

**SOUTHERN ADVENTIST
UNIVERSITY**

EMPLOYEE HANDBOOK

2019-2020 Edition

**SOUTHERN ADVENTIST UNIVERSITY
EMPLOYEE HANDBOOK RECEIPT**

I have received, or have access, to a copy of the Southern Adventist University *Employee Handbook* and recognize that it is my responsibility to read and understand its contents, specifically including the statements in the forward describing the purpose and effect of the handbook.

I understand that Southern Adventist University is an “at will” employer, as established under Tennessee State law, and as such employment with Southern Adventist University is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

In addition, I understand that this handbook states Southern Adventist University’s policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with Southern Adventist University for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please print out this *Employee Handbook* receipt if necessary or remove the one in your printed book, sign and date it and return it to the Human Resources Department.

Print Name

Signature

Date

SOUTHERN ADVENTIST UNIVERSITY

EMPLOYEE HANDBOOK

SECTION 1000	GENERAL POLICIES
SECTION 2000	EMPLOYMENT POLICIES
SECTION 3000	HOURLY EMPLOYEES
SECTION 4000	SALARIED EMPLOYEES
SECTION 5000	FACULTY EMPLOYEES
SECTION 6000	RETIREMENT POLICIES
SECTION 7000	CRISIS MANAGEMENT PLAN COMMUNICATION PLAN
SECTION 8000	ORGANIZATIONAL CHART
SECTION 9000	CHARTER AND BYLAWS

HISTORY

Southern Adventist University had its beginning in 1892 as a one-room church school in the town of Graysville, Tennessee. In 1893 a school building was erected and the name Graysville Academy was chosen. Later, the academy became Southern Industrial School and finally Southern Training School. In 1916 the school was moved to Collegedale, Tennessee, and renamed Southern Junior College. Twenty years later, in 1936, it became an accredited junior college. With an expanding student body and an increasing demand for higher education, the institution was advanced to senior college status in 1944. The first four-year seniors graduated from Southern Missionary College in 1946. It was accredited as a senior liberal arts college by the Southern Association of Colleges and Schools in 1950. In 1982 the name of the institution was changed to Southern College of Seventh-day Adventists. The name was again changed in 1996 when Master's degrees started being offered and it is now known as Southern Adventist University.

FOREWORD

The purpose of this *Employee Handbook* is to acquaint the employees of Southern Adventist University with certain employment policies and procedures. Southern Adventist University has implemented these policies to guide its actions in regard to hiring, employee benefits, promotion, dismissal and code of conduct. The handbook should not be construed as an employment contract, or a contract of any kind, but a handbook for relations between the university and its employees except as otherwise specifically authorized by the Board in its policies, rules, and procedures adopted from time to time, or otherwise the employment of all employees of the university is "at will," meaning that such employment may be terminated by the university or by the employee for any reason or for no reason. The final authority for the policies in the handbook rests with the university's Board.

Employee Handbook Changes

A revision of policy in the handbook may be suggested by any employee. Governing bodies which consider, initiate, and vote handbook changes are the Administrative Council and the University Senate. Revisions which go before the Senate must be circulated to each senator seven days prior to the date of the Senate vote. The chair or secretary of each voting body is responsible for bringing the voted change to the Office of Human Resources for recording. If a vote has been taken by the Administrative Council or the University Senate which affects a policy in the handbook, the president will determine if the revision needs to be brought the Board for a ratifying vote.

Online Viewing

Employees may find the *Employee Handbook* online at <https://www.southern.edu/hr/employees>.

SOUTHERN'S MISSION, VISION, and VALUES

Southern Adventist University is a co-educational institution established by the Seventh-day Adventist Church, offering doctoral, master's, baccalaureate, associate degrees, and one-year certificates. Various delivery modalities (face-to-face, online, hybrid, and other) are employed in order to effectively support learners enrolled in the university's classes and programs.

The Mission

Grounded in Jesus Christ and dedicated to the beliefs of the Seventh-day Adventist Church, we equip students to embrace biblical truth, embody academic and professional excellence, and pursue Spirit-filled lives of service.

The Vision

Southern Adventist University's vision is to:

- Model the love of Jesus in every interaction.
- Invite each student into a saving relationship with Jesus.
- Inspire each student to engage with God's Church and the world through service and witness.
- Provide each student with an exceptional learning experience that equips them to thrive in a fluid, global job market.

CORE VALUES

As Southern Adventist University employees, we:

- Embrace the Seventh-day Adventist Church's Worldview and Fundamental Beliefs
- Love Others as God Loves Them
- Act with Integrity
- Live Prayerfully
- Serve Others Generously
- Follow God's Calling
- Pursue Excellence
- Exercise Responsible Stewardship
- Offer an Exceptional, Wholistic Learning Experience

Revised 2019

EDUCATIONAL PHILOSOPHY

Rooted in its theological understanding of God and humanity, the educational philosophy of the Seventh-day Adventist church is summarized as follows:

- God, the Creator and Sustainer of the universe, is the Source of all knowledge.
- Created in the image of God for the purpose of communion with Him, humanity has sinned and has separated from Him.
- Through infinite love, God sent His Son to restore this relationship with us—a personal relationship that begins now and continues throughout eternity.

SERVICE PHILOSOPHY

We serve God through our service to others. We recognize the intrinsic value of each student, colleague, and member of the Southern Adventist University community as a child of God and through our service we honor our Creator. To facilitate this service philosophy, each employee will:

- Initiate proactive interactions with colleagues, students, alumni, campus visitors, community, and other constituents and strive to recognize and promote the other's significance.
- Engage others with presence, curiosity, and authentic service.
- Take ownership by pursuing and implementing the best possible solution that can be offered to resolve another person's needs.
- Seek opportunities to deliver exceptional service and to recognize the value of others.
- Ensure all the needs of the individual have been addressed and promote a positive relationship.

Revised 2019

INSTITUTIONAL GOALS

Southern Adventist University will

- **Learning Community:** nurture a learning community that engages students with ideas that mark educated persons, global and multicultural perspectives, and advanced technology to develop both ethical principles and intellectual flexibility.
- **Faculty and Staff:** hire and develop a competent and diverse faculty and staff who model balanced ethical lives, integrate faith and learning, demonstrate scholarship through teaching, research, and other scholarly and creative activities, and celebrate and energize the student spirit as they respect and support the different ways students develop their minds, their persons, and their citizenship.
- **Students:** recruit, retain, and support a capable, diverse student body.
- **Campus Environment:** provide a safe, nurturing learning community of faith for students, faculty, and staff.
- **Student Service:** enable every student to participate in local service and/or mission service activities.
- **Partnerships:** pursue and nurture partnerships with alumni, church, community, business and industry, civic organizations, and government in order to analyze, project, and respond to changing needs to help ensure that graduates are prepared for a life of service.
- **Stewardship:** steward resources entrusted to the university through effective fiscal management to fulfill its mission, vision and goals.

STUDENT LEARNING GOALS

Undergraduate students of Southern Adventist University will

- **Spiritual Development:** grow in a vibrant relationship with the Lord Jesus Christ, while integrating into their lives Bible-based beliefs and values as understood by the Seventh-day Adventist church.
- **Intellectual Development:** develop a commitment to life-long-learning and demonstrate a mastery of the cognitive skills of critical reasoning, independent thinking, reflective judgment, communication, and creativity needed to confront the issues, ideas, and values of historical and contemporary civilization.
- **Individual and Social Development:** develop socio-emotional maturity that enables them to be effective leaders and contributing members of their churches, families, groups, and communities in a global society.
- **Physical Development:** take responsibility for their own well-being through a healthy lifestyle.

EMPLOYEE DEFINITIONS

- Staff:**
1. Hourly Employees
 2. Salaried Employees
 3. Temporary Employees
 4. Student Employees

Hourly staff employees are non-exempt employees of the university. (“Non-exempt” usually means an employee who maintains an hourly record of their work and is eligible to work overtime for pay.) Hourly staff may be full-time or part-time.

Salaried staff employees are *generally* exempt employees of the university who are employed on a salaried basis. (“Exempt” means that if these employees work beyond scheduled time, they earn no additional pay.)

Included in this group are the president, the vice presidents, the non-academic department directors, and staff in the many administrative and support departments of the university.

Temporary employees are generally non-exempt employees who work assignments that are non-permanent in nature. Temporary employees may be full-time, part-time, or exempt (salaried).

Student employees are non-exempt employees of the university. Student employees generally work part-time and may be employed by one or more department (s) on or off campus.

Faculty: Teaching Employees

Teaching faculty consist of exempt employees of the university who are employed on an annual agreement and compensated on a salaried basis and whose primary responsibility to the university is teaching in or administering one of the academic departments or schools. Professional librarians are also members of the teaching faculty.

Adjunct faculty members are exempt employees compensated on a salaried basis who are employed to teach on a class-by-class agreement basis.

CODE OF ETHICS

A Behavioral Guide for Southern Adventist University, its Employees, and its Students

FOUNDATIONS: Seeking to do what is right both in the sight of the Lord and in the eyes of other people (2 Cor. 8.21) and wanting to honor their pledge to revere God and love their neighbors wholeheartedly (Mark 12.30-31), Southern Adventist University (SAU), its employees, and its students commit themselves to exemplifying the ethical characteristics, values, and behaviors described below. These principles serve not only as ideals for inspiring good citizenship but also as guides for developing the policies and rules detailed in handbooks designed for SAU's governors, employees, and students.

Honesty. Standing on the side of honesty (1 Cor. 13.6), ethical people are truthful, sincere, forthright, and tactfully candid (Eph. 4.15). They avoid all deceptive practices (Exod. 20.16; Prov. 12.19). They do not cheat, steal, plagiarize, lie, deceive, or act deviously (Exod. 20.15).

Integrity. Keeping their consciences clear (1 Pet. 3.16), ethical people are principled, graciously courageous, honorable, and upright (Prov. 21.29). They act on convictions and conscience (1 Tim. 1.5). They do not place expediency over principle (John 11.50).

Promise-Keeping. Making their "Yes" mean yes and their "No" mean no (Matt. 5.37), ethical people are trustworthy. They fulfill commitments and abide by the spirit as well as the letter of their agreements (1 Cor. 4.2). They do not seek loopholes or technical excuses to evade their commitments (Ps. 15.4).

Fidelity. Being friends who stick closer than family members (Prov. 18.24), ethical people are loyal to relatives, friends, peers, associates, co-workers, employees, employers, church, and all legitimate governmental entities. They safeguard others' ability to make independent professional judgments by scrupulously avoiding undue influences and conflicts of interest (Josh. 24.15). They do not break confidences or tell secrets obtained in professional and personal roles unless other ethical duties require disclosure (Prov. 11.13).

Fairness. Knowing that showing partiality is wrong (Prov. 28.21), ethical people are fair, open-minded—willing both to admit error and (when appropriate) to change positions. They demonstrate a commitment to justice, equivalent treatment of individuals, and healthful tolerance for diversity (Jas. 2.1). They do not take undue advantage of another’s mistakes or adversities (Gal. 6.1-2).

Caring for Others. Loving others as much as they love themselves (Matt. 19.19), ethical people are benevolent, caring, kind, compassionate, forgiving, and helpful. They treat others as they themselves should be treated (Matt. 7.12). They do not harm others; they do not act selfishly or greedily (Isa. 58.6-7).

Respect for Individuals. Taking delight in the moral worth of human beings (Rom. 12.10), ethical people are courteous, gracious, and decent. They respect themselves by striving to live lives of wellness. They value human dignity, honoring other people. Ethical people are courteous, gracious, and decent. They respect human dignity, privacy, and the moral right of others to self-determination (1 Pet. 2:17). They do not patronize, bully, embarrass, or demean others (Matt 7:1-2).

Responsible Citizenship. Believing that they should respect governmental authority (Rom. 13.4), ethical people are good citizens. They support and obey just laws and oppose unjust ones; they exercise their civic rights and privileges responsibly—such as voting, expressing informed views, and performing public service; they respect and honor democratic processes of decision-making; they avoid unnecessary secrecy or concealment of information; they do their best to provide to other people information they need to exercise their rights (Matt. 22.21). They do not initiate, support, or tolerate anything immoral, illegal, antisocial, or uncivil (2 Pet. 2.10).

Pursuit of Excellence. Ever pressing toward the goals set before them (Phil. 3.14), ethical people are diligent, reliable, industrious, and committed (Prov. 6.6-11). They work at being well informed and well prepared; they make excellence their goal; they strive to meet personal and professional responsibilities; they perform their tasks to the best of their abilities; they try to develop and to maintain a high degree of competence (Eccles. 9.10). They do not accede to mediocrity; they never seek to “win at any cost” (Prov. 20.17).

Accountability. Keeping their promises even if doing so hurts them personally (Ps. 15.4), ethical people are accountable. They accept responsibility for decisions and the foreseeable consequences of actions and inactions and for setting an example for others; they protect and enhance the reputations of both the organizations and individuals within their spheres of influence—including the reputations of their “enemies” (Matt. 5.38-48); they avoid even the appearance of impropriety and take whatever appropriate actions they can to try to correct or prevent the inappropriate conduct of others (1 Thess. 5.22). They do not hide from duty; they do not remain silent or inactive in the face of wrong (Isa. 58.7).

POSITION STATEMENT ON HUMAN RELATIONS

Southern Adventist University subscribes to the Position Statement prepared by the North American Division Curriculum Committee Task Force. The faculty and staff of Southern Adventist University commit themselves to the following principles on human relations and pledge themselves to strive to implement them in the conduct of their various offices and roles:

1. We accept the biblical affirmation that God has “made of one blood all nations” (Acts 17:26), and are thus committed to providing an atmosphere for learning which is devoid of prejudice, discrimination, and separation.
2. We are committed, so far as possible within the academic and financial resources of the university, to the recruitment and retention of students from different cultural and ethnic groups.
3. We affirm that the principle of recruitment and retention of faculty from different cultural and ethnic groups, so far as possible within the staffing needs of the university, is fundamental to providing positive role models among cultural and ethnic groups on campus and is salutary in providing positive instruction among such groups.
4. We are committed to providing a university atmosphere that promotes interaction among cultural and ethnic groups on campus. We are likewise committed to the sharing of Southern’s cultural climate through faculty, staff, and student interaction.
5. We are committed to the concept of multicultural education that being different does not connote superiority or inferiority and that we can all learn from one another.
6. We affirm that all faculty, staff, and students should hold a positive attitude toward cultural pluralism and that they should be encouraged to become actively involved in the planning, development, implementation, and improvement of the multicultural aspects of Southern’s programs in their respective areas of expertise and responsibilities.
7. Finally, we are committed to the biblical precept to love our neighbors as we love ourselves and are therefore committed to apply the Golden Rule as our ultimate guide in human relations.

SECTION 1000

GENERAL POLICIES

GENERAL POLICIES

Alphabetical Listing of Policies

Policy Number

Organization

Accreditation Compliance Policy	1000
Administrative Line of Authority	1010
Alphabetical Listing of Committees	1080
Assembly Procedure, University	1030
Assembly, University.....	1020
Committees, Standing University	1060
Committee Structure, University	1070
Senate Procedures	1050
Senate, University	1040

Services and Facilities

Advertising Marketing and Recruitment.....	1260
Alcohol Abuse and Illicit Drugs Statement	1200
Auditoriums and Lounges.....	1160
Bus Use and Scheduling	1230
Communicable Diseases Policy	1220
Campus Shop	1100
Copy Service.....	1110
Credit Union	1120
Environmental Position Statement.....	1250
Equipment Loan.....	1170
Housing.....	1130
Library	1140
Mail Service.....	1150
Recycling	1180
Sale of Equipment.....	1240
Solicitation Policy.....	1190
Substance Abuse Treatment for Employees	1210

General Policies

Care of Facilities – Fire Safety	1300
Conflict of Interest	1270
Employee Businesses Using University Property/Facilities	1290
Hiring Temporary Workers, Use of Student Payroll	1375
Key/Card Access.....	1310
Maximum Employment Hours for Student Employees	1370
Network Usage Policy	1330
Personal Communication Allowance Policy.....	1280
Settling Employee Student Accounts	1415
Student Employment Eligibility	1360
Town Hall Meeting	1390
Vehicle Operation on Campus	1320
Wireless Communications	1340

Alphabetical Listing of Policies

Policy Number

Financial Policies

Auto Accidents and Medical Insurance Claims1440
Charging Privileges1410
Check Cashing1420
Commitment to Student Success, Award of Excellence1480
Community Service Excellence Award1470
Customer Service Excellence Award.....1460
Distinguished Community Partners Award,1450
Financial Exigency.....1400
Gaps of Employment, Use of Southern ID Cards during1380
Pay Rate Structure for Student Employees1365
Summer Evangelism Leaves - Voluntary1500
Travel, University1490
Wellness Program, Employee1430

Employee – Student Relations

Admissions and Re-admissions1510
Discipline and Dismissal.....1520
Dress Code, Application of..... 1550
Student Association1530
Student Handbook Policies1560
Student Media Policy1540

If an individual claims that the institution is not in compliance with the accreditation criteria of the Southern Association of Colleges and Schools (SACS), the complaint should be submitted in writing to either the president or the vice president for Academic Administration and include the following:

1. State the complaint describing the evidence clearly.
2. Identify the time frame for the events that suggest lack of compliance.
3. Identify the accreditation criteria in which there is an alleged significant lack of compliance.
4. Sign the complaint.

The officer will respond within 30 days. If the complainant is not satisfied with the response, the complaint may be submitted to SACS.

SOUTHERN ADVENTIST UNIVERSITY ADMINISTRATIVE LINE OF AUTHORITY**1010****President**

Senior Vice President for Academic Administration
Senior Vice President for Financial Administration (and Treasurer)
Vice President for Advancement
Vice President for Enrollment Management
Vice President for Marketing & University Relations
Vice President for Student Development
Administrative Assistant

The president of the university is the chief executive officer. The president is charged with the responsibility of the proper administration of Southern Adventist University so that it fulfills its mission and maintains academic excellence, fiscal soundness, spiritual integrity, and market viability.

Duties and Responsibilities:

1. Be responsible to the Board for the satisfactory administration and governance of the university.
2. To select, with the assistance of the other officers of the university, a competent faculty and salaried staff.
3. To maintain harmony and unity of purpose among the members of the faculty and staff, the Board, and the university constituency.
4. To ensure that the financial stability of the university is safeguarded.
5. To direct raising funds for the support of the university and its students, and to receive gifts, bequests, and grants in the name of the university and for its benefit.
6. To present to the Board the needs of the institution, including new buildings, installations, and equipment that may be required, and to recommend plans for board approval.
7. To assume primary responsibility for the promotion of the religious life of the students and university employees.

Senior Vice President for Academic Administration

Associate Vice president for Academic Administration
Dean of Graduate Studies
Deans of Schools
Department Chairs
Director of Institutional Research and Planning
Director of Christian Service Program
Director of Libraries
Director of Records and Advisement
Director of the Center for Teaching Excellence and the Biblical Foundations of Faith and Learning
Director for Online Campus
Administrative Assistant

The senior vice president for Academic Administration provides leadership for the academic program of the university. (S)He is responsible for an effective and efficient teaching and learning environment, which includes the curriculum, academic records, on-line distance learning, off-site campuses, and the library.

Duties and Responsibilities:

1. To act for the president in his absence and at times and places designated by the president.
2. To serve as a non-voting secretary of the Board and the corporation.
3. To maintain academic excellence in all undergraduate and graduate programs.
4. To ensure that accreditation standards are met by the university as well as individual departments and schools.
5. To foster the teaching and learning environment and to maintain a credentialed teaching professorate in all programs.
6. To supervise curriculum development, technologically delivered instruction, teaching methods, grading practices, admission standards, registration procedures, advising, graduation requirements, and the educational use and development of the library.
7. To counsel with school deans/department chairs concerning their academic program, their own student evaluations and their handling of their faculty's student evaluations, budget preparation and control, faculty employment, and staff utilization and development.
8. To promote the professional growth of the faculty through orientation programs for new faculty, by in-service, summer, and sabbatical study programs and by fostering research, scholarly writing, and creative academic activities on the part of faculty.
9. To counsel with students regarding their academic program and to make exceptions to academic policies when deemed appropriate.

Senior Vice President for Financial Administration (and Treasurer)

Associate Vice President for Financial Administration
Associate Vice President for Human Resources
Associate Vice President of Information Technology
Associate Vice President for Retail and Auxiliary Operations
Associate Vice President of Student Finance
Controller Accounting Services
Executive Director of Budgeting & Financial Analysis
Director of Architectural Services
Director of Campus Safety
Director of Food Service
Director of Landscape Services
Director of Plant Services
Director of Purchasing/Mail Services
Director of Risk Management
Director of Service Department
Director of Transportation Services
Director of University Health Service
Manager of Campus Shop
Manager of Quick Print
Manager of Village Market
Administrative Assistant

The senior vice president for Financial Administration supervises and directs the overall financial operation of the university including industries, and serves as the chief advisor to the president on matters of institutional finance.

Duties and Responsibilities:

1. To serve as the chief financial officer of the university.
2. To serve as a financial advisor to the president, vice presidents, school deans/department chairs, and department directors on matters of finance and preparation of the university budget.
3. To assemble and administer all the budgets of the university, the auxiliaries, and industries and to make recommendations to the Board concerning trends and changes in them.
4. To be responsible for producing all financial reports including the periodic distribution of statements to university officials and Board.
5. To be the liaison for all legal matters pertaining to property contracts, charters, and leases.
6. To supervise the operation and maintenance of the physical plant and work with architects, engineers, and planners in directing the plant expansion program as voted by the Board.
7. To administer personnel policies, maintain personnel records and recommend changes to procedures, policies, and personnel in the financial operations of the university including industries.
8. To fill all the duties as treasurer of the university.
9. To serve on committees of the university which rely on financial information and advice.
10. To administer the investment program for the university.

11. To oversee procurement of supplies and equipment.

Vice President for Advancement

Director of Alumni Relations
Director of Planned Giving
General Manager of WSMC

The vice president for Advancement coordinates all fund-raising activities of the university. (S)He is responsible for the administration of capital campaigns, named endowment funds, and the giving and planned gifts.

Duties and Responsibilities:

1. To initiate and supervise programs for the funding of capital improvements, operating endowments and gifts, chairs, student scholarship endowments and gifts, and the annual fund.
2. To supervise the director of Alumni Relations, and the director of Conference and Events Services, Development, director of Planned Giving, director of WSMC.
3. To develop relationships with potential sources of financial support, such as individuals, corporations, and foundations, and to solicit funds for special university projects from such sources.
4. To monitor the appropriate use of funds which have been donated to the university.
5. To acknowledge gifts from donors and ensure appropriate appreciation.
6. To motivate the entire university family to give and seek charitable gifts.
7. To assist the president in the scheduling and visitation of major donors.
8. To ensure that connections are maintained with the university alumni for fund-raising and special campus events.
9. To supervise the director of WSMC FM 90.5 and ensure that the radio station meets its fundraising goals, maintains a focused classical music presence in the Chattanooga area, and continues compliance with FCC Regulations.

Vice President for Enrollment Management

Director of Admissions/Recruitment
Associate Director of Admissions
Associate Director of Recruitment
Director of Graduate Marketing
Administrative Assistant

The vice president for Enrollment Management is responsible for meeting the enrollment goals of the university, for distributing financial aid monies, and collecting student accounts receivables.

Duties and Responsibilities:

1. Manage an integrated Enrollment Management paradigm, including admissions, recruitment, and student finance.
2. Oversee the development and implementation of a comprehensive recruitment plan for the university.
3. Develop pricing strategies to position the institution in the marketplace, including the effective and strategic use of financial aid.
4. Oversee the billing, student accounts, and collections activities of the university.
5. Provide service- and marketing-oriented leadership to all areas of Enrollment Management, to ensure that policies and services are student-centered and user-friendly.
6. Collaborate closely with Marketing and University Relations on messaging, communication, and branding for all publications, materials, emails, websites, and communication campaigns for students and families.
7. Collaborate with the dedicated enrollment researcher/data manager in Institutional Research to help ensure that sound data-driven decisions are made using institutional reports and analyses, and other relevant data that is available.
8. Chair the Admissions Committee.
9. Chair the Financial Appeals Committee.
10. Implement best or next practices and seek improvements as appropriate in admissions, recruitment, financial aid, discounting, student accounts, and collections.

Vice President for Marketing and University Relations

Director of Strategic Planning

The Vice President for Marketing and University Relations is responsible for internal monitoring and external communication of the Southern brand. The vice president leads comprehensive efforts to increase understanding, support, and conveyance of the university mission and goals with all university publics.

Duties and Responsibilities:

1. Work with members of the administrative team to implement and evaluate a campus-wide strategy of communication that supports and contributes to the university mission
2. Oversee the university brand through monitoring and researching audience perceptions and using research to form key messages that intentionally convey Southern's mission in all communications to all audiences
3. Oversee adaptations, preservation, and implementation of the official university visual identity and university writing style
4. Anticipate and lead the public relations aspects of unusual or crisis situations and ensure implementation of the campus' crisis communication plan when the need arises
5. Provide strategic direction for the university's advertising strategy

6. Lead a proactive media approach, pursuing coverage for the university in print, broadcast, and social media channels in both secular and church arenas
7. Supervise the budget for and director of Marketing and University Relations that includes responsibilities for media relations, crisis communications, customer service, public relations, special event marketing, and print, email, web, and social media communications, with particular focus on recruitment and advancement initiatives.
8. Supervise the budget for and director of Strategic Planning that includes responsibilities for communicating and executing Southern's key strategic initiatives, providing operational assistance for the president's initiatives, organizing and maximizing the utilization of designated consultants, and managing guest services and lodging
9. Provide service- and marketing-oriented leadership in the area of university relations to ensure that policies and services are customer-centered and user-friendly.
10. Implement best/next practices in communications and seek improvements as appropriate
11. Lead, participate in, and contribute to administrative committees as assigned

Vice President for Student Development

Director of Student Success Center
 Director of Student Housing
 Director of Student Life and Activities
 University Chaplain
 Administrative Assistant

The Vice President for Student Service is the chief student affairs officer for the university, reporting directly to the President, and is a member of the President's Cabinet. The vice president is responsible for creative and effective programming to enhance support services for students and the quality of campus life.

Duties and Responsibilities:

1. Provides oversight and management of the Student Development Office and the Student Center.
2. Oversees and manages the following: Student Success Center (Counseling and Testing, Career Services, Retention and First-Year Advising, First Year Experience, Learning Support Services, and Disability Services), Student Life and Activities, Chaplain's Office, Housing and Residence Life, and the Student Association.
3. Responsible for the strategic leadership of student engagement/involvement and initiatives in support of student success and student retention.
4. Responsible for developing and maintaining a strong residential life program.
5. Assists the university chaplains with strategies for student spiritual growth and development through LifeGroups, Vespers, weeks of spiritual emphasis, Encounters Weekends, student missions and campus ministries and outreaches.
6. Interacts proactively with the university community and the public regarding student life and issues.

7. Oversees preparation of the *Student Handbook* and the university calendar.
8. Oversees the student discipline policies of the university.
9. Oversees the planning and management of weekly Convocations and the residence hall worship program.
10. Serves as the chief mentor/adviser of the Student Association, recommending names of candidates for sponsors of the various activities of the Student Association to the President, and assisting those sponsors in all the activities of Student Association.
11. Develops, implements, administers, and evaluates programs, policies, and budgets necessary to accomplish the mission, goals, and objectives of the Student Development Office.

Revised 2014

UNIVERSITY ASSEMBLY

1020

Membership

The University Assembly is composed of all full-time faculty and salaried staff, except industry managers.

Officers of the University Assembly

Chair: Chair of University Senate

Vice-chair: Chair-elect of University Senate

Secretary: Senate Chair Elect

Parliamentarian: Parliamentarian of the University Senate

Authority of the University Assembly

1. The University Assembly is delegated with the primary responsibility for the formation, revision, and continuous review of:
 - a. educational policy;
 - b. academic matters such as curriculum, admissions, degree requirements, methods of instruction, and research;
 - c. student conduct and discipline;
 - d. faculty and staff conduct and rank; and
 - e. the fiscal policies related thereto.
2. Assembly has delegated this authority to the respective committees that report through University Senate to University Assembly, but reserves the right at any time to review, revise, and refer for revision.
3. In other areas, particularly in the (a) determination of salaries and allowances, (b) long-range planning, (c) physical plant and (d) general allocation of resources, faculty and salaried staff shall act with the university officers through membership in committees as provided in this working policy. In all of these areas ultimate authority resides with the Board.

Functions of the University Assembly

Within the bounds of its delegated authority, it shall be the duty of the University Assembly to recommend academic and professional policies (including fiscal policies related thereto). Specifically, but not exclusively, the functions of the general University Assembly include the following:

1. To bring all educational policies and procedures into conformity with the general objectives of the university.
2. To establish academic and social standards for admission and retention applicable to all students of the university.
3. To establish the requirements for the various curricula.
4. To establish the requirements for all certificates and degrees awarded by the university.
5. To establish standards of instruction, instructional services and facilities.
6. To promote and facilitate research.
7. To establish procedures by which the Senate may advise the Board in the selection and retention of administrative officers, school deans, and department chairs.
8. To adopt standards for all publications and programs sponsored by or in any way representing the university.
9. To advise the Board relative to academic freedom and faculty status.
10. To recommend policies relating to appointment, rank, conduct, and dismissal of faculty.
11. To establish policies governing student organizations.
12. To establish appeal-process standards for student discipline.

Advisory Role of the University Assembly

The University Assembly advises the president and the Board on the following subjects:

1. Definition and review of the general objectives of Southern Adventist University.
2. Election and removal of the administrative officers and school deans/department chairs.
3. Expenditure of funds allocated to instruction and research.
4. Major issues affecting current or projected budget decisions.
5. Programs of employee welfare such as salaries, allowances, retirement benefits, special leaves, etc.
6. Long-range master plans for the physical development of the university.
7. Policies governing the university's relations with government and private agencies.
8. Policies for cooperative and mutually beneficial relations with the constituency and the surrounding public community.

Assembly Actions – Disapproval by President or Board

Whenever the president does not concur with an action of the University Assembly, he/she will ask the Assembly to reconsider it at its next regular meeting. If the Assembly reaffirms the previous action by a two-thirds vote, the president shall either implement the action or take the matter to the Board for a consultative session at which time the president and up to three elected members of the Assembly representing the majority opinion shall be heard.

Before a University Assembly action is rejected by the Board, the president will refer the matter with a statement of the Board's objections back to the University Assembly for consideration. The Board decision is final.

Revised 2013

UNIVERSITY ASSEMBLY PROCEDURE

1030

Meeting Schedule

Regular meetings shall be held at least once each semester and, at joint sessions with the Senate, during the summer when necessary.

Special meetings may be called (1) at the direction of the president, (2) by petition as described in "Extent and Limitations of Senate Authority," (3) by vote of the University Assembly, or (4) by majority vote of the Senate.

Quorum

A quorum for all duly-called regular and special meetings of the University Assembly shall be the members present as defined under "**Membership.**"

Voting Rules

Normally, voting will be exercised by voice or a show of hands; however, a secret ballot shall be taken at the discretion of the chair or upon the request of a member with the support of ten percent of those present.

Presence of Non-members

University Assembly meetings shall be open to all faculty, staff, and students to the extent that seating is available. The assembly reserves the right to go into executive session for the entire session or a portion thereof at the discretion of the chair or at the request of a majority of the members present.

Agenda

The chair and university president shall prepare an agenda for presentation at the meeting. Members wishing to have a matter discussed at a meeting of the University Assembly must present their requests to the Senate Executive Committee before the agenda is prepared.

Distribution of Minutes

The secretary shall distribute minutes of a University Assembly to faculty and salaried staff within ten working days after the meeting.

Amendments to University Assembly Policies

According to the foreword in the *Employee Handbook*, revisions in policy, including amendments to University Assembly policies, may be suggested by any employee. Proposed amendments to Assembly

policies should be brought to the Senate Executive Committee, which may recommend them to the Senate for consideration. Proposed amendments which are recommended to the Senate must be circulated to each senator at least seven working days prior to the date of the Senate vote. A two-thirds majority vote is required to amend Assembly policies. The Assembly has the right to reconsider any such amendments as provided for under the section "Extent and Limitations of Senate Authority."

Procedural Questions

The latest edition of *Robert's Rules of Order* shall be used as a source of authority for parliamentary questions not covered in this manual.

Revised 2013

UNIVERSITY SENATE

1040

Purpose of the Senate

The Senate with its committees is designed:

1. To bring into close working relationship spokespersons representing the major interest segments of the University Assembly along with a representative of the Student Association;
2. To promote and encourage an intelligent understanding of the problems of the university;
3. To foster a spirit of mutual esteem and cooperation among individuals and schools/ departments; and
4. To make the university a competent, progressive, and vital force in the development of mature Christian men and women.

Functions of the Senate

1. The University Senate is empowered to establish policy relating to those functions specifically delegated to the University Assembly (see University Assembly, Functions).
2. The Senate also has the responsibility to study any university-related matter that is not in harmony with university objectives or that may impede the implementation of these objectives. The Senate shall render its report and advice to the University Assembly.

Extent and Limitations of Senate Authority

1. The University Senate is a legislative body established for the purpose of formation and review of all policy delegated to the University Assembly. Nevertheless, the University Assembly reserves the right to act as a legislative body and to review Senate actions. A copy of the minutes of each Senate meeting shall be made available to the University Assembly within ten working days of the meeting.
2. An action of the Senate may be reviewed, overruled, or otherwise considered by the Assembly in one of two ways: (1) through submission to the Assembly for its consideration by a majority vote of the Senate or (2) through a petition signed by at least 20 percent of the members of the University Assembly. The petition shall explicitly state the action(s) to be considered. Except for the summer joint Senate-Assembly meetings, the intention to circulate a petition must be signified in writing to the president within two weeks of the date of the Senate action and the signed petition must be delivered to the president within four weeks of that date. Intention to petition for Assembly discussion about

actions taken during the summer must be presented to the president within the first three weeks of the ensuing school year and the signed petition delivered to the president within five weeks of that date.

3. Whenever the president does not concur with an action of the University Senate, he/she will either implement the action or ask the Senate to reconsider it at its next regular meeting. If the Senate reaffirms the previous action by a two thirds vote, the president shall either implement the action or take the matter to the University Assembly, at which time the president and up to three elected members of the Senate representing the majority opinion shall be heard.
4. Senate actions are also subject to approval by the Board. In the event that the Board disagrees with the Senate in the area of educational policy, the president will refer that matter with a statement of the Board's objections back to the University Assembly for consideration.
5. The Senate's legislative authority can be delegated to any committee of the Senate with the stipulation that a report be made at the Senate session following a decision. Its authority does not extend over the internal affairs of departments except where these affairs affect another department or the university as a whole.
6. In the event of a dispute between the Senate and a department as to whether a proposed Senate action would improperly affect a department's jurisdiction, the president shall make a ruling on the disputed issue after consulting with the department head and the Senate Executive Committee.

Procedure for Choosing Members of the University Senate

1. Each year, senators from each district will oversee the election of new senators from their district to fill the vacant seats. The University Assembly is organized into the following districts:
 - a. District 1 (a total of 3 Senators will represent this district):
 - (1) School of Nursing
 - (2) School of Social Work
 - (3) Global Community Development Department
 - b. District 2 (a total of 3 senators will represent this district):
 - (1) English Department
 - (2) History and Political Studies Department
 - (3) Modern Languages Department
 - (4) School of Music
 - (5) School of Visual Art & Design
 - c. District 3 (a total of 3 Senators will represent this district):
 - (1) Biology/Allied Health Department
 - (2) Chemistry Department
 - (3) School of Computing
 - (4) Southern Online Campus
 - (5) Mathematics Department
 - (6) Physics and Engineering Department
 - d. District 4 (a total of 3 senators will represent this district):
 - (1) School of Business
 - (2) School of Journalism & Communication
 - (3) Center for Teaching Excellence
 - (4) McKee Library
 - e. District 5 (a total of 3 senators will represent this district):
 - (1) School of Education & Psychology

- (2) School of Physical Education, Health & Wellness
- (3) School of Religion
- f. District 6 (a total of 6 senators will represent this district—3 for each category):
 - (1) Administrative Staff
 - (2) Service Staff
- 2. Districts 1—5 are based on a ratio of one (1) representative for each 12 constituents, rounded down. District 6 is limited to a total of six (6) representatives, regardless of the number of constituents.
- 3. Redistricting, the ratio for representation, and the process for electing Senators must be reviewed by the Senate every five (5) years. The first review will occur during the 2019—2020 academic, and will occur every five (5) years thereafter.
- 4. The results of Senate elections are retained by the secretary of the Senate for use in filling vacancies that may occur during the year.
- 5. The University Assembly must ratify the full incoming Senate membership before spring commencement each year.

Procedure for Choosing Chair-Elect of the University Senate

1. The Chair-Elect of the University Senate must be a full-time faculty member who holds the rank of Associate Professor or Professor at Southern Adventist University.
2. In January, the University Senate, at a duly called meeting, will open the nomination phase for the position of Chair-Elect of the University Senate. Nominations must be sent to the Secretary of the University Senate in writing.
3. In February, the University Senate, at a duly called meeting, will close the nomination phase and will certify the candidates for Chair-Elect. If there have not been any nominations received or there are not any certified candidates who are willing to serve as Chair-Elect, then the Senate Executive Committee will nominate and certify candidates.
4. In March, the University Senate, at a duly called meeting, will elect the Chair-Elect of the University Senate from amongst the certified candidates.
5. The University Assembly must also ratify the Chair-Elect.
6. The results of Senate Executive Committee elections are retained by the Secretary of the University Senate for use in filling vacancies that may occur during the year.

Procedure for Choosing Parliamentarian of the University Senate

1. The Senate Chair-Elect shall nominate one or more candidate(s) for Parliamentarian before the last Senate meeting prior to spring commencement. Nominated candidates must be members of the incoming Senate.
2. At the last Senate meeting prior to spring commencement, the University Senate will elect the Parliamentarian of the University Senate from amongst the nominated candidates.

Officers and Members of the Senate Executive Committee

1. Membership:

- a. The Chair, elected the previous year as Chair-Elect.
 - b. The Chair-Elect/Secretary, elected for the current year.
 - c. The Past Chair, who has served as Chair the previous year.
 - d. The Parliamentarian of the Senate
 - e. The University President
 - f. The Vice President for Academic Administration.
2. Duties:
- a. The Chair directs meetings of University Assembly and the University Senate, reports to the president, and is present at meetings of the Board
 - b. The Chair-Elect conducts meetings in absence of the Chair.
 - c. The Past Chair takes an advisory role and serves as chair of the standing Senate Nominating Committee (see Policy 1060 “Senate Nominating Committee”).
 - d. The Chair, Chair-Elect, and Past Chair represent the University Assembly on other committees as specified in this manual.

Senate Membership

1. The Senate has 29 members.
 - a. Three Officers: The Chair, Chair-Elect, and Past Chair. These officers plus the parliamentarian serve on the Senate Executive Committee.
 - b. Twenty-one elected members from the University Assembly. Ten or eleven shall be elected each year to serve two-year non-renewable terms.
 - c. Five ex officio members: President, vice president for Academic Administration, vice president for Financial Administration, vice president for Student Development and Student Association president.
2. Any interim vacancy among elected senators is filled by the Secretary of the Senate, who will recruit the next eligible person per original election results for that position or, if necessary, oversee a specially called election in the district with the vacant seat. Ties in the original election shall be broken by random selection.
3. Unexpired terms of the Chair, Chair-Elect/Secretary, and Past Chair shall be filled by the same process by which they were chosen. Ratification by the Assembly is required, though this may be done by an online ballot.

Terms of Office

1. Senators normally serve non-renewable two-year terms except for the Chair, Chair-Elect and Past Chair. Senators chosen to complete the last part (less than a year) of a resigned senator’s last year in office are eligible for re-election to a new full term. Ex officio senators serve on the Senate for as long as they hold their respective offices.
2. The Senate shall maintain continuity of thought and action by staggering the terms of its members. Half (ten or eleven) of the elected senators shall be elected each year by their respective districts.
3. Resignations shall be submitted in writing to the Chair of the Senate at least one regular meeting before they become effective.
4. A senator who is absent twice during a Senate year will be sent notification of such by the Parliamentarian, emphasizing the attendance policy for the Senate. A third infraction,

the senator will be removed from the Senate. Senators who are unable to attend meetings because of a class conflict will also be replaced. The Senate Executive Committee may overrule such removal if it so chooses.

Election Schedule

Senate elections shall be held at a time specified by the University Senate Executive Committee. Voting shall be done by secret ballot. Ties shall be broken by the University Senate Executive Committee.

Organization of New Senate

1. The Senate year shall begin with the first meeting of the Senate following the spring commencement. At this meeting, a schedule of regular Senate and Assembly meetings shall be approved. The Senate year will end with the last meeting prior to spring commencement.
2. At the last Senate meeting prior to spring commencement, the Senate shall adjourn early and the incoming Senate shall meet for orientation and organization.
3. Standing Senate committee and subcommittee tenure shall coincide with the Senate year. The Senate committees shall be ratified no later than the April Senate meeting. Prior to the Senate's ratification of the committees, all prospective committee chairs must be notified personally and their appointments cleared by their respective dean or department chair. Ad hoc committees appointed by the previous Senate will cease to function unless specifically renewed by the new Senate.

Senate Officers

Chair of the Senate
Chair-Elect/Secretary of the Senate
Past Chair of the Senate

Selection of Elected Officers of the Senate

1. Resignations of the Secretary or Parliamentarian shall be in writing and shall be accepted or rejected by a vote of the Senate. Replacements shall be selected by the same procedure as that of the original elections.
2. The Senate Executive Committee **may** appoint, subject to ratification by the Senate, a Recording Secretary who is not a senator.

Duties of the Chair

1. To call and chair meetings of the Senate Executive Committee.
2. To call and chair meetings of the University Assembly and University Senate.
3. To report to the president.
4. To represent the faculty and salaried staff by being present at meetings of the Board.
5. To notify officers, committee members, and senators of their election or appointment.
6. To sit as an ex officio member of the standing and ad hoc committees of the Senate.
7. To communicate Senate actions pertaining to the *Employee Handbook* to the Human Resources department.

Duties of the Chair-Elect

In the Chair's absence, the Chair-Elect shall preside over the University Assembly, the Senate, and the Senate Executive Committee. The Chair-Elect shall also serve as the Secretary of the Senate and shall have the following duties.

Duties of the Secretary

1. To be the Secretary of the Senate Executive Committee.
2. To send a copy of the agenda to all members of the Senate and University Assembly at least three days in advance of each meeting.
3. To review (in consultation with the Chair) and distribute to all members of the Assembly the minutes of each meeting. Voted items affecting the *Employee Handbook* are noted by an asterisk and the underlined heading "Employee Handbook Changes."
4. To plan the elections for elective Senate seats.
5. To maintain a master copy of the working policy of the Senate (as set forth herein) and other rules of the Senate that shall be kept up-to-date, edited (as approved by Senate), and distributed to the members of the University Assembly and Senate.
6. To have on hand at each meeting a list of Senate members and all existing Senate committees and task forces, their chairs, and members.
7. To keep a permanent record of the minutes and make them available to members on the Senate website (<http://teams.southern.edu/teams/senate/>).
8. To fill the unexpired term of an elected senator by selecting and recruiting a new senator from the previous election results.

Duties of the Parliamentarian

The Senate Parliamentarian shall have the following duties:

1. To be Parliamentarian for the University Assembly and Senate. The Parliamentarian shall keep a copy of and be familiar with *Robert's Rules of Order* for determining parliamentary procedure.
2. To give advice to the Chair or, when requested, to any member of the Senate as to parliamentary procedure to be followed.
3. To call the attention of the Chair, as unobtrusively as possible, to any error in procedure that may affect the substantive right of any member.
4. To take attendance at each Senate meeting to be reported to the Secretary, and to report to the Chair when quorum has been met. To determine if a quorum has been met at Assembly meetings.
5. To send the required notification to senators who have been absent twice or whose names have been removed from the roll due to excessive absences, and to notify the Secretary of the need to fill empty positions.

Duties of the Recording Secretary

The Recording Secretary of the Senate (if so appointed) shall have the following duties:

1. To take an accurate record of the proceedings of Senate meetings.
2. To prepare the minutes of Senate meetings for approval by the Secretary and the Chair and to post the minutes on the Senate website within the designated time frame.
3. To assist the Secretary and Chair in carrying out their responsibilities by maintaining Senate files.

Revised 2016

SENATE PROCEDURES

1050

Meetings

1. Regular meetings shall be held at least once a month, with the exception of May, June, July, August, and December. Actions taken at specially convened summer meetings are subject to petition as described in “**Extent and Limit of Senate Authority.**”
2. A Senate session shall not extend beyond three hours.
3. Special meetings will be held when requested by 25 percent of the Senate, by 10 percent of the University Assembly, by the president, or by the Senate Executive Committee.

Quorum

A simple majority of Senate membership shall constitute the quorum necessary to start a Senate meeting. If, during the course of the meeting, the percentage of membership present drops below 40 percent, all business shall cease and the meeting shall be adjourned. Quorum for the Senate Executive Committee and other Senate committees shall be a majority of the membership.

Voting Rules

Normally, voting will be done by voice or a show of hands; however, it may be done by secret ballot or the use of clickers if judged advisable by the Chair of the Senate or requested by more than one senator. A roll call division of the house or a roll call vote (recorded by name) may be taken at the discretion of the Chair or at the request of a senator with the support of 20 percent of the senators present.

Presence of Non-members

Regular Senate meetings shall be open to faculty, salaried staff, and students to the extent that seating is available. The Senate reserves the right to go into executive session for the entire session, or a portion thereof, at the discretion of the Chair or at the request of a majority of the members present.

Non-member Participation

Upon the recommendation of a senator and/or with the approval of the Senate Executive Committee, a non-Senate-member may be invited to address the Senate on a particular issue.

Agenda

The agenda will be prepared by the Senate Executive Committee and shall be distributed to all members of the University Assembly at least three working days prior to the Senate meeting in order that non-Senate-members may have opportunity to hear the discussion of issues which interest them. Any item can be added

to the agenda with the approval of two thirds of those members present. Such an item will only be presented after previously designated items are dealt with. Policy items on which legislative action is to be taken must be circulated to all senators at least seven working days prior to the meeting at which the item is to be voted upon. (See “Changes” in the Foreword of the *Employee Handbook* for Senate approval of revisions or amendments.)

Distribution of Minutes

Minutes of the proceedings shall be distributed by the Secretary to all members of the University Assembly within ten working days.

Amendments to University Senate Policies

According to the Foreword in the *Employee Handbook*, revisions in policy, including amendments to University Senate policies, may be suggested by any employee. Proposed amendments to Senate policies should be brought to the Senate Executive Committee, which may recommend them to the Senate for consideration. Proposed amendments that are recommended to the Senate must be circulated to each senator at least seven days prior to the date of the Senate vote. A two-thirds majority vote is required to amend Senate policies. The Assembly has the right to reconsider any such amendments as provided for under section “**Extent and Limitations of Senate Authority.**”

Procedural Questions

The latest edition of *Robert’s Rules of Order* shall be used as a source of authority for parliamentary questions not covered in this manual.

Revised 2016

STANDING UNIVERSITY COMMITTEES

1060

Types of Committees

There are three major types of university committees:

1. Presidential Committees, which directly report to the president.
2. Administrative Committees, which are directly accountable to the Administrative Council and whose actions may be reviewed by the University Senate.
3. Senate Committees, which are subdivided into Academic and Student Development committees. Both subgroups are directly accountable to the University Senate and subject to Senate review.

All university committees are accountable to the University Board.

Jurisdiction

Questions concerning the jurisdiction of standing Administrative committees and Student Development committees shall be settled by the Administrative Council and/or University Board. Questions concerning the jurisdiction of standing Academic committees shall be settled by the Senate Executive Committee. The decision of any committee may be appealed to the president. The minutes of any university committee or subcommittee are accessible to any employee upon request. Such requests may be directed to the respective committee chair that is responsible for protecting privacy issues.

University Officers' Responsibilities to University Committees

The responsibilities of each officer of the university to the committees reporting through him/her are:

1. Maintain a functioning schedule for those committees.
2. Preside over the committees for which he/she has been named chair.
3. Assist the chairs of the other committees in preparing an annual agenda.
4. Correlate the work of his/her office with that of the committees.
5. Serve as a consultant in preparing recommendations by the committee to the respective authority.
6. Expedite the work of the committees but without veto authority over their recommendations.
7. Assist the committees in implementing plans and projects.

University Appointments to Committees

Appointments to committees unless otherwise specified are as follows: Appointments of membership on and chair of the university committees and subcommittees are to be made yearly by the Senate Executive Committee (or delegated by the Executive Committee to a special nominating committee as provided for below under "**Senate Nominating Committee**") and must be ratified by the Senate. Student members of these committees shall be appointed annually by the Student Senate. Committee and subcommittee membership is not restricted to members of the University Senate, nor is subcommittee membership restricted to the members of the parent committee.

Senate Nominating Committee

The Senate Executive Committee is permitted to delegate to a standing Senate Nominating Committee task of nominating persons to university committee memberships and chairmanships. The nominations will be brought to the Senate Executive Committee for review and then to the Senate for ratification.

The past chair of the Senate shall be the chair of the Senate Nominating Committee; however, in extenuating circumstances the Senate Executive Committee may appoint another individual who is an existing member of the Senate to serve as the chair of the Nominating Committee who will then serve on the Senate Executive Committee during his/her term as chair of the Nominating Committee. This person is responsible for reporting the nominations to the Senate Executive Committee. Besides the chair, there shall be six members of the University Assembly appointed by the Senate to staggered two-year non-renewable terms. These members should be selected for their knowledge and experience in working with faculty and staff, as well as being representative of a cross-section of the University Assembly.

Reporting to Senate

All university committees shall post minutes on designated websites for review by the Senate. Individual Senate committees may be asked by the Senate Executive Committee to report to the Senate. A subcommittee of a Senate committee must pass its recommendations to its parent committee for approval and posting on the designated website for Senate review.

Presidential Committees – Report through the President

Administrative Council
 Environmental Sustainability Committee
 University Archives and Records Committee
 Assessment and Effectiveness Review Committee
 Retention Committee
 Crisis Management Team
 Safety/Risk Control Committee
 Diversity Committee
 Employee Handbook Editorial Review Committee
 Faculty Affairs Committee
 Distinguished Service Medallion Committee
 Faculty Promotions Committee
 Financial Statement Review Committee
 Grievance Committee
 Honorary Degrees Committee
 President's Cabinet
 Sabbatical Committee
 Social/Recreation Committee
 Strategic Planning & Budget Committee
 University Senate Executive Committee

Administrative Committees:**– Report through the Vice President for Academic Administration**

Southern Missions and Evangelism Committee (*mission trip approval*)

– Report through the Vice President for Advancement

Fund Raising Committee
 Heritage Museum Committee
 Naming Committee
 Planned Giving Committee
 Public Art Committee

– Report through the Vice President for Enrollment

Financial Appeals Committee

– Report through the Vice President for Financial Administration

Access/Key Committee
 Audio-Visual Service Committee
 Employee Wellness Committee
 Human Resources Committee
 Safety/Risk Control Committee
 EPA & OSHA Compliance Audit Team
 Traffic Appeals Committee

– Report through the Vice President for Marketing and University Relations

Promotional Tour Committee

– Report through the Vice President for Student Development

Orientation Committee, New Student

Senate Committees:

Student Development Committees - Report through the Vice President for Student Development

Discipline Review Committee
Retention Committee
Student Intervention Committee
Student Personnel Committee
Student Development Committee
 Disability Services Committee
 Film Committee
 International Student Committee
 Screening Committee
 Spiritual Life Committee
 Student Activities Committee
 Student Media Board
 Student Wellness Committee

Academic Committees– Report through the Vice President for Academic Administration

Academic Research Committee
 Institutional Review board
Graduate Council
Distance Education Committee
Undergraduate Council
 Academic Review Committee
 Admissions Committee
 Advisement Committee
 General Education Committee
 Christian Service Committee
 Writing Committee
 Honors Committee (Southern Scholars)
 Southern Missions and Evangelism Committee (*academic credit issues*)

Revised 2016

ALPHABETICAL LISTING OF COMMITTEES

1080

Academic Research Committee (ARC)

Reports through VP Acad. Admin.

Membership: Thirteen members consisting of a total of nine faculty members appointed by the University Senate (at least one of whom teaches in a graduate program and one from Library). Faculty positions are staggered, three-year, non-renewable terms (eligible for another term after a one-year hiatus). Three faculty, are to be selected from each of the following areas:
Science/ Math (Biology, Chemistry, Computer Science, Math, and Physics and Engineering), **Life Sciences** (Faculty Development, On–line Campus, Business and Management, Education and Psychology, Journalism & Communication, Nursing,

Physical Education, Health and Wellness, Social Work, and Technology). **Liberal Arts** (English, History, Library, Modern Languages, Music, Religion, and Visual Art & Design). Student Association shall appoint one student for a one-year, non-renewable term (recommended that this student be selected from the pool of Southern Scholars, the vice president for Academic Administration, ex officio, Exec. Director Budget and Financial Analysis, ex officio, and the IRB chair, ex officio).

The ARC will elect a chair and secretary from among its membership. The secretary position is for two years, beginning at the time of election. The secretary is the chair-elect. The chair position is for two years, beginning at the time of appointment as chair, and is non-renewable.

The ARC will elect three IRB Committee members from among its membership, one member each from Science/Math, Life Sciences, and Liberal Arts. IRB Committee positions are for one year terms renewable as long as they are still members of the ARC

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

The Academic Research Committee facilitates academic research through four functions: support, quality assurance/review, funding and reporting. The Committee has authority to act in each of these areas as follows:

Support -The ARC:

1. Encourages and supports research initiatives and activities, including evaluating needs for in-service training and mentorship.
2. Recommends, through established administrative policy-making channels and the University Senate, actions and/or changes to policies applicable to research under its jurisdiction.
3. Makes available to faculty and staff, ARC grant applications and IRB applications.

Quality Assurance/Review - The ARC and the IRB:

1. Coordinates with SAU legal counsel, SAU Institutional Research, SAU Risk Management, and SAU Administration to ensure:
 - a. Compliance with legal, regulatory, and ethical laws, regulations, mandates, and provisions, and
 - b. Containment of University risk exposure related to academic research.
2. Receives notification of the development of unexpected risks in the course of conducting research, and, where appropriate, recommends actions relating to that risk.
3. Supports the integrity of University research activities, including quality, feasibility, and value.

Funding - The Academic Research Committee:

1. Reviews, approves or denies funding requests from SAU Faculty for academic research.

2. Cooperates with the SAU Associate Vice President for Budget and Finance to establish the annual grant budget used by the Academic Research Committee to facilitate campus-wide academic research.
3. Coordinates with the SAU Accounting Department in distributing approved research grant funds.

Recording and Reporting - The ARC, through the IRB subcommittee:

1. Receives, reviews and maintains records of all on-going campus wide academic research.
2. Reports annually, and as requested, to the University Senate the activities of the Academic Research Committee and the Institutional Review Board subcommittee.
3. Makes available to Academic Administration and Dean of Graduate Studies, through the ARC and IRB SharePoint sites, the current status of on-going campus wide academic research.

Revised 2017

Academic Review Committee

Reports to Undergraduate Council

Membership: Associate vice president for Academic Administration, chair, vice president for Student Development, associate vice president for Enrollment Management, director of Records and Advisement, director of Student Success Center, director of Learning Support Services, Three faculty appointed by the University Senate to staggered, non-renewable three-year terms (eligible for another term after a one-year hiatus).

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To review the academic status of students on conditional standing who are subject to dismissal; to spell out conditions for their retention or to dismiss them because of their lack of academic success.

Recommendations to be made to the Undergraduate Council:

To recommend changes to the conditional standing and dismissal policies.

Administrative Council

Reports through President

Membership: President, chair, vice president for Academic Administration, vice president for Financial Administration, vice president for Student Development, vice president for Advancement, vice president for Enrollment Management, all associate vice presidents, director of Marketing and University Relations, director of Alumni, director of Planned Giving, director of Records and Advisement, director of Institutional Research and Planning, controller, Graduate dean, director of Risk Management, Student Development representative and two faculty representatives selected by the University Senate.

Description and Purpose: The Administrative Council with its committees is designed to bring together representatives from all branches of administration to handle administrative matters in a systematic manner. It serves as the policy-making body for the administrative sector of the university and as the parent body for all administrative committees. Administrative committees recommend policy changes to the Administrative Council and report their actions as deemed necessary.

Extent and Limitation of Authority: The Administrative Council acts within authority delegated to it by the Board. Its decisions are subject to approval by the Board, which may restrict or expand the authority of the Administrative Council as necessary to transact university business.

In the event that employees disagree with a decision by the Administrative Council, they may request further explanations of the action and a second hearing of the question if 20 percent of the University Assembly so petition.

Signed petitions must be presented to the university president no later than four weeks after an official announcement about the action in question has been made. At the second hearing the Administrative Council may rescind, modify, or reaffirm its previous action. If an impasse still exists, the Board may be asked to decide the issue.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To act as the administrative authority on financial matters, and other general administrative matters that do not fall primarily within the domain of the University Senate, to formulate policies and to make exception to policies, pertaining to such matters, to delegate to appropriate committees the authority to make exceptions to policies, to approve non-budgetary purchases and major purchases provided by the budget; to approve housing contracts and sales of university assets; and to report to employees on those actions which are of general concern.

Admissions Committee

Reports to Undergraduate Council

Membership: Vice president for Enrollment Management, chair; associate vice president for Academic Administration, vice chair, applications manager in Admissions, secretary, director of Student Success Center, director of Records and Advisement, director of Learning Support Services, assistant director of Enrollment Management/Admissions, three members of the faculty (General Education background preferred) as selected by University Senate for a three-year, non-renewable term (eligible for another term after a one-year hiatus).

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To review and act on any applicant's request for admission whose situation is extraordinary or exceptional.

Recommendations to be made to the Undergraduate Council:

To recommend changes in admission policies as needed.

Adult Experiential Learning Committee

Reports to Vice President of Academic Administration

Membership: Four faculty who are selected by Senate to serve staggered, two-year, non-renewable terms (eligible for another term after a one-year hiatus). The Associate Vice President for Academic Administration and Director of Records and Graduate School Recruiter, ex officio.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To review best practices for evaluating adult experiential learning credits and oversee a process of establishing and granting credit, develop a process for evaluating student portfolios and provide training for faculty to evaluate portfolios.

Recommendations to be made through the Vice President for Academic Administration:

To recommend policies and procedures for evaluating and granting adult experiential learning credit.

Advisement Committee

Reports to Undergraduate Council

Membership: Assistant director of Records and Advisement, chair, vice president for Academic Administration, vice president for Enrollment Management, director of Student Success Center, First Year Experience Coordinator, Retention and First Year Advising Coordinator, and six teaching faculty from six departments/school appointed by the University Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,) and two students appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To plan and implement an on-going in-service training program for all faculty who participate as advisors, in cooperation with the Records Office and coordinator of advisement.
2. To encourage a grassroots participation in planning and implementing student advising as a primary responsibility of faculty and as an integral part of the educational process.
3. To provide for research and input from faculty and students for the improvement of advisement.

Recommendations to be made to the Undergraduate Council:

1. To recommend changes in advisement policies.
2. To devise and recommend a system of recognition and evaluation for faculty advisors.

Animal Care and Use Subcommittee

Reports through VP Acad. Admin.

Membership: Two faculty members, one of whom teaches in a graduate program, appointed by the University Senate for staggered non-renewable three-year terms (eligible for another term after a one-year hiatus), including the following: Biology, chair; Religion, a veterinarian (not affiliated with Southern), and a physician (not affiliated with Southern)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To oversee and approve all research on campus involving animals.

Revised 2013

Assessment and Effectiveness Review Committee

Reports to President

Membership: Senior Vice President for Academic Administration, chair; Director of Institutional Research and Planning, secretary; business intelligence analyst; the unit assessment system/document manager from the School of Education and Psychology; SACS liaison; three members of University Assembly with at least one salaried staff member and one faculty member appointed by the President's Cabinet with term of service limited to two years with a maximum of two terms and eligible for another two terms after a one-year hiatus.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To evaluate data received from major surveys and identify significant changes and trends of interest to the University.
2. To commission additional data collection based on assessment reports and feedback from the President and other campus entities.
3. To evaluate the effectiveness of the institutional research process.
4. Evaluate UPARs and Strategic Plan initiatives for ensuring appropriate assessment processes.
5. Compile periodic assessment reports and share them with the President, President's Cabinet, and other University entities as needed.

Recommendations to be made to the President:

To make recommendations regarding assessment and effectiveness for decision making, planning, and implementation of improvements.

Revised 2018

Audio-Visual Service Committee

Reports through VP Strategic Initiative

Membership: Associate vice president for Academic Administration, chair; audio-visual coordinator, secretary; dean of Academic Technology, two faculty members elected by University Senate for alternating two-year, non-renewable terms (eligible for another term after a one-year hiatus;) one member from Information Services appointed by the associate vice president, associate vice president for Financial Administration; vice president for Student Development, and one student appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To oversee the maintenance of an inventory of audio-visual equipment housed and used in each space.
2. To oversee the maintenance of an inventory of equipment kept for loan for activities not covered by equipment housed in spaces where it is used.
3. To receive and act on requests for upgrades and additions, within budget, to audio visual equipment and services.

