Sioux Center, Iowa

FACULTYHANDBOOK

Compiled by

TheVice President for Academic Affairs
Adopted by the Board of Trustees

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Table of Contents

PREFACE 4
PURPOSE OF THIS HANDBOOK 4
PURPOSE OF DORDT UNIVERSITY 4
DORDT UNIVERSITY MISSION STATEMENT 4
HISTORY OF THE UNIVERSITY 5
THE EDUCATIONAL TASK OF DORDT UNIVERSITY 5
GUIDING PRINCIPLES FOR DECISION-MAKING 15

CHAPTER ONE: ORGANIZATION AND GOVERNANCE 19
1.0 OVERSIGHT OF THIS CHAPTER 19
1.1 MEMBERS OF THE CORPORATION 19
1.2 BOARD OF TRUSTEES 19

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PREFACE

PURPOSE OF THIS HANDBOOK

uniquely equips humanity to fulfill this charge by creating us in his own image. This calling is renewed ar
reiterated with even greater authority by the risen Lord in the Great Commission. Furthermore, Christ
himself anticipated the empowerment all things, gifting us with the Holy Spirit's presence in and
through his church.

In its broadest sense, education is an essential response to the cultural mandate,[1] the Great
Commission,[2] and the Pentecost vision.[3] Consequently, we must study, examine, and seek to understand
God's design and will for creation, sharing wisdom across generations. At Dordt, we describe these effo
to understand and develop the creation in the term *serviceable insight*

Education also relates to the performance of humanity's cultural task in anothe2 (t)-2.52.2 (e)2 intE .9

lost, we lose the essential meaning of our work. Therefore, Dordt University seeks to develop and foster atmosphere where all office-bearers can flourish in fulfilling the calling of their office.

The board's specific task is to oversee the university. Trusted people from the broader constituency a mandated to provide leadership and direction, upholding the university's biblical faithfulness, maintaining Reformational character, and ensuring its academic excellence and overall health.

Faculty have the primary responsibility for developing and sharing insight. Through perspectival grow teaching, research and scholarship, and service, they are called to carry out the central educational task the university.

Students also share in the educational task. With the faculty, they form a community of scholars responsible for developing and sharing insight, from its theoretical beginnings to concrete applications.

The administrators and staff construct and maintain the learning environment within which the educational work of the university can grow and thrive.

A distinct office is occupied by the chief executive officer, the president of the university, who is charg with overseeing, guiding, and directing the entire life of the institution. The president serves as the liaiso between the board and constituency on the one hand, and the faculty, students, administration, and staff on the other.

These tasks compose the one, common educational calling which pervades every segment and activ Dordt. Though these tasks are similar in their response to the one, encompassing educational calling, each office is unique and functions properly only when the others are appropriately recognized and allowed free expression.

Dordt promotes responsible use of office, providing an education that deepens the insight of all its off bearers. Therefore, ongoing development and growth must rank high on the institutional agenda. To ens responsible and competent execution of all offices, the university community maintains effective programs of evaluation on all levels.

CHAPTER IV: AUTHORITY

All authority is given by God and is therefore always delegated and representative.[1] It is given to serve humanity and the whole of creation. At Dordt University, each office is associated with a specific kind of authority must be exercised in servanthood.

The goal of authority within the university is to enable and encourage office-bearers to perform their tasks as fully and effectively as possible in response to the will of the Lord. This authority is not to be us dominate or exercise presumed rights; it must be exercised to serve, facilitate, and edify.[2]

Every office-bearer has the responsibility to serve others, empowering them by ensuring their freedom

Lastly, Dordt seeks to provide insight into the nature and demands of various vocational and professi tasks. Dordt graduates must be equipped to carry out their tasks as kingdom citizens in a variety of vocations. As a result, majors and professional programs form another essential component of the curriculum.

While the various disciplines and programs, together with historical and contemporary studies, constitute the core of the curriculum, Dordt by no means neglects to teach the many skills required by graduates as they continue in their calling. Emphases are placed on analytic, communicative, artistic, ar physical skills, as these are essential for effective Christian service. Other skills, as demanded by the na of vocational tasks, are also included in the curricular offerings.

The curricular components, taught in an integral way, constitute the elements required by the studen attain genuine Christian insight and wisdom.e curen vocue c0.5 (f)-1.9 aritedti(y)3 (n)

Fullness: The fullness of the Kingdom is the consummation of God's redemptive plan for humanity and creation. In the present time, we enjoy a foretaste of God's coming Kingdom, but look forward to the pea and perfection of a future age.

Cosmos: The cosmos is the entirety of all that God has made. There is nothing in the universe that exists that was not created by God.

Covenant: A covenant is a mutual agreement that establishes a fellowship between parties. It is usually accompanied by specific terms and conditions, promising blessings to those who are faithful to the cove and specifying penalties for those who violate it. The redemptive covenant between God and humanity accomplishes the salvation of God's people. Through this covenantal relationship, we enjoy an intimate fellowship with our creator, and come to know his will for us.

Office: In any social context, certain individuals will have responsibility to care for the common good of th community. In family life, parents have responsibility to nourish, educate, and protect their children. In ecclesial life, pastors, elders, and deacons are called to minister to their congregation in various ways. We refer to these roles and responsibilities as "offices." At Dordt University, those who hold office (faculty, staff, president, student, or Board of Trustee) are granted authority to act on behalf of the community in specific ways. If officeholder acts against the common good of the community, authorized individuals ma correct or even remove the individual from his or her office.

Commissions: All authority derives from God. As Christ's disciples, we are commissioned in his name to spread the knowledge of God through all the world. Doing so, we act as agents of reconciliation to every part of creation.

Original Mandate: See "Cultural Mandate."

Cultural Mandate: The cultural mandate refers to God's original command to Adam and Eve to serve as stewards of God's good creation, promoting the flourishing of humanity and the natural world (Genesis 1:28).

Great Commission: The Great Commission refers to Christ's command to his disciples to preach the gospel to every nation, making disciples and baptizing individuals in the name of the Father, Son, and H Spirit (Matthew 28:18–20).

Serviceable Insight: At Dordt University, education is about more than mere transmission of information or knowledge; it strives for transformation of the whole person. This transformation, wholly dependent on biblical wisdom, is cultivated in community and equips us to serve God and neighbor. We do not pursue wisdom simply for wisdom's sake or personal benefit; rather, we are seeking wisdom that enables us to better know, serve, and praise our Creator.

Reformational: A philosophical school of thought within the Reformed tradition that emphasizes the religious grounding of all areas of life. There is nothing that does not fall under the sovereignty of God. T primary proponents of reformational thought include Herman Dooyeweerd and Dirk H.T. Vollenhoven.

Sphere Sovereignty: Sphere sovereignty is a philosophical idea that emerged out of the Dutch Calvinist tradition of Abraham Kuyper and Herman Dooyeweerd. God has ordered his creation such that each sph of human life (see "Sphere" above) has its own task and area of responsibility. Each sphere is directly under Divine rule and one sphere may not impinge on another's unique authority. Kuyper, Dooyeweerd, and other Reformed thinkers have identified a number of these distinctive realms of life including family, school, church, and the state.[1]

[1] Richard Mouw, On Kuyper

GUIDING PRINCIPLES FOR DECISION-MAKING

Introduction

An essential ingredient in a well-run institution of higher education is the acceptance of a style of management, an organizational structure, administrative policies, and decision-making processes that jointly promote the vision and goals of the orgeTc 0.004 Tw ei2 Tw -4.23-(a)0.5 T5 (nd n(n)]TJ 0 Tc 0 Twn]TJ

The schema in Figure 1 exhibits an interaction/response loop between those who help develop and ultimately make decisions in a certain area and those who will be affected by the decision but are not responsible for finalizing the decision on that level. The intent of the diagram, in accordance with the above principles, is that a decision shall cycle until it has sufficiently solidified and those who will be affected by it have had ample opportunity to respond to it prior to its being made and implemented. Those ultimately responsible for making the decision, and moving the proposal to another area or level, if necessary, will have to judge when it is appropriate to

VI.

1.2.2.3 THE FACULTY HANDBOOK

A. The information presented in this handbook is the current statement of policies and practices at the university. If an employee believes that a policy or practice has been administered incorrectly, the employee may pursue an internal grievance [HV].

B. The handbook is subject to revision and the university reserves the right to modify or change the handbook following the process outlined in the Guiding Principles for Decision Making [HV] briefly summarized in the first paragraph of each chapter.

C. All proposed changes, so processed, shall be presented to the Board of Trustees for adoption, rejection or revision. The Board of Trustees shall normally consider revisions of the faculty and staff handbook at the board's spring meeting of each year. Adopted revisions shall be effective August 1, or on a date specified by the Board of Trustees.

1.2.3 LEGAL COUNSEL PROTOCOL

All contact with legal counsel on behalf of Dordt University must be authorized by the vice president for university operations.

