A commitment to single source of truth documentation. When information is to be found in a process document online or in another handbook, if possible, the reader is directed to it instead of finding the information repeated here.
2. Per Aristotle's encouragement in Book 1, Chapter 3, of the *Nicomachean Ethics*, we seek to make things as precise and absolute as needed for the subject matter. Above all else, charity should be used in the interpretation of ambiguity, incompleteness, and conceptual tension. All of us are seeking to serve God's calling in Christian higher education, and our behavior should reflect that.
3. Faculty play a distinct role in higher education. They carry the intellectual freight of the institution<sup>1</sup> and provide the expertise which provides the value to the credentials the university provides. Faculty have gone through extensive training within the context of their own guilds and as such this document attempts to balance the particular needs of the disciplines at ACU with an overarching goal of good order for the institution. In addition, this document bears in mind the fact that faculty are employees as well, albeit distinct ones.
4. ACU participates in a number of academic communities, including the Higher Learning Commission. These communities are valuable and provide insight and support to the mission of ACU. Fundamentally, the mission of ACU is different than that of secular universities. We seek to train Christians to engage and redeem culture with the Gospel. As a confessional community, ACU will not always travel the same path as its secular counterparts. Our Christology is expansive<sup>2</sup>, and as such it should not be surprising to see expectations that are tailored to the mission and beliefs of ACU's community.
5. ACU is primarily a teaching university. Having an active faculty is necessary to provide excellence in instruction, and it is part of the vocational calling for faculty to model transformation of culture through their scholarly endeavors. Excellence in pedagogy in teaching is prioritized when teaching and research come into competition either in policies or in resource distribution.
6. We are an aspirational school with a large number of students who are first-generation college students and/or have less affluent backgrounds than a typical college student. We serve these students by intentionally bringing them into the language, rituals, and

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<sup>1</sup> Robert Sloan Jr., "Preserving Distinctively Christian Higher Education," p. 33. He has indicated to me in conversation that he would, on reflection, also say more about the role staff play in the formation of Christian higher education.

<sup>2</sup> See Colossians 1:15-20.

expectations of the college-educated workforce. Teaching excellence is measured in the difference we make in these students' lives, not in the absolute salaries or placements we achieve. We will have students that achieve the highest level of the world's success metrics, and we will have homemakers, teachers, pastors, and others whose excellence is displayed in service to others.

7. We are driven to serve the body of Christ. As Neuhaus wrote, "A university that is not integral to the Christian mission will in time become alien to the Christian mission."<sup>3</sup> Our curriculum, the way we teach, and the research we pursue should be connected to the needs of the Church and the Gospel mission it is pursuing.

I am thankful for the faculty, and it is my pleasure to serve alongside my colleagues as we educate and equip our students.

Jeff Green, PhD  
Provost

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<sup>3</sup> Richard John Neuhaus, "The Christian University: Eleven Theses," <https://firstthings.com/the-christian-university-eleven-theses/>, under "Theses IV."

# University Overview

## Academic Freedom

Within the parameters of the Arizona Christian University Statement of Faith ([Appendix A](#)) and the Core Commitments ([Appendix B](#)), 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. Faculty should bear in mind the need to be pastoral in instruction and recognize that students are in different stages in their walk with Christ and in their mastery of subject matters. Research and teaching are ways in which faculty and students participate in the redemption of the world and are not opportunities to court controversy.

## Academic Assessment

Faculty should strive for continuous improvement which is aided by the assessment process. 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.

Learning goals are assessed per the process overseen and set out by the Academic Assessment Committee. In addition, the academic area as a whole sets goals to understand how we are doing. Finally, each program goes through a program review headed by their chair each year.

Things to recognize about assessment:

- Assessment should be meaningful; choose assessment goals that answer questions you want to know about.
- Do not choose goals simply because they are easy to measure.

- Assessment is not exhaustive or comprehensive; it is expected that some things that are meaningful will not be assessed.
- Assessment is constantly improving; it is good if goals change to reflect changing needs.

Refer to the Scheduled Meetings and Due Dates for specific deadlines.

