



PIEDMONT
INTERNATIONAL
UNIVERSITY

Faculty Handbook

Revised 2018

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FOREWORD

This Faculty Handbook is prepared to provide each member of the Faculty of Piedmont International University with a helpful guide to vital information about the University. It presents those policies and procedures that are in effect. Therefore, thorough familiarity with the contents of this manual will help to keep misunderstandings at a minimum and assure the efficient functioning of the academic program of the University.

The experienced members of the Faculty will find this handbook useful in checking procedures and in improving the quality of work.

New faculty members will find the Faculty Handbook a good means by which to acquaint themselves with Piedmont's concepts, activities, and methods. The Handbook will enable them to adjust more quickly to life here.

The Administration, Faculty, and Staff count it a privilege to work together in this great ministry for the Lord. The idea of the working relationship is a team effort. Teamwork means that all are under the same leadership, namely, that of the Lord. It is vital that all work **together** to serve Him to the best of everyone's abilities.

Because policies and procedures need to be updated from time to time, the Faculty Handbook is designed to accomplish necessary changes with the least amount of time and expense. The online format provides quick and easy access to the Faculty Handbook as well as the ability for each of you to print needed pages. The dates at the conclusion of a policy indicate a recent revision. Suggestions for revisions are welcome and may be submitted for consideration to the Provost.

PIEDMONT INTERNATIONAL UNIVERSITY PROFILE

INSTITUTIONAL MISSION

Piedmont International University is an established provider of quality, Bible-centered higher education for effective lifetime ministry. We are driven by our love for students and alumni and are committed to their success. We serve churches by equipping leaders to obey the Great Commandment and fulfill the Great Commission.

SEMINARY MISSION

Anchored in the general mission of Piedmont International University, the mission of the Seminary is to equip post-graduate students for more effective service as pastors, associate pastors, evangelists, missionaries, church education leaders, Bible college and seminary professors, and Christian leaders through advanced biblical, theological, and professional studies.

BIBLICAL EDUCATION

Biblical and theological studies at Piedmont International University aim to inculcate comprehensive biblical and theological knowledge. The knowledge provides the essential data for forming a Christian world view and for developing an effective Christian witness and a philosophy of ministry.

GENERAL EDUCATION

General education studies provide a general understanding of the world including the appropriate use of spoken and written English, a broad view of history, an understanding of social institutions, a comprehension of human nature, an appreciation of cultural values, and a general knowledge of science. Bible courses also have general education value. The integrating principle in general education, giving unity and significance to knowledge, is biblical theism.

PROFESSIONAL EDUCATION

Professional studies offer practical help needed for the development of specialized skills, knowledge, and attitudes necessary for competent Christian service. Professional education includes preparation for effective Christian witness and specific practical training in a variety of vocational programs.

GENERAL OBJECTIVES

Christian Maturity - To cultivate Christian living so that graduates will

- practice a quiet time in the Scriptures
- demonstrate an effective prayer life
- witness to others of the salvation available through Jesus Christ
- join, faithfully attend, and actively serve in a Bible-believing local church
- exhibit holy character through obedience to Christian principles
- obey the will of God for their lives

Biblical Knowledge - To inculcate a comprehensive knowledge of the Bible so that graduates will

- develop a thorough working knowledge of Bible doctrine and systematic theology
- cultivate a biblical world-view
- interpret accurately the Bible using the Dispensational, Premillennial hermeneutic

Christian Service - To instill a vision for and commitment to Christian service so that graduates will

- engage in vocational Christian service as God leads
- serve effectively in a local church ministry
- involve themselves in the cause of world missions

General Education - To broaden the general education of our students for effective living as Christian citizens and workers so that graduates will

- communicate effectively in speech and writing, demonstrating skills such as creative expression, exposition, and argumentation
- interpret and evaluate experiences, literature, language, and ideas in critical, logical, and constructive ways
- develop aesthetic sensitivities and enhanced creativity
- cultivate knowledge of other cultures and appreciation for diversity
- construct a historical nexus for an appreciation of all other disciplines

Professional Skills - To teach students the specialized skills, knowledge, and attitudes necessary for competent Christian service so that graduates will

- minister as pastors, church staff members, evangelists, missionaries, Christian educators
- exhibit traits and skills necessary for spiritual leadership
- be equipped to enter graduate-level professional programs of study

Personal Growth - To foster the personal development of the individual student so that graduates will

- practice a wholesome balance in diet, exercise, rest, and recreation
- synthesize biblical principles of physical, emotional, and social health
- demonstrate habits of courtesy and thoughtfulness
- exhibit social skills and graces

STATEMENT OF FAITH

The Scriptures

We believe that the Holy Bible was written by men divinely inspired and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth, without any mixture of error, for its matter; that it reveals the principles by which God will judge us; and therefore, is and will remain to the end of the world, the true center of Christian union and the supreme standard by which conduct, creeds, and religious opinions should be tried.

The Godhead

There is one and only one living and true God, an intelligent, spiritual and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfection, to whom we owe the highest love, reverence and obedience. He is revealed to us as a Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.

God the Son

We believe that the Lord Jesus Christ was begotten of the Holy Spirit without a human father, born of a virgin, and is truly God and truly man, that His deity is absolute, wholly unique, and singular.

God the Holy Spirit

We believe in the personality and deity of the Holy Spirit, the third person of the Trinity, who is the divine interpreter of the infallible Word, who convicts the world, regenerates and indwells every true believer, testifies of Christ, energizes, enlightens and constrains in the way of holiness.

The Fall of Man

We believe, according to the teachings of Scripture that man was created a moral being in the image of God after His likeness, but man by voluntary transgression fell from his original sinless state. In consequence, the whole human race was involved in guilt, making all mankind now sinners, depraved in nature, spiritually dead, subject to the powers of evil, void of holiness, positively inclined to evil, and hopeless apart from divine grace.

The Resurrection of Christ

We believe in the resurrection of the crucified body of Christ; that this body, which was raised from the dead according to the Scriptures, was a literal body consisting of flesh and bone and that He ascended into Heaven and "sitteth on the right hand of God" as the believer's High Priest and Advocate.

The Way of Salvation

We believe that salvation, according to the Scriptures, is wholly by grace through faith plus nothing. This salvation of the ill-deserving sinner is based upon the finished work of the Lord Jesus Christ, who became the sinner's substitute before God and died a propitiatory sacrifice for the sins of the whole world. Since the natural man is dead in trespasses and sins, at enmity against God, and blinded by sin and Satan to his own condition, it is only through the operation of the Holy Spirit using the Word that man is brought to repentance and faith. No degree of reformation, however great; no attainment in morality, however refined; no culture, however attractive; no ordinance or

ceremony, however ancient and sacred; no feeling, however satisfying; no sincerity, howsoever approved; no church membership, however authenticated, can in the least degree add to the value of the precious blood or to the merits of that finished work wrought for us by the Lord Jesus Christ.

Justification

Justification is God's gracious and full acquittal, upon principles of righteousness, of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any work of righteousness which we have done, but as a state of most blessed peace and favor with God, and secures every other needed blessing.

The Freeness of Salvation

The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher, Savior, and Lord.

The Security of the Believer

We believe that all born-again persons are eternally secure in Christ, since the Scriptures teach that our justification before God alone rests upon the finished work of Christ and forever remains the unchanging grounds of the believer's faith. This security is further guaranteed by the continuous High Priestly work of Christ in Heaven itself and by the work of the Holy Spirit who wrought in the believer regeneration and performs an unceasing ministry within his soul.