Recommendations to be made through the vice president for Student Development:

1. To participate in designing audio-visual for all spaces e.g. classrooms and other meeting rooms and make appropriate recommendations.
2. To work with the audio-visual coordinator to develop and monitor the annual budget for audio-visual equipment.

Christian Service Committee

General Education Committee

Membership: Seven members of the University Assembly and two students. Four members of the faculty (one of which must be a dean or chair) appointed by the University Senate to staggered three-year terms, (each is limited to one term and not eligible for reappointment to another term until he/she has been off of the committee for one year), vice president for Academic Administration, director of the service program, university chaplain, and two students, one being the Student Association Community Service Director and the other appointed by the Student Senate for a one-year, renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To promote service in all fields of study.
2. To advise the director in the supervision of the Christian Service Program.
3. To establish standards of satisfactory service projects.
4. To recommend service-learning classes in consultation with department chairs.
5. To approve student initiated projects (mentored projects and/or co-curricular projects).

Recommendations to be made to the General Education Committee

To recommend policies regarding the service program to the General Education Committee.

Crisis Management Team (CMT)

Reports to the President

Membership: University President, chair; Presidents Cabinet with vice president for Financial Administration, alternate chair; director of Marketing and University Relations (or designee), secretary; one associate vice president for Financial Administration, director of Campus Safety (or designee), director of Risk Management, executive Information technology, vice president for Enrollment Management

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. Reviews and implements the Crisis Management Plan.
2. Makes Strategic decisions during a crisis.
3. Reviews information and analyzes conditions through the university that warrant a change to the Crisis Management Plan.
4. Allocates and directs distribution of resources during a crisis.

Disabilities Services Committee

Reports to Student Development Committee

Membership: Disability Services coordinator, chair; director of Student Success Center, one dean of men, one dean of women each appointed by the vice president for Student Development to staggered, non-renewable two-year terms (eligible for another term after a one-year hiatus,) associate vice president for Financial Administration, one faculty appointed by the University Senate for a three-year, non-renewable term (eligible for another term after a one-year hiatus,) and one student with a disability appointed by the Disabilities Services coordinator for a one-year, non-renewable term. Additional faculty selected by the subcommittee chair as needed in specific cases.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To oversee and advise the process of providing services to students with disabilities.
2. To keep the university informed of its responsibilities regarding students with disabilities and the nature and scope of reasonable accommodations.

Recommendations to be made to the vice president for Student Development:

To evaluate specific accommodation requests from students with disabilities and make recommendations regarding them.

Discipline Review Committee

Reports to VP Student Development

Membership: Director of Student Life and Activities, chair; dean of men, dean of women, two faculty members appointed by the University Senate to alternating two-year terms (limited to one term and will not be eligible for another term until they have been off the committee for one year,) and an additional faculty as needed (selected by the Chair)

AUTHORITY AND RESPONSIBILITY:

Recommendations to be made to the vice president for Student Development:

To assist the vice president for Student Development in student disciplinary decisions. The committee meets at the request of the vice president for Student Development or in response to the request of the student facing discipline.

Distinguished Service Medallion Committee

Reports to the President

Membership: Six members of the faculty and/or salaried staff, recommended to the president by the Faculty Affairs Committee, two of whom serve as alternates. Alternate members serve one year as described below (also see Faculty Employees Section 5000, Policy 5550, “Distinguished Service Medallion”) followed by a two-year term. The terms are staggered to allow two members to leave the subcommittee each year. At the beginning of each school year, the Faculty Affairs Committee appoints a chair and two alternates, and fills other unexpired terms when needed as vacancies occur (non-renewable terms, members eligible for another term after a one-year hiatus.).

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None

Recommendations to be made to the President:

The Medallion Subcommittee recommends recipients for the Distinguished Service Medallion according to procedures and criteria established by the Faculty Affairs Committee. The Medallion Subcommittee presents its recommendations to the university president. (See Faculty Employees Section 5000, “Distinguished Service Medallion,” Policy 5550, for an explanation of the committee’s procedures and the criteria for the medallion.)

Diversity Committee

Reports to the President

Membership: Chair appointed by the president, vice president for Academic Administration, vice president for Student Development, four faculty members selected by the University Senate and to serve alternating, non-renewable, two-year terms (eligible for another term after a one-year hiatus), director of Student Life and Activities, one residence hall dean appointed by the vice president for Student Development to a two-year term (eligible for another term after a one-year hiatus), a Collegedale Church pastor appointed by the Church senior pastor to a two-year, non-renewable term (eligible for another term after a one-year hiatus), a recording secretary appointed by the chair, and two students appointed by the Student Senate for one-year, non-renewable terms. The president serves ex officio.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To promote understanding of cultural differences and focus on ways to meet the needs and encourage full participation of every student in campus life.
2. To promote the celebration of diversity for all ethnic and underrepresented groups.
3. To help recruit under represented faculty, staff, and student groups.
4. To provide continuous diversity education for faculty staff, and students.
5. To search for financial resources for programs and scholarships to support diversity efforts on campus.

Recommendations to be made to the President:

1. To make policy recommendations regarding diversity.
2. To recommend approval of applications for financial resources to support diversity initiatives.

Employee Handbook Editorial Review Committee

Reports to President

Membership: AVP Academic Administration (chair); Graduate Dean; AVP of Human Resources; University Senate Chair; University Senate Past Chair; one member from University Assembly (renewable two-year term appointment; appointed by Senate), one hourly employee (renewable two-year term; appointed by Administrative Council).

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To oversee the ongoing inclusion, review, and revision of Procedures and Policies within the Southern Policy and Procedures Manual and Employee Handbook (Handbook).
2. To update the Handbook for editorial changes that do not change policy, but ensure accurate updates (for example: title changes, department name changes, etc.).
3. To recommend changes regarding policy inconsistencies to the President, University Senate, and/or Administrative Council as needed.
4. To prepare necessary documentation of policy changes in the Handbook and to submit documentation of policy changes to the President's Office four weeks in advance of Board meetings, for Board of Trustees review and approval.
5. To create a digital archive of Handbook policy changes.
6. To ensure consistency of updated Handbook content across all published platforms.

Recommendations to be made through the President

New 2017

Employee Wellness Committee

Reports through VP Fin. Admin.

Membership: Chair is appointed by the president; School of Physical Education, Health and Wellness designee, Risk Management Department designee, Health Services designee, Wellness Institute director, five employee/retiree representatives as selected by Ad Council for Alternating three-year, non-renewable terms (eligible for another term after a one-year hiatus), vice president for Financial Administration ex officio. In the absence of the committee chair, Wellness Institute director will serve as chair.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To plan and implement annual Wellness Assessments and encourage all employees to participate.
2. To plan and implement a calendar of activities to raise employee awareness for health and well-being as a personal responsibility.
3. To support and encourage healthy lifestyles and lifestyle changes known to limit illness and disease and promote longevity with high quality of life.

Recommendations to be made through the vice president for Financial Administration:

To recommend incentives for participation in the Employee Wellness Program.

Revised 2014

Enrollment Priorities and Improvements Committee (EPIC)

Reports to President.

Membership: Chair/Co-Chairs to be appointed by the President; Vice president of Marketing & University Relations, vice president of Enrollment Management, associate vice president of Human Resources, director of Admissions, director of Records, director of Strategic Planning, director of Housing, and retention coordinator.

Four members selected by the president (by recommendation of the co-chairs) with at least one required to be a faculty member.

Description and Purpose:

EPIC is tasked with engaging the University in managing customer relationship experiences creating a persistent focus on our students and families in the actions across the University, and driving the University to work together to obtain an optimum customer experience.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. Research and measure the customer service level students and parents are experiencing; establish with departments baseline KPI metrics; and assist in developing processes in areas that need improvement.
2. Improve employee interactions with students and parents by increasing the customer service culture of campus through, but not limited to, education and training programs.
3. Study university processes and interactions related to the customer experience and revise them through improvements where needed.
4. Remove interdepartmental hurdles (silos) to enhance the customer experience.

Revised 2019

Environmental Sustainability Committee

Reports to Administrative Council.

Membership: Director of Risk Management, chair; vice president for Financial Administration, director of Landscape Services, Waste Management recycling operator, director of Food Service, director of Service Department, director of *enactus*, director of Student Life and Activities, director of Plant Services for Energy Management, project and planning manager for Marketing and University Relations, Biology Department representative, one

community member, two faculty appointed by the University Senate for a two-year, non-renewable term (eligible for another term after a one-year hiatus), Student Association president, Green Initiative club president, Green Initiative Club vice president.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. Develop strategies for the advancement of Southern's commitment to environmental sustainability and stewardship, coinciding with the development and implementation of Southern's environmental management system.
2. Develop long-range sustainability practices, evaluate and prioritize plans, programs and projects including budgetary considerations.

Recommendations to be made to the President:

To make recommendations concerning environmental sustainability and the environmental management system programs and projects.

Revised 2013

EPA and OSHA Compliance Audit Team

Reports through VP Fin. Admin.

Membership: Director of Risk Management, chair; representative of Campus Safety, representative of Chemistry Department, representative of Landscape Services, representative Plant Services, representative of Service Department, representative of, representative of Technology Department, representative of Transportation

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

Performs periodic audits to monitor and correct environmental and workplace issues on campus. Reports findings to Safety Committee.

Revised 2014

Faculty Affairs Committee

Reports to the President

Membership: Seven members of the University Assembly, including six from the faculty, appointed by the University Senate to staggered, non-renewable three-year terms (eligible for another term after a one-year hiatus,) chair appointed by the president.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To foster scholarship and good teaching; to plan faculty in-service training sessions in consultation with the university president.
2. To encourage equitable distribution of teaching loads, committee assignments, and extra-curricular activities.
3. To encourage responsibility among faculty members in fulfilling their obligations to the university.
4. To fulfill the grievance procedures in the Faculty Employment chapter of the *Employee*

Handbook, Policy 5080.

5. To supervise updating the *Employee Handbook*, related to faculty affairs.
6. To provide professional counsel and guidance to individual faculty members upon request. (The line of responsibility of the Faculty Affairs Committee is determined by its specific function as detailed above and elsewhere in the *Employee Handbook*.)

Recommendations to be made to the President:

To make policy recommendations for the *Employee Handbook*, related to faculty affairs, (may be subject to approval by the University Senate.)

Faculty Promotions Committee

Reports to the President

Membership: Vice president for Academic Administration, chair; six Level 3 teaching faculty members, at least four of whom must hold rank of full professor and two members shall be elected each year by the University Senate for staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None

Recommendations to be made to the President:

To examine, on the basis of criteria which are to be reported to the University Assembly each year, the qualifications of faculty who are eligible for higher rank or Level 3 contract status, and, when desirable, to consider the qualifications of prospective faculty members; and to make appropriate confidential recommendations to the president.

Revised 2013

Film Committee

Reports to Student Development Committee

Membership: Chair appointed by the University Senate for a two-year renewable term, six members of the University Assembly, appointed by the University Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,) two students appointed by the Student Association Senate for one-year, non-renewable terms, director of Student Life and Activities.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To determine, by either preview or recommendation by an appropriate body, which entertainment films may be shown at university functions.

Recommendations to be made to the vice president for Student Development:

To make policy recommendations regarding films to be shown on campus.

Financial Appeals Committee

Reports through VP/Enroll.

Membership: Vice president for Enrollment Management, chair; vice president for Financial Administration, vice president for Student Development, vice president of Advancement (or designee) associate vice president for Financial Administration, director of Records and Advisement, head residence hall deans, or designees; assistant directors of Enrollment Management, student statement coordinator, student finance counselor representative (appointed by vice president for Enrollment Management), two faculty representatives selected by Senate for 2-year, staggered, non-renewable terms (eligible for another term after a 1-year hiatus).

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To consider appeals, petitions, and exceptions for financial assistance, including loans and scholarships.

Recommendations to be made through the vice president for Enrollment:

To recommend changes in student financial policies as needed.

Financial Statement Review Committee

Reports to President

Membership: The vice president for Financial Administration, chair; controller, secretary; all vice presidents, all associate vice presidents, executive director of Information technology, University Senate chair, past University Senate chair, and University Senate chair-elect. (Members do not have the option of sending representatives in the members' absence for continuity.) The president serves ex-officio.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To review the monthly financial statements for comparing actual results to budget and to review budget variance and proposed action reports as requested. Members are to function for the whole institution and are not just representatives for the areas for which they are responsible.

Recommendations to be made to the President:

To make recommendations regarding policies and procedures coming from the review of monthly financial statements.

Fund-Raising Committee

Reports through VP Advancement

Membership: Vice president for Advancement, chair; vice-chair; administrative assistant to vice president for Advancement; director of Planned Giving, director of Alumni, director of Student Life, Annual Giving officer, chief accountant, WSMC general manager, database manager, assistant director of Student Finance, and two school deans/department chairs appointed by the Administrative Council for alternating two-year, non-renewable terms (eligible for another term after a one-year hiatus,) one student appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To prioritize and coordinate fund-raising activities campus-wide to avoid multiple solicitation of potential donors and overlapping dates of campaigns.
2. To communicate fund-raising policies to faculty, staff, and students to protect the non-profit status of the university and the charitable deduction status of gifts made to it.
3. To develop and communicate procedures for the proper acceptance and receipt of contributions whether they be unsolicited or in response to fund-raising.
4. To consider and act on all fund-raising projects proposals under \$25,000, from all university entities whether or not university receipts for tax deductible contributions are sought.
5. To offer alternatives when proposals for fund-raising are not approved as submitted.

Recommendations to be made through the vice president for Advancement:

1. To consider and make recommendations on all fund-raising projects over \$25,000, from all university entities whether or not university receipts for tax deductible contributions are sought.
2. To develop and recommend the updating of fund-raising policies.

Revised 2013

General Education Committee

Reports to Undergraduate Council

Membership: Seven members of the teaching faculty, including the chair of the Writing Committee, the honors director, and a member of the Undergraduate Council, appointed by the University Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,) one student appointed by the Student Senate for a one-year, non-renewable term. Chair appointed by the University Senate for a two-year term (may be renewed once – eligible after a one-year hiatus.) The vice president for Academic Administration, the director of Institutional Research and Planning, and the Christian Service Program director serve ex officio.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To monitor the effectiveness of the general education program.
2. To review and act on recommendations from the Writing Committee.
3. To review and act on recommendations from the Christian Service Committee.

Recommendations to be made to the Undergraduate Council:

Develop and recommend changes to the general education program.

Graduate Council

Reports through VP Academic Administration

Membership: Graduate Dean, chair; deans of schools with graduate programs or his/her designee,

director of Records and Advisement, director of Libraries, vice president for Enrollment, two graduate faculty representatives to one-year, non-renewable terms; vice president for Academic Administration, ex officio.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To serve as liaison between schools with graduate programs and the vice president for Academic Administration.
2. To publish an annual catalog describing graduate programs, including financial information.
3. To approve policies for graduate programs entrance, continuation, and graduation and when necessary interpret and resolve graduate policy issues.
4. To develop and approve appropriate forms for record keeping for students in graduate programs.
5. To act upon petitions and appeals which require responses exceeding the authority of a school dean or the vice president for Academic Administration.
6. To serve as the university curriculum committee for graduate programs with the authority to recommend the following:
 - a. Curriculum changes originated by the schools for specific degrees.
 - b. Study tours.
 - c. Proposals for specific study programs including workshops and continuing education.
 - d. Continuing approval of lecture series and other special graduate-level study programs offered on a regularly recurring schedule.
 - e. Specification program-by-program of requirements for student engagement in research and/or appropriate professional practice and training experiences.
 - f. Expectations for knowledge of the literature in each discipline.

(The University Senate has the right of review of all actions pertaining to all curricular matters except for editorial and non-substantive changes.)

Recommendations to be made to the vice president for Academic Administration:

To recommend the addition of new graduate study programs and the termination of unneeded programs.

Grievance Committee

Reports through President

Membership: Chair, elected by the Senate from faculty or salaried staff, three faculty and three staff, one alternate faculty and one alternate staff elected by Senate for 2- year staggered terms. Members may serve two consecutive terms maximum, eligible for another term after a one-year hiatus. The Human Resources director shall be ex officio, the non-voting secretary of the Grievance Committee.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

The Grievance Committee shall have jurisdiction over matters including, but not limited to age, race, gender discrimination, national origin, handicap-disability, harassment, sexual misconduct, termination of employment and non-renewal of employment agreement.

Heritage Museum Committee

Reports through VP Advancement

Membership: Vice president for Advancement, Chair; and four to six members are appointed by the president in consultation with the Alumni Council and with approval of the Administrative Council to serve alternating two-year renewable terms. Membership should include representation from (a) the Alumni Council, (b) alumni affinity groups, (c) university administration, and (d) museum volunteers, and one student appointed by the Student Senate for a one-year, non-renewable term. director of Alumni serve ex-officio.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To assist with planning museum operations and exhibits.
2. To approve and exhibit museum acquisitions that do not have significant financial impact on the university.
3. To approve museum operational hours.
4. To promote museum events and exhibits to alumni, current students, faculty/staff, and community constituents.

Recommendations to be made through the vice president for Advancement:

1. To develop or review and recommend updates to the museum mission statement.
2. To review and recommend an operating budget.
3. To recommend approval of museum acquisitions that may have a financial impact on the university.

Honorary Degrees Committee

Reports to the President

Membership: Three faculty members appointed by the University Senate, three administrators and one Board member appointed by the university president. The chair shall be appointed annually by the president from among the members of the committee. The members will serve three-year staggered, non-renewable terms (eligible for another term after a one-year hiatus,)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None

Recommendations to be made to the President:

Nominate candidates to the president for his consideration and recommendation to the University Board, for honorary degrees.

Honors Committee (Southern Scholars)

Reports to Undergraduate Council

Membership: Honors director, chair, six members appointed by the University Senate, including a member of the Undergraduate Council, to staggered, non-renewable three-year terms (eligible for another term after a one-year hiatus,) the associate vice president for Academic Administration, and one student appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To implement the honors program; to promote honors as an alternative plan of general education among qualified students; to recommend. (The Honors director serves as a special advisor to students participating in the program.)

Recommendations to be made to the Undergraduate Council:

To recommend changes in the honors program, including norms for honor status.

Human Resources Committee

Reports through VP Fin. Admin.

Membership: Vice president for Financial Administration, chair; associate vice president of Human Resources, secretary and associate chair; and the following seven representatives who will each serve a staggered, non-renewable two-year, term-eligible for another term after a one-year hiatus: one faculty representative selected by the University Senate, one ancillary/service representative, three hourly representatives, and one exempt non-faculty employee selected by the Administrative Council, and one Student Finance representative (hourly or salary) appointed by the vice president for Enrollment Management.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To record the hiring of faculty and approve the hiring of all other full-time and part-time university employees
2. To set hourly/salary pay grades, benefits, etc., for jobs and individuals.
3. To consider and act on requests addressed to the Human Resources Committee.
4. To consider and act on requests for individual exceptions to the Health Care Assistance Plan.
5. To consider and act on exceptions to policy for special employee needs.

Recommendations to be made through the vice president for Financial Administration:

To review proposed modifications to the Health Care Assistance Plan and recommend changes (approval by the NAD Health Care Assistance Plan Administrative Committee must be received for policy modifications).

Appeals of Human Resources Committee actions should be submitted to the Administrative Council.

The Institutional Review Board is a subcommittee of the Academic Research Committee and acts to facilitate the conduct of ethical academic research campus wide.

Membership: Seven members appointed by the Academic Research Committee. The Director of the Center for Teaching Excellence, Chair. Three Academic Research Committee members appointed for a one year renewable term, one appointee each selected from the following areas: Science/ Math (Biology, Chemistry, Computer Science, Math, and Physics) Life Sciences (Academic Technology, Faculty Development/On-line Campus, Business, Education, Journalism & Communication, Nursing, Physical Education, Psychology, Social Work, and Technology). Liberal Arts (English, History, Library, Modern Languages, Music, Religion, and Visual Art & Design). The Academic Research Committee Chair, ex officio, a veterinarian (not affiliated with Southern), and a physician (not affiliated with Southern).

Functions:

1. To recommend to the Academic Research Committee (ARC) policies and procedures for the conduct of academic research involving human subjects, animals and plants campus-wide.
2. To review all academic research proposals to determine whether they are exempt from IRB approval.
3. To review for approval, all non-exempt academic research proposals involving human subjects, animals and plants.
4. To ensure compliance with legal, regulatory, and ethical mandates and provisions relating to research involving human subjects, animals and plants.
5. To coordinate with the ARC, with Academic Administration and with the dean of Graduate Studies in maintaining records of on-going academic research.
6. To coordinate with the ARC, with Academic Administration and with the dean of Graduate Studies in maintaining records of ethics training of faculty and students.

Responsibilities: The IRB:

1. Complies with approved policies and procedures that ensure the integrity of campus-wide exempt and non-exempt academic research.
2. Provides certified research compliance training for faculty and students involved in academic research.
3. Makes available to faculty and students the necessary IRB applications needed for IRB approval;
4. Provides assistance needed by faculty and students in completing the necessary IRB applications.
5. Reviews to approve, exempt, require modifications to secure approval, or disapprove all research activities proposals covered by this policy.
6. Conducts review of on-going research at intervals appropriate to the degree of risk, but not less than once per year.

7. Reviews proposed changes in research activities to ensure that changes in approved research, during the period for which IRB approval has been given, continues to comply with IRB protocols.
8. Requires that information given to subjects as part of informed consent is in accordance with policy.
9. Requires or waive documentation of informed consent.
10. Notifies, in writing, investigators and the institution of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision, and give the investigator an opportunity to respond in person or in writing.
11. Monitors and provides additional safeguards when vulnerable subjects (minors, mentally incompetent, prisoners, economically disadvantaged, pregnant females) are involved in the research in order to protect against coercion or undue influence.
12. Conducts its review of potentially sensitive research (except when an approved exempt or expedited review procedure is used) at convened meetings where a majority of the members of the IRB are present.
13. Approves potentially sensitive research only with the concurrence of a majority of those members in attendance or with an e-vote.
14. Reports to the Graduate Dean and Academic VP any continuing or serious matters of non-compliance by investigators with the requirements and determination by the IRB.
15. Suspends or terminates approval of research that is not in compliance with the IRB's determinations or has been associated with unexpected serious harm to subjects.
16. Maintains up to date records of all research conducted at SAU.

Records: The IRB through the ARC SharePoint Website

1. Retains copies of all research proposals reviewed, scientific evaluations, if any, that accompany proposals, approved sample consent documents, approved advertising or other solicitations for subjects, progress reports and injuries to subjects.
2. Maintains minutes of all IRB meetings which shall be in sufficient detail to show meeting attendance, actions taken by the IRB, the vote on these actions, including the number of members voting for, against, and abstaining, the basis for requiring changes in or disapproving research, and a written summary of the discussion of controversial issues and their resolution.
3. Maintains records of IRB training programs including faculty and student completion of CITI training.
4. Maintains records of continuing review activities.
5. Retains copies of all correspondence between the IRB and investigators.
6. Maintains listings of all IRB members identified by name, earned degrees and their professional representative capacity.

7. Maintains a manual and website outlining IRB procedures and provides all IRB applications and forms.

Revised 2014

International Student Committee

Reports to Student Development Committee

Membership: Retention & First-Year Advising Coordinator, chair; director Student Life & Activities, associate vice president Academic Administration, one (1) Enrollment Management representative (appointed by the vice president Enrollment Management), Records & Advisement representative (appointed by vice president Academic Administration), Human Resources representative (appointed by vice president Financial Administration), executive director Budgeting, ESL instructor (appointed by vice president Academic Administration), vice president Student Development (invitee), 1 international student (appointed by the Student Senate for a 1-year non-renewable term); 2 students (appointed by director Student Success Center)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To provide general oversight for university responsibilities regarding international students.
2. To ensure Southern Adventist University's compliance with immigration laws.
3. To function as a liaison between students, university, and governmental entities.
4. To ensure up-to-date information to students and faculty.
5. To review issues regarding work and internship issues.
6. To determine students' need for economic hardship off-campus employment
7. To determine eligibility to attend Tennessee Conference for International leadership (TN-CIL).
8. To provide general oversight of international guests who arrive on campus in student capacities.
9. To support the integration of international students into Southern campus culture.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None.

Recommendations to be made through the vice president for Student Development:

To make policy recommendations pertaining to international students. Revised 2018

Access/Key Committee

Reports through VP Financial Administration

Membership: Associate vice president for Financial Administration, chair; access manager, secretary, director of Campus Safety, associate director of Plant Services, associate vice president of Human Resources, associate vice president of Information technology, director of Risk Management, one residence hall representative, one Conference Services representative, one faculty representative selected by University Senate for two-year, staggered, non-renewable terms (eligible for another term after a one-year hiatus,) and one full-time staff member appointed by the Administrative Council for alternating two-year, non-renewable terms (eligible for another term after a one-year hiatus,)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To write, revise, and update the Access/Key Policy as deemed appropriate..
2. To oversee and review compliance with the Access/Key Policy.
3. To consider and act on requests for exceptions to the Access/Key Policy,
4. To recommend changes to the Access/Key Policy to Administrative Council.

Revised 2013

Naming Committee

Reports through VP Advancement

Membership: Chair appointed by the president; president, vice president for Financial Administration, vice president for Enrollment Management, vice president for Advancement, director of Marketing and University Relations, director of Alumni, associate vice president for Financial Administration, one faculty member selected by the University Senate for a two-year, non-renewable term (eligible for another term after a one-year hiatus,) and one student appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None.

Recommendations to be made through the vice president for Advancement:

To recommend names for building, roads, walks and other campus locations and entities.

Orientation Committee, New Student

Reports through VP Student Development

Membership: First Year Experience/Coordinator, chair, director of Student Success Center, director of Student Life and Activities, Counseling Services coordinator, men's residence hall dean, women's residence hall dean, assistant director of Records and Advisement, director of Institutional Research and Planning, two teaching faculty members appointed by the University Senate to alternating, non-renewable, 2-year terms (eligible for another term after a one-year hiatus), student representative, vice president for Student Development, ex officio.

Functions: The New Student Orientation committee, in cooperation with the offices of Student Development and Academic Administration, provides oversight to the planning of programs designed to orient new students and parents to Southern Adventist University. The objectives are to:

1. Assist new students in understanding the purposes of higher education and the mission of the institution.
2. Assist new students in understanding their responsibilities within the university and community setting.
3. Provide new students with information about academic policies, procedures, requirements, and programs.
4. Inform new students about the availability of services and assistance programs.

5. Assist new students in becoming familiar with the campus and local environment.
6. Provide intentional opportunities for new students to interact with faculty, staff, and continuing students.
7. Provide relevant orientation information and activities to the new student's primary support groups.

Off-campus Learning Committee

Reports through VP Acad. Admin

Membership: Associate vice president for Academic Administration, chair; dean of Graduate Studies, co-chair; dean of Online Learning/Faculty Development; director of Records and Advisement; director of Libraries; associate vice president for Enrollment Management; vice president for Financial Administration; two faculty appointed by the University Senate to alternating, non-renewable, 2-year terms (eligible for another term after a one-year hiatus), and one student appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. Monitor the quality of online courses.
2. Act as an advisory for Online Learning/Faculty Development
3. Monitor extension classes
4. Monitor compliance with off-campus site related policies and agreements.
5. Study need for off-campus sites and negotiate preliminary agreements.

Recommendations to be made to the vice president for Academic Administration:

1. Develop and recommend guidelines and policies for online course development.
2. Recommend to Undergraduate Council online course policies & procedures for approval
3. Develop and recommend policies governing off-campus sites for programs/courses
4. Recommend approval of off-campus sites, courses, and agreements.

Planned Giving Committee

Reports through VP Advancement

Membership: Vice president for Advancement, chair, vice president for Financial Administration, vice chair, director of Planned Giving, secretary, controller, chief accountant, and one representative from the School of Business selected by the Dean for a two-year, non-renewable term (eligible for another term after a one-year hiatus,) and two community persons appointed by the Administrative Council for two-year, staggered, non-renewable terms (eligible for another term after a one-year hiatus,).

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To oversee the acceptance, administration, and distribution of trust assets, and any other items

which relate to deferred giving.

Recommendations to be made through the vice president for Advancement:

To review and make recommendations regarding all trust, charitable gift annuities, and other deferred giving instruments.

President's Cabinet

Reports to the President

Membership: President, chair; the vice presidents, as well as invitees as appropriate.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To assist the president in an advisory capacity and to provide a forum for discussion (in a staff relationship).

Recommendations to be made to the President:

No official recommendations are made as a policy recommending body.

Promotional Tour Committee

Reports through VP Strategic Initiative.

Membership: Vice president for Enrollment, chair; president, vice president for Academic Administration, chaplain, dean of the School of Music, Gym-Masters director.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To coordinate and approve policies, budgeting, fundraising, and scheduling regarding university sponsored promotional touring groups.

Public Art Committee

Reports through VP Advancement

Membership: Chair appointed by the president; president; vice president for Advancement; director of Marketing and University Relations, director of Landscape Services; director of Alumni; three faculty members, one from Visual Art and Design, one from History, and one from any other department; one representative from the Library; and one staff member. (Last five members are appointed by University Senate for staggered, non-renewable three-year terms(eligible for another term after a one-year hiatus,) and one student appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To explore the concept of art and museum displays and exhibits throughout the entire campus.
2. To advance the acquisition and expansion of holdings.

3. To evaluate the best way to promote and display items.
4. To promote use of the collections in student and community learning.

Recommendations to be made through the vice president for Advancement:

1. To give approval and guidance for public art projects on campus. This includes items such as sculptures, major works of art, fountains, etc.
2. To develop and recommend guidelines for considering new acquisitions.
3. To recommend acquisition and placement of items that may require a financial commitment by the university.
4. To develop and recommend plans to position SAU as a major collector.

Retention Committee

Reports to Assessment and Effectiveness Review Committee

Membership: Vice president Strategic Initiative, chair; the associate vice president for Academic Administration, three faculty members appointed by the University Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus), one representative from Student Development appointed by the vice president for Student Services to a non-renewable, three-year term (eligible for another term after a one-year hiatus), director of Institutional Research and Planning, two student members selected by the student senate for one-year, non-renewable terms.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None

Recommendations to be made to the President:

To study and make recommendations regarding all aspects of student success, student development, client satisfaction, and student retention.

Sabbatical Committee

Reports to the President

Membership: Vice president for Academic Administration, chair; vice president for Financial Administration, three faculty appointed by the University Senate to staggered, non-renewable two-year terms (eligible for another term after a one-year hiatus)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

None

Recommendations to be made to the President:

To consider faculty requests for sabbatical leaves; and to make recommendations to the president for approval.

Safety Reporting Oversight Committee

Reports through senior VP Fin. Admin.

Membership: Chair * (see below); director of Campus Safety, associate chair; senior vice president for Financial Administration; vice president for Student Development; vice president for Marketing & University Relations; associate vice president for Human Resources; director of Risk Management; director of Student Life & Activities; dean of School of Physical Education; director of University Health Center; Family Housing Coordinator

* The chair is appointed by the senior vice president for Financial Administration in consultation with the director of Campus Safety based on which Campus Safety employee has primary responsibility for Clery Compliance matters.

Authority and Responsibility:

1. Provide oversight for the university's compliance regarding the Federal Clery Act and all Amendments, such as the (HEA) Higher Education Act and (VAWA) Violence Against Women Act, as well as TIBRS and other safety reporting requirements.
2. Review annual requirements such as campus security authority training, gathering of crime statistics, classification of crimes, policy, policy statements, distribution of Annual Security and Fire Safety Report, and recommendations or requirements as published by the Department of Education or state governmental agencies.
3. To review historical disclosures sent to the campus community, such as the daily crime and fire log, timely warning notices, and emergency notifications.

Authority to act:

None

Recommendation's to be made through the senior vice president for Financial Administration

Make policy recommendation to Administrative Council for items pertaining to the Federal Clery Act and other designated areas of responsibility.

New 2018

Safety/Risk Control Committee

Reports through Crisis Committee

Membership: Vice President for Financial Administration, chair; director of Campus Safety, vice chair; vice president for Student Development; associate vice president for Financial Administration, director of Energy Management (or designee), Alarm Systems engineer, one faculty member appointed by the Faculty Senate (one year term), one dean of men (or designee), one dean of women (or designee), director of Transportation (or designee), director of Food Services (or designee), dean of School of Physical Education, Health, and Wellness (or designee), director of Plant Services (or designee), director of Landscape Services (or designee), director of Service, chair of Chemistry Department, manager of Village Market, director of Health Services (or designee), director of Risk Management, director of Purchasing (or designee)

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To review the facilities to provide greater safety of campus including all workers' compensation, building, auto, and liability claims. One meeting per year is to be attended by an ARM field service representative.

Revised 2013

Screening Committee

Reports to Student Development Committee

Membership: Chair appointed by the University Senate for a two-year renewable term, one member of the School of Music appointed by the Dean of the School of Music, one dean of men and one dean of women appointed by the vice president of Student Development, three members of the University Assembly appointed by the University Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus), two students appointed by the Student Senate to one-year, non-renewable, terms, director of Student Life and Activities.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To approve, at the request of the vice president for Student Development, student programs before they are presented.

Recommendations to be made to the vice president for Student Development:

To make policy recommendations regarding student programs.

Social/Recreation Committee

Reports to the President

Membership: Seven or more members, three of whom must be members of the University Assembly appointed to staggered, non-renewable, three-year terms by University Senate. Remaining four or more members appointed by the president/f. Chair appointed by the president annually.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To coordinate, plan, and carry out social and recreational activities for the employees.

Recommendations to be made to the President:

To make recommendations regarding the social/recreation budget and other issues.

Southern Missions and Evangelism Executive Committee

Reports through VP Academic Administration

Membership: School of Religion Dean, chair; VP Financial Administration, Associate VP Academic Admin, University Chaplain, Christian Service Program Director, Director of Advancement, Short-term Missions Coordinator, School of Nursing Dean, one student, appointed by the Student Senate, to a one-year renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

- 1) Propose and revise policies governing short-term mission and evangelism trips.
- 2) Review and approve for recommendation to Ad council all short-term mission trips.
- 3) Review and approve budgets and financing of short-term mission trips.
- 4) Monitor effectiveness of short-term mission trips.

- 5) Approve fund-raising activities for trips not covered by lab fees.

Recommendations made through vice president for Academic Administration:

- 1) Recommend reviewed and approved trips to Ad Council for final approval
- 2) Recommend issues dealing with academic credit to Undergrad/Grad Council.

Spiritual Life Committee

Reports to Student Development Committee

Membership: University chaplain, chair; president, and vice president for Student Development, three members of the University Assembly appointed by the University Senate, one of whom teaches in a graduate program to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus), one representative of the School of Religion appointed by the dean of the School of Religion, the senior pastor of the Collegedale Church or his designee, two students appointed by the Student Association Senate to one-year, non-renewable, terms, two students appointed by the committee chair for one-year terms,

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To give study to the spiritual needs of the student body.
2. To develop, plan, coordinate, and promote student non-academic spiritual activities on and off the campus.
3. To approve applications for general student mission service.
4. To approve applications for campus ministry directors.

Recommendations to be made to the vice president for Student Development:

To recommend policies regarding the spiritual life of the student body.

Strategic Planning and Budget Committee

Reports to the President

Membership: President, chair; vice president for Strategic Initiative, vice chair, all vice presidents, all associate vice presidents, director of Institutional Research and Planning director of Human Resources, director of Marketing and University Relations, one Board member appointed by the Chair of the Board, past chair of the Senate, current chair of the Senate, chair-elect of the Senate, two faculty, members for rotating non-renewable, three-year terms (selected by the University Senate from four names nominated by the vice president for Academic Administration (eligible for another term after a one-year hiatus), the Student Association president, and the university chaplain.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To develop long-range strategic plans, evaluate the strategic plans presented by the university vice presidents and prioritize strategic plans, programs and projects including budgetary considerations; and to develop the annual university budget.

Recommendations to be made to the President:

To make recommendations concerning the strategic plans, programs and projects to the President.

Student Activities Committee

Reports to Student Development Committee

Membership: Director of Student Life and Activities, chair; Intramural Director, one dean of men, one dean of women each appointed by the vice president for Student Development, four University Assembly members appointed by the University Senate to staggered, non-renewable, two-year terms (eligible for another term after a one-year hiatus), three students including the social vice president of the Student Association appointed by the Student Association Senate for one-year, non-renewable terms, vice president for Student Development.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To plan and arrange student entertainment programs for the university with specific attention to Saturday night.
2. To approve and oversee student organizations.
3. To advise the intramural sports program that is administered by the School of Physical Education, Health, and Wellness.

Recommendations to be made to the vice president for Student Development:

To develop and recommend policies and guidelines for general student activities and recreation, including Intramurals, Student Association social activities, Student Center, and the residence halls.

Student Intervention Committee

Reports to VP Student Development

Membership: Director of Student Success Services, chair; associate vice president for Academic Administration, First Year Experience and Retention coordinator, a representative from Records and Advisement (appointed by the director of Records and Advisement,) either the university chaplain or his designee, dean of men, one additional dean of men (appointed by the dean of men,) dean of women, one additional dean of women (appointed by the dean of women,) two faculty appointed by the University Senate to alternating, renewable, two-year terms; Consultants: vice president for Enrollment Management, vice president for Student Development.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. Review names of students submitted to Learning Success Services by any university employee having observed behavior which indicates a need for personal intervention.
2. Develop recommendations and request that Individual committee members or other faculty /staff members contact specific students based on committee recommendation.

Recommendations to be made to the vice president for Student Development:

To make any appropriate policy recommendations regarding student intervention.

Student Media Board

Reports to Student Development Committee

Membership: Faculty/staff, chair (appointed by president for a two-year term), dean of the School of Journalism and Communication (or designee), *Southern Accent* adviser, *Southern Accent* editor, *Joker/Numerique* adviser, *Joker/Numerique* editor, *Southern Memories* adviser, *Southern Memories* editor, Festival Studios adviser, Festival Studios producer, Student Association president, Student Association executive vice president, vice president for Student Development.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To nurture effective student media and cultivate campus leaders who develop communication skills for the church and society.
2. To supervise all student editors/producers.
3. To grant official approval and provide general oversight for all media produced and edited by students, except those media with authorization from specific university departments.
4. To appoint all editors of specific media from candidates who have completed the defined application process.
5. To actively recruit candidates to submit applications for editor/producer of specific media.
6. To review the performance of student editors/producers; to replace an editor/producer, if necessary.
7. To resolve conflict regarding content between the editor/producer and the adviser.
8. To require alterations to the content of specific media when necessary.
9. To approve new student media.

Recommendations to be made to the vice president for Student Development:

1. To make recommendations for policies related to student media.
2. To recommend (for ultimate approval by to the university president) advisers of specific student-produced media

Student Personnel Committee

Reports to VP Student Development

Membership: Vice president for Student Development, chair; director of Student Life and Activities, secretary; university chaplain, director of Student Success Center, director of Learning Support Services, dean of men; dean of women

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To give study to and advise the vice president for Student Development concerning matters related to various student services and the administration of policies which affect student services.

Recommendations to be made to the vice president for Student Development:

None

Student Development Committee

Reports through VP Student Development

Membership: Vice president for Student Development, chair; director of Student Life and Activities, secretary; three members of the University Assembly appointed by the University Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus), three students appointed by the Student Association Senate for one-year terms; the dean of men and dean of women. and the chairs of the following committees: Disabilities Services Committee, Film Committee, International Student Committee, Screening Committee, Spiritual Life Committee, Student Activities Committee, Student Media Board, and Student Wellness Committee.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To promote the overall well-being of all university students and except for financial and academic issues, provide oversight for all student life issues and activities including the Student Association of the university.

Recommendations to be made through the vice president for Student Development:

To give study to, formulate, and recommend policies concerning student life except for academic and financial issues.

Student Wellness Committee

Reports to Student Development Committee

Membership: Chair, appointed by the University Senate upon the recommendation of the vice president for Student Development; Student Wellness Director; two students appointed by the Student Association Senate for one-year terms; one dean of men, one dean of women, two faculty/staff, appointed by the University Senate for two-year, non-renewable terms (eligible for another term after a one-year hiatus), chair of Employee Wellness Committee, and vice president for Student Development, consultant.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To oversee the Student Wellness program in counsel with the University Chaplain, University Health Services and the School of Health, Physical Education and Wellness.

Traffic Appeals Committee

Reports to VP for Financial Administration

Membership: Director of Campus Safety, chair; two Student Association senators appointed by the Student Senate and two faculty/staff appointed annually by Administrative Council each August. The chair is a non-voting member except to break a tie vote.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To review and act on written appeals of vehicle citations issued from Campus Safety. The decision of the Traffic Appeals Committee is final.

Undergraduate Council

Reports through VP Academic Administration

Membership: Vice president for Academic Administration, chair, vice president for Enrollment Management, associate vice president for Academic Administration, school deans/department chairs, director of Libraries, director of Records and Advisement, chair of General Education Committee, two students appointed by the University Senate for one-year, non-renewable terms

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To serve as liaison between the departments and the vice president for Academic Administration
2. To publish a catalog describing undergraduate programs, including financial information.
3. To approve policies for entrance and graduation requirements, university-wide general education requirements, honors programs, and the conduct of special programs such as lecture series, adult education, workshops, study tours, and continuing education. University Senate has right of review of such actions.
4. To serve as the university curriculum committee for undergraduate programs with the authority to recommend the following:
 - a. Curriculum changes originated by the departments, i.e., changes in major and minor study programs, cognate and general education requirements for specific degrees.
 - b. Recommendations from the General Education Committee.
 - c. Changes in the honors program.
 - d. Study tours.
 - e. Proposals for specific study programs, i.e., workshops, continuing education.
 - f. Continuing approval of lecture series and other special study programs offered on a regularly recurring schedule. The committee will invite other committee chairmen whose programs are under study to participate in the discussion.

(The University Senate has right of review of all actions pertaining to all curricular matters except for editorial and non-substantive changes.)

Recommendations to be made through the vice president for Academic Administration:

To recommend the addition of new study programs and the termination of unneeded programs.

University Archives and Records

Through President to Administrative Council

Membership: Chair selected by the president, director of McKee Library, director of Institutional Research and Planning, director of Records, controller, designee from Information Services, designee

from Marketing & University Relations, designee from Advancement Office, two faculty members (appointed by the University Senate to staggered, non-renewable 2-year terms), student appointed by the History Department.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To identify and maintain an inventory of those institutional records, papers of administrators and faculty and other material of significance.
2. To assist various campus entities in developing their own preservation policies and to nurture a culture of preservation among the university community.

Recommendations to be made through the president:

1. To develop a written policy regarding the preservation of and access to university records and artifacts.
2. To make recommendations about the physical storage of records and other archival material.

University Senate Executive Committee

Reports through President

Membership: See *Employee Handbook* Policy 1050, Officers and Members of the University Executive Committee and University Senate.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

To guide the University Assembly, Senate, and Senate committees and subcommittees in discharging their responsibilities as outlined; to arrange the agenda for University Assembly and Senate meetings; to serve as the channel through which Senate Committees and members of the University Assembly (singularly or in groups) may introduce matters for consideration; to recommend appropriate persons to serve as chair of and membership on Senate committees and subcommittees, to address issues in the *Employee Handbook*; to act as a steering committee; to act, at the discretion of a majority of executive committee members, for the Senate on urgent matters which cannot wait for action by the Senate in regular session, such actions to be reviewed by the Senate at its next regular meeting.

Writing Committee

Reports to General Education Committee

Membership: Five to eight members of the University Assembly, at least one half of whom teach or have taught a “w” class, appointed by the University Senate to staggered three-year terms, (each are limited to one term and not eligible for reappointment to another term been off the committee for one year), and two students appointed by the Student Senate for a one-year, non-renewable term.

AUTHORITY AND RESPONSIBILITY:

Authority to Act:

1. To promote writing skills in all fields of study.

2. To supervise the upper division writing skills programs as spelled out in the general education program.
3. To establish standards of satisfactory writing for upper division students in consultation with department chairs to designate classes in which writing skills are taught.

Recommendations to be made to the General Education Committee:

To recommend policies regarding writing to the General Education Committee.

CAMPUS SHOP

1100

The Campus Shop is the university bookstore. All required and recommended textbooks as well as special items for classes are to be ordered through the bookstore. Textbook order forms are sent out after midterm for the following semester. Due dates are as follows: Summer - March 15, Fall - April 10, and Spring - October 15.

All textbook orders must be in writing and approved by the department chair/school dean. Orders may be sent by e-mail. Departments ordering after the above deadlines are not guaranteed delivery by registration. If express shipping is necessary, the academic department will incur the costs. The same applies to orders that exceed enrollment by 25 percent.

The Campus Shop is the purchasing agent for office and school supplies. Purchases of office and school supplies for university use are charged directly to each department at a 20 percent discount. The Campus Shop provides catalogues from which departments may request special orders which also receive a 20 percent discount.

COPY SERVICE

1110

Copiers are provided throughout the campus for convenience. High-speed black and white equipment is provided at Quick Print located at Fleming Plaza for reproducing, collating, stapling, and hole punching. Color copying and wide format inkjet services are also available.

Copier maintenance service is provided by calling the number indicated on each copier.

CREDIT UNION

1120

The Collegedale Credit Union has no direct affiliation with the university but is open to all Seventh-day Adventists. The Credit Union offers many services. Some of the more important ones are: savings (shares) with quarterly dividends, auto, mortgage, personal and share loans, American Express Travelers Checks, notary public, money orders, safe deposit boxes, and various insurance programs.

HOUSING

1130

The university has houses and apartments that it rents to employees. Rental property is administered by the associate vice president for Financial Administration.

Faculty and staff members who wish to build or purchase a home for personal occupancy on university land may do so by either a restricted warranty deed or by lease purchase. The owner of a home who wishes to sell must sell to a purchaser approved by the university or to the university itself. The policies governing private housing on university land are available from the associate vice president for Financial Administration.

The mission of the McKee Library is to provide information, services, and facilities fully adequate to support the instructional and research programs of the university, including the distance-learning component.

Faculty borrowing privileges are set up for the regular four-week period, with renewal if necessary. Fines are not charged to faculty, but materials not returned *are* charged to the individual's business office account as items lost. This charge includes the current price of replacement plus the regular cataloging costs.

The following additional services are provided for the faculty by the library: interlibrary loan/document delivery, electronic tutorials, bibliographic instruction for individuals or classes, and facilities for photocopying and laminating.

Each academic department is allotted a portion of the library materials budget. Orders from this fund should be processed through the school dean/department chair. Suggestions for purchases outside school/departmental areas should be sent to the library director's office.

MAIL SERVICE

Mail is picked up and delivered daily at the administrative and instructional offices except for vacations, holidays, and weekends.

FedEx Service is available at the Purchasing/Mail Services department. Packages are accepted for pickup by FedEx. FedEx deliveries for the campus are made to the Purchasing/Mail Services department, who in turn makes deliveries on the campus daily except for vacations, holidays, and weekends. Orders should provide clear instructions for delivery.

AUDITORIUMS AND LOUNGES

The faculty and staff may use auditoriums and lounges on the university campus when space is available. To make arrangements, contact the following:

Academy Auditorium	Collegedale Academy	396-2124
Academy Gym	Collegedale Academy	396-2124
Ackerman Auditorium	School of Music	236-2880
Brock Hall	School of Business Office Manager	236-2527
Collegedale Church	Church Office	396-2134
Conference Room A	Admin Assistant to President	236-2801
Conference Room B	Admin Assistant to President	236-2801
Daniells Hall Seminar Room	Office Manager for School of Social Work	236-2775
Daniells Hall Amphitheater	Office Manager for School of Social Work	236-2775
Food Service Areas	Director of Food Service	236-2709
Garden of Prayer	Office Manager for School of Religion	236-2976
Herin Hall Amphitheater	Office Manager School of Edu & Psych	236-2415
Hickman Science Center	Office Manager for School of Computing	236-2936
Hulsey Wellness Center	Office Manager School of PE, Health	236-2850
Iles Gymnasium	Office Manager School of PE, Health	236-2850
Lynn Wood Hall	Alumni Relations	236-2830
Pierson Chapel	Office Manager for Modern Languages	236-2221
Robert Merchant Room	Admin Assist for Student Development	236-2814
Collegedale Academy - Elementary Gym	Elementary - PE Teacher	396-2122
Student Park	Admin Assistant to President	236-2801
Student Center Lounge	Admin Assistant for Student Development	236-2814
Student Center Seminar Room	Office Manager Student Success Center	236-2782
Talge Hall	Talge Office Manager	236-2990

EQUIPMENT LOAN

1170

Equipment purchased for university use is intended for the department as assigned. On occasion, it may be permissible and sometimes necessary for university-owned equipment to be used by employees.

The criteria for lending equipment are as follows:

1. Permission to borrow university equipment must be arranged with the department head where the equipment is assigned.
2. The equipment must be for university and/or university-employee personal use. Employee usage of equipment for personal commercial and business venture applications does not qualify.
3. The type of equipment to be loaned shall be portable in nature. Hazardous equipment such as lawn mowers, power saws, etc., will not be loaned.
4. The duration of the loan time shall not exceed three days. Extensions shall be approved by the relevant department director.
5. Equipment not returned, or returned but not in the same condition as borrowed shall be repaired or replaced at the expense of the employee via a personal check or authorized payroll deduction.
6. Materials used in the operation of the equipment shall be the personal expense of the employee.
7. Vehicles assigned to the Landscape, Service, and Plant Service departments are not available on either a loan or rental basis.
8. Transportation Department vehicles do not come under the loan policy but are rented at established rates.

RECYCLING

1180

All recyclables including aluminum, cardboard, glass, metal, paper and plastic generated by Southern Adventist University departments, auxiliaries and industries are collected and marketed by Waste Management. Revenues from the sale of recyclables are recorded in the Waste Management cost center.

Each department/school director, chair/dean is responsible to see that recyclables are collected appropriately and made available to Waste Management at regular pickups or schedule special pickups as some items/events may require. No employee or department is to privately dispose of any recyclable generated on the campus for his or her respective department or private sale.

SOLICITATION POLICY

1190

Purpose: Southern Adventist University restricts solicitation by employees, vendors, or sales representatives to minimize interference with the efficient operation of the organization and to protect the privacy of faculty, staff, students, and visitors.

The university recognizes that other institutional policies exist regarding solicitation. The Student Handbook, for example, provides guidelines on student solicitation, recruiting, and privacy issues, including the Family

Educational Rights to Privacy Act (FERPA). This policy, however, summarizes information relating to the entire university community.

Definition: Solicitation defined as: 1) selling or promoting products, goods, or services; 2) use of staff and faculty listings for the purpose of solicitation; 3) seeking contributions or pledges, including the distribution of printed materials; and 4) conducting membership drives. These activities are prohibited whether in person, or through mailings, phone contact, or the use of other technology such as e-mail or the Internet.

Vendors, External Organizations or Individuals: Sales representatives, vendors, external organizations, and individual suppliers, services, and/or equipment may conduct business by invitation only and in accordance with university purchasing regulations.

University-Sponsored Sales or Events: Fund-raising or sales activities, specifically related to university purposes and sponsored by the university, are considered authorized functions and are not precluded by this policy. Examples include the Capital Campaign for Southern, the Employees' United Way Campaign, and blood donation drives.

Because the solicitation or application for a gift of money, property, or service from any source implies proper authorization, written permission must be received from Financial Administration prior to soliciting for contributions of any kind from any source. This includes solicitation of gifts or gifts-in-kind which will involve any type of participation or involvement by the university, whether it is a commitment of a staff member's time, an allocation of space, or the expenditure of university funds. This policy includes the Fleming Plaza area, recreation areas, lawns and campus buildings. Private individuals are not permitted to hold flea markets or other such sales on university property.

Employee Sales: The university does not permit the solicitation, distribution, or selling commercial products or services of any kind at any time on university property by employees.

Access to Data Space Employee Resources: In accordance with the Privacy Protection Act of 1976, the university will not provide employee information (i.e., names, addresses, and telephone numbers) to outside companies, organizations, or individuals for solicitation purposes.

The university does not provide space for companies, organizations, or individuals to solicit nor does it allow information to be placed on university bulletin boards unless prior approval or invitation from appropriate administrative officials has been obtained.

The university does not allow non-university business meetings with product representative on university property during an employee's normal working hours.

Observed Solicitation: Anyone observed soliciting on university property should be reported to Financial Administration who should then determine whether such activity is authorized. If not authorized, the administrator shall inform the individual(s) of university policy and advise that failure to cease further activity may result in appropriate sanction(s) against the offender(s). Sanctions against an employee may include disciplinary action in accordance with appropriate University policies and procedures.

Authority and Interpretation: Financial Administration officially interprets this policy.

POLICY STATEMENT ON ALCOHOL ABUSE AND ILLICIT DRUGS

1200

This policy is provided in compliance with the provisions of The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 to all Southern Adventist University employees and students. Southern Adventist University is committed to achieving a drug free campus and will both support those who voluntarily take steps to rid themselves of illicit drug use and alcohol abuse and

rigorously enforce applicable laws and policies.

I. POLICY

It is the policy of Southern Adventist University to maintain a safe and healthful environment for its students and employees. A drug-free/alcohol-free lifestyle for employees and students alike is intrinsic to this policy. Therefore, it is the policy that the manufacture, distribution, possession, and use of alcohol and illicit drugs are strictly prohibited.

The unlawful possession, use, distribution, sale, or manufacture of illicit drugs and alcohol on Southern Adventist University's campus, on property owned or controlled the university, or as part of any activity of the university is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action as set forth in the *Student Handbook* and the *Employee Handbook* and as defined by any other existing university policies, ordinances, rules, and regulations.

The university considers the serving of alcohol as inappropriate; doing so could affect employment. Illicit drugs include such substances as opium derivatives, hallucinogens (e.g. marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine and other drugs prohibited by law. This definition does not include lawfully prescribed drugs which are being taken under a physician's directions.

II. LEGAL SANCTIONS

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon various factors including type and amount of controlled substance involved, number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance.

Possible maximum penalties for a first-time violation of federal criminal drug laws include imprisonment for any period of time up to a term of life imprisonment, substantial fines, supervised release, or any combination of the above. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus or, 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law.

Under state law, the offenses of distribution, possession or casual exchange is punishable as a Class A misdemeanor; for a first offense (unless the possession is authorized by a valid prescription). If there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified as a felony as provided in T.C.A. §§ 39-17-417, 418. It is also a Class A Misdemeanor to possess with intent to use drug paraphernalia. T.C.A. § 39-17-425. Class A misdemeanors punishable by imprisonment of up to 1 year and fines up to \$2,500. It is unlawful for any person under the age of 21 to buy, possess, transport, or consume alcoholic beverages, wine, or beer. T.C.A. § 1-3-113. Further, it is an offense (1) to provide alcoholic beverages to any person under the age of 21, including purchasing alcoholic beverages for or at the request of a person under 21 years of age, (2) for a person under 21 to attempt to purchase alcohol, and (3) to use false identification to purchase alcohol. T.C.A. § 57-3-412 and T.C.A. § 57-5-301. Such offenses are generally classified as misdemeanors punishable by prison sentences of less than a year and fines ranging from \$50 to \$2,500. Repeat offenders may be subject to harsher penalties.

III. HEALTH RISKS ASSOCIATED WITH SUBSTANCE USE AND ABUSE

Many health risks are associated with the use of illicit drugs and the abuse of alcohol, including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological

processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. In addition, the illicit use of drugs can increase the risks of contracting hepatitis, AIDS, and other infections. If used excessively, alcohol or drugs taken singly or in certain combinations may cause death. Additional information on the risks associated with illicit drug use and abuse of alcohol is available at University Health Center.

IV. UNIVERSITY SANCTIONS

Southern Adventist University will not knowingly admit a student or employ any person who uses illicit drugs or alcohol and will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

As a condition of employment, each employee, including student employees, must abide by the terms of this statement and, must notify the President in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any federal or state judicial body. In the event any such conviction involves an employee work on a federal contract or grant, the university will contact the granting or contracting federal agency within ten days of receiving notice of a conviction. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction will result in termination of employment.

V. ACCESS TO TREATMENT INFORMATION

A. Employees and their families that are covered under the Southern Adventist University Health Care Assistance Plan and who need treatment information should consult the Human Resources Department.

This policy will be reviewed periodically (a) to determine its effectiveness and to implement changes that may be needed; (b) to ensure that sanctions are consistently enforced, and (c) to meet the stated requirements for compliance with federal regulations.

SUBSTANCE ABUSE TREATMENT FOR EMPLOYEES

1210

Substance abuse/chemical dependency benefits will be paid according to the North American Division Health Care Assistance Plan.

COMMUNICABLE DISEASE POLICY

1220

Southern Adventist University is committed to promoting the health and safety of all its students and employees. As part of this effort, the university has established procedures to follow when students/employees have contracted a communicable disease.

DEFINITIONS

Communicable Disease. A health-threatening disease that can be transmitted from one person to another through direct or indirect contact, examples include but are not limited to, hepatitis, HIV, influenza, meningitis, sexually transmitted diseases, tuberculosis.

Exposure. Direct contact of an infectious agent - such as bodily fluids, droplets, or aerosols – with an area of broken skin or mucous membrane of the eyes, nose, mouth; piercing through the skin with a contaminated sharp instrument; or other method of infection.

COMMON COMMUNICABLE DISEASES

Should students/employees suspect they have a communicable disease they should immediately contact their

health care provider and the University Health Center to initiate treatment and precautionary measures to prevent transmission to others.

HIV/AIDS. Acquired Immune Deficiency Syndrome (AIDS) is a blood-borne disease caused by a virus known as the Human Immunodeficiency Virus (HIV). This virus attacks and destroys the body's immune system. The virus is transmitted through the exchange of contaminated bodily fluids such as blood, semen or vaginal secretions. The primary methods of transmission from one individual to another include intimate sexual contact and the sharing of syringes and other drug equipment that has come in contact with contaminated blood products. Because the virus is fragile, it cannot remain infectious for prolonged periods outside the body. It does not appear to be transmitted by casual contact, i.e. via drinking cups, eating utensils, water fountains, toilet seats, or even exposure to tears or saliva.

Influenza is a communicable disease that has symptoms such as fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches. While most people who get influenza recover, some individuals will develop life-threatening complications such as pneumonia. The University Health Center offers flu vaccination during the fall each year. Students/Employees are encouraged, but not required, to obtain flu vaccinations.

Measles, Mumps and Rubella are acute, highly contagious viral diseases which can be transmitted through casual contact. Southern adheres to the Tennessee state regulations requiring proof of two vaccinations or immunity.

Tuberculosis (TB) is a disease that is spread from person to person through the air. The general symptoms include feeling sick or weak, weight loss, fever, and night sweats. Other symptoms of TB of the lungs include coughing with or without bloody sputum and chest pain.

Viral Hepatitis is an inflammatory liver condition caused by a group of related viruses. Three types are most common: Type A, milder than the others and self-limiting, contracted from exposure to contaminated food or water; types B and C, both contracted from either blood exposure or sexual contact and causing a more severe, chronic condition than type A. Symptoms are generally flu-like initially, and can progress to abdominal pain, loss of appetite, dark urine and yellowing of the skin.

Meningitis is a potentially life-threatening inflammation of the tissues covering the spinal cord and brain. While it has multiple potential causes, one of the most dangerous is infection from bacteria. Some types of bacterial meningitis are highly contagious. Common bacteria can be transmitted through the spread of respiratory emissions during coughing, kissing, or sneezing or even sharing a water bottle. Common

symptoms include headache, profound neck stiffness, fever, sensitivity to light and sound, confusion and an altered level of consciousness. Immediate emergency medical care is imperative, and immunization is recommended for adolescents/young adults, especially if living in a group-housing environment.

PROCEDURES TO FOLLOW

Hygiene. Students/Employees are to comply with hygiene standards in order to reduce transmission of communicable diseases. *See your department guidelines for specific procedures in dealing with blood and other contagions.* (Refer to **Universal Precautions Guidelines Below.**) For information about the various communicable diseases, along with preventative measures, students/employees should visit the Centers for Disease Control and Prevention (CDC) website <http://www.cdc.gov/>.

Reporting. A student/employee should report any exposure to a contagious disease that might pose a direct threat to the health and safety of the University. Suspected communicable diseases should be reported immediately to the University Health Center.

Response team. This team will include the VP of Student Development, and the directors of the following departments will designate someone from their area, University Health Center, Campus Safety, Risk Management, School of Nursing, and a female and male dean.

A medically impaired student/employee with a communicable disease will be provided reasonable consideration regarding classes/work responsibilities as long as the disease poses no serious threat to the health, safety, or welfare of other students/employees.

Confidentiality. Medical information will be treated confidentially. Students/employees exposed to a communicable disease may be informed about possible exposure but not the identity of the person who is ill. State law requires that Public Health Officials be informed of any occurrence of a communicable disease on campus.