## 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.

The Board of Trustees is the policy-making authority of the institution. After establishing policy for the university, the Board has delegated to the President the responsibility for administrating 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 or program chair/director, the Provost, and the President before an audience with the Board may be expected.

# Faculty Policies and Procedures

All instructors agree with and support the university's Statement of Faith ([Appendix A](#)) and Core Commitments ([Appendix B](#)). With regards to faculty credentials, ACU adheres to all requirements for faculty as set forth by the Higher Learning Commission. HLC guidelines on faculty credentials can be found at [https://download.hlcommission.org/FacultyGuidelines\\_OPB.pdf](https://download.hlcommission.org/FacultyGuidelines_OPB.pdf)

To ensure that faculty are aligned missionally with the university and that they are appropriately qualified, ACU has a detailed hiring and credentialing process. Details can be found in Populi in the Faculty Credentials folder. In that folder are the processes, forms, and policies that specify hiring at ACU, including policies with regards to tested experience.

## Faculty Appointment

Full-time contracts are normally for a period of one year, although on occasion multi-year faculty contracts may be offered. Part-time faculty members are hired by the Provost (often delegated to department chairs/directors) on a per course basis as recommended by the department chairs/directors or Provost 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.

The university will provide full-time 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 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](#)).

## Faculty Rank and Titles

Members of the Arizona Christian University (ACU) faculty are full-time, part-time, and/or special appointment. These faculty categories are described below.

All personnel holding faculty rank shall be classified as follows:

Full-time faculty include the chief academic officer and any employee who has received a contract

that stipulates a 24 credit hour teaching load before any administrative or other course releases.

Full-time faculty are expected to teach, serve, and research in accordance with the following table unless offered a course release for other duties. Each unit represents the time needed to teach a 3 credit hour course, so approximately 8 hours a week.

Full-time faculty expectations				
	Fall	Spring	Summer	Total
Research	0.2	0.2	2.5	2.9
Service	0.8	0.8	2.5	4.1
Teaching	4	4	0	8
	5	5	5	15
Part-Time Teaching limits (no research/minimal service)				
	Fall	Spring	Summer	Total
	3.7	3.7	3.7	11.1

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, part-time instructors, university fellows, or lecturers. All appointments will be reviewed according to the usual procedure by the dean of the school/college and the Provost.

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. Part-time faculty who are employed more than 11.1 units in the above chart may also receive benefits.

## 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 Provost, consistent with the requirements of the university, the President, and the Board of Trustees as described in the Faculty Handbook and any applicable written contract.

### 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. On a case-by-case basis, instructors may hold a bachelor's degree in the field.

## **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. For an appointment at the rank of assistant professor, it is expected that there must be 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 typically have at least six 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 of 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, 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**

### **Lecturer**

Lecturer appointments are intended to recognize professional contributions to a department by an individual and come with a commitment of 9 hours per semester with minimal research and service expectations. Appointments require similar qualifications to those required for appointment to the corresponding rank. Lecturer faculty appointments are not benefits-eligible (unless they qualify by the chart above through additional teaching or service) and are limited to the salary they may receive through the university. The full terms of the lecturer faculty employment are stipulated in the individual's appointment contract.

### **Adjunct Faculty**

Adjunct faculty members have per course contracts with ACU.

## SPECIAL APPOINTMENTS

### Emeritus Faculty

The designation of Emeritus is given with the approval 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. 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. Upon invitation, they may attend university and departmental meetings but do not have a vote at these meetings.

Emeritus faculty may act as the 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 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 to the emeritus faculty may be rescinded at the sole discretion of the university at any time. With the special recommendation of the 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, Lecturer, 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 Provost, 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](#)), Drug and Alcohol

Policy ([Appendix D](#)), and Code of Professional Ethics ([Appendix E](#)). The Board-approved ACU 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](#)). 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.

### **University Fellows**

University Fellows are academics who are hired on a contract basis to contribute to the academic life of the university. They do not serve as a professor of record nor are they ACU employees. They receive the title of University Fellow as an indication of their affiliation with the university.