The Church

We believe that the church, the body of Christ, is composed of all those who have true faith in the Lord Jesus Christ. We further believe that the visible church or assembly is a congregation of baptized believers associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, the true head of the church; looking to the Holy Spirit, the administrator, for guidance in exercising the gifts, rights, and privileges invested in the believer by His Work.

The Obligation to Holiness

We believe that all believers in the Lord Jesus Christ are called into a life of separation from the world to which they have been crucified by the death of Christ, and should abstain from worldly lust and such practices and habits as will retard spiritual growth or cause others to stumble and thus bring reproach upon the cross of Christ. The believer is called upon to walk worthily, keeping himself unspotted from the world, and to be zealous of good works.

The Evangelization of the World

We believe in the evangelization of the world, placing emphasis upon the task of reaching the individual with the gospel and its implications, and that no humanitarian and philanthropic schemes may be substituted for the preaching of the Cross.

Bible Interpretation

We believe in accepting the literal teaching of the Word. "When the plain sense of Scripture makes common sense, seek no other sense." Therefore, every declaration is to be taken in its primary, ordinary, literal, and its most obvious meaning unless the facts of the context and the well-defined laws of language clearly indicate the terms

either to be symbolic or figurative and not literal. Whatever is not literal must be explained in the light of other passages which are literal.

Creation

We believe in the Genesis account of creation, which teaches that all things found their origin in God Who created by His own fiat, instantaneously, every living thing after its kind.

The Return of Christ

We believe, according to Scriptures, in the sure return of the Lord Jesus Christ; that this second coming will be a literal, bodily, personal return; that His coming for His bride, the Church, constitutes the "Blessed Hope" set before us, for which we should be constantly looking. We believe that His coming will be premillennial.

Eschatology

(1) The righteous dead.

We believe that the souls of those who trusted in Christ for salvation will go immediately at death into His presence and there remain in conscious bliss until the resurrection of the righteous dead at the second coming when soul and body shall be reunited to ever be with the Lord in glory.

(2) The unrighteous dead.

We believe that the souls of the lost remain after death in conscious misery until the final judgment of the great white throne when the soul and body will be reunited in resurrection to be arraigned before God in judgment and then cast "into the lake of fire which is the second death" to be "punished with everlasting destruction from the presence of the Lord and the glory of His power."

Satan

We believe in the reality of the person of Satan, "that old serpent, called the Devil and Satan, which deceiveth the whole world."

POINTS OF CONVICTION

A. Civil government

We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) the church, and (3) the state. Every person is subject to these authorities, but all, including the authorities themselves, are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; I Pet. 2:13-14)

B. Human sexuality

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery,

and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

C. Family relationships

We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Gen. 1:26-28; Exod. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-13; Mk. 10:6-12; I Cor. 7:1-16; Gal. 3:28; Eph. 5:21-33, 6:1-4; Col. 3:18-21; I Tim. 2:8-15, 3:4-5, 12; Heb. 13:4; I Pet. 3:1-7)

D. Lawsuits between Believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Cor. 6:1-8; Eph. 4:31-32)

E. Abortion

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5, 139:14-16; Isa. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:44)

CODE OF CONDUCT

Piedmont International University functions as a community of believers joined together for the specific purpose of preparing men and women for Christian ministry. To realize this purpose, it is fundamental that all members of the community should be expected to adopt a biblical lifestyle. Scripture specifically prohibits stealing, drunkenness, sexual immorality, lying, cheating, gossiping, backbiting, profane language, occult practices, and attitudes such as pride, lust, bitterness, harmful discrimination, jealousy, and an unforgiving spirit. These are clearly understood to be biblical prohibitions that are binding upon every believer.

In addition, Piedmont International University has adopted rules which are considered necessary for maintaining a climate conducive to the fulfillment of its goals and purposes. The personal standards for Christian workers must be on the highest plane in

order to enhance their ministries. For this reason, Piedmont International University desires to help students choose lifelong spiritual values, adopt Christian principles of conduct, develop a sensitivity to the conscience of the evangelical public, and uphold the integrity of a believer's testimony.

Furthermore, Piedmont International University expects members of the Piedmont International University community to use discretion in areas that are not regulated. The choice of TV programs, music, reading material, videos, and coliseum events should be matters of concern for every Christian. Furthermore, personal associations and use of the Lord's Day need to be carefully considered by each student in the light of one's personal testimony and spiritual walk. Proper discretion becomes extremely important in the community situation.

Piedmont International University recognizes that standards and restrictions in themselves do not produce spirituality. While all Christians do not agree on what should or should not be included in such rules, these minimal standards have been adopted by Piedmont International University to further its institutional objectives and to maintain its institutional integrity.

Piedmont International University requires all members of the community to refrain from the following:

- Immorality, homosexuality, adultery, fornication, and any other deviant form of sexual behavior.
- Possession and/or use of pornographic material in any form.
- Membership in or association with oath bound or occult societies.
- Possession and/or use of alcoholic beverages.
- Illegal and improper possession and/or use of narcotics, drugs, and hallucinogens (including marijuana).
- Attendance at night clubs, bars, and similar places.
- Social dancing.
- Use of tobacco in any form.
- Gambling in any form.

PIEDMONT'S DOCTRINAL POSITION

The doctrinal statement of Piedmont International University is fully stated above and in such documents as the University catalog and is also available in printed form. It is important that every faculty member be in accordance with the totality of the doctrinal statement.

There are certain matters that we feel are inherent in the doctrinal statement, but perhaps are not as clearly stated there as we would desire. Yet, every faculty member is expected to be in total agreement with these and by practice as well as in teaching should be able to wholeheartedly agree to the following:

1. A basic loyalty to the local church. This means that every faculty member is expected to support his local church with his presence and his funds. It is difficult because of travel and other responsibilities to be physically

present at every service, but somehow every faculty member should be able to convey this loyalty to the local church in such a way that it will be evident.

2. The conviction that the Lord's return may be at any moment and that there are no further activities necessary to be completed before He returns. This is commonly called the pre-tribulation rapture.
3. The belief that Jesus Christ died a substitutionary death for the whole world. This means that in spirit an individual teaching at Piedmont International University would not be able to hold to what is commonly called "a limited atonement." More specifically, he would not be able to espouse the spirit of what is commonly called "Five-Point Calvinism."
4. The practice of separation from the world. This means that a Piedmont International University faculty member will practice both personal separation as well as ecclesiastical separation. As such, it means that the individual will abstain from worldly practices such as the use of tobacco in any form, partaking of drugs, dancing, and any other form of worldly amusement.

In the area of ecclesiastical separation, it means that a Piedmont faculty member will not be a member of a church that is in fellowship with an organization which is definitely apostate.

5. The spirit of Christian love which will be evident in the life and practice of every faculty member. In the day and age in which we live, so many are negating basic Christianity by developing a superficial Christianity based on standards and practice rather than character, conviction, and compassion. Holiness and righteousness must always be balanced by love.

DOCTRINAL HIRING GRID

In addition to the requirement to sign the Piedmont doctrinal statement without mental reservation, full-time graduate and full-time Bible faculty must also adhere to the following clarifications. Rejection of any one point would preclude hiring.

1. The Scriptures

- Inspiration, infallibility, and inerrancy of the Bible refer to the original autographs
- Preservation extends through extant manuscripts and translations to the extent that they are consistent with the original documents.
- Bible version/translation extremes are not accepted.

2. Godhead

- God is immutable, unchangeable in his being, and is omniscient, knowing all actual and possible events.
- The Godhead is one essence in three persons, not one person who manifests himself in different modes at different times.