1.37 VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

The vice president for university advancement is the chief development officer and is responsible to the president. Duties include planning, organizing, implementing, and giving leadership to the overall institutional advancement program of the university, which includes fund raising, grant writing, community relations, and assisting in government relations.

1.38 VICE PRESIDENT FOR ENROLLMENT & MARKETING

The vice president for enrollment & marketing is responsible to the president. Primary duties include leading enrollment and marketing, directing activities for the university, establishing a clear, high-quality brand position and positive institutional identity for prospective students, parents, and constituents. Responsible for creating institutional alignment of the brand identity across the entire leadership team of the institution and providing leadership for the university's media network.

1.39 DEAN OF CHAPEL

The dean of chapel is responsible to the president and plays an integral role in nurturing the spiritual life of campus, establishing direction and oversight of all student faith formation activities, and facilitating the link between the academic life and the spiritual climate of campus. The dean of chapel oversees campus ministries and church relations. The dean of chapel holds faculty status.

1.3.10 CHIEF OF STAFF (currently held in tandem with dean of chapel)

The chief of staff is primarily responsible for working closely with the president and campus leaders to streamline strategic initiatives, drive productivity and campus efficiencies, oversee the cultural health of the organization, and communicate objectives between departments and back to the president. The chief of staff will maintain focus on executive-level advising and interdepartmental collaboration.

1.311 ADMINISTRATIVE MEETINGS

Meetings at which decisions are made, recommendations formulated, and counsel given are conducted regularly during the academic year. They serve as the principal communication and governance links in the ordinary administration of the university. These regularly scheduled meetings include

the Administrative Cabinet,
the Academic Senate,
the Faculty Assembly,
the academic divisions,
division deans with the departments,
and vice presidents with directors in their areas.

1.4 UNIVERSITY STANDING COMMITTEES POLICY

The administrators, faculty, staff

1.4.4 REPORTS AND MINUTES

Each standing committee shall submit annually, usually at the end of the academic year, a one-to-two page

In formulating student outcomes we have consciously incorporated what are usually called “skills” into the section dealing with creational structure. This was done for two reasons. First, we did not want to artificially separate skills from knowledge and commitment: all three are related and should work together to provide students with the abilities and resources needed to engage our world Christianly. Each area of study must help students acquire and develop the skills appropriate to that area.

B. EDUCATIONAL TASK OF DORDT UNIVERSITY

1. Educational Mission of Dordt University
   Dordt University strives to develop and share serviceable insight into the meaning, structure, and development of the world God has created and graciously maintains.
2. Serviceable Insight
   Education at Dordt University is not pursued for its own sake nor for its civilizing qualities nor for the strictly pragmatic purposes of vocational instruction, but to provide insight and develop talents that w sustain lifelong responsible service in God's Kingdom. The knowledge, competencies, and commitments gained through the educational process aim to prepare students to live thankful lives before the Lord; to serve others with integrity, in common everyday activities as well as in specific vocations; and to unfold and care for creation.
3. University Community
   Within the context of Dordt's administrative support staff and its constituency among God's people, the faculty and students of Dordt University form a community of scholars responsible for developing and sharing serviceable insight on all aspects of creation.
4. Curriculum
   Dordt University accomplishes its educational task primarily via the curriculum, which is the formally structured set of interconnected learning activities and experiences designed to realize the mission a goals of the university. The curriculum thus constitutes the central focus of the university's organizat and activities.
5. Living Environment and Co-curricular Activities
   While remaining focused on its educational task, the university must treat its members as whole peo It should therefore maintain an environment that promotes responsible Christian living and supports scholarly investigation and practice. Co-curricular activities and organization of university life in general should facilitate and complement study of the curriculum, so that the university can better realize its mission.

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3. Place of Human Beings in Creation
   Students should recognize the central position human beings hold in creation as image bearers of God. They should learn to exhibit proper care and respect for everything God has created, acknowledging their responsibility to treat all creatures justly and with compassion, and they should know how to maintain a balanced, wholesome lifestyle.
4. Disciplined Focus of Learning
   Students should be able to use the ideas, theories, and procedures from a variety of disciplines in or conceptualize issues, solve problems, and provide service to others in daily life. They should be competent in one or more specialized fields of inquiry, and they should be acquainted with the main contours of other fields of study.
5. Structural Conditions of Learning
   Students should develop the various abilities and understandings necessary for engaging in universi level learning and for continuing to develop, share, and apply serviceable insights after graduation. T should be able to work professionally and to develop relationships with others, taking responsibility for their work and striving to build community among people with diverse backgrounds, interests, and capabilities.

C. Creational Development
1. Dynamic Character of Created Reality
   Students should appreciate the developmental nature of reality. They should understand in broad te how our world has developed, and they should be equipped to cope with a rapidly changing world.
2. The Cultural Mandate and Stewardship
   Students should recognize their calling to give form to culture as creative historical agents acting in obedience to God. They should comprehend and appreciate their responsibility to unfold the gifts given

2.2 ACCREDITATIONS AND APPROVALS

Dordt University is accredited by the Higher Learning Commission (HLC) as a four-year, bachelor degree-granting institution. Dordt University is also accredited by the HLC for the master of education degree, the master of social work, and the master of public administration.

The Teacher Preparation Program has been accredited since 1957, and the Administrator Preparation Program since 2011, but the State of Iowa. Both programs have also been accredited since 2013 by the Association of Christian Schools International (ACSI).

The bachelor of social work program is accredited by the Commission on Accreditation of the Council on Social Work Education. The master of social work program is approved by the Higher Learning Commission. The program has entered candidacy with Council on Social Work Education (CSWE) and is expected to be fully accredited by February 2023. Accreditation status will then be retroactively applied to all who graduate from the program before it is fully accredited.

The engineering program has been accredited since 1991 by the Engineering Accreditation Commission of ABET, http://abet.org. The applied science and technology major and engineering science major have not been examined or accredited by ABET.

The nursing program, the Bachelor of Science in Nursing, is approved by the Iowa Board of Nursing and accredited nationally by the Commission on Collegiate Nursing Education. Dordt's consortium partner, St. Luke's College, provides the Associate of Science in Nursing degree that is approved by the Iowa Board of Nursing and accredited nationally through the National League for Nursing Accreditation.

2.3 CURRICULUM DEVELOPMENT PROCESS

Faculty members, departments, and academic administrators are encouraged to continually review and

or department submitting the proposal.

2.3.3 MODIFYING PROGRAMS OR COURSES

A. A department and its division may submit a written proposal to the GSAPC chair for changes to programs or courses.

B. The proposal shall include sufficient information to determine the impact of the change on student learning and on resources and should therefore include

1. current information (e.g., course requirements, descriptions) and the proposed change;
2. a rationale for change, including department mission, student learning objectives, assessment, and comparison program university information;
3. the anticipated impact on student demand and resources (including 1.3 (g)3 (d)0.50.5 (ur)-4.8 (c

3.3.2 STRUCTURE

A. Roll-call membership:
   1. President (nonvoting)
   2. Vice president for academic affairs (nonvoting)
   3.

2. The previous procedure notwithstanding, it is not the task of the senate to micromanage the work of committees.
3. Each year (normally during the summer recess), the senate shall process the annual reports of the committees (FH 1.4.4), discuss past progress of the committees, and provide input and direction to each committee for their work the following academic year.

C. The senate will always strive to work toward consensus, but failing that, it will decide any controversial issues by means of majority vote. Although they are nonvoting members of the senate, the president and the vice president for academic affairs will contribute to such decisions through the deliberative process.
1. If the

3.5 DEPARTMENTAL ORGANIZATION

3.5.1 DEPARTMENTS

- Agriculture
- Art and Design
- Biology
- Business Administration
- Chemistry
- Communication
- Computer Science
- Criminal Justice
- Mathematics and Statistics
- Education
- Engineering
- English
- Theology
- Environmental Studies
- Language Studies
- Health and Human Performance
- History
- Music
- Nursing
- Philosophy
- Physics and Astronomy
- Political Science
- Psychology
- Social Work
- Theatre Arts

3.5.2 DEPARTMENTAL DUTIES

A. Ensure effective instruction; also by developing and together assessing the department's courses, cu and programs.
B. Ensure high quality student advising, deliberated advisor/advisee assignments, mentoring and development in collaboration with Student Services.
C. Carry out departmental functions associated with scheduling, staff assignments, registration

The dean shall maintain membership in a department/program and shall have full rights for returning to full-time teaching in the department/program.

3.6.2 RESPONSIBILITIES

3.6.2.1 DEPARTMENTAL/PROGRAMMATIC VISION AND IMPROVEMENT

A. Ensure and support the successful execution of each department's/program's duties [HL].
B. Ensure proper maintenance of facilities and effectively collaborate with the vice president for academic affairs, maintenance, and business office to plan improvements to facilities.
C. Where applicable, lead processes to ensure (re)accreditation. Between accreditation cycles, ensure departments/programs keep abreast of relevant accreditation standards and effectively maintain appropriate records and assessment data.
D. Oversee administrative services required for the proper functioning of the division/program and its departments, e.g., clerical and other support staff, supplies, etc.