Workers' Compensation. In most cases, employees who contract an illness through work are entitled to coverage under Workers' Compensation. Work-related communicable diseases are to be reported, and the appropriate Workers' Compensation claim form is to be completed.

Medical Leave. The University may require students/employees to take a leave from their classes/work if they pose a serious risk to the health of others. Before returning to class/work they may be required to provide a physician's statement that they are no longer contagious.

Travel. Before traveling, students/employees should review their immunization history and determine from the CDC website (<http://www.cdc.gov/travel>), as well as their own healthcare provider, what vaccinations are needed for their destination(s).

Education. The University will strive to provide periodic communicable disease orientations to its students/employees. This education is provided to help students/employees understand both how communicable diseases spread and how to reduce the risk of exposure, as well as to reduce unwarranted fears of contracting a communicable disease. All students/employees will have access to a copy of the communicable disease policy. It will be kept in the University's Employee Handbook and is also on file in the office of the Vice President of Student Development.

Employee Training. The University will provide training and the necessary equipment to each student/employee whose duties require contact with blood or other body fluids.

UNIVERSAL PRECAUTION GUIDELINES

Definition:

The term "universal precautions" refers to infection control guidelines designed to protect people from diseases spread by blood and certain body fluids. Since we cannot know who may or may not be infected, always assume that all "blood and other body fluids" are infectious for blood-borne diseases such as HBV (Hepatitis B Virus), HCV (Hepatitis C Virus) and HIV (Human Immuno-deficiency Virus).

When do universal precautions apply?

Universal precautions apply when direct contact with any body fluid or tissue is necessary or likely.

Prevention of Exposure.

The following are examples of barriers used for protection against exposure to body fluids.

Gloves and Mask

Protective eyewear when splashing or spraying is likely.

One-way barrier devices for performing mouth-to-mouth resuscitation

Contact the Service Department for a Blood/Pathogen cleanup kit.

How should I clean up blood/body fluids?

- Put on disposable gloves
- Wipe up blood or body fluids with absorbent paper towels
- Place contaminated paper towels in a new plastic garbage bag
- Clean and rinse area with usual cleaner.
- Wipe the surface with either a 1:10 dilution of household bleach in water (this disinfectant will have a shelf life of one day ONLY) or a commercial anti-bacterial/viral/fungal preparation specifically indicated for neutralization of potentially infectious substances. Lemon Disinfectant 64 is the current choice.

- Dispose soiled articles into plastic bag, removing gloves last

- Secure bag with tie and dispose of the bag in the biohazard approved bags found on campus in the University Health Center, School of Nursing, and both Hulsey Wellness Center Pools.

- Wash hands thoroughly with soap and water for five (5) minutes. Rinse under running water. Dry hands and use disposable towel to turn off the faucet. **For further information refer to cdc.gov above.**

Revised 2016

BUS USE AND SCHEDULING

1230

Southern Adventist University provides bus service primarily for university related functions. To maximize efficient use, specific buses will be scheduled by the director of Transportation. The basis for assigning a specific vehicle will be:

1. Number of passengers and cargo needs.
2. Cost effectiveness.
3. Availability of vehicles.

SALE OF EQUIPMENT

1240

Each year administration allocates equipment money to various cost centers of the university to fund the purchase of equipment. When equipment no longer meets the cost center's use or it has become worthless, the associate vice president for Financial Administration should be contacted before any disposition takes place. It is the desire of administration to reassign unused equipment to a cost center that could use it.

The proceeds from the sale of used equipment will first satisfy the remaining un-depreciated book value of the piece sold. Any sale proceeds remaining will be redistributed by administration. The net proceeds of an equipment sale does not automatically revert to the cost center for which funding was originally assigned, but a request from that cost center for purchase of new equipment will be seriously considered.

ENVIRONMENTAL POSITION STATEMENT

1250

As a Christian institution, Southern Adventist University recognizes the importance of good stewardship and thus seeks to honor the Creator through wise management of the earth and its resources. The university supports ecologically sound practices and encourages creative approaches to environmental issues on campus and in the community.

In order to provide an integrated marketing and branding approach, all advertising, marketing, and recruitment plans and materials shall be developed in consultation and collaboration with the Marketing and Enrollment Management areas. If additional resources are needed, such as outsourcing of research, marketing and collateral material, or the hiring of contract marketers, the arrangements must be made by the Marketing and Enrollment Management areas.

CONFLICT OF INTEREST**1270**

All employees have a duty to be free from the influence of any conflicting interest when they represent the organization in negotiations or make representations with respect to dealings with third parties, and they are expected to deal with all persons doing business with the organization on a basis that is for the best interest of the organization without favor or preference to third parties or personal considerations.

A conflict of interest arises when employees have a personal interest in a transaction or are a party to a transaction that reasonably might affect the judgment exercised on behalf of the organization. They are to consider only the interest of the organization and faithfully follow the established policies of the organization.

Any employee who believes that a conflict of interest may exist in their representing the university must promptly report the potential or actual conflict to the president's office, or declare the conflict of interest verbally when party to a decision making process.

PERSONAL COMMUNICATION ALLOWANCE POLICY**1280****Introduction**

Southern Adventist University provides a monthly allowance to those who have a business need for cellular phones and/or home broadband Internet. This document establishes the University policy regarding eligibility and procurement of these personal communication plans.

Guidelines

Department heads that have a business need for an employee to have a university subsidized cell phone or home broadband Internet connection should fill out the appropriate form which is available at the Human Resources Department. Acceptable business needs include:

- The employee communicates with others regarding university business when he or she is away from campus.
- The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after hours.

Once the vice-president has approved the allowance and this form is returned to Human Resources, the employee will begin receiving a taxable personal communications allowance each pay period.

The employee is responsible for acquiring a cell phone and/or broadband Internet plan and maintaining service as long as the allowance is given. Southern Adventist University will periodically audit those who are receiving the personal communication allowance to be sure that covered services are still in service.

If the employee receiving the allowance needs to replace his or her telephone, a reimbursement of up to \$200.00 may be given for a replacement phone. The amount to be reimbursed will be the cost of the phone, less any available rebates. This payment is taxable and will be available to the employee once every two

years. Because of the taxable nature of the reimbursement, the phone should be paid for by the employee (not with a university credit card), and submitted to the accounting office on the appropriate reimbursement form. If the employee's telephone plan has equipment insurance available, the employee is strongly encouraged to purchase this insurance. The cost of cell phone insurance is part of the monthly reimbursement.

The Information technology department will research cell phone and broadband plans each year and make allowance recommendations to the Administrative Council.

EMPLOYEE BUSINESSES USING UNIVERSITY PROPERTY AND FACILITIES **1290**

The operating of a private business by employees on university property using university facilities, equipment, supplies, or working time is prohibited.

CARE OF FACILITIES - FIRE SAFETY **1300**

For the protection of life and campus property, the use of candles and any other flammable is prohibited. This includes use for decorative purposes in offices or any other areas of the buildings. Exceptions may be made for supervised banquets and church activities with Campus Safety approval.

Only the use of manufactured Christmas trees is permitted in any campus building. Because of the fire hazard, live trees, whether or not decorated with electric lights, are prohibited.

KEY/CARD ACCESS **1310**

In an effort to provide security to university buildings and equipment a Key Access policy has been developed that is administered by the Access/Key Committee. It outlines the procedure to obtain keys as well as the responsibility once keys have been issued. Students are not issued keys to entrance doors of buildings.

The Campus Safety Department is responsible for opening and closing campus buildings at specified times, as well as issuing authorized keys. These specifics are explained in the *Key Access Policy* which is available to all employees and can be obtained at the Campus Safety Department.

VEHICLE OPERATIONS ON CAMPUS **1320**

The Campus Safety Department is authorized to ensure that campus vehicular traffic is operated in a safe and orderly manner. The department will implement compliance with posted traffic signs, including parking regulations, and speed restrictions. Violators will receive citations if they disregard campus vehicle rules as follows:

1. A ticket will be placed on the windshield of the offending vehicle.
2. A copy of the ticket will be sent by mail to the registered owner of the vehicle within one business day.
3. The registered owner will have ten business days from the time the vehicle was ticketed to contact Campus Safety to pay the fine or arrange for the charge to be deducted from his or her pay or appeal the ticket in writing.

Any appeal of the traffic citation will be taken to the Traffic Appeals Committee. Failure to respond within ten business days from the time of issue will result in the penalty/fine being doubled and deducted from his

The Southern Adventist University network facilitates communication for the members of the university community or the persons associated with the university, provides a resource for gathering information, and supports the university-learning environment.

Scope and Purpose of this Policy

Southern's private network is available to authorized users. Network use is governed by this policy. This policy documents standards for appropriate and fair use of networking resources, protects user security and privacy, and assures university compliance with local, state, and federal laws.

In this document, the term *users* refers to anyone using Southern's network.

Appropriate Use

1. Users are expected to cooperate with system administrators.
2. User activity on the network must not prevent or inhibit others from accessing network resources or the Internet.
3. Users must not use or provide tools that damage files or computers, compromise network security, or disable accounts.
4. Users must not send obscene, defamatory, or threatening messages or in any way harass others. Information transmitted or published is to be representative of a Christian university.
5. Users must not violate university policies, nor local, state, or federal laws.
6. Users must not misrepresent another user's identity.
7. Users must not distribute copyrighted material without written consent of the copyright holder. Unless otherwise indicated by the author, users should assume that any material not created by themselves is copyrighted.
8. Users must not attempt to undermine the security or integrity of the university network and must not attempt to gain unauthorized access. Users must not use any computer program or device to intercept or decode passwords or similar access-control information. Suspected security breaches or vulnerabilities should be reported immediately to Information Technology.

Privacy

1. User privacy is important to the university and is protected to the extent that is technically feasible and allowed by law. The university does not routinely monitor personal communication or information without probable cause. Messages sent and received electronically are accessible to administrators through normal maintenance activities, and to the public through public record laws, subpoenas, decoding, interception, or other means. Because of this, the university cannot guarantee complete privacy of electronic communications.
2. Network administrators endeavor to maintain the integrity and proper functioning of the systems for the benefit of all users. In connection with this responsibility, designated administrators may need to access or monitor parts of the system. All administrators are to respect the privacy of personal communications encountered. However, if administrators, while involved in routine duties, encounter information that indicates that a crime or a breach of this policy may have been

committed or is about to be committed, they are required to report the existence and source of this information to the proper university authorities.

3. Searching and monitoring of computing resources and network activities may be authorized by the university administration as outlined in the *Southern Information Security Policy*. Authorization, including delegation if applicable, must be in writing and must specify the information or communications to be examined.

Security

Our goal is to provide a secure environment for personal and institutional computing and communication. The security principles are outlined in *Southern Information Security Policy*. The following are a few practical applications of those principles:

Network

1. The network is divided into several security zones separating the Internet and university internal networks.
2. Any device connected to the restricted security zones must be registered with Information Technology
3. Internet Protocol (IP) addresses used on the university network are university property, are assigned by Information Technology, and may only be used with permission. Every computer connected to the network must use a university supplied IP address.

Servers

1. Servers are computers connected to the university network that provide services or storage to multiple users.
2. Only persons designated by Information Technology have physical access or administrative password access to centrally administered servers or equipment. Access to these facilities are not issued to any individual without the permission of Information Technology.
3. All servers connected to the university network must be registered as such with Information Technology. System administrators must take steps to ensure that the servers are secure. Information Technology performs periodic security audits of all servers connected to the university network.
4. A university server found to be a security threat will be reported to the administrator of that server as well as to Information Technology. If necessary, the server will be disconnected until the problem is fixed.

Workstations

1. A workstation is a computer connected to one of the university networks.
2. Workstations connected to a university network must not be configured to allow access to that network from any other network or from off-campus without proper authorization from Information Technology. Users requiring access to secure resources while away from their workstation may request a virtual private network (VPN) account from Information Technology.

General-use Computers

1. A general-use computer is any device designated to work in a lab or kiosk environment.
2. General-use computers must comply with the policies for workstations.

3. Information Technology must approve and oversee the configuration and installation of any general-use computer connected to the network.
4. General-use computers are not given access to secure network zones.

Blocking

1. Blocking-software is maintained to protect users from encounters with inappropriate materials. However, this should not be construed as an endorsement of any site which is not blocked.
2. Users may request an exception to the blocking policy by emailing to blocking@southern.edu.

User responsibility

1. While Information Technology takes steps to make the network secure, the user plays a very important role in maintaining security.
2. Users are not permitted to share passwords with anyone. No one, including Information Technology employees, is authorized to ask for a password. It is strongly suggested that all users protect their credentials.
3. Users are not allowed to share their access to university systems without authorization from Information Technology.
4. Users should either log out or lock their screens when away from their computers for an extended period of time.
5. Users are to report suspected intrusions or other inappropriate activity to Information Technology.

Violations

1. **First Incident.** When a user appears to have violated this policy and the user has not been implicated in prior incidents, he/she is furnished a copy of this policy and is asked to sign an "agreement to conform to policy" statement.
2. **Repeated Violations.** Repeated or what Information Technology deems as a major violation, is going to be referred to the respective vice president for disciplinary action.
3. Disciplinary actions for violations may include, but are not limited to, loss of network access, dismissal, and legal action. When violations may constitute criminal offenses, the university reports the activity to the appropriate authorities.

Revised 2017

EMPLOYEE COMPUTER AND INTERNET POLICY

1331

Scope

This policy governs the employees' use of computer and Internet resources at Southern Adventist University. This augments Southern's Acceptable Use Policy.

Legitimate Use

Southern Adventist University electronic systems, including computers, fax machines, and all forms of Internet or network access, must always be used for purposes consistent with the university principles and are intended primarily for university business.

Ownership of information

The university owns the rights to all data and files in any university-owned computer or storage device. In the case of scholarly work or other intellectual property produced at Southern, the copyright ownership is decided according to the guidelines contained in Southern's Intellectual Property Policy.

In order to assure compliance with university policies and state and federal laws, the university has the right to inspect any file stored on individual computers or storage media connected to university secure networks.

Internet Browsing

The Internet is to be used to further the university's mission, to provide effective service of the highest quality to the university's faculty and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development.

Employees should assume that whatever they do, type, enter, send, receive, and view on university electronic information systems could be electronically stored and could be subject to inspection, monitoring, evaluation, and university use at any time as defined in the Southern Information Security Policy. There should be no expectation of privacy in any activity conducted, sent, performed, or viewed on or with university equipment or Internet access.

Personal Equipment & Cloud Services

Due to the significant risk of harm to the university's electronic resources, or loss of data from any unauthorized access that causes data loss or disruption, employees should not use personal devices or personal cloud storage services in the workplace while connected to the university network zones that have access to Sensitive or Confidential Data (as defined in the Data Classification Policy) unless expressly permitted to do so by Information Technology.

User Responsibility

Use of university computers, networks, and Internet access is a privilege. Engaging in certain activities is prohibited and may cause your access to be revoked. Such activities include but are not limited to:

- Participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate university purposes;
- Automatic forwarding of Southern email to email systems outside of Southern;
- Accessing networks, servers, devices, drives, folders, or files to which the employee has not been granted proper access;
- Making unauthorized copies of university files or other university data;
- Maliciously destroying or concealing university files or other university data, or otherwise making such files or data unavailable or inaccessible to the university or to other authorized users of university systems;
- Misrepresenting oneself or the university;
- Violating the laws and regulations of the United States;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the university's networks or systems or those of any other individual or entity;
- Intentionally sending or accessing inappropriate materials as defined by university policies;
- Causing congestion, disruption, disablement, alteration, or impairment of university networks or systems;
- Defeating or attempting to defeat security restrictions on university systems and applications.

Violations

Violation of this policy, or failure to permit an inspection of any device under the circumstances covered by this policy, may result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability.

Southern Adventist University takes seriously its commitment to respect and protect the privacy of its students, alumni, faculty and staff, as well as to protect the confidentiality of information important to Southern's academic mission. For that reason, Southern has classified its information assets into the categories Unrestricted, Confidential and Restricted for the purpose of determining who is allowed to access the information and what security precautions must be taken to protect it against unauthorized access.

Southern expects all partners, consultants and vendors to abide by Southern's information security policies. If non-public information is to be accessed or shared with these third parties, they should be bound by contract to abide by Southern's information security policies.

All new information systems that store or process Restricted Data, should be assessed by the Information Technology Department.

These guidelines are intended to reflect the minimum level of care necessary for Southern's sensitive data. They do not relieve Southern or its employees, partners, consultants or vendors of further obligations that may be imposed by law, regulation or contract.

Definitions

- **Computing Equipment** is any Southern or non- Southern desktop or portable device or system.
- A number is **Masked** if: (i) a credit card primary account number (PAN) has no more than the first 6 and the last 4 digits intact, and (ii) all other Restricted numbers have only the last 4 intact.
- **NIST-Approved Encryption:** The [National Institute of Standards and Technology \(NIST\)](#), develops and promotes cryptographic standards that enable U.S. Government agencies and others to select cryptographic security functionality for protecting their data. Encryption which meets [NIST-approved standards](#) is suitable for use to protect Southern's data if the encryption keys are properly managed. In particular, secret cryptographic keys must not be stored or transmitted along with the data they protect. Cryptographic keys have the same data classification as the most sensitive data they protect.
- **Payment Card Industry Data Security Standards** are the practices used by the credit card industry to protect cardholder data. The [Payment Card Industry Data Security Standards \(PCI DSS\)](#) comprise an effective and appropriate security program for systems that process, store, or have access to Southern's Restricted data. The most recent version of the PCI DSS is available [here](#).
- **Protected Health Information (PHI)** is all individually identifiable information that relates to the health or health care of an individual and is protected under federal or state law.
- A **Qualified Machine** is a computing device located in a secure Southern facility and with access control.
- **Student Records** – are those that are required to be maintained as non-public by the [Family Educational Rights and Privacy Act \(FERPA\)](#). Student records are any records maintained by Southern Adventist University or an agent of the Southern which is directly related to a student, except:
 - A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
 - An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 - Records maintained by Southern Adventist University's Campus Safety department if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and Campus Safety does not have access to education records maintained by Southern.
 - Records maintained by Health Service if the records are used only for treatment of a student and made available to those persons providing the treatment.

- Alumni records which contain information about a student after he or she is no longer in attendance at Southern and the records do not relate to the person as a student.

Data Classifications

Use these criteria to determine which data classification is appropriate for a particular information or infrastructure system. A positive response to the highest category in any row is sufficient to place that system into that Classification.

	Restricted Information	Confidential Information	Unrestricted Information
Information Classification Guideline	Information is classified as "Restricted" if protection of the information is required by law/regulation or Southern is required to self-report to the government and/or provide notice to the individual if information is inappropriately accessed If a file which would otherwise be considered to be Confidential contains any element of Restricted Information, the entire file is considered to be Restricted Information.	Information is classified as "Confidential" if (i) it is not considered to be Restricted and is not generally available to the public, or (ii) it is listed as Confidential in the "Classification of Common Data Elements".	Information is classified as "Unrestricted" if it is not considered to be Restricted, or Confidential.
Classification of Common Data Elements	<ul style="list-style-type: none"> • Social Security Numbers • Credit Card Numbers • Financial Account Numbers, such as checking or investment account numbers • Driver's License Numbers • Health Insurance Policy ID Numbers • Health Information, including Protected Health Information (PHI) • Passport and visa numbers 	<ul style="list-style-type: none"> • Student Records • Unpublished Research Data • Faculty/staff employment applications, personnel files, benefits information, salary, birth date, and personal contact information • Admission applications • Donor contact information and non-public gift amounts • Privileged attorney-client communications • Non-public SAU policies and policy manuals • SAU internal memos and email, and non-public reports, budgets, plans, and financial information • Non-public contracts • University and employee ID numbers • Directory information as designated in the University catalog, for students who have chosen to exercise their right to privacy. 	<ul style="list-style-type: none"> • Information authorized to be available on or through Southern's website • Published Research Data • Certain policy and procedure manuals designated by the owner as public • Campus maps • Job postings • Directory information as designated in the University catalog, for students who have not chosen to exercise their right to privacy. • Information in the public domain • SAU email address
Access Protocol	Access limited to those permitted under law, regulation and SAU's policies, and with a need to know.	Access limited to those with a need to know, at the discretion of the data owner or custodian.	At the discretion of the data owner, anyone may be given access to Unrestricted information. However, care should always be taken to use all University information appropriately and to respect all applicable laws. Information that is subject to copyright must only be distributed with the permission of the copyright holder.

	Restricted Information	Confidential Information	Unrestricted Information
Transmission	NIST-approved encryption is required when transmitting information through an insecure network. Third party email services are not appropriate for transmitting Restricted information. Restricted numbers may be Masked instead of encrypted.	NIST-approved encryption is strongly recommended when transmitting information through a network. Third party email services are discouraged for transmitting Confidential information.	No encryption is required for Unrestricted information.
Storage	Restricted on Computing Equipment unless approved by the SAU. If SAU approves, NIST-approved encryption is required on Computing Equipment. Restricted numbers may be Masked instead of encrypted. NIST-approved encryption is also required if the information is not stored on a Qualified Machine. Third party processing or storage services are not appropriate for receiving or storing Restricted information unless approved by the SAU.	Encryption of Confidential information is strongly recommended. Level of required protection of Confidential information is either pursuant to SAU policy or at the discretion of the owner or custodian of the information. If appropriate level of protection is not known, check with the data owner before storing Confidential information unencrypted. Third party processing or storage services may receive or store Confidential data if SAU has a valid contract with the vendor that includes the standard clauses specified in the Security Requirements.	No encryption is required for Unrestricted information. Care should still be taken to protect the integrity of Unrestricted information.

Unpublished Research and Intellectual Property Data

Published research data is considered public, and Southern is committed to openness in its research. Unpublished research data may need to be kept private. In those circumstances, unpublished research data is considered Confidential.

For purposes of data classification, a faculty member directing research is the data owner of the results of that research. As such, determining the level of protection necessary for unpublished research data is the prerogative of the faculty, taking into account any agreements such as the information security requirements of external research sponsors.

Southern members can invite other members, both within and outside the university to view Unrestricted data, co-edit documents, and use collaboration tools. It is the responsibility of each member to ensure appropriate sharing controls are used in order to protect intellectual property as well as prevent accidental or undesirable information sharing.

SAU Services

Please contact Information Technology for guidance before using a service to store, process, or transmit Restricted, or Confidential data as defined above, noting that Southern approval is needed in advance of handling Restricted data on anything other than Qualified Machines. Some of the services require additional components in order to qualify for the specified permitted data classifications.

Updated 2017

Summary

The purpose of this policy statement is to establish the requirements necessary to prevent or minimize accidental or intentional unauthorized access or damage to Southern Adventist University information resources.

Applicability

This policy applies to all university students, faculty and staff, affiliates, third-party support contractors, and all others granted access to Southern's information resources. All users of information resources bear responsibility for the protection of those assets. Based on system and information classification categories, some categories of users have a greater burden of responsibility and accountability than others.

This policy pertains to all university information resources, whether the resources are individually or departmentally controlled, enterprise managed, stand-alone or networked. It applies to all computer and communication facilities owned, leased, operated or contracted by the university, networking devices, mobile devices, telephones, wireless devices, workstations, portable storage devices and any associated peripherals and software, whether used for administrative, research, teaching or other purposes. It applies to personal devices that are attempting to access, store or maintain university information. This policy also pertains to hard-copy documents that are classified under these guidelines.

Section headings are:

1. **Responsibilities**
2. **Principles of Information Security**
3. **Classification of Information Records**
4. **Classification of Systems**
5. **Information Storage and Disposition**
6. **Violations of Policy and Misuse of Information**
7. **Exceptional Information Releases**
8. **Sources of More Information**

Responsibilities

Adherence to the principles of information security set forth in this policy requires the participation and involvement of the entire university community. In particular, state law (Tenn. Code Ann. §§ 47-18-2105 to -2107 (2005)) mandates that the university notify individuals when there is a breach of the security of system information or written material that contains their "personally identifiable information," as defined by the law. Because of the legal requirement to protect this information, such personal information should be treated as Restricted Information. Southern employees who are aware of any attempted or actual breach are required to report the incident to the Information Technology Department for investigation and potential breach notification.

Within the framework of these principles, the responsibilities of those in key positions, as well as other members of the campus community, are as follows:

- a. **Information Technology Department** is responsible for oversight, consultation about, and interpretation of this and other related information security policies, and for disseminating related information.
- b. **System and Information Stewards / Owners** are responsible for the application of this and related policies to the systems, data, paper records, and other information resources under their care or control.
- c. **System Administrators** - are responsible for the application of this and related policies to the systems information resources in their care. System Administrators shall comply with this *Information Security Policy* and shall coordinate such compliance with the Information Technology. Systems that store Restrictive or Confidential Information, including departmentally supported server-based applications, if not centrally managed and maintained by IS, should be managed by department System Administrators in coordination with IS.
- d. **System Developers and Information Integrators** - System Developers and Information Integrators are responsible for the application of this and related policies to the systems, data, and other information resources in their care and shall coordinate with the Information Technology Department to ensure that all aspects of the development process are in compliance with the *Southern Information Security Policy*.
- e. **Users** - Users of Southern's information resources are responsible for the application of this and

related policies to the systems, data, paper records and other information resources in their care, including both electronic and hard-copy. In addition, users who download or store Restricted or Confidential Information should be aware of the security risks and responsibilities associated with such activities and follow applicable *Southern Information Security Policy*.

- f. **Third-party Vendors and Consultants** – Employees involved with out-sourcing, shall mandate that third-party vendors and consultants implement appropriate information protection and security measures as a condition of receipt or use of university information. When receiving and using university information, third-party vendors and consultants are expected to follow the guiding principles of this policy and (1) provide for the security of information during transmission, (2) safeguard information while in their possession and control, and (3) properly dispose of or return the information to the university at the completion of, and in compliance with, the contractual arrangement. In the event that a third-party vendor or consultant discovers any breach of the security of university information in its possession and control, the third-party vendor or consultant shall notify the university immediately upon discovery when the information was, or is reasonably believed to have been, acquired by an unauthorized person.

Principles of Information Security

The purpose of information security is to protect the information resources of the university from unauthorized access or damage. The underlying principles followed to achieve this objective are:

- a. **Information Protection, Back-Up and Recovery** - Institutional information resources, including systems, workstations, and data and record classifications, identified by this policy, shall be operated in a manner that reasonably minimizes the threat of internal or external compromises to the security, confidentiality or integrity of university information. Users are expected to safeguard such information in compliance with legal obligations and administrative policies and procedures, including confidentiality and non-disclosure agreements. They should have plans in place to restore such information to assure the continuation of the necessary business operations of the university, in the event of a compromise to institutional information resources.
- b. **Information Availability** - The information resources of the university, including the network, the hardware, the software, the facilities, the infrastructure, hard-copy documents and any other such resources, should be available to support the teaching, learning, research and administrative roles for which they are created.
- c. **Information Integrity** - Information stewards should employ appropriate authentication and verification measures so that the information, used in the pursuit of teaching, learning, research and administration, can be trusted to be accurate.
- d. **Information Confidentiality** - The value of information as an institutional resource increases through its widespread and appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access. The ability to access or modify information shall be provided as needed to users for authorized purposes, based on a minimal access model.
- e. **Information Use and Disclosure** - The use of Restricted Information for identification, authentication, or any other purpose should be eliminated whenever possible. Historical records containing Restricted Information shall be appropriately maintained and destroyed in accordance with legal and regulatory standards, and the principles set forth in this policy. Users requesting access to university information resources, or collecting such information, shall be required to limit the scope of those requests or collections to only the information necessary for their legitimate use. Users must not disclose Restricted or Confidential Information to unauthorized individuals or entities without a legitimate educational or business reason for access to the information. State and federal law and regulations and university policies provide standards for the distribution of various forms of information contained in university records.

Classification of Information Records

All university information, including electronic and hard copy records, is assigned to stewards, who classify it by the level of sensitivity and risk. These classifications take into account the legal protections, contractual agreements, ethical considerations and proprietary worth. Information can also be classified as a result of the

application of “prudent stewardship,” where a legal mandate to protect such information is lacking, but reasonable discretion may be required in its disclosure.

The classification level assigned to information guides information stewards, end users, business and technical project teams, and others who may obtain or store information, in the security protections and access authorization mechanisms appropriate for that information.

Information classification is defined in Southern’s Data Classification Policy as follows:

- a. Restricted Information
- b. Confidential Information
- c. Unrestricted Information

When the appropriate level of protection is determined, that same level of protection shall be applied to all other related information in whatever format, wherever retained (e.g., servers, network segments, desktop computers, mobile devices and storage devices such as jump drives, CD or DVD, and physical storage units such as rooms/spaces, desk drawers and file cabinets).

Classification of Systems

University systems, both hardware and software, are classified by scope and level of support and by impact on university operations. The classification of systems takes into account legal protections, contractual agreements, ethical considerations, and strategic or proprietary worth of information maintained in such systems. The classification level assigned to systems will guide system and data stewards, and business and technical project teams in the security protections and access authorization mechanisms appropriate for those systems. Such categorization provides the basis for planning, allocation of resources, support, and security/access controls appropriate for those systems.

The system classifications are as follows:

- a. **Applications/Servers**
 - *Enterprise Systems* - Systems with university-wide data accessibility presence across various departments or academic units. These systems, considered business-essential, require a high degree of availability. Examples include, but are not limited to, Ellucian applications.
 - *Department Systems* - Systems with a localized departmental presence, essential for conducting business processes or delivery of academic content.
 - All systems hosting server services must be registered with the Information Technology Department.
- b. **Workstations and Other Access Devices** Users who access university systems and data via their workstations or other devices are responsible for exercising proper accountability and stewardship in protecting the restricted, confidential, private, personal or institutional information they access or use in the conduct of their job responsibilities. User access to university systems and information resources will be governed by the type of workstation or device used as follows:
 - *Managed Workstations and Devices* - Workstations and devices that access enterprise or business critical systems or access Restricted or Confidential Information shall adhere to configuration standards and maintenance procedures established by the Information Technology Department. Failure to meet these requirements will be grounds for denial of system or university network access.

Non-Managed Workstations and Devices - Non-Managed workstations and devices may include but are not limited to faculty and staff personal workstations, personal computers, mobile devices, etc. Non-Managed Workstations and Devices shall have no access or limited access to enterprise or business critical systems that store Restricted Information.

Information Storage and Disposition

Information and records, whether maintained in electronic files or on paper, must be stored and disposed of securely according to the guidelines published in Southern’s Data Classification Policy.

ALL information and records subject to a litigation hold must be retained in whatever format the information is in and in whatever classifications notwithstanding other general policies on retention.

Violations of Policy and Misuse of Information

Violations of this policy include, but are not limited to: accessing information to which the individual has no authorization or business purpose; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable restricted access or confidentiality procedures, or handling or using information contrary to any other relevant regulations or laws; inappropriately modifying or destroying information or university business records; inadequately protecting Restricted Information or Confidential Information; or ignoring the explicit requirements of information stewards for the proper management, use and protection of information resources. Violations may result in network removal, access revocation, corrective action, university disciplinary action and/or civil or criminal prosecution, if applicable. Should disciplinary action be implemented, up to and including dismissal, suspension or expulsion, such actions will be taken pursuant to applicable university policies and procedures.

In the event that a university office or department is found to have generally violated this policy (beyond actions taken by an individual employee), the vice president responsible for that area will be notified. Corrective actions and possible financial costs associated with an information security incident will be coordinated at cabinet level.

Third-party vendors and/or consultants found to have breached their respective agreements with the university may be subject to consequences, including but not limited to, the loss of third-party vendor/consultant access to university information technology resources, removal of the vendor/consultant from university facilities, termination/cancellation of the agreement, payment of damages, and criminal or civil charges based on the nature of the violation.

The university is sometimes required to transmit information by state or federal forms and formats. When using such forms and formats, university employees should transmit such information following university policy and utilize appropriate safeguarding and security measures in the transmission of that information. It is important to work with state and federal officials in striving to meet industry best practices in the transmission of information.

Exceptional Information Releases

In some instances the university is mandated to disclose, or authorize to release information that would normally be protected under this policy. Examples include, but are not limited to, disclosures pursuant to state or federal reporting requirements, legal process (such as subpoenas, court orders, warrants, etc.), and certain authorized releases of information about particular individuals (students, employees or customers).

Legal Process

Any employee or affiliate of the university who is served with a legal document (for example, a subpoena, summons, court order, warrant, etc.) that refers to university records or data shall notify the Senior Vice President of Financial Administration immediately and prior to the release of any requested information. The Senior Vice President of Financial Administration will review the legal document to determine the validity and enforceability of the document, and to provide guidance and assistance in properly responding. Legal documents that are addressed to a particular person should be accepted only by that person. If an unintended recipient is served with the legal document, it should not be accepted. The process server or deliverer should be referred to the person identified on the document, by name, title or job description, or should be directed to the Senior Vice President of Financial Administration.

Requests from External Entities and Persons, including Law Enforcement and Attorneys

The university receives numerous requests for information and records maintained by the university from persons and entities that are external to the university. The release of information about a particular person may require authorization by that person. The Senior Vice President of Financial Administration is available to assist with evaluating the validity and scope of any authorization provided for the release of information, as well as providing guidance for appropriately responding to information requests pursuant to an authorization.

External law enforcement agencies sometimes request information. Before responding to these requests, the Senior Vice President of Financial Administration should be contacted to determine the authenticity of the

request and the requestor. In addition, any request for information from an attorney, whether by legal process or not, should be immediately referred to the Senior Vice President of Financial Administration.

All other requests for information from outside entities or persons should be evaluated on a case-by-case basis. For identifying information or data stored in an electronic format at Southern, the Information Technology Department is available for assistance.

In the absence of the Senior Vice President of Financial Administration, all legal requests should be directed to the Senior Vice President of Academic Administration.

Sources of More Information

The duties and responsibilities of university employees with regards to information protection and safeguarding are defined by numerous documents, including but not limited to, state and federal laws and regulations, university policies and procedures, and industry standards and best practices. Since information security is a growing and evolving area, the Information Technology Department, with cooperation from the Compliance Committee, will constantly monitor for new developments and maintain a listing of relevant resources on this topic.

Updated 2017

WIRELESS COMMUNICATIONS

1340

Purpose and Scope

This policy describes how wireless technologies are to be deployed, administered, and supported at Southern Adventist University. The policy assures that wireless communication network users receive an acceptable baseline level of service in respect to reliability, integrity, availability, and security. This policy supplements the Southern Adventist University Network Usage Policy, Policy 1330.

Wireless Network

Information Technology manages the campus-wide wireless network. This network implements the 802.11b, g, and n wireless network standards and covers all buildings and common areas on campus.

Airspace Management

Southern's wireless network uses 2.4 GHz and 5 GHz bands. Other wireless devices in the marketplace employ the same frequencies and may cause interference for Southern users. These devices include, but are not limited to, other wireless network devices, cordless telephones, cameras, and audio speakers.

To ensure the highest level of service, the university restricts the use of all other 2.4 GHz or 5 GHz devices. If, during the normal course of operating and troubleshooting the network, Information Technology discovers unauthorized wireless devices, those devices will be disabled immediately.

Authorized Users

Southern's wireless network is a private network and may be accessed only by authorized users.

Responsibilities - Information Technology

Information Technology is responsible for maintaining Southern's wireless network. These responsibilities include:

1. Developing and maintaining wireless communication policies and standards
2. Informing users of wireless communication policies and procedures

3. Deploying wireless communications systems on campus
4. Resolving problems with wireless interference
5. Monitoring the performance and security of the wireless network
6. Monitoring the development of wireless communications technologies and, when appropriate, incorporating new technologies into the campus network.

Users

Users are responsible for using the wireless network in accordance with this policy as well as the Network Usage Policy.

Data transmitted over the wireless network has a higher probability of being intercepted. Because of this, the network is inherently less secure. Users are responsible for the security of their own computers. The following guidelines can be used:

1. Employees of the university must use a Virtual Private Network when accessing private financial or student information. Always use secure web connections (https) when accessing private information residing on or off campus. Computers connected to the wireless network should have some sort of personal firewall installed. Most modern operating systems include personal firewall software.
2. The Network Usage Policy 1330, expressly forbids multiple network cards within a single workstation. However, users are allowed to have a wireless card as well as a wired card if the following conditions are met: a) Internet Connection Sharing is turned off, b) no other bridging software is installed or configured, c) the wireless card is disabled when the computer is plugged into the wired network.

Policy evaluation and review

This policy will be reviewed periodically to ensure that it is relevant, serves the needs and priorities of the institution, and is consistent with current trends in information technology. The following evaluation process will be followed:

1. Information Technology professionals review the policy and determine if changes are needed.
2. The President's Cabinet reviews the changed document.
3. The Administrative Council discusses and votes final approval for policy editions.

Revised 2013

ELIGIBILITY FOR STUDENT EMPLOYMENT

1360

In order for students to be eligible for employment on campus, they must meet the following criteria:

1. Full-time student at Southern Adventist University.
2. Southern Adventist University undergraduate student taking a class load of at least 6 credit hours excluding dual enrollment courses.
3. Southern Adventist University graduate students taking a class load of at least 5 credit hours.

A limited number of academy students can be hired by certain departments for essential duties that need to be cared for during breaks when university students may not be available. These departments include but not limited to, the Service Department, Village Market, and Food Services. Academy students may be hired during the summer only if university students are not available.

Revised 2013

PAY RATE STRUCTURE FOR STUDENT EMPLOYEES

1365

Southern will have a standardized pay rate structure for student labor (see table below), with possible exceptions for students with special certifications, licenses and/or skills in the area in which they are working. The pay rate structure provides a minimum (which is always minimum wage) and a maximum pay rate for each class standing to allow flexibility within each department to manage rates between the allowed ranges.

1. The agreed upon pay rate structure is to be followed by all departments in order to provide equity across campus.
2. A slightly higher alternate rate has been established for certain departments and job categories (determined by Human Resources Committee, *not* by departments on their own) for which it is more difficult to attract workers or there is oversight of other students or higher responsibility than other campus jobs, or for jobs requiring early morning or late night hours. See the pay rate scale below for the departments and job categories pre-approved by Human Resources Committee for which this alternate rate applies.
3. The Human Resources Committee must approve any pay rates outside of the agreed upon structure.

New 2013

MAXIMUM EMPLOYMENT HOURS FOR STUDENT EMPLOYEES

1370

In compliance with the Benefits for Hourly Employees policy (Policy #3080) regarding eligibility for health insurance, which requires insurance to be offered to any employee with an average of 30 hours or more per week, maximum hours for student employees are as follows:

Academic Year

During the academic school year, September 1 through April 30, student employees are limited to a maximum of 24 hours per week including all on-campus positions (this limit applies to breaks, but excludes summers).

Summer Hours

During the summer, May 1 through August 30, student employees are limited to a maximum of 38 hours per week including all on-campus positions. Further limitations on hours may apply in certain situations.

If students are able to work all of those hours in one department, they may do so. If a student works in multiple departments, the student and the supervisor of each department must work together to ensure that the student does not exceed the maximum hours per week.

All pay for hourly employees must be in the form of clocked in hours. Stipends/bonuses paid in lieu of an hourly wage will not be allowed.

Any student who works over the maximum number of hours per week will receive a reminder of the constraints of this policy. A copy of that communication will also be sent to the student's manager. If it

becomes evident that a student employee is not attempting compliance with this policy, the student employee will be subject to disciplinary action up to and including termination from all positions on campus.

Exceptions for more hours in one week may be considered by the Human Resources Committee (or its designee) through a formal request process but not if the hours would be consistently over the maximum allowed. Requests must be sent to the Human Resources department at least one week in advance in order to have sufficient time to be considered.

New 2016

USE OF STUDENT PAYROLL WHEN HIRING TEMPORARY WORKERS **1375**

When a student employee loses student status for any reason, other than disciplinary, the employing department/school may continue to use their student payroll budget to employ the individual for up to 30 days on a temporary basis during the school year. The student payroll budget cannot be used to pay the employee after the expiration of the 30-day period. (The student payroll budget cannot be used for the 30-day period for a student on work-study.)

The employing department/school may continue to use their student payroll budget to employ a student employee who has lost their student status up to 90 days during the summer.

USE OF SOUTHERN ID CARDS DURING GAPS OF EMPLOYMENT **1380**

Some employment positions on campus, while considered full-time, are not twelve-month positions. These employees do not receive a paycheck during the months they do not work (usually summer months); therefore, their ID cards will be deactivated until they return to work. Because these employees are by policy covered by benefits yet have no earnings from which to withhold benefit contributions, they would have a larger amount withheld from their pay during the months they work in order to cover insurance contributions, especially for those having their benefit contribution withheld on a pre-tax basis.

TOWN HALL MEETING **1390**

An hourly non-student employee Town Hall Meeting may be held with the university president and Human Resources director each semester for the purpose of sharing general information and providing a forum for discussion and feedback. Hourly staff may attend clocked in with approval of their supervisors.

FINANCIAL EXIGENCY **1400**

Definition of Financial Exigency

Financial exigency is defined as an urgent demand for immediate action by the institution to relieve a financial emergency. Financial exigency may result from various actions or events, such as a decline in enrollment or a reduction in governmental or private funds for scholarships, grants, etc. The term, “financial exigency” is not to be construed that the university is likely to default on any obligations or that any creditors should be notified of the action.

Mandatory Notification

Financial information supporting a declaration of financial exigency is to be presented to the University Assembly by an officer of the university. The Board must officially declare that a financial exigency exists. A declaration of financial exigency applies on an annual basis. If the need arises to extend the declaration to a succeeding year, the board will vote accordingly on the basis of new evidence.

Emergency Measures - Administration and Board

While financial exigency exists, the university administration and Board are enabled to implement emergency measures to reduce institutional costs. Recommendations from study groups, committees, and administrative personnel are to be reviewed by the president and members of Cabinet. Final approval of cost reduction measures rests with the Board.

Termination of Programs and Personnel Due to Financial Exigency

The policy for termination of personnel and programs due to financial exigency is to be implemented only after the Board has officially declared a state of financial exigency. (For termination of faculty and academic programs, see “Financial Exigency” in the Faculty Employees Section 5000 of the *Employee Handbook*, Policy 5090.)

1. The president, Cabinet, and/or an Administrative Review Task Force shall establish a set of criteria on which to base a study of how to reduce administrative costs.
2. The president, after consulting with Cabinet and/or an Administrative Review Task Force, formulates recommendations for salaried staff and hourly staff employee terminations to be recommended to the Board.
3. The individuals to be terminated will be conferred with in advance of the delivery of official letters of intent to terminate.
4. Notification of termination, appeals of termination, and all agreements of termination are to follow stated policies in the current *Employee Handbook* and requirements of applicable law.

CHARGING PRIVILEGES

1410

Employees can charge at any card swipe location (a location which has a swipe card device). All charges incurred will be deducted from each payroll. This credit is subject to a \$500 per month limit. The university reserves the right to reduce the credit limit, or remove credit privileges entirely, for individual employees.

Any campus card (adjunct, volunteer, temp employee, spouse, dependent community) can have a declining balance debit account for miscellaneous items. Funds can be placed on the account at the Campus Card desk. Money may only be refunded when the account is closed, which will be subject to a closing fee. Accounts will be automatically closed if not used for 12 months.

Guest meal cards are charged on per meal basis with a dollar maximum per meal. Plans can optionally have an expiration date. Cards are purchased with a set number of meals.

SETTLING EMPLOYEES' STUDENT ACCOUNTS

1415

Southern expects its employees to model good stewardship through effective management of resources and financial responsibility. Upon accepting employment at the university (or at any time during their employment), if an employee has an outstanding Southern Adventist University student account balance, he/she should make every effort to bring their account current or to a zero balance. Employees are requested to meet with the Student Finance department to address this matter by entering into a payment plan as needed.

If the payment plan or student account balance has not been addressed despite attempts by the university to collect the debt, the employee may be subject to payroll deductions for this purpose. This form of repayment under federal and state law is acceptable in order to collect debt that is owed to the employer so long as acknowledgement has been established by all parties. Wage reduction will not exceed 15 % of the

employee's disposable income (amount remaining after taxes and other mandatory charges have deducted), or fall below the minimum wage. Employees should make every attempt to pay off the student account within 12 months from the time of hire (or from the time the account goes past due; if this occurs outside of early employment when normally this may be addressed), to include additional voluntary payments outside of the payroll deduction schedule.

This method of settling a student account via payroll deduction is not intended for balances owed for additional courses beyond what is provided via the employee benefit (tuition-waived courses) nor would be applicable to pay for spouse or dependent student accounts.

New 2016

CHECK CASHING **1420**

Non-sufficient funds (NSF) checks paid to the university will either be charged to the employee's payroll or the employee will be asked to replace the check. A fee of \$20.00 will be charged for each NSF check.

EMPLOYEE WELLNESS PROGRAM **1430**

The university supports an employee wellness program and encourages each member of the university family to take personal responsibility for their health and well-being. Annual enrollment in the program takes place each year at the beginning of the fall semester with a physical assessment. Activities are planned to promote and encourage healthy lifestyles and provide information that would limit illness and promote a high quality of life.

AUTO ACCIDENTS AND MEDICAL INSURANCE CLAIMS **1440**

The university requires employees who use their own vehicles to transport students or to conduct university business carry auto insurance to the following minimums:

Bodily Injury Liability	\$250,000/500,000*
Property Damage Liability	\$ 50,000*
Medical Payments	\$ 5,000

*Optional \$300,000 single limit policy is acceptable.

The university does not pay auto insurance premiums.

In case of injury in an automobile not owned by an employee, the injured should look to the insurance carrier of the automobile owner for any benefits. Only after such benefits are exhausted would benefits be given from the Southern Adventist University Health Care Benefits Plan. No duplicate coverage is provided under this plan.

Should an accident take place while an employee is engaged in some type of remunerative activity unrelated to Southern Adventist University responsibilities, University Health Care Benefits Plan reimbursement may be denied. In such cases, one should expect the other employer to carry appropriate insurance.

DISTINGUISHED COMMUNITY PARTNER AWARD **1450**

The Marketing and Communication Committee will recommend names of recipients (one individual, group, or business per year) to the president. The president will make the final decision. The individual, group, or business chosen will receive a professionally designed desk plaque, valued at \$100-\$200. There will also be a wall plaque hung in the lobby of Wright Hall on which the recipient's name is engraved each year. Recipients may receive the award only once. To maintain the integrity of the award, there will be only one

plaque and one wall plate made. The award will be presented annually at the Symphony Orchestra Dinner concert.

Criteria: Eligibility includes alumni and employees, but the award is primarily designated for the community. Criteria are based on the following:

- a. Displaying an active role in supporting Southern Adventist University in pursuit of its mission and/or values.
- b. Showing support through a donation in time, knowledge, money, services, or property.

PRESIDENT’S AWARD FOR CUSTOMER SERVICE EXCELLENCE

1460

The Marketing and Communication Committee will recommend names of recipients (up to two employees per year) to the president. The president will make the final decision. The employee(s) chosen receive(s) \$500 and a desk trophy.

Criteria: An employee who exhibits consistent, excellent customer service skills when dealing with people is eligible for this award. These skills include:

- a. Knowing how to take ownership of a customer’s problem and find a solution.
- b. Dealing empathetically with customer concerns.
- c. Managing difficult customers in a way that provides a win-win solution for the university and the customer.
- d. Having the ability to say “no” when necessary with a “yes” attitude.
- e. Exercising good judgment when balancing university policies with human needs.

PRESIDENT’S AWARD FOR COMMUNITY SERVICE EXCELLENCE

1470

The Marketing and Communication Committee will recommend names of recipients (up to two employees per year) to the president. The president will make the final decision. The employee(s) chosen receive(s) \$500 and a desk trophy.

Criteria: An employee who exhibits consistent, excellent community service attributes to the greater Chattanooga area is eligible for consideration to receive this award. These attributes include:

- a. Gives personal time and energy to community service.
- b. Receives no pay for any of this service.
- c. Appropriately represents Southern Adventist University outside the traditional university circles.
- d. Is generous with his/her resources for the good of the greater community.

PRESIDENT’S AWARD OF EXCELLENCE FOR COMMITMENT TO STUDENT SUCCESS

1480

The Retention Committee will recommend names of recipients (up to two employees per year) to the president. The president will make the final decision. The employee(s) chosen receive(s) \$500 and a desk trophy.

Criteria: An employee who demonstrates a consistent philosophy of engaging students and building community is eligible for this award. Behaviors that might demonstrate a commitment to student success include:

- a. Using interactive educational methods in classes, such as group activities, group projects, and service learning.

- b. Facilitating intellectually stimulating occasions outside the classroom where thoughtful dialogue with faculty and peers can occur.
- c. Integrating curricular and co-curricular programs and activities.
- d. Fostering a smooth transition for first-year and new students through initiatives such as mentoring, study sessions, home events, and fun and food forums, as well as supporting those individuals who are experiencing adjustment problems.
- e. Front loading efforts to assimilate first-year students into the campus community.
- f. Seeking ways to connect faculty, staff, and students in settings outside the classroom.

UNIVERSITY TRAVEL

1490

1. All travel for which the employee expects reimbursement must be authorized in advance. Unless such expenses have received authorization, they shall be the personal responsibility of the employee, and no reimbursement should be expected.
2. Travel shall be by the most economical means taking into account good utilization of personal time and trip requirements.
3. **Reimbursable Expenses:**
 - a. The actual cost of hotel/motel. If an employee stays with friends or relatives rather than staying in a hotel/motel, an additional one-half of the single per diem rate may be reported.
 - b. When travel is for long distances, it is customarily by plane and the air coach fare is reimbursed to the employee. When travel is to be by personal automobile over long distances, reimbursement shall include actual hotel/motel expenses, mileage, and a per diem based on a minimum of 500 miles of travel per day over the most direct route available. Charges for toll bridges, ferries, tunnels, and toll roads used on the most direct route of travel may be reported as well as reasonable parking charges (not including travel violations).
 - c. When traveling, the employee is allowed a per diem to cover meals, laundry, and miscellaneous expenses e.g. if one meal is paid for by the employee, one-half of the per diem rate may be reported. If two or more meals are paid for by the employee, a full per diem may be reported. Any meals included in seminar fees or provided at a meeting at no cost to the employee, may not be included in meals used to calculate per diem to be reported. If fully entertained, a small per diem may however be reported to cover other miscellaneous expenses.
4. The Associate Vice President for Human Resources or Vice President for Financial Administration provides information about current mileage and per diem rates.
5. Automobiles or vans needed for local university business should be rented from the Transportation Services. Most vehicles rented while on university business outside of the Chattanooga/ Cleveland area are covered by university insurance.
6. The rental of 15 passenger vans is prohibited in accordance with the North American Division policy.
7. **Luggage and Travel Accessory Assistance:**

The following employees who are required to travel regularly, are eligible for assistance for luggage replacement, GPS (Global positioning systems), and noise canceling headphones. The term luggage includes suitcases, briefcases, computer cases, and carry-on pieces.

Payment Schedule

President	\$450.00
Vice Presidents and Recruiters	\$350.00
Dean of Schools with MA Programs & Associate Vice Presidents (graduate programs)	\$250.00 (add deans of graduate programs)
Department Heads, Academic and Non-Academic	\$150.00

At the discretion of the President's Cabinet, other employees who receive a perk package may be approved for this allowance.

The luggage and travel accessory assistance is to be considered a taxable travel expense based on the paid receipts, and will be charged to the departmental travel budget of the employee

8. Regular travel expense report forms should be used with receipts attached and signatures of the supervisor and administrator responsible, and must be submitted to Payroll for reimbursement.

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SUMMER EVANGELISM LEAVES – VOLUNTARY

1500

Voluntary participation in evangelistic activities is supportive of the mission and purpose of Southern Adventist University. This type of activity provides employees with positive experiences and benefits that enable them to better serve the students. The university wants to provide an opportunity for full-time employees to participate in public evangelism for a maximum of three weeks, in conjunction with the Evangelistic Resource Center (ERC) of the School of Religion.

1. Employees must be approved at least three months in advance of the beginning of the leave by the department chair/director, school dean, or immediate supervisor, and President's Cabinet so that the university's overall endeavor in this area will remain coordinated.
2. Employees will receive up to an additional three weeks of vacation time for the time they are participating in an evangelistic campaign. The added vacation time for hourly employees will be funded from General Institutional Expense.
3. Employees will be absent from the workplace for the duration of the evangelistic campaign in which they are involved, a time period not to exceed three weeks. Any additional vacation time away from the workplace must be approved by the employee's supervisor prior to leaving.
4. No more than five university employees will be approved for evangelism leave during any given summer.
5. All relevant Southern Adventist University and General Conference guidelines and policies for travel must be followed, including insurance details.
6. The cost of travel will be shared by the employee, the School of Religion/ERC, and the sponsoring organization.
7. Summer evangelism leaves may be considered part of the summer work assignments for instructional faculty. However, faculty members are still responsible for any additional summer teaching or other work as assigned by their deans/chairs.

EMPLOYEE - STUDENT RELATIONS

ADMISSIONS AND RE-ADMISSIONS

1510

Admissions Authority

The admission of new students to Southern Adventist University is under the direction of the Admissions Committee in coordination with the Office of Student Development. Southern may screen applicants to make sure that their moral, social, and academic standings are in harmony with the aims and objectives of the university and the policies that guide admissions.

Acceptance on Academic or Social Probation

Students that do not meet the requirements for full acceptance may, under certain circumstances, be accepted on Academic and/or Social Probation. At the time a student is accepted, they will be notified in writing of their acceptance standing. If a student is accepted on probation, the letter will explain the specific reasons for the probationary status, the length of the probationary standing, and the circumstances which will allow the probationary standing to be changed to full acceptance.

Exceptions to Academic Probation

A student may appeal in writing to the Admissions Committee to waive any part of the Academic Probation policies.

Exceptions to Social Probation

A student may appeal in writing to the vice president for Student Development to waive any part of the Social Probation policies.

Social and Academic Evaluation

If it is determined that a student's moral, social, and/or academic standings are not in harmony with the aims and objectives of the university, that student's acceptance will be revoked and the student will not be allowed to continue at Southern until they follow the necessary steps for reacceptance, as will be outlined in the letter of revocation.

DISCIPLINE AND DISMISSAL

1520

Discipline

Discipline as referred to in this working policy refers to any action taken by Southern Adventist University relative to a student's social standing. The first responsibility of the university and its personnel is that of counseling with students who appear to be encountering social problems. This counseling should not be done in an accusing manner and must be done with the total attitude of having the student's best interests at heart. All social discipline is unfortunate and must be handled with extreme caution and tact.

Dismissal

It must be understood that the reputation of a student to some degree is the reputation of the university. Therefore, when a student's reputation becomes so unrepresentative as to affect the reputation of Southern Adventist University, it shall be the responsibility of the university to separate such a student from the university, either immediately or by refusal of re-admission for subsequent semesters. Students who are thus separated from the university must be told precisely the reason why, despite the fact that there may be no specific acts or incidents that have resulted in specific disciplinary action.

Role of the Vice President for Student Development

All student disciplinary procedures are under the direction of the vice president for Student Development, who works in general with the residence hall deans in handling student disciplinary cases. The vice president for Student Development may separate a student from the school, suspend a student, deny readmission, or place a student on citizenship probation.

Notification

If a student has been placed on probation or separated from the school immediately, or if he/she is to be separated from the school at the completion of the current semester, the student will be notified in writing and will be given the specific reasons for the action. Copies of such letters will be sent to the parents or legal guardians of the student at the discretion of the vice president for Student Development in harmony with current laws. The director of Records and Advisement and the associate vice president of Marketing and Enrollment Management will be notified of the change of relationship of the student to the university without an explanation of the circumstances. If in specific cases the director of admissions feels it is necessary for him to know more details of a case, he can speak directly to the vice president for Student Development, who will then give more details at his discretion.

Appeal

The route of appeal for social discipline action is appeal to the president of the university through the Discipline Review Committee. The president will either affirm the original decision or refer it to the Discipline Review Committee with or without instruction for final disposition.

STUDENT ASSOCIATION

1530

Definition

The Student Association is the official organization of the student body of the university. It elects its own officers and holds meetings on a schedule arranged and announced at the beginning of the academic year. It may hold special meetings on the call of its president. Its deliberations are governed by its constitution and its by-laws. (For details refer to the constitution of the Student Association of Southern Adventist University.)

Purpose

The Student Association is organized to further the spiritual development, foster the mental growth, and promote the physical and social well-being of the university community. It also acts as a channel through which student recommendations may be referred to the university administration for consideration.

Membership

Each undergraduate student taking eight or more hours at Southern Adventist University shall be a voting member of the Student Association. A graduate student may become a voting member of the SA by paying an amount equal to that appropriated per student from undergraduate tuition. Faculty members shall be considered primarily in an advisory capacity and shall be extended non-voting floor privileges by the Student Association.

Financial Support

Financial support for the Student Association is appropriated from the general funds of the university. The amount appropriated is calculated by 1% of gross undergraduate tuition each semester.

Authority

The Student Association receives its delegated authority from the administration of Southern Adventist University. The vice president for Student Development shall serve as the faculty coordinator, who shall be an ex officio member of the senate, the cabinet, the general assembly, and all committees. He/she shall have a suspensive veto over all actions of the constituent bodies of the Student Association and the general assembly. Each of the constituent bodies and committees of the Student Association shall have a faculty adviser who shall be appointed by the president of the university.

Constitution

The constitution, its by-laws, and its amendments must be approved by the Student Development Committee prior to the approval of the senate and the Student Association general assembly.

Student Association Officers

The names of all candidates for cabinet and senate positions must be approved by the Student Development Committee. To be a candidate for president of the Student Association a student must first have served in the cabinet or senate.

Campaigns

University policy requires the approval of candidates for office, election procedures, campaign posters and their placement, and the candidate's platform speeches.

STUDENT MEDIA POLICY

1540

Philosophy

As a vital part of its community of learning, Southern Adventist University sponsors the production of a variety of media by its students. When exercised in the spirit of Christian fellowship, responsible freedom of expression and debate of issues enhances the university community. Editors and producers are encouraged to express themselves freely within the parameters of the philosophy, standards, and mission statement of the university, which reads as follows:

Southern Adventist University, as a learning community, nurtures Christ-likeness and encourages the pursuit of truth, wholeness and a life of service.

Student media are the voices of both students and faculty, representing the visual and creative arts, both in print and non-print formats. The student media provide a marketplace of ideas in a university environment. Student media serve not only the current residents of the campus, but also document the culture and history of the institution.

Student-produced Media

Approved student-produced media on campus are the *Festival Studios*, *Joker*, *Numerique*, *Southern Accent*, *Southern Memories* and *Campus Chatter*. A description of these media is on file with this policy in the Student Development office.

Faculty/Staff Participation

Faculty, staff and administrators are encouraged to participate in the marketplace of ideas as sources of accurate information, and as contributing writers. Their participation provides a balance. For student media to have credibility, it must accurately and fairly report the truth, set the record straight, and dispel rumor.

Student Editors/Producers' Responsibilities

As with academic freedom, student freedom of expression is not without limits. Student editors/producers must act with balance and maturity guided by the highest ethical values. In addition, student producers and journalists are expected to abide by standards of accuracy, objectivity, and fairness. When questions arise, they are urged to seek advice from their respective media adviser.

Copyright and Other Legalities

Student editors/producers are expected to perform their duties in harmony with copyright and other laws governing print and visual production standards. They are expected to follow professional journalistic ethics such as respecting individual privacy, rejecting material that attacks or injures a person's reputation by false and malicious statements, and correcting errors of fact and perception.

Legal Publisher

Southern Adventist University is the legal publisher of all of the approved student-produced media.

The Student Media Board

Responsibilities: The purpose of the Student Media Board is to nurture effective student media and cultivate campus leaders who develop communication skills for the church and society. All student editors/producers are responsible to the Student Media Board.

The duties of the board are:

1. To grant official approval and provide general oversight for all media produced and edited by students excluding those media with authorization from specific university departments.
2. To appoint all editors of specific media from candidates who have completed the defined application process.
3. To actively recruit candidates to submit applications for editor/producer of specific media.
4. To recommend to the university president, advisers of specific student -produced media;
5. To review the performance of student editors/producers; to replace an editor/producer, if necessary.
6. To resolve conflict regarding content between the editor/producer and the adviser.
7. To require alterations to the content of specific media when necessary.
8. To approve new student media.

Decisions of the Student Media Board may be appealed to the university president who will either affirm the board's decision or request the board to reconsider with direction.

Board Membership: Membership of the Student Media Board consists of:

1. A faculty/staff chair (appointed by president)
2. The chair of the Journalism and Communication Department (or designee).

3. *Southern Accent* adviser
4. *Southern Accent* editor
5. *Joker* adviser
6. *Joker* editor
7. *Southern Memories* adviser
8. *Southern Memories* editor
9. Festival Studios adviser
10. Festival Studios producer
11. Student Association president
12. Student Association executive vice president
13. Vice president for Student Development

Student Editor/Producer Application Process

Applications for positions of editors/producers will be available in the Student Development Office at the beginning of the second semester. Students who wish to be candidates will submit the following:

1. An application and supporting materials to the Student Media Board no later than February 1, unless extended by the Student Media Board;
2. A signed statement indicating awareness of and commitment to the Student Media Policy;
3. A portfolio reflecting relevant experience;
4. A signed release for the board to review the applicant's academic transcript; and
5. A brief proposal (2 or 3 paragraphs outlining plans for the next year).