- The members of the Godhead are equal in essence, but different in function.
3. *God the Son*
 - Christ could not have sinned (impeccability).
 - Christ is the eternal son of God.
 4. *God the Holy Spirit*
 - Sign gifts have ceased.
 - The Baptism of the Spirit is the work of the Holy Spirit that places believers into the body of Christ. This work began at Pentecost and will end at the Rapture.
 - The ministry of the Holy Spirit permanently indwelling all believers did not exist prior to the church age.
 5. *The Fall of Man*
 - Totality depravity affects all aspects of man, but does not prevent his ability to respond to the Word of God and Spirit of God.
 6. *The Resurrection of Christ*
 - The phrase “sitteth on the right hand of God” in the doctrinal statement does not refer to Christ sitting and/or reigning on David’s Throne.
 7. *The Way of Salvation*
 - Jesus Christ died a substitutionary death for the whole world. This means that an individual teaching at Piedmont International University would not be able to hold to what is commonly called “a limited atonement.” More specifically, he would not be able to espouse the spirit of what is commonly called “Five-Point Calvinism.”
 - Salvation is by grace through faith and only requires an individual to believe in Christ as Savior, recognizing that repentance is an integral part of believing. Commitment, discipleship, and good works flow from salvation, but none are required in order to receive the free gift of eternal life.
 - Faith precedes regeneration and faith comes by hearing the Word of God.
 8. *The Church*
 - There is a clear distinction between Israel and the Church
 - The Biblical mode of baptism is immersion.
 - The Church benefits from the New Covenant, but it was not made with the Church and the Church does not fulfill it.
 9. *Biblical Interpretation*
 - A literal interpretation of Scripture is required which includes the grammatical, historical, contextual hermeneutic.
 - Traditional dispensationalism is the result of literal interpretation and is the right approach to Biblical interpretation.
 10. *Creation*
 - God created everything out of nothing in 6 literal 24 hour days.

11. Return of Christ

- There are two distinct events. The first is the rapture of the church. The second is the second coming, which is a literal, premillennial return of Christ to set up his kingdom to reign on the earth for 1,000 years.

12. Eschatology

- Biblical Covenants and promises made with Israel are fulfilled to Israel, not the church.
- Heaven, Hell, and eternal punishment are literal.

PROFESSIONAL ETHICS

"But be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity" (I Timothy 4:12).

A trust has been imposed upon us as faculty members to be examples to the students who come here for training. What the students become in later life will largely depend upon what they see demonstrated as their lives touch our lives both in and out of classes. It is important to remember that student ideals will likely rise no higher than faculty ideals!

It is unprofessional to criticize directly or by implication the character or work of our colleagues in the presence of students or other colleagues. If the matter is of a serious nature the Scriptural principle is to go first to the brother himself.

Professional ethics require the teacher to be prompt and faithful in meeting each scheduled class session, to make himself/herself available for a reasonable number of hours for student appointments, and to be faithful and prompt in keeping them. Office hours should be posted on the office door of each faculty member.

Faculty courtesy and consideration for instructors and classes who use the same classrooms require thoughtfulness in areas such as:

- erasing boards after use and before the next class
- replacing furniture that may have been rearranged for your purpose
- reporting burned out bulbs in overhead projectors or other needed maintenance

"The disciple is not above his master: but every one that is perfect shall be as his master" (Luke 6:40).

Faculty Organization

FACULTY STATUS

The following people are granted faculty status:

1. Chief Administrators of the University: These positions are President, Provost, Vice President of Operations, and Vice President of the

Seminary. They have faculty benefits and qualify for the faculty calendar; however, they follow the calendar as negotiated with the President and Board of Trustees.

2. Full-Time Teaching Faculty: The individuals whose primary responsibility is that of teaching. They have faculty benefits and follow the faculty calendar. Additional status for long-term, adjunct faculty may be negotiated.
3. Administrative Faculty: The individuals who gain faculty status on the basis of position and participation in faculty business; they have qualifications to perform a particular position. These positions are Vice President of the Seminary, Director of Advancement, Dean of Campus & Spiritual Life, Dean of Women, Registrar, Chief Financial Officer, Director of Library, Coordinator of Academic Technology, and Director of Institutional Effectiveness. They have faculty benefits but follow the staff calendar.
4. Adjunct Faculty: part-time faculty members who only teach and are paid on a per course basis. There are no benefits except remuneration for teaching. Adjunct faculty are invited to attend faculty meetings but are not required. They do not have voting privileges. They are not required to have regalia at graduation.
5. Part-Time Faculty: An employee of the University who is either a full-time salaried employee who is asked to teach at least one course per semester or a faculty member (not full-time) who regularly teaches six or more hours per semester and who normally makes additional contributions to the institution including but not limited to academic advising and service on faculty committees. Part-time faculty may attend Faculty Meetings but are not required and are non-voting.

ACADEMIC DIVISIONS:

The University is divided into five academic schools: Moore School of Education; School of Leadership; School of Arts and Sciences; Bowman School of Bible and Theology; and Alford School of Ministry. The Bowman School of Bible and Theology and the Alford School of Ministry comprise Temple Baptist Seminary. The deans of the Schools of Education, Leadership, and Arts and Sciences report to the Provost. The deans of the Schools of Bible and Theology and Ministry report to the Vice President of the Seminary, who reports to the Provost.

ACADEMIC ADMINISTRATION

Dr. Beth Ashburn, *Provost*

Dr. Alexander Granados, *Associate Provost*

Dr. Barkev Trachian, *Vice President of Temple Baptist Seminary*

SCHOOL OF ARTS & SCIENCES

Dr. Ronald Smith, *Dean*

Miss Moriah Bias

Miss Adonna Lucas

Mr. Greg Moore

Adjunct: Mrs. Becky Bottoms
Mr. Randy Bottoms
Mrs. Nancy Epperson
Mr. John Fallahee
Dr. Jonathan Henry
Mr. Bill Kossler
Mr. Jeremy Pattisall
Mrs. Pat White

MOORE SCHOOL OF EDUCATION

Dr. Harlie Miller, *Dean*

Mrs. Kyndra Archenbronn

Mr. Kent Oviatt

Mrs. Laura Richards

Dr. Edward G. Venable

Adjunct: Dr. Beth Ashburn
Mrs. Janie Bass
Dr. Jonathan Bracewell
Dr. Cathie Chatmon
Mrs. Becky Ferrell
Mrs. Cheryl Howard
Dr. Lisa Godfrey
Mrs. Carol Manning
Dr. John Richards

SCHOOL OF LEADERSHIP

Dr. D. Brent Powell, *Interim Dean*

Dr. Nicole Lowes

Adjunct: Dr. Matt Bracewell
Dr. Randall Carman
Dr. Jeffrey Farmer
Dr. Edward Funk
Dr. Thad Harless
Dr. Fonda Harris
Dr. Craig Lawrence
Dr. Charles Morris
Dr. Glenda Riley
Dr. Lori Robertson
Dr. Jeremiah Shipp
Dr. Roger Stiles

BOWMAN SCHOOL OF BIBLE & THEOLOGY

Dr. Larry Tyler, *Dean*

Dr. Gilbert Braithwaite

Dr. Jerry Hullinger

Mr. Wayne Willis

Adjunct: Dr. Cameron Cloud
Dr. Matthew Epperson
Dr. Jeffrey Farr
Dr. John Klem
Dr. Paul Hartog
Dr. David Leuthy
Dr. Robert Lightner
Dr. Larry Oats
Dr. Larry Overstreet
Mr. Jason Seymour
Dr. Rick Snider
Dr. Mel Winstead
Dr. Peter Youmans

ALFORD SCHOOL OF MINISTRY

Dr. Tim White, Dean

Dr. Danny Cochran

Mr. Jim Hayes

Dr. Howard Owens

Dr. Shean Phillips

Dr. Tim White

Adjunct: Dr. Kevin Carson
Mr. Dustin Conner
Dr. Rob Decker
Mr. Tim Gerber
Mr. Chris Ronk
Mr. Matt Smith
Dr. Brian Upshaw

FACULTY COMMITTEES

Substantial work is done on behalf of the Faculty by Faculty Committees. Appointments are made by the Provost. Committees normally serve indefinitely, although they are reviewed yearly. The Provost is an ex-officio member of all strictly academic committees.