## **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.

### **FACULTY EVALUATION AND REVIEW**

At the end of each academic year (that is the early fall looking back over the previous September to August), all faculty members will complete the faculty self-evaluation portion of the faculty annual review form (to be found in Populi in the Faculty Resources section) and review it with their chair. Faculty peer teaching evaluations and student evaluations may also be discussed. In addition, faculty should have at least one peer classroom observation and evaluation each year.

At the annual evaluation, the academic administrator will conduct an evaluation of the faculty member's progress in teaching, scholarly activity, and service. A copy of the evaluation signed by both the faculty member and the department chair/director will be kept on file by the chair/director. Faculty members may reply in writing to the relevant dean of the school/college 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 part of the consideration of all faculty reappointments and promotions.

During the evaluation, faculty and chairs/directors should discuss goals and opportunities for faculty development.

## PART-TIME FACULTY EVALUATION PLAN

Arizona Christian University evaluates lecturers and adjunct faculty using the following two components:

1. University-conducted student evaluations of teaching
2. Classroom observation and evaluation

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 lecturers 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 evaluator will provide a copy of the Faculty Peer Teaching Evaluation form and ask the faculty member to review the form including the pre-observation questions.

Each dual enrollment partner will be evaluated each year with the Dual Enrollment Classroom Observation form.

Evaluation forms can be found in the Files section of Populi.

Compliance with these procedures will be monitored as part of the department chair/director's performance review.

## 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. 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.

## INTENTION TO SEEK PROMOTION

Faculty members should indicate their desire to seek a promotion by the deadline listed in the Scheduled Meetings and Due Dates. It is typically set in early September of the academic year prior to the academic year in which the promotion would take effect. Faculty indicate that they are seeking a promotion by sending a letter via email to their department chair and dean indicating what rank they are seeking.

## PROMOTION APPLICATION PORTFOLIO

The Promotion Application Portfolio should be submitted to the chair in electronic form for promotion consideration and must contain the following items:

1. An updated CV.
2. A brief narrative (no more than 1,000 words) that gives the argument for the promotion. Faculty must demonstrate that in two out of the three areas of teaching, scholarship, and service they have demonstrated excellence above and beyond the expectations for their current rank and discipline. Expectations should be discussed with the chair during annual meetings and formed through reference to ACU's distinctives, standards in the particular discipline, the needs of the department and college/school, and the individual professor's vocational calling.
3. An electronic evidence folder that includes the support for the argument. This may include publications, syllabi, lesson plans, artifacts from professional development or service, any evaluations (class evaluations from students, peer evaluations, end-of-year professional evaluations), letters of recommendation, etc.
4. A biblical worldview integration paper of around 1,500 words that provides evidence of the faculty member's integration in one of the three areas of teaching, service, or scholarship, and which discusses the theoretical aspects of biblical integration within the faculty member's discipline that informs practice in this area.

The completed Promotion Application Portfolio is to be submitted to the relevant chair by the date indicated on the Scheduled Meetings and Due Dates of the academic year prior to the year in which the promotion is to be awarded. The chair 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 chair will write a letter in support of the promotion. This letter and the portfolio are then submitted to the relevant dean.

If upon review, the dean 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. The dean will in turn make a recommendation to the Provost who will make a recommendation to the President. The President will receive the recommendations and will make all final decisions regarding faculty promotions and hiring for the following year.

# Faculty Roles and Responsibilities

## CONTACT HOURS

Unless otherwise specified in a contract, the typical course teaching load for full-time faculty starting in the fall semester is 12 (twelve) credit hours per semester (a total of twenty-four credit hours per academic year including fall, spring, and intersession semesters), ground or online. Reasons for a decreased teaching load include duties as a department chair/director or special assignments determined by the Provost. Any courses taught in excess of this course load will qualify for overload stipends at the part-time faculty rate. Faculty members may be required to teach hours in the evening to fulfill their load. Because of institutional need, if a faculty member is asked to teach fewer than twelve credit hours per semester (total of twenty-four per year), other administrative responsibilities may be added to the schedule. Teaching loads of less than twelve credit hours per semester (total of twenty-four per year) must be approved by the Provost. Mentored courses (independent study and research) are not counted as part of the faculty 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 faculty teaching contracts are generally twelve-month contracts. Terms of employment are stipulated in the individual's appointment contract.