3.6.2.2 PEOPLE LEADERSHIP

A. Orient new faculty and staff members to departmental/program and institutional objectives, policies, and procedures.
B. Ensure that each faculty and staff member formulates, carries out, and reflects upon an annual contribution and development plan (ACD) that aligns with department/program goals and planning. Meet at least three times per year with each department/program faculty member to discuss ACD plans, review student responses to instruction, and provide other feedback related to effective performance.
C. Work within faculty or staff handbook guidelines [HL] to evaluate the performance of each faculty or staff member and recommend either renewal or nonrenewal of contracts.
D. Evaluate faculty and staff members' requests for leaves, professional development grants, exception policy, etc. [HL].
E. The vice president for academic affairs, in consultation with academic deans, will coordinate to determine which dean will provide primary people leadership for faculty members who teach in two or more divisions. This process will occur annually. The resulting listing of the appropriate chain of responsibility and supervision for each faculty member will be communicated by August 1 (or the beginning of the contract year) to involved faculty members and deans. Although teaching assignments may fluctuate between divisions and programs year to year, care will be taken to provide continuity of assigned people leadership so that an individual member has the benefit of working consistently under one primary division/program over time.

3.6.2.3 FACULTY

Duties include providing highly motivated and academically gifted students with scholarly challenges thr
and beyond the regular curriculum, organizing and hosting honors events and seminars, critiquing seminar papers,
recruiting and staying in touch with honors students.

3.8.8 DIRECTOR OF LIBRARY SERVICES

The director of library services is responsible to the vice president for academic affairs. Duties include
supervising library staff, developing policies and procedures for information management, developing
collections, reporting information, representing the university in various settings, and planning and
collaborating with faculty members and other offices to enhance student learning.

3.8.9 DIRECTOR OF ONLINE EDUCATION

The director of online education is responsible to the vice president for academic affairs. Duties include
recruitment of qualified students and faculty, assessment and development of online programs, close
cooperation with the registrar's office, and marketing, budgeting, and other administrative tasks.

3.8.10 DIRECTOR FOR RESEARCH AND SCHOLARSHIP

The director for research and scholarship is responsible to the vice president for academic affairs and le
encouraging and supporting the development and dissemination of faculty insight and a reformational
perspective on scholarship and service via publications, presentations, writing groups, faculty development and
student research initiatives, and other venues.

3.8.11 REGISTRAR

The registrar is responsible to the vice president for academic affairs. Duties include class and room
scheduling, student registration, student records management and security, grade reporting, data report
student academic status, student advising, commencement details, management and supervision of the

1. Faculty members shall submit electronic copies of their syllabi each semester through the learnin management system. Fall semester syllabi shall be submitted by September 1. Spring semester shall be submitted by January 15. Summer semester syllabi shall be submitted by June 1.
2. The library maintains a comprehensive and historical collection of syllabi for courses taught at D University. This collection is available at the reference desk for use by students for making cours registration decisions and by faculty members and advisors for advising students.

3.9.2 TEST AND ASSESSMENT POLICIES

3.9.2.1 ADMINISTRATION AND SUPERVISION OF TESTS

A. Faculty shall assume responsibility for careful, fair supervision of tests.
B. Faculty shall seek to structure and administer tests, to the extent reasonable, in such a way that the opportunity for students to behave dishonestly is [illegible]

the student, the chair of the Student Life Committee, the VP for Student Success, and the administrative assistant in charge of documentation.

b. The student then has four business days to initiate an appeal via email to the chair of the Student Life Committee or Graduate Admissions & Student Life Committee. The appeal

1 This policy does not apply to clerical error.

3.10.4 APPEAL PROCESS

This appeal process may be used in connection with either a grade change or uncooperative student poli

A. The student shall first make an appeal to the instructor. Before making a personal appeal to the instru very beneficial for students to seek out guidance from the student's advisor or a Student Services staff member in evaluating whether or not the student's case meets the criteria and in formulating how best to approach t

1. If the instructor of record is separated from the university, the student may appeal in writing to t dean. The department chair would serve as instructor of record if needed.

B. If, after a discussion, resolution is not reached, the student may appeal in writing to the division dean. The division dean shall notify the instructor, department chair, and associate dean that an appeal has been received. Then the division dean shall consult with the student, instructor, and department chair and seek resolution. The associate dean may provide guidance to all parties (the student, instructor, department chair) before a decision has been rec. 0736.6 (a)-5.6 (ll pu)0.5 ()Td [(ma)-e

5. Faculty shall set aside an unhurried time during class (or in an online course, if the course is online) for students to complete SRI forms. Faculty shall assign a student to collect and return the evaluations to the office of academic affairs.
6. Data on the institutional evaluation forms shall be kept by the office of academic affairs. Reports of the data shall be released to faculty members and to deans only after the final grades for the semester have been filed.
7. The academic dean shall review the reports and student comments and prepare notes that may be helpful in faculty development work with the instructor and in the contract recommendation process [HLC]. Academic deans have the option of contacting individual students to determine the validity of a response and to ask for supporting information.
8. Copies of the evaluations with signatures detached and the statistical report shall be presented to the faculty member. These evaluations shall be retained by the instructor for at least four years.
9. Copies of the report and any written analyses sent to the faculty member shall be kept on file in academic dean's office.

3.12 ACADEMIC RECORDKEEPING

A. Responsibilities of the registrar

1. Records in the office of the registrar may be made available to faculty for inspection within accordance with the policy of Dordt University for compliance with the Family Educational Rights and Privacy Act. Copies of the policy are available in the office of the registrar probation. At the e of thee

B. Responsibilities of faculty advisors
   1. Review course preregistration plans of each assigned advisee
   2. Know the university curricular policies and requirements
   3. Guide, assist, and counsel assigned advisees in regard to meeting their educational and vocational/professional goals
   4. Refer students to appropriate campus personnel as needed (e.g., career services director, ASK counselor)
   5. Help hold advisees accountable when academic goals are not met
C. Responsibilities of student advisees
   1. Meet with assigned advisor prior to preregistration
   2. May request a different advisor (using a form from the registrar's office)
   3. Inform the registrar of intended changes in program, major, etc.
   4. Are responsible for meeting graduation requirements

3.14 OFFICE HOURS

A. A faculty member shall post and keep office hours, which are times whose primary purpose is to be available for meeting with students outside of class. Office hours should be scattered throughout the week, both mornings and afternoons. Five to ten hours per week are typical, though they may be adjusted accordingly in semesters with especially large (or small) classes.
B. A faculty member shall normally be on campus throughout each week when classes are in session. Regular all-day absences from campus must be approved by the department head.

CHAPTER FOUR: UNIVERSITY POLICIES AND PRACTICES REGARDING FACULTY MEMBERS

4.0 OVERSIGHT OF THIS CHAPTER

Oversight of the (not hyperlinked) policies and practices of the university regarding faculty that are outlined in this chapter and the decision to [illegible]

C. The Dordt University academic community interacts with and is part of the broader body of Christians—the church universal. This means that those who are part of the Dordt University academic community have a diversity of callings for service in God's kingdom. The academic community must remain sensitive to each member's callings

4.2.3 REVIEW DESCRIPTION POSITION
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B. The academic dean shall meet with the search committee to review the completed applications
   1. Identify applicants with potential to meet entry criteria [HL]
   2. Determine if additional material or information shall be sought (e.g., interview)
   3. Screen those to be invited to the campus for an interview. Normally the list shall be narrowed to two candidates.

C.

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4.3.2 REGULAR

4.3.2.1 INITIAL TERM CONTRACTS

An initial term contract is a year full-time (or proportional) appointment reserved for entry-level candidate. See FH 4.4.2 for specific development and review [illegible] The candidate may be

4.3.4 CONTRACTS FOR ASSOCIATE AND ASSISTANT ADJUNCT FACULTY

4.3.4.1 ELIGIBILITY

A. Academic training and experience required for assignment
B. Demonstrated understanding of and agreement with *The Educational Task of Dordt University* and *The Educational Framework of Dordt University*

4.3.4.2 TERMS

A. A contract specifying the load credits (LCs), any earned adjunct increments, and total compensation received shall ordinarily be issued at least two months prior to the beginning of the semester by the president [HL].
B. Fulfillment of the contract is contingent on appropriate course enrollment. If a course is canceled due to insufficient enrollment as determined by the academic dean, a stipend of up to 10 percent of the compensation for the assignment may be given. This policy does not apply to full-time proportional employees.

4.3.4.3 ADJUNCT FACULTY STATUS

A. Associate Adjunct Faculty
   1. Individuals who hold a master's deg2.8 (g)22(h)2.2 (o h)2.2 (o)0.5 (ld)0.5 ( )10.6 (a)-5.6 (m)11.5

C. Evaluation
   1. The academic dean (or the dean's designee) shall periodically observe classroom instruction and review student evaluations with the faculty member after the fall semester, after the spring semester, and after the summer session.
   2. The dean writes and reviews with the faculty member, and submits by June 15, the dean's contract status report to the vice president for academic affairs.