Academic Council

In 1996, the Faculty voted to change the name of the Curriculum Committee to the Academic Council. The Academic Council serves as the Curriculum Committee of the University with expanded responsibilities.

The Academic Council is composed of the Provost, Associate Provost, the Vice President of Temple Baptist Seminary, the Dean of the Alford School of Ministry, the Dean of the Moore School of Education, the Dean of the School of Bible and Theology, the Dean of the School of Arts and Sciences, the Dean of the School of Leadership, the Dean of Campus & Spiritual Life, the Librarian, Director of Institutional Effectiveness, and a faculty representative.

As the Curriculum Committee of the University, the Academic Council is responsible to

study, refine, and recommend to the Faculty all matters relating to the curriculum of Piedmont International University. Particularly, the Committee shall give attention to the following duties:

1. to serve in an advisory capacity to the Provost
2. to keep abreast of course offerings and of needs for curricular changes
3. to consider proposals involving all additions, deletions, or modifications of curricular programs or required courses
4. to discuss relationships of various school programs
5. to handle other tasks as may, from time to time, be delegated to it.
6. to provide leadership in the academic areas of the University in conjunction with the Provost.

All discussion of curriculum changes, program additions, and program deletions originates in each individual school. Each school reaches consensus and makes a recommendation to the Academic Council. The Academic Council discusses and acts on the school recommendation. In all votes, a simple majority is adequate. The Faculty has the authority to make curricular changes, but the Board of Trustees must approve program changes such as the deletion or addition of a program. In 2005, the faculty established the Graduate Council to be responsible for curriculum issues that relate to graduate programs. However, in 2014, the decision was made to allow Graduate Curricular decisions to be made by the full Graduate Faculty in conjunction with appropriate qualified members of the Academic Council.

Another major function of the Academic Council is the interviewing of potential faculty who have been recommended by a school. After the initial interview by the faculty of each school, the Council meets with potential faculty members to discuss testimony of salvation, doctrinal positions, educational preparation, experience, and compatibility with the mission and program of Piedmont International University. The Full-time Seminary Hiring Grid is the guide used in these interviews. The Provost takes a vote after the interview and informs the President of the recommendation of the Academic Council. The recommendation is then forwarded to the Board of Trustees.

Additionally, the major function of the Academic Council is to provide leadership in the academic areas of the University in conjunction with the Provost.

Academic Integrity Committee

The Academic Integrity Committee investigates violations of academic integrity as outlined in the plagiarism policy (see *Student Life Guide*), and is permitted access to the Academic Integrity files. This committee is composed of the Provost, one representative of the school of which the infraction occurred, and the faculty member to whom the work was submitted.

Academic Review Committee

The Academic Review Committee is composed of the Director of the Student Success Center, Registrar, Provost, a student appointed from the elected student officers, and a student appointed from the Resident Assistants.

Undergraduate Admissions Committee

The Admissions Committee is composed of the Director of Admissions (Chairperson),

The Vice President of Temple Baptist Seminary, the Provost, the Dean of Campus & Spiritual Life, the Dean of Women, the Registrar, and two Faculty members at-large.

The Committee serves two functions: policy-making decisions concerning admissions and consideration of non-standard applicants for admission. The entire Committee discusses and recommends admission policies to the Faculty. The Committee works with the Director of Admissions to facilitate and improve the **application** process and, with the Registrar, to facilitate and improve the **registration** process.

The Admissions Committee interviews candidates when necessary. Members make recommendations and render decisions as to the admissibility of each applicant.

Advisory Education Council

The Advisory Council is made up of the Moore School of Education, two local Christian school personnel (an experienced administrator and/or teacher), President of Christian Educators Fellowship, two Senior Education students, one PIU graduate in Education (with at least one year teaching, or a college professor in a public or private college with 3 or more years of public school teaching).

The Advisory Education Council exists to evaluate the teacher education program, advise as to changes in program curricula, advise as to departmental policy changes, advise as to the need of new programs, and make appropriate recommendations to the Faculty Education Committee.

Athletics Council

The Athletics Department is evaluated by the Athletics Council, which consists of the Dean of Campus & Spiritual Life, Dean of Women, the Athletic Director, two faculty members, and one Student Council member. The faculty members chosen should display an interest in sports at Piedmont and the part it plays in the educational process.

The purpose of the Athletics Council is to assist the Athletic Director in establishing goals, developing a master plan, and building support in the University and community.

Christian Service Committee

The Christian Service Committee includes the Provost, Dean of Campus & Spiritual Life, Dean of Women, Dean of the School of Arts and Sciences, Online Representative, Dean of the School of Bible and Theology, and Dean of the Alford School of Ministry.

The Committee establishes, reviews, communicates, and evaluates Christian Service objectives, goals, and policies. It encourages the interest and involvement of faculty, administration, staff, and the various Christian ministries departments. The Committee establishes policy pertaining to the University's relationship and student involvement in new or questionable churches, camps, or other Christian organizations.

University Calendar Committee

The University Calendar Committee consists of the Director of Institutional Effectiveness (Chair), Provost, Vice President for Advancement, Dean of Campus & Spiritual Life, Dean of Women, Director of Enrollment Services, Financial Assistance Director, Registrar, Vice President of the Seminary, Dean of the Alford School of Ministry, Dean of the Moore School of Education, Dean of the Bowman School of Bible and Theology, Dean of the School of Arts and Sciences, Dean of the School of Leadership, and the

Athletic Director.

The purpose of this committee is to meet annually and plan the administrative and academic calendar for the next academic year as well as advise the Provost on calendar changes.

Faculty Library Committee

This Committee is composed of the Library Director, Provost, Vice President of the Seminary, Dean of the Alford School of Ministry, Dean of the Moore School of Education, Dean of the School of Leadership, Dean of the Bowman School of Bible and Theology, and the Dean of the School of Arts and Sciences.

The Faculty Library Committee serves in an advisory capacity to the Library Director and serves in a liaison function between the Faculty and the Library.

The officers of this Committee are a chairperson and a secretary chosen by the Committee.

The chairperson presides over the meetings and formulates the agenda in consultation with the Head Librarian if desired. The secretary keeps the official minutes of each meeting and deposits a copy to be kept on file in the Library.

Meetings are held as requested by the Library Director or by any member of the Committee. A quorum consists of three members. In the event of the absence of either the chairperson or the secretary, the Committee may select officers pro-tem.

The responsibilities of the Faculty Library Committee are to advise the Head Librarian on matters not limited to, but including the following:

1. expenditures for expensive or rare research materials
2. expenditures for library physical plant and equipment
3. departmentalizing the budget
4. faculty involvement in selecting and removing library resources
5. policies relating to library use

The Committee serves the interests of the Faculty by alerting the Head Librarian to faculty needs and concerns.

Faculty/Staff Benefits Committee

This Committee includes the Chief Financial Officer, Controller, Health and Life Insurance Administrator, and two faculty members. This committee is responsible to evaluate faculty/staff benefits: insurance, retirement, and other such items, and make such recommendations as necessary to appropriate bodies.