Candidates will be notified of the board's decision no later than the beginning of Spring Break.

Qualifications for Editor/Producer

Qualified applicants and office-holders must be Student Association members. As defined by the *Student Handbook*, that includes students who are enrolled for a minimum of eight semester hours on campus. An exception will be made for students who apply while serving as student missionaries for no more than 12 months as arranged through SAU's chaplain. Each student must also have the following:

1. A record of good citizenship.
2. A cumulative grade point average of 2.5 or a 2.75 grade point average from the previous semester with a minimum cumulative average of 2.25.

Student Media Advisers

Student editors/producers perform their duties under the guidance of faculty/staff advisers who are nominated by the Student Media Board and appointed by the university president. Advisers monitor adherence to the requirements of the Student Media Policy, and demonstrate a dedication to accuracy and fairness in student-produced media. If necessary, they have authority to direct revision of any questionable material.

In Case of Content Disagreement

In a case of unresolved conflict between an editor/producer and the media adviser regarding content, the adviser or the editor may submit the conflict to the Student Media Board. The content in question will not be published or produced until the decision is made. After hearing the issues relating to the conflict, the board will determine the outcome. Editors/producers can expect the board to address issues in a timely manner. In the case of an imminent production or last issue of the newspaper, the board chair will expedite a meeting of the board.

It is understood that members of the board who have personal involvement in the content or individual under discussion will not participate in the final vote of the board. A student editor/producer must follow the decision of the board or face review by the board regarding continuation in his/her position.

Student Editor/Producer Autonomy

Because of their unique responsibilities, student editors/producers have a distinct autonomy from the Student Association executive officers. However, student-produced media receive their funding from the Student Association appropriation and are budgetarily responsible to the Student Association finance director and the Student Association Senate. The SA Senate also determines the stipends for student editors/producers. Student editors/producers are members of the Student Association Executive Cabinet.

APPLICATION OF DRESS CODE

1550

Southern Adventist University published a *Student Handbook* that articulates a dress code students are expected to follow. While this dress code is designed to be consistent with biblical principles, it combines those principles with a more general philosophy of dress in a similar manner to dress codes articulated by other institutions, businesses, and organizations. Though the dress code is printed in the *Student Handbook*, the code is also applicable to employees since students look to faculty and staff as role models.

1. Following biblical principles suggests a dress code that emphasizes simplicity, modesty, economy, and practicality.
2. Faculty and staff should lead by example by honoring the dress code.
3. Students make a commitment by signing a statement that he/she will comply with the dress code, as well as the other guidelines in Southern's *Student Handbook*, and all employees are encouraged to support the student in their commitment.
4. Inconsistent application of the dress code is detrimental to campus morale.
5. Faculty and staff have flexibility in the strategies followed in bringing about conformity with the dress code, but ignoring the dress code is not acceptable.

Alcohol and Drug Use

It is the policy of the university to insist on total abstinence from the use of alcohol and drugs. Furthermore, a student must avoid all inappropriate association with alcohol and drugs, including serving them to others. This policy applies to all students wherever their location. A student possessing or using alcohol or illicit drugs will be dismissed.

Readmission will be considered only after one week and after an authorized drug dependency evaluation has been completed. A student evaluated as an experimenter will be required to complete a Substance Abuse curriculum and counseling program. Any student evaluated as more than an experimenter will be suspended until completion of an approved treatment program and there is clear evidence that substance use has been corrected. The university considers any repeat offender to be a regular user. Such a student will be suspended indefinitely. Because substance users often move from one kind of “high” to another, use of any other drug will be considered a repeat offense. (*Student Handbook*, p. 53)

Procedures for Dealing with Student Alcohol and Drug Use

- STEP 1. **Evidence:** It is determined by university authorities that student has used or been in possession of alcohol or illicit drugs. Circumstantial evidence may be a determining factor in making this conclusion.
- STEP 2. **Suspension:** A student determined to have been involved in such activity while a student at Southern Adventist University will be suspended. Such a student will not be eligible to be considered for readmission for a minimum of one week.
- STEP 3. **Assessment:** Prior to being considered for readmission the student will undergo a chemical use assessment to verify his/her level of involvement with chemicals. This evaluation must be conducted by certified chemical abuse counselor designated by the university to verify the student’s level of involvement with chemicals. Any expense involved in this assessment process must be paid by the student.
- STEP 4. **Reinstatement:** The student will be reinstated to the university on the basis of what the evaluation determines and a written commitment to participate in the assigned follow-up as detailed in Step 5.
- a. If the assessment concludes the student’s chemical use to be more than experimental, the student will remain suspended until the university approves the necessary treatment program and has clear evidence that substance use has ceased.
- b. If the evaluation concludes the student’s chemical use to be clearly experimental, the student will be reinstated at the end of the suspension.
- STEP 5. **Follow-up:** In order to monitor the student’s behavior following readmission, and to deter further use, the student must participate in the established chemical use resistance program at the university. A written commitment to participate in this program will be a condition of the student’s readmission.
- a. **Alcohol and Drug Education:** The student must attend six weekly seminars that emphasize education regarding chemicals and resistance to their use. The seminars are not to be considered as rehabilitation.

- b. **AA/NA:** In certain situations the university may require regular attendance at meetings of Alcoholics Anonymous or Narcotics Anonymous if other abstinence reinforcement activities are temporarily unavailable.
- c. **Random Screening:** The student must be willing to submit to random screening as a condition of his or her readmission to the University. Any expense for such screening will be paid by the student.

STEP 6. Probation: Students who have been readmitted to the university, will be subject to citizenship probation for a period to be specified at the time of readmission. Students who use chemicals after being reinstated will be dismissed indefinitely.

SECTION 2000

EMPLOYMENT POLICIES

EMPLOYMENT POLICIES

<u>Alphabetical Listing of Policies</u>	<u>Policy Number</u>
Adoption Assistance	2330
Americans with Disabilities Act	2015
Background Checks, Reference and Criminal	2080
Bereavement Policy	2165
Breaks for Nursing Mothers.....	2155
Christian Standards and Conduct.....	2010
Christmas Gift.....	2300
COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985).....	2250
Continuing Education of Workplace Topics.....	2090
Discipline Policy	2180
Drug-Free Workplace	2050
Employee Personnel Records	2120
Employment of Relatives.....	2100
Equal Employment Opportunity	2000
Failure to Return from Leave.....	2170
FMLA - Family Medical and Military – Related Leaves of Absence	2140
Fraternization	2025
Harassment of Employees & Students.....	2020
Hiring Process.....	2060
Hiring Procedure for Regular Full-time and Part-time Employees	2065
Job Postings	2070
Jury Duty.....	2160
Leave for Adoption, Pregnancy, Childbirth, and Nursing an Infant.....	2150
Medical Benefits	2230
Payroll Periods and Deductions	2200
Performance Evaluations	2130
Performing Arts Programs	2320
Resignations.....	2195
Retaliation.....	2040
Retirement and Farewell Gifts	2310
Safety Policy	2280
Seat Belt Policy.....	2270
Sexual Misconduct.....	2030
Sidelines and Outside Employment	2110
Survivor Benefits, Employee	2290
Termination and Severance.....	2190
Title IX.....	2340
Tuition Waived Classes for Employees and Spouses	2220
Unemployment Insurance Benefits.....	2260
Wage Scale	2210
Worker’s Compensation	2240

Southern Adventist University affirms that Christian principles are incompatible with various forms of discrimination that have divided modern societies. The university is committed to equal employment opportunities for all individuals. The university does not discriminate on the basis of race, color, sex, age, national origin, veterans, or handicap/disability in its hiring and employment practices. The university also prohibits harassment and sexual misconduct in the workplace. The university does, however, exercise its constitutional and statutory rights as a religious organization and employer to prefer members of the Seventh-day Adventist Church for employment. Full-time faculty and staff (salaried and hourly) are to be members in good and regular standing of the Seventh-day Adventist Church.

The University Board may exempt individuals from this requirement in special teaching situations for which there are a limited number of Seventh-day Adventist faculty available for hire.

CHRISTIAN STANDARDS AND CONDUCT**2010**

All employees of Southern Adventist University are “God’s workmanship, created in Christ Jesus to do good works.” Therefore, all employees are expected to willingly and conscientiously uphold the high moral and Christian standards that the church represents and live in harmony with the doctrines of the Seventh-day Adventist Church.

Employees of Southern Adventist University represent the church, as well as the university; consequently, their appearances, words, and actions reflect care and judgment. By the grace of God, their lives are a reflection of the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Gal. 5:22-23).

1. Southern employees choose to talk “that which is good to the use of edifying” (Eph. 4:29); thus, they refrain from lewd talk and profanity and avoid being demeaning or derogatory.
2. Southern employees recognize that their bodies are “temples of the Holy Spirit” (1 Cor. 6:19) and thus refrain from the use of tobacco in any form, intoxicating beverages, and/or illegal drugs.
3. As members of the Seventh-day Adventist Church, Southern employees recognize the importance of coming together with like-minded believers; therefore, they do not “forsake the assembling of themselves (Heb. 10:25) and attend church services on the seventh-day Sabbath and support their local churches with tithes and offerings (Lev. 27:30).
4. Southern employees believe “the Holy Scriptures are the supreme, authoritative, and the infallible revelation of [God’s] will” (“28 Fundamental Beliefs”) and accept the view of marriage as divinely established in The Garden of Eden, and defined as an exclusive union between one man and one woman. Therefore, employees comport themselves consistent with a Biblical sexual ethic, one in which sexual relationships occur only in a Biblical marriage context, and refrain from sexual acts of any kind outside of the Biblical marriage. It is also noted that Southern recognizes only those marriages that have occurred in a church or civil ceremony and for which a recorded marriage license has been issued.
5. Southern employees embrace the Biblical exhortation to mentor the next generation (Ps. 145:4); therefore, by both personal example and instruction, employees are to assist in the education of students regarding the application of Christian standards and conduct.

Special attention is to be given at all times to neatness, cleanliness, modesty, and courteous behavior. Webster defines modesty as “being free from coarseness, indelicacy, and indecency; a regard for propriety in dress, speech, and conduct.” Because we realize that God expects His commandment-keeping people to be distinct from the world, Southern Adventist University affirms statements made by Ellen G. White

concerning simplicity and appropriateness of dress: “Our appearance in every respect should be characterized by neatness, modesty, and purity” (*Counsels for the Church*, p. 10).

In accordance with the teachings on Christian behavior espoused by the Seventh-day Adventist Church, we uphold conservative Christian values in dress and appearance. We believe that adherence to these values creates a positive workplace environment.

1. The employee’s attire and grooming are to be neat and appropriate for the work area. Extremes in fashion are to be avoided. Modesty is expected at all times.
2. Employees are expected to follow guidelines articulated in the Church Manual and accordingly will not wear rings, earrings, necklaces, chokers and bracelets (except Medic Alert bracelets). The university and the Church respect the conscience of those who choose to wear a wedding band.

Revised 2016

AMERICANS WITH DISABILITIES ACT

2015

It is the policy of Southern Adventist University to abide by both the letter and spirit of the law in all aspects of the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). The Act prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It also applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

The university prohibits all discrimination against qualified individuals with disabilities. This included applicants for employment and employees. An individual is considered to have a disability if he/she has a physical or mental impairment, or major bodily function impairment that substantially limits at least one major life activity, has a record of having such an impairment or is regarded as having such an impairment. Discrimination against persons because they have a known association or relationship with an individual who has a disability is prohibited.

The ADA applies to an impairments that substantially limits a major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, working, and major bodily functions such as cell growth, endocrine functions, neurological functions, digestive functions, respiratory functions, and reproductive functions. An individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu generally would not be covered.

The university considers a qualified individual with a disability to be a person who has the legitimate skill, expertise, education, or other requirements for a position that he/she seeks or holds, and who can perform the essential functions of the position with or without reasonable accommodations. The university requires that a person have the ability to perform the essential functions of a job to assure that an individual with a disability will not be considered unqualified simply because of inability to perform marginal or incidental job functions.

HARASSMENT OF EMPLOYEES AND STUDENTS

2020

Purpose

The university recognizes and respects the interests of its employees and students in maintaining a work environment in which all individuals are treated with respect and dignity. The university provides and enforces an employment policy designed to promote a work environment which prohibits discriminatory practices, including harassment based on an individual’s race, color, religion, sex, national origin, age, or disability. Therefore, the Human Resource Department will provide training for prevention of unlawful discrimination and harassment.

Policy

Harassment of any employee or student by another employee, supervisor or non-employee working at the university, such as a vendor or contractor, is strictly prohibited and will not be tolerated. To that end, the university has established a procedure for employees to report claims of harassment. All reported allegations of harassment will be promptly and thoroughly investigated, and appropriate action will be taken against employees and non-employees (where feasible) determined to have engaged in conduct in violation of this policy.

The conduct prohibited under this policy as harassment includes unwelcome sexual advances, requests for sexual favors, same-sex or same-race discrimination or harassment, and other verbal, visual or physical conduct based upon an individual's race, color, religion, sex, national origin, age or disability. Such conduct violates this policy if:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. Submission to, acquiescence in, or rejection of such conduct is used as a factor in employment decisions regarding the individual (*e.g.* demotion, promotion, compensation, etc.); or
3. The conduct shows hostility because of a personal characteristic of the employee or his/her relatives, friends, or associates and the conduct has the purpose or effect of unreasonably interfering with the individual's work performance or of creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects the employee's employment opportunities.

Examples of conduct which may constitute sexual harassment include, but are not limited to, verbal or visual harassment or abuse (*e.g.*, degrading sexual comments, unwelcome propositions and sexually offensive jokes, materials and tricks), unwelcome requests for sexual favors or activity, inappropriate touching of a sexual or abusive nature (*e.g.*, pinching, hugging, kissing or brushing against another individual's body) or a suggestion, threat or action that makes the affected individual's employment or benefits subject to submission to sexual demands, harassment or sexually offensive conduct.

Examples of conduct that may constitute harassment on account of race, color, religion, national origin, age, or disability include, but are not limited to, slurs or epithets, threats, demeaning or degrading comments about an individual's appearance, denying an employee the opportunity to participate in training or education, limiting opportunities for promotion, transfer or advancement, requiring a protected employee or student to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment, intimidation, or hostile acts based on a personal characteristic, any written material or pictures that show hostility or aversion toward an individual or group that are placed on walls, bulletin boards, or elsewhere on university property or are circulated in the workplace.

Procedure

1. **Individual Responsibilities:**
 - a. Refrain from all forms of harassment at all times.
 - b. While the university encourages individuals who believe they are being harassed to **firmly and promptly notify the offender that his or her behavior is unwelcome and should be stopped immediately**, the university also recognizes that power and status disparities between an alleged harasser and an employee or student may make such confrontation ineffective, futile, or impossible. In the event that direct, informal communication between individuals is ineffective, futile, or impossible, then the individual who believes that he or she has been the victim of harassment should **report the conduct to:**

- (1) **The employee's supervisor; or**
- (2) **The department director; or**
- (3) **Human Resources director.**

Incidents of suspected harassment should be reported as soon as possible, preferably within 48 hours, so that a prompt investigation can be undertaken by the university. If the complaint involves a direct supervisor, the employee should go directly to the department manager or Human Resources director. The initial report should be followed

by a written statement describing the incident and identifying potential witnesses. Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director or Human Resources director.

2. **Supervisor Responsibilities:**

If you observe harassing conduct, advise the offending individual to stop immediately, explaining what the conduct is and how it is offensive. Document the occurrence and notify the Human Resources director. If a supervisor is uncertain as to whether observed conduct is prohibited harassment, the supervisor should contact the Human Resources director for assistance in deciding whether to take action.

If you are a supervisor and an employee or student reports harassing conduct to you which is or you believe might be prohibited harassment promptly notify the Human Resources director and request that the employee or student document the complaint in writing.

3. The Human Resources director will thoroughly and objectively investigate all reported allegations of harassment. In determining whether the alleged conduct occurred and, if it did, whether it constitutes harassment in violation of this policy, the university will examine the totality of the circumstances. A determination regarding the violation of this policy will be made from the facts of a particular situation, on a case-by-case basis. The Human Resources director may enlist the assistance of outside resources in conducting the investigation and in making the determination.
4. Upon a determination by the Human Resources director that the reported conduct occurred and that it constituted harassment in violation of this policy, the university will take appropriate corrective action(s) against the offending employee such as:
 - a. Written warning;
 - b. Referral to counseling;
 - c. Probation, with a warning of suspension or termination for continuing or recurring offenses;
 - d. Suspension with or without pay; and/or
 - e. Termination.
5. The university will keep all information obtained in connection with a report or investigation of alleged harassment confidential; provided, however, the Human Resources director may disclose information to those individuals inside and outside the university whom they reasonably believe have a need to know the information in connection with the investigation, correction, or prevention of harassment in the workplace.
6. While the university urges individuals to report harassment, unfounded allegations can irreparably harm an employee's reputation and limit his/her ability to fulfill job responsibilities. Employees or students who bring malicious, spiteful, false allegations of harassment will be subject to disciplinary action.

Purpose

Southern Adventist University desires to provide a learning/working environment free from the potential complications that may occur when faculty/staff are engaged in inappropriate relationships with students / subordinates. Interactions between faculty/staff and students need to be guided by mutual trust and confidence as well as Christian and professional ethics. As a Christian institution the university believes that sexual relationships belong only in a biblical marriage context.

Policy

Romantic relationships where one member of the University community has evaluative or other supervisory responsibility for the other carry risks of conflict of interest, breach of trust, abuse of power, breach of professional ethics and perceptions of undue advantage. The relationships may, moreover, be less consensual than the individuals whose positions confer power believe, or may be perceived in different ways by each party, especially in retrospect. These relationships are deemed inappropriate and are prohibited.

Further, relationships between faculty and students are prohibited even where the student is not under the teaching or supervision of the faculty member. Romantic relationships between staff and students are not explicitly prohibited except in the case where a supervisory role is involved. Any exceptions to this policy should be approved in writing by the immediate supervisor of the faculty/staff, and any faculty/staff engaged in such a relationship must self-report the relationship to his/her supervisor.

To report an instance of an inappropriate relationship, follow the forms of redress as outlined in the *Employee Handbook*, Grievance Procedure Policies 4040 and 5080.

This policy does not change those instances covered by the Harassment of Employees and Students (Policy 2020) or Employment of Relatives (Policy 2100) policies.

SEXUAL MISCONDUCT**2030**

Sexual misconduct is defined as improper sexual behavior, including any of the following situations:

- a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
- b. Actual or attempted rape or sexual contact by force, threat, or intimidation or victim helplessness or incapacity;
- c. Criminal behavior of a sexual nature;
- d. Stalking;
- e. Unwelcome sexual advances, requests for sexual favors, or other unsolicited verbal or physical conduct of a sexual nature;
- f. The use of a cell phone or any social media platform to post pictures of a sexual nature.

Southern Adventist University desires to maintain a working environment free from sexual harassment and misconduct. To achieve this goal, it utilizes certain appropriate methods to alert employees of these issues. These include in-services, informational emails, and policies, ensuring that all employees are made aware 1) that sexual harassment and misconduct are violations of both federal and state statutes, 2) that Southern strongly disapproves of these sorts of behavior, 3) that Southern addresses this sort of faculty or staff misconduct with appropriate sanctions, including dismissal, 4) that all employees may inform the Human Resources department of sexual harassment or misconduct without fear of retaliation, and 5) that Southern follows the Grievance Procedure Policies (3060, 4010, 5080) of this handbook when addressing these sorts of behavior. Faculty and staff may also reference (<http://www1.southern.edu/media/docs/yearly/Sexual-Misconduct-Policy.pdf>) for a fuller description of Southern's position on sexual misconduct, the process for reporting and addressing student, employee, and third-party incidences (also see Policy 2020), and the

grievance procedures (for hourly, salary, and faculty members: policies 3060, 4040, 5080), all of which may apply when addressing matters of this nature.

This policy does not apply to how Southern addresses employees who are found to have engaged in consensual sexual activity that is outside of marriage or not in accord with Southern's Christian Standards and Conduct Policy (policy 2010). For the purpose of this policy, consensual behavior is defined as a mutual agreement to engage in sexual activity. Instead, Southern addresses such matters as violations of Policy 2010 and addresses those violations using the grievance policies 3060, 4040, 5080.

RETALIATION

2040

No individual shall be permitted to retaliate in any way against an employee who files a complaint or participates in an investigation under the harassment policy or any other policy. Retaliatory action, for example and without limitation, includes demotion, discharge, unwarranted reprimands, deprivation of normal office benefits, false accusations, or intimidating comments, and is a serious violation of this harassment policy and should be reported immediately to the Human Resources director. Any person found to have engaged in retaliatory conduct against another individual for reporting harassment, workers' compensation, Family Medical Leave Act, or other complaints or for participating in an investigation of such, shall be subject to appropriate disciplinary action, up to and including dismissal.

DRUG-FREE WORKPLACE

2050

Southern Adventist University is a drug-free workplace at which the unlawful manufacture, distribution, possession, sale, exchange or illegal use of drugs or over-the-counter medications is prohibited. Any employee violating this prohibition becomes subject to employment discipline, up to and including

termination. As a condition of employment, the employee agrees to abide by the terms of this statement, and, the employee agrees to notify the president in writing of any criminal drug-statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Southern Adventist University maintains a drug-free awareness program for all elements of the academic community and fully supports implementation of the federal Drug-Free Workplace Act of 1988. (See Policy Statement on Alcohol Abuse and Illicit Drugs, Policy 1200.)

HIRING PROCESS

2060

The process by which a person is considered for employment at Southern Adventist University is related to the position the individual is expected to fill.

Southern Adventist University reserves the right to allow the administration to make interdepartmental transfers as may be deemed necessary without going through the process of posting the availability of the positions involved. Such interdepartmental moves shall require the vote of the Human Resources Committee and in the case of salaried employees shall be recommended to the Board. All positions shall have budgetary provisions in place. Employees are categorized in one of the following three employment definitions. They are:

1. Faculty (exempt)
2. Salaried Staff (exempt)
3. Hourly Staff (non-exempt)

Adding New Positions

The president and/or vice president for the area shall determine the need for a new position, formulate a job description, and complete a Request for a New Position Form to be taken to the Strategic Planning Committee for its approval.

Approving the Filling of Vacant Positions

The President's Cabinet shall determine the need to fill a position and the departmental director/ dean/chair for the area will formulate a new job description as needed.

Hiring Process

The process for filling any support staff vacancy, other than a transfer/promotion within that particular department, shall be as follows:

1. The position shall be posted for at least six days.
2. A team of at least three people, under the direction of the director/dean/chair will be assembled to review applications and resumes, conduct reference checks, and perform interviews.

This team may include the following individuals:

- a. The director/chair/dean of the department
 - b. The Human Resources director or his/her designee
 - c. One or more employees of the university (chosen by director/dean/chair).
3. Applications/resumes will be reviewed to identify qualified candidates.
 4. Reference checks will be conducted as deemed appropriate.
 5. Criminal background and education checks are performed by Human Resources.
 6. Generally, up to three candidates are chosen for interview by the team.
 7. The team makes a decision on the most qualified candidate and extends an invitation for hire to the applicant.

Internal transfer within the department:

If the director/chair/dean feels there is a qualified employee within the department, and wishes to transfer/promote this employee to the vacant position, the director/chair/dean should discuss this transfer with the vice president that oversees that department. If the vice president is supportive of the transfer, the position does not need to be posted and the recommendation, including the appropriate pay scale, is made by the vice president to the Human Resources Committee for approval. If the vice president and/or the Human Resources Committee does not approve the transfer then the position should be posted and the normal hiring process be followed.

Transfer from another department on campus:

If the director/chair/dean wishes to approach an employee from another department for a vacant position in their department, the director/chair/dean should first discuss this with the appropriate vice president (and perhaps director/chair/dean) before approaching the employee. In addition, the position must be posted for at least six days and the rest of the hiring process must be followed before the position is filled.

Changes in job description:

If the job description or pay scale of an open position changes for any reason, except in instances of internal transfers within a department, the position must be posted again under the new job description and pay scale for at least six days and the rest of the hiring process must be followed before the position is filled.

Revised 2013

JOB POSTINGS

2070

It is Southern Adventist University's policy to post all job vacancies so that qualified employees with an interest in the posted positions may apply.

Job postings will include the job title, salary rate/grade, and department. Job descriptions will be available upon request to the Human Resources Department. The Human Resources department will post openings for a period of at least **six (6)** days. Southern Adventist University reserves the right to publicly advertise posted positions in order to seek applicants from outside the university regardless of whether applications from university employees have been received in response to the posting.

After a position has been posted the designated departmental director will review the credentials of all qualified applicants.

REFERENCE CHECKS AND CRIMINAL BACKGROUND CHECKS

2080

Notice to Applicants for Employment Regarding Consumer Reports and Consent to Consumer Reports and Background Investigation forms will be included with the application and Vitae Supplement for employment with Southern Adventist University. Applicants will receive notice that the university may obtain from a consumer reporting agency or other person, company, or agency, reports containing information regarding their background, references, character, past employment, education, credit, driving history, and criminal or police records. They will also be notified that the university may conduct its own investigation into these same matters.

CONTINUING EDUCATION OF WORKPLACE TOPICS

2090

The Human Resource Department will provide training designed to educate supervisory employees on vital workplace topics, such as performing evaluations, interviewing, lawful terminations, etc.

EMPLOYMENT OF RELATIVES

2100

It is the university's policy to assure that all employees, including students, are hired, promoted and supervised on the basis of individual merit. The university is concerned about the adverse effects of nepotism, which is the showing of favoritism toward a relative or related person.

Employees are prohibited from having a supervisory relationship or a position of influence in the same area as an employee or student who is his/her relative. *The hiring of two relatives, e.g. parents and students, to

be supervised by the same departmental director/manager, is also prohibited. For the purposes of this policy, a “relative” means a father, mother, son, daughter, grandfather, grandmother, grandson, granddaughter, husband, wife, brother, sister, aunt, uncle, nephew, niece, cousin, in-laws, and step-relatives. The university reserves the right to make the final determination regarding whether an employee is “related” to another employee or applicant.

If a working relationship contrary to this policy is created due to promotion, transfer, marriage or other circumstances, the affected individuals will be provided a reasonable time period in the discretion of the university to voluntarily comply with this policy. The university cannot guarantee that transfer or reassignment requests would be approved. Transfers will be based on the university’s needs and available positions. If the situation is not resolved voluntarily by the employees, Human Resources will take appropriate action to achieve compliance with this policy.

Exceptions to this policy would require approval of the Human Resources Committee and appeals to this exception should be presented to Administrative Council.

Process for obtaining an exception to policy for student employment:

- The job (vacant position) should be made available to all potential student applicants and must be posted for a minimum of three (3) weekdays on the Student Job Board. Resumes/applications will be collected by the Human Resources department.
- In order to provide equity to all applicants, the Human Resources Committee will perform a blind/redacted review of resumes/applications to determine the most qualified student, taking into account experience, academics, field of study, and references. Preference may be given to those students whose academic majors are in the field/department where the job is located or if the position related to their study will advance their academic or professional career.

*The hiring of two related students to be supervised by the same departmental director/manager is permissible.

New 2016

SIDELINES AND OUTSIDE EMPLOYMENT

2110

Employees shall refrain from any sidelines, business, or activity, which has the effect of diminishing job performance and/or infringing on the time and efficiency of the work to which they are assigned. Exceptions may be approved in advance of commencing the activity if such sidelines/outside employment does not conflict with the interests of the institution.

EMPLOYEE PERSONNEL RECORDS

2120

Each employee has a personnel file in the Human Resources Department containing his or her employment records. These records are confidential and are available for viewing only to the employee to whom they pertain, and officials reviewing records for promotion, transfer, discipline, or grievances. In order to keep the personal records up-to-date, the employee should notify the Human Resources Department of any change of name, marital status, address, telephone number, dependents, or other pertinent information. Also, the employee should notify his or her immediate supervisor of these changes. The Denominational Service Record is created from an employee’s personal record. Former employees may not access their file.

PERFORMANCE EVALUATIONS

2130

Every full-time and regular part-time employee can expect to have their work performance evaluated on a regular basis by their supervisor, director, or vice president. Evaluations should help the employee excel at the job and will be considered for promotions, pay raises, and to clarify employee-employer relationships.

During the introductory period the frequency may be as often as every 45 days. Once the introductory period has been successfully completed the frequency shall be no less than yearly. If an employee is on a probationary status or is under discipline, the review may be more frequent.

The employee shall sign the appraisal as an acknowledgment of having seen the evaluation and shall be allowed to make comments. This evaluation form shall be filed in the employee's personnel file which is kept in the Human Resources Department.

FMLA- FAMILY MEDICAL AND MILITARY- RELATED LEAVES OF ABSENCE **2140**

Southern Adventist University follows the federal Family and Medical Leave Act (FMLA) which outlines certain conditions under which an employee may request time off with or without pay for a limited period, with job and accrued benefit protection.

Definition: A leave of absence under FMLA is an approved absence of an eligible employee for up to either twelve or twenty-six weeks depending on the FMLA qualifying reason for leave, and within a twelve-month period.

Eligible Employee: An employee is eligible for FMLA leave if he or she has been employed by the university at least 12 months (but not necessarily consecutive) and has worked at least 1250 hours during the 12-month period immediately preceding the commencement of FMLA.

Quantity and permissible reasons for FMLA leave: Up to 12 workweeks (480 hours) of FMLA leave may be taken by an employee for the following reasons:

1. Birth of and care for an employee's newborn child. See State of Tennessee: Leave for Adoption, Pregnancy, and Childbirth and Nursing an Infant, Policy 2150.
2. Placement of a child with an employee for adoption or foster care.
3. To care for a child, spouse, or parent who has a serious health condition.
4. When an employee is unable to perform the functions of his/her position because of a serious health condition.
5. Because of "any qualifying exigency" arising out of the fact that a covered military service member, (spouse, son, daughter, or parent) serving in the National Guard and Reserves, is on active duty, or called to active duty status in support of a contingency operation.

"Qualifying Exigencies" generally include:

- a. Short-notice deployment
- b. Military events and related activities
- c. Childcare and school activities
- d. Financial and legal arrangements
- e. Counseling
- f. Rest and recuperation
- g. Post-deployment activities; and
- h. Additional activities agreed to by the employing organization and the eligible employee.

In addition, up to 26 workweeks (1040 hours) of FMLA leave may be taken for the following reasons:

For eligible military caregiver of a military service member, to care for the covered

service member with a serious illness or injury incurred in the line of duty on active duty.

Measurement Period: The 12- month period for FMLA leave eligibility is measured by looking back 12 months from the date on which the FMLA leave is scheduled to begin.

Paid and Unpaid Leave: Any paid leave provided by the university, including vacation/holiday leave and sick time, must be used concurrently with FMLA leave until exhausted. Any remaining leave (after exhaustion of all available paid leave) will be unpaid.

Duration of Leave: Leave under FMLA may be taken as a continuous block/period or may be taken as intermittent or reduces work schedule leaves.

Spouses Employed by the University: where both spouses are employed by the university- the leave for birth or care for a newborn child is for a combined total of 12 weeks for both employees during the 12-month period.

During a single 12-month period, an eligible employee is entitled to a *combined* total of 26 workweeks of leave for the birth or placement of a child with the employee for adoption or foster care, to care for a family member with serious health condition, for the employee's own serious health condition, or for any qualifying exigency related to active duty, *and* to care for a covered service member. This does not limit the availability of FMLA leave during any other 12-month period.

A husband and wife both working for the university and who request family, qualifying exigency, military caregiver or medical leave for the same qualifying event are entitled to a combined total of 26 workweeks during a single 12-month period if leave is taken to care for a covered service member, or a combination of service member family leave with any other FMLA-qualifying leave.

Intermittent or Reduced Leaves: With mutual agreement between the university and the employee, leave may be taken intermittently or at a reduced leave schedule in the event of the birth, adoption, or foster care of a child.

Employees may take intermittent or reduced work schedule leave when medically necessary to care for a spouse, child, or parent who has a serious health condition or if the employee has a serious health condition. An employee granted an intermittent or reduced leave schedule may be required to temporarily transfer to an alternate position with equal pay and benefits for the duration of the leave.

Where an employee takes an intermittent or reduced leave for an immediate family member or because of the employee's own serious health condition based upon foreseeable planned medical treatment, the employee is required to make a reasonable effort to schedule treatment so as not to unduly disrupt the operations of the university.

Application for Leave and Notice: The employee is expected to apply to the Human Resources Department for leave at least 30 days prior to the beginning of the leave, except where the leave is for unforeseen circumstances. Under such circumstances the employee must use the customary call-in procedures for reporting an absence, except in unusual circumstances.

With the application for leave the employee must provide medical certification detailing: date the serious health condition began; probable duration; appropriate medical facts regarding the condition; a statement that the employee is needed to care for the family member or that the serious health condition prevents the employee from performing his/her job; an estimate of the time needed; for intermittent leave on a reduced schedule for planned medical treatment, the application is to state the dates when the leave is expected to be given and the duration of the treatment.

If the university deems the medical certification to be incomplete or insufficient, the university will indicate in writing what information is lacking and give the employee seven calendar days to cure the deficiency.

The university may at its discretion, require a second opinion, and if there is a conflict with the first opinion, a third opinion may be required. The decision of the third opinion is binding. The second and third opinion will be at the expense of the university.

Fitness for Duty Certification: All employees on FMLA leave must present a fitness for duty certificate from the employee's healthcare provider before returning to work (if the leave taken based on the employee's own serious health condition). If a safety concern exists, a fitness-for-duty certification may also be required where the employee has taken intermittent leave.

Reinstatement and Maintenance of Benefits: During FMLA leave, the employee continues to be an employee of the university entitled to the rights listed below.

1. The employee is entitled either to be restored to the position held when the leave commenced or, at the employer's option to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. The employee is entitled to any right, benefits, or position to which the employee would have been entitled had he/she not taken the leave.
3. The employer will continue the health care coverage to which the employee was entitled throughout the period of the leave. The employee is required to pay his/her portion of the health care premium throughout the period of the leave.
4. If the employee does not return to his/her employment following the leave, the university may require the employee to pay the university's portion of the health care premium applicable to the unpaid portion of the leave, unless the failure to return is because of:
 - a. The continuation or reoccurrence or onset of a serious health condition that entitles the employee to leave because of his/her own illness or that of a family member, or
 - b. For other circumstances beyond the control of the employee.
5. Full-time employees continue to be entitled to employer-provided Employee Survivor Benefit Plan during the course of this leave. The benefits of that plan are available in a separate policy brochure at the Risk Management Office.
6. The employee is not entitled to service credit being earned on the unpaid portion of the leave.

LEAVE FOR ADOPTION, PREGNANCY, CHILDBIRTH AND NURSING AN INFANT 2150

Southern Adventist University employees who have been employed for at least twelve (12) consecutive months as full-time employee, may be absent from their employment for a period not to exceed four (4) months, including 3 months of FMLA leave, for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

1. Leave for employees shall be granted on the same basis as extended sick leave in accordance with the Sick Leave Policy, Paid Leave Policy, and the Family and Medical Leave Act (FLMA) policy. Eligible employees requesting leave should give at least three months' notice of their anticipated leave date, the length of the leave and their intention to return to full-time employment at the end of the leave. The beginning date and duration of the leave shall be in harmony with the advice of the attending physician.
2. Leave may be with or without pay. The leave shall not affect the employees' right to receive PTO time, advancement, or any other benefits. Beginning with the first day of leave, regular remuneration may be continued and shall be charged to the extended sick

leave bank, if applicable. Accrued time in the paid leave bank may also be used for Pregnancy Leave.

3. If an employee's job position is so unique that Southern cannot, after reasonable efforts, fill that position temporarily, then Southern shall not be liable for failure to reinstate the employee at the end of the leave period.
4. The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant. If Southern Adventist University finds that the employee has utilized the period of leave to actively pursue other employment opportunities or that the employee has worked part time or full time for another employer during the period of leave, Southern shall not be liable under this section for failure to reinstate the employee at the end of the leave.

When southern determines that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, Southern shall notify the employee.

BREAKS FOR NURSING MOTHERS

2155

If requested, nursing mothers will be provided a designated private location, other than a bathroom, to express breast milk for at least one year after the birth of a child. Nursing mothers will be allowed one paid 15 minute break during every four hours of working time. A reasonable amount of additional time or additional breaks can be taken as frequently as needed but will be unpaid for non-exempt (hourly) employees.

JURY DUTY

2160

Southern Adventist University encourages its employees to be active in the community and to do their civil duties. Department supervisors are also to encourage their employees to be available for jury duties when called. Inhibiting employees from participating in jury duty by writing letters to the court asking that the employee be discharged from jury duty, etc. is discouraged.

Upon receiving a summons to report for jury duty, the employee shall notify his/her supervisor immediately. The employee shall be excused from work for the day or days required of the employee while serving as a juror provided that such employee's responsibility for jury duty exceeds three (3) hours during the day for which excuse is sought.

The employee shall be entitled to his/her usual compensation less the amount of the fee or compensation for serving as a juror. However, the employer may pay the employee his/her usual compensation without deducting the fee or compensation received for jury service.

The university is not required under Tennessee Code 22-4-108, *Compensation of Jurors*, to compensate an employee for more time than was actually spent serving and traveling to and from jury duty.

Tennessee Code 22-4-108, only applies to employers who employ on a regular basis more than five (5) people or to any employee who has been employed on a temporary basis for more than six (6) months.

Southern Adventist University shall not discharge or in any manner discriminate against an employee for serving on jury duty if such employee, prior to taking time off, gives the required notice, as mentioned in paragraph 1, to their supervisor stating that the employee must serve.

In the event of a death in an employee's immediate family, the employee may be granted the following days of paid time off, considered as bereavement leave, to handle matters related to the loss of life and grieving. Timely communication to the immediate supervisor will be necessary, to allow for processing the paid time off and for proper accommodations, as may be needed.

Three (3) days of bereavement leave may be granted to eligible employees (part-time/full-time, exempt/non-exempt) to attend the funeral and or mourn the loss of members of the immediate families of the employee or spouse. Additional days may be added as follows:

- a. Employees who experience the loss of a spouse or child may request an additional eighteen (18) days.
- b. For death of a parent/step parent, employees may request an additional nine (9) days.
- c. Where the funeral/memorial or related activity takes place more than 300 miles from the employee's place of employment, two (2) days may be added for travel.

For this purpose, "immediate family" is defined as wife or husband, children, parents, grandparents, grandchildren, brothers, sisters, or persons bearing the same relationship to the spouse.

Hourly employees, in conjunction with their supervisor, must complete a Paid Leave Time Sheet. Bereavement leave days will be credited to and paid from the hourly employee's paid leave bank according to the applicable amount of time stipulated in subparagraphs *a*, *b*, and *c* above.

If a funeral, memorial service, or other activity surrounding the loss of life is not immediately scheduled, employees are eligible to take bereavement time up to three (3) months from the date of death, so long as the employee does not exhaust the allowable time as defined in subparagraphs *a*, *b*, and *c* above. Bereavement leave pay will only apply to the days actually taken for this purpose.

Any time off beyond what's provided within this policy, will be deducted from the employee's paid leave bank, vacation time, or considered leave without pay (if no time is available), which must be approved by the supervisor and submitted to Human Resources in a timely manner. For leave without pay, see policy 3130.

Southern reserves the right to request documentation as proof of death (examples: death certificate, funeral agreements); although proof of death is not typically required.

FAILURE TO RETURN FROM LEAVE**2170**

An employee not returning to work at the end of an approved leave or after a period of 12 months, whichever is shorter, will be considered to have resigned his/her employment from the university.

DISCIPLINE POLICY**2180****Rules of Conduct**

In the interest of maintaining good working conditions, employees are expected to observe the university's policies, procedures and rules of conduct, including, but is not limited to, the procedures, policies, and rules set out in the *Employee Handbook*. Although cause is not required for dismissal or other disciplinary action, violation of any of the university's policies, procedures, and rules may result in dismissal or less severe

disciplinary action.

In deciding what action should be imposed for violation of policies, procedures, and rules, the university will take into consideration all of the circumstances involved, as well as the employee's overall work record.

Examples of Conduct That May Result in Dismissal

1. Not having current, active membership in a local Seventh-day Adventist church. "Current active membership" includes, but is not limited to,
 - a. Regular church attendance.
 - b. Supporting the church by tithing.
 - c. Living a representative Seventh-day Adventist life, this includes refraining from the following:
 - (1) Use of tobacco and/or alcoholic beverages in any form.
 - (2) Illegal use of drugs, such as marijuana, etc.
 - (3) Repeated display of uncontrolled temper.
 - (4) Use of profane language.

The employment of any member in a church organization or institution confers upon the employee the privilege of service, but does not confer special privileges as a church member distinct from those enjoyed by other members. Such a member-employee is subject in local church relationships to the authority of the church in which he/she holds membership.

The privilege of employment places a special responsibility upon the one thus employed to live a life both within and without the church that is in harmony with the highest concepts of church membership. Such an individual should consider fidelity to church standards as a condition of his/her employment, pledging to cooperate with the policies of the church and loyally uphold them.

2. Not maintaining the Adventist principles of morality, honesty, and integrity. This includes, but is not limited to:
 - a. That practices of business, in and outside the institution, be those of unquestionable honesty and integrity.
 - b. That moral practices and family fidelity be above reproach.

Employees who are placed under censure by the local church may have their employment terminated by Southern Adventist University.

3. The habitual use of improper or inappropriate work habits. This includes, but is not limited to:
 - a. Excessive tardiness, regardless of the reason.
 - b. Habitually leaving work without permission from the immediate supervisor.
 - c. Habitual carelessness about the quality and quantity of work produced.
 - d. Failure or refusal to take instructions or counsel from immediate supervisors or management.
 - e. Consistently displaying a negative attitude.
 - f. Inattention to duties, sleeping on duty, loafing or idleness.
4. Failure to respect the standards of dress, conduct, etc., as outlined in this handbook or other university policies.
5. Evidences of dishonesty. This includes, but is not limited to:

- a. Fraudulent recording of time for another employee.
 - b. Other falsification of records or reports, oral or written.
 - c. Stealing of materials or property of the university, co-workers, or students.
6. Damage to buildings and/or equipment.
 7. Sexual Misconduct as defined in Policy 2030.
 8. Failure to fulfill job requirements or standards of efficiency and productivity.
 9. Creating or contributing to unhealthy or unsanitary conditions.
 10. Creating a hazardous condition for the employee, coworkers, or students.
 11. Violating safety rules or common safety practices.
 12. Soliciting or accepting gratuities, tips, or loans.
 13. Unauthorized release of university, personnel, or student confidential information.
 14. Gambling.
 15. Violation of the Drug Free Workplace policy.
 16. Indulging in disorderly conduct, abusive, profane, or offensive language or conduct.
 17. Engaging in physical, visual or verbal harassment on account of sex, race, religion, color, age, ethnicity, or disability.
 18. Fighting, threatening, intimidating, attempting bodily harm or injury or interfering with another person.

TERMINATION AND SEVERANCE

2190

Since employment in this university is based on mutual consent, either the employee or the university may terminate employment without requirement of notice or cause (see Disciplinary Policy above). Any benefits payable at the time of termination under the university's policies or as required by law, if any, they will be included in the final check. At time of termination, I.D. cards/keys, SAU credit card and credit card file, university owned equipment, etc., must be turned in to the Human Resources Department.

If an employee resigns, he/she is not eligible to receive a termination settlement. Should the university initiate the termination of an employee a settlement may be paid equal to 25 percent of one month's remuneration, excluding all allowances, for each year of denominational service credit to a maximum of 20 years. To be eligible to receive a termination payment the employee must have at least 2 years of full-time denominational employment. As a condition of receiving a termination payment, the employee is required to execute a General Release and Waiver within 30 days of receipt or the severance payment will be forfeited.

RESIGNATIONS

2195

Employees who find it necessary to terminate their services with the university should give at least two weeks written notice to their supervisor unless the department agrees to a shorter period. In this way, the department head will have an opportunity to secure a replacement.

PAYROLL PERIODS AND DEDUCTIONS

2200

Non-Exempt (Hourly) payroll is processed bi-weekly and is released electronically to the bank of choice on every other Friday.

Exempt (Salaried) payroll is processed semi-monthly on or around the 15th and 30th and is released electronically to the bank of choice.

Expense reports are processed as they are received. Expense checks are processed on alternate Fridays (The Fridays between the Non-exempt payrolls).

Financial obligations to the university by policy or agreement, including but not limited to, rent and mortgage payments to the university if living in university housing, expenses charged to the employee's ID card, charges from the Campus Safety Department for vehicle usage violations will be deducted from the employees pay.

Employees may make arrangements with the payroll manager for the following regular payroll deductions:

- a. Approved contributions
- b. Credit Union
- c. Some insurance premiums

A W-2 form is given each employee by January 31, showing the amounts earned and taxes paid.

In cases of emergency or for authorized travel the vice president for Financial Administration or the controller are authorized to approve cash advances.

Revised 2013

WAGE SCALE

2210

Southern Adventist University has a wage scale for salaried employees comparable to other North American denominational entities. Hourly employees are paid a community wage scale. Within the limits of the scale, wages are set and increases are given. General wage levels are dependent on the financial situation of the institution.

The employee's starting wage is based on experience, responsibility, skill, etc. Increases will depend upon recommendations made until the maximum scale has been reached. Once an individual has reached his or her maximum rate, further increases in pay will be based on cost-of-living increases approved and applied by Southern Adventist University Board.

TUITION-WAIVED CLASSES FOR EMPLOYEES AND SPOUSES

2220

Full-time faculty and staff may enroll in the university for undergraduate or graduate tuition waived classes, for a maximum of nine tuition-waived hours per fiscal year. Up to four hours can be taken in the Fall and Winter semesters and six of the nine tuition waived hours can be taken in the Summer provided the supervisor agrees to the schedule and space is available after all tuition paying students have been accommodated.

For this policy only, the tuition waived classes year is determined to May 1 to April 30, meaning that all summer classes will be counted in the next fiscal year (June 1 to May 31) e.g. meaning employees and spouses can take six hours in the summer and three hours in either the Fall or Winter semester or, you can take three hours during the summer and three hours in the Fall semester and three hours in the Winter semester.

Part-time employees, who have worked 1000 hours or more in a calendar year, are eligible for up to four tuition-waived hours in the ensuing fiscal year.

Tuition waivers do not apply for private music lessons, student teaching, courses requiring individualized faculty direction, laboratory costs, and/or other costs and fees which are charged in addition to tuition.

If a university employee does not utilize all of the available hours in a given year the employee's spouse may benefit from the tuition-waived policy under the same terms as for an employee with the additional provision that the spouse may take up to six hours in a given semester. The combination of hours taken by the employee and their spouse cannot exceed nine hour in any year.

Employees must have a current Southern Adventist University financial account and be current on all student loan payments at the time of registration before the tuition-waived class plan will be approved. University scholarships and monies from the Southern Adventist University Endowment Fund are not available to anyone enrolled in a tuition-waived class.

Regular employment schedules must be maintained while taking any tuition-waived class. Hourly employees' eligibility begins at the first registration immediately following the completion of the orientation period. Eligibility for tuition-waived classes ends when employment ceases. Continued class attendance after employment terminates will be the financial responsibility of the former employee.

MEDICAL BENEFITS

2230

Southern Adventist University has a fundamental interest in the health care and general welfare of its employees, which is partially given expression by following the North American Division's Health Care Assistance Plan. The role of the Health Care Assistance Plan is to:

1. Promote efficiency in corporate operations as well as contribute to employee financial security by providing a program to maintain the health of employees and their eligible dependents.
2. Attract and retain employees.
3. Assist employees with expenses incurred from illness or injury, and require those employees to bear a part of such expenses by making a contribution to the healthcare plan.
4. Incorporate recognized cost-containment features and encourage cost-effective choices at all levels of health care decision-making.

A complete copy of the NAD Health Care Assistance Plan and the Blue Card PPO Program are available at the Risk Management website, adventistrisk.org. Recommendations for exceptions in the application of the plan, or for a change in the plan itself, should be made in writing to the vice president of Human Resources who will present it to the Human Resources Committee. Policy changes can only be made by the North American Division Health Care Assistance Plan Administrative Committee.

WORKERS' COMPENSATION

2240

Employees are covered by Workers' Compensation insurance. Any accident that occurs in connection with assigned work shall be reported to the department head immediately. The injury must be reported to the director of Risk Management on the proper claim forms within 24 hours of the accident. Workers' Compensation covers the required medical and hospital bills and may also cover a portion of the salary or wages if the employee is unable to work. All injuries shall be reported even though they may not lead to an actual claim for reimbursement.

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985) **2250**

In general, an employer is subject to COBRA if it maintains or contributes to a group health plan for the purpose of providing medical benefits to its employees or former employees or their families. However, church plans are exempt from this act which means that COBRA benefits are not provided to the employees of Southern Adventist University.

UNEMPLOYMENT INSURANCE BENEFITS **2260**

The university, because of its church non-profit status, is not required by law to participate in employment security insurance. After termination of employment, unemployment insurance benefits will not be available for work performed as a Southern Adventist University employee.

SEAT BELT POLICY **2270**

Tennessee State law makes it mandatory for seat belts to be worn in all moving vehicles such as cars, vans and pickups. Because the wearing of seat belts has proven that lives are saved and bodily injuries are prevented or greatly reduced when accidents occur, Southern Adventist University requires all employees to buckle up while operating any and all vehicles owned by the university.

Southern Adventist University strongly recommends to all employees and their families that seat belt use be practiced at all times while operating or riding in motor vehicles. This practice can and will save this institution and employees much grief and loss.

SAFETY POLICY **2280**

It is the responsibility of all employees, at all levels, to practice work habits that support and promote safe and healthful work conditions. Southern Adventist University's Safety Plan can be found at: <http://southern.edu>.

EMPLOYEE SURVIVOR BENEFITS **2290**

Benefit: An employer-provided life insurance policy shall be provided for full-time denominational employees, their spouse, and for the employee's dependent(s) as defined in the Health Care Assistance Policy.

Benefit Provisions:

1. The benefit shall be as follows:

Employee	\$100,000*
Spouse	\$ 50,000
Dependent Child	\$ 10,000
Stillborn	\$ 750

*Waive option available. See Human Resources for details.

2. **One Benefit per Death:** If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be made.

CHRISTMAS GIFT

2300

In recognition of employees' service, Southern Adventist University may grant an annual holiday gift based on status of employment as of December 1.

Adjunct faculty, temporary employees, and retired employees are not eligible for this gift.

The amount that may be granted will be determined by Administrative Council.

FAREWELL AND RETIREMENT GIFTS

2310

The Human Resources Department will arrange farewell and retirement gifts for full-time and part-time faculty and staff who have been employed by Southern Adventist University for more than one year. Funding shall be provided from the general institutional budget. Additional amounts may **not** be taken from any institutional funds including departmental budgets.

Farewell Gifts: A farewell cash gift will be given and will be processed through payroll as taxable income. The amount of the gift is based on years of service at Southern Adventist University and is calculated per the following schedule rounded up to the nearest five dollars:

1-20 years of SAU service: Four percent (4%) of the employee's current base monthly remuneration per year of service up to five years (20%).

21 plus years of SAU service: In addition to the dollar amount calculated above, one-and-one-half percent (1.5%) of the employee's current basic monthly remuneration per year of service beyond 20 years.

Example: For an employee whose current base monthly remuneration is \$4,512.58 with 40 years of SAU service.

$$\begin{aligned} \$4,512.58 \times .04 \times 5 &= \$902.52 \\ \$4,512.58 \times .015 \times 20 &= \underline{\$1,353.77} \\ \text{Total Farewell gift} &\quad \$2,256.29 \text{ rounded} = \$2,260 \end{aligned}$$

Employees whose base monthly remuneration is less than 100 percent of the base monthly wage factor shall receive a farewell gift amount based on 100 percent of the wage factor.

Retirement Gifts: Employees who are retiring from denominational employment due to retirement eligibility will be given additional cash or "gifts-in-kind" that total in value \$100 per year of service at Southern Adventist University. The cash portion of the retirement gift will be processed through payroll as taxable income. The gift-in-kind portion will constitute "tangible, personal property," will be awarded as part of a meaningful presentation, and will be excluded from the employee's taxable wages.

PERFORMING ARTS PROGRAMS

2320

Full-time employees and members of their immediate family, upon presentation of their I.D. card when requested, are entitled to attend programs in the Artist Adventure Series on the same basis as students.

ADOPTION ASSISTANCE

2330

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current base monthly wage. This assistance shall be limited to one allowance per child.

In compliance with the Title IX of the U.S. Higher Education Amendments (1972), Southern does not discriminate on the basis of gender. In addition to gender equity in sports, Title IX prohibits sex-based discrimination in education. It addresses gender-based discrimination and sexual violence (whether student to student, student to employee, or employee to employee). Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

The Director of Risk Management is the Title IX Coordinator and designated to resolve non-student employee grievances. Student grievance under Title IX should be presented to the Title IX Designee, the Director of Student Life and Activities, who will either resolve the grievance or present it to the designated committee for resolution.

SECTION 3000

HOURLY STAFF

HOURLY STAFF EMPLOYEES

<u>Alphabetical Listing of Policies</u>	<u>Policy Number</u>
Absenteeism and Tardiness.....	3040
Benefits for Hourly Employees	3080
Donated Paid Leave Hours	3190
Employee Classifications	3000
Employee Performance Appraisals.....	3045
Extended Sick Leave Policy	3140
Grievances and Appeals.....	3060
Inclement Weather/Power Outage	3095
Leave Without Pay/Leave of Absence.....	3130
Long Term Disability Leave with Pay	3150
Lunch Break.....	3050
Moving Expenses.....	3070
Orientation Period.....	3020
Overtime	3180
Paid Leave	3090
Paid Leave Hours Accumulated Each Year.....	3110
Paid Leave Hours Accumulated Per Pay Period.....	3100
Recording Time Worked.....	3170
Temporary Employees	3010
Termination.....	3200
Time Records.....	3160
Work Hours.....	3030

AT-WILL EMPLOYMENT: Southern Adventist University hourly employees, including those employed in university owned industries, have an “at-will” employment relationship with Southern Adventist University. Such employment is not for any specific time period. Continued employment is based upon mutual consent, and either the employee or the university may sever the relationship at any time without requirement of notice or cause.

Employees who find it necessary to terminate their services with the university are requested to give at least two weeks written notice to their department director with a copy to their vice president and the Human Resources director.

HOURLY EMPLOYEE CLASSIFICATIONS

3000

Southern Adventist University has four classifications of hourly employees:

- a. Full-time, regularly scheduled for a minimum of 38 hours per week
- b. Part-time
- c. Temporary
- d. Student

Employees classified full-time are entitled to applicable benefits in this *Employee Handbook*. Part-time employees are entitled to paid leave on a prorated basis and those benefits required by law. Temporary employees working full or part-time hours and students are not entitled to benefits as outlined in this *Employee Handbook* except those required by law.

TEMPORARY EMPLOYEES

3010

Department directors may hire temporary employees to fill short-term jobs or to manage periods of heavy workload, provided they have adequate funding in their budgets.

Temporary employees must be processed by the Human Resources Department and approved by the Human Resources Committee prior to their first day of work. Departmental directors/ deans/chairs must complete a *Temporary Non-Student Employment Request Form* (available at the Human Resources Department and www.southern.edu/hr) and submit it to the Human Resources Committee prior to hiring a temporary employee.

Two categories of temporary employees exist, and supervisors should hire employees into the appropriate categories to reflect the type of work performed. If you need information about which category is appropriate, please contact Human Resources at Ext. 2276.

1. **Short-term Temporary:** An employee who is hired to relieve an excess of work situation or to work on a special project.
2. **Intermittent Temporary:** An employee who is called into work as needed only (not continuous work every week) e.g. bus drivers and employees who are hired to “fill in” for an employee who may be on leave.

Short-term temporary employees may be hired for up to 90 days. At the conclusion of the 90-day period Human Resources will terminate this employee. Any exception to this policy must be sent to the Human Resources director by the department’s vice president to be approved or denied by the Human Resources Committee. Wage rate to be agreed upon between hiring department and Human Resources. This rate should be discussed with the Controller/Budget Director to determine if there are sufficient funds in the hiring department’s budget before hiring the temporary employee.

Temporary Employees do not receive health benefits, paid leave/sick leave, retirement benefits, campus card charging benefits, or service credit. They are *not* considered regular employees for the purpose of certain reports.

Temporary Employees are also subject to the Employment of Relatives, Policy 2100 and Reference Checks & Criminal Background Checks, Policy 2080 policies.

ORIENTATION PERIOD

3020

Newly hired hourly employees are subject to an orientation period of 90 days during which performance and conduct will be monitored by their supervisors/directors. Before completion of this period the suitability of employment will be reviewed and a decision made whether to commence full or part-time status, extend the entry period, or terminate employment. If performance or conduct is not satisfactory at any time during the entry period, or thereafter, the employee is subject to termination without notice or cause. The university does not guarantee continued employment for any employee.

Employees classified as full-time who can provide proof of recent medical coverage can expect health care and other applicable benefits to begin on their date of hire. The personal leave bank will be activated after the orientation period is completed and will include the regular hours worked during the orientation period.

WORK HOURS

3030

Southern Adventist University has a work schedule that varies by departments. A minimum of 38 hours work per week must be maintained in order to be classified as a full-time employee. The director of the department will designate the work week hours. Employees who do not maintain at least an average of 38 hours per week on a quarterly basis will be reclassified as part-time employees and will lose benefits available to full-time employees. The work week begins Sunday morning at 7:00 a.m.

Regular work hours are:

	Monday – Thursday: 8:00 a.m. – 5:30 p.m.
	Friday: 8:00 a.m. – 12:00 noon

(It is understood that these hours may need to be modified to accommodate workloads in specific departments.)

ABSENTEEISM AND TARDINESS

3040

The operations of the university are seriously impaired by absence and tardiness; therefore it is important for employees to report to work as scheduled. Employees are expected to notify their supervisor of any absence as far in advance as possible, but no later than the beginning of the scheduled work day.

Unless prior arrangements have been made, employees are expected to notify their supervisor on each day of absence. In the case of sickness employees may be required to provide a doctor's release before returning to work.

Supervisors must approve all requests for paid absences. Absence without prior notice to the department (“no call - no show”) will result in discipline up to and including discharge. Failure to report for scheduled work or to notify the supervisor of the absence in a timely manner for three consecutive workdays or five non-consecutive days will result in discharge from employment.

Courtesy requires a word of explanation for tardiness. Excessive tardiness will result in discipline up to and including discharge. If the employee anticipates being late for work, he/she must telephone the employing department in advance.

Hourly employees (excluding temporary and student employees) and their immediate supervisors will review the employees' job performance at least once a year, usually in the fall semester. The department director will review and sign the performance appraisal. At that time, the employee will receive a copy of the performance appraisal form and a copy of the form will be sent to the Human Resources director to be included in the employee's personnel file.

1. The performance appraisal will include a written evaluation of the employee's job performance, the supervisor's comments and recommendations, an action plan for the employee and, if applicable, the supervisor, and performance goals for the next evaluation period. Information derived from the performance appraisal will be used to identify the training needs, if any, and to determine the employee's eligibility for merit pay increases, promotion and transfer.
2. Employee's job performance will be evaluated on the basis of their experience and training, the job description, and the attainment of previously set objectives and goals. Factors to be considered in the employee's performance appraisal include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, interpersonal skills, and acceptance of responsibility.

LUNCH BREAK**3050**

All employees are given a lunch break. The recommend lunch break is 1 hour, with 30 minutes being the minimum on an occasional basis, and is not to be used to recoup or earn time. Employees are required to clock out for their lunch break. Any exception to the lunch break policy must be approved by the supervisor. Eating at the work station is discouraged.

GRIEVANCES AND APPEALS**3060**

Though all departments at Southern strive to maintain environments in which conflict is minimized, it is still an inevitable aspect of team dynamics. Sometimes those conflicts grow into major grievances. The process used among believers for resolving such grievances, large or small, is founded on the scriptural principle found in Matthew 18:15-17. Based on this principle, discussion should begin between the two parties concerned. Other parties become involved only after attempts between the primary parties fail. Southern prefers to resolve grievances within the community of faith, using only non-litigious means.

Any non-student Southern employee may initiate a request to resolve a grievance that relates to his/her rights, academic freedom, benefits, working conditions, appointment, reappointment, or promotion. An employee who has received from administration a major sanction, such as a suspension from work, or a minor sanction, such as a reprimand, and believes he or she has been unfairly or incorrectly sanctioned, may also file a grievance. This procedure is also one of the methods by which concerns of harassment, e.g. race, sex, age, ethnicity, are adjudicated. Cases that involve alleged sexual misconduct may be handled by Southern's Title IX Coordinator as per Policy 2340 in the Employee Handbook (Decisions as to which procedure will be used are made in consultation with the aggrieved party).

Southern has created the following steps to resolve employee grievances:

Step One: Resolution through Informal Discussion

As the first step in the process, an aggrieved party must seek to resolve the grievance through an informal discussion with the appropriate dean/chair or other person whose action led to the grievance unless this meeting could result in renewed victimization.