D. By June 20, the vice president for academic affairs shall present a status review to the president.
   1. If the review is favorable, the faculty member shall be informed in writing by the president by June 30.
   2. If serious performance deficiencies are indicated, the vice president for academic affairs, after consultation with the academic dean, shall recommend to the president that these deficiencies be addressed and that sufficient improvement be made during the following year. If the president concurs with this recommendation, by June 30, the vice president for academic affairs shall
      a. provide the faculty member with a written statement indicating a list of specific deficiencies that will need to be addressed and improved upon during the following year,
      b. meet with the faculty member to discuss the above-noted issues no later than July 10, and
      c. notify the Board of Trustees via the president concerning the contract status review and the noted deficiencies.

4.4.2.2 YEAR TWO: SECOND YEAR OF INITIAL CONTRACT

A. The academic dean shall continue to meet with the faculty member to review recent teaching evaluations and to assist with professional development and planning, assessment and the completion of an annual contribution and development plan. Classroom visits by the academic dean (or the designee), including subsequent follow-up conversations with the faculty member regarding such visits, will normally be part of this process. The frequency of such visits shall be appropriate to the situation at the discretion of the dean.

B. After the fall semester, the academic dean shall meet with the faculty member to review all evaluative sources and to discuss the contract recommendation prepared by the dean.
   1. This recommendation will focus on at least the following: Reformed perspective, instructional development, instructional design, instructional dynamic, content expertise, classroom

4.4.3 YEARS THREE–EIGHT: REGULAR TERM CONTRACTS

4.4.3.1 YEARS 3, 5, 7—FIRST YEAR OF REGULAR TERM CONTRACTS

A. The academic dean shall continue to meet with the faculty member to review recent teaching evaluations and to assist with professional development and planning, systematic self-assessment, and the completion of the annual contribution and development plan. Classroom visits by the academic dean (or the designee), including subsequent follow-up conversations with the faculty member regarding such visits, will normally be part of this process. The frequency of such visits shall be appropriate to the situation at the discretion of the dean.

B. After the fall semester, the academic dean and the department chair shall meet with the faculty member to review all evaluative sources and discuss the implications for contract renewal status and

C. If the academic dean concludes that there are serious performance deficiencies, the vice president for academic affairs, in consultation with the academic dean, may recommend by January 20 to the president that the faculty member be placed on probation for the second year of contract. If the president concurs with this recommendation, the president shall:

1. Provide the faculty member with written notification indicating the probationary status, including the following:
   a. a list of specific deficiencies;
   b. a plan developed by the academic

b.

e. participation in appropriate professional organizations;
f. contributions to insight and knowledge in the discipline through public lectures, publications, or other appropriate professional means.

B. Process

1. The academic dean shall continue to meet with the faculty member to review recent teaching evaluations and to assist with professional development and planning as necessary. Self-assessment and the completion of an annual contribution and development plan [link] Classroom visits by the academic dean (or the dean's designee), including subsequent follow-up conversations with the faculty member regarding such visits, will normally be a part of this process. The frequency of such visits shall be appropriate to the situation at the discretion of the academic dean.
2. By September 1, the faculty member shall submit an application to the academic dean's office for academic affairs for extended term contract status. The office of academic affairs shall forward the application materials to the chair of the faculty status committee. The application shall include:
   a. An updated version of the 4-year articulation paper (draft due by July 15 to the academic dean). This paper is primarily a means of helping faculty members clarify and focus on issues relating to the development of a Christian perspective as an educator in a discipline. It shall include a brief autobiography that highlights his or her faith and academic journey and a concise discussion of how a Reformed, biblical faith shapes and directs his or her work at Dordt University. Within the paper, specific examples and illustrations are expected. The following points are illustrative rather than required.
   b. Discuss how your faith has shaped your view of your discipline, of students, and of the teaching-learning process.
   c. Reflect on insights gained from specific books, lectures, experiences, and individuals that have nurtured a Reformed, biblical understanding of your discipline, of students, and of the teaching-learning process. Explain how you incorporate the insights and contributions of Dordt colleagues and Christians in other fields of study.
   d. Discuss how your understanding of *The Educational Task of Dordt University* and *The Educational Framework of Dordt University* has grown over the past seven years.
   e. Describe your understanding of the unique task, role, and contribution of your discipline or area of academic specialization within the context of the broader Christian academic and/or professional community.
   f. Explain how your perspective affects your view of and work with students, ut d 14.261 0 Td [(h

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B. By the beginning of the third year, the academic dean

4.4.9.3 APPEALS

A. If the faculty member decides to appeal to the Board of Trustees, the faculty member shall so inform chair of the board in writing within five calendar days of meeting with the president. The faculty mem has ten days total to prepare and to deliver the written appeal to the chair of the Board of Trustees.
B. The chair of the Board of Trustees shall form a hearing committee and arrange for the committee to meet within fifteen days after the appeal is received.
    1. The committee shall be composed of the chair of the Board of Trustees or a board member

C. It shall be the responsibility of the faculty member to provide proof of academic and professional degree(s) held at the time of appointment and to update the file if degrees are awarded while employed.

4.6.2 CURRICULUM VITAE

A. A curriculum vitae shall be submitted by each faculty applicant. When an applicant receives appointment that curriculum

period beginning August 16 and ending August

4.8.3.9 TUITION WAIVER

A 10 percent tuition waiver for Dordt University is extended to the spouse and dependents. The tuition waiver will continue for one year after marriage of a dependent.

4.8.3.10 WORKER'S COMPENSATION INSURANCE [HL 7.5.23]

4.8.4 BENEFITS FOR ASSISTANT ADJUNCT FACULTY AND TUTORIAL PERSONNEL

4.8.4.1 COMPUTER ACCOUNT ACCESS [HL 7.5.3]

4.8.4.2 FACULTY DEVELOPMENT FUNDS

Conference and professional membership funds are provided at the rate of $ per [illegible] calculated at the beginning of each academic year for current assignment. These funds may be used to help pay for conf attendance, professional memberships, or books for professional development related to the teaching assignment. These funds will expire on June 30, and eligible reimbursement requests must be submitte the business office before July 15 [illegible] they will not be approved.

4.8.4.3 PROFESSIONAL LIABILITY INSURANCE [HL 7.5.16]

4.8.4.4 ROUNDTRIP MILEAGE [HL 4.8.3.7]

4.8.4.5 SOCIAL SECURITY [HL 7.5.20]

4.8.4.6 WORKER'S COMPENSATION INSURANCE [HL 7.5.23]

4.9 ACADEMIC FREEDOM

Academic freedom is defined in chapter VII of *The Educational Task of Dordt University*

4.10 FACULTY DEVELOPMENT FUNDING POLICIES AND PROCEDURES

4.10.1 INTRODUCTION

The faculty development program is primarily designed to enhance teaching and student learning.

limit funding in the fall semester to 40 percent of available funding in this category.

B. Application. A full application shall be submitted online via the Kielstra Center website after discussion with the faculty member's division dean at least five weeks prior to the conference. To receive full consideration, applications should be submitted by October 1 for conferences happening the following January – June; by February 1 for conferences happening the following July – September; and by June 1 for conferences happening the following October – December. Response from the Kielstra Center Director will typically come within 60 days of the upcoming application deadline and the grant will be recorded in the minutes of the academic senate, and, when appropriate, the Kielstra Center website.

C. Additional Guidance: Faculty are strongly recommended to submit travel grant requests following the timeline above, even if presentations have not yet been accepted for presentation, rather than waiting until after the presentation has been accepted, in order to facilitate budgeting and improve the likelihood that budget resources are available to support the request. Generally, a faculty member may not obtain more than three professional presentation grants per fiscal year (July 1 – June 30).

D. Faculty members should be advised that the presentation may be considered for posting in the Dordt Digital Collections archive and/or required to provide a rationale for the work to not be posted.

4.10.4 OTHER GRANTS, PROJECTS, SUPPORT, AND ASSIGNMENTS

All grants, projects, and assignments are subject to approval by the vice president for academic affairs and/or the president and shall be recorded in the minutes of the academic senate, and, where appropriate, the Kielstra Center website.

A. Course release

1. Description. A course release (for an individual or collaborative project) is typically for 25-50 percent reduction of teaching load, however applications for up to 75 percent will be considered with appropriate justification (a report to the Board of Trustees will be necessary, however, if the reduction is for more than a 50 percent reduction in teaching load). An appointment normally will be for one semester, with financial support of the project possible as part of the request (e.g., additional project specific funding tied to the project requiring course release). An appointment normally cannot be combined with a graduate leave of absence to cover two consecutive semesters.