Finance Committee

The Finance Committee is composed of the President, the Provost, and the Chief Financial Officer.

This Committee considers financial requests from students. Using guidelines set by the Board of Trustees, it establishes workable financial policies for the entire institution. Preparation of the budget is maintained throughout the year.

Financial Assistance Administrative Committee

The Financial Assistance Administrative Committee is an administrative committee designated to write the descriptions of new scholarships in preparation for presentation to the Board of Trustees.

This committee is composed of the Provost, Director of Advancement (or representative), Dean of Campus & Spiritual Life, Director of Enrollment Services, and Director of Financial Assistance.

Food Service Committee

The Food Service Committee is made up of the liaison with Pioneer Food Services, a male and female representative elected from each class, Student Council Representative, a commuter appointed by the liaison, and one faculty representative.

The purpose of the Food Service Committee is to meet monthly and to evaluate the food service as well as make suggestions.

Graduate Admissions Committee

The Graduate Admissions Committee is composed of the Director of Admissions (Chair), the Vice President of Temple Baptist Seminary, the Provost, the Dean of the appropriate School, and one faculty representative. The Committee functions as a review board to evaluate the admission status of students needing special attention.

Graduate Student Handbook Committee

The Graduate Student Handbook Committee is composed of the Provost, the Vice President of the Seminary, the Graduate Deans, a graduate professor, and a graduate student.

The duties of the Graduate Student Handbook Committee include reviewing the Graduate Student Handbook to ensure its conformity to the mission and objectives of the Graduate Studies and to communicate its standards to the Graduate family to foster a Christian environment that is conducive to spiritual growth, effective communication, biblical mentoring, and leadership development.

The decisions of the Graduate Student Handbook Committee are subject to review and approval by the graduate faculty. Appeals of the graduate faculty decisions may be directed to the Provost.

Graduate Student Guidance Committee

The Graduate Student Guidance Committee is comprised of the Dean of Campus & Spiritual Life, a selected Dean, two graduate professors, and two graduate students.

The duties of the Graduate Student Guidance Committee include welcoming new students and helping them through an informed and smooth transition to graduate life, providing student services that make graduate life productive, counseling students with special needs, guiding graduate students with difficulties in maintaining the standards, recommending disciplinary action (including probation, suspension, or expulsion) for those involved in serious infractions, to minister to those needing restoration.

The decisions of the Graduate Student Guidance Committee with the probation level and beyond are subject to review and approval by the graduate faculty. Appeals of the graduate faculty decisions may be directed to the Provost.

Housing Committee

The Housing Committee includes the Dean of Campus & Spiritual Life, Dean of Women, Provost, and one faculty representative.

This Committee is responsible to arrange adequate housing for students, utilizing all residence hall space before going off campus for any additional housing. It is responsible for the development of the rules and policies for all residence facilities including Stevens Hall.

Publications Committee

The Publications Committee is composed of the President, Provost, Administrative Assistant to the President, Vice President for Advancement, and one faculty member.

It is the responsibility of this Committee to gather, approve, and proofread, before publication, the University publications.

Scholarship Committee

The Scholarship Committee consists of the Dean of Campus & Spiritual Life, Provost, Director of Financial Aid, Student Accounts Representative, Dean of Campus & Spiritual Life, Dean of Women, Graduate School Representative, Online Representative, and Registrar.

It is the responsibility of this committee to evaluate academics, Christian character, and financial need depending on the requirements of the specific scholarship.

Social/Flower Committee

At least two faculty or staff members are appointed to plan small farewell functions for faculty and staff and to send flowers to those of our Piedmont International University family who are sick and to those who experience bereavement. A special committee may be appointed to handle faculty retirement events.

Student Conduct Committee

The Student Conduct Committee includes five members of the Student Council (in addition to the Dean of Campus & Spiritual Life or his alternate - the Student Council Advisor), and the Vice President of Student Council.

The Student Conduct Committee acts as an Appeals Committee for discipline of minor social and academic violations.

Undergraduate Student Guidance Committee

The Student Guidance Committee is comprised of the Dean of Campus & Spiritual Life, Student Council Advisor, one Faculty member, the Student Council President, and the Student Council Secretary. The Dean of Women will attend in a non-voting capacity when necessary.

The Student Guidance Committee acts as an Appeals Committee for discipline of major social and academic violations, as well as conduct which is not in harmony with the spirit of student life at Piedmont International University.

Undergraduate Student Life Guide Committee

The Student Life Guide Committee is made up of the Dean of Campus & Spiritual Life,

Provost, Dean of Women, Student Council Advisor, two additional faculty members, and two representatives from the Student Council.

The Student Life Guide Committee aids the Student Services Office in the evaluating and writing of the Student Life Guide. Recommendations shall be forwarded to the President.

Special Committees

In addition to standing committees, special ad hoc committees may be appointed by the President, Provost or a Vice President for the accomplishment of certain tasks or research.

Note: See Appendix for Faculty Assignments

PROFESSIONAL GUIDELINES

SPIRITUAL PRINCIPLES

Piedmont International University is an academic institution of Christian higher education. As faculty we must keep this dual role in mind and make every effort to maintain a high spiritual level along with a high academic level in our University. To maintain a good spiritual atmosphere, we need to remind ourselves that we set the example for the students. They watch us as we meet all kinds of situations and people; therefore, it is vital that our lives be consistent with the biblical standards we say we believe. The lives which make spiritual impact upon Piedmont are those which maintain the highest spiritual standards.

The Principle of Christian Liberty

(Romans 14:1-13a; Galatians 5:1)

We acknowledge the believer to be no longer under law, but under grace which reaches beyond salvation into the realm of Christian expression. Our responsibility is to the Lord Who alone is Judge, and we dare not be a law to another where Scripture does not command.

The Principle of the Weaker Brother's Conscience

(Romans 14:13b-21; I Corinthians 8:12, 13)

The Word of God alerts us to our obligation to safeguard the conscience of a weaker brother lest we sin against Christ. Let us not be "stumbling blocks," but "stepping stones."

The Principle of Glorifying God

(Romans 14:22, 23; I Corinthians 6:20)

This principle, though stated last, is in fact, first. It is the motivating force of all Christian conduct, and must be central in our thinking at Piedmont International University if we are to be an effective testimony for our Lord.

Spiritual life is not something that can be forced by external legislation; rather it is something which proceeds from within. It is the result of the energizing of the Holy Spirit of God which is manifested in "love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law."

There are some practical aspects to the spiritual life. Piedmont International University has always believed in a local church as taught in Scripture. Believing this truth, then, ought to encourage every faculty member to be faithful in attendance, giving, and dedication to the local Baptist church of which he is a member. One of the evidences of our love for Jesus Christ is the way in which we work with His churches.

A second way to exhibit our faithfulness to the Lord is by participation in the spiritual activities of our student body. Piedmont Missionary Fellowship meetings, special prayer meetings, and other such events are opportunities for us to demonstrate to our students that we are interested in the same spiritual goals as they. It becomes a prime example to them when they see us participating in this way.

Attendance at all chapel services and Faculty-sponsored events is expected of all

faculty members.

A third way in which we can demonstrate our spiritual growth to the students is by our attitudes toward one another and toward students. There ought not be divisions between faculty members. We are one in the work that the Lord has given to us and we are one in Jesus Christ. Therefore, the students ought to be able to see our outlook and attitudes that we are one in Jesus Christ.

Another evidence of our spiritual growth and concern for the students is the observation of the University dress code. Faculty family members should dress modestly while in and around the University. They are expected to be familiar with the current student handbook **and to observe the same dress code in and around the University** as that is prescribed for the students.