## AVAILABILITY

All faculty must be available on the first day of the semester and during the required professional development periods as outlined in Scheduled Meetings and Due Dates, 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. Faculty are expected to teach/be on campus Monday through Thursday unless otherwise arranged with their respective dean.

A minimum of twenty to thirty 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 with all classes as assigned.
- Conducting a minimum of 1 scheduled office hour per 3-hour course, reflective of the faculty member's teaching schedules and as outlined on the course syllabus.
- Participating in academic service activities as outlined in the Faculty Handbook.

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. Meetings are assumed to be in-person meetings unless other options are provided.

Faculty should check their email on a regular basis and keep their calendars updated.

See the Faculty Load and Compensation sheet for more details.

## **OVERLOAD TEACHING**

Overload teaching by faculty at ACU is discouraged. 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 Provost prior to the start of the semester.

## **STUDENT TEACHING AND MUSIC LESSONS**

### **Student Teaching**

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, and 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.*)

### **Music Lessons**

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 per 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, and summer or winter sessions. For additional information, contact the music department chair.

### **Accompanists**

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, a 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.*)

## FACULTY COMMITTEES

Full-time faculty will be asked to serve on university and department committees. Committee assignments are made by the Provost. 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 should be stored electronically. See the ACU Committee Assignments document for assigned committees for any given year.

## CHAPEL SERVICES

All full-time faculty members are encouraged to attend at least one chapel per week. This support for 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 the school/college

## 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](#)), and 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 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 made within 60 calendar days of the alleged grieved 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 Provost. 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 Provost 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 that another person be present as an adviser.
5. The Provost, or designee, shall submit a decision in writing to the grievant, stating the reasons for the recommendation. The recommendation of the Provost shall be considered final.

## **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. The university's 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 ACU's 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](#)).

# University Policies

## 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, faculty must inform their department chair/director who will make arrangements to have the class(es) covered. Faculty should also notify the administrative assistant to the Provost, 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 the 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 the classes. Planned absences are generally not permitted for adjunct faculty.

## 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 Provost in consultation with the Registrar's Office. Faculty should not switch classrooms on their own. This creates conflicts with scheduling and ACU's 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 a classroom location changes, the faculty member and his or her students will receive an email through Populi notifying them of the change.

## Class Schedules and Rosters

Faculty should refer to the latest academic class schedule in Populi to confirm the time and location of their course(s). All students must be registered in a class in order to attend. Faculty are asked to verify that all students who are attending class are registered 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.

## Copies

A copier for faculty use is located in the faculty wing on the first floor of the Administration building. Faculty are asked to help the university conserve paper. The faculty copier is not intended for student and/or personal use. For large printing projects, such as exams, handouts, etc., faculty should use the print center. See the [print request form link](#) in [Populi](#) for large print jobs.

# 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, including the copyright information, or 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.

# 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](mailto: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 a faculty member is currently using if he or she has taught with the university before. Faculty should check their email account on a regular basis and delete or save older items in order to avoid "mailbox full" errors. Please contact the IT department by submitting the [IT Help Desk request form](#) in [Populi](#).

# Faculty Advisor to Student Clubs

Student clubs are an integral part of the mission at Arizona Christian University. They complement ACU's academic programs and enhance the overall educational experience for the 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](mailto:studentdevelopment@arizonachristian.edu).

## Field Trips and Travel

All requests for field trips and travel must be submitted to the 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 must be 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 Disability Services Coordinator 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 the department chair/director or the Office of the Provost. Faculty should 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, 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 a privately-owned or commercially rented vehicle, as well as 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 practice 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

Final exam times are posted online in the Academic Calendar section of the [Registrar webpage](#). All residential classes are required to meet during their scheduled finals regardless of the final assessment unless an exception is provided by the dean. This is necessary for compliance reasons in order to meet the university's stated clock hours per credit hour.

## 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. Faculty must have a legitimate educational interest to access a student's educational record. For this reason:

1. The faculty are 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.

# 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. Faculty should consult with their chair before inviting a guest lecturer to campus. Classroom guest lecturers are not paid an honorarium or travel or any other per diem expenses.