Step Two: Written Grievance to Immediate Supervisor

If Step One does not bring resolution, employees must then discuss the grievance with their immediate supervisor. The supervisor and employee then have three (3) business days in which to resolve the problem. In cases of termination, the employee may waive the conference with the supervisor and submit a written grievance (**Step Three**) within ten (10) business days of notification of termination. If the grievance is with the supervisor, the employee may begin at Step 3.

Step Three: Written Grievance to Human Resources

If the problem is still not resolved after discussing the matter with the immediate supervisor, the employee then has ten (10) business days in which to record the grievance in writing and to present it to both the associate vice president for Human Resources and the senior vice president for Financial Administration. Both these parties may deem it necessary to consult with other parties—e.g., the senior vice president for Academic Administration for an hourly employee working in an academic department—as they seek resolution in the case. The senior vice president for Financial Administration then has five (5) business days from the time he or she receives the grievance to respond with a written answer.

Step Four: Written Appeal to President

If the grievance is not resolved under Step 3, the grievant may appeal to the president within ten (10) business days after the employee receives the written answer. The president must render his decision within ten (10) business days. The president has the right to present the issue to Administrative Council—or the Board of Trustees if he/she deems it necessary—in which case the time period for response to the grievance may be extended. The decision of the president, the Administrative Council or Board of Trustees is final.

If warranted by the situation, the senior vice president for Financial Administration or the president may choose to extend the time limits in the above steps.

Storage of Grievance Minutes and Notes

At the end of the grievance process, all pertinent materials, including the written grievance, written responses to the grievance, and administrative notes shall be kept in the grievant's personnel file in the Human Resources office for no less than three years after the conclusion of the grievance process or for the duration of employment, whichever is greater.

Revised 2019

MOVING EXPENSES

3070

Prospective hourly staff employees who must move to the Collegedale area may receive up to 25 percent of the hourly wage factor toward their moving expenses provided they begin employment within seven days after their arrival. No additional assistance is available. If the employee ceases employment after receiving moving assistance, the employee must repay the assistance pro rata. The assistance amount will be amortized over a period of four years of Southern Adventist University employment under the following schedule:

Years of Service/Amortized by SAU

a.	Less than 2 years	0%
b.	More than 2 years but less than 3	50%
c.	More than 3 years but less than 4	75%
d.	4 or more years	100%

Any unamortized expense would be due and payable from the employee or from the denominational employer if the individual transfers to another church-affiliated position.

Hourly employees are eligible for certain benefits based on their employment classification. The following schedule outlines the benefits for full-time and part-time hourly staff:

Benefit	Full-time	Part-time	Temporary
Social Security	yes	yes	yes
Workers' Compensation	yes	yes	yes
Retirement Plan matching	yes	yes – must work 1000 hours per year	no
Group Life Insurance	yes	no	no
Health Care	yes	no - unless the part-time employee is working more than 30 hours per week.	no
Tuition Waived class	yes	yes – partial	no
Long Term Disability Income Insurance	yes	no – unless averaging 38 hours per week	no
Vacations and holidays (Paid Leave Bank)	yes	yes – prorated	no
Wellness incentives	yes	no	no
Christmas bonus	yes	partial	no

Revised 2013

PAID LEAVE**3090**

Time off with pay for vacation, holidays, emergency work stoppages and the first three days of any sickness is called Paid Leave time. All full and part-time hourly employees (starting with the first day of employment) earn paid leave hours on all non-overtime hours worked, paid leave and employer funded extended sick leave hours used, and when receiving workers' compensation, up to a maximum of 80 paid leave hours per pay period.

INCLEMENT WEATHER/POWER OUTAGE**3095****1. CAMPUS DECISION MAKERS:**

In the event of inclement weather, Campus Safety personnel will monitor weather reports and campus road, sidewalk, and building conditions.

Power Outage:

In the event of a power outage, Campus Safety will collaborate with Plant Services to monitor the situation. Campus Safety will inform the Senior Vice President for Financial Administration (VPFA) of the conditions; the VPFA will contact the Senior Vice President for Academic Administration (VPAA) and the President, as well as other Cabinet members as appropriate. (The Associate Vice President for Facilities is the backup when the VPFA is unavailable.)

Inclement Weather:

In the event of inclement weather involving possible class cancellation, Campus Safety will inform the VPAA of the conditions; the VPAA will contact the VPFA and the President, as well as other Cabinet members as appropriate. (The Associate Vice President for Academic Administration is the backup when the VPAA is unavailable.)

2. COMMUNICATION SCHEDULE:

When possible in advance, Marketing and University Relations will inform the campus WHEN and WHERE to look for official notice of school opening/closure.

When possible:

- By 4:45 a.m., Campus Safety will inform the appropriate Senior Cabinet member of the situation.
- By 5:15 a.m., the Senior Cabinet team member will inform Marketing and University Relations of the decision to open/close.
- By 6:00 a.m., Campus Safety will communicate the decision to campus via the text alert system.
- By 6:00 a.m., Marketing and University Relations will communicate the decision to campus via email and web.

Note: Announcements regarding closures for evening classes and activities will be made by 4 p.m.

3. COMMUNICATION METHODS:

Indicated personnel will announce the open/close status via the following methods, in the following sequence:

CAMPUS SAFETY:

The Emergency Alert Notification text message is used ONCE for first notification of snow status then refer to other resources. Example: "Southern will be closed on [day] due to unsafe conditions. For any further updates, go to southern.edu or call 236.2000". (Texts go to those who have signed up and have current cell number information validated in the system. Web address for signup is <https://www.southern.edu/notify/Pages/textmessagealertssignup.aspx>.)

MARKETING AND UNIVERSITY RELATIONS:

- E-mail notification via the Alert email list.
- The university website – www.southern.edu.
- Notification of status to the Wright Hall, Talge Hall, Thatcher South, and Thatcher Hall reception desks.
- Notification of 1.800.SOUTHERN call center via Director of Admissions or VP for Enrollment Management.
- Notification of status closures due to weather will be provided to WRCB-TV, WTVC-TV, WDEF-TV, Chattanooga Times Free Press and other media outlets as appropriate.

4. EMPLOYEE INCLEMENT WEATHER PROCEDURE:

Closed Campus:

If the campus status is "closed" during inclement weather or power outage, employees should remain safely at their residence. No classes are to be held. Hourly employees will receive pay for their regularly scheduled work hours. Emergency personnel are required to report to work as usual.

Open Campus:

If the campus status is "open" during inclement weather, employees who are unable to arrive for campus work will need to report PTO time to receive pay, or will need to take a vacation day.

5. STUDENT INCLEMENT WEATHER PROCEDURE:

Closed Campus:

If the campus status is “closed” during inclement weather or power outage, students should remain safely at their residence. No classes will be held.

Revised 2013

PAID LEAVE HOURS ACCUMULATED PER PAY PERIOD **3100**

Based on working 38 regular hours per week. Employees eligible for paid leave working more or fewer than 38 hours will accumulate on a prorated basis. Overtime hours are not used to calculate paid leave.

<u>Years of Employment</u>		<u>Rate Per Hour Worked</u>		<u>Hours Per Pay Period</u>
First 4	76 hrs.	x	.1075 hr. per hr. worked	= 8.17
Next 5	76 hrs.	x	.1268 hr. per hr. worked	= 9.63
After 9	76 hrs.	x	.1460 hr. per hr. worked	= 11.09

PAID LEAVE HOURS ACCUMULATED EACH YEAR **3110**

Based on working 38 regular hours per week:

	First 4 years		Next 5 years		After 9 years	
	<u>Days</u>	<u>Hours</u>	<u>Days</u>	<u>Hours</u>	<u>Days</u>	<u>Hours</u>
Vacations	10	76	15	114	20	152
Holidays	12	96.5	12	96.5	12	96.5
Sick Leave	5	40	5	40	5	40
Total Paid Leave	<u>27</u>	<u>212.5</u>	<u>32</u>	<u>250.5</u>	<u>37</u>	<u>288.5</u>

General Guidelines

1. There is no waiting period to qualify for earning paid leave hours. However, paid leave hours may not be used until the 90-day orientation period has been completed.
2. The balance of hours in the paid leave bank is payable in full to terminating employees who have satisfactorily completed the orientation period, regardless of length of service. Terminating employees who have not completed the orientation period forfeit paid leave upon termination.
3. The maximum paid leave time that can be accumulated is **280** hours. When **260** hours have accumulated in the paid leave bank, the employee may request to have **a minimum of 80 hours** up to a maximum of 130 hours paid out in cash. This request must be in writing and sent to Payroll. **Paid leave time will not accrue after the maximum of 280 hours has been reached.**
4. Only regular hours, paid leave, extended sick leave hours, and time off when receiving worker’s compensation, earn paid leave hours up to a maximum of 80 hours per pay period. Overtime hours do not earn paid leave.

5. At least five days, and preferably ten days, of paid leave should be taken each year as a unit in consecutive days for vacation. This leave time must be coordinated with and approved by the department head.
6. A maximum of four weeks of accumulated paid leave hours may be taken at any one time.
7. The department director should be notified within the first hour of absence when an employee intends to use paid leave for an illness.
8. All denominational service will be used when determining the paid leave date/earning rate. Until the service record is on file with the Human Resources Department paid leave will be accrued at the lowest rate. A retroactive adjustment will be made, if needed, when the service record is received.
9. All paid leave must be used before a personal leave without pay may be granted.
10. A minimum of five days of paid leave should be maintained at all times to use in case of illness.
11. Employees who have used Extended Sick Leave due to an illness and return to work for not longer than two weeks and then experience a relapse will be required to use a total of three days from paid leave. The original illness or the relapse must have been certified by a physician and at least one of the illnesses must have required hospitalization.
12. Time off for official social functions during scheduled working hours is to be considered as a work assignment.

LEAVE WITHOUT PAY/LEAVE OF ABSENCE

3130

Uninterrupted service is necessary to the maintenance of an effective working staff and a leave without pay is discouraged. Years of continuous service are important in determining the increase in paid leave, and retirement benefits. Paid leave, extended sick leave, medical, and retirement benefits may not be earned during a leave without pay.

In addition to any FMLA leave available to any employee, a leave without pay granted for four weeks or less may make it possible to hold the position open for the employee. For a leave longer than four weeks the holding of a position may not be possible. A leave that extends beyond the approved dates of the leave, unless an extension of the leave is requested in writing and approved prior to the expiration date, will be considered a termination.

1. Employee Initiated Leave

- a. Full-time employees with one or more years of service are eligible to make a request.
- b. Application must be in writing for a designated time period of one to four weeks.
- c. All paid leave (and extended sick leave for medical reasons) must be used before a personal leave without pay may be granted.
- d. The leave without pay must be used for the purpose requested.
- e. All benefits cease if a leave without pay is extended beyond a maximum of four weeks unless the leave is for physician-approved medical reasons when only the medical benefits will continue.
- f. The required average of 38 hours per week per quarter to receive medical and educational benefits will be waived during the leave. The required average will need to be maintained for all work time not covered by a leave without pay.

- g. Educational benefits paid at the beginning of the quarter/semester will not be prorated even when a leave without pay is granted.
- h. Employees should submit requests to the Vice President over their area for consideration. If the Vice President supports the request it will be presented to the President's Cabinet who will provide their recommendation to the Human Resources Committee for review and voting.

2. **Employer Initiated Leave**

- a. Employees requested by management not to report to work may be placed on a leave without pay of up to four weeks without jeopardizing their full-time status as it relates to benefits.
- b. Employees have the option of using paid leave.
- c. Medical and educational benefits continue in effect.
- d. The required average of 38 hours per week per quarter to receive medical and educational benefits will be waived during the leave. The required average will need to be maintained for all work time not covered by a leave without pay.
- e. Management must approve the leave by signing the Paid Leave Timesheet form with the specific date(s) and noting on the form that a leave without pay has been granted.

Revised 2016

EXTENDED SICK LEAVE POLICY

3140

All full-time hourly employees are covered by the university's extended sick leave policy. Part-time employees are covered on a prorated basis. Extended sick leave time shall accrue at the rate of .01925 per hour worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked, up to a maximum of 1000 hours.

Extended sick leave shall be available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity. Beginning with the fourth work day of an illness, full-time or part-time pay shall be continued and charged to the extended sick leave time bank.

To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness or incapacity. In cases where an employee is hospitalized on an inpatient basis, benefits from this policy shall commence on the day of admittance to the hospital.

Extended sick leave does not apply to any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation or employees' disability laws, or to any period of confinement in a public or private institution as a result of an emotional or psychopathic illness resulting from addiction to alcohol, drugs, etc., or any period when the absence from work is the result of incarceration.

An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick leave bank if hours of accrued extended sick leave are available. If an employee's illness exceeds the time in the extended sick leave bank, additional sick leave pay may be charged to the employee's paid leave bank if accrued paid leave time is available.

Should an employee be absent because of sickness beyond their accrued PTO time and extended sick leave, the employee may make a request to the Human Resources Committee for additional hours from the Donors Bank (see Policy 3190).

Extended sick leave hours may be used if an employee has outpatient surgery and will be off work as a result. Extended sick leave hours cannot be used if the employee is in the hospital one day and back to work

the next work-day.

Extended sick leave hours shall not be convertible to paid leave or paid to the employee at the termination of employment.

Extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the employer for extended sick leave hours.

Where an employee transfers to Southern Adventist University from another denominational organization the Human Resources Committee may grant a credit of 24 hours of extended sick leave time for each full year of denominational service up to a maximum of 320 hours.

LONG TERM DISABILITY LEAVE WITH PAY 3150

Employees who are approved by the insurance carrier and voted by the Human Resources Committee to be placed on long term disability shall receive three months of wages before receiving benefits from the university-supplied long term income insurance plan. The source of the three months wages will be as follows in the order listed:

- a. The employee's extended sick leave bank until depleted.
- b. The employee's paid leave bank.
- c. University funds to complete the entire three month pay period

Employees who become disabled will be granted full service credit for up to 18 months from the first day of the elimination period while the employee remains eligible for disability income plan benefits.

TIME RECORDS 3160

All hourly employees are required to clock into the data collection terminal for payroll purposes. Clock-in/clock-out is required for the lunch break. The employee will also check out at the end of the working day.

Each employee is responsible for and limited to accurately record his/her own time. Employees must not record time for another employee. Violations will result in disciplinary action, up to and including dismissal.

Supervisors are expected to ensure good attendance habits and the correct use of time clocks. A specially designed form will be used for paid leaves (vacation, sick, etc.) taken. These forms must carry the supervisor's and/or vice president's signature and be submitted to the payroll accountant on a weekly basis.

RECORDING TIME WORKED 3170

Employees must obtain prior approval to work outside normal working hours. An employee's willingness to voluntarily begin work before official work time and continue after official closing time is appreciated, but Federal regulations prohibit this generosity.

OVERTIME 3180

Employees are expected to work only the hours scheduled unless authorization for overtime has been obtained in advance from their director. Staff employees considered non-exempt (hourly) are expected to work occasional overtime if requested by their director. Overtime pay begins when actual hours worked are in excess of 40 hours per week and will be paid at time and a half. Only actual hours worked qualify in computing when overtime is due.

Employees may not set aside additional hours worked to be taken at another time, in lieu of overtime pay.

On occasion an employee may, due to an emergency or prolonged illness, be in need of additional paid time off even though there are no paid leave hours remaining in the employee's bank. Fellow employees may assist in such cases by donating hours from their paid leave bank to the SAU Paid Leave Bank.

The basis for the need of donated paid leave, and the estimated hours needed, shall be approved by the Human Resources Committee which will authorize the Human Resources director to post a notice of appeal to full-time and part-time employees. Donors will notify and authorize the Human Resources Department in writing the number of hours or days, in the case of salaried employees, they are donating.

Donated hours will be dealt with on the following basis:

1. The donated hours will be converted to dollars at the donor's hourly rate, then recalculated into hours using the recipient's hourly rate.
2. Donated hours, or days, will be subtracted from the donor and recorded on the EFT as paid leave used.
3. The recipient's EFT will be credited with the appropriate number of hours.
4. Donated paid leave has a cap of 200 hours of paid leave per calendar year.

TERMINATION – HOURLY STAFF

All Southern Adventist University hourly employees, including those employed in university owned industries, have an "at-will" employment relationship with Southern Adventist University and are expected, by their attitude, behavior, beliefs, interpersonal relationships, and fulfillment of campus responsibilities, to enhance the academic, religious, and social atmosphere of the university.

When an employee's personal or professional life is contrary to the beliefs and lifestyle practices of the Seventh-day Adventist church, or the objectives and policies of the university as stated in university publications (including this *Employee Handbook*) and, if the director or supervisor believes it is necessary to implement disciplinary actions that could reasonably lead to the employee's dismissal, the director/supervisor shall consult with and receive approval from the vice president in his/her area as well as the Human Resources Director before taking disciplinary action with the employee.

The department director/supervisor will (a) direct corrective measures by the employee, (b) document the process and the corrective measures, and (c) generally utilize the following suggestions:

- a. The problem(s) should be clearly identified based on documentation and/or ongoing evaluations.
- b. The employee should be given a reasonable time to comply with the corrective measures.
- c. Southern will make available to the employee resources that may assist with corrective measures.
- d. Appropriate supervision and/or evaluation during the designated time frame for correction of problem(s) should be documented.

If these corrective measures are not successful or the circumstances are deemed to necessitate immediate termination, then the department director/supervisor will make recommendations to the vice president regarding further discipline or termination of employment with the university (see Disciplinary Policy, 2180). In addition, the vice president and/or Human Resources Director shall consult with the president before terminating an employee.

SECTION 4000

SALARIED STAFF EMPLOYEES

SALARIED STAFF EMPLOYEES

<u>Alphabetical Listing of Policies</u>	<u>Page Number</u>
Accidental Death and Dismemberment	4140
Administrative Package	4135
Benefits for Salaried Staff.....	4080
Doctoral Study for Salaried Staff.....	4180
Educational Benefits for Employees' Children	4100
Evaluation of Salaried Staff.....	4060
FMLA Payout for Salaried Staff for Birth or Adoption of a Child.....	4095
Grievance Procedure	4040
Hiring Process.....	4010
Housing.....	4170
Immigration Expense	4130
Inclement Weather/Power Outage	4185
Information Technology Technical Growth Allowance	4120
Moving.....	4050
Non-renewal/Interruption of Employment Agreements	
For the Three Senior Officers	4020
Ordained Ministers.....	4125
Salary and Perquisites	4000
Spouse Travel	4160
Staff Emeritus	4190
Termination.....	4030
Travel Abroad	4150
Tuition Assistance for Dependent Children of Deceased Employee	4105
Tuition Assistance for Dependent Children of Employee on Long Term	
Disability	4110
Vacations	4090
Wage Scale	4070

The policies governing salary and perquisites are recommended by the *North American Division Working Policy*, a copy of which is available at the McKee Library.

SALARIED EMPLOYEES HIRING PROCESS**4010****Adding New Positions:**

The president and/or vice president for the area shall determine the need for a new position, formulate a job description, and complete a Request for a New Position Form to be taken to the Strategic Planning Committee for its approval.

Approving the Filling of Vacant Positions:

The President's Cabinet shall determine the need to fill a position and the departmental director/ dean/chair for the area will formulate a new job description as needed.

Hiring Process:

The process for filling any staff vacancy, other than a transfer/promotion within that particular department, shall be as follows:

1. The position shall be posted for at least six days or the Human Resources Director posts position in NAD Union papers as requested.
2. A team of at least three people, under the direction of the director/dean/chair will be assembled to review applications and resumes, conduct reference checks, and perform interviews.

This team may include the following individuals.
 - a. The director/chair/dean of the department
 - b. The Human Resources director or his/her designee
 - c. Two or more employees of the university (chosen by director/dean/chair).
3. Generally, up to three candidates are chosen for interview by the team.
4. Selected individuals must complete an Application of Employment and sign a release giving permission for background checks.
5. Rate of pay is determined by director/chair/dean of the department and the Human Resources director.
6. The Human Resources Director is informed of any terms or conditions agreed to by department and individuals.
7. The team makes a decision to hire the most qualified candidate and extends an invitation of hire to the applicant.
8. If the offer is accepted by applicant, the director/chair/dean of the department notifies the Human Resources director of start date.
9. Director/chair/dean of the department writes letter to individuals not selected.

10. The Human Resources director does background checks on hired individual only.
11. The Human Resources Committee votes new employee's hire.
12. New employee must visit Human Resources Department to complete new employee paperwork within three days of starting work.

Internal transfer within the department:

If the director/chair/dean feels there is a qualified employee within the department, and wishes to transfer/promote this employee to the vacant position, the director/chair/dean should discuss this transfer with the vice president that oversees that department. If the vice president is supportive of the transfer, the position does not need to be posted and the recommendation, including the appropriate pay scale, is made by the vice president to the Human Resources Committee for approval. If the vice president and/or the Human Resources Committee does not approve the transfer then the position should be posted and the normal hiring process be followed.

Transfer from another department on campus:

If the director/chair/dean wishes to approach an employee from another department for a vacant position in their department, the director/chair/dean should first discuss this with the appropriate vice president (and perhaps director/chair/dean) before approaching the employee. In addition, the position must be posted for at least 6 days and the rest of the hiring process must be followed before the position is filled.

Changes in job description:

If the job description or pay scale of an open position changes for any reason, except in instances of internal transfers within a department, the position must be posted again under the new job description and pay scale for at least 6 days and the rest of the hiring process must be followed before the position is filled.

Revised 2013

NON-RENEWAL/INTERRUPTION OF EMPLOYMENT AGREEMENTS FOR THE THREE SENIOR OFFICERS **4020**

Constituency Appointments – Senior Officers

1. The president and senior vice presidents are elected by the Board at the first annual meeting of the Board following its appointment by the membership of the constituency or at any special meeting of the Board for the duration of the term of the constituency, up to five years.
2. If the Board chair or the president wishes to interrupt an employment agreement or does not wish to renew an employment agreement of the president or a senior vice president respectively, the university officer shall have the opportunity to make a statement before the Board. The decisions on the interruption or non-renewal shall rest with the Board. A termination settlement and salary continuance will be made in accordance with North American Division Working Policy but in no case shall the settlement be less than payment through the end of the employment agreement period. *Southern Adventist University Bylaws, Article 6.*

Salaried staff are expected, by their attitude, behavior, beliefs, interpersonal relationships, and fulfillment of campus responsibilities, to enhance the academic, religious, and social atmosphere of the university.

When an employee's personal or professional life is contrary to the philosophy, objectives, and policies of the university as stated in university publications (including this *Employee Handbook*) as voted by the Board, the department director/supervisor or vice president (a) will direct corrective measures by the employee, (b) document the process and the corrective measures, and (c) will generally utilize the following suggestions:

- a. The problem(s) should be clearly identified based on documentation and/or ongoing evaluations.
- b. The employee should be given a reasonable time to comply with the corrective measures.
- c. Southern will make available to the employee resources that may assist with corrective measures.
- d. Appropriate supervision and/or evaluation during the designated time frame for correction of problem(s) should be documented.

If these corrective measures are not successful, then the department director/ supervisor will make recommendations to the vice president regarding further discipline or termination of employment with the university (see Disciplinary Policy, 2180).

GRIEVANCE PROCEDURE

The following grievance procedure is available to salaried staff members who believe that their treatment at Southern Adventist University has not been in accordance with the written policies of the University or its representatives. This procedure is also one of the methods by which concerns of harassment on account of race, color, sex, age, ethnicity or disability or sexual misconduct may be presented to the university.

Membership of the Grievance Committee: The membership of the grievance committee shall consist of the following members whose terms shall last two years. Committee members may serve two consecutive terms maximum. Members shall be elected on a staggered terms basis to provide some continuity of understanding and approach.

1. Chair, elected by the University Senate from faculty or salaried staff to 5-year renewable terms.
2. Three faculty members, elected by the University Senate
3. One alternate faculty member, elected by the University Senate
4. Three staff members, elected by the University Senate.
5. One alternate staff member, elected by the University Senate

The Human Resources director of the university shall be, ex officio, the non-voting secretary of the Grievance Committee.

The Grievance Committee shall be empowered to replace such members as may excuse themselves from involvement in a particular grievance due to any conflict of interest, up to a maximum of two from each category (faculty, salaried staff). In selecting replacement members, the committee shall avoid choosing individuals with any known reason for bias regarding the case at hand. In no case shall the committee

function with fewer than five members, specifically including the chair. In the event that the chair shall not be able to serve due to conflict of interest, he/she will be replaced for the purposes of the particular case in hand by an individual appointed by the Executive Committee of the University Senate.

Upon appointment or election, each committee member must sign a confidentiality statement. The signing of such a statement shall be understood to preclude discussion of the case outside of committee meetings, except as individual members of the committee may be directed to conduct necessary investigations. As a precaution, all personal notes taken during the meetings are to be left in the custody of the secretary of the committee between meetings.

At the end of the grievance process, all pertinent materials, including the written grievance, written responses to the Grievance, Committee members' personal notes, and records of committee procedures and actions shall be kept in the grievant's personnel file in the Office of Human Resources for no less than three years after the conclusion of the grievance process or for the duration of employment. The file containing these materials shall be sealed, and shall have the name of the grievant and of the individual who chaired the committee through the process on the outside.

Jurisdiction: The Grievance Committee shall have jurisdiction over matters including, but not limited to age, race, gender discrimination, color, national origin, handicap/disability, harassment, sexual misconduct, termination of employment, and non-renewal of employment agreement.

In no case shall a grievance petition be entertained by the committee, until appropriate lesser forms of redress have been thoroughly explored, as follows:

1. The grievant may discuss directly with the respondent the allegations of the grievance and work with the respondent to resolve any concerns.
2. If the action suggested in paragraph 1 is unsuccessful, ill-advised, or otherwise inappropriate, the grievant is encouraged to first discuss his/her concerns with the supervisor or department chair or school dean who is responsible for taking appropriate action. If the grievance directly involves the supervisor, the grievant may go to the vice president having jurisdiction, at which point, if possible, the matter may be concluded by mutual consent. If a grievance directly involves an individual at the level of vice president, the grievant should bring the matter to the attention of the president.
3. If there is no mutually satisfactory resolution at an earlier stage, or if the grievant does not wish to bring the matter directly to the chair, dean, or supervisor, the grievant may contact the chair of the university Grievance Committee to seek resolution, as in paragraph 4 below.

If the matter is informally resolved at any point after the Grievance Committee has become involved, the grievant shall send written notice to the Grievance Committee that no further university action is needed or desired. In such event, the chair of the Grievance Committee shall place records pertaining to the grievance and its informal resolution in the Office of Human Resources, to be kept unsealed for a minimum of three years.

4. If the grievance is not resolved by any of the means described above, the grievant shall file a written grievance with the Grievance Committee after termination of the informal process. Should the chair be temporarily unavailable, the grievance shall be presented to the Human Resources director of the university. The written grievance should include a clear description of the problem, a description of efforts at reconciliation already undertaken, supporting evidence and documentation, and a statement of the remedy, or remedies, sought by the grievant.

The Grievance Committee chair shall, within 5 working days of receiving the written grievance, schedule a meeting of the Grievance Committee. The Grievance Committee shall meet within 20 days from the time the grievance was delivered to the chair. At the first session of the Grievance Committee, the committee shall make an initial determination concerning the following:

Whether a prima facie grievance, in fact, exists.

- a. Whether all lesser avenues of remedy have been appropriately explored.
- b. Whether additional written documentation or information is needed.
- c. Whether any persons not on the committee will be requested to attend future meetings.

If the Grievance Committee determines that a prima facie grievance does not exist, it shall notify the president, in writing, of that determination. The written letter shall also specify the reasons that the committee reached that determination. The president will notify the grievant of that decision.

If the committee's determination favors the president, he shall be free to implement his original intent and he shall so notify the grievant in writing within 5 working days of receiving the committee's report. If the committee's determination favors the grievant, the president shall meet in a timely manner with the entire Grievance Committee in an effort to reach consensus regarding the situation. If consensus can be reached, the president shall abide by it. If consensus cannot be reached, the president shall thereafter be free to proceed according to his/her best judgment within 5 working days of the consensus-seeking meeting, the president shall present to the grievant, in writing, the vote of the committee and his/her own final determination. This act shall mark the conclusion of the grievance procedure, at which point all university avenues of appeal shall be deemed to have been exhausted.

MOVING

4050

All moving and travel expense in which the university participates must be arranged with the Office of the Vice President for Financial Administration. Choice of mover and arrangements for moving will be made by that office in consultation with the employee to be moved.

Travel Expense

1. **Mileage:** If traveling by private car, an allowance will be paid for one car at the published mileage allowance for SDA church employees by the shortest route. Allowance for up to two cars will be made for employee and spouse. No allowance will be made for additional cars.
2. **Motel expense:** It is urged that modest priced motels be used. Motel and per diem expenses are reportable based on traveling approximately 500 miles per day.
3. **Per diem:** At the published rates for SDA church employees based on a minimum of 500 miles per day.

Taxability of Moving Expenses

As of January 1, 2018, all moving reimbursements and payments made to or on behalf of an employee, including the cost of the moving van, will be considered taxable to the employee. To assist employees in meeting this tax obligation, the university will provide the employee a one-time, taxable wage adjustment moving allowance which is equal to 25% of the actual taxable moving reimbursement and payments made by the university for the move, exclusive of the flat taxable amount described below.

The university makes no guarantee that this additional allowance will fully satisfy the employee's tax obligation related to the move; and strongly encourages the employee to obtain professional tax counsel relating to any tax ramifications for the employee receiving the taxable moving reimbursement payment.

If at any point the federal government excludes any part of the moving reimbursements or payments from taxable income, these expenses will correspondingly be excluded from the above calculation.

An alternate moving allowance option which must be decided upon at the time an offer is made is as follows: The employee may at his/her discretion, choose to receive a one-time, estimated moving reimbursement payment as a taxable lump sum payment and arrange for their move at their own cost. The estimated moving payments would include the cost of a commercial moving van (for their goods) and all other applicable expenses. This provides the employee the opportunity to cover the tax impact of the move from the excess of the estimate, relative to their actual expenses. Employees opting for this option should work with Financial Administration to obtain information specific to their moving needs including the estimated amount of the lump sum payment.

Packing and Moving

Incoming employees are to pack their household items in good containers or cartons. These will be accepted by the mover only if properly packed, taped and tagged.

The university will use commercial or conference moving vans. If a commercial carrier is used, the employee may wish to purchase extra moving insurance since the insurance from commercial carriers is minimal and would not replace all items in case of loss. The university will pay the cost of one moving van of personal and household effects with some exceptions as noted below.

Miscellaneous

1. A flat taxable amount to cover packing and miscellaneous moving costs is granted as follows:

Employee - 16.5% of base wage factor rounded up to the nearest \$10
Spouse - 16.5% of base wage factor rounded up to the nearest \$10

A single parent with dependent children may be granted 33 percent of base wage factor as a moving allowance.

2. The Administrative Council may authorize additional travel and moving expense incident to locating a residence at Southern Adventist University.
3. Lodging as required and meals at the university cafeteria may be provided for a new employee and/or the family for a period not to exceed one week while looking for a permanent place of residence. Arrangements for the above may be made through the the employing department. Any expenses incurred will be charged to the employing department.
4. If a new employee occupies temporary quarters at the time he/she initially is hired, the university may bear the expense of one local move into permanent housing within two years after his/her employment begins at Southern Adventist University.
5. The employee will arrange at his/her expense for servicing, disconnection, and reconnection of all appliances such as stove, refrigerator, washer, dryer, air conditioner, and other appliances.
6. All items not normally classified as household goods such as lumber, cement, fencing,

rock, brick, automobiles, boats, and machine tools, are excluded from this policy.

7. It is illegal for carriers to accept freezers with frozen food that cannot be delivered within 24 hours, or 150 miles.
8. Carriers will not accept explosive or other dangerous articles.
9. Animals and large animal houses are excluded from this policy.
10. The removal of evergreens, shrubbery, potted plants, or other items of similar nature are excluded from this policy.
11. Small articles of valuable nature such as money, hobby collections (stamps, coins, etc.) valuable papers, bonds, etc., should be handled by the employee personally. Such items should not be left in drawers of furniture or left for movers to handle.
12. Boxes and containers should be labeled by room. Upon arrival at destination, instruct the movers to locate these containers where possible in the proper rooms.
13. Dry cleaning of any type, house cleaning or maid service, taking up or laying carpeting, hanging pictures and mirrors, etc., are not a reimbursable expense of moving.
14. Careful inspection of the goods should be made at the time of delivery for any evidence of loss or damage. The carrier's attention should be called to it immediately and written acknowledgment on delivery ticket secured. This should be sent at once to the carrier's office, with full report as to the extent and itemized value of loss, where claim will be filed and necessary authorization given as to repairs or replacement.
15. A moving order will be issued by the vice president for Financial Administration.
16. Mileage, per diem, and travel receipts are required for reimbursement of moving expenses and should be reported separately from regular business travel expense. Un-reimbursed expenses can be offset by filing IRS Form 3903.
17. Moving expenses will be amortized over a period of four years' employment after the move to Southern Adventist University per the following schedule:

Years of Service/Amortized by SAU

a. Less than 2 years	0%
b. More than 2 years but less than 3	50%
c. More than 3 years but less than 4	75%
d. 4 or more years	100%

Any unamortized expense is due and payable from the employee or from another denominational employer if transferring.

EVALUATION OF SALARIED STAFF

4060

Annual evaluations of salaried staff are valuable in determining the effectiveness, accountability, professional growth and satisfactory performance of administration and staff.

The president is evaluated annually by the chair of the Board. This evaluation is conducted during the fall semester and consists of a written evaluation and a conference between the president and the Board chair. Every three years during the fall semester the president is evaluated by representative groups from within the

university. The forms used in the three-year periodic evaluation are provided by, and tabulated by the Office of Institutional Research and Planning and are reported to the president.

The vice presidents are evaluated annually by the president during the spring semester. Every three years, during the fall semester, they are evaluated by appropriate representatives of the university administration, staff, and faculty. The forms used in the three year periodic evaluations of the vice presidents are provided by and tabulated by the Office of Institutional Research and Planning. Results are given to the president and the vice president. Following the president’s analysis and evaluation conference with the vice president, they decide jointly how to share the results of the evaluation with those who participated in it.

Other salaried employees of academic and administrative support units are evaluated annually, in the spring semester, by the vice president to whom they report or their direct supervisor. The vice president or supervisor meets in person with each director/employee to discuss the evaluation and to provide opportunity for the employee to respond. After the meeting, the employee will receive a copy of the performance appraisal form and a copy of the form will be sent to the Human Resources director to be included in the employee’s personnel file.

WAGE SCALE

4070

The wage scale indicates a minimum and a maximum rate for various administrative staff positions. The Board approves university salaries. Up-to-date information regarding the university salary schedule can be obtained from the Human Resources Department. Southern pays all it employees on a biweekly basis.

BENEFITS FOR SALARIED STAFF

4080

Salaried staff employees are eligible for certain benefits based on their employment status. The following schedule outlines the benefits for full-time and part-time salaried staff:

Benefit	Full-time	Part-time
Social Security	yes	yes
Workers’ Compensation	yes	yes
Retirement Plan matching	yes	yes - must average half time
Group Life Insurance	yes	no
Health Care	yes	no
Tuition assistance for dependents	yes	no
Tuition waived class	yes	yes - limited
Travel abroad	yes - except	no
	for profit sharing employees	
Vacations and holidays	yes	yes - prorated
Wellness incentives	yes	no
Christmas bonus	yes	partial
Long Term Disability Income insurance	yes	no
Accidental Death & Dismemberment insurance	yes	no

VACATIONS

4090

Vacations are for the purpose of enhancing the health and efficiency of employees and should be taken on an annual basis. Salaried employees receive two to four weeks of vacation within a full fiscal year which is June 1 through May 31. The specific time for vacation is arranged individually with one’s supervisor. Depending on the years of denominational service, accrual, per year, may be calculated on the following basis:

During the first 4-year period	2 weeks (9 work days)
During the next 5-year period	3 weeks (14 work days)
After 9 years of service	4 weeks (18 work days)

Individuals who became exempt denominational employees after several years of experience in work outside of denominational employment that professionally advances their ability to more effectively perform their work for the university may be granted one year of credit toward vacation accrual for each two years of such prior service.

Vacation Requests: Vacation may be used at such time or times when requested by the employee, approved by the department director/supervisor, or vice president. A request for vacation should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the department director/supervisor.

1. Vacation time must be taken in the fiscal year it is earned. No vacation time will be carried over from year to year.
2. When an exempt employee, not on contract, terminates before the fiscal year is complete his or her vacation is prorated based on the time that they worked during that particular fiscal year. Any unused vacation earned but not taken may be paid to the employee. This amount may not exceed the prorated annual accrual for that year or the amount that could be taken between the termination date and the fiscal year end.
3. Use of vacation time must be approved in advance by the staff member's supervisor.

FMLA PAYOUT FOR SALARIED STAFF FOR BIRTH OR ADOPTION OF A CHILD 4095

As stated in Policy 2140, the Family Medical Leave of Absence is an approved absence for an eligible employee for up to twelve weeks within a 12-month measurement period under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:

1. Birth of an employee's child (up to 12 weeks). See Leave for Adoption, Pregnancy, and Childbirth and Nursing an Infant, Policy 2150;
2. Placement of a child with an employee for adoption or foster care (up to 12 weeks);

The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant.

If an employee makes a decision to remain at home with their child and to not return to their employment at Southern Adventist University at the end of their FMLA/TN State Leave and, if they will notify the head of their department before the scheduled end of their leave that they do not plan to return work, Southern will continue their salary until the scheduled end of their leave.

If an employee informs the head of their department that they are not returning to work and take the salary until the scheduled end of their leave, this decision cannot be revoked at any time. The employee will have resigned as of the scheduled end of their leave. However, if the position has not been filled and the employee changes his/her mind they may apply for the open position.

1. **Christian Education:** Employees are encouraged to support the church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility that children adopt a lifestyle that is not in harmony with the teachings of the church.
2. **Eligible Employees:** Southern Adventist University full-time salaried employees are expected to send their children to Seventh-day Adventist denominationally owned and operated schools. Assistance on the tuition expense is provided for children who are enrolled in denominationally owned and operated K-12 schools, or liberal arts college levels, or technical or professional schools on the undergraduate levels, a fifth year of college or additional course study required to secure necessary credentials/certification.
3. **Students Eligible for Tuition Assistance:** To be eligible for tuition assistance the student must be:
 - a. An unmarried dependent of the employee.
 - b. Less than 24 years of age unless the student has given compulsory military service, volunteer service for the church, or has a documented medical consideration.
 - c. Eligible to be claimed as a dependent on the employee's income tax return.
 - d. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 percent of support from the new family unit.
 - e. As designated by an Order of the Court, Child Custody, or Parenting Plan regarding educational benefits for employee's stepchildren.
4. **Students Eligible in Divorce and Remarriage Situations:** To be eligible for tuition assistance the student must be:
 - a. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
 - b. Under the custody of the ex-spouse and eligible to be claimed as a dependent on the employee's tax return.
5. **Students Not Eligible for Tuition Assistance:** An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance.

The Human Resources Committee may make an exception to the paragraph above if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

6. **Assistance:** Southern Adventist University shall provide assistance of up to 70 percent of the tuition and all required fees for dormitory students, and up to 35 percent for those not in the dormitory. The assistance on the academy or college level should be calculated on the gross charges for tuition and required fees, according to the current bulletin, before family or other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

Community non-resident hall students attending Southern Adventist University shall receive a subsidy of 45 percent of tuition and required fees.

7. **Professional Programs:** Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, The standard tuition costs for a maximum number of semesters or quarters as listed in paragraph 8.
8. **Limitation on Assistance:** Assistance shall be provided for a maximum of 10 semesters or 15 quarters (or a combined equivalent).
9. **Summer Sessions:** Students who attend summer sessions shall be eligible for tuition assistance based on where they are residing at the time the class is taken i.e., 70% for student living in the dormitory, 35% for students living in the community and 45% for Southern Adventist University community students. Such attendance shall not count against the maximum semesters or quarters referred to in paragraph 8.
10. **Griggs International Academy:** Tuition assistance shall be provided for studies through Griggs International Academy as per regular policy. Tuition assistance is provided on credits that are earned through College Level Examination Program (CLEP) and for enrollment in the online high school completion curriculum (9-12th grade coursework), including credits earned during summer semesters. The assistance on both is 35 percent whether or not the student is residing in a school dormitory.
11. **Attending Schools Outside of the NAD:** Children attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending Southern Adventist University.

Adventist Colleges Abroad Students receive assistance based on the cost of tuition at Southern Adventist University.
12. **Method of Payment:** Assistance for students enrolled in an elementary or intermediate school, academy or college shall be made directly to the school.
13. **Division of Assistance:** When the employee's spouse is denominationally employed by a separate organization that provides tuition assistance, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance benefit shall be provided per student, regardless of the number of parents in denominational employment.
14. **Exceptions:** This policy is intended to apply only to employees' children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows if approved by the Human Resources Committee and additional criteria may be requested, as deemed appropriate.
 - a. Attendance at privately operated Seventh-day Adventist schools if approved by the local conference in which the institution resides and/or the Georgia-Cumberland Conference's K-12 Board of Education. Self-supporting, Adventist institutions may be included based on information provided at the time of request. Continuation of exception approvals must be requested at the start of each academic school year.
 - b. In cases where an undergraduate-level program of study or a trade/vocational program is not offered in a denominational school in the North American Division, the total assistance shall not exceed the standard amount that would be granted for attendance at Southern Adventist University.
 - c. **Assistance for Home Schooling - For grades K-12:** Beginning at age 5, assistance at 100% is given for books, teaching materials and supplemental instruction up to a maximum of 50 % of the subsidy that would be received for attendance at Collegedale Academy - Elementary,

Collegedale Academy - Middle, or Collegedale Academy. This assistance does not include entrance, registration, or application fees.

Also specifically excluded from this assistance are field trips; the purchase and repair of computers, other electronic devices and equipment and musical instruments; and the cost of league sports. To be eligible for this benefit, at least 51% of the child's instruction should be provided at home by the parent(s). Reimbursement of dual-enrollment classes to be covered only during the four standard years of the high school term; to end approximately May of the senior year. Application for the subsidy, proof of registration, and applicable receipts must be submitted to the Human Resource Department for processing.

Revised 2016

TUITION ASSISTANCE FOR DEPENDENT CHILDREN OF DECEASED EMPLOYEE 4105

Southern Adventist University will provide the following tuition assistance for the dependent children of a deceased employee.

The surviving spouse or eligible child(ren) will receive tuition assistance to attend Southern Adventist University for all dependent children for whom the deceased employee was receiving tuition assistance at the time of death, or would have received assistance had the child(ren) been of school age or in a qualifying school at the time. The eligibility for assistance will be in accordance with the Educational Benefits for Employees' Children policy, and shall only apply to attendance at Southern Adventist University. The amount of the assistance shall be at the prevailing community student rate at the time assistance is given.

For dependent children attending elementary school or academy at the time of the employee's death, the surviving spouse or eligible child(ren) shall continue to receive tuition assistance until the end of the current school year, plus the succeeding year, to the extent the deceased employee was eligible at the time of death.

In addition to a death that occurs while an employee is in active service, this policy will also apply if, due to illness, an eligible employee goes directly from active employment to Long Term Disability, then dies while receiving Long Term Disability. This policy will not apply if the deceased employee's children are eligible for tuition assistance through the deceased employee's spouse or a stepparent or adoptive parent or some other family relationship at the time the assistance is requested.

Assistance for Home Schooling - For grades K-12: Beginning at age 5, assistance at 100% is given for books, teaching materials and supplemental instruction up to a maximum of 50% of the subsidy that would be received for attendance at Collegedale Academy - Elementary, Collegedale Academy - Middle, or Collegedale Academy. This assistance does not include entrance fees. Also specifically excluded from this assistance are field trips; the purchase and repair of computers, other electronic devices and equipment and musical instruments; and the cost of league sports. To be eligible for this benefit, at least 51% of the child's instruction should be provided at home by the parent (s). Reimbursement of dual-enrollment classes to be covered only during the four standard years of the high school term; to end approximately May of the senior year. Application for the subsidy, proof of registration, and applicable receipts must be submitted to the Human Resource Department for processing.

TUITION ASSISTANCE FOR DEPENDENT CHILDREN OF EMPLOYEE ON LONG TERM DISABILITY 4110

Southern Adventist University will provide the following tuition assistance for the dependent children of an employee who has been employed by Southern for at least three (3) years and who qualifies for Long Term Disability.

For eligible dependent child (ren) attending a Seventh-day Adventist elementary school or academy at the time of the employee's approval for Long Term Disability, will continue to receive tuition assistance until the end of the current school year, plus the following school year.

If at the time a child of the employee enters college and the employee has been unable to return to full-time employment due to the disability, tuition assistance to attend Southern Adventist University will be available for all dependent child(ren) for whom the employee was receiving tuition assistance at the time of their approval for Long Term Disability, or would have received assistance had the child(ren) been of school age or in a qualifying school at the time. The eligibility for assistance will be in accordance with the Educational Benefits for Employees' Children policy (Policy 4100 or 5250) and shall apply only to attendance at Southern Adventist University. The amount of the assistance shall be at the prevailing community student rate at the time assistance is given. See policy 4100 or 5250, #6, second paragraph.

This policy will not apply if the employee's child(ren) are eligible for tuition assistance through employee's spouse, stepparent, adoptive parent or some other family relationship at the time the assistance is requested.

This policy is intended to coordinate with, and not be in addition to, the Tuition Assistance for Dependent Children of a Deceased Employee policy.

INFORMATION TECHNOLOGY TECHNICAL GROWTH ALLOWANCE **4120**

Full-time salaried employees in the Information Technology Department may receive a technical growth allowance to aid them in exploring new areas of information technology, create an environment where information technology skills can grow, and provide a way for the employee to purchase and eventually own up-to-date personal computer equipment.

The employee may use this allowance to attend workshops, seminars, classes or conferences relating to information technology fields; purchase computer systems and components, computer hardware and networking components; procure software, printers, and industry-related books. In order to avail themselves of this allowance, the following conditions must be met:

1. Purchases must have pre-approval from the department executive director.
2. The amount of the allowance per year is 36 percent of the monthly base wage factor. Unused portions of the allowance for any year will not carry into the next fiscal year.
3. Computers and other items costing more than \$500 must be purchased by Information Systems.
4. Electronic devices that enhance the employee's production, including notebook/laptop computers, PDAs, or other devices used by the employee in his/her university work assignments.
5. All electronic equipment or any other devices are the property of the employee and the value of the equipment is taxable to the employee at the time of purchase. The employee may avoid the tax liability of the purchased equipment if the equipment is declared to be the property of the university at the time of purchase, and it will be permanently located on an ongoing basis at the university.

ORDAINED MINISTERS **4125**

Employees who are ordained and thus considered self-employed may, at their option, have income tax withheld from their earnings. The part of the salary designated as parsonage allowance will be exempt from income tax. The ordained minister must make his own Social Security payment in the form of self-employment tax.

IMMIGRATION EXPENSE **4130**

Financial assistance from the university in obtaining an employment visa must be approved by the Administrative Council and is for faculty and salaried employees only. Other than attorney's fees, the cost of obtaining permanent residence in the United States is the responsibility of the employee

The Administrative Package is based on the approved package percentage of the monthly base wage factor for the classification of employment.

President	33.34%
Senior Vice President	20.00%
Vice President	16.67%
Associate Vice President	11.67%
Directors of Administrative Services	8.34%
Associate Directors of Administrative Services	6.67%

The Administrative Package includes the following items, but is not expected to cover the total cost of these benefits for all classifications of eligible employees. The dollar amount for each component part is not tracked separately. All Administrative Packages including auto insurance deductibles are taxable income.

1. **Area Travel:** Business use of personal vehicle within a fifty (50) mile radius of the office. Mileage is reportable only when this distance is exceeded. If, in a given month, the total authorized local business miles (as defined above) driven exceed 100 miles, these miles in excess of 100 may be reimbursed at the prevailing mileage reimbursement rate.
2. **Auto Insurance:** Insurance limits should be maintained as outlined in Policy 1440. You may be asked to provide a copy of your auto insurance policy for verification.
3. **Collision and Comprehensive Deductibles:** For the president, vice presidents and associate vice presidents there is also financial assistance in addition to the Administrative Package for collision and comprehensive deductibles when there is a claim. On the first claim in a calendar year the individual pays the first \$50.00 of the deductible, the university the remaining portion of the deductible up to the stated deductible limit. On the second claim in a calendar year, the individual pays the first \$100.00 of the deductible, the university the remaining portion of the deductible up to the stated deductible limit. On the third claim in a calendar year, the employee pays the first \$150.00 of the deductible, etc.
4. **Presidential Housing Assistance:** This assistance is limited to the president for using his/her personal residence for university entertainment purposes. It covers the wear and tear on the residence including but not limited to carpet replacement, painting and wall coverings, furniture replacement. The cost of lawn care would be reportable in addition to the Administrative Package percentage.

ACCIDENTAL DEATH AND DISMEMBERMENT

Employees receiving the Administrative Package and the Enrollment Counselors will have the premium for the Accidental Death and Dismemberment policy paid by the university. This policy provides \$50,000 coverage and is in addition to any Administrative Package.

TRAVEL ABROAD

1. The Travel Abroad Allowance is designed to enable salaried staff employees to receive educational enrichment and as a result, may contribute more effectively to the total educational program.

2. An amount of \$150.00, per academic year of full-time service will accrue to each salaried employee for the purpose of travel outside the United States. Accrual of this amount will continue each year the staff member is employed by the university, but the maximum withdrawal in any one calendar year shall not exceed \$1800. The Travel Abroad Allowance benefit is non-transferable and non-redeemable in cash if travel is not undertaken.
3. To be eligible for the Travel Abroad Allowance, the salaried staff employee must have been in full-time service with the university for a minimum of four consecutive years and have a Salary Letter from the university for the subsequent year. Staff members on retirement salary are not eligible to accrue the Travel Abroad Allowance.

SPOUSE TRAVEL

4160

Financial assistance is provided to the president and vice presidents for taking his/her spouse on authorized business trips. The president is allowed to report the cost of seven trips per year, the senior vice presidents five trips per year, and the vice presidents three trips per year. Attendance of the spouse to the Southern Union Departmental meetings would be included as one of the trips per year. All spouse travel expense would be within the travel budget of the respective officer. Spouse attendance to the General Conference Session and Southern Union Session is in addition to this policy and would require separate approval.

HOUSING

4170

Employees moving to Collegedale often have unique housing needs. Financing assistance varies based on the particulars of each case. Details need to be arranged with Financial Administration. In general, the university assists in four areas:

1. **Duplicate Housing:** Assistance to cover housing costs of your prior residence with certain stipulations.
2. **Swing/Bridge Loan:** Assistance to purchase house in Collegedale area until prior residence sells. Interest is charged and loan is recorded at court house at owner's expense. This is to be temporary.
3. **Home Financing:** Assistance to finance local home on a case by case basis. Twenty percent equity is required, and preference is given to homes on the university campus.
4. **University Rentals:** Both apartments and homes are often available for rent on a first-come basis. Rates are competitive with the local market. A deposit is required.

DOCTORAL STUDY FOR SALARIED STAFF

4180

If the university has a need for a doctoral staff in a particular department, the university may provide support for doctoral studies for salaried staff members attending another fully accredited institution's doctorate level program, not offered by Southern Adventist University. The total assistance may not exceed the equivalent cost of Southern's tuition expenses for nine (9) credit hours per fiscal year (June 1- May 31).

Salaried staff who wish to have the university assist in paying for doctoral costs must, in consultation with the Vice President to whom the person reports, submit a written request to the President. Both the Administrative Council and The Board must vote on the doctoral study request. Requests for participation in this policy should be approved prior to beginning coursework. Staff members who earn a doctorate degree without prior university approval may not be reimbursed for the cost of their doctoral studies. This support

may be in the form of full or partial payment for tuition and approved fees.

Salaried staff members shall continue performing their job duties while seeking their doctorate degree and may not enroll in more than six credit hours per semester (including summer semesters). This provision is not in addition to the tuition-waiver assistance benefit available to the staff member and may not be allotted or combined with a staff member's request for a spouse's tuition-waived class.

The total costs reimbursed by the university will be amortized at 20% per year of full-time service over a five-year period beginning at the time the staff member completes the doctorate degree. Should the staff member discontinue his or her employment with the university prior to five years from the completion of the degree, he/she will be personally responsible for the amount of unamortized costs.

Completion of a doctoral degree does not guarantee the employee a new position or change in pay/status.

A request for an exception to this policy may be reviewed by Administrative Council.

Revised 2016

INCLEMENT WEATHER/POWER OUTAGE

4185

1. CAMPUS DECISION MAKERS:

In the event of inclement weather, Campus Safety personnel will monitor weather reports and campus road, sidewalk, and building conditions.

Power Outage:

In the event of a power outage, Campus Safety will collaborate with Plant Services to monitor the situation. Campus Safety will inform the Senior Vice President for Financial Administration (VPFA) of the conditions; the VPFA will contact the Senior Vice President for Academic Administration (VPAA) and the President, as well as other Cabinet members as appropriate. (The Associate Vice President for Facilities is the backup when the VPFA is unavailable.)

Inclement Weather:

In the event of inclement weather involving possible class cancellation, Campus Safety will inform the VPAA of the conditions; the VPAA will contact the VPFA and the President, as well as other Cabinet members as appropriate. (The Associate Vice President for Academic Administration is the backup when the VPAA is unavailable.)

2. COMMUNICATION SCHEDULE:

When possible in advance, Marketing and University Relations will inform the campus WHEN and WHERE to look for official notice of school opening/closure.

When possible:

- By 4:45 a.m., Campus Safety will inform the appropriate Senior Cabinet member of the situation.
- By 5:15 a.m., the Senior Cabinet team member will inform Marketing and University Relations of the decision to open/close.
- By 6:00 a.m., Campus Safety will communicate the decision to campus via the text alert system.
- By 6:00 a.m., Marketing and University Relations will communicate the decision to campus via email and web.
-

Note: Announcements regarding closures for evening classes and activities will be made by 4 p.m.

3. COMMUNICATION METHODS:

Indicated personnel will announce the open/close status via the following methods, in the following sequence:

CAMPUS SAFETY:

The Emergency Alert Notification text message is used ONCE for first notification of snow status then refer to other resources. Example: "Southern will be closed on [day] due to unsafe conditions. For any further updates, go to southern.edu or call 236.2000". (Texts go to those who have signed up and have current cell number information validated in the system. Web address for signup is <https://www.southern.edu/notify/Pages/textmessagealertssignup.aspx>.)

MARKETING AND UNIVERSITY RELATIONS:

- E-mail notification via the Alert email list.
- The university website – www.southern.edu.
- Notification of status to the Wright Hall, Talge Hall, Thatcher South, and Thatcher Hall reception desks.
- Notification of 1.800.SOUTHERN call center via Director of Admissions or VP for Enrollment Management.
- Notification of status closures due to weather will be provided to WRCB-TV, WTVC-TV, WDEF-TV, Chattanooga Times Free Press and other media outlets as appropriate.

4. EMPLOYEE INCLEMENT WEATHER PROCEDURE:

Closed Campus:

If the campus status is "closed" during inclement weather or power outage, employees should remain safely at their residence. No classes are to be held. Hourly employees will receive pay for their regularly scheduled work hours. Emergency personnel are required to report to work as usual.

Open Campus:

If the campus status is "open" during inclement weather, employees who are unable to arrive for campus work will need to report PTO time to receive pay, or will need to take a vacation day.

5. STUDENT INCLEMENT WEATHER PROCEDURE:

Closed Campus:

If the campus status is "closed" during inclement weather or power outage, students should remain safely at their residence. No classes will be held.

Revised 2013

STAFF EMERITUS

4190

Retired staff with 20 or more years of outstanding service to Southern Adventist University may be given the rank "Emeritus." Staff must retire from a salaried staff position to be eligible for emeritus status. Examples of salaried staff emeritus rank are "Treasurer Emeritus," and "Vice President Emeritus for Finance." The university Board grants emeritus status upon the recommendation of the president.

Emeriti staff are eligible to participate in graduation marches, attend faculty social events, gain free admission to events for which ID cards are accepted, be eligible for tuition-waived classes, and have their names appear in the Southern Adventist University *Catalog*.

SECTION 5000

FACULTY EMPLOYEES

FACULTY EMPLOYEES

Alphabetical Listing of Policies

Policy Number

Absence.....	5370
Academic Freedom and Responsibility	5420
Academic Rank.....	5020
Accountability.....	5160
Class Attendance, Limitations on	5440
Controversial Teaching Materials.....	5430
Curriculum.....	5410
Department Chair/School Dean Job Description	5180
Employment Agreements.....	5040
Employment Status Definition.....	5010
Endowed Chairs.....	5770
Evaluation of Faculty.....	5170
Evaluation of School Deans/Department Chairs	5190
Hiring Process.....	5000
Inclement Weather/Power Outage	5275
Instruction Periods, Standards	5460
Office and Classroom Assignments.....	5600
Promotion.....	5030
Recording, Use of Electronic Devices	5105
Responsibility, Faculty Member's	5630
Semester Hour Definition of.....	5450
Who's Who Selection	5490

Copy-Rights and Patent Royalties

Assistance Reimbursement, University	5680
Intellectual Property.....	5700
Patent Rights.....	5690
Royalties from Publications.....	5660

Faculty Honors

Academic Research Excellence Award	5530
Distinguished Service Medallion	5550
Distinguished Service Medallion, Criteria.....	5560
Excellence in Scholarship Award	5540
Faculty Emeritus	5350
Honoraria	5510
Honorary Doctorates.....	5570
Research Professor.....	5360
Teaching Excellence Award	5520

Faculty Work Load

Additional Contracts	5140
Assembly Meetings	5500
Class Absence Records.....	5610
Committees	5310
Extra and Co-Curricular Activities	5330
Faculty Loads – Assignment and Documentation	5120
Faculty Loads - Guidelines	5130

Final Examinations and Grades	5470
Faculty Job Description	5150
Graduate Assistantship Policies and Procedures	5480
Office Hours and Advising	5320
Student Grades	5620
Professional Memberships and Activities.....	5340
Program Coordination	5145
Research	5300
School Deans/Department Chairs, Appointment	5200
Summer Schedules.....	5290
Summer Assignments	5280
Teaching.....	5110

Financial Policies

Academic Regalia	5400
Class Materials Cost	5670
Educational Benefits for Employees' Children	5250
Educational Stipend for Doctorate	5730
Entertainment.....	5650
Faculty Benefits	5230
Housing.....	5640
Immigration Expense.....	5270
Moving.....	5390
Professional Growth Allowance	5380
Ordained Ministers.....	5265
Tuition Assistance for Dependent Children of Deceased Employee	5255
Tuition Assistance for Dependent Children of Employee on Long Term Disability.....	5260
Vacations	5220
Wage Scale	5210

Interruption of Employment/Termination

Grievance Procedure	5080
Resignation	5050
Suspension, Immediate	5060
Termination – Cancellation of Accrued Time	5070
Termination of Faculty due to Financial Exigency.....	5090
Termination of Faculty due to Financial Exigency, Criteria for.....	5100

Leaves of Absence

Doctoral Study Leave	5720
FMLA Payout for Salaried Staff for Birth or Adoption of a Child.....	5245
Research Leave	5740
Sabbatical Leave	5760
Sick Leave.....	5240
Special Leave	5750
Summer Service Leave	5710

Off-Campus Trips

Off-Campus Trips and Tours	5580
Procedures for Planning Extended Out of Country Educational Tours	5590

Faculty:

Qualified applicants for undergraduate teaching must hold the minimum of a master's degree with a major in the teaching discipline or have completed at least 18 graduate semester hours in the teaching discipline and hold a minimum of a master's degree. The applicant must demonstrate proficiency in oral and written communication in the language in which the assigned courses will be taught. Eligibility for teaching graduate courses requires a terminal degree in the teaching discipline.

Faculty vacancies are filled through the office of the vice president for Academic Administration. A campus visit of a prospective employee may be arranged through the vice president for Academic Administration. Faculty appointments are recorded by the Human Resources Committee and voted by the university Board. The university president/vice president for Academic Administration shall inform the newly hired employee of his/her appointment. The official employment agreement will be provided to the new employee from the Human Resources Department.

For new positions and the filling of vacancies the following process is to be followed.

1. Approving New Positions
 - a. The vice president for Academic Administration, in consultation with the school dean/department chair, shall determine the need for the new position complete a Request for a New Position Form for Strategic Planning Committee's approval.
 - b. The president shall present to the Board a proposal for any new position requiring an additional budget. Each new position shall be authorized by the Board.
 - c. Prior to the approval of a new position by the university Board, the vice president for Financial Administration shall ensure that adequate budgetary provision has been made.