FACULTY COVENANT

We the members of the Faculty covenant together and mutually agree to carry out the following principles:

1. To consider ourselves associated with Piedmont International University by Divine appointment and to look upon our work as worthy of our best, since it is for the Lord.
2. To be in agreement with the doctrinal position of the University and so to conduct our classes that in matters of controversial nature a spirit of unity may prevail even where there exist slight differences of opinion.
3. To enter into our work cheerfully, wholeheartedly, and faithfully, endeavoring to maintain in the classroom and in association with our fellow professors a spirit of cooperation and mutual respect.
4. To maintain the faculty-student relationship on the highest ethical plane.
5. To recognize always the spiritual functions of the University and to seek to preserve the spiritual tone in order to bring glory to our Lord and service to others.

COMMUNITY RELATIONSHIPS

One of the major contributions that we make to the community in which we live is our faithful dedication to the local church. Involvement in the total ministry is a way in which each faculty member is able to touch a large number of lives.

In addition, it is imperative that each member of the Piedmont family maintains the best business relations in the community. To do so involves paying bills on time, treating sales people and service people with the utmost consideration and respect, and being certain that all business commitments and relationships be maintained in a Christ-like manner and on biblical principles.

It is also important to this University and our community as well as to our country that our Piedmont family exercise its constitutional rights to vote on the local, state, and

national levels.

The life-style and testimony of the Piedmont Faculty in their neighborhoods are important to the overall reputation of the University.

PERSONNEL PROCEDURES AND GUIDELINES

FACULTY HIRING POLICY

Piedmont International University will always endeavor to hire the best qualified person for the open position. Basic to all qualifications are doctrinal position, spiritual characteristics, and proven experience. Applicants will be evaluated on the basis of the following:

1. Doctrinal position and compatibility with doctrinal position of Piedmont International University
2. Spiritual qualifications and testimony
3. Teaching ability
4. Education - preference will be given to individuals holding terminal degrees from institutions accredited by federally recognized agencies
5. Experience and special aptitudes
5. History of publication

A pool of candidates will be developed by accepting resumes and vitae of individuals who have written concerning openings and contacts through professional associations and institutions of similar doctrinal positions and emphases. In the hiring of faculty, Piedmont International University does not discriminate on the basis of race, sex, color, handicap, national and ethnic origin.

Qualified individuals will be invited for an interview, which will be established by the Provost, who in turn, will recommend to the Board of Trustees that this individual be hired. The usual procedure is an initial interview by the President and Provost, a second interview by the appropriate Dean, appearance before the Academic Council or the Graduate Council, and finally a recommendation to the Board of Trustees (Education Committee, Executive Committee, and Full Board). See Appendix for Faculty Documentation Requirements.

ADJUNCT FACULTY

Adjunct Faculty will generally follow the hiring policy for full-time faculty. However, when appropriate, adjunct faculty deemed may be hired after proper documentation and consultation between the Provost and the appropriate Dean. Adjunct Faculty employment standards are identical to full-time Faculty standards.

NEPOTISM

Beginning January 1, 2005, Piedmont International University will not offer staff employment to the spouse of any member of the Administration or Faculty, or to any current member of the Staff or Faculty where duties, oversight, supervision, or responsibilities may overlap. While spouses of Faculty members may be considered for staff positions, those positions must not be under supervision of that Faculty member. Potential overlap of duties between two members of the teaching faculty will be evaluated by the Provost in consultation with the appropriate Dean.

FACULTY BENEFITS

Vacation

All faculty members employed on a twelve-month basis are granted one month's vacation including four Sundays. It should be noted that any unused vacation days from one contract year do not carry over into the next year, i.e. vacation time is not cumulative. In the event of a proposed leave that extends beyond the allotted one month vacation, arrangements must be cleared with the Administration before plans are solidified or a commitment made.

Participation in conferences or other special meetings is by special arrangement only. Normally, no more than one week additional time will be granted for such activity during a semester.

Weekend preaching, speaking or official representation of the University is not included in the conference or special meeting category. Questions concerning absences from the Campus and/or classes may be addressed to the Administration for consideration and final decision.

Teaching Faculty

Specified vacation times need to be cleared with the Dean. All faculty (full-time, part-time, and adjunct) should schedule their vacation times when they do not conflict with teaching assignments. Exceptions will be rare and requests for exceptions should be submitted to the faculty's Dean, in writing, 30 days in advance and must be approved by the Provost.

Administrative Faculty

Specified vacation times need to be cleared in advance with the appropriate vice president (or the Provost in cases including a vice president).

Pay Periods and Vacation Periods for Faculty

The starting date for Faculty, as shown on the annual contracts, is August 16. This means that the first paycheck has been earned by the date August 31. However, the

starting date for new faculty is August 1, which means the first paycheck will be paid August 15.

If the faculty member teaches during summer school, the contract will be considered a twelve-month contract. There will then be twenty-four pay periods during the academic year for that Faculty member. One month of that period will be considered vacation.

If the faculty member has neither summer school teaching duties nor extensive administrative assignments, the contract will be considered a nine-month contract. The starting date for the contract will be August 16 and the ending date will be the following May 15. The faculty member may select 18 or 24 pay periods. There will be no vacation consideration in the contract.

If the faculty member has no teaching duties but only administrative duties, the contract will be twelve months. One month of that time will be considered to be for vacation.

The pay periods for faculty are the 15th and the last day of the month.

Staff Calendar

As stated in the Faculty Status section, Administrative Faculty have faculty benefits but follow the staff calendar. This means that Administrative Faculty receive the one month vacation but follow the Staff Handbook concerning holidays. Holidays and days of absence are as follows: Martin Luther King, Jr. Day, Friday of Spring Break, Good Friday, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and Thanksgiving Friday, Christmas Eve through New Year's Day

Sickness

Faculty are expected to be present in their classes to assure that their students are provided the instruction and guidance appropriate to the courses. If sickness should occur, the faculty member will work with their dean or the Provost or his/her designate to assure continued class coverage.

During these periods of temporary absence due to sickness, the full pay for the faculty member will continue. However, should the faculty member have an extended illness, the University will continue full pay for up to three months. After three months, the pay will be decreased to seventy-five percent of the contracted pay amount. This diminished pay figure will be continued for a three month period and then the pay will be discontinued altogether. This will provide six months of some amount of pay to the ill person.

Normally, a person who has been absent from work due to sickness for six months will be eligible for disability pay under the Social Security system. The University does not assert that Social Security coverage will be available nor will this program for University pay be affected by whether or not Social Security is available.

Whenever the faculty member is able to return to full-time work on a continuing basis, his/her full pay will be restored. Full-time basis is defined as when no other assistance is required for him/her to perform all the duties formerly assigned to him/her. Any change of work assignment or duties because of either the sickness or the replacement during the sickness will result in a renegotiation of the contract for the remainder of the contract period.

If a Faculty member should be absent for an extended period and still be receiving full pay and/or be receiving pay at the seventy-five percent level and return to work for less than six months, any time that is further missed will be considered as part of the original absence. The time worked during the return period will not be counted as part of the absence, but a new period of three months with a potential additional three months will not begin, regardless of whether the illness was part of the first one or is a new one. Rather, all of the time missed will be counted as part of the one period of absence which will accumulate to the total time allowed, with the attendant pay adjustments.

After a Faculty member has returned to work and functioned in full capacity for a six month period, any subsequent sickness will be presumed to be from a new situation and the cycle of three months periods may begin again.