2. Application. A full application shall be submitted online via the Kielstra Center website after discussion with the faculty member's division dean by October 1 for fall semester course release (for the followin2.8 (c)35 ( )10CJ 0 Tc 0(e)2.8 (s)-3.2 (t)-2 (a)5.3 (r)-4.9 (32 (a)5.3 (o)11.3 (t)-2.5

A. The Kielstra Center will serve as an information source to employees seeking a grant from any agency.

etc.), with the permission of the creator of these materials.

3.

class time and one-half LC for each scheduled laboratory hour.

C. For one-on-one teaching assignments (e.g., individual studies, music lessons), one LC is granted for three individual students. In group lessons, one load credit is granted for nine students.

D. For a continuing team-taught course each faculty member shall normally receive 2 LCs for a 3 credit course or equivalent prorated LCs for other credit hour course.

E. LCs shall be granted as follows for supervision of students: department practicum, one LC per three students; elementary education, one LC per 3.33 sessions; secondary education, one LC per 3.33 sessions; social work, one LC per two students.

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about, or examining such issues as they affect individuals, others, society, or

B. Extramarital sexual relations. Sexual activity with anyone other than with one's spouse is prohibited. Dordt University also prohibits promoting or advocating such activity.
C. Homosexual relations. It is unacceptable to have sexual relations with someone of the same sex. Instead, unacceptable to marry or be engaged to marry a person of the same sex. Dordt University also prohibits promoting or advocating such activity.
D. Transgendered behavior. Adopting an identity discordant with one's biological sex is prohibited. Dordt University also prohibits promoting or advocating such activity.

For those persons in our community who struggle with restricting their sexual interaction to marriage as well as for those in our community who struggle with gender identity, same sex behavior, same sex attraction and/or sexual orientation issues, we aspire to be a gracious community that promotes openness and honesty. We pledge to extend compassion and care, providing assistance and accountability as we support all members of our community in their desire to live consistently with the Bible's teaching on sexual purity. Dordt University will make institutional decisions in light of this policy regarding employment, hiring, retention of employees, and continued enrollment of students.

Dordt University may, in its full discretion, determine that, as the result of conduct described as prohibited in 7.2.2.2, an individual shall be dismissed from the university.

the Title IX Coordinator, you may report your concerns to the executive director of human resources

2. Violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge or expulsion from the university.
3. No action will be taken against any employee or student because he or she reports behavior believed to violate this policy. Action will be taken to investigate and resolve all complaints of this nature. Dordt is firm in its commitment to maintain an environment free of discrimination, harassment, and inappropriate conduct

7.2.2.4 CONSENSUAL ROMANTIC RELATIONSHIPS

A. *Policy Statement*

Dordt University supports a strong family unity; therefore, sexual relationships with anyone other than one's spouse are prohibited. Furthermore, consensual romantic relationships between unmarried supervisors and their subordinates are strongly discouraged, as are such relationships between instructional staff and students. The power differential implicit in the aforementioned relationships has the potential for serious consequences that may be damaging to the individuals involved and to the university.

B. *Rationale*

Romantic relationships of the type mentioned above – even if both parties appear to have consented – are of concern for a number of reasons. In the case of instructor and students, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades,

extent possible consistent with necessary disclosure during the investigation, kept strictly confidential in office of human resources.

Retaliation (e.g., termination, compensation decrease, poor work assignments, threats of physical ha or a hostile work environment) against anyone reporting any illegal or inappropriate activity will not be tolerated and is against the law. Should w r iadW2 (y)3 ewd1.3 (n)0.5 (f)-1.9. S28 (no)0.5 (tBg)13.8 73il

Dordt University faculty and staff must exercise discretion and discernment in their relationships and activities with students. Faculty and staff should not travel overnight in the company of one student for th purpose of conference attendance, research, academic or cocurricular activities. To request an exception to this policy, please apply in writing to the vice president for academic affairs, with a brief rationale for consideration.

7.3 UNIVERSITY COMPLIANCE STANDARDS

7.3.1 EMPLOYMENT ELIGIBILITY VERIFICATION

Dordt University complies with the Immigration Reform and Control Act of 1986 and asks all new employees to provide documentation of their eligibility to be employed in the United States.

7.3.2 NONDISCRIMINATION POLICY

The commitment of Dordt University to nondiscrimination on the b.5 (o t)-2.5 (h)590 Td [(V)-2.8 (ER)-2.8

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problems as a means to restore productivity. Details regarding this program are available by contacting t office of Human Resources.

7.5.8 FAMILY AND MEDICAL LEAVE PROGRAM (FMLA)

A. As used in this policy statement, “FMLA leave” means the leave required by the federal Family and Medical Leave Act.

B. Eligibility Requirements – Subject to certain conditions, faculty members are eligible for FMLA leave if (1) they have worked for Dordt University for at least one year, (2) they have worked for Dordt University for at least 1,250 hours during the 12 months immediately preceding the start of FMLA leave, and (3) Dordt University employs at least 50 employees within 75 miles of the employee’s work site. An eligible faculty member may take FMLA leave if the leave is taken for an FMLA qualifying reason and the employee has not exhausted his or her leave entitlement in the applicable 12-month period.

C. Basic Leave Entitlements – Eligible employees are entitled to up to 12 weeks of unpaid, job protected leave, per 12-month period, for the following reasons:
   1. For incapacity due to pregnancy, prenatal medical care, or childbirth;
   2. To care for the employee’s child after birth or placement for adoption or foster care;
   3. To care for the employee’s spouse, son, daughter or parent who has a serious health condition;
   4. For a serious health condition that makes the employee unable to perform the employee’s job; o
   5. Because of any Qualifying Exigency (see Military Family Leave Entitlements below).

D. For purposes of FMLA leave based on any of the reasons described above, the 12-month period is a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

E. Military Family Leave Entitlements -
   1. Qualifying Exigency Leave – Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status in a foreign country may use their 12-week FMLA leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-employment reintegration briefings.
   2. Military Caregiver Leave – In addition to the basic types of leave entitlements listed above, the FMLA includes a special leave entitlement that permits eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered servicemember to take up to 26 weeks of leave during a single 12-month period to care for that covered servicemember. The single 12-month

health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

G. Employee Responsibilities -

1. Employees must contact human resources to request leave. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable.
2. Employees must provide sufficient information for Dordt University to determine if the leave may qualify for FMLA protection and to determine the anticipated timing and duration of the FMLA leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform human resources if the requested leave is for a reason for which FMLA leave was previously taken or certified.
3. If an employee fails to comply with the responsibilities described above, FMLA leave may be denied or delayed. If FMLA leave is denied or delayed, and the employee misses or has missed work anyway, the employee's absences could result in discipline, up to and including termination.

placement of a healthy child for adoption or foster care may be taken intermittently or through a reduced work schedule. An employee's entitlement to FMLA leave for a birth or placement expires at the end of the 12-month period beginning on the date of th

tuition responsibility is the amount of tuition that is due after child, alter-
nate revenue, bus
reimbursement discounts, church support, other sources, and ESA funds have been applied. If an emplo
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employed at the university at least one full year shall be eligible for up to two weeks of paid leave by submitting an application form to the executive director of human resources & organizational developme
Leave available under this policy must be used within three months of the adoption or birth. This leave is in addition to any benefits for which the employee may be eligible under the childbirth leave policy (FH 7.5.12.2). Parental and childbirth leave is run concurrently with any FMLA leave. Additional unpaid leave may be applied for as outlined in the family and medical leave program (FH 7.5.8).

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7.5.12.4 MILITARY LEAVE

Dordt University will comply with all applicable laws regarding military leaves of absence. To request a leave of absence for military duty, the employee must furnish the university with written proof of service requirements 2 weeks in advance of service dates or as soon as otherwise feasible. Additional informati regarding military leave is available from the executive director of human resources & organizational development.

7.5.13 LIFE INSURANCE

Premiums are paid by the university for term life insurance for each full-time employee. Eligible employees will begin coverage on the first day of employment. All eligible full-time employees have the option of purchasing additional life insurance coverage through payroll deduction. For more information and current supplemental life insurance rates, contact the office of human resources.

7.5.14 MEDICAL INSURANCE

Employees working 75% full-time or 30 hours per week are eligible for medical and dental insurance for themselves and their eligible immediate family. Eligible immediate family includes the employee's spouse and children under age 26. Working spouses who work 30 hours or more per week and are eligible for their employer coverage must select that plan as their primary coverage and Dordt's plan can serve as their secondary plan. See the summary plan description of the medical plan for additional details.

A. Coverage begins on the first day of employment. Coverage for affected parties will cease at the end of the month in which a coverage change event occurs (for example, coverage for an employee will cease at the end of the month in which he/she resigns).

B. COBRA INFORMATION

1. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances, such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.
2. The office of human resources will be responsible for informing employees and their family members how to elect continuation coverage. If an event occurs that entitles one to elect COBRA coverage and, if required, one properly notifies the university of it, the university must give notice stating one's right to choose to continue coverage under the plan. Each will have at least 60 days from the date of that notice to choose COBRA coverage or lose all rights to those benefits.