# Human Subject and Animal Research Policy

See [Research Approval Policy](#).

## Library Access

All faculty may borrow materials from the library by presenting their ACU ID at the circulation desk in the library. Faculty may place books and other materials on reserve in the library. Please ask at the circulation desk in the library.

## 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](mailto: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.

# 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.

## Students Seeking Accommodation for Special Needs

Arizona Christian University is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Amendments Act of 2008, the university does not exclude otherwise qualified persons from participating in university programs and activities. The university is committed to nondiscrimination for all persons in employment, access to facilities, student programs, activities, and services.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act of 2008, and university policy, all members of the university community are responsible for ensuring that students are not discriminated against because of a disability. To accomplish this goal, reasonable and appropriate accommodation(s) may be necessary for physical and/or programmatic access. ACU is committed to providing an equal opportunity educational experience for ACU students, and reasonable access accommodation(s) will be granted to students who qualify.

Students who believe they require accommodation(s), even on a temporary basis, are required to self-identify and make their requests in writing using the [Accommodations Request and Documentation Form](#) to document their disability in accordance with ACU policies and procedures. Accommodation(s) are not retroactive. Adequate time must be allowed for evaluating documentation and arranging approved accommodation(s).

For more information about Disability Services, please call 602-489-5300 x3024 or email [disabilityservices@arizonachristian.edu](mailto:disabilityservices@arizonachristian.edu). Further and more detailed information regarding Disability Services can also be found in the [Academic Catalog](#) and the [Student Handbook](#).

## 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. 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. Instructors must post their syllabus on Canvas one week prior to the beginning of the course.

# Teaching Assistant Policy

## **UNDERGRADUATE TEACHING ASSISTANT (TA) POLICY**

Faculty members with enrollments exceeding 120 students in a single semester may hire an undergraduate Teaching Assistant (TA) to assist with class administration and grading. The total student number includes all seated and online classes. The following guidelines apply:

### **Eligibility for Faculty to Hire a TA**

- Typically, instructors teaching more than 120 students in a given semester may appoint one undergraduate TA for up to eight (8) hours per week. Consideration will be given to different teaching loads, pedagogical situations, and special circumstances.
- The TA role is intended to support administrative tasks, tutoring, and/or grading, but should not include direct instruction of new course material.

### **TA Qualifications and Selection**

- Instructors are responsible for identifying and selecting their own TA, ideally before the semester begins.
- Ideal candidates should be students who have previously taken the course (or a closely related course) with the instructor and have demonstrated high proficiency in the subject matter.
- TAs will apply for a student worker position through ACU's HR platform.

### **Training and Compliance**

- FERPA Training: All undergraduate TAs must complete FERPA (Family Educational Rights and Privacy Act) training before beginning their duties. This ensures that they understand student privacy regulations.

### **Roles and Responsibilities**

- TAs may assist with administrative tasks, grading assignments or exams, running group tutoring for a class, and/or organizing course materials.
- TAs may not engage in independent lecturing, final grade determinations, or any work beyond the approved scope of their assigned hours.
- TAs are responsible for clocking their hours and should not work more than eight hours per week.

### **Oversight and Accountability**

- Faculty members are responsible for supervising their TA's work and ensuring compliance with university policies.
- Any violations of FERPA or inappropriate use of TA hours may result in the revocation of TA privileges.
- For further guidance, instructors should consult their department chair.

## **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 Testing 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 Testing Center proctors exams for students registered with Disability Services and for students with special circumstances.

## **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.

To this end, department chairs/directors should provide adequate information regarding selected texts and course materials to the Registrar's office as soon as possible. See the Scheduled Meetings and Due Dates for specific deadlines.

## 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.
- Faculty are 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.

## 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 Provost will review the proposal. If the committee appointed by the Provost 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 to students on optionally available textbook formats, whether paperback, hard-copy, or digital.
- 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.

# 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; 1 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; 1 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; 1 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. Genesis 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. Genesis 2:18-25; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4; Matthew 15:18-20; 1 Corinthians 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. Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 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 <sup>4</sup>

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;
  - † and 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.

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<sup>4</sup> 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 university'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]), require 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 increase 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: Code of 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.

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.