Family and Medical Leave

The Family and Medical Leave Act of 1993 allows eligible faculty, those employed for at least 12 months who have worked 1,250 hours during the 12 months prior to leave-up to 12 weeks of unpaid leave of absence during a 12-month period for certain faculty or medical reasons. These reasons are (1) the birth or placement for adoption or foster care of a child; (2) the employee's own serious health condition; or (3) to care for a spouse, child, or parent with a serious health condition.

Maternity Leave

A maternity leave for one semester may be granted for a female employee with faculty status. A person on a twelve-month contract may consider a summer as one semester. In conjunction with the policy on Sickness in the Faculty Handbook, the University will continue full pay for three months. At that point, a faculty member may elect to use up to four weeks of their summer vacation for full pay. The University will decrease the pay to seventy-five percent the remainder of the semester or for any period after the original three months that is not taken as vacation and the remainder of the semester. At the end of the semester the pay will be discontinued. This provides a full semester of some pay. The Family and Medical Leave Policy as described above is incorporated in this maternity leave policy. The 12 weeks are included here and are not in addition to the maternity leave.

Option 1

First three months, full pay
Four weeks, vacation time at full pay
Remainder of semester, 75% reduction

Option 2

First three months, full pay
May take from one to four weeks as vacation at full pay
The remainder of the semester that is not taken as vacation and the remainder of the semester, 75%
The employee will not be entitled to any vacation in the summer that is used for maternity leave.

The faculty member should put a request for a maternity leave in writing to the Provost as soon as possible prior to the semester desiring a leave. The recommended time is three months prior to the semester in which the leave is taken.

Benefits will continue during this semester. The paid leave is only for faculty who have expressed a desire to continue employment and who do actually continue work for at least 12 months after the leave. Failure to work at least 12 months will result in a reimbursement of salary and benefits on a prorated basis.

Health and Life Insurance

Piedmont partially provides medical coverage for all full-time faculty, as well as \$10,000 life insurance coverage for all full-time Faculty members. A prospectus describing the details of this coverage may be obtained in the Business Office.

Meals in the Dining Room

Lunch is available in the cafeteria to Faculty members at a significant reduction in cost.

Tuition Benefit for Faculty, Faculty Spouses, and Dependents

Faculty members or spouses of full-time faculty members may take one course per semester—the entire summer period counting as one semester—without having to pay tuition. All fees or any other costs normally associated with registration will have to be paid.

Any course that is taken for audit or non-credit may also be taken free of tuition. All fees or other costs will have to be paid.

Part-time faculty members or their spouses may receive tuition relief according to the following plan. The number of hours that the part-time faculty member is teaching during the semester that the spouse takes the course will be divided by the number twelve and the result multiplied by the tuition cost. For example: Suppose the faculty member is teaching nine hours during the semester that the course is taken and that the tuition for the course is \$300.

The tuition allowance will be $9 \div 12 \times \$300 = \225 .

The tuition cost to the student will then be $\$300 - \$225 = \$75$.

All fees and other costs will still have to be paid in addition to this \$75.00 cost.

Teaching Assistants receive the Teaching Assistantships Scholarship listed in the Financial Assistance Brochure. It can also be prorated to reflect the appropriate load for the semester being considered. Their spouses may qualify for the student spouse grant rather than the faculty spouse grant.

Dependents of full-time faculty members may take undergraduate courses individually or on a program-basis tuition free. All fees or any other costs normally associated with the course of registration will have to be paid by the student.

Any undergraduate course that is taken for audit or non-credit may also be taken free of tuition. All fees or other costs will have to be paid.

Graduate courses are not available tuition free to dependents.

Dependents of part-time faculty members may receive tuition relief according to the following plan. The number of hours that the part-time faculty member is teaching during the semester that the dependent takes the course(s) will be divided by the number twelve and the result multiplied by the tuition cost. For example: Suppose the faculty

member is teaching nine hours during the semester that the course is taken and that the tuition for the course is \$300. The tuition allowance will be $9 \div 12 \times \$300 = \225 . The tuition costs to the student will then be $\$300 - \$225 = \$75$. All fees and other costs will still have to be paid in addition to this \$75.00 cost.

FACULTY TEACHING LOAD

Undergraduate faculty members who have no administrative responsibilities are expected to carry a full teaching load of approximately fifteen hours a week. Graduate faculty with no administrative responsibilities are expected to teach approximately twelve hours weekly.

Faculty members who have administrative or other assigned responsibilities will have their teaching loads adjusted in conference with the Provost. Guidelines for such adjustment are outlined as follows.

FACULTY WORK LOAD GUIDELINES

All faculty have a work load that will not exceed 15 semester hours per semester. Any load beyond 15 must be by agreement of the faculty, additional compensation will be considered, and the work load must not affect overall quality of education. Persons with substantive administrative roles will have reduced teaching loads. In addition to course assignments the following factors will be used in computing course load:

President, Provost, and Vice President(s)	9 semester hours
Deans, Directors	6 semester hours
Coordinators	1.5 semester hours
Student Teaching Supervision	Number of student teachers/1.5
Practicum Supervision	Number of students/2
Performance Study	Number of 30 minute lessons/2
Developmental Classes & Ensembles	Course load equivalent will be based on number of hours the class meets per week
Ph.D. Dissertation Committee Chair	1 semester hour
Ph.D. Dissertation Committee Member	Number of Committee Assignments/3
Advising Theses	Number of students/2

The standard time limit for a dissertation is two semesters. Requests for extensions may be submitted to the Administration through the appropriate Dean.

Any special conditions may be negotiable with the Provost.

Consideration should be given to the number of new courses - preparations.

OFFICIAL REPRESENTATION OF PIEDMONT BY FACULTY

While most Faculty members may not be required to travel extensively to represent the University, it is hoped that each one will offer his/her services to help make Piedmont International University known. It is expected that all Faculty members who accept speaking engagements will use these opportunities to say a good word for the

University and take along a supply of current literature and a display when practical.

When one personally arranges engagements, all monies collected from individuals, churches, or organizations as voluntary offerings or honorariums may be kept by the faculty member.

The only exception to the above is that in which a Faculty member goes out officially to represent the University. On those occasions, reports of travel expenses for engagements shall be made on appropriate forms secured from the Business Office and then returned to the appropriate supervisor.

It is better to use a school vehicle when one is available. On other occasions, the faculty member will be reimbursed for the use of his/her personal automobile. The rate paid for the use of a private car is determined by the business office, which is normally the same as the federal government rate.

Any Faculty member should be available to represent the University, providing two weeks notice is given him/her.

FACULTY EMPLOYMENT AND LENGTH OF SERVICE

Professors are chosen at Piedmont first for doctrine and evidence of a walk with God, and second, for teaching ability and academic credentials.

Although a position is considered as continuing for an indefinite period, every Faculty member is required annually to sign the Statement of Faith, Points of Conviction, and Code of Conduct and is given a contract with the University on a yearly basis, which is renewed from year to year by mutual agreement. Barring unusual circumstances, a desire to terminate the contract by either party should be in writing by March 1.

FACULTY GRIEVANCE PROCEDURE

When faculty members are concerned that certain actions are unfair or arbitrary, have complaints concerning working conditions, or feel aggrieved concerning other matters, the following procedures should be followed. Supervisors are responsible for providing faculty members with opportunity to express opinions and to discuss problems and complaints. All supervisors are required to listen, inform, and counsel with individuals under their supervision and to make a sincere effort to resolve complaints and grievances promptly.

1. Whenever a faculty member has a grievance against a faculty member or another employee, he/she should, in Christian love and forbearance, go to the offender in accordance with Matthew 18:5. Experience has shown that this procedure often resolves the matter, whether by clarifying a misunderstanding or bringing forgiveness and reconciliation after a genuine offense.
2. Any other grievance or unresolved personal offense should be discussed with the immediate supervisor. The faculty member and supervisor should make every attempt to resolve the difficulty in a spirit of open and informal discussion.