C. For those who need to obtain a certificate of credible coverage to show proof that they were covered a specific time period on the Dordt University group health insurance plan, they should contact the Human Resource

employee must be at least age 21 and completed one year of service (1,000 hours within a twelve-month period measured from the employee's hire date). Matching contributions are not available for employees who are excluded according to the terms of our summary plan description. A summary plan description is made available on the internal website available to employees or by a request submitted to the HR Office. The summary plan description describes the Retirement Plan's rule features in greater detail, including eligibility, elective deferrals, matching contributions, investment options, and distributions.

7.5.18 SOCIAL SECURITY

Dordt University participates in the Social Security program. Social Security is based on an employer/em relationship, and the amounts deducted are those required by law.

7.5.19 TUITION WAIVER

A. Full-time faculty members, administrative officers, and staff employee, spouse, and dependents (as determined by financial aid regulations) are entitled to up to ½ the tuition rate as a student at Dordt, at either the undergraduate or graduate level.
B. Part-time employees at 50% full time equivalence (FTE) or more will be entitled to up to ½ the tuition rate as a student at Dordt, at either the undergraduate or graduate level.
   1. The tuition waiver is extended, at either the undergraduate or graduate level, to the spouse and dependents of part-time staff members who work 50% FTE or more. This benefit excludes graduate assistant and tutorial adjuncts, regular or seasonal temporary hires, and students enrolled in the graduate program.
   2. Those meeting these eligibility requirements and working 74% FTE will receive up to a 25 percent discount of the current tuition rate for their spouse or dependents. Those meeting these eligibility requirements and working 75% FTE will receive up to a 40% discount of the current tuition rate for their spouse or dependents.
C. The tuition waiver will continue for one year after the marriage of a dependent child as defined by Financial Aid regulations.
D. Dependent children shall be eligible for the reduced tuition rate until age 25.
E. The tuition waiver applies to all Dordt University, on or off-campus programs sponsored by Dordt or the CCCU. The tuition waiver does not apply to audited courses, tuition overload fees, music lessons, or programs offered through other universities.
F. The employee's eligibility for the tuition waiver ends immediately upon termination of employment; however, the university reserves the right to review each situation on an individual basis.

7.5.20 UNEMPLOYMENT INSURANCE

All employees are covered by unemployment insurance. It is not intended to cover voluntary resignation Current benefits and information may be obtained from the Iowa Workforce Development office.

7.5.21 WORKER'S COMPENSATION INSURANCE

Worker's compensation insurance provides compensation for medical bills incurred and lost wages to employees who are injured while on the job or have a sickness related to employment. Employees must notify their supervisor and the office of human resources immediately, no matter how minor the incident, so that their rights may be protected and a proper claim form completed.

7.6 RETIREMENT

7.6.1 RETIREMENT FORMALITIES

If an employee is dissatisfied with an aspect of his or her employment, believes that a policy or practi

7. Annual Notices In compliance with the requirements of the Jeanne Clery

items. Unsupported items are hardware and software that is no longer supported by the manufacture
Computer Services. Certain computer hardware and software are known to cause communication, s
compatibility, or other problems. Computer Services may request that such hardware or software not be use

7.9 FISCAL MATTERS

7.9.1 THE BUDGET

7.9.1.1 ANNUAL BUDGET DEVELOPMENT

A. Introduction

The annual budget is under development from September to April, under the direction of the president and the supervision of the vice president for finance and risk management. All entities of the university have input into the process.

The process, beginning in September, projects income and expenses for the next academic year. Fo example, discussions about salary anticipates implementation thirteen months later, and departmental budget requests are made almost a year before spent. Although projecting incomes and expenses at such a temporal distance is imprecise, the budget process needs that kind of lead time. T process makes some allowance for adjustments, based on the fiscal experience of the intervening fisc and anticipated enrollments in the fall of each new fiscal year.

The Board of Trustees is the ultimate body to set budgets, which may be adjusted as late as Octobe each fiscal year. The fiscal year of Dordt University begins July 1 and ends June 30.

B. Calendar

August	The administrative cabinet reviews enrollment projections.
September/ October	The Finance Committee considers tuition and fee rates for the projected fiscal year and recommends approval by the Board of Trustees.
October	The Board of Trustees considers tuition and fee rates for the projected fisca
November	The vice president for finance and risk management distributes to department, division and graduate program chairs departmental budget request forms for the projected fiscal year.
November/ December	Department, division and graduate program chairs submit budget requests to th officers. The vice president for finance and risk management meets with approximately 1/3 of the department, division and graduate program chairs, along with their Cabinet officer, t do a deep dive review of their individual budgets.
January/ February	The administrative cabinet prioritizes projected staffing and facility needs an revenue streams. The compensation advisory committee begins discussion guidelines and benefits. The administrative cabinet review and prioritize budget requests received from department, division, and graduate program chairs.
March	The president receives all projected budget requests from cabinet members.
March/April	The Finance Committee considers staffing and salary projections for the proje along with the projected budget, and recommends approval by the Board of
April	The Board of Trustees considers staffing and salary projections for the proje projected budget is tentatively approved by the Board of Trustees.
July 1	The projected budget now becomes the tentative current budget.
August	The executive committee considers/approves revisions of the current budget
September	In view of actual enrollments, the executive committee, if necessary, makes the current budget.
October	The Board of Trustees approves revisions in the budget and gives final appr budget.

7.9.1.2 DEPARTMENTAL AND PROGRAM BUDGET POLICIES

Academic deans shall review each line item and provide written rationale for increases, and if possible, to show how the increase will be offset by reductions in other line items. Academic deans shall submit their budget requests electronically and in keeping with the calendar deadlines.

A. Workstudy: Departments and graduate programs are reminded that student pay is a form of financial aid and that student jobs must be meaningful and productive. Faculty members and staff are responsible to teach good work habits to the students in their employ. The pay rate is set and announced annually during the budgeting process.
B. Mileage Rate: The business office publishes annually the mileage rates for a variety of vehicles [illegible]
C. Group Excursions and Conferences: The primary goal of departmental travel budgets must be instructional. Travel funds must be used to develop and implement educational strategies that put students in contact with professionals, enviro[illegible]9.9 (o)0.5 (f)-n,[.5 (d)0.5 (e)2.8 (v)2.9 (e7) d5.52.8 (v

1. Unsolicited cash gifts received by the university and designated for a particular use, such as the purcha of a specified piece of equipment, are subject to the following guidelines.
2. Gifts of $100 or more. The vice president for university advancement will notify the administrator responsible for the department or area of the university designated to receive the gift; the administrator will consult with staff members involved in deciding how to use the gift. If possible, the gift shall be used as designated by the donor. If impossible to use as designated, or if the gift amount inadequate for the intended purpose, the vice president for university advancement shall be notified and will contact the donor to work out alternatives.
3. Gifts of less than $100. The donor is to be contacted by the vice president for university advancemen and encouraged to allow the gift to be used for the general benefit of the university.

D. All gifts of cash or securities received directly from a donor by a department or administrative unit of university must be submitted to the office of university advancement for gift accounting and acknowledgment.

E. All gifts of property or service to the university must be reported to the office of university advancement for gift accounting and acknowledgement.

7.9.6 PURCHASING

Employees are not permitted to make purchases on behalf of the university without prior approval by the department supervisor.

7.10 WORKING OUTSIDE OF THE UNIVERSITY

A full-time faculty member's primary employment responsibility is to provide high quality service to the university. The acceptance of any outside pursuit or employment that may hinder the fulfillment of this responsibility must be avoided. If a person is in doubt concerning the wisdom of engaging in an outside activity, the matter shall be discussed with the dean. Regularly occurring outside employment shall be communicated in writing to and reviewed annually by the dean.

7.11 COPYRIGHT COMPLIANCE POLICY

A. STATEMENT OF VALUES

We at Dordt University recognize and respect intellectual property rights and are committed to fulfilling our moral and legal obligations with respect to our use of copyrighted works.

B.

2. Dordt University designates the Director of Library Services as the copyright officer to administer our copyright policy. The Director of Library Services can help to determine whether a work is covered by fair use, the TEACH Act, or existing licenses and can provide advice on how to handle any special copyright issues.