2. Filling Vacancies and New Approved Positions
 - a. The Human Resources Director posts position in NAD Union papers/internet/professional journals as requested.
 - b. Vice president and dean/chair reviews applications/résumés and selects two or three individuals for interviews.
 - c. Dean/chair verifies that the two or three individuals have completed the Vitae Supplement form. If an individual has not, the Human Resources Director will send the individual a Vitae Supplement form.
 - d. Selected individuals sign a release giving permission for background checks.
 - e. The dean/chair/vice president checks references on all selected candidates.
 - f. Candidates are interviewed by the chair/dean, department/school faculty, and the vice president for Academic Administration, or their designee.
 - g. Candidates meet the president if he/she is available.
 - h. The Human Resources Director is informed of any terms or conditions agreed to by department and individuals.
 - i. Rate of pay is determined by vice president of Academic Administration.
 - j. Dean/chair writes letter to individuals not selected.
 - k. The Human Resources director does background checks.
 - l. President or his designee gives tentative offer of position to chosen individual.
 - m. If the offer is accepted by applicant, the vice president/dean/chair notifies the Human Resources director of start date.
 - n. The Human Resources Committee records new faculty member's hire.
 - o. Board approves new hire.
 - p. New employee must visit Human Resources Department to complete new employee paperwork and have orientation within three days of starting work.

School Deans/Department Chairs:

When a vacancy occurs at the school dean or department chair level, the replacement may be from within the school/department or may be sought externally.

The filling of all vacancies shall begin with the steps below:

1. The vice president for Academic Administration shall consult with the president and The faculty in the involved school or department.
2. If the vacancy will be filled internally, then the vice president for Academic Administration shall make the final decision and complete the internal appointment process.
3. The hiring decision will be sent to the Human Resources Committee for recording. If the search will be expanded beyond an internal search, the following additional steps shall be taken:

A search committee shall be formed. The vice president for Academic Administration will decide on the composition of the committee. The following points should guide the committee formation.

- a. The vice president for Academic Administration shall appoint the committee chair.
 - b. The vice president for Academic Administration will serve on the committee.
 - c. Full-time faculty members of the school/department involved may request to be a participating member of the committee.
 - d. Persons outside the Southern Adventist University community may be included on the committee when it is considered appropriate by the vice president for Academic Administration.
 - e. The decision to publicly advertise the position will be made by the search committee.
 - f. The search committee will make one or more recommendations for the position to the vice president for Academic Administration.
4. The vice president for Academic Administration shall make the decision as to which candidate will be recommended to fill the vacancy to the Southern Adventist University president and the Board.
 5. Upon approval, the Human Resources director shall complete the hiring process in consultation with the vice president for Academic Administration.

Revised 2013

EMPLOYMENT STATUS DEFINITION

5010

Instructional personnel are employed at one of three employment levels: Level 1, Level 2, and Level 3. In the event of financial exigency, the university administration may either extend or interrupt employment of faculty members at any employment level.

Advancement in employment level is voted by the Board upon recommendation of university administration working with the Faculty Promotions Committee. The Faculty Promotions Committee will make recommendations to university administration after careful examination of the professor's portfolio. While successful teaching is the primary consideration of advancement in employment level other components that may be considered include commitment to the university, research, service, collegiality, and the long-term

employment needs of the university. Promotion in employment level is not automatic and may only be conferred by vote of the Board. Assurances regarding employment level made by any other individual or office are not binding.

As part of their application for advancement in employment level, faculty members must submit teaching portfolios to document their teaching effectiveness and professional activities. The portfolio includes a review of their teaching effectiveness, an explanation of measures they are taking to improve their classroom performance, and an account of professional activities in which they have participated during the previous **three** academic years. **Portfolios are submitted to the vice president for Academic Administration.** The faculty member's portfolio will be made available to the Faculty Promotions Committee and will become a major part of the basis for a recommendation regarding rank and employment level. Portfolios should be submitted during the year prior to anticipated advancement in category of academic rank or employment level.

LEVEL 1. This level provides an introductory experience for **all** first-time Southern Adventist University faculty members. Ordinarily, faculty must be employed for three consecutive years at Level 1 before becoming eligible to advance to the next level. Level 1 is not a three-year period of guaranteed employment. Level 1 faculty members are subject to the annual evaluation expected of all instructional faculty. The university administration may extend Level 1 status beyond the three-year period to allow some faculty additional time for professional growth.

Faculty members who are employed at Level 1 may not expect to be offered a new employment agreement after their signed employment agreement expires. If the university chooses not to offer an additional one-year employment agreement, the university must notify the faculty member of this decision no later than the last day of January.

LEVEL 2. Faculty members ordinarily progress to Level 2 after three years of successful teaching at Level 1, and normally remain at Level 2 for three years before becoming eligible to advance to Level 3. Progression to Level 2 is recommended by the Faculty Promotions Committee after careful examination of the professor's portfolio, and the recommendation is voted upon by the Board. Faculty at Level 2 are subject to the annual evaluation expected of all instructional faculty. Level 2 is not a three-year period of guaranteed employment. The university administration views faculty at Level 2 as progressing satisfactorily toward full seniority, and plans to offer them annual employment agreements.

The Board, upon recommendation of the university administration in consultation with the Faculty Promotions Committee, may extend Level 2 beyond the three-year period to allow additional time for professional development.

If a faculty member with a Level 2 employment agreement is terminated, or if he/she receives a letter of intent to not renew his/her employment agreement, that member is entitled to invoke the university's grievance procedure. If the individual's employment is terminated or the employment agreement is not renewed, he/she will continue at his/her specified salary for three months following the expiration of agreement or until other financially comparable employment begins, whichever comes sooner, subject to the faculty member's acceptance of the university's termination severance agreement.

LEVEL 3. Faculty members ordinarily become eligible for Level 3 after three years of successful teaching at Level 1 and three years of successful teaching at Level 2. However, following three years of successful service at Level 1, individuals appointed to the Southern Adventist University faculty who have at least three years of successful teaching and scholarship at another Seventh-day Adventist higher education institution may be considered for direct progression from Level 1 to Level 3. Faculty members at Level 3 are subject to the regular evaluation expected of all instructional faculty.

Level 3 constitutes full seniority for instructional faculty, but does not guarantee continued employment by the university. In awarding Level 3 status to instructional faculty, the university declares its desire to retain them and to renew their agreements annually. Faculty members are not eligible for Level 3 employment

until they reach at least the rank of associate professor.

If the employment of a faculty member with a Level 3 employment agreement is terminated, or if he/she receives a letter of intent to not renew his/her employment agreement, that member is entitled to appeal through the university's grievance procedure. If the individual's employment is terminated or the employment agreement is not renewed, he/she will continue at his/her specified salary for seven months following the expiration of agreement or until other financially comparable employment begins, whichever comes sooner, subject to the faculty member's acceptance of the university's termination severance agreement.

PLAN OF ASSISTANCE. The vice president for Academic Administration, in agreement with the dean of the school or chair of the department, may approve a Plan of Assistance for a faculty member with a Level 3 employment agreement whose professional performance ceases to be satisfactory, or whose conduct, in violation of university policies, rules, or procedures, warrants an action that is less than immediate dismissal or suspension.

A Plan of Assistance must include the following components:

1. Description of the area(s) of concern.
2. Steps to be taken by the faculty member to remedy those areas.
3. Support that will be provided by the department, school, and/or university to facilitate and encourage such remediation.
4. Method of evaluation that will be used to determine whether satisfactory remediation has or has not occurred.
5. Date by which a final determination shall be made.
6. Description of the expected performance(s) in order to have the Plan of Assistance cleared.

Once the specified remediation has been accomplished to the satisfaction of the vice president for Academic Administration and dean/chair, without significant decay of performance in other areas of responsibility, the faculty member, vice president for Academic Administration, and dean/chair shall jointly sign a statement of completion which removes any onus from the faculty member's continued employment at Level 3.

Failure to meet the expected performance(s) will result in a non-renewal of the faculty member's current Teaching Agreement at the time of its expiration.

ACADEMIC RANK

5020

The following academic ranks are conferred upon full-time faculty, faculty who regularly teach at least half-time, and professional librarians. Initial academic rank for new faculty is determined by the vice president for Academic Administration in consultation with the school dean/department chair and the Faculty Promotions Committee.

The following criteria are minimum requirements for the various academic ranks. All degrees are defined as earned degrees from accredited institutions. The Faculty Promotions Committee or the president may recommend exceptions based on notable performance, the nature of certain specialized fields, or terminal degrees that are not doctorates.

1. Instructor, comprising five incremental steps. Faculty at this rank must hold a master's degree.

2. Assistant Professor, comprising five incremental steps. Faculty at this rank must have successful teaching experience and hold a master's degree or a doctorate.
3. Associate Professor, comprising three incremental steps. Faculty at this rank must have successful teaching experience as assistant professor and hold a master's degree or doctorate. Faculty members holding a master's degree ordinarily do not advance beyond step two.
4. Professor, comprising three incremental steps. Faculty at this rank must have successful teaching experience as associate professor and hold a doctorate or a terminal degree.

PROMOTION

5030

Promotion in step, rank, or employment status is in part recognition of past achievement and an expression of confidence that the faculty member will continue in professional development. The successful, productive faculty member will be considered for advancement, ordinarily one step annually, but promotion is not automatic. It is based on employment Levels 1-3 and depends upon satisfactorily fulfilling the following criteria:

1. The Faculty Promotions Committee in consultation with school deans/department chairs annually reviews the progress of each faculty member. The committee's confidential recommendation for promotion in step, rank, or employment status is submitted to the president, who in turn makes recommendation to the Board for final action. That decision is communicated to the faculty member and the school dean/department chair by the president or vice president for Academic Administration.
2. The major considerations for promotion are teaching effectiveness, scholarly attainment, and professional activities. Other considerations include interpersonal relations, personal commitment to the objectives of the university and the Seventh-day Adventist Church, acceptable fulfillment of extra- and co-curricular assignments, and faithfulness in meeting university obligations.
3. The central responsibility of faculty is to teach. Accordingly, classroom effectiveness is a major factor in decisions regarding a faculty member's academic rank and level.

Assessment of classroom effectiveness will be made by the school dean/department chair using their observations, student input, and additional valid information as sources of evidence.

4. Faculty are expected to participate in professional activities and to achieve scholarly attainments as a regular part of their duties. The following policies apply to professional development:
 - a. The institution may require, or faculty may negotiate, doctoral studies programs in schools/departments with specific needs for credentialed personnel.
 - b. Faculty must substantiate regular use of funds for membership in learned societies and attendance at professional meetings.
 - c. Faculty not engaged in programs of graduate studies must participate in self-directed professional activities, planned in consultation with deans of schools/department chairs and the vice president for Academic Administration. Such activities include but are not limited to research, writing, presentations at professional meetings, productivity in the fine arts, and participation in the workplace to upgrade professional skills.

5. As part of the annual evaluation of faculty by their deans/chairs, and deans/chairs by the vice president for Academic Administration, faculty must submit teaching portfolios regarding their teaching effectiveness and professional activities. The portfolio includes a review of their teaching effectiveness, an explanation of measures they are taking to improve their classroom performance, and an account of professional activities in which they have participated during the previous three academic years. Portfolios are submitted to the vice president for Academic Administration according to a five-year schedule. The faculty member's portfolio will be made available to the Faculty Promotions Committee and will become part of the basis for a recommendation or a promotion. New faculty must plan to submit their portfolios three years after the date of their first contract.
6. Faculty seeking consideration for a promotion from assistant professor to associate professor or from associate professor to full professor must present a portfolio of professional development to the Faculty Promotions Committee.
7. Faculty who have been denied a promotion may appeal their cases to their school dean/department chair, the Faculty Promotions Committee, or the president. When an appeal is initiated, the dean/chair, the Faculty Promotions Committee, and the president are to be notified.

EMPLOYMENT AGREEMENTS

5040

The university issues annual 10- or 12-month employment agreements signed by the university president to all faculty members. The university does not issue multiple-year agreements. These agreements are issued on or before March 31, and the signed form should be returned to the Human Resources Department on or before April 15. These deadlines may be modified by negotiation and mutual agreement.

1. All faculty members with the rank of instructor or assistant professor will receive a 12-month employment agreement with responsibilities on campus from June 1 through May 31. A summer assignment equivalent to three credit hours per summer session is expected, and will be assigned by the school dean/department chair.
2. Faculty with the rank of associate professor or professor will receive a 10-month employment agreement with responsibilities on campus from August 1 through May 31. No summer assignments are expected. They will receive their earnings over the entire year. They receive 12-months service credit on their denominational service record and their perquisites are not interrupted during the summer months.
3. Faculty with responsibilities such as school deans/department chairs or professional librarians will receive a 10-month employment agreement with responsibilities on campus from August 1 through May 31. Summer assignments are expected, and these faculty will receive a summer stipend equivalent to a three credit class in addition to their full-time pay.

	Assoc Prof/Prof (10-month emp. agr.)	Instr/Assist Prof (12-month emp. agr.)
August – May	24 load units	24 load units
*Summer Assignment	0	3 load units
Vacation	must be taken during school breaks or summer months	

*Deans/Chairs and Professional Librarians at the rank of Associate Professor or Professor receive a summer stipend and have summer responsibilities.

A faculty member may terminate his/her service by resignation, normally at the end of the winter semester. A 30-day notice of intention to resign should be given in writing to the president. If a faculty member resigns he/she is not eligible to receive a termination settlement.

IMMEDIATE SUSPENSION

Provisions of the section “Termination” do not preclude immediate suspension. A faculty member may be given notification of immediate suspension of duties at any time for conduct unbecoming a faculty member including, but not limited to, the following: financial fraud; neglect of duty; personal misconduct including sexual harassment, sexual misconduct, or sexually deviant behavior; insubordination; failure or refusal to comply with Board or university policies; or disregard of the teachings of the Church as set forth in the statement of fundamental beliefs in the *Seventh-day Adventist Yearbook* and *North American Division Working Policy*. In the event of personal misconduct, the university shall not be required to institute supportive corrective measures, but may proceed with the termination of the faculty member’s employment subject to the faculty member’s right of appeal as outlined in this handbook. Failure of the Employee Handbook or any other formal statement of the university to address a matter specifically does not prohibit the Board from dealing with a problem.

A faculty member under suspension continues on the specified salary in his/her agreement. If the faculty member is dismissed or if the Board votes non-renewal of the agreement, the appropriate salary provisions in the “Employment Status Definition,” Policy 5010, will apply.

CANCELLATION OF ACCRUED TIME AT TERMINATION

When employment at Southern Adventist University ceases, all accumulated time built up for summer service leave and sabbatical leave is canceled. Any subsequent re-employment shall commence the accrual process at the latest hire date.

Note: Previous service record is not eliminated.

GRIEVANCE PROCEDURE

The following grievance procedure is available to faculty members who believe that their treatment at Southern Adventist University has not been in accordance with the written policies of the University or its representatives. This procedure is also one of the methods by which concerns of harassment on account of race, sex, age, ethnicity, disability or sexual misconduct may be presented to the university.

Membership of the Grievance Committee:

The membership of the Grievance Committee shall consist of the following members whose terms shall last two years. Committee members may serve two consecutive terms maximum, eligible for another term after a one-year hiatus. Members shall be elected on a staggered terms basis to provide some continuity of understanding and approach.

1. Chair, elected by the University Senate from faculty or salaried staff to 5-year renewable terms.
2. Three faculty members, elected by the University Senate
3. One alternate faculty member, elected by the University Senate

4. Three staff members, elected by the University Senate.
5. One alternate staff member, elected by the University Senate

The Human Resources director of the university shall be, ex officio, the non-voting secretary of the Grievance Committee.

The Grievance Committee shall be empowered to replace such members as may recuse themselves from involvement in a particular grievance due to any conflict of interest, up to a maximum of two from each category [faculty, salaried staff.] In selecting replacement members, the committee shall avoid choosing individuals with any known reason for bias regarding the case at hand. In no case shall the committee function with fewer than five members, specifically including the chair. In the event that the chair shall not be able to serve due to conflict of interest, he/she will be replaced for the purposes of the particular case in hand by an individual appointed by the Executive Committee of the University Senate.

Upon appointment or election, each committee member must sign a confidentiality statement. The signing of such a statement shall be understood to preclude discussion of the case outside of committee meetings, except as individual members of the committee may be directed to conduct necessary investigations. As a precaution, all personal notes taken during the meetings are to be left in the custody of the secretary of the committee between meetings.

At the end of the grievance process, all pertinent materials, including the written grievance, written responses to the Grievance, Committee members' personal notes, and records of committee procedures and actions shall be kept in the grievant's personnel file in the Office of Human Resources for no less than three years after the conclusion of the grievance process or for the duration of employment. The file containing these materials shall be sealed, and shall have the name of the grievant and of the individual who chaired the committee through the process on the outside.

Jurisdiction: The Grievance Committee shall have jurisdiction over matters including, but not limited to age, race, gender discrimination, ethnicity, national origin, disability, harassment, sexual misconduct, termination of employment, and non-renewal of employment agreement.

In no case shall a grievance petition be entertained by the committee, until appropriate lesser forms of redress have been thoroughly explored, as follows:

1. The grievant may discuss directly with the respondent the allegations of the grievance and work with the respondent to resolve any concerns.
2. If the action suggested in paragraph 1 is unsuccessful, ill-advised, or otherwise inappropriate, the grievant is encouraged to first discuss his/her concerns with the supervisor or department chair or school dean who is responsible for taking appropriate action. If the grievance directly involves the supervisor, the grievant may go to the vice president having jurisdiction, at which point, if possible, the matter may be concluded by mutual consent. If a grievance directly involves an individual at the level of vice president, the grievant should bring the matter to the attention of the president.
3. If there is no mutually satisfactory resolution at an earlier stage, or if the grievant does not wish to bring the matter directly to the chair, dean, or supervisor, the grievant may contact the chair of the university Grievance Committee to seek resolution, as in paragraph 4 below.

If the matter is informally resolved at any point after the Grievance Committee has become involved, the grievant shall send written notice to the Grievance Committee that no further university action is needed or desired. In such event, the chair of the

Grievance Committee shall place records pertaining to the grievance and its informal

resolution in the Office of Human Resources, to be kept unsealed for a minimum of three years.

4. If the grievance is not resolved by any of the means described above, the grievant shall file a written grievance with the Grievance Committee after termination of the informal process. Should the chair be temporarily unavailable, the grievance shall be presented to the Human Resources director of the university. The written grievance should include a clear description of the problem, a description of efforts at reconciliation already undertaken, supporting evidence and documentation, and a statement of the remedy, or remedies, sought by the grievant.

The Grievance Committee chair shall, within five working days of receiving the written grievance, schedule a meeting of the Grievance Committee. The Grievance Committee shall meet within 20 days from the time the grievance was delivered to the chair. At the first session of the Grievance Committee, the committee shall make an initial determination concerning the following:

- a. Whether a prima facie grievance, in fact, exists.
- b. Whether all lesser avenues of remedy have been appropriately explored.
- c. Whether additional written documentation or information is needed.
- d. Whether any persons not on the committee will be requested to attend future meetings.

If the Grievance Committee determines that a prima facie grievance does not exist, it shall notify the president, in writing, of that determination. The written letter shall also specify the reasons that the committee reached that determination. The president will notify the grievant of that decision.

If the committee's determination favors the president, he shall be free to implement his original intent and he shall so notify the grievant in writing within five working days of receiving the committee's report. If the committee's determination favors the grievant, the president shall meet in a timely manner with the entire Grievance Committee in an effort to reach consensus regarding the situation. If consensus can be reached, the president shall abide by it. If consensus cannot be reached, the president shall thereafter be free to proceed according to his/her best judgment within five working days of the consensus-seeking meeting, the president shall present to the grievant, in writing, the vote of the committee and his/her own final determination. This act shall mark the conclusion of the grievance procedure, at which point all university avenues of appeal shall be deemed to have been exhausted.

TERMINATION OF FACULTY DUE TO FINANCIAL EXIGENCY

5090

The policy for termination of faculty due to financial exigency is to be implemented only after the Board has officially declared a state of financial exigency.

1. Before initiating an investigation of the academic program, the vice president for Academic Administration and the Undergraduate Council shall establish a set of criteria on which to base a study of how to reduce the academic program.
2. The vice president for Academic Administration, after consulting with the Academic Affairs Committee and/or a program review committee, determines, in counsel with the president, in which disciplines program terminations are necessary.
3. The vice president for Academic Administration consults with each school dean/department chair and the members of each school/department in which the vice president determines personnel terminations are necessary.
4. In consultation with the vice president for Academic Administration and with the school dean/department chair in which terminations are to occur, the president formulates final recommendations for personnel terminations to be presented to the Board.

5. The president confers with individuals to be terminated in advance of official letters of intent to recommend their terminations.
6. Notification of termination, appeals of terminations, and all agreements of termination are to follow stated policies in the current *Employee Handbook*.

CRITERIA FOR TERMINATION OF FACULTY DUE TO FINANCIAL EXIGENCY 5100

Each degree-granting discipline will be considered as a unit. Before recommending specific terminations, the administration may consider criteria, such as the following, which are not listed according to any specified priority:

Academic degree.

Academic rank.

Compliance with university policies, rules, and procedures, including, but not limited to, those set out in the *Employee Handbook*.

Length of service at Southern Adventist University.

Length of service in specialty field.

Length of service to the Seventh-day Adventist Church in general.

Level of employment status.

Meritorious teaching performance, as evidenced in student evaluations, departmental evaluations, continued uninterrupted promotions, and other pertinent data.

Significant contributions to the purposes of the university as stated in the *Employee Handbook* and the university *Catalog*.

USE OF ELECTRONIC DEVICES FOR RECORDING 5105

The use of electronic devices as a tool for learning is highly encouraged as long as permission has been granted by those being recorded prior to recording. Professors may choose their own personal comfort level with recording devices but are expected to present their guidelines in their course syllabi. Electronic devices include but are not limited to:

- a. cellular phones
- b. digital cameras
- c. video recorders
- d. web cams
- e. audio recorders

Additional guidelines for and video recording in the context of a disability are found on Southern Adventist University's Disability Support Services website (www.southern.edu/disabilitysupport).

Choice locations and events on campus are subject to privacy consideration. The expectation of privacy is found at but not limited to the following locations:

- a. on-campus housing
- b. classroom bathrooms

- c. changing rooms,
- d. private offices.

Counseling sessions, committees and some classroom discussions are based on the privacy of the venue. Permission must be granted *before* the recording of these events.

Audio and video recordings are assumed to be for personal/educational use only. If the content is to be broadcast or published documented consent must be secured from recorded parties.

Special events or specific venue may require additional guidelines for the use of electronic devices. The venue owner is responsible for notifying attendees of guidelines.

TEACHING

5110

A teaching assignment of 12-credit hours of undergraduate courses, or its equivalent, is recommended as an appropriate load for faculty per semester. If the teaching assignment focuses only on graduate courses, then a teaching assignment of 9-credit hours per semester is recommended.

Non-instructional responsibilities, such as research, recruitment, program development, and/or management of teaching resources or facilities, may be assigned to faculty members by the department chair/school dean as benefits the department or school, but should not comprise more than 25 percent of the faculty member's total load during fall and winter semesters.

The amount of release time for administrative duties is typically between 6 and 24 credit hours per employment agreement.

Instructors/Assistant Professors (12-month Employment Agreement)

The normal load for full-time faculty in this category is 24 semester hours over the Fall and Winter semesters, plus an additional three semester hours per summer session. Some extracurricular activities may be required, such as committee work and advisement.

Associate Professors/Professors (10-month Employment Agreement)

The normal load for full-time faculty in this category is 24 semester hours per employment agreement, plus extracurricular activities required of full-time faculty, such as committee work and advisement.

ASSIGNMENT AND DOCUMENTATION OF FACULTY LOADS

5120

It is the responsibility of the department chair/school dean to assign faculty semester and summer loads in accordance with university policy. An official record (i.e. Semester Activity and Summer Activity forms) of the faculty member's assigned load will bear the signatures of the faculty member and appropriate administrator, certifying that the workload assignment is in accord with the guidelines for faculty loads. Summer Activity forms will only be required for instructors and assistant professors.

GUIDELINES FOR FACULTY LOADS

5130

Administrative Duties:

Academic Unit Heads (chairs/deans)	Per year (summer/fall/winter)	=	6 - 24 hours
Directors/Coordinators	Per year (summer/fall/winter)	=	3 - 6 hours

Classroom Faculty Loads:

Lecture	1 semester hour (2 contact)	=	1 hour
Lab	2 contact hours	=	1 hour

Nursing Lab Supervision

A.S.	1 contact hour	=	1 hour
B.S.	2 contact hours	=	1 hour

Science Labs (biology, chemistry, physics)

Performing ensembles	1 contact hour	=	1 hour
(to a maximum of 8 hrs per semester)			

P.E. Activity classes	1 semester hour (2 contact)	=	1.3 hours
O.L. Activity classes	1 semester hour (2 contact)	=	1.3 hours
Graduate classes	1 semester hour	=	1.3 hours

Activities counted toward the total faculty load, but not included above (e.g. team teaching, directed studies, internships, practica, co-ops, student teaching, private music lessons, W courses, online course development, and non-curricular supervision) shall be determined within the academic unit, with the approval of the vice president for Academic Administration.

ADDITIONAL CONTRACTS

5140

Additional contracts will be issued when the annual faculty load exceeds the equivalent of 12 semester hours per Fall/Winter semester, or three hours per summer session, and includes all teaching on behalf of the university — on campus, online, and at external sites. Faculty members should not be assigned a teaching load of more than 15 undergraduate credits per semester or 12 graduate credits per semester during fall and winter semesters. When additional contracts are required, it is imperative that a conflict of interest or its appearance be avoided in the assignment of teaching responsibilities.

Full-time faculty members at Southern Adventist University agree to devote themselves to our mission of teaching, mentoring, research, and public service. Fulfillment of these responsibilities demands a full-time, 100 percent commitment to normal university duties, including remaining current in the discipline to which the faculty member is appointed. For some faculty members, developing one's professional expertise and expanding one's arena of service may involve teaching, consulting, or serving at other institutions. By these means, many faculty members improve their disciplinary skills; they serve educational institutions and professional organizations, business, industry, and government; and they bring positive recognition to the university.

In the conduct of compensated outside services, faculty may not make any use of the name of Southern Adventist University for any purpose other than professional identification of the faculty member, nor may they claim any university or institutional responsibility for the conduct or outcome of such activities.

As part of the annual PDO goal-setting/performance-review process, each faculty member must describe his/her general plans and general percent of effort to be allocated to anticipated compensated outside service activities for the year ahead. Each faculty member must agree, with his/her department chair/school dean, on the faculty development benefits that will be gained by the planned compensated outside services. During the period prior to the next goal-setting/performance-review, significant changes to this agreed-upon plan must be approved by the head of the academic unit.

Full-time faculty members should normally limit their aggregated compensated outside services to no more than an additional 20 percent over their total, university effort during a given calendar year, upon approval of the head of their academic unit. The department's chair/school's dean may restrict a faculty member's compensated outside service effort to less than 20 percent.

PROGRAM COORDINATION

5145

Academic programs are coordinated by the school/department within which they are housed. For each program, the school/department assigns the responsibility for program coordination to an individual or committee of individuals academically qualified in the field. If the program coordination is not otherwise assigned, it is the responsibility of the dean/chair.

In concert with school/department committees the program coordinator shall be responsible for curriculum development and oversight to assure that the program is in harmony with Southern Adventist University's mission and appropriate within the field. While the program coordination function is typically tied to a major, in some instances an academic program may constitute a curricular area, a specific concentration, or a set of courses designed to meet external requirements which could include transfer to another institution.

Spiritual Commitment

In course content and personal example, appropriately integrate Christian faith and biblical principles as reflected in Seventh-day Adventist beliefs and outlined in *Southern's Code of Ethics*, found at the beginning of this handbook.

Teaching Responsibilities

1. Teach classes as assigned by the school dean/department chair in consultation with the faculty member and, *as needed*, the vice president for Academic Administration.
2. Prepare syllabi, containing all required components, for all classes taught, and submit syllabi to the school dean/department chair and to the office of Academic Administration each semester.
3. Maintain academic records for all students currently enrolled in his/her classes. Such academic records shall be maintained in accordance with the requirements of the Family Educational Right to Privacy Act (FERPA).
4. Administer final examinations according to published schedule.
5. Assign and submit grades as requested by the Records and Advisement office.
6. Offer appropriate academic guidance for all students currently enrolled in his/her classes. Such guidance shall be provided, and records maintained, in a way that protects the privacy of the student.
7. Assist students in acquiring internships and practicum course work according to curricular needs, and supervise student performance according to prearranged and published criteria.
8. Encourage students to complete online evaluations of teaching, and review the results with the school dean/department chair.

Para-academic Duties

1. Maintain office hours for a minimum of eight hours weekly, with the times posted at the office and published in the professor's course syllabi.
2. Provide accurate academic advisement and counsel to advisees assigned to him/her.
3. Assist in the registration process as directed by the school dean/department chair.
4. Assisting in maintaining classrooms, laboratories, and equipment in an orderly manner.
5. Notify the school dean/department chair of special needs for teaching supplies and equipment peculiar to his/her teaching assignment.
6. Attend school/department meetings as called by the school dean/department chair or other designated persons.
7. Carry out special school/departmental assignments as agreed upon with the school dean/department chair.

8. Submit in a timely manner reports of expenses for official duties.
9. Serve as a program coordinator for an area of study, if assigned by the dean.

Obligations to the University at Large

1. Serve on committees and perform co-curricular duties.
2. Attend faculty meetings, University Assembly meetings, colloquia, and graduations.
3. Furnish data for his/her personal file to the office of the vice president for Academic Administration.
4. Respond to student requests for employment or graduate school references or recommendations.
5. Comply with university policies, rules, and procedures.

Personal Professional Development

1. Keep current with advances and developments in his/her academic specialty.
2. Participate in professional development activities including, but not limited to, attendance at professional meetings and learned societies.
3. Maintain documentation of professional activities as part of the evidence required for academic advancement and advancement in employment level.

FACULTY ACCOUNTABILITY

5160

The Faculty Promotions Committee, in its annual review of the progress of each faculty member, obtains an evaluation from each school dean/department chair of each faculty member in his/her department/ school. Committee chair and administrators may also be contacted concerning the faithfulness and quality of participation of faculty in committees and extra- and co-curricular assignments. The vice president for Academic Administration will periodically coordinate student evaluation of the faculty under guidelines set forth in the following policy.

EVALUATION OF FACULTY

5170

1. Each faculty member is formally evaluated every year by his/her school dean/department chair. The evaluation deals with student evaluations, teaching effectiveness, performance of non-teaching university assignments, scholarly and community service activities, professional growth, commitment to the overall university program and compliance with university policies, rules, and procedures. The evaluation includes a faculty member-dean/chair conference in which these matters are discussed. The results of the evaluation are shared with the vice president for Academic Administration, the Faculty Promotions Committee and, a copy of the evaluation will sent to the Human Resources director to be included in the faculty member's personnel file.
2. The university maintains the policy of conducting student evaluations of faculty. The purpose of the evaluations is primarily to provide an opportunity for students to render anonymous opinions to their faculty about the quality of instruction they are receiving and to encourage faculty to use this information constructively. Secondly, the results of the evaluations may be used as needed in

counseling and in the promotions process.

3. Student-evaluation-of-faculty questions are constructed by the Faculty Affairs Committee and the questionnaire is online. All faculty members, including adjunct and contract faculty, are subject to evaluation in all classes and all summer terms.
4. Schools/departments may also construct questionnaires and conduct evaluations for their own purposes, but not in lieu of the approved forms.
5. The results of each faculty member's evaluation can be viewed by the faculty member, the school dean/department chairman, and the vice president for Academic Administration. They are also shared with the Faculty Promotions Committee.
6. Adjunct faculty members are formally evaluated every year by their dean/department chair. Because the scope of their relationship to the university is different from full-time faculty, their evaluation is limited to student evaluations and teaching effectiveness. Results of the evaluation are shared with the vice president for Academic Administration.

JOB DESCRIPTION FOR DEPARTMENT CHAIR/SCHOOL DEAN

5180

General description:

Chairpersons and deans are vitally important in guaranteeing and enhancing the quality of teaching, scholarship, and service in the departments and schools of the university. Chairpersons and deans are appointed by the vice president for Academic Administration, in consultation with the department's or school's faculty members for a specified term, usually four years in length. Reappointments to this position are possible. The department chair/school dean is evaluated by the department's or school's faculty members every two years, using a form provided by the office of Academic Administration.

Job Summary:

The department chair/school dean is a member of the faculty who is responsible to the vice president for Academic Administration and to her/his academic unit for the planning, organization, staffing, direction, and evaluation of the academic discipline(s) in the department or school. In harmony with the strategic plans of the university and with the recommendations of accrediting and professional bodies, the department chair/school dean is responsible for the continuous development of the academic unit's strategic plan and for setting its specific goals.

In view of the present governance and budgeting structure of Southern Adventist University, the job description for department chairs and schools deans applies to both groups equally.

Duties and Responsibilities of Chairs and Deans:

Instruction:

1. Reviews and facilitates, with department/school faculty members, the updating of department curricula, courses, and programs.
2. Promotes and models effective classroom instruction utilizing a variety of teaching strategies.
3. Provides leadership and encouragement for faculty members to integrate faith and learning in the curricula.

4. Recommends, to the appropriate committees, courses, academic degrees and/or curricula which will enhance and improve the department's/schools instructional program.
5. Facilitates development of department-specific graduation requirements in harmony with university requirements.
6. Prepares the departmental section of the academic bulletin and submits proposed changes, with justification data, to the appropriate committees.
7. Encourages and facilitates regular student and peer evaluations of faculty teaching in accordance with university requirements.
8. Recommends course schedules within the guidelines set by the university and the Office of Records and Advisement, and in cooperation with other academic units.
9. Serve as the program coordinator for all academic programs within the school/department unless another academically qualified faculty member has been designated to serve as program coordinator.

Faculty Development:

1. Recruits, and recommends to the vice president for Academic Administration, qualified faculty, both full-time and adjunct.
2. Provides departmental orientation to new faculty members, adjunct faculty, and graduate assistants.
3. Makes recommendations for faculty promotion in academic rank and employment level.
4. Initiates non-renewal or termination of faculty, as needed.
5. Coaches and advises full-time faculty with regard to the faculty promotion process.
6. Determines individual faculty teaching loads and course assignments.
7. Encourages faculty participation in departmental, school, and university activities.
8. Evaluates faculty performance and encourages faculty development in teaching, research, and service through the development of annual Professional Development Objectives (PDO).
9. Models and encourages the publication of faculty research and participation in professional organizations.
10. Evaluates faculty applications for sabbaticals, study leaves, and other professional development activities.
11. Keeps faculty informed of department and institutional plans, activities, and expectations.

Administrative:

1. Annually reviews and updates departmental Unit Plans in consultation with the department's faculty members and submits the updated plan to the office of Institutional Research.

2. Provides general leadership for the area which results in a productive and positive work climate and in collegial relations among and between faculty, staff, and students.
3. Prepares reports, inventories, and surveys providing such information as requested by campus officials.
4. Is active in local, regional, national, and/or denominational associations.
5. Ensures that full-time faculty members maintain regular, posted office hours, and that contact information for adjunct faculty members is readily available.
6. Participates in the development of the department budget with the vice president for Academic Administration.
7. Administers the department budget in accordance with university policies.
8. Makes recommendations to the vice president for Academic Administration regarding classroom and office needs.
9. Makes requests to the vice president for Academic Administration regarding capital equipment needs.
10. Initiates work orders that will ensure the care, protection, and repair of all facilities assigned to the department.
11. School chairs regularly scheduled department meetings, encourages participation of faculty and/or students in department governance, and keeps records of department actions.
12. Interprets university policy to the persons employed within the department, enforces university policies, and, when appropriate, reports, to the vice president for Academic Administration, infringements of policy.
13. Facilitates intra-departmental consensus and manages conflicts.
14. Prepares the periodic departmental review and such other reports as requested.
15. Arranges for supervision and evaluation of graduate assistants and the clerical or technical staff in the department.
16. Nurtures departmental student clubs and/or honor societies.
17. Provides department leadership through excellent communication, both within the department and between department and administration
18. Represents the area/department to the administration, and the administration to the area.
19. Serves as a liaison with the appropriate accrediting bodies, as requested by the vice president for Academic Administration.

Recruitment and Student Advocacy:

1. Promotes positive student morale in the department.
2. Assists in the recruitment, selection, and retention of qualified students.

3. Assists university marketing in the development of department promotional materials.
4. Reviews the department's participation in the university's advisement program and makes recommendations, as needed, to the Office of Records and Advisement.
5. Receives, hears, and processes student queries, criticisms, and grievances regarding faculty, adjunct faculty and/or courses, curricula, and grades.
6. Establishes procedures so that letters for students concerning recommendation, referral, and recognition as may be required for admittance, transfer, financial aid, and employment opportunities/scholarships are processed in a timely manner.
7. Requires academic honesty and acts decisively against all manifestations of academic dishonesty.

Other Responsibilities

Performs such other responsibilities as assigned by the vice president for academic administration or other appropriate campus officials.

EVALUATION OF SCHOOL DEANS/DEPARTMENT CHAIRS

5190

Schools deans/department chairs are evaluated according to the following schedule:

1. Annually by the vice president for Academic Administration for leadership abilities, management skills, interpersonal communication skills, and teaching skills (when appropriate). Results are shared with the school dean/department chair and president.
2. Every four years by the faculty members and staff within the school/department. The results are reviewed, along with the annual evaluation results, by the vice president for Academic Administration, and shared with the school dean/department chair. The results will be the basis for recommending one of the following actions:
 - a. Re-appointment to another four-year term;
 - b. No re-appointment with return to full-time teaching or other Southern Adventist University position;
 - c. No re-appointment and termination of employment status.
3. A newly appointed school dean/department chair will be evaluated by the faculty members and staff within the school/department at the end of the second year and the fourth year of the first four-year term. Thereafter, faculty and staff evaluations of the school dean/department chair will be conducted every fourth year.

TERMS OF APPOINTMENT FOR SCHOOL DEANS/DEPARTMENT CHAIRS

5200

School deans/department chairs will normally be appointed as school dean/department chair for a four-year term that coincides with the employment year. School deans/department chairs will be evaluated at the end of their four-year terms per the procedures in "Evaluation of School Deans/Department Chairs," above. This evaluation will be the basis for the recommendation of renewal or non-renewal of the school dean's/department chair's position.

There is no limit to the number of terms that a dean/chair can serve. The appointment can be renewed without limitation, but is subject to reevaluation during the fourth year of each term.

The four-year term of appointment could be interrupted either by the university or the school dean/department chair prior to the end of the term. Interruption could be for the same reasons as the non-renewal of the appointment. The procedure for replacement would be the same as in Hiring Process, Policy 5000.

The appointment of a school dean/department chair to a four-year term in that position in no way guarantees individual employment for four years. Employment is still maintained on a year by year basis per the standard employment contract and the university's policies, rules and procedures. The language in the section "Evaluation of School Deans/Department Chairs" is not intended to weaken the "employment at will" rights of Southern Adventist University .

WAGE SCALE

5210

The wage scale indicates a minimum and a maximum rate for various academic ranks. The Board approves university salaries. Up-to-date information regarding the university salary schedule can be obtained from the Human Resources Department.

School deans/department chairs will receive additional compensation for their services based on the below calculation. This additional compensation varies depending on the number of full time equivalent faculty in the school/department.

1. An annualized wage is planned for each school dean/department chair calculated on full professor rank. The rank of the school dean/department chair will determine the percentage in the below formula.

Monthly wage factor x ___% x 12 months = annualized wage

2. The additional compensation will be a percentage of the annualized wage based on the full time equivalency of faculty members in the school/department.

Number of faculty (FTE)

2.6% 1.00 - 1.99

3.6% 2.00 - 3.99

4.6% 4.00 - 6.99

5.6% 7.00 +

VACATIONS

5220

Vacations are for the purpose of enhancing the health and efficiency of employees and should be taken on an annual basis. It is assumed that faculty members take their vacation during the regularly scheduled breaks during the school year. Ten-month employees may also take vacation time during the months of June and July. No vacation time should be taken during the months of August or May at a time when regularly scheduled university or department functions occur and/or duly called university committees meet. The specific time for vacation is arranged individually with one's school dean/department chair.

A request for vacation should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the school dean/department chair.

When a faculty employee transfers to another denominational organization, terminates employment, or retires, there will be no payout for vacation since all vacation is included in the employee agreement.

Faculty are eligible for certain benefits based on their employment status. The following schedule outlines the benefits for full-time and part-time faculty:

Benefit	Full-time	Part-time
Social Security	yes - except ordained ministers	yes
Workers' Compensation	yes	yes
Retirement Plan matching	yes	yes
Group Life Insurance	yes	no
Health care	yes	no
Tuition assistance (for dependents)	yes	no
Tuition waived class	yes	yes - limited
Professional Growth allowance	yes	yes - prorated
Long Term Disability Income insurance	yes	no
Wellness incentives	yes	no
Christmas Bonus	yes	partial

Note: Ten, eleven, and twelve month employment is considered as full-time for benefit purposes.

SICK LEAVE**5240**

If for illness or some other reason a member of the faculty is incapacitated, his/her department shall, if possible, carry his/her work and he/she shall continue on full salary. If his/her absence is prolonged, the university will reassign or discontinue his/her courses, or select a substitute and determine and pay the substitute's salary. During the time a faculty member is out on sick leave, the university will pay the faculty member one month's salary for each year of denominational service credit to date up to a maximum of six months. Additional consideration shall be at the discretion of the Board.

FMLA PAYOUT FOR SALARIED STAFF FOR BIRTH OR ADOPTION OF A CHILD**5245**

As stated in Policy 2140, the Family Medical Leave of Absence is an approved absence for an eligible employee for up to twelve weeks within a twelve-month measurement period under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:

1. Birth of an employee's child (up to 12 weeks). See Leave for Adoption, Pregnancy, and Childbirth and Nursing an Infant (Policy 2150);
2. Placement of a child with an employee for adoption or foster care (up to 12 weeks);

The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant.

If an employee makes a decision to remain at home with their child and to not return to their employment at Southern Adventist University at the end of their FMLA/TN State leave and, if they will notify the head of their department before the scheduled end of their leave that they do not plan to return work, Southern will continue their salary until the scheduled end of their leave.

If an employee informs the head of their department that they are not returning to work and take the salary until the scheduled end of their leave, this decision cannot be revoked at any time. The employee will have resigned as of the scheduled end of their leave. However, if the position has not been filled and the employee

changes his/her mind they may apply for the open position.

EDUCATIONAL BENEFITS FOR EMPLOYEES' CHILDREN

5250

1. **Christian Education:** Employees are encouraged to support the church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility that children adopt a lifestyle that is not in harmony with the teachings of the church.
2. **Eligible Employees:** Southern Adventist University full-time salaried employees are expected to send their children to Seventh-day Adventist denominationally owned and operated schools. Assistance on the tuition expense is provided for children who are enrolled in denominationally owned and operated K-12 schools or liberal arts college levels, or technical or professional schools on the undergraduate levels, a fifth year of college or additional course study required to secure necessary credentials/certification.
3. **Students Eligible for Tuition Assistance:** To be eligible for tuition assistance the student must be:
 - a. An unmarried dependent of the employee.
 - b. Less than 24 years of age unless the student has given compulsory military service, volunteer service for the church, or has a documented medical consideration.
 - c. Eligible to be claimed as a dependent on the employee's income tax return.
 - d. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 percent of support from the new family unit.
 - e. As designated by an Order of the Court, Child Custody, or Parenting Plan regarding educational benefits for employee's stepchildren.
4. **Students Eligible in Divorce and Remarriage Situations:** To be eligible for tuition assistance the student must be:
 - a. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
 - b. Under the custody of the ex-spouse and eligible to be claimed as a dependent on the employee's tax return.
5. **Students Not Eligible for Tuition Assistance:** An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance.

The Human Resources Committee may make an exception to the paragraph above if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

6. **Assistance:** Southern Adventist University shall provide assistance of up to 70 percent of the tuition and all required fees for dormitory students, and up to 35 percent for those not in the dormitory. The assistance on the academy or college level should be calculated on the gross charges for tuition and required fees, according to the current bulletin, before family or other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

Community non-resident hall students attending Southern Adventist University shall receive a subsidy of 45 percent of tuition and required fees.

7. **Professional Programs:** Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, the standard tuition costs for a maximum number of semesters or quarters as listed in paragraph 8.
8. **Limitation on Assistance:** Assistance shall be provided for a maximum of 10 semesters or 15 quarters (or a combined equivalent).
9. **Summer Sessions:** Students who attend summer sessions shall be eligible for tuition assistance based on where they are residing at the time the class is taken i.e., 70 percent for student living in the dormitory, 35 percent for students living in the community and 45 percent for Southern Adventist University community students. Such attendance shall not count against the maximum semesters or quarters referred to in paragraph 8.
10. **Griggs International Academy:** Tuition assistance shall be provided for studies through Griggs International Academy as per regular policy. Tuition assistance is provided on credits that are earned through College Level Examination Program (CLEP) and for enrollment in the online high school completion curriculum (9-12th grade coursework), including credits earned during summer semesters. The assistance on both is 35 percent whether or not the student is residing in a school dormitory.
11. **Attending Schools Outside of the NAD:** Children attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending Southern Adventist University.

Adventist Colleges Abroad Students receive assistance based on the cost of tuition at Southern Adventist University.

12. **Method of Payment:** Assistance for students enrolled in an elementary or intermediate school, academy or college shall be made directly to the school.
13. **Division of Assistance:** When the employee's spouse is denominationally employed by a separate organization that provides tuition assistance, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance benefit shall be provided per student, regardless of the number of parents in denominational employment.
14. **Exceptions:** This policy is intended to apply only to employees' children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows if approved by the Human Resources Committee and additional criteria may be requested, as deemed appropriate.
 - a. Attendance at privately operated Seventh-day Adventist schools if approved by the local conference in which the institution resides and/or the Georgia-Cumberland Conference's K-12 Board of Education. Self-supporting, Adventist institutions may be included based on information provided at the time of request. Continuation of exception approvals must be requested at the start of each academic school year.
 - b. In cases where an undergraduate-level program of study or a trade/vocational program is not offered in a denominational school in the North American Division, the total assistance shall not exceed the standard amount that would be granted for attendance at Southern Adventist University.

- c. **Assistance for Home Schooling - For grades K-12:** Beginning at age 5, assistance at 100% is given for books, teaching materials and supplemental instruction up to a maximum of 50 % of the subsidy that would be received for attendance at Collegedale Academy - Elementary, Collegedale Academy - Middle, or Collegedale Academy. This assistance does not include entrance, registration, or application fees.

Also specifically excluded from this assistance are field trips; the purchase and repair of computers, other electronic devices and equipment and musical instruments; and the cost of league sports. To be eligible for this benefit, at least 51% of the child's instruction should be provided at home by the parent(s). Reimbursement of dual-enrollment classes to be covered only during the four standard years of the high school term; to end approximately May of the senior year. Application for the subsidy, proof of registration, and applicable receipts must be submitted to the Human Resource Department for processing.

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TUITION ASSISTANCE FOR DEPENDENT CHILDREN OF DECEASED EMPLOYEE 5255

Southern Adventist University will provide the following tuition assistance for the dependent children of a deceased employee:

The surviving spouse or eligible child(ren) will receive tuition assistance to attend Southern Adventist University for all dependent children for whom the deceased employee was receiving tuition assistance at the time of death, or would have received assistance had the child(ren) been of school age or in a qualifying school at the time. The eligibility for assistance will be in accordance with the Educational Benefits for Employees' Children policy, and shall only apply to attendance at Southern Adventist University. The amount of the assistance shall be at the prevailing community student rate at the time assistance is given.

For dependent children attending elementary school or academy at the time of the employee's death, the surviving spouse or eligible child(ren) shall continue to receive tuition assistance until the end of the current school year, plus the succeeding year, to the extent the deceased employee was eligible at the time of death.

In addition to a death that occurs while an employee is in active service, this policy will also apply if, due to illness, an eligible employee goes directly from active employment to Long Term Disability, then dies while receiving Long Term Disability. This policy will not apply if the deceased employee's children are eligible for tuition assistance through the deceased employee's spouse or a stepparent or adoptive parent or some other family relationship at the time the assistance is requested.

TUITION ASSISTANCE FOR DEPENDENT CHILDREN OF EMPLOYEE ON LONG TERM DISABILITY 5260

Southern Adventist University will provide the following tuition assistance for the dependent children of an employee who has been employed by Southern for at least three (3) years and who qualifies for Long Term Disability. For eligible dependent child (ren) attending a Seventh-day Adventist elementary school or academy at the time of the employee's approval for Long Term Disability, will continue to receive tuition assistance until the end of the current school year, plus one additional school year.

If at the time a child of the employee enters college and the employee has been unable to return to full-time employment due to the disability, tuition assistance to attend Southern Adventist University will be available for all dependent child(ren) for whom the employee was receiving tuition assistance at the time of their approval for Long Term Disability, or would have received assistance had the child(ren) been of school age or in a qualifying school at the time. The eligibility for assistance will be in accordance with the Educational Benefits for Employees' Children policy (Policy 4100 or 5250) and shall apply only to attendance at Southern Adventist University. The amount of the assistance shall be at the prevailing community student rate at the time assistance is given. See policy 4100 or 5250, #6, Second paragraph.

This policy will not apply if the employee's child(ren) are eligible for tuition assistance through employee's spouse, stepparent, adoptive parent or some other family relationship at the time the assistance is requested.

This policy is intended to coordinate with, and not be in addition to, the Tuition Assistance for Dependent Children of a Deceased Employee policy.

ORDAINED MINISTERS

5265

Employees who are ordained and thus considered self-employed may, at their option, have income tax withheld from their earnings. The part of the salary designated as parsonage allowance will be exempt from income tax. The ordained minister must make his own Social Security payment in the form of self-employment tax.

IMMIGRATION EXPENSE

5270

Financial assistance from the university in obtaining an employment visa must be approved by the Administrative Council and is for faculty and salaried employees only. The cost of obtaining permanent residence in the United States is the responsibility of the employee.

INCLEMENT WEATHER/POWER OUTAGE

5275

1. CAMPUS DECISION MAKERS:

In the event of inclement weather, Campus Safety personnel will monitor weather reports and campus road, sidewalk, and building conditions.

Power Outage:

In the event of a power outage, Campus Safety will collaborate with Plant Services to monitor the situation. Campus Safety will inform the Senior Vice President for Financial Administration (VPFA) of the conditions; the VPFA will contact the Senior Vice President for Academic Administration (VPAA) and the President, as well as other Cabinet members as appropriate. (The Associate Vice President for Facilities is the backup when the VPFA is unavailable.)

Inclement Weather:

In the event of inclement weather involving possible class cancellation, Campus Safety will inform the VPAA of the conditions; the VPAA will contact the VPFA and the President, as well as other Cabinet members as appropriate. (The Associate Vice President for Academic Administration is the backup when the VPAA is unavailable.)

2. COMMUNICATION SCHEDULE:

When possible in advance, Marketing and University Relations will inform the campus WHEN and WHERE to look for official notice of school opening/closure.

When possible:

- By 4:45 a.m., Campus Safety will inform the appropriate Senior Cabinet member of the situation.
- By 5:15 a.m., the Senior Cabinet team member will inform Marketing and University Relations of the decision to open/close.

- By 6:00 a.m., Campus Safety will communicate the decision to campus via the text alert system.
- By 6:00 a.m., Marketing and University Relations will communicate the decision to campus via email and web.

Note: Announcements regarding closures for evening classes and activities will be made by 4 p.m.

3. COMMUNICATION METHODS:

Indicated personnel will announce the open/close status via the following methods, in the following sequence:

CAMPUS SAFETY:

The Emergency Alert Notification text message is used ONCE for first notification of snow status then refer to other resources. Example: “Southern will be closed on [day] due to unsafe conditions. For any further updates, go to southern.edu or call 236.2000”. (Texts go to those who have signed up and have current cell number information validated in the system. Web address for signup is <https://www.southern.edu/notify/Pages/textmessagealertssignup.aspx>.)

MARKETING AND UNIVERSITY RELATIONS:

- E-mail notification via the Alert email list.
- The university website – www.southern.edu.
- Notification of status to the Wright Hall, Talge Hall, Thatcher South, and Thatcher Hall reception desks.
- Notification of 1.800.SOUTHERN call center via Director of Admissions or VP for Enrollment Management.
- Notification of status closures due to weather will be provided to WRCB-TV, WTVC-TV, WDEF-TV, Chattanooga Times Free Press and other media outlets as appropriate.

4. EMPLOYEE INCLEMENT WEATHER PROCEDURE:

Closed Campus:

If the campus status is “closed” during inclement weather or power outage, employees should remain safely at their residence. No classes are to be held. Hourly employees will receive pay for their regularly scheduled work hours. Emergency personnel are required to report to work as usual.

Open Campus:

If the campus status is “open” during inclement weather, employees who are unable to arrive for campus work will need to report PTO time to receive pay, or will need to take a vacation day.

5. STUDENT INCLEMENT WEATHER PROCEDURE:

Closed Campus:

If the campus status is “closed” during inclement weather or power outage, students should remain safely at their residence. No classes will be held.

1. The usual summer load includes teaching three semester credits over a period of four to six weeks. Additional duties for the remainder of the summer, less vacation time, include graduate study, student recruitment, institutional research, assistance on administrative projects, professional development, preparation for and revision of regular classes, and other negotiated assignments. Specific summer plans (Summer Activities Form) are filed with the school dean/department chair and in the office of the vice president for Academic Administration.
2. Faculty who are asked to teach more than three semester credits of undergraduate or graduate courses will receive a supplemental contract with remuneration according to the adjunct faculty pay scale.
3. Every third summer, full-time faculty members are eligible for a summer service leave (see, Faculty Absence, Policy 5370).

SHORTENED SUMMER SCHEDULES**5290**

If, for reasons of financial exigency, the university Board deems it necessary to shorten faculty members' summer assignments, the following procedures apply:

1. Each degree-granting school/department will be considered as a unit.
2. Decisions to impose shortened summer assignments must result from consultations among the vice president for Academic Administration, the president, the deans/chairs of the affected schools/departments and the faculty involved.
3. The president must notify faculty of his/her recommendations to the Board to impose shortened summer assignments on or before November 30.

RESEARCH**5300**

1. Significant research enhances both the experience of the faculty member and the reputation of the university. Research leaves may be granted to faculty members by the Board. (See Research Leave, Policy 5740.)
2. Research may be considered a part of the faculty member's load, provided that it seems likely the project will lead to publication or other useful purposes, and that the teaching schedule permits a lighter class load. The request for arrangements for research is to be submitted through the school dean/department chair to the vice president for Academic Administration, and the proposal should contain (1) a brief description of the project in non-specialized terms; (2) a brief discussion of the importance of the project, its relationship to the researcher's field, and the result he/she hopes to obtain; (3) an estimate of the duration of the project and the fraction of the faculty member's time needed for its completion; and (4) an itemized budget listing such costs as travel and clerical assistance.

COMMITTEES**5310**

Faculty may be elected to the University Senate or asked to serve on one or more of the duly appointed committees of the university. They should not be assigned such responsibilities to an extent that their teaching or research activities are impaired. Committee assignments are not optional, but faculty members do have the prerogative of indicating their preferences, which will be honored insofar as possible.

OFFICE HOURS AND ADVISING

5320

1. In order to insure that students have opportunity for individual consultation with their teachers, faculty members are expected to post and maintain regular office hours for a minimum of eight hours a week.
2. In general, each faculty member has a list of students, usually majoring in the faculty member's field, whom he/she advises during or before registration and when necessary during the semester. Academic programs and student files are provided by the Records and Advisement Office.

EXTRA AND CO-CURRICULAR ACTIVITIES

5330

The university expects faculty to contribute to campus life. They may be asked to sponsor certain student organizations or to be present at student and institutional functions. These activities should not interfere with faculty members' academic workload. Attendance at convocation is encouraged.

Some faculty may also elect to volunteer for service in the community, including the church. Although it favorably views such participation in community life, the university does not require faculty to join or contribute to non-university organizations. Faculty who participate in community activities must not allow their academic workload to suffer.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

5340

The university expects faculty to hold membership in at least one learned society and to attend its meetings regularly. Faculty may select other workshops, seminars, special instructional sessions, or professional gatherings that are professionally beneficial. Travel to these meetings is approved by the dean/chair and the vice president for Academic Administration.

FACULTY EMERITUS

5350

Retired faculty with 20 or more years of outstanding service to Southern Adventist University may be given the rank "Emeritus." Faculty must retire from a salaried faculty position to be eligible for emeritus status. An example of faculty emeritus rank is "Professor Emeritus of Religion." The university board grants emeritus status upon the recommendation of the president.

Emeriti faculty are eligible to participate in graduation marches, attend faculty social events, gain free admission to events for which ID cards are accepted, be eligible for tuition-waived classes, and have their names appear in the Southern Adventist University *Catalog*.

RESEARCH PROFESSOR

5360

Retired Southern Adventist University faculty with a rank of associate professor or professor and a demonstrated interest in research and publication may apply for a limited number of research professor positions. Application would be made through the vice president for Academic Administration and should be supported by a recommendation from the school dean/department chair of the applicant. The research professor position is granted for a period of one year. Application should be made each year for a continuation if desired.

The decision to recommend the research professor rank to a retired faculty member would be at the discretion of the president, vice president for Academic Administration, and the school dean/department chair of the faculty member's school/department. If approved, the president would recommend the faculty member to the Board for final approval.

Conditions and benefits of the research professor:

1. The research professor does not receive a salary. Secretarial assistance and office space is not part of the research professor arrangement.
2. The research professor has the full use and services of the library facilities.
3. The research professor may apply for university research scholarship funds.
4. The research professor has the right to a stipend to cover attendance at professional meetings and other expenses related to the area of research. Approval for expenditures will be obtained from the school dean/department chair. The annual expenses reimbursed shall not exceed the amount the professor would be eligible to receive from the professional growth allowance if employed.
5. Research and articles to be published should be submitted first to the faculty member's dean/chair for approval.
6. The publication should recognize Southern Adventist University as the sponsoring organization.

FACULTY ABSENCE

5370

Whenever faculty members are unable to meet their classes because of illness or other unavoidable absences from the campus, notice should be sent immediately to the school dean/department chair. Non-emergency absences from classes, not to exceed per semester the number of times the class meets in a week, must be arranged first with the school dean/department chair and then with the vice president for Academic Administration.

PROFESSIONAL GROWTH ALLOWANCE

5380

Southern Adventist University offers a professional growth allowance to each full-time and part-time (prorated) faculty member in order to enhance the professor's effectiveness as a teacher and/or a researcher. Adjunct faculty members are excluded from this policy. The allowance amount varies depending on the rank of the faculty but is not to exceed the amount that appears in the yearly employment agreement. The amounts are based on the monthly wage factor per the schedule below.

Percentage of Monthly Wage Factor

Full professor	83.33%
Associate professor	66.67%
Assistant professor	50.00%
Instructor	33.33%

Approval by the faculty member's school dean/department chair is required. If the expense report is for a school dean/department chair, approval must be by the vice president for Academic Administration. Approval of the professional growth allowance is based on its appropriate use, as defined in the sections below, and on approval of the faculty member's professional development plans as outlined in the professor's Professional Portfolio (see sections pertaining to academic rank and employment status) and/or PDO or equivalent if required by the school or department.

Books, materials, or equipment purchased by the professor with his or her professional development allowance become the property of the professor at the conclusion of the contract year in which they are paid in full.

Generally acceptable uses of the professional development allowance include, but are not necessarily limited to the following expense categories:

Category 1: Professional Memberships. Membership in professional organizations or associations. Faculty members are encouraged to maintain membership in at least one professional organization related to their field of expertise and teaching assignment.

Category 2: Professional Meetings. Costs of attendance and travel to and from meetings of professional organizations or educational and professional growth seminars related to the faculty member's area of expertise. These costs would include transportation, registration fees, lodging, and per diem.

Category 3: Professional Publications: Professional journals, magazine, newspaper subscriptions that are specifically related to the faculty member's professional responsibilities.

Category 4: Reference Resources. Trade books, reference manuals, and other resource volumes, which specifically relate to the faculty member's area of expertise and are necessary in order to keep current in the professor's field of teaching and/or research.

Category 5: Academic Courses. Academic courses not offered on our campus.

Category 6: Productivity Equipment/Electronics. Electronic and other devices that enhance teaching or research productivity. This includes but is not limited to notebook/laptop computers, PDAs, or other devices. Electronic devices (and some other tangible items) are considered "Mixed Use" purchases unless they are: 1) Permanently located on campus, and 2) declared property of the university. Otherwise, all electronic equipment or any other devices are the property of the employee and the value of the equipment is taxable to the employee at the time of purchase.

Category 7: Other. (A rationale is required for items that fall in this category.)

Purchases for Categories 1-5

Reimbursement requests from categories 1-5 for purchases on a corporate credit card do not require submission of an additional form. However, the category numbers as delineated in the Professional Growth Allowance policy, must be entered into the transaction summary section on the credit card website. Request for reimbursement of purchases made using a personal credit card or cash require submission of the "Professional Growth Report- Expense and Declaration" form with proof of purchase attached (i.e., copies of receipts).

Purchases for Categories 6-7

Requests for reimbursement of purchases made from Categories 6 and 7 for purchases made on a corporate credit card, personal credit card or cash, must be submitted using the "Professional Growth Report – Expense and Declaration" form and be accompanied with proof of purchase (i.e., copies of receipts).

Even if reimbursement is not required, purchases made from Categories 6 and 7 must be declared (by submitting the "Professional Growth Report – Expense and Declaration" form) in order for Accounting to appropriately track "Mixed Use" items.

MOVING

5390

All moving and travel expense in which the university participates must be arranged with the vice president for Financial Administration office. Choice of mover and arrangements for moving will be made by that office in consultation with the employee to be moved.

Travel Expense:

1. **Mileage:** If traveling by private car, an allowance will be paid for one car at the approved mileage rate by the shortest route. Allowance for up to two cars will be made for employee and spouse. No allowance will be made for additional cars.
2. **Motel expense:** It is urged that modest priced motels be used. Motel and per diem expenses are reportable based on traveling approximately 500 miles per day.
3. **Per diem:** At the approved rate based on a minimum of 500 miles per day.

Packing and Moving:

1. Incoming employees are to pack their household items in sturdy containers or cartons. These will be accepted by the mover only if properly packed, taped, and tagged.
2. The university will use commercial or conference moving vans. If a commercial carrier is used, the employee may wish to purchase extra moving insurance since the insurance from commercial carriers is minimal and would not replace all items in case of loss. The university will pay the cost of one moving van of personal and household effects with some exceptions as noted below.

Miscellaneous:

1. A flat taxable amount to cover packing and miscellaneous moving costs is granted as follows:

Employee	-	16.5% of base wage factor rounded up to the nearest \$10
Spouse	-	16.5% of base wage factor rounded up to the nearest \$10

A single parent with dependent children may be granted 33 percent of the wage factor as a moving allowance.
2. The Administrative Council may authorize additional travel and moving expense involving locating a residence at Southern Adventist University.
3. Lodging as required and meals at the university cafeteria may be provided for a new faculty member and/or the family for a period not to exceed one week while looking for a permanent place of residence. Arrangements for meals shall be made through the Human Resources Department. Lodging arrangement shall be made by the employing department. Also, expenses incurred will be charged to the employing department.
4. If a new faculty member occupies temporary quarters at the time he/she initially is hired, the university may bear the expense of one local move into permanent housing within two years after his/her employment begins at Southern Adventist University.
5. The faculty member will arrange at his/her expense for servicing, disconnection, and re-connection of all appliances such as stove, refrigerator, washer, dryer, air conditioner, and other appliances.
6. All items not normally classified as household goods such as lumber, cement, fencing, rock, brick, automobiles, boats, and machine tools, are excluded from this policy.
7. It is illegal for carriers to accept freezers with frozen food which cannot be delivered within 24 hours, or 150 miles.

8. Carriers will not accept explosive or other dangerous articles.
9. Animals and large animal houses are excluded from this policy.
10. The removal of evergreens, shrubbery, potted plants, or other items of similar nature are excluded from this policy.
11. Small articles of valuable nature such as money, hobby collections (stamps, coins, etc.) valuable papers, bonds, etc., should be handled by the employee personally. Such items

should not be left in drawers of furniture or left for movers to handle. Boxes and containers should be labeled by room. Upon arrival at destination, instruct the movers to locate these containers where possible in the proper rooms.

12. Dry cleaning of any type, house cleaning or maid service, taking up or laying carpeting, hanging pictures and mirrors, etc., are not a reimbursable expense of moving.
13. Careful inspection of the goods should be made at the time of delivery for any evidence of loss or damage. The carrier's attention should be called to it immediately and written acknowledgment on delivery ticket secured. This should be sent at once to the carrier's office, with full report as to the extent and itemized value of loss, where claim will be filed and necessary authorization given as to repairs or replacement.
14. A moving order will be issued by the vice president for Financial Administration.
15. Mileage, per diem, and travel receipts are required for reimbursement of moving expenses and should be reported separately from regular business travel expense. Un-reimbursed expenses can be offset by filing IRS Form 3903.
16. Moving expenses will be amortized over a period of four years' employment after the move to Southern Adventist University per the following schedule:

Years of Service/Amortized by SAU

a.	Less than 2 years	0%
b.	More than 2 years but less than 3	50%
c.	More than 3 years but less than 4	75%
d.	4 or more years	100%

Any unamortized expense is due and payable from the employee or from another denominational employer if transferring.

ACADEMIC REGALIA

5400

The university requires the entire faculty to wear academic regalia for commencement exercises. The university purchases the apparel and it becomes the property of the faculty member after three consecutive years of service at Southern Adventist University (study leaves included). Should he/she leave the university before completing three years of consecutive service, he/she shall purchase his/her hood from the university at the unamortized price, and the cap and gown shall remain the property of the university unless the faculty member elects to acquire them for the unamortized portion of the cost. When the faculty member is close to completion of a higher degree, the university rents the regalia for him/her until he/she completes the advanced degree; then the university purchases the regalia for the advanced degree. The garb for a lower degree, if originally purchased by the university, shall become the property of the university upon purchase of regalia for a higher degree to replace it.

Curricula are generally initiated within the various schools/departments and taken to the Undergraduate Council or Graduate Council. If approved by this committee, changes are sent on to the University Senate for ratification.

ACADEMIC FREEDOM AND RESPONSIBILITY

Academic freedom is defined as the right to investigate, to instruct, and to publish, within the area of the faculty member's competence and appointment. The administration seeks to foster a climate favorable to freedom of teaching and research. In a Seventh-day Adventist university, academic freedom is further understood to carry certain responsibilities to one's God, colleagues, institution, and state. Faculty members are expected to exercise their right of academic freedom within a framework of commitment and dedication to the Seventh-day Adventist Church.

1. The faculty member should see it as both a right and a duty to maintain a high level of personal integrity and professional competence and to teach his/her discipline in harmony with the fundamental teachings of the Bible as officially set forth by the Seventh-day Adventist Church.
2. It is the faculty member's responsibility to use the freedom of his/her office in an honest and persistent effort to search out and communicate truth. This is as true in matters of theology as elsewhere; at the same time he/she must be open to "the insights and corrective influences of the Church he/she serves" (*A Statement on Theological Freedom and Accountability*, General Conference of Seventh-day Adventists, Revised 10-11-87)*.
3. The faculty member is entitled to freedom in the publication of his/her findings, subject to the provisions of the publication quoted above, and satisfactory performance of his/her assigned duties. Research for monetary gain, however, should be based upon an understanding with the president.
4. The faculty member, entitled to freedom in the classroom in presenting his/her subject, should use care, however, in expressing personal views, discussing material not related to the subject taught, or dealing with topics for which he/she has no special training or competence. Additionally, he/she should abide by the provisions set forth in the publication quoted in paragraph #2 above.
5. The faculty member should be prepared both to support the right of his/her colleagues to academic freedom and to interpret his/her own freedom in a way responsible to them and to the university. An atmosphere of mutual respect and confidence is thus maintained.
6. When the faculty member speaks or writes as a private citizen, he/she is free to express his/her views. Because it is highly likely that the public will judge the university by his/her statements however, he/she is expected to exercise due restraint and respect for the traditions of the university, community, and church.
7. The university accepts the responsibility for publishing an official statement of educational philosophy and objectives, its own policy on employment and academic freedom, a faculty-approved code of ethics, and a procedure available to the faculty member who thinks himself/herself aggrieved. The applicant on his/her part accepts the responsibility for informing himself/herself of his/her obligations as a guardian of the distinctive character of the university, as one who personally subscribes to its philosophies and objectives.

**Academic Freedom in Seventh-day Adventist Institutions of Higher Education* Position paper voted by the

All learning and all teaching take place within the framework of a world view of the nature of reality, man, knowledge, and values. Roots of the Christian university are found in a principle that has long undergirded the development of all higher education--the belief that the best education is attained when intellectual growth occurs within an environment in which biblically based concepts are central to the aims of education. This is the goal of Seventh-day Adventist education.

In the Seventh-day Adventist college and university, as in any institution of higher learning, the principle of academic freedom has been central to establishing such aims. This principle reflects a belief in freedom as an essential right in a democratic society, but with a particular focus in an academic community. It is the guarantee that teachers and students will be able to carry on the functions of learning, research, and teaching with a minimum of restrictions. It applies to subjects within the professor's professional expertise within which there is a special need for freedom to pursue truth. It also applies to the atmosphere of open inquiry necessary in an academic community if learning is to be honest and thorough.

For the church college or university, academic freedom has an additional significance. It is more important than it is in the secular institution, not less, for it is essential to the well-being of the Church itself. This places a responsibility on the Christian professor to be a self-disciplined, responsible, and mature scholar, to investigate, teach, and publish within the area of his academic competence, without external restraint, but with a due regard for the character and aims of the institution which provides him with credentials, and with concern for the spiritual and the intellectual needs of his students.

Seventh-day Adventist colleges and universities, therefore, subscribe to principles of academic freedom generally held important in higher education. These principles make possible the disciplined and creative pursuit of truth. They also recognize that freedoms are never absolute

and that they imply commensurate responsibilities. The following principles of academic freedom are stated within the context of accountability, with special attention to limitations made necessary by the religious aims of a Christian institution.

The Freedoms

1. **Freedom of Speech.** *While the right to private opinion is a part of the human heritage as creatures of God, in accepting employment at a Seventh-day Adventist college or university the teacher recognizes certain limits to expression of personal views.*

As a member of a learned profession, he must recognize that the public will judge his profession by his utterances. Therefore, he will be accurate, respectful of the opinions of others, and will exercise appropriate restraint. He will make it clear when he does not speak for the institution. In expressing private views he will have in mind their effect on the reputation and goals of the institution.

2. **Freedom of Research.** *The Christian scholar will undertake research within the context of his faith and from the perspective of Christian ethics. He is free to do responsible research with proper respect for public safety and decency.*
3. **Freedom to Teach.** *The teacher will conduct his professional activities and present his subject matter within the world view described in the opening paragraph of this document. As a specialist within a particular discipline, he is entitled to freedom in the classroom to discuss his subject honestly. However, he will not introduce into his teaching controversial matter unrelated to his subject. Academic freedom is freedom to pursue knowledge and truth in the area of the individual's specialty. It does not give*

license to express controversial opinions on subjects outside that specialty nor does it protect the individual from being held accountable for his teaching.

Shared Responsibilities

Just as the need for academic freedom has a special significance in a church institution, so do the limitations placed on it reflect the special concerns of such an institution. The first responsibility of the teacher and leaders of the institution, and of the Church, is to seek for and to disseminate truth. The second responsibility is the obligation of teachers and leaders of the institution and the Church to counsel together when scholarly findings have a bearing on the message and mission of the Church.

The true scholar, humble in his quest for truth, will not refuse to listen to the findings and the advice of others. He recognizes that others also have discovered and are discovering truth. He will learn from them and actively seek their counsel regarding the expression of views inconsistent with those generally taught by his Church, for his concern is for the harmony of the church community.

On the other hand, church leaders are expected to foster an atmosphere of Christian cordiality within which the scholar will not feel threatened if his findings differ from traditionally held views. Since the dynamic development of the Church depends on the continuing study of dedicated scholars, the president, Board, and Church leaders will protect the scholar, not only for his sake but also for the cause of truth and the welfare of the Church. The historic doctrinal position of the Church has been defined by the General Conference in session and is published in the Seventh-day Adventist Yearbook under the title, "Fundamental Beliefs." It is expected that a teacher in one of the Church's educational institutions will not teach as truth what is contrary to those fundamental truths. Truth, they will remember, is not the only product of the crucible of controversy; disruption also results. The dedicated scholar will exercise discretion in presenting concepts which might threaten church unity and the effectiveness of church action.

Aside from the fundamental beliefs there are findings and interpretations in which differences of opinions occur within the Church, but which do not affect one's relationship to it or to its message. When expressing such differences, a teacher will be fair in his presentation and will make his loyalty to the Church clear. He will attempt to differentiate between hypotheses and facts and between central and peripheral issues.

When questions arise dealing with matters of academic freedom, each university and college should have clearly stated procedures to follow in dealing with such grievances. Such procedures should include peer review, an appeal process, and a review by the Board. Every possible care should be taken to insure that actions will be just and fair and will protect both the rights of the teacher and the integrity of the institution. The protection of both is not only a matter of justice but on a college or university campus it is also a matter of creating and protecting collegiality. It is also a protection against the disruptive, the servile, and the fraudulent.

CONTROVERSIAL TEACHING MATERIALS

5430

As a Christian institution of higher learning, Southern Adventist University finds itself committed to two obligations: the intellectual development of its students; and the nurture of Christian faith as understood by the Seventh-day Adventist Church. These two can conflict at those points where students' exposure to currents of thought and expression deemed important to a well-rounded collegiate education rub against traditional Seventh-day Adventist standards. The following policy will guide faculty in making decisions on what constitutes appropriate assignments and provide protection for faculty when questions are raised regarding the use of such materials.

1. Faculty members carefully weigh the benefits of potentially disturbing assignments (e.g., those with explicit sexual or violent content, offensive language, or overtly anti-Christian

bias) before adding them to their classes. If alternate assignments can be found that provide similar educational outcomes, those are preferred.

2. Faculty who judge controversial materials to be significant enough to include will (a) discuss the assignment with the school dean/department chair, and (b) make it clear that an alternative assignment may be arranged.
3. When using controversial materials faculty will strive to help students interpret the work in a responsible manner. This would include not emphasizing passages of purely prurient interest, but stressing themes of enduring value. It would also involve helping students think through the often difficult elements of secular life and ponder how such phenomena ought to be understood by Christians.
4. When people outside the university raise objections to class content, the protocol to follow is:
 - a. If such complaints concern a particular faculty member or class, these complaints will be directed to the involved faculty member.
 - b. The faculty member may then take the initiative to invite the parent or other individual to discuss the matter and explain the educational goals of the assignment. A third person, such as a colleague, may also be invited to participate in the session. Documentation of what transpired will be in written form.
 - c. If serious objections persist, the issue will be referred to the school dean/department chair; then to Faculty Affairs Committee where the assignment will be reviewed.
5. Southern Adventist University affirms its commitment to academic freedom and to shielding its faculty from external harassment. The university should express confidence in its faculty's good judgment in choice of assignments and only intercede after careful examination has revealed ill-considered action.

LIMITATIONS ON CLASS ATTENDANCE

5440

1. Classes at Southern Adventist University are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells; hence visitors may not expect to enter such gatherings freely. To attend classes, any visitor must be an official guest of the institution with legitimate business in that classroom, or be present by permission of the instructor.
2. Classroom visitors have no right to engage in class discussion unless invited by the instructor to do so. Classes are gatherings at which university employees organize learning experiences about prearranged topics as listed in the *Catalog*, rather than public forums. Registrants who pay tuition can expect their class rights to be protected from intrusion of anyone who has not similarly paid for the course.
3. Faculty and the institution reserve the right to remove from class legitimate students whose behavior exceeds the bounds of normal academic freedom.
4. Faculty conducting extension classes from other institutions on the Southern Adventist University campus share the rights set out in this policy.

University courses are expressed in semester hours. A semester hour is consistent with the Carnegie Unit of one hour of faculty directed instruction and a minimum of two hours of academic student work for undergraduate (UG) or three hours of academic work for graduate (G) level courses. A sixteen-semester-hour undergraduate class load will require 16 hours of faculty directed instruction and 32 hours of student academic work each week. A nine-semester-hour graduate load stipulates 9 hours of faculty-directed instruction and 27 hours of student academic work each week. Student academic work contributes to established intended learning outcomes and is verified by evidence of student achievement.

An equivalent amount of work is required for lectures, labs, internships, summer courses, online courses, directed (UG) study, independent study (G), or other course types leading to the award of credit hours. Schools and departments may determine contact time over the minimum requirements as needed. Physical Education activity courses meet two fifty minute periods for one credit hour. A laboratory period of two and one-half to three hours is equal to one period.

Revised 2013

STANDARDS FOR INSTRUCTION PERIODS**5460**

For every semester hour of credit a minimum of 15 contact hours should be scheduled. Final exam periods may count as one contact hour.

FINAL EXAMINATIONS AND GRADES**5470**

Inasmuch as a week of the students' time each semester is devoted to final examinations, the following policies have been established to insure that proper emphasis is placed upon the examinations:

1. A final examination schedule is published at the beginning of each semester.
2. The school dean/department chairman is to see that each faculty member adheres to this schedule.
3. Any special arrangements desired by the faculty member are to be made with the school dean/department chairman and approved by the vice president for Academic Administration.
4. All final examinations are to cover a substantial segment of the semester's material.
5. Because certain classes may not lend themselves to final examinations, permission may be given to substitute another learning experience for a final examination; such permission is valid until the *Catalog* description of the course is altered.
6. The school dean/department chair and the vice president for Academic Administration have the privilege of requesting that a faculty member submit copies of his/her final examination to them for scrutiny.
7. Faculty are not to honor students' requests for exceptions to the examination schedule unless the requests have been approved according to the policy outlined in the university *Catalog*.
8. The faculty member is responsible for establishing the grading system he/she desires to use and for making it clear to students before actual instruction begins. Official grade records are to be turned in according to the deadline for grade submission as communicated by the Records and Advisement Office. The faculty member is responsible for evaluation of student achievement and no one else is authorized to alter grades given. The faculty member

will retain the students' final examinations and attendance and examination records for at least four months after the final grades are given.

GRADUATE ASSISTANTSHIP POLICIES AND PROCEDURES

5480

PREAMBLE: A small number of full-time (9 credit hours) and part-time (5 credit hours) graduate assistantships are available. Assistantships will be awarded on a semester basis and students must reapply each semester for renewal of their assistantship award. Renewal of the award is based on academic performance, previous service performance, and is at the discretion of the dean of each school in consultation with the school's faculty members.

Graduate assistantships provide graduate students with financial resources to assist with funding their tuition. Assistantships also provide educational and professional benefits. The responsibilities and benefits of assistantships vary, but in general, graduate students gain valuable experience and knowledge of techniques in their fields; hone their research skills; acquire pedagogical experience necessary for an academic career; and develop professional skills such as leadership, interpersonal effectiveness, and performance evaluation.

I. APPOINTMENT

Qualifications: The following criteria are minimum university requirements. Individual schools may set higher standards.

1. Candidate must be accepted, in regular standing, into one of Southern Adventist University's graduate programs. Students with provisional admission status will not be considered.
2. Candidate must agree to maintain good standing as a full-time graduate student and maintain a 3.0 cumulative grade point average.
3. Candidate must possess the ability to communicate effectively in English, both verbally and in writing.
4. Candidate must demonstrate both the willingness and the ability to work cooperatively with staff and students.

Categories of Assistantships: The duties assigned to graduate assistants will vary according to school/department and some assistants may be assigned duties in more than one of these categories.

(a) Graduate Teaching Assistants:

Teaching assistants usually work to support the efforts of faculty members in specific courses. They will generally not teach a course as the primary instructor, but may be responsible for a section of a lecture course, laboratory course, or physical activity course under the direct supervision of an experienced faculty member. Responsibilities may also include grading examinations, leading discussion sections, or performing other duties related to the instructional program.

(b) Graduate Teaching Associates:

The graduate teaching associate will normally have primary responsibility for teaching an undergraduate course for credit and for assigning final grades for said course. A graduate teaching associate shall not have responsibility for teaching a graduate level course. The Southern Association of Colleges and Schools Commission on Colleges have specific requirements that must be met before a graduate student can be assigned responsibilities in this category. Criteria for a graduate student to be appointed as a teaching associate include:

- a. **prior completion of 18 graduate semester hours in the assigned teaching discipline**

b. will teach under the supervision of a faculty member

c. will receive regular in-service training In exceptional cases, relevant professional experience and demonstrated contributions to the assigned teaching discipline may be presented in lieu of formal academic training. It is the duty of the department and particularly of the faculty supervisor to help the teaching associate gain skill in communicating knowledge of the discipline to students. The department chair or unit supervisor is responsible for certification of each graduate teaching assistant or teaching associate assignment and ensuring each person placed in such an assignment meets the appropriate requirements for the assignment as given above.

(c) Graduate Research Assistants:

The graduate research assistant will work under the supervision of a faculty mentor. The purpose of the research assistantship is to provide the graduate student with experience in research directly related to the professional and scholarly goals of the student and to advance the research program of the faculty mentor. The student should gain experience in all aspects of conducting a research project including such things as library searches, design of experiments, evaluation of information relevant to the project, and preparation of manuscripts to be submitted for publication. Development of these skills should advance the student's professional qualifications and, ideally, lead to development of a prospectus for the thesis, or capstone project.

(d) Graduate Administrative Assistants:

The graduate administrative assistant may work at the level of a department, school or university administrative unit. **The work assigned to the graduate administrative assistant should be relevant to the graduate program and professional and scholarly goals of the student.** This work will generally involve gathering, organizing, and evaluating information, or editorial work related to preparation and review of papers and reports. The graduate administrative assistantship should provide the opportunity for the student to use knowledge of her or his academic field while enhancing skills relevant to the student's professional goals. The ideal graduate administrative assistantship will provide the student with a broader and deeper understanding of University function and, under the supervision of a mentor, enhance the quality of information available to the University.

Appointments: New graduate assistants are appointed by the dean of each school in consultation with the faculty. Appointments are awarded on the basis of academic background, performance as a graduate student, and potential for satisfactory performance of the required duties. This assessment is made primarily on the basis of transcripts, personal interview, and letters of recommendation, but national test scores may also be considered. If the applicant's native language is not English, he or she must submit a qualifying TOEFL score. Individual schools may have higher requirements. Applicants should consult the school for its requirements.

Renewal of Appointments: See “Rights of Graduate Assistants.”

Evaluations: Each graduate assistant will be evaluated by his or her supervising professor and/or the dean of the school using a standard University evaluation form.

II. REMUNERATION

Compensation: Appointments offer a stipend or hourly wages for the semester period, paid in biweekly payments beginning one pay period after school begins. Compensation and Level of Appointment Schedules are available from the dean of each school.

Benefits: Graduate assistants are classified as student employees and are therefore not eligible for any employment benefits.

IV. TUITION WAIVED CLASSES

Tuition Waiver: Tuition for nine (9) graduate semester hours per semester will be waived for full-time

graduate assistants. This waiver does not include tuition for non-degree related courses (e.g., physical education activities courses); courses that do not carry graduate credit (unless they have been approved by the school for inclusion in the student's graduate degree program); enrollment for audit rather than credit; late registration fees, drop-add fees, laboratory fees, international student fees, or other similar costs.

V. RIGHTS OF GRADUATE ASSISTANTS

Published Policies: Each assistant will receive a copy of the university-wide graduate assistantship policy including criteria for appointment, remuneration, evaluation/supervision information, as well as a statement of rights and responsibilities. Each school will make available to assistants information regarding grading, test security, office hour requirements, and classroom and laboratory safety procedures. In addition, each school should keep a list of resources accessible to graduate assistants, which may assist them in fulfilling their teaching and research responsibilities.

Renewal: Assistantships are normally assigned on a semester basis. Renewals are offered to continuing students by the dean of each school in consultation with the faculty. In order to be considered for renewal of appointment, a student must make measurable progress toward a degree, maintain a good academic standing, and perform all assigned duties (teaching, grading papers, holding office hours, research, etc.). Measurable progress toward a degree is defined as having completed a minimum of nine (9) hours toward the degree each semester and maintaining a cumulative grade point average of at least 3.0. Attendance at departmental colloquia, forums, and seminars is also considered when evaluating an assistant for reappointment.

An appointment remains in effect only if the student maintains good academic standing, makes satisfactory academic progress, and provides satisfactory service.

Assistants will be informed as early as possible of intentions about renewing the assistant's appointment. If, because of enrollment or budget uncertainties, the schools cannot make a firm commitment to a student about reappointment, a letter of intent will be sent to the assistant stating that these uncertainties exist and explicitly defining the school's plans once the situation is clarified.

In-Service: The schools will provide regular in-service for assistants.

Supervision and Evaluation: Each academic and administrative unit with assistantship appointments should clearly communicate expectations about assistantships to students, as well as to supervising faculty and staff, to ensure that students' duties have intellectual and educational value. Each assistant will be evaluated by their supervising professor and/or the dean using a standard university instrument.

Termination of Appointments: An assistantship appointment may be terminated during the term of the appointment, if the assistant

- a. Is no longer a student.
- b. Is no longer making satisfactory academic progress.
- c. Substantially fails to perform assigned responsibilities. or
- d. Does not fulfill the previously stated qualifications for an appointment as an assistant of the university.

The assistant will be provided with written notice and an opportunity to respond to the dean of the school prior to termination. The dean of the school must advise the Graduate Dean of the cancellation or reduction in a student's award.

Resignation: A student who resigns an assistantship appointment, or whose appointment is canceled before service is rendered for at least three-fourths of the term, is required to pay the full amount of appropriate

tuition and fees for that term. Payment for tuition is not required if the student withdraws from the university on the same date or before the last day of the assistantship, or if degree requirements for graduation are completed within seven calendar days after the resignation date.

VI. RESPONSIBILITIES OF GRADUATE ASSISTANTS

Duties: The assistants will be assigned a combination of duties under the supervision of the dean or faculty of any given school. Graduate students holding assistantship appointments must register as full-time graduate students.

Workload: Time spent on assistantship duties should average approximately 20 hours per week over the term of the appointment. Assistants should keep their supervisor(s) apprised of any changes that need to be made in the agreed-upon schedule. Changes may be necessary because of the assistants' own classes, qualifying or other examinations, job searches, conferences, illness, or other personal or professional factors.

Revised 2017

WHO'S WHO SELECTION POLICY

5490

Who's Who submissions from Southern Adventist University shall be selected from the graduating seniors who show superior high academic performance as evidenced by cumulative GPA exceeding 3.35; be committed to service in church and community activities; and show evidence of positive leadership ability. The number of Southern Adventist University Who's Who submissions to the national organization shall usually be determined as 20% of the graduating baccalaureate seniors. In no case shall the number of submissions to Who's Who exceed 25% of the baccalaureate seniors. Names of students nominated will be reviewed by the Vice President for Student Development, University Chaplain and Associate Vice President for Academic Administration to assure that they meet the standards set out above. In the event that the number of names nominated shall exceed 25%, the Associate Vice President for Academic Administration shall appoint and call an Ad hoc committee consisting of four faculty members chosen from across disciplines plus the chaplain, the Vice President for Student Development, and the Associate Vice President for Academic Administration. This committee is responsible for reducing the number of submissions to a number that is below the 25% maximum threshold. The Associate Vice President for Academic Administration shall call the committee together. At their first meeting, they committee will select their own chair person.

ASSEMBLY MEETINGS

5500

1. University Assembly meetings during the academic year are scheduled at regular intervals. Specific dates and times are listed in the university calendar. In addition, There may be joint University Assembly-Senate meetings during the summer session.
2. An attendance roster is maintained at University Assemblies. All faculty members are expected to attend regularly.

HONORARIA

5510

Criteria

The Faculty Affairs Committee recommends honoraria for faculty whose professional achievements have gained recognition in their discipline beyond the university campus. The following eligibility criteria apply:

1. Books which may or may not be peer-reviewed.
2. Original research published in peer-reviewed professional journals.
3. Works of creativity receiving professional recognition through judging appropriate to the discipline.

4. Published book reviews.
5. Original oral presentations.
 - a. To academic peers delivered at professional gatherings, requiring academic or professional expertise but not necessarily dependent on original research.
 - b. To professional peers yet requiring academic or professional expertise. When a faculty member gives an oral presentation and that presentation is published in a professional journal, the faculty member can request an honorarium for the publication, but not for the oral presentation.
6. Except for the activities of off-campus professional organizations meeting on our campus, on-campus presentations and publications are not eligible for honoraria.
7. National/Regional Academic Conference Research Papers, (including poster sessions and conference proceeding papers).
8. Non peer reviewed professional journals (e.g. *American History*).

Please note that “academic peers” refers to colleagues that hold advanced degrees and are your professional peers in higher education. The intent is to reward faculty for professional achievements that are presented to and can be critically evaluated by their academic peers and constitute a contribution to their academic discipline. Also, “professional peers” refers to individuals who are involved in the practice of your discipline.

Application

To qualify for an honorarium, a faculty member must submit to the Faculty Affairs Committee a standard request form together with supporting documentation of the scholarly activity (see below) within one year after the activity occurs. Any given activity will receive an honorarium from the university only once, e.g., an oral presentation given to different audiences on the same topic will receive an honorarium only once.

The request needs to be supported with proper documentation.

- a. For books and journal articles, an entire copy of the book or article is not necessary; however, a copy of the book cover and table of contents page, or the journal cover, index, and a copy of the first two or three pages of the article is requested.
- b. Documentation for an oral presentation should include a copy of the program that includes the occasion, the name of the participant, the date, and the presentation title.
- c. Submissions regarding presentations to on-line audiences will be considered on a case-by-case basis. A copy of the content, the URL of the site, and a description of the purpose of the submission is requested.

The Faculty Affairs Committee reviews the honoraria schedule every five years on 0 and 5 years.

Honoraria Schedule

Peer-Reviewed Book	\$300
Non Peer-Reviewed Book	\$150
Peer-Reviewed Journal Article	\$200
Non Peer-Reviewed Article in Professional Journal	\$100
Work of Creativity	\$150
Book Review	\$ 75
National/Regional Academic Conference Research Paper	\$125
Oral Presentation to non-academic peers	\$ 25
Oral Presentation to academic peers	

Less than 1 hour	\$ 75
1-3 hours	\$100
3 or more hours	\$150

Maximum amount allowable per individual per fiscal year is \$600.

Note: In the case that a faculty member joins with one or more colleagues in their professional work/presentation, a Joint Presentation Scale will be enacted. Each presenter will receive 75% of the honoraria of the category they fall under.

PRESIDENT’S AWARD FOR TEACHING EXCELLENCE **5520**

Each year the Faculty Affairs Committee names one member of the full-time faculty as the recipient of the President’s Award for Teaching Excellence. A plaque and \$1,500 cash prize is awarded by the Board of Southern Adventist University. To be eligible, faculty members must have served on this campus for a minimum of two years. Recipients are ineligible for the award for two years after having received it.

Selection will be made based on a survey of faculty and students which includes the following criteria:

- a. Spiritual credibility
- b. Concern for students
- c. Commitment to quality
- d. Choice of peers
- e. Student evaluations
- f. Professional development
- g. Relationship with colleagues
- h. Service to academic discipline or profession

PRESIDENT’S AWARD FOR ACADEMIC RESEARCH EXCELLENCE **5530**

The Academic Research Committee will select one or more recipients (not more than two per year) to receive this award at graduation time. The faculty member chosen receive(s) \$500 and an engraved plaque.

The research results will have been shared with the professional community of the university, published in professional journals, or presented in professional conventions. Copies of the research proposal and completed research results must be filed and kept in academic research related documentation.

PRESIDENT’S AWARD FOR EXCELLENCE IN SCHOLARSHIP **5540**

The Faculty Affairs Committee will select one member of the full-time faculty as the recipient of the President’s Award for Excellence in Scholarship. The faculty member chosen receives \$500 and an engraved plaque. Recipients are ineligible for the award for seven years after having received it.

Selection will be made based on a survey of faculty that includes the following criteria:

- a. Must have a record of excellence in scholarship, such as scholarly presentations, scholarly publications, research projects with peers and/or students, creative works, etc.
- b. A member of the University Assembly at Southern Adventist University for a minimum of two years.
- c. Must be nominated by a member of the University Assembly, such as a dean, chairperson, or peer.

The Medallion Subcommittee (appointed by the Faculty Affairs Committee) meets as many times each year as needed to select recipients for the medallion. At the beginning of each school year the sub-committee

distributes to the faculty the criteria for the award, nomination forms, and a list of names of eligible faculty. Any faculty member may nominate a colleague by submitting a name and a brief summary of the nominee's qualifications.

After studying the nominations, the Medallion Subcommittee votes to reduce the list of nominees to no more than four. If a member of the committee is one of the four candidates he/she will turn his/her duties over to an alternate and resume his/her membership the following year if his/her term has not expired. Each of the four candidates is assigned to a member of the Medallion Subcommittee who prepares a written statement describing the potential recipient's record. By February 15, the committee recommends 1) one recipient, 2) two recipients, or 3) no recipient. The university president presents the medallion with a citation and an honorarium of \$500.00 at spring commencement. Names of candidates who do not receive the medal are not automatically carried over to the following year. Seven years after receiving the medal a recipient becomes eligible to receive it again.

CRITERIA FOR AWARD OF THE DISTINGUISHED SERVICE MEDALLION

Faculty members nominate colleagues and the Medallion Subcommittee recommends recipients on the basis of the following criteria:

1. The nominee must have completed seven years of service to the university.
2. The nominee must meet at least one of the following four criteria:
 - a. **Outstanding classroom teaching.** The nominee must demonstrate a sustained record of outstanding performance in the classroom, as evidenced by effective techniques, influence on students, cultivation of an intellectual atmosphere, fostering scholarly habits, and other pertinent aspects of the teaching process.
 - b. **Leadership among the faculty.** The nominee must demonstrate a sustained record of participation in faculty life as evidenced by involvement in faculty organizations, effective membership on faculty committees, personal professionalism, and significant contributions to the university outside the classroom.
 - c. **Scholarly achievement.** The nominee must demonstrate a sustained record of scholarly activities as evidenced by research and dissemination of information that has received recognition from professional peers.
 - d. **Service to the community.** The nominee must demonstrate a sustained record of service to the community, which means either the Adventist or non-Adventist public. Such community service is related to the nominee's professional standing and results in an enhancement to the image of the university.
3. The nominee's performance must be in keeping with the Christian character of the university.

HONORARY DOCTORATES

1. Suggestions for individuals to be awarded honorary degrees may be submitted to the Honorary Degrees Committee by any faculty/staff, administrator, or board personnel.
2. Any candidate nominated by the Honorary Degrees Committee must then be approved by the University Board.

3. Honorary degrees will be awarded during commencement. Any presentation should be brief and not detract from the university graduates.
4. The university is not obliged to award an honorary degree every year; neither is the university to be limited to only one degree per year. However, there should be no more than five honorary degrees conferred within a five-year period.
5. An honorary doctorate degree will be one of the following:
 - a. **Doctor of Divinity (D.D.)** For distinguished church leadership in administration, writing, or preaching that reflects an influence of unusual merit at the national or international level.
 - b. **Doctor of Fine Arts (D.F.A.)** For creative, original contributions in the fields of architecture, design, literature, music, painting, sculpture, or performance.
 - c. **Doctor of Humane Letters (L.H.D.)** For scholarly achievement in the liberal arts or humanities and also for outstanding service to society.
 - d. **Doctor of Laws (LL.D.)** For distinguished leadership in administration or public service in business, education, finance, government, or public life.
 - e. **Doctor of Pedagogy (Ped.D.)** For outstanding service in education.
 - f. **Doctor of Science (Sc.D.)** For demonstrated investigative achievement in the natural or physical science or major contributions to the medical sciences.

OFF-CAMPUS TRIPS AND TOURS

5580

Off Campus trips and tours are usually a very positive part of a student's educational experience. However, because trips require travel, visiting and staying in unfamiliar surroundings, contact with strangers, etc. they entail certain risks. Those risks have the potential to escalate into trip participants becoming the victims of violent acts. The policies below are designed so as to alert participants to potential risks and to assist trip leaders in minimizing those risks in order to maximize the potential for successful and positive trips for all participants. The following policy is for all mission, outreach, class field trips, study tours, and touring groups.

1. It is the student's responsibility to make arrangements with their professors and/or work supervisor before the trip to make up the work for all trips and tours scheduled by a trip leader as part of a course or organizational activity that conflicts with another class or lab.
2. It is the trip leader's responsibility to obtain prior approval from the department head/chair or school dean before scheduling off campus trips or tours.
3. It is the trip leader's responsibility to notify the associate vice president for Academic Administration at least two weeks before the field trip or tour is taken. This notification must be in writing, with a list of participating student names and ID numbers, the dates, destinations, and duration of the trip, as well as the signature of the department head/chair or school dean. Form is found at <https://www.southern.edu/academics>.
4. It is also the trip leader's responsibility to notify the associate vice president for Academic Administration immediately after the trip or tour, if any of the students previously listed as participating did not actually attend the trip or tour.
5. It is the trip leader's responsibility to provide for emergency communication to the campus at all times during the trip. (University would provide satellite phone if necessary.)
6. The associate vice president for Academic Administration will notify other faculty on campus who may be affected by the absences of students on trips and tours. However,

it should be noted that it is up to the student to make prior arrangements with their other faculty for work missed during trips and tours.

7. It is the university's preference that no trips or tours be scheduled during Weeks of Spiritual Emphasis meetings.
8. No trips or tours are to be scheduled during the week before midterm, during midterm exams, the week before final exams, or the week of final exams. Extended tours should be scheduled, as much as possible, over weekends and breaks in the academic calendar in order to minimize the number of classes and labs students must miss.
9. Approval must be obtained from the Undergraduate Council/Graduate Council or, if more than two days of classes will be missed. This approval needs to be obtained one or more semesters prior to the one during which the trip is scheduled.
10. Large promotional touring groups such as the orchestra, the band, the choirs, Destiny, or Gym-Masters must coordinate their annual touring schedules and budgets through the Promotional Tours Committee.
11. Trip leaders must check with the office of Risk Management to ensure that all insurance forms and any hold-harmless agreements are signed and in proper order.
12. All General Conference guidelines and policies for international tours must be followed, including attention to insurance details.
13. Approval of international tours must follow the procedures outlined in Policy 5590, below and be submitted through the Administrative Council at least six months in advance.

Detailed itineraries, list of participants and emergency numbers, as well as phone numbers of all pre-planned lodging accommodations, must be submitted to Academic Administration for posting to a special Trip/Tour Sharepoint site so that documents that might be vital in case of an emergency can be accessed by trip and University leadership. Because this Sharepoint site will be the depository of documents pertaining to the trip which contain private information about trip participants, access will be restricted in accordance with FERPA guidelines.

5590

PROCEDURES FOR PLANNING EXTENDED OUT OF COUNTRY EDUCATIONAL TOURS

1. Requests for approval should be submitted to Academic Administration at least six months prior to the planned trip. Tours not meeting this minimum deadline may not be approved.
2. The request requires the approval of the following in order:
 - a. Dean or Chair
 - b. The President's Cabinet
 - c. Fund Raising Committee
 - d. Graduate Council
 - e. Administrative Council
 - f. The Board
3. Requests, in order to be considered, should include the following information:
 - a. Primary purpose of the trip: academic, mission, or other. Explain.
 - b. Proposed itinerary with estimated dates
 - c. List of trip leaders, faculty and staff participants
 - d. Transportation plans

- e. Lodging plans
 - f. Budget and fund-raising plans
 - g. Emergency contacts (e.g. hospitals, embassies, church offices)
 - h. Arrangements for accident and travel insurance through the university's Office of Risk Management.
 - i. Trip cancellation insurance information that will be given to students.
4. The trip planner must understand the university's policy regarding financial contributions to the trip. At the time that a trip is approved by the President's Cabinet, it will also be determined whether that trip qualifies for charitable contributions in accordance with policy. If the trip does not qualify, individuals may contribute towards a participant's costs, but that gift is a donation to the participant and not to the university, therefore no receipts for tax purposes will be given. Please obtain the "Gift Policy for Mission Trips" from the Advancement Office before collecting any funds.
5. Participant safety is of paramount importance. Each participant should receive a copy of critical safety information in a convenient and durable format. This should include the following, and the information should be provided to participants, with a copy being placed in the Trip/Tour Sharepoint site at least one week prior to departure.
- a. What to do in case of emergency
 - b. Whom to contact in case of emergency
 - c. How to contact the person/agency identified in "b."
 - d. Names and local telephone numbers of all faculty, sponsors, and local contacts
 - e. How to contact the home campus 24 hours per day
 - f. Instructions regarding how to dress, travel, and act in such a way as to not attract anti-US attention.
 - g. <http://travel.state.gov/studentinfo.html>

Trip/tour planners are responsible to conduct orientation meetings with participants at which policies and procedures for travel, safety, and conduct expectations are clearly discussed. At these meetings, trip leaders will give participants a packet of materials specific to the trip they will be participating in. A template of relevant information is found at www.southern.edu/academics. Trip leaders should adapt this information for their specific trip and furnish a copy to each trip participant. At the conclusion of the orientation sessions and before embarking on the trip, participants will sign the Tour Participant Code of Conduct form which the trip leader will collect and return to Academic Administration.

6. A copy of this information should be made available to parents upon request. Parents/guardians of student participants who request this information should also be given the name and phone numbers of Southern Adventist University contact persons.
7. Participants must sign an Assumption of Risk form. State Department information on the destination should be attached to each form so that participants can make a fully informed decision whether or not to participate.
8. Cancellation of an approved trip shall be determined by Administrative Council upon recommendation of the President's Cabinet in consultation with the dean or chair sponsoring the tour. Trip leaders shall monitor US State Department and Centers for Disease Control (CDC) websites on a weekly basis in order to know about the potential development of any political or health concerns which could indicate that a trip should be cancelled. The decision will be based on at least the following information:
- a. US State Department and/or CDC warnings.
 - b. Information from contacts at the destination(s).
 - c. Adequate numbers of students participating to ensure that the tour will succeed.

Three weeks prior to the planned departure date, trip leaders are to present an updated report summarizing any health/political or other safety concerns to Administrative Council for a final decision

as to whether the needs to be cancelled.

Participants, who choose, between four weeks and one week from the departure date, not to participate in a tour, due to significant safety concerns may have up to 50 percent of their funds refunded by the university, unless the amount is covered by the student's personal trip cancellation insurance.

Participants, who cannot participate because a tour was cancelled by the university, will have their funds refunded unless the trip is an approved mission trip for which tax deductible donations were made. Risk Management trip insurance is usually invoiced to Southern about a week before the trip. After the trip has been billed and before the departure date, there will only be an \$800 reimbursed for cancellation of a trip due to death, illness or accidental bodily injury. After the departure date there will not be reimbursement of the cost of the travel policy

9. If the cancelled trip is an approved mission trip and if charitable gifts were received for the trip, and if receipts for contributions have been issued, no refunds can be given. This applies even though a donor may have requested consideration for a particular participant. In the event that the trip is cancelled or a participant chooses not to participate, the tax deductible gifts received will be used for future mission endeavors. Donors should be notified of this in advance and should be given a copy of the "Gift Policy for Mission Trips" at the time that the gift is solicited.
10. If an incident occurs during a trip, including violations of student conduct code, it is the responsibility of the trip leader to manage the crisis in a way that will maximize student safety. It is also his/her responsibility to properly document the incident by having all participants who have direct knowledge of the incident complete incident reports and to gather those reports before returning to campus. The trip leader shall also fill out an incident report form and file all of the completed incident forms on the trip Sharepoint site. He/she shall further report the incident to the appropriate campus administrator(s) within 24 hours. Reportable incidents include but are not limited to situations which have caused the death or serious injury of a trip participant; a trip participant contracting a serious illness which may require trip interruption; incidents in which a participant has been assaulted, seriously injured in an accident, exposed to harmful or potentially lethal bacteria, chemicals etc.; and incidents in which a participant has been charged with committing a crime. The Crisis Management Team is available to the trip leader for consultation at any time and may be freely contacted in order to work towards the best possible outcome for the trip participant(s) involved in the incident.

OFFICE AND CLASSROOM ASSIGNMENTS

5600

Office assignments are made by the school dean/department chair. The classroom schedule is prepared by the Records and Advisement Office. Unsatisfactory classroom assignments should be reported to this office.

CLASS ABSENCE RECORDS

5610

Responsibility for keeping a class attendance record rests with the faculty member. For the policy on class attendance, see the university *Catalog*.

POSTING STUDENT GRADES

5620

The university does not require faculty to post students' grades in public places for the convenience of their classes. Faculty members may do so on their own volition, but then must develop a system that meets the following criteria:

1. Does not use students' institutional identification numbers.
2. Employs an identification system peculiar to the class in question.
3. Protects the privacy of students who do not wish their grades made public.

In relating to students, faculty members are guided by a respect for human dignity and a recognition of the infinite worth of an individual. By their teaching and example, they seek to (a) inspire students to set for themselves the highest goals of personal achievement and (b) guide them in the development of values based on biblical principles. Faculty members keep awareness of student ideas, needs, weaknesses, and personal failures confidential. This does not prevent them from honestly appraising students when providing references to university officials or prospective employers.

Faculty members have the prerogative to present to appropriate university administrators evidence of matters that are detrimental to the student and/or to the welfare and good name of the university. Faculty members do not conduct research that causes detriment to students. They secure permission and give credit for the use of original student contributions.

Faculty members are urged to keep in close touch with student life, by regularly attending the weekly convocations, by occasionally attending student functions and all-university gatherings, and periodically entertaining students at home.

HOUSING**5640**

Employees moving to Collegedale often have unique housing needs. Financing assistance varies based on the particulars of each case. Details need to be arranged with Financial Administration. In general, the university assists in four areas:

1. **Duplicate Housing:** Assistance to cover housing costs of your prior residence with certain stipulations.
2. **Swing/Bridge Loan:** Assistance to purchase house in Collegedale area until prior residence sells. Interest is charged and loan is recorded at court house at owner's expense. This is to be temporary.
3. **Home Financing:** Assistance to finance local home on a case by case basis. Twenty percent equity is required, and preference is given to homes on the university campus.
4. **University Rentals:** Both apartments and homes are often available for rent on a first-come basis. Rates are competitive with the local market. A deposit is required.

ENTERTAINMENT**5650**

Faculty who entertain as part of their university duties are reimbursed for their entertainment expenses. Before such expenses are incurred, approval should be obtained from the appropriate university officer.

ROYALTIES FROM PUBLICATIONS**5660**

A faculty member is entitled to full royalties from publications if the university paid no cost of travel, research, preparation of manuscript, or student labor.

COST OF CLASS MATERIALS**5670**

The production of syllabi, course outlines, and similar required materials for a faculty member's class is considered to be part of the faculty member's preparation for and procedure in teaching; consequently no royalties are paid on this material.

If the university has contributed to the preparation of a manuscript, either by lightening the load of the author, or by providing a financial grant toward research, or a publication subsidy, or by providing special secretarial help, the university will receive royalties towards repayment of the assistance rendered by the university.

PATENT RIGHTS**5690**

If a faculty or staff member obtains patent rights, he/she is entitled to full royalties if the university paid no cost of travel, research, preparation of the patent, or student labor.

INTELLECTUAL PROPERTY POLICY**5700**

Southern Adventist University recognizes that research and creative activities are integral functions of a university. The University encourages such activities by the faculty, staff and students, and recognizes its responsibility to see that creative and scholarly works are administered for the best interest of all parties concerned, including the public.

Southern affirms that the creator of intellectual property should have maximum freedom with respect to the creation consistent with obligations to Southern and other legal entities as established by the Faculty Affairs Committee. All intellectual property produced at Southern by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation: inventions, creative works, patentable subject matter, teaching resources, copyrightable materials, audiovisual materials, photographs, software, trade secrets and trademarks. No intellectual property is specifically excluded.

Policy

In general, in the case of scholarly works, created without the use of substantial University resources, such as faculty-authored books (including textbooks), articles, manuscripts, plays, writings, musical scores and works of art, the University cedes copyright ownership to the author/creator. In the unlikely event that the University and the author/creator cannot reach a satisfactory agreement with regards to whether a particular work will involve substantial University resources, the matter shall be referred to the Faculty Affairs Committee.

For the purposes of this policy, “substantial University resources” includes but is not limited to:

1. Use of university equipment, services or resources not available to all faculty or staff
2. Release time or sabbatical
3. Use of student labor, other than incidental use
4. Extensive un-reimbursed use of major university laboratory, studio or computational facilities or human resources. The use of these facilities must be important to the creation of the intellectual property; merely incidental use of a facility does not constitute substantial use, nor does extensive use of a facility commonly available to all faculty or professional staff (such as libraries and offices), nor does extensive use of a specialized facility for routine tasks.

University Ownership

When intellectual property, such as works, inventions, developments, or discoveries, is created with substantial use of University facilities, whether provided by external support or not, the University will

originally retain the rights to the property, provided that it desires to commercially develop the property or to make it available to the public. If, however, the University elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

If the creator develops an intellectual property with substantial use of University facilities, she or he must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

Intellectual property created during a sabbatical belongs to the faculty member. Typical sabbatical plans do not require the use of substantial university resources. **If the work created as part of an approved sabbatical plan requires resources beyond those normal for a sabbatical, the parties may enter into an applicable arrangement prior to the sabbatical.**

Waiver of University Rights

1. Time for Review

Before the creation of any work of intellectual property using substantial University resources, the creator(s) shall notify the office of the Vice President of Academic Administration. Inventors and authors shall receive the written decision of the University's intention to pursue or release rights of ownership within 45 days of the date of the formal submission to the office of the Vice President of Academic Administration.

2. Release of Invention to Inventor(s): The University may determine that an invention will not be patented, and will not be licensed or otherwise commercialized by the University. In those cases, the Vice President for Academic Administration will cause ownership rights to be waived by the University.

3. Use of Revenue: Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University. Funds received by an employee from the sale of intellectual property owned by the employee shall be allocated and expended as determined solely by the employee. In the case of joint ownership between the University and an employee, funds received from the sale of intellectual property shall be allocated and expended in accordance with the specific agreement (which may be variable) determined at the time that joint ownership is determined.

SUMMER SERVICE LEAVE

5710

Summer service leaves are available every third summer to instructional faculty members for research (see Policy 5740, Research Leave), a planned educational program of travel, professional writing, or other academically related activities. A faculty member still pursuing an advanced degree is not eligible for a summer service leave, but will use summers for graduate work. A summer leave salary plus grants for attendant expenses will be amortized by the following year of service. Summer service leaves are under the direction of the vice president for Academic Administration.

DOCTORAL STUDY LEAVE

5720

1. As a means of upgrading the academic credentials of the faculty, the university provides a limited amount of doctoral study support. Faculty selected for this support must satisfy the following criteria:
 - a. Have an established record as a successful and committed faculty member in the Seventh-day Adventist school system.

- b. Teach in an academic discipline which has a high degree of need, as determined by the university administration, of faculty holding doctorates.
 - c. Have academic records at the undergraduate and graduate levels which indicate a high probability of success in doctoral studies.
 - d. Be willing to make the necessary commitment of time, effort, and expense to successfully complete doctoral studies.
 - e. Be accepted in a fully accredited doctoral program approved by the university administration.
2. Either the university or the individual faculty member can take the initiative in promoting a doctoral study leave. Faculty should work through their school dean/department chair in seeking such support. Graduate study requests are taken by the president to the university Board for final approval.
 3. The university will provide a maximum of 22 months of paid leave of absence to those selected for doctoral study support. These 22 months consist of six two month summer leaves and one ten month academic year leave. During each summer study leave the faculty member is expected to devote a minimum of 14 weeks to full-time graduate study. If less time than this is devoted to full-time study, the two months of summer support is reduced proportionately. Similarly, a minimum of 32 weeks of full-time study is expected during the academic year leave. Faculty awarded paid study leave must file with the president and vice president for Academic Administration a complete outline of their anticipated academic program before each summer and academic year leave. They must also submit to these officers a transcript of the work taken upon completion of the leave.
 4. Employees on doctoral study leave receive all benefits (medical, educational for children, retirement credit, etc.) to which salaried university employees are entitled. Beyond salary and regular benefits, the employee on doctoral study leave is entitled to all tuition fees, other expenses directly related to the doctoral program, and travel to the university where the studies are being taken.
 5. After approving doctoral study, the university will open a graduate study account for the faculty member involved. All study leave salary and tuition allowances will be charged to this account. This account will be amortized over a five-year period beginning at the time the faculty member completes the doctoral degree.
 6. Employees receiving doctoral study support will sign a formal agreement prior to leaving for graduate study committing themselves to remain an SAU employee for a period of five years after receiving the degree. It is to be clearly understood that this agreement is not a promise on the part of SAU to guarantee employment for five years. If the employee ceases SAU employment prior to the completion of the five-year period through resignation or termination, the employee agrees to personally repay the pro-rata amount unamortized. If the faculty member accepts a call to another organization within the denomination during the five-year period of service, the receiving institution shall be notified of the responsibility of the faculty member, and the call shall be passed only if the receiving institution agrees to accept the responsibility for the payment of the pro-rata amount not written off the faculty member's account.

EDUCATIONAL STIPEND FOR DOCTORATE

5730

A faculty member, who has earned a doctorate from an approved educational institution at his/her own cost and is employed by the university within one year after the degree is obtained, is eligible for a doctoral stipend equal to base annual remuneration for an Assistant Professor I. This sum is payable over a five-year period at 20 percent per year. In the case where other denominational institutions have given assistance toward the expense of obtaining a doctoral degree, the amount of such assistance will decrease the stipend

granted by the university.

If the university employs the faculty member at any time within five years after the degree is obtained, the stipend will be reduced at 20 percent per year and paid according to the number of years remaining to complete the five-year period. No stipend is given for a degree earned more than five years prior to the time of employment by the university.

The doctoral stipend is to be amortized over a five-year period at 20 percent for each full year of service at the university and is limited to one doctoral degree per individual. Recipients of a reduced stipend will amortize that amount over the remaining years to complete the five-year period from the time they received the degree. The amortization agreement is not an employment contract, but only relates to the amortization stipend received for doctoral studies.

Recipients of a stipend who cease employment at the university prior to the completion of amortization will be personally responsible for unamortized amounts or will arrange with their new employers to pay the amount owed.

All amortization arrangements must be in writing, and a formal agreement signed by the faculty member and the vice president for Financial Administration, prior to release of funds.

A request for an exception to this policy may be reviewed by the Faculty Affairs Committee.

RESEARCH LEAVE

5740

To encourage research and scholarly writing the university will endeavor to make research leave possible for any faculty member who will present a concrete proposal and show his/her salary is fully or partially covered by non-university funds. The grant or funds will be administered by the university and the faculty member will continue on his/her regular salary and perquisites. The university may in certain instances encourage specific research activities and grant full salary if external funds are not available. In addition, specific allocations for research associated expenses may be granted. Research leave should be applied for at least one year in advance. A faculty member on research leave would normally continue to receive retirement credit for the period of time on research leave.

SPECIAL LEAVE

5750

The Board, upon receiving a request, may grant occasional special (personal) leave to a faculty member for specific periods for the following reasons: to teach or consult for another institution; to engage in research with governmental or private organizations; to accept special study or research grants from foundations. The university accepts no financial responsibility for the faculty member while on such leave. Application for the leave must be made well in advance and where the leave would cover part of the academic year application should be made twelve months in advance.

SABBATICAL LEAVE

5760

In support of academic scholarship and professional enhancement of its full-time faculty, Southern Adventist University offers sabbatical leave opportunities according to the following guidelines.

1. Eligibility

- a. Full and associate professors with an earned terminal degree and at least five full-time years at Southern Adventist University are eligible to apply for sabbatical leave. Faculty at this level are encouraged to take a one-semester sabbatical every eight years.

- b. Other faculty members who have at least six full-time years of service to Southern Adventist University will be considered on a case-by-case basis.
- c. Faculty are required to provide at least two full-time years of service to Southern Adventist University following a sabbatical leave. Sabbatical leaves will not usually be granted to faculty members within three years of their individual normal retirement age. Failure to complete the required service after the sabbatical, including involuntarily moving to part-time status, would result in the faculty member being responsible for repayment of a pro-rata amount of the funds advanced during the sabbatical.

2. **Objectives**

Reasonable objectives for sabbatical leave might well vary for faculty members representing different disciplines. For the majority, the purpose of the sabbatical would probably be research, professional writing, or certain specific study plans. Academics in such areas as business might wish to develop or enhance personal professional competence through hands-on experience. Those in the social sciences, for example, might wish to participate in workplace activities in a subject area, which is closely related to, but not identical, with the academic specialty. Persons in the creative arts might desire time to pursue particularly challenging projects. Any of the above, plus any number of other objectives, would justify application for a sabbatical leave.

3. **Length of Leave**

Sabbaticals are defined as a period of one semester or a semester-summer combination.

4. **Application and Approval**

Faculty members must apply for sabbatical leaves to their department chairs or school deans, who, if they approve, send such applications to the vice president for Academic Administration. Then the president presents completed applications to the Board for final approval. Applications will be considered only if made one year in advance of the sabbatical leave. The application should include the period of time requested for the sabbatical, any remuneration requested and other expenses, which may be needed. The objectives and the activities the faculty member will be involved in should be included.

Sabbaticals shall be granted as possible within the financial and academic limitations of Southern Adventist University. Only one professor at a time from a given department/school will be granted a sabbatical. No more than four concurrent sabbaticals will be approved for the entire university.

5. **Reporting**

Periodic reports on progress made during the sabbatical may be required, as well as a final report upon completion of the sabbatical leave.

6. **Financial Obligations**

- a. Unless otherwise voted by the Board, full salary shall be allowed during the period of leave and may include in addition, at the option of the board, allowance for travel, research, secretarial help, etc., as may be required by the type of work to be undertaken during leave.
- b. Any financial remuneration received by the faculty member during sabbatical shall be turned over to Southern Adventist University up to the amount advanced to the faculty member. Remuneration above the amount advanced becomes the

property of the faculty member.

- c. A period of two years of service shall be given Southern Adventist University following a sabbatical. The total amount advanced by the university for salary and allowances shall be amortized in two equal yearly installments during the period of service following the leave. If at any time during the two years following the sabbatical the faculty member voluntarily resigns the position, the unamortized amount shall be the faculty member's personal responsibility and shall be due and payable by the faculty member within 90 days. If the faculty member is dismissed by the Board during the period following the sabbatical, the faculty member shall be responsible for repayment of the unamortized amount. If the faculty member's position is eliminated by the university, he/she shall be released from the obligation of repayment. If the faculty member accepts a call to another organization within the denomination during the period of service following the sabbatical, the receiving institution shall be notified of the responsibility of the faculty member and the call shall be passed on only in case the receiving institution agrees to accept the responsibility for the payment of the unamortized pro-rata amount.

Revised 2016

ENDOWED CHAIRS

5770

As a part of its endowment program, the university encourages interested persons to endow instructional programs. An instructional program is regarded as an endowed chair when a donor establishes a fund that yields sufficient interest to pay 100 percent of a faculty member's salary and perquisites as defined according to the university salary schedule, and at least 75 percent of related costs, such as research, publications, and other scholarly projects.

The following guidelines apply to endowed chairs:

1. Holders of endowed chairs receive salaries from the endowment according to the university pay scale, and do not receive additional stipends from the endowment, but they may have access to portions of the endowment income for research, other scholarly activities, and related costs.
2. In the event of financial exigency, endowed chairs are protected, but their holders will not have special seniority based solely on their financial support.
3. Faculty named to endowed chairs should be experienced and well recognized in their fields of specialty. They are subject to the same rules of promotion and seniority that apply to all faculty.
4. Holders of endowed chairs may be asked to report to the Board regarding their special projects.
5. The holder of an endowed chair shall carry the title of the chair, which shall be agreed upon by the endower and the university administration.

SECTION 6000

RETIREMENT BENEFITS

RETIREMENT POLICIES

Alphabetical Listing of Policies

Policy Number

Defined Contribution Plan (New January 1, 2000).....	6020
Denominational Employment	6060
Divorce Situations.....	6070
Health Care Assistance	6050
Moving Allowance.....	6000
Retirement Allowance Prior to December 31, 1999	6030
Retirement Allowance as of January 1, 2000	6040
Social Security	6010
Surviving Spouse, NAD Policy	6080

The following policies constitute the Seventh-day Adventist Retirement Plan of the North American Division as of the date of the publication of this *Employee Handbook*. The North American Division Retirement Plan may modify, amend, or terminate these policies at any time.

MOVING ALLOWANCE

6000

An employee, who has at some time during his/her denominational employment been moved at denominational expense, may be granted assistance in the form of reimbursement for actual moving expenses or at the employer's option a cash settlement on moving expenses to the place of retirement according to the following provisions:

1. **Over Thirty Years of Service.** When an employee who has given 30 years or more of denominational service retires the employing organization may arrange to pay the moving expenses, including mileage, tolls, motel and per diem by the most direct route based on 500 miles per day to the place of his/her choice in the North American Division.
2. **Under Thirty Years of Service.** An employee who has served less than 30 years may receive assistance on the pro-rated portion of the maximum weight allowance.
3. **Arrangement.** This arrangement is to be made within a period of five years after retirement unless some other definite arrangement is approved by the Human Resources Committee and is limited to one move only.
4. **Division of Expense.** In cases where both spouses are denominationally employed at the time of retirement but by different organizations, both employers shall equally share in the cost of the move to the place of retirement if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested.
5. **Taxable Income.** This moving assistance is taxable income as required by the IRS. The retiring employee is, therefore, responsible for this tax obligation.

SOCIAL SECURITY

6010

All non-ordained employees are covered by Social Security. The cost of this program is shared equally by the employee and the university – the employee's portion being withheld from his/her paycheck (FICA deduction). An employee who is an ordained minister is not subject to Social Security tax withholding. Ordained ministers are classified by law as self-employed and may benefit from the Social Security Act by payment directly to the Internal Revenue Service as self-employed individuals. Details on Social Security benefits are available at the offices of the Social Security Administration.