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A conflict of interest exists when an employee has an outside interest that has the potential of being at variance with the best interests of the university. When an employee's outside interests, whether real or perceived, could conflict with his or her duty to the best interest of Dordt University, a conflict of interest arises. The test of a conflict of interest is not just whether the employee is actually influenced by

9. Ensure that changes in policy, procedure, program, or strategic planning in one area of the university are clearly communicated to those in other areas of the university while ensuring that those directly affected by such changes have been consulted during the decision-making process

May 1 and August 1	Cabinet members invite the submission of proposed c the Faculty Handbook and the Staff Handbook.
October 31	Deadline for submitting proposed changes, all of which shall be shared with the faculty officers.
January 15	Deadline for appropriate bodies (those affected by the changes) to have processed the proposals
When absolutely necessary	this schedule may be shortened, but shall always inclu two aforementioned steps.
April	Submission to the Board of Trustees for approval, rej revision

Adopted revisions shall be effective August 1, or on a date set by the Board of

1. The committee shall consist of a minimum of six eligible faculty members with at least one representative elected from each division. Committee members must be on extended contracts. In years of higher candidate numbers, additional representatives may be elected to achieve a ratio of approximately three FSC members to one applicant. No one division may have 40% or more of the membership. The committee shall elect its own chair and may elect a vice-chair.
2. Vice president for academic affairs (*ex officio*)

B. Duties/mandate: Participate in the contract renewal/appeal process as defined in FH 4.4
C. Responsible to the vice president for academic affairs

9.2.5 GRADUATE STUDIES COMMITTEE

A. Membership
   1. Up to a maximum of six current directors of master level programs (*ex officio*)
   2. One member appointed by the vice president for academic affairs to serve as chair
   3. One faculty member from each division (with selection based on current or future interest in graduate programming) appointed by the vice president for academic affairs
   4. Registrar
B. Duties/mandate: In appropriate consultation with the respective department or program proposing
   1. Establish and review policies and criteria for programs, admission, retention, graduation, and candidacy, and
   2. Review and approve new program initiatives and changes in the program
C. Responsible to the vice president for academic affairs

9.2.6 ASSESSMENT AND PROGRAM REVIEW COMMITTEE

A. Membership (vice president for academic affairs appoints the chair)
   1. Director of assessment
   2. Faculty members appointed by the vice president for academic affairs, one from each academic division, one from a graduate program, and two at-large
   3. One professional staff member from student services
   4. Registrar/director of institutional research
   5. Two students—one student government member
B. Duties/mandate
   1. Regularly review the student learning assessment process of curricular and cocurricular programs to ensure alignment with the parameters of curricular organization and curricular goals as articulated in *The Educational Framework of Dordt University*.
   2. Coordinate, monitor, evaluate, and guide student learning assessment processes and
   3. Provide consultation to departments and programs on assessment tools and procedures, interpretation of results, and implications for curricular or program
   4. Educate the camp2.63dPing as as59-iPhasosa eoe

B. Duties/mandate
   1. Develop and promote a vision and goals for athletics programs at
   2. Establish, monitor, and regularly review policies regarding intercolleg[illegible]ints, scheduling of athletic events, membership in athletic conferences, eligibility requirements, and athletic awards. Proposed policies that have broader ramifications shall be brought to the appropriate committee for action.
   3. Advise the director of athletics regarding evaluating the impact of athletics [illegible]rs and development
   4. Advise the director of athletics regarding evaluation of coaches
   5. Advise the director of athletics regarding scholarships and funding for athletic programs
C. Responsible to the director of athletics

9.5.2 STUDENT LIFE COMMITTEE

A. Membership
   1. Vice president for student success (ex officio)
   2. Director of residence life
   3. Director of athletics
   4. Three faculty members (ordinarily one representative from fine arts and communication/humanities divisions, one from business administration and pub[illegible] service/education and human sciences divisions, and one from mathematics ar[illegible]cal sciences/natural sciences divisions), appointed by the vice president for academic affairs in consultation with the vice president for student success
   5. Three students (one sophomore, one junior, and one senior; at least one stud[illegible] government member)
B. Duties/mandate
   1. Establish and review student life policies as articulated in the *Student Handbook* [HL] 1.

both faculty members and students

2. Develop and evaluate institutional goals and benchmarks for research and scholarship; act as advocate for reaching these goals
3. Define and review goals and metrics to ensure the necessary faculty/administrative/financial support for a thriving program of research and scholarship
4. Develop facilitating structures for research and scholarship, including, but not limited to, proposal writing and identifying external funding sources
5. Assist the dean for research and scholarship, as appropriate, in evaluating faculty and student research proposals for internal funding (e.g., Andreas Center, faculty development,

C. Responsible to the director for research and scholarship

REPORTING DIRECTLY TO THE DIVISION DEAN FOR THE BIOLOGY DEPARTMENT

9.5.7 PREMEDICAL ADVISORY COMMITTEE

A. Membership
   1. Three or four faculty members (appointed by the vice president for academic affairs) who routinely teach courses in the premedical program. The chair also serves as primary premedical

APPENDIX A

ARTICLES OF INCORPORATION

RESTATED ARTICLES OF INCORPORATION
OF
DORDT UNIVERSITY, INCORPORATED

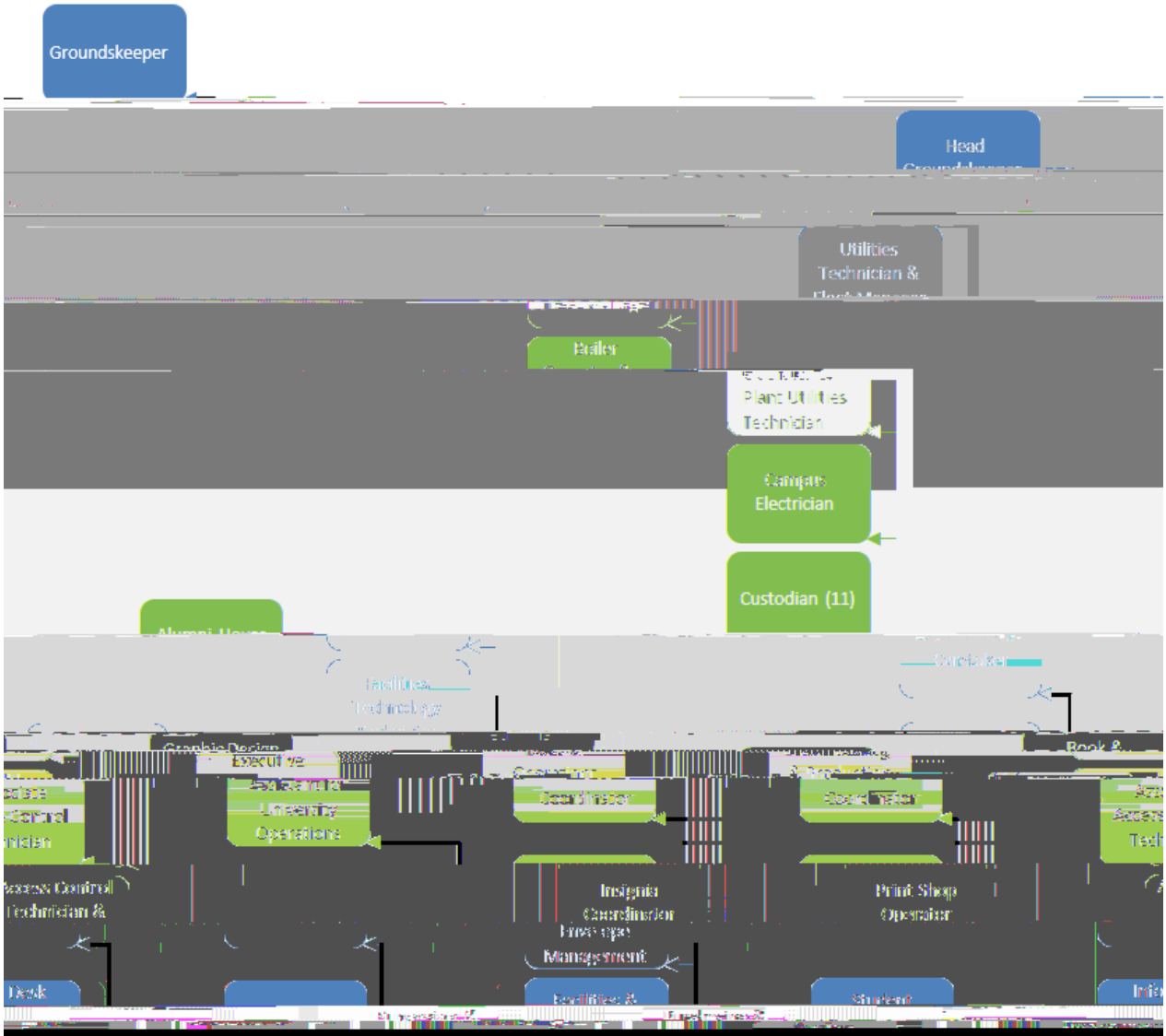
TO THE SECRETARY OF THE STATE OF IOWA
Pursuant to provisions of Section 39 of the Iowa Nonprofit Corporation Act, the undersigned corporation adopts following Restated Articles of Incorporation:

ARTICLE I: NAME

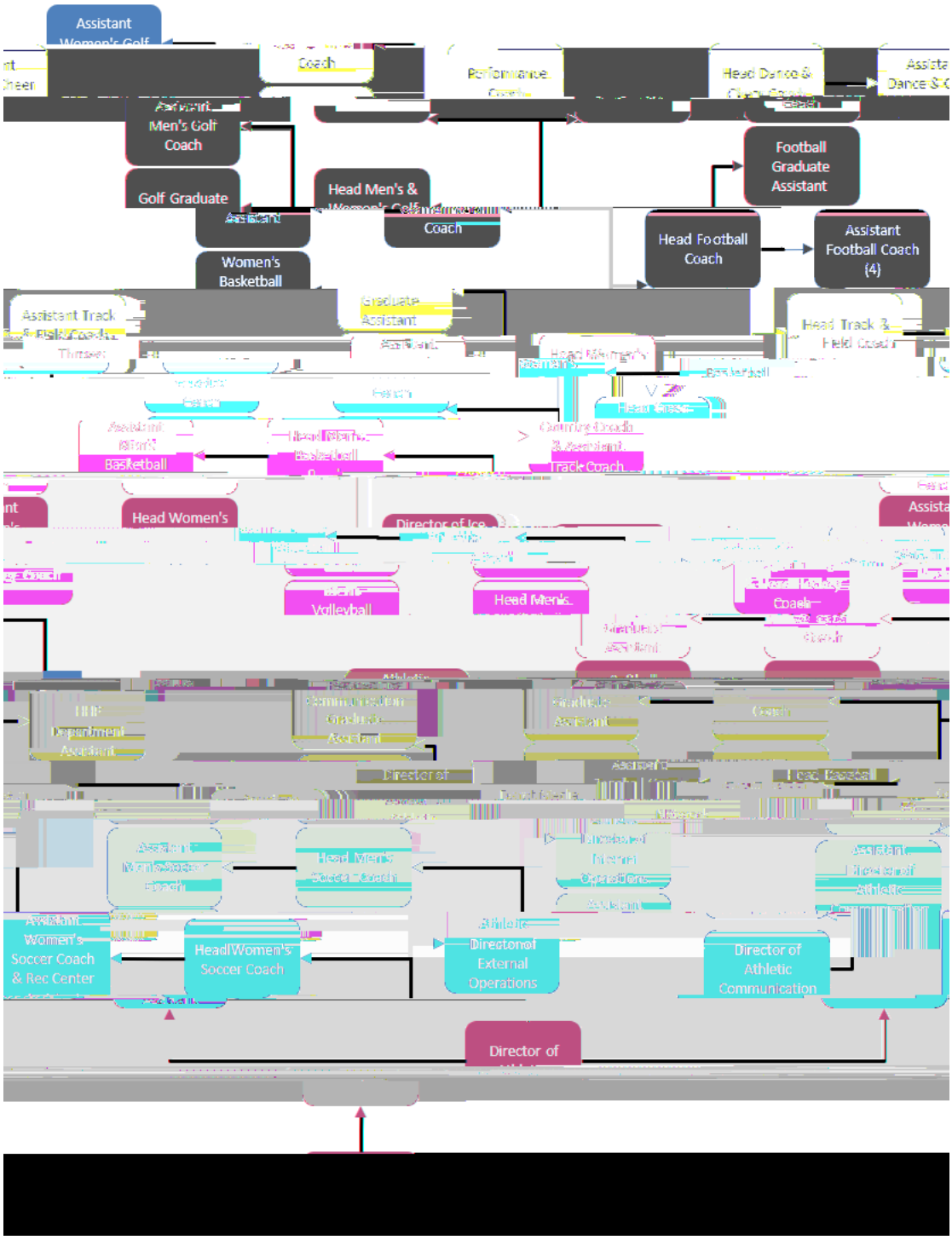
The name of the corporation is Dordt University, Incorporated. The principal office of the corporation is located at Sioux Center, Sioux County, Iowa. 34 0 0 49.g3 (t)-2.5 (io)N3.5 (t)-246 (a)-5.6 (t)-2.5 (.5 (c)1EMC

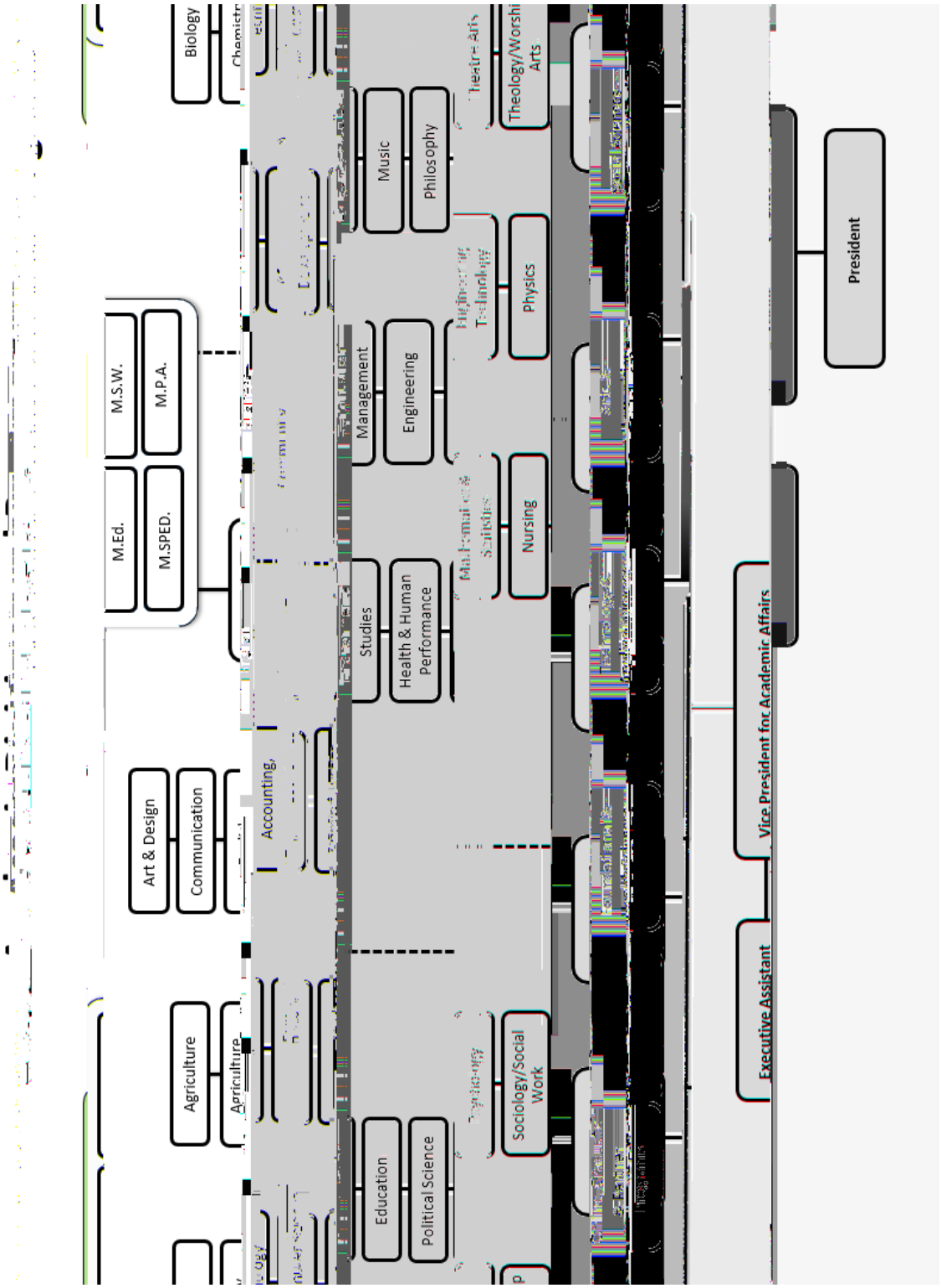
IV. Amendment to the Articles of Incorporation or By-laws

The corporation through the Board of Trustees may, at any regular meeting or any special meeting called purpose, amend its Articles of Incorporation or By-laws


Groundskeeper
Head
Utilities
Technician &
Plant Utilities
Technician
Campus
Electrician
Custodian (11)
Graphic Design
Executive
Operations
Insignia
Coordinator
Print Shop
Operator
Management

Student Care Specialist
Director of Faith


Assistant
Men's Golf Coach
Golf Graduate
Women's Basketball
Football Graduate Assistant
Head Football Coach
Assistant Football Coach (4)
Graduate Assistant
Basketball
Track Coach
Head Women's
Volleyball
Head Men's
Coach
Director of
Assistant Women's Soccer Coach & Rec Center
Head Women's Soccer Coach
Director of External Operations
Director of Athletic Communication
Director of


President
Vice President for Academic Affairs
Executive Assistant
Biology
M.Ed.
M.S.W.
M.SPED.
M.P.A.
Art & Design
Communication
Accounting,
Agriculture
Agriculture
Education
Political Science
Sociology/Social Work
Studies
Health & Human Performance
Management
Engineering
Nursing
Physics
Music
Philosophy
Theology/Worshi
Arts