DEFINED CONTRIBUTION PLAN (NEW JANUARY 1, 2000)

6020

Service and Age Requirements: In order to be eligible for retirement benefits an employee must earn 10 full years of service credit. Up to ten years of North American Division qualifying service credit between January 1, 2000 and December 31, 2014 shall be counted for vesting and minimum eligibility thresholds.

Normal Retirement Age: A participant who has terminated full-time denominational employment shall be entitled to begin receiving retirement benefits in a monthly amount starting on the first day of the month in which he/she attains normal retirement age according to the following schedule:

	Year of Birth	Normal Retirement Age
Through the year		
2002	1937 or earlier	65
2003	1938	65 and 2 months
2004	1939	65 and 4 months
2005	1940	65 and 6 months
2006	1941	65 and 8 months
2007	1942	65 and 10 months
2008-2019	1943-1954	66
2020	1955	66 and 2 months
2021	1956	66 and 4 months
2022	1957	66 and 6 months
2023	1958	66 and 8 months
2024	1959	66 and 10 months
2025	1960 and later	67

Provisions of the DC Plan: Contributions are pre-tax dollars. The university will contribute 5 percent of employee's salary or wages including vacation, sick pay, and overtime pay. Employee can contribute up to IRS Code limits. If the employee is willing to contribute at least 3% of his salary or wages, Southern will provide a match of an additional 3% for a total of 8%.

Changes in Contribution: Once enrolled, employees are permitted to change the amount of their contribution on the Salary Reduction Agreement/Beneficiary Designation form at any time.

Transitional Enhancement: Employees eligible to begin receiving benefits from this plan may be eligible for a transitional enhancement. The single life annuity for service prior to January 1, 2000, will be added to a single life annuity based on an estimate of the Adventist Retirement Plan employer-provided accumulation using actual employer basic and match contributions, and actual quarterly performance of the Socially Screened Moderate allocation model as defined by the Adventist Retirement Plan, irrespective of the allocation model selected by the employee and converted to an annuity using inflation and investment return assumptions currently in place by the Plan's actuary. If that combined monthly benefit is less than the single life annuity would have been had the employee completed his/her career under this plan, this plan will "top up" the single life annuity with a transitional enhancement by the amount of the estimated loss.

Investments: The Plan is designed to provide employees with an array of suitable investments to assist them in meeting their retirement objectives. The investments provided fall into general categories designed to accommodate employees who have no investment experience to those who are more knowledgeable. Among the investment options are mutual funds which are screened for social, ethical and religious values.

Investment elections can be made as follows:

Call VALIC's Client Service Line 1.800.488.2542, then press "0" to speak with a Client Service Professional or ask for the Advice Line. You can make your investment selection online at VALIC.com/adventist and also view the wide array of educational materials available.

Early Retirement: An employee, who has attained age 59 ½ may retire at any time prior to his/her normal retirement age. A reduction in retirement benefits shall apply in accordance with NAD Z35 05-1. Benefits shall be reduced permanently by .5 percent for each month an employee's age is less than the normal retirement age (see above) or for each month service credit is less than 40 years, whichever yields the greatest monthly benefit. In cases where the employee qualifies for early retirement prior to January 1, 2000, but does not retire until later, no reduction in benefits due to early retirement shall apply.

Eligibility: An employee who has earned at least 1,000 hours or the equivalent of one-half year of service credit during each of the two years immediately preceding his/her admission to the Plan and go directly from active service into retirement shall be granted a retirement allowance by the Retirement Plan. Employees who qualify for retirement benefits shall be granted the retirement allowance even though their spouse elects the spouse allowance. The retirement allowance is not termination pay but is a retirement benefit provided at the time the participant is eligible for retirement benefits according to the following provisions:

1. **Amount:** The maximum allowance shall be equivalent to 5 months (865 hours) remuneration including wages and cost of living adjustment, but not including travel allowance for employees with 40 years of service credit prior to January 1, 2000. For those with less than 40 years the allowance is equivalent to 12.5 percent of a month's remuneration for each year of service credit prior to January 1, 2000. Prior receipt of a Termination Settlement shall not jeopardize or reduce the Retirement Allowance payable after December 31, 2004.
2. **Disability:** Receipt of disability benefits from the Employee Disability Income Plan shall not jeopardize or reduce a Retirement Allowance payable after December 31, 2004.
3. **Special Exceptions:** The requirement that employees go directly from active service into retirement in order to be eligible for a retirement allowance payable at the time regular retirement benefits begin may be waived if the following applies:
 - a. Termination of active employment was no more than 36 months prior to being eligible to receive retirement benefits, and
 - b. Termination of active employment was at the written recommendation of the university and approved by the Adventist Retirement Plan Committee, or
 - c. The termination of active employment was due to the transfer of the spouse to a different location or because of retirement of the spouse, or
 - d. The Adventist Retirement Plan Committee, because of exceptional circumstances, approves a request of the university to waive the requirement that an employee go directly from active service into retirement.
4. **Time of Payment:** The retirement allowance shall normally be paid at the time of retirement and shall be computed at the current remuneration rate.
5. **Death before Retirement:** If an employee was eligible to retire at the time of death, but was still employed, the surviving spouse shall be entitled to a retirement allowance.

RETIREMENT ALLOWANCE AS OF JANUARY 1, 2000**6040**

Eligibility: An employee who have been employed at least half-time (1,000 hour) during each of the two years immediately preceding retirement and terminate employment with eligibility to immediately access employer-provided retirement benefits shall be granted a retirement allowance by Southern Adventist University. The retirement allowance is not termination pay but is a retirement benefit provided at the time the participant is eligible for retirement benefits according to the following provisions:

1. **Amount:** The maximum allowance shall be equivalent to 12.5 percent of a month's remuneration (including wages and cost of living adjustment, but not including travel allowance) for each year of NAD denominational employment after December 31, 1999. Prior receipt of a Termination Settlement shall not jeopardize or reduce a Retirement

Allowance payable after December 31, 2004. In the case of part-time employment immediately prior to retirement eligibility, the Retirement Allowance is calculated at the employee's current remuneration percentage or rate based upon full-time service.

2. **Disability:** Receipt of disability benefits from the Employee Disability Income Plan shall not jeopardize or reduce a Retirement Allowance payable after December 31, 2004.
3. **Death before Retirement:** If an employee was eligible to retire at the time of death, but was still employed, the surviving spouse shall be entitled to a retirement allowance.
4. **Special Exceptions:** The requirement that employees go directly from active service into retirement in order to be eligible for a retirement allowance payable at the time regular retirement benefits begin may be waived by the employer by special action for reasons such as the following:
 - a. Termination of active employment was no more than 36 months prior to the date retirement benefits become effective, and
 - b. The termination of active employment was due to the transfer of the spouse to a different location or because of retirement of the spouse, or
 - c. Southern may, because of exceptional circumstances, approve a request of the employing organization to waive the requirement that an employee go directly from active service into retirement.

RETIREE'S HEALTH CARE ASSISTANCE PLAN

6050

Beneficiaries of the Seventh-day Adventist Retirement Plan of the North American Division, their spouses, and dependent children may be granted assistance on health care expenses in accordance with provisions in the Health Care Assistance Plan for Participants in the Seventh-day Adventist Plan of the North American Division.

1. As of January 1, 2005, the level of assistance shall be based on qualifying years of service under the frozen Seventh-day Adventist Plan of the North American Division (defined benefit plan) and the Seventh-day Adventist Plan (defined contribution plan).
2. As of January 1, 2003, health care assistance will **not** be provided for employees with less than 40 years of qualifying service credit who become eligible for and elect to begin receiving retirement benefits prior to eligibility for Medicare until they meet the age qualification for Medicare. Eligibility for health care assistance available to spouses of retirees whose benefits are in the form of a joint and survivor annuity are determined by the eligibility of the retiree.

Up to ten years of service credit between January 1, 2000 and December 31, 2014, shall be considered for minimum eligibility purposes only.

DENOMINATIONAL EMPLOYMENT

6060

Retired participants in the Seventh-day Adventist Retirement Plan of the North American Division may be employed on a part-time (up to 75%) basis without the loss of retirement benefits. Employment by a participating employer on a full-time basis renders the participant ineligible to receive benefits from the Retirement plan, except for those participating more than 70 ½ years of age receiving benefits in accordance with Z 20 05-5(b) of the Retirement Plan. Benefits may be reinstated when the employee ceases full-time employment again.

In cases where the courts have not made a determination of the ex-spouse's rights to retirement benefits the Retirement Plans Committee is empowered to allocate the benefits between the two parties in harmony with approved guidelines.

NAD RETIREMENT POLICY FOR SURVIVING SPOUSE

If a vested employee or vested former employee dies and is survived by a spouse to whom the employee had been married for a least one year immediately preceding death, such surviving spouse shall be eligible for a surviving spouse benefit at the time the deceased employee would have reached age eligibility. This Surviving Spouse benefit shall be calculated at fifty percent (50%) of the Joint & Survivor annuity for which the deceased employee would have received upon reaching age eligibility as well as any qualifying spouse allowance subject to early retirement reductions if the surviving spouse elects to received benefits prior to the month in which the deceased employee would have reached Normal Retirement age (see Policy 6020).

SECTION 7000

CRISIS MANAGEMENT PLAN

COMMUNICATION PLAN

Crisis Communication Plan Summary

In partnership with the Crisis Management Plan
Southern Adventist University

Purpose of Plan

Immediate and accurate communication is a critical part of managing a crisis and restoring order, confidence, integrity, and/or the reputation of the university.

Immediate Objectives for Crisis Communication Team:

- Identify relevant publics and notify of any immediate steps they are to take for safety.
- Gather accurate information quickly.
- Calm fear and limit confusion by countering rumors and misinformation with quick dissemination of the truth.
- Centralize and coordinate ongoing communication of crisis facts to Board, President's Cabinet, employees, students, parents, community, media, and other publics.
- Avoid negative publicity by proactively providing the media with accurate information.
- Prepare campus spokespersons with consistent and accurate messages.
- Answer questions/concerns honestly, quickly, and appropriately.

Crisis messages to enhance Southern's reputation with publics:

- We care about the well-being of all involved.
- We are doing something about the crisis.
- We will prevent recurrences.
- We are accountable and responsible.
- We are part of the solution.

Crisis of Reputation

While a crisis of health, safety, or welfare is covered in the Crisis Management Plan, the Crisis Communication Plan is also activated when a situation threatens the integrity or reputation of Southern Adventist University with its publics. Examples of controversial crises are police investigations, protests, scandals, or other situations where the media or public think that the university did not react in the appropriate manner.

Reporting a Potential Crisis

Any situation that has the potential to damage the university's reputation or negatively affect constituency support if the circumstances were to become known by the media or other publics requires notification of the Crisis Communication Team chair or the acting chair. Often prevention strategies can be employed to diffuse the potential escalation of a public crisis when the Team chair is informed of the situation as soon as it becomes known.

Contacting the Crisis Communication Team

Please initiate contact with one of the Crisis Communication Team members below. The situation will be assessed, and the entire team will be activated if necessary.

Name	Office	Cell	Home	Email
Ingrid Skantz, chair	236.2833	505.1115	396.2361	ilskantz@southern.edu

Media Policy for Employees

Do not share information with the media. *No university employee should speak with the media unless cleared to do so by Marketing and University Relations.* The media might approach anyone, but it is extremely important that the official spokesperson be the only one serving as the voice of Southern Adventist University.

Do not use “no comment.” It is vital for the phrase “no comment” to be avoided when approached by the media.

Examples of appropriate responses to media inquiries would be:

- “Thank you for the opportunity, but it is not my role to speak for the university. Can I help you contact Marketing and University Relations for more detailed information?”
- “I understand that it is important for you to speak with someone here at the university. Let me give you contact information for those who should be better able to assist you.”

Do not allow the media in campus buildings. No media personnel should be inside any campus building or present at any gathering intended to assist with university recovery unless escorted by a Crisis Communication Team member. It is the responsibility of all campus employees to be proactive in prohibiting media from entering campus buildings. Employees should provide appropriate verbal response to media, then contact the Crisis Communication Team chair or the Vice President of Marketing and Enrollment Management.

If the media does not cooperate, call Campus Safety for assistance.

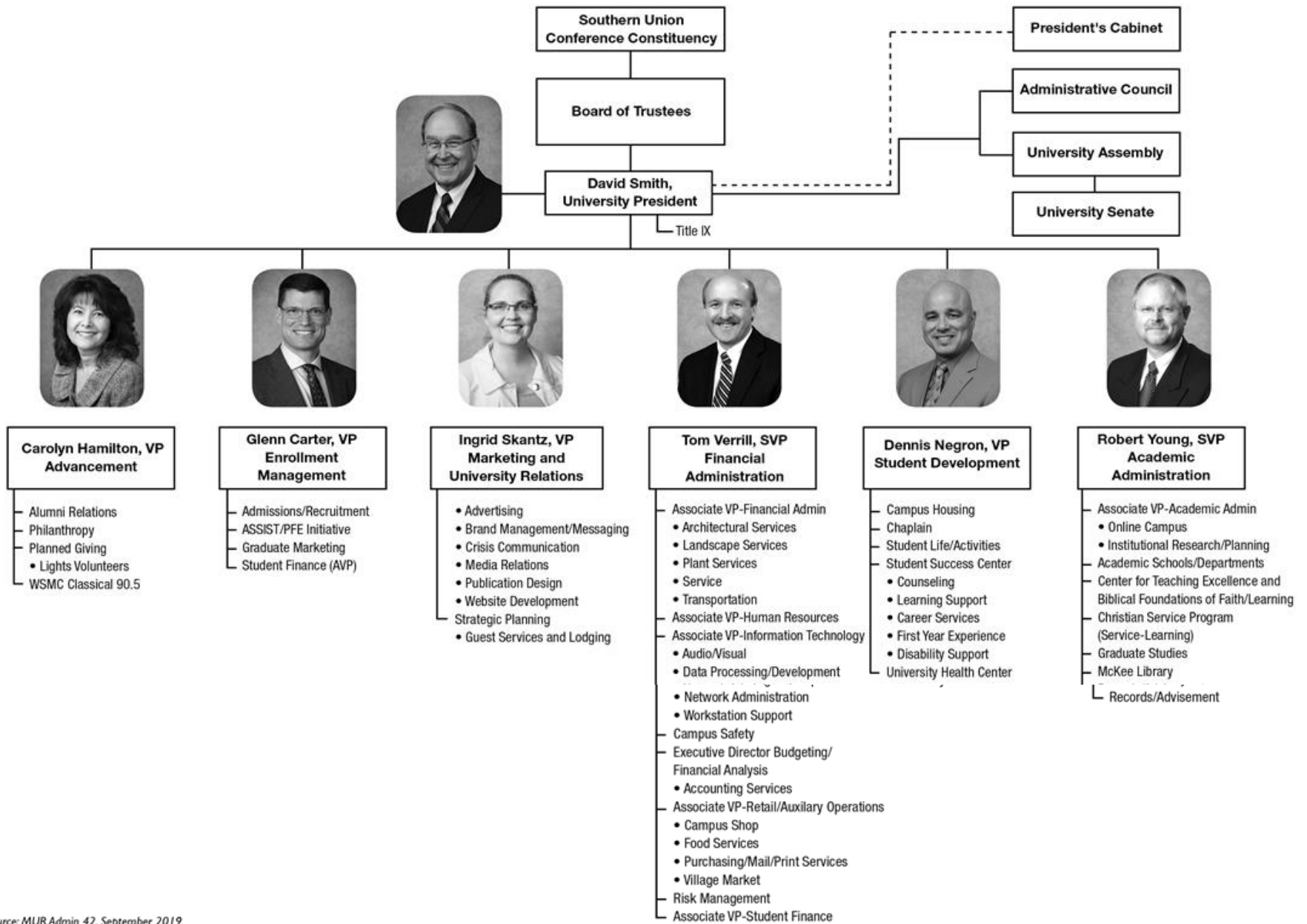
Example of appropriate response to media attempting to enter a building would be:

- “Thank you for visiting our campus, but our policy is that all media personnel must have clearance before entering any campus buildings. Please wait outside the building (unless a quiet lobby away from the crisis is immediately available) while I contact Marketing and University Relations to provide you with an escort.”

SECTION 8000

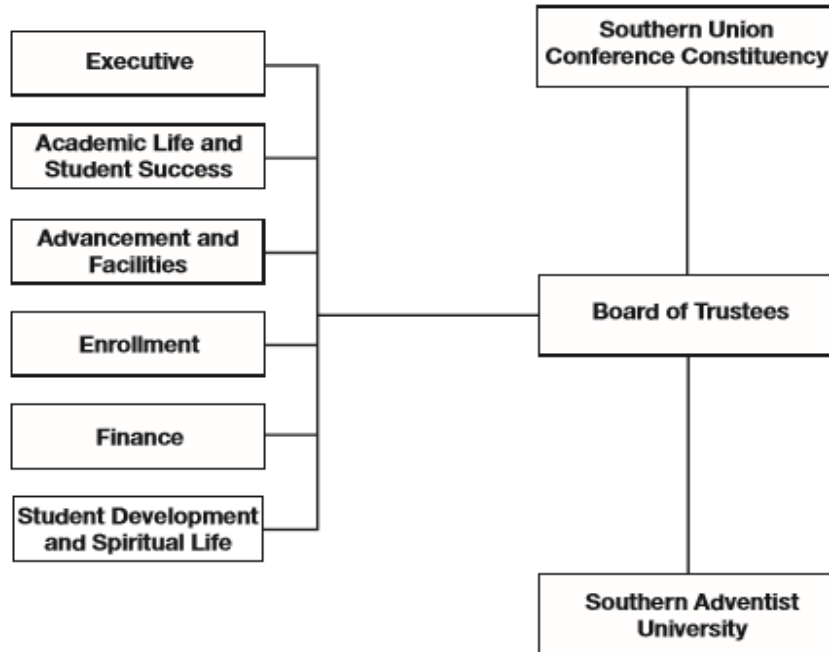
ORGANIZATIONAL CHART

SOUTHERN ADVENTIST UNIVERSITY ORGANIZATIONAL CHART

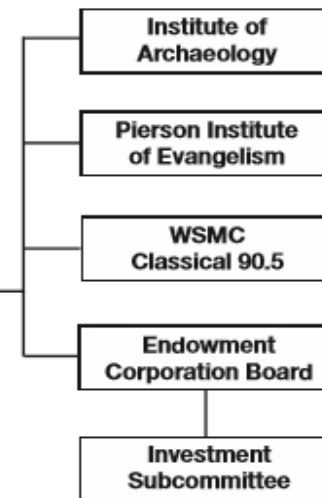


SOUTHERN ADVENTIST UNIVERSITY BOARD OF TRUSTEES

Board Committees



Supporting Organizations



SECTION 9000

CHARTER AND BYLAWS

CHARTER AND BYLAWS

<u>Document</u>	<u>Pages</u>
Amended and Restated Charter of Southern College of Seventh-day Adventists, Inc. Changing the Corporate Name to Southern Adventist University	1 – 4
Bylaws of Southern Adventist University	
Article 1 Name and Offices	5
Article 2 Membership	5
Article 3 Meeting of Membership	5
Article 4 Board	6
Article 5 Meetings of Trustees	8
Article 6 Officers	9
Article 7 Faculty	10
Article 8 Supporting Organizations	10
Article 9 Miscellaneous	11
Article 10 Amendments	11

**AMENDED AND RESTATED CHARTER OF
SOUTHERN COLLEGE OF SEVENTH-DAY ADVENTISTS, INC.
CHANGING THE CORPORATE NAME TO
SOUTHERN ADVENTIST UNIVERSITY**

Pursuant to the provisions of Sections 48-60-101 and 48-60-106 of the Tennessee Nonprofit Corporation Act, the undersigned corporation adopts the following amended and restated charter:

1. **Name.** The name of the corporation is Southern Adventist University.
2. **For Public Benefit.** The corporation is a public benefit corporation.
3. **Religious Corporation.** This corporation is a religious corporation.
4. **Registered Office and Registered Agent.** The complete address of the corporation's registered office in Tennessee is 4881 Taylor Circle, P. O. Box 370, Collegedale 37315-0370, in Hamilton County. The name of the registered agent at that address is Donald R. Sahly.
5. **Principal Office.** The complete address of the principal office of the corporation in the State of Tennessee shall be 4881 Taylor Circle, P. O. Box 370, Collegedale 37315-0370, in Hamilton County.
6. **Nonprofit.** The corporation is nonprofit.
7. **Purposes.** The purposes for which this corporation is organized are:

To furnish, maintain, equip and conduct a college, a university or institution of learning with preparatory or other departments thereof; in a religious and moral atmosphere, and under the supervision of the Southern Union Conference of Seventh-day Adventists, to give instructions in the liberal arts and sciences, including preparation for the learned professions and other vocations; to conduct, in connection with said institution, and as an integral part of the educational program, different departments for the purpose of affording practical training in the arts, sciences, the learned professions, and in the vocations, and in connection therewith to acquire, maintain, and conduct laboratories, shops, farms, radio stations, and other establishments with such apparatus and equipment as may be found necessary or appropriate for such training.

In furtherance of the foregoing purposes, to conduct and operate, primarily for the convenience, patronage or benefit of students, faculty or employees of the institution, a bindery, printing shop, laundry, broom factory, grocery store, general department store, health food distributor, and such other facilities, services, businesses, or operations as may be deemed advisable by the trustees of the institution.

As a means of accomplishing the purposes for which it is organized, the corporation shall have The rights and powers now or hereafter conferred upon nonprofit corporations by the laws of the State of Tennessee, including but not by way of limitation, those enumerated in Sections 48-53-102 and 48-53-103 of the Tennessee Code Annotated (Official Edition), and limited in certain respects as follows:

The corporation shall neither have nor exercise any power, nor shall it directly or indirectly engage in any activity, that would (1) prevent it from obtaining exemption from federal income taxation as a corporation described in Section 501 (c) (3) of the Internal Revenue Code, or (2) cause it to lose such exempt status.

The corporation shall not be operated for the primary purpose of carrying on a trade or business for profit. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the corporate purposes.

Except as may be permitted from time to time under Section 501 of the Internal Revenue Code, no substantial part of the activities of the corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation; and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office; nor shall the corporation engage in any activities that are unlawful under applicable federal, state, or local laws.

The territory in which the corporation's operations are principally to be conducted is the United States of America; the corporation may conduct operations in foreign countries, subject, however, to the laws of Tennessee, or any restrictions or limitations under federal law.

The corporation is not being formed for any purpose for which there are other specific statutory provisions in the State of Tennessee concerning its formation and is not being organized for a purpose or purposes which require authorization under the laws or statutory regulations of the State of Tennessee.

But if this corporation shall undertake to do any of the things hereinabove set forth in any state other than Tennessee, in the District of Columbia, in any territory, colony or dependency of the United States, or in any foreign country or any colony or dependency thereof, then as to such jurisdictions and to each of them, this corporation shall be deemed to have such powers insofar as such jurisdictions respectively permit such corporations within their several respective jurisdictions to execute such powers. Notwithstanding any other provisions of this amended and restated charter, the corporation shall not carry on activities not permitted to be carried on (1) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code and (2) by a corporation, contributions to which are deductible under Section 170 (c) (2) of such Code, so long as they may be in effect.

8. **Members.** This corporation shall have members. The constituency or membership of the corporation shall be comprised and made up of (a) the persons duly and regularly elected, appointed or selected as delegates to any regularly called session of the Southern Union Conference of Seventh-day Adventists, according to the adopted and established rules and regulations thereof, and (b) the incumbent Board of Trustees of Southern Adventist University. The time and place of the regular meeting of the constituency or membership of this corporation shall be the time and place, when and where any regular session of said Southern Union Conference of Seventh-day Adventists shall be held.

Delegates chosen for any regular session shall continue as the membership of the corporation until new delegates are qualified for the next succeeding regular meeting. A quarterly regular or special session shall consist of those delegates present at the session with a minimum of twenty-five.

9. **Directors.** The Board of Directors shall be referred to as the Board of Trustees. The Board of Trustees shall have the ordering of all affairs of the corporation and the management and disposal of its property and funds and the execution of all trusts confided to it. The trustees of this corporation shall be made up of the number of members specified in the Bylaws. The matter of election of the trustees, the conditions of their service and the length of terms which they serve shall be specified in the Bylaws except there shall be no fewer than three (3) members of the Board of Trustees.

10. **Limited Liability of Trustees.** The personal liability of each trustee of the corporation for monetary damages for breach of fiduciary duty as a trustee shall be eliminated to the full extent permitted by Section 48-52-102 (b) (3) of the Tennessee Code Annotated.
11. **Bylaws.** The Bylaws of the corporation may be amended or replaced and new bylaws may be adopted by a two-thirds vote of the members present at any regular meeting of the membership, or at any special meeting where such action has been announced in the call and notice for such meeting, or by a two-thirds vote of committee members present at any regular meeting of the Southern Union Conference of Seventh-day Adventists Executive Committee or at any special meeting of such Committee where such action has been announced in the call and notice for such meeting. The resulting bylaws may contain any provision for the regulation and management of the business of the corporation not inconsistent with law and this amended and restated charter.
12. **Amendment.** The provisions of this amended and restated charter may be amended by a two-thirds vote of the constituency of the corporation present at any regular or special session, provided that, if this amended and restated charter is to be amended at a special session, the call of the meeting shall so indicate.
13. **Dissolution.** This corporation may be dissolved by a two-thirds vote of the persons duly and regularly elected, appointed or selected as delegates to any regularly called session of the Southern Union Conference of Seventh-day Adventists, according to the adopted established rules and regulations thereof, at any regular session thereof or at any special session thereof where such action has been announced in the call and notice for such meeting. In the event of the liquidation, dissolution, or winding up of the corporation, whether voluntary, or by operation of laws, any surpluses of money or assets remaining after the full payment of all corporate obligations, shall be paid and delivered, for use solely for educational purposes, to the Southern Union Conference Association of Seventh-day Adventists or to a corporation designated by said association, provided said corporation is then exempt from Federal income taxation.
14. **Indemnification.** The corporation shall indemnify any individual who is a party to a proceeding because such individual is or was a member of the Board of Trustees, or an officer of the corporation or an employee or agent of the corporation against any liability incurred in the proceeding and, prior to the disposition thereof, advance the reasonable expenses incurred by such individual to the extent permitted under Sections 48-58-502, 48-58-504, and 48-58-507 of the Tennessee Code Annotated. The determination of entitlement to indemnification and advancement of expenses shall be made in accordance with Section 48-58-506 of the Tennessee Code Annotated. Every reference herein to a member of the Board of Trustees, officer, employee or agent of the corporation shall include every trustee, officer, employee and agent thereof and every former trustee, officer, employee and agent thereof. The right of indemnification herein provided shall be in addition to any and all rights to which any trustee, officer, employee or agent of the corporation might otherwise be entitled and provisions hereof shall neither impair nor adversely affect such rights.
15. **Other Provisions.** This corporation shall enjoy and be subject to the benefits, privileges and immunities, restrictions, liabilities and obligations, as provided for nonprofit corporations generally by the law of the land and which are held applicable to nonprofit corporations organized under the provisions of Title 48 of the Tennessee Code Annotated (Official Edition) or such title as amended or modified.

16. ***Internal Revenue Code and Regulations.*** All references in this amended and restated charter to the Internal Revenue Code shall include the Internal Revenue Code of 1986 as it now exists, future amendments to the sections cited, and corresponding sections of future laws, together with all valid regulations there-under.

The Amended and Restated Charter amends the amended and restated charter of the corporation which was granted by the Secretary of State of Tennessee on March 24, 1988, to change the name of the corporation and to amend Paragraphs 4, 8, 11 and 13. The amendments and the restatement of the charter were duly adopted by the members at a meeting held September 9, 1996. Executed October _____, 1996

**SOUTHERN COLLEGE OF SEVENTH-DAY
ADVENTISTS, INC.**

By _
(Donald R. Sahly) President

**BYLAWS OF
SOUTHERN ADVENTIST UNIVERSITY**
(A Tennessee Non-Profit Corporation)
Revised March 24, 2011

**ARTICLE 1
NAME AND OFFICES**

- 1.1 **Name.** The name of this Corporation is Southern Adventist University.
- 1.2 **Offices.** The principal office of the Corporation shall be located at Collegedale, Hamilton County, Tennessee, or at such other place as shall be designated by the Board of Trustees of Southern Adventist University (“the Board”).

**ARTICLE 2
MEMBERSHIP**

- 2.1 This Corporation shall have members. The membership of the Corporation shall be comprised and made up of (a) the persons duly and regularly elected, appointed or selected as delegates to any regularly called session of the Southern Union Conference of Seventh-day Adventists (“Southern Union Conference”), according to the adopted and established rules and regulations thereof, and (b) the incumbent Board. The time and place of the regular meeting of the membership of this Corporation shall be the time and place, when and where any regular session of said Southern Union Conference shall be held. Delegates chosen for any regular session shall continue as the membership of the Corporation until new delegates are qualified for the next succeeding regular session.

**ARTICLE 3
MEETINGS OF MEMBERSHIP**

- 3.1. **Regular Meetings.** A regular meeting of the membership of the Corporation shall be held at a time and place to coincide with the regular constituency session of the Southern Union Conference.
- 3.2. **Special Meetings.** Special meetings of the membership may be called by the Board through the Southern Union Conference Executive Committee. The Southern Union Conference Executive Committee may also call a special meeting of the membership without a call by the Board. The Southern Union Conference Executive Committee serves as the membership for special meetings.
- 3.3. **Notice Requirements.** Written or printed notice stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, and the person or persons calling the meeting, shall be delivered either personally or by mail or by electronic means, including email, with charges prepaid or by publishing said notice in *Southern Tidings*, the publication of the Southern Union Conference, at the direction of the president of the Southern Union Conference or his/her designee and the secretary of Southern Adventist University to each member entitled to vote at the membership meeting. If mailed, whether by letter or legal notice in *Southern Tidings*, such notice shall be delivered not less than ten days nor more than two months before the date of the meeting and shall be deemed to be delivered when deposited in the United States mail addressed to the membership at their address as it appears on the records of the Southern Union Conference and on the records of Southern Adventist University for the Board with postage thereon prepaid. If delivered personally, or by electronic transmission, such notice shall be delivered not less than five days nor more than two months before the date of the meeting and shall be deemed delivered when actually received by the member.

- 3.4. **Waiver of Notice.** A member may waive any notice required by law, the charter or bylaws before or after the date and time stated in the notice. The waiver must be in writing, be signed by the member entitled to the notice, and be delivered to the Corporation for inclusion in the minutes or filing with the corporate records. A member's attendance at the meeting waives objection to lack of notice or defective notice of the meeting, unless the member at the beginning of the meeting (or promptly upon his/her arrival) objects to holding the meeting or transacting business at the meeting. A member's attendance at a meeting waives objection to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the member objects to considering the matter when it is presented.
- 3.5. **Quorum.** At least 50 percent (50%) of the members authorized herein above under Article 2 of these bylaws must be present at the opening of any regular or special meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining present shall constitute a quorum.
- 3.6. **Voting.** Each member shall be entitled at each meeting of the members, and upon each proposal presented at the meeting, to one vote whenever any corporate action is to be taken. Except as otherwise provided by law or the charter, whenever any corporate action is to be taken by vote of the members, it shall be taken if authorized by a majority of the membership present at a meeting at which a quorum is present.
- 3.7. **Proxy.** All members must be present in person at any membership meeting in order to be eligible to vote. There shall be no voting by proxy.
- 3.8. **Standing Committees.** At membership meetings, the business of the session may be facilitated by the election of standing committees; these standing committees may be those of the Southern Union Conference.

ARTICLE 4 BOARD OF TRUSTEES

- 4.1. **Administrative Authority.** The Board shall serve the constituency of the Southern Union Conference by exercising the powers of a Board as provided under Tennessee law whereby all corporate powers shall be exercised by or under the authority of, and the affairs of the Corporation managed under the direction of, its Board.
- 4.2. **Qualifications.** Trustees shall be members of the Seventh-day Adventist Church, but need not be constituent members of the Southern Union Conference or residents of the State of Tennessee. Trustees are required by law to be of legal age.
- 4.3. **Number.** The Board shall consist of not more than forty trustees, of whom not less than fifty percent (50%) shall be lay persons (a lay person being an individual who is not on denominational payroll) and of whom not less than ten percent (10%) shall be alumni of Southern Adventist University. The incumbent of the following offices shall be members of the Board ex officio, with full voting rights: The president of each of the eight conferences making up the Southern Union Conference; the president, secretary, treasurer and director of education of the Southern Union Conference; and the president of Southern Adventist University. The president of the Southern Union Conference shall be chairman of the Board, and the secretary of the Southern Union Conference shall be vice chairman of the Board. Individuals elected or appointed to any of the ex officio positions named above shall, upon election or appointment, become members of the Board, replacing the individual who previously served in such office.

- 4.4. ***Election in Term.*** Trustees, other than ex officio trustees, shall be elected by a plurality of the votes cast in the election at a regular meeting of the members for terms of five (5) years, or if filling a vacancy as provided under Section 4.7, until the next regular meeting; provided, however, that to guarantee continuity, at least twenty-five percent (25%) of the Board immediately after such election will be comprised of trustees who have served at least three (3) years as a trustee as of the date of such election. Each trustee, other than those serving ex officio, shall hold office until the expiration of the term for which he/she is elected and thereafter until his/her successor has been elected and qualified. A trustee, other than ex officio trustees, shall be ineligible to serve more than three consecutive five (5) year terms as a trustee. Such trustee may regain eligibility for further Board service if elected more than two (2) years after completing his/her third consecutive five (5) year term.
- 4.5. ***Executive Committee.*** The Board, by resolution adopted by a majority of the entire Board, may designate an executive committee, consisting of nine to eleven trustees, and may delegate to such committee all such authority of the Board that it deems desirable except those actions which by law are not to be delegated. The president or secretary of the Southern Union Conference shall be chairman of such committee. Such committee and each member of such committee shall serve at the pleasure of the Board. All actions of the Executive Committee shall be subject to review by the Board and the minutes of the Executive Committee shall be mailed to all the trustees. It shall be the duty of the Executive Committee to counsel and guide the administrative officers of the Corporation in the management of all of its affairs, within the framework of the policies outlined by the Board, and within the bounds of the powers delegated to it by the Board. The Executive Committee shall fix its own rules of procedure and shall meet where and as provided by such rules or by resolution of the Board, but in every case, the presence of the majority shall be necessary to constitute a quorum. The affirmative vote of the majority of all the members of the committee shall be necessary for the adoption of any resolution.
- 4.6. ***Other Committees.*** The Board, by resolution adopted by a majority of the entire Board may designate other committees and may delegate to such committees such authority as the Board deems desirable. Such committees shall serve for terms concurrent with the Board and may include non-trustees. The provisions of these Bylaws applicable to meetings and actions of the Board or the trustees including, but not limited to, voting (Section 5.6), presumption of assent (Section 5.7) actions by consent (Section 5.8) and electronic communication (Section 5.9), shall likewise be applicable to meetings and actions of such committees or the members of such committees.
- 4.7. ***Vacancies in Board.*** A vacancy occurring in the Board for any reason shall be filled by vote of the majority of the trustees then in office.
- 4.8. ***Absences.*** Notwithstanding any other provision of these Bylaws, any trustee, other than an ex-officio trustee, who is absent from any five (5) or three (3) consecutive duly-called regular or special meetings of the Board during a five-year term shall be deemed to have resigned his/her membership on the Board. The Secretary shall notify the trustee in writing who is deemed to have resigned that, pursuant to Section 4.8 of these Bylaws, the trustee is no longer a member of the Board.
- 4.9. ***Removal.*** A majority of the trustees then in office may remove any member or members of the Board for cause at a regular or special meeting. A trustee whose removal is sought shall be given not less than thirty (30) days written notice that his/her removal will be one of the purposes of the meeting of the Board. The trustee whose removal is sought shall be permitted to appear before the Executive Committee of the Board to hear the charges against him/her and to offer a defense

to such charges at least ten (10) days before the meeting of the Board at which removal of the trustee is sought. Such trustee shall also be permitted to appear at the meeting of the Board at which removal is sought to offer a defense to the charges against the trustee. There shall be no appeal from the action of the Board.

- 4.10. **Trustee Emeritus.** The Board may recognize a former trustee for loyal, dedicated and significant service to the University by electing him/her to the status of Trustee Emeritus. The number of such positions is discretionary with the Board; however, the honor will be reserved for individuals with a record of extraordinary and distinguished service. A Trustee Emeritus shall serve for a term of five years, and may be reelected. While the position is non-voting with regard to official actions of the Board and is not counted in determining a quorum, a Trustee Emeritus may be invited to participate in all Board meetings and functions, will be eligible to be appointed by the Chair to serve on any of the Board's advisory or special committees, and may be called upon to assist the Board and the President in those matters where the individual's interest, experience and expertise will best serve the University.

ARTICLE 5 MEETINGS OF TRUSTEES

- 5.1. **Meetings of Board.** The Board shall hold an annual meeting during the first quarter of each calendar year. By resolution the Board may establish a date or dates on which regular meetings of the Board shall be held between annual meetings. Special meetings of the Board may be called at any time by the chairman, the vice chairman, the secretary of the Board or the president of the university.
- 5.2. **Place of Meetings.** Meetings of the Board shall be held at any place either within or without the State of Tennessee that the Board may from time to time appoint by resolution or, if no resolution is in force, at the principal office of the Corporation or at such other place as shall have been designated in the notice of the meeting.
- 5.3. **Notice Requirements.** Notice of annual and other regular meetings and of any special meeting, setting forth the place and the day and hour of the meeting, shall be given to each trustee by any usual means of communication not less than two days before the meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meetings shall be required to be specified in the notice or any waiver of notice.
- 5.4. **Waiver of Notice.** A trustee may waive notice required by law, the charter or bylaws before or after the date and time in the notice. The waiver must be in writing, signed by the trustee entitled to the notice, and filed with the minutes or the corporate records. A trustee's attendance at or participation in a meeting waives any required notice of the meeting unless the trustee at the beginning of the meeting (or promptly upon his/her arrival) objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.
- 5.5. **Quorum.** At all meetings of the Board, a majority of the trustees in office shall constitute a quorum for the transaction of business. The presence of a majority of the membership of a committee of the Board shall be required for the transaction of business. Except with respect to indemnification proceedings, trustees with a direct or indirect interest in a transaction to be acted on by the Board or committee may always be counted in determining the presence of a quorum at a meeting of the Board or of a committee which authorizes, approves or ratifies a transaction of the Corporation. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any of those present. A meeting may be adjourned despite the absence of a quorum.

- 5.6. **Voting.** The vote of a majority of the trustees present at a meeting at which a quorum is present shall be the act of the Board.
- 5.7. **Presumption of Assent.** A trustee who is present at a meeting of the Board shall be presumed to have concurred in any action taken at the meeting unless his/her dissent to such actions shall be entered in the minutes of the meeting or unless he/she shall submit his/her written dissent to the person acting as the secretary of the meeting before the adjournment of the meeting or shall deliver or send such dissent by registered or certified mail to the secretary of the Corporation promptly after the adjournment of the meeting. Such right to dissent shall not apply to a trustee who voted in favor of such action. A trustee who is absent from a meeting of the Board at which such action is taken shall be presumed to have concurred in the action unless he/she shall deliver or send by registered or certified mail his/her dissent to such action to the secretary of the Corporation or shall cause his/her dissent to be filed with the minutes of the proceedings of the Board within thirty (30) days after learning of such action.
- 5.8. **Action by Consent.** On written consent without a meeting, trustees may take any action which the Board is required or permitted to take, setting forth the actions so taken, signed by all of the trustees and indicating each signing trustee's vote or abstention on the action. The affirmative vote of the number of trustees that would be necessary to authorize or take such action at a meeting is the act of the Board.
- 5.9. **Electronic Communication Allowed.** Trustees may take any action which the Board is required or permitted to take at a regular or special meeting at which the trustees participate by, or conduct the meeting through the use of, any means of communication by which all trustees participating may simultaneously hear each other during the meeting. A trustee participating in a meeting by this means is deemed to be present in person at the meeting.

ARTICLE 6 OFFICERS

- 6.1. **Titles of Officers.** The Corporation shall have a president who shall be the chief executive officer, a secretary and a treasurer as elected by the Board. One person may be elected to two (2) or more offices, except that the offices of president and secretary may not be held by the same person.
- 6.2. **Election.** All officers shall be elected at the first annual meeting of the Board following its appointment by the membership of the Corporation or at any special meeting of the Board.
- 6.3. **Term of Office.** The officers of the Corporation as specified in Section 6.1 shall be elected for a term of the earlier of up to five (5) years or until the first annual meeting of the Board following the next meeting of the membership of the Corporation. Subject to the provisions of Section 6.4, each officer shall hold office until the expiration of the term of which he/she is elected and thereafter until his/her successor has been elected or appointed and qualified.
- 6.4. **Removal.** Any officer may be removed by the vote of a majority of the entire Board whenever in its judgment the best interests of the Corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the persons so removed. Election of an officer shall not of itself create contract rights. The termination or expiration of an employment contract between the Corporation and an officer shall be deemed (i) the resignation of the officer pursuant to Tennessee Code Annotated Section 48-58-404(a) as of the date of such termination or expiration of the employment contract or, in the discretion of the Board, (ii) a removal of such officer as of such date pursuant to Tennessee Code Annotated Section 48-58-404(b) unless determined otherwise by the vote of the majority of the entire Board.

- 6.5. **Duties.** All officers as between themselves and the Corporation shall have such authority and perform such duties in the management of the Corporation, in addition to those described in these Bylaws, as usually appertain to such officers of non-profit Corporations, except as may be otherwise prescribed by the Board.
- 6.6. **Compensation.** The Board shall set the compensation, or provide for setting the compensation, of all officers of the Corporation.
- 6.7. **Limited Liability of Trustees.** The personal liability of each trustee of the Corporation for monetary damages for breach of fiduciary duty as a trustee shall be eliminated to the full extent permitted by Tennessee Code Annotated Section 48-52-102 (3).
- 6.8. **Indemnification.** The Corporation shall indemnify an individual who is a party to a proceeding because such individual is or was a member of the Board, or an officer of the Corporation or an employee or agent of the Corporation and against any liability incurred in the proceeding and, prior to the disposition thereof, advance the reasonable expenses incurred by such individual to the extent permitted under Tennessee Code Annotated Sections 48-58-502, 48-58-504, and 48-58-507. The determination of the entitlement to indemnification and advancement of expenses shall be made in accordance with Tennessee Code Section 48-58-506. Every reference herein to a member of the Board, officer, employee, or agent of the Corporation shall include every trustee, officer, employee, and agent thereof and former trustee, officer, employee, and agent thereof. The right of indemnification herein provided shall be in addition to any and all rights to which any trustee, officer, employee, or agent of the Corporation might otherwise be entitled and the provisions hereof shall neither impair or adversely affect such rights.
- 6.9. **Independent Audit.** All accounting records of Southern Adventist University shall be audited at least annually by an independent auditor selected in collaboration with the General Conference Auditing Service; and the records of Southern Adventist University or any of its subsidiaries, agencies or institutions shall at all times be open to said auditor. A report from the auditor shall be made to the Board annually.

ARTICLE 7 FACULTY

The Board shall approve the appointment of the faculty of Southern Adventist University and shall set the compensation, or provide for setting the compensation, of all members of the faculty.

ARTICLE 8 SUPPORTING ORGANIZATIONS

The Board, by resolution adopted by a majority of the entire Board, may designate and delegate such authority as the Board deems desirable to boards of centers, institutes and other entities whose primary purpose is to support the academic or public service programs of the University ("Supporting Organizations"). In exercising the powers of a Board as provided under Tennessee law for all activities and programs of the University, the Board shall provide oversight and require such reporting from such supporting organizations as the Board may deem necessary or desirable including, but not limited to, budgets, annual financial reports, and regular reports of activities conducted by the Supporting Organizations. The Board may designate or approve the chairman and/or members of the board of each Supporting Organization based on guidelines adopted by the Board from time to time, in the sole discretion of the Board. The president, secretary and treasurer of the University shall be ex officio members of the boards of each of the Supporting Organizations. The Supporting Organizations may be allocated resources and/or develop their own resources, at the discretion of the Board. Except upon specific authorization of the Board, no Supporting organization shall be authorized to bind or obligate the University by

contract, personnel appointment, or otherwise without first obtaining the written approval of the respective university committee or Corporation officer having authority in the area of activity including, but not limited to Administrative Council or University Senate, as is required of the schools and departments they serve. The board members of the Supporting Organizations shall serve for a term concurrent with the Board and may include non-trustees.

ARTICLE 9 MISCELLANEOUS

- 9.1. **Seal.** The Corporation may have a corporate seal; but the presence or absence of such seal on any instrument, or its addition thereto, shall not affect its character or validity or legal effect in any respect.
- 9.2. **Investments, Contracts, and Bank Accounts.** In the absence of other arrangement by the Board, the president of the Corporation may vote, endorse for transfer or take any other action necessary with respect to shares of stock, bonds, notes and other securities issued by government and corporate issuers (including money market and mutual funds) and owned by this Corporation; and he/she may make, execute and deliver any proxy, waiver, or consent with respect thereto. This authority may be delegated by the president to another officer of the Corporation in his/her discretion. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board. All funds of the Corporation not otherwise employed shall be deposited to the credit of the Corporation in such banks or other depositories as the Board may select, or as may be designated by any officer or officers or agent or agents of the Corporation to whom such power may be delegated by the Board.
- 9.3. **Corporate Record .** The secretary shall record the minutes of all meetings of the Board and the Executive Committee and shall have custody of the University's Seal, Charter, Bylaws, minutes, records, other documents of the Board and its subcommittees, and all other official records of the Corporation. Said records shall be available for the inspection of any member of the Board.
- 9.4. **Conflict of Interest Statement.** Southern Adventist University, as a non-profit education corporation, relies upon the participation of the members of the Board and its members, as well as members of boards of Supporting Organizations to carry out the purposes set forth in the University's Charter and to fulfill its mission. These individuals, who give of their time and talent for the benefit of the University, serve in a fiduciary capacity and therefore have a responsibility to avoid conflicts of interest in the performance of their duties through disclosure, abstention from voting, or such other actions as may be appropriate.

All members of the Board and its committee members, as well as members of boards of Supporting Organizations, shall be required annually to execute a Conflict of Interest Statement and file it with the secretary of the Board.

ARTICLE 10 AMENDMENTS

The Bylaws of the Corporation may be amended or replaced and new Bylaws may be adopted by two-thirds vote of the members present at any regular meeting of the membership, or at any special meeting where such action has been announced in the call and notice for such meeting, or

by a two-thirds vote of committee members present at any regular meeting of the Southern Union Conference Executive Committee or at any special meeting of such committee where such action has been announced in the call and notice for such meeting. The resulting Bylaws may contain any provision for the regulation and management of the business of the Corporation not inconsistent with law.

INDEX

<p>Absence, Faculty.....5370</p> <p>.....</p> <p>Absence Records, Class5610</p> <p>Absenteeism and Tardiness.....3040</p> <p>Academic Freedom and Responsibility5420</p> <p>Academic Rank5020</p> <p>Academic Regalia5400</p> <p>Accountability, Faculty5160</p> <p>Accidental Death & Dismemberment...4140</p> <p>Accreditation Compliance1000</p> <p>Additional Contracts5140</p> <p>Administrative Line of Authority1010</p> <p>Administrative Package4135</p> <p>Admissions and Re-admissions1510</p> <p>Adoption Assistance2330</p> <p>Advertising, Marketing, and Recruitment.....1260</p> <p>Advising and Office Hours5320</p> <p>Alcohol Abuse and Illicit Drugs1200</p> <p>American with Disabilities Act2015</p> <p>Appeals and Grievances – Hourly3060</p> <p>Application of Dress Code.....1550</p> <p>Arts, Performing Program.....2320</p> <p>Assembly Meetings.....5500</p> <p>Assembly, University.....1020</p> <p>Assembly Procedure, University1030</p> <p>Assistance Reimbursement5680</p> <p>Auditoriums and Lounges.....1160</p> <p>Auto Accidents and Medical Insurance Claims.....1440</p>	<p>Benefits for Salaried Staff.....4080</p> <p>Bereavement Policy2165</p> <p>Breaks for Nursing Mothers2155</p> <p>Bus Use and Scheduling1230</p> <p>Businesses, Employee Using University Property/Facilities1290</p> <p>Campus Shop1100</p> <p>Cards/Key Access1310</p> <p>Care of Facilities1300</p> <p>Charging Privileges.....1410</p> <p>Check Cashing1420</p> <p>Christian Standards & Conduct2010</p> <p>Christmas Gift.....2300</p> <p>Class Absence Records.....5610</p> <p>Class Attendance, Limitations5440</p> <p>Class Materials, Cost of5670</p> <p>Classes for Employees and Spouses, Tuition Waived2220</p> <p>Classroom and Office Assignments.....5600</p> <p>COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985).....2250</p> <p>Co-Curricular and Extra Activities5330</p> <p>Committees, Alphabetical Listing1080</p> <p>Committees, Faculty5310</p> <p>Committees, Standing.....1060</p> <p>Committees, University Structure.....1070</p> <p>Communications, Wireless1350</p> <p>Communications, Personal Allowance Policy1280</p> <p>Communicable Diseases Policy1220</p> <p>Conduct & Standards, Christian2010</p> <p>Conflict of Interest1270</p> <p>Continuing Education on Workplace Topics.....2090</p> <p>Controversial Teaching Materials.....5430</p> <p>Contracts, Additional5140</p> <p>Copy Service.....1110</p> <p>Cost of Class Materials5670</p> <p>Credit Union.....1120</p> <p>Criminal & Background Checks.....2080</p> <p>Curriculum5410</p> <p>Deans/Department Chairs Job Descriptions5180</p> <p>Deans/Department Chairs Terms of Appointments.....5200</p> <p>Defined Contribution Plan (New January 1, 2000)6020</p> <p>Denominational Employment, Retirees6060</p> <p>Disability Leave LT (Hourly)3150</p>
<u>AWARDS</u>	
<p>Academic Research Excellence5530</p> <p>Community Service Excellence1470</p> <p>Customer Service Excellence1460</p> <p>Excellence for Commitment to Student Success1480</p> <p>Excellence in Scholarship.....5540</p> <p>Teaching Excellence5520</p> <p>Distinguished Service Medallion.....5550</p> <p>Distinguished Community Partners Award.....1450</p> <p>Distinguished Service Medallion Award Criteria5560</p> <p>Background & Criminal Checks2080</p> <p>Benefits for Faculty.....5230</p> <p>Benefits for Hourly Employees3080</p>	

Disabilities, Act	2015
Discipline and Dismissal.....	1520
Discipline Policy.....	2180
Divorce Situations (Retirement)	6070
Doctoral Study Leave	5720
Doctoral Study for Salaried Staff.....	4180
Doctorate, Educational Stipend	5730
Doctorates, Honorary	5570
Donated Paid Leave Hours	3190
Dress Code, Application of.....	1550
Drug-Free Workplace	2050
Education on Workplace Topics, Continuing.....	2090
Educational Benefits for Employees’ Children.....	4100 & 5250
Educational Tours, Procedures for Planning Extended Out of Country	5590
Electronic Devices, Recording	5105
Employee Businesses Using University Property/Facilities	1290
Employee Classifications.....	3000
Employee Personnel Records	2120
Employee, Temporary.....	3015
Employment Agreements – Faculty.....	5040
Employment, Denominational, Retiree	6060
Employment, Sidelines & Outside.....	2110
Eligibility for Student Employment.....	1360
Employment of Relatives.....	2100
Employment Status Definition, Faculty.....	5010
Endowed Chairs	5770
Entertainment.....	5650
Environmental Position Statement.....	1250
Equal Employment Opportunity	2000
Equipment Loan.....	1170
Equipment, Sale of.....	1240
Evangelism, Summer Leave	1500
Evaluation of Faculty	5170
Evaluation, Performance	2130
Evaluation of Salaried Staff	4060
Evaluation of School Deans/ Department Chairs	5190
Extended Sick Leave Policy	3140
Extra and Co-Curricular Activities	5330
Facilities, Care of.....	1300
Faculty Absence.....	5370
Faculty Accountability.....	5160
Faculty Benefits	5230
Faculty, Evaluations.....	5040
Faculty Emeritus	5350
Faculty Job Description	5150

Faculty Loads - Assignment and Documentation.....	5120
Faculty Loads - Guidelines	5130
Faculty Member’s Responsibility	5630
Faculty, Promotions	5030
Faculty Summer Assignments	5280
Family Medical Leave Act/Military Family Leave.....	2140
Farewell and Retirement Gifts	2310
Final Examinations and Grades	5470
Financial Exigency.....	1400
FMLA Payout for Salaried Staff for Birth or Adoption of a Child	4095 & 5245
Fraternization	2025
Gaps of Employment, Use of Southern ID Cards	1380
Grades, and Final Examinations	5470
Grades, Posting	5620
Graduate Assistantship Policies and Procedures.....	5480
Grievance Procedure	4040 & 5080
Grievances and Appeals, Hourly	3060
Harassment of Employees & Students...	2020
Health Care Assistance, Retirees	6050
Hiring Process.....	2060
Hiring Procedure, Full & Part-time	2065
Hiring Process, Faculty	5000
Hiring Process, Salaried Staff.....	4010
Honoraria	5510
Hourly Employees, Benefits	3080
Hourly Employee Performance Appraisals	3045
Hourly Employee Classifications	3000
Housing.....	1130
Housing, Salaried Staff	4170
Housing, Faculty	5640
ID Cards, Gaps in Employment	1380
Immediate Suspension - Faculty.....	5060
Immigration Expense	4130 & 5270
Inclement Weather/Power Outage	3095/4185/5275
Information Technology Technical Growth Allowance	4110
Instruction Periods, Standards	5460
Intellectual Property.....	5700
Network Usage Policy	1330
Job Description for Department Chair/ School Dean	5180
Job Description for Full-time Faculty....	5150
Job Postings	2070

Jury Duty.....	2160
Key/Card Access.....	1310

LEAVES

Failure to Return From Leave.....	2170
Family Medical Leave Act/Military	
Family Leave	2140
Bereavement Policy	2165
Doctoral Study Leave	5720
Extended Sick Leave Policy	3140
Leave for Adoption, Pregnancy,	
Childbirth & Nursing an Infant....	2150
Leave Without Pay/Leave of	
Absence.....	3130
Long Term Disability Leave	
With Pay.....	3150
Paid Leave.....	3090
Paid Leave Hours	
Accumulated Each Year	3110
Paid Leave Hours Accumulated	
Per Pay Period.....	3100
Paid Leave Hours, Donated	3190
Research Leave	5740
Sabbatical Leave	5760
Sick Leave – Faculty.....	5240
Special Leave – Faculty.....	5750
Summer Evangelism Leave	
Voluntary	1500
Summer Service Leave	5710
Library.....	1140
Lunch Break.....	3050
Mail Service	1150
Marketing, Advertisement and	
Recruitment.....	1260
Media Policy, Student.....	1540
Medical Benefits	2230
Medical Insurance Claims, Auto	
Accidents.....	1440
Meetings, Town Hall	1390
Moving Allowance, Retirees	6000
Moving Expenses – Hourly	3070
Moving, Faculty.....	5390
Moving, Salaried Staff	4050
Network Usage Policy	1330
Non-renewal/Interruption of Employment	
Agreements for 3 Senior Officers	4020
Nursing Mothers, Breaks	2155
Off Campus Trips and Tours	5580
Office and Classroom Assignments.....	5600
Office Hours and Advising	5320

Ordained Ministers.....	4125 & 5265
Orientation Period.....	3020
Out of Country Educational Tours	
Procedure	5590
Outside Employment and Sidelines	2110
Overtime	3180
Paid Leave.....	3090
Paid Leave Hours Accumulated	
Each Year.....	3110
Paid Leave Hours Accumulated	
Per Pay Period.....	3100
Patent Rights	5690
Payroll Periods & Deductions.....	2200
Performance Appraisals, Hourly	
Employee	3045
Performance Evaluations	2130
Performing Arts Programs	2320
Personal Communications Allowance	
Policy	1280
Posting Student Grades	5620
President’s Award for Academic	
Research Excellence	5530
President’s Award for Community	
Service Excellence	1470
President’s Award for Customer	
Service Excellence	1460
President’s Award of Excellence for	
Commitment to Student Success	1480
President’s Award for Excellence in	
Scholarship	5540
President’s Award for Teaching	
Excellence	5520
Procedures for Planning Extended Out	
of Country Educational Tours.....	5590
Professional Growth Allowance	5380
Professional Memberships and	
Activities	5340
Program, Coordination.....	5145
Promotion, Faculty.....	5030
Publications, Royalties.....	5660
Recording Time Worked.....	3170
Recording Use of Electronic Devices	5105
Recruitment, Marketing and	
Advertisement	1260
Recycling	1180
Reference Checks & Criminal	
Background Checks	2080
Reimbursement Assistance	5680
Relevant Student Handbook Policies.....	1560
Research Leave	5740
Research	5300
Research Professor.....	5360

Resignation – Faculty	5050
Resignations	2195
Retaliation	2040
Retirement Allowance	
January 1, 2000	6040
Retirement Allowance Prior to	
December 31, 1999	6030
Retirement and Farewell Gifts	2310
Royalties from Publications	5660
Sabbatical Leave	5760
Safety Policy	2280
Salaried Staff, Evaluation of	4060
Salary & Perquisites.....	4000
Sale of Equipment.....	1240
School Deans/Department Chairs,	
Terms of Appointment.....	5200
Seat Belt Policy.....	2270
Semester Hour, Definition	5450
Senate Procedures	1050
Senate, University	1060
Senior Officers, Agreements.....	4020
Settling Employee Student Accounts.....	1415
Sexual Misconduct	2030
Sick Leave Extended.....	3140
Sick Leave, Faculty.....	5240
Sidelines and Outside Employment	2110
Snow Day Closing	3095
Social Security, Retirees	6010
Solicitation Policy	1190
Southern ID Cards during Gaps	
of Employment.....	1380
Spouse Travel.....	4160
Staff Emeritus	4190
Standards for Instruction Periods.....	5460
Standing University Committees	1060
Stipend for Doctorate, Educational.....	5730
Student Association	1530
Student Employment, Eligibility	1360
Student Grades, Posting.....	5620
Student Handbook, Relevant Policies....	1560
Student Media Policy	1540
Student Payroll Use of When Hiring	
Temporary Workers	1370
Substance Abuse Treatment for	
Employees.....	1210
Summer Assignments for Faculty.....	5280
Summer Schedules, Shortened.....	5290
Summer Service Leave	5710
Survivor Benefits	2290
Surviving Spouse	6080
Suspension, Immediate, Faculty	5060
Tardiness and Absenteeism.....	3040

Teaching.....	5110
Technical Growth, Information Technology	
Allowance	4105
Temporary Employees, Use of Student	
Payroll	1370
Technical Growth Allowance, Information	
Systems	4120
Temporary Employees	3015

TERMINATION

Termination - Cancellation of	
Accrued Time.....	5070
Termination, Criteria for Faculty due to	
Financial Exigency.....	5100
Termination of Faculty due to Financial	
Exigency	5090
Termination, Hourly Staff.....	3200
Termination, Salaried Staff.....	4030
Termination and Severance.....	2190
Terms of Appointment for School	
Deans/Department Chairs	5200
Time Records	3160
Title IX.....	2340
Town Hall Meetings	1390
Travel Abroad- Salaried.....	4150
Travel Spouse.....	4160
Travel, University	1490
Trips and Tours, Off Campus	5580
Tuition Assistance for Dependent Children	
of Deceased Employee.....	4105 & 5255
Tuition Assistance for Dependent Children	
of Employee on Long Term	
Disability	4110 & 5260
Tuition Waived Classes for Employees	
and Spouses.....	2220
Unemployment Insurance Benefits.....	2260
University Assembly.....	1020
University Assembly Procedures	1030
University Committee Structure	1070
University Senate	1040
Vacations, Faculty.....	5220
Vacations, Salaried Staff.....	4090
Vehicle Operation on Campus	1320
Wage Scale.....	2210
Wage Scale, Faculty.....	5210
Wage Scale, Salaried Staff.....	4070
Wellness Program	1430
Who's Who Selection	5490
Wireless Communications	1350
Worker's Compensation	2240
Work Hours.....	3030

**Crisis Management Plan/Communication
Plan Section 7000**

Organizational Chart..... Section 8000

Charter and Bylaws Section 9000

**Restated Charter of Southern College
of Seventh-day Adventist, Inc.1 – 4**

Bylaws of Southern Adventist University

Article 1 Name and Offices	5
Article 2 Membership	5
Article 3 Meeting of Membership.....	5
Article 4 Board of Trustees	6
Article 5 Meetings of Trustees.....	8
Article 6 Officers	9
Article 7 Faculty	10
Article 8 Supporting Organizations	10
Article 9 Miscellaneous	11
Article 10 Amendments	11