3. If on consulting the immediate supervisor, the faculty member is still not satisfied, the next step is to bring the issue to the attention of the Vice President in charge of the particular area within seven days. The problem or grievance must be submitted in writing. Again, every attempt must be made to resolve the difficulty. The process should be documented.
4. If the faculty member feels that the grievance has not been adequately resolved at this point, he/she may request the convening of an *ad hoc* grievance committee. This request for the convening of an *ad hoc* committee must be submitted to the President in writing with an explanation for the reason for the committee to convene.
5. The President shall appoint the *ad hoc* committee which shall consist of the President, Provost, a faculty member from the division of the Professor making the grievance, a Faculty member appointed by the President, and a Faculty member of the plaintiff's choice. The committee shall hear the grievance and attempt to resolve the matter. They may collect any data that is essential to making a recommendation for resolution. This may include the appearance of parties involved in the grievance process. All previous documentation will become part of the documentation for the committee's consideration. Minutes of the proceedings will be kept and a simple majority vote is adequate. The recommendation of the committee will be forwarded to the faculty member within seven days.
6. If the decision of the *ad hoc* committee is not acceptable to the faculty member, he/she may appeal the decision to the Executive Committee of the Board of Trustees. The request should be made to the President and the Chairperson of the Board of Trustees in writing within seven days from the *ad hoc* committee response. The request will be handled at the next meeting of the Executive Committee. The faculty member will present his/her case and then the President, representing the University, and the *ad hoc* committee, will present the decision of the *ad hoc* committee. All documentation would be made available to the Executive Committee. A simple majority decision would be final. A decision should come within seven days of the meeting and should be conveyed to the faculty member in writing.

PROCEDURES FOR DISMISSAL OF A FACULTY MEMBER

Step One: Letter of Administrative Intent

Should the University Administration conclude that a Faculty member should be dismissed or that his/her contract not be renewed, the Administration shall prepare a letter to the faculty member in which the following information shall be included:

1. a statement of intention by the Administration to recommend to the Board of Trustees that dismissal be implemented (at a specified date) or that the faculty member's contract not be renewed
2. a statement of the reason(s) for taking this action
3. a statement of the faculty member's appeal right, including the specific

time limit within which this right must be exercised

4. an opportunity for the faculty member to resign rather than go through the appeal procedure

Step Two: First Appeal

Should the faculty member exercise his/her appeal rights, he/she shall be granted a hearing before a committee comprised of the President, the Provost, the Vice President of Administration, and the Dean of the school of the faculty member at a time and place to be specified in writing. The faculty member shall have the right to present evidence and witnesses in his/her own defense.

Should the decision of this committee be that dismissal is the appropriate action to take, a letter to the faculty member shall be prepared by the committee which shall contain:

1. a statement informing the faculty member of the committee's decision to convey the administration's recommendation to the Board of Trustees
2. a statement of the reason(s) for the committee's decision
3. a description of the remaining appeal rights of the faculty member
4. an opportunity for the faculty member to resign

Step Three: Second Appeal

Should a faculty member again exercise his/her appeal rights, he/she shall be granted a hearing before a committee of the Board of Trustees comprised of at least five Trustees. The faculty member shall again have the right to present evidence and witnesses in his/her own defense. This is the final appeal step before presentation to the full Board. After their investigation, this committee shall determine whether or not the Administration's recommendation is the appropriate action to take and will notify both the faculty member and the Administration of their decision and will present a full report to the Executive Committee of the Board of Trustees. Unless the faculty member chooses to resign, the Executive Committee will make a complete report to the Board and call for a decision on the matter. The action of the full Board shall be final. Should the faculty member submit a letter of resignation before the matter is presented to the full Board, this will consummate separation from the University without further action.

FACULTY PROCEDURES AND GUIDELINES

ADVISING GUIDELINES

Academic Advising

All full-time and selected part-time faculty are assigned as academic advisors to students for the purpose of academic advising. The advising includes such areas as selection of programs, switching programs, surveying progress of students, and special academic problems of students. The advisor communicates with each assigned new student. The advisor also meets with all advisees during pre-registration sessions and other scheduled advising meetings (e.g. advisors chapel). The Office of the Registrar, the Deans, the Associate Provost, and the Provost may provide information and assistance to the advisor.

Advisors to Classes and Organizations

Each class or organization is assigned an advisor by the Provost who is typically a member of the Administration or Faculty. It is the responsibility of the advisor to carry out the following duties, whether or not he/she is asked to do so by the students:

1. Be present at all scheduled meetings.
2. Be in constant touch with the activities of the organization through its officers and executive meetings.
3. Approve all matters of organizational policy.
4. Keep a close check on all expenditures.
5. Be responsible for all activities and policies of the organization.
6. Ascertain that no student on academic or disciplinary probation is active in the organization.
7. All speakers must be **approved** by the Advisor for class or divided chapels.

Faculty advisors are expected to guide, not direct. In many instances, it will be sufficient simply "to know what is going on".

ATTENDANCE POLICIES

Attendance Requirements for Events

Administrative Faculty and Teaching Faculty are also expected to attend a certain number of University events, e.g. recitals and sports events.

Chapel Attendance

Full-time and Administrative Faculty members are expected to attend all daily chapel services. All administrative personnel are encouraged to attend when the administrative duties do not conflict with the chapel period. It is expected that all unnecessary absences will be avoided.

Church Attendance Policy

Each faculty member must have a personal walk with God based on a clear testimony of salvation through the new birth by faith in Jesus Christ. Their lives are to be characterized by a holy walk, wholesome words, spiritual growth, and a desire to glorify Almighty God. He/She must be an active member in good standing of a Baptist church whose doctrinal position and polity are in essential agreement with that of Piedmont International University, and which does not align itself with religious group and/or organizations which would compromise PIU's theological positions (e.g., World Council of Churches, National Council of Churches, etc.)

Faculty Meeting Attendance

Professionalism requires each faculty member to attend faithfully each scheduled faculty meeting. At the beginning of the academic year, during orientation sessions,

usually held in August, each faculty member is given a schedule of the meetings for the year. Any outside speaking, activity or class should be planned with the schedule in mind. When it is necessary to call special meetings or to cancel a regularly scheduled meeting, every effort will be made to notify faculty members. If in doubt, contact the Administrative Assistant at extension 7997. The Provost presides over the faculty meetings. All meetings shall be conducted with accepted parliamentary procedure in accordance with Robert's Rules of Order.

Normally, the Faculty shall meet weekly at a schedule to be agreed upon at the beginning of the semester. Divisions meet in lieu of the entire faculty, meeting approximately four times per semester. At any meeting in which business is to be conducted, a number equal to a simple majority of the full-time main campus professors shall constitute a quorum.

INSTITUTIONAL EFFECTIVENESS/EVALUATION

Faculty Evaluation

Evaluation of faculty is performed both administratively and by students in order that effectiveness of instruction can be documented.

1. The Faculty is evaluated each semester in each course by the students who complete an anonymous evaluation form (Appendix). These forms are submitted to the Office of the Provost. The forms are distributed to the faculty members, as well as their dean, by the Office of Institutional Effectiveness. Course evaluations for courses taught by the dean are submitted to each dean and the VP of the Seminary and Provost.
2. Prior to the beginning of each semester a faculty member should present a copy of each syllabus their dean. Upon dean approval the syllabus should be submitted to the Library for archiving purposes.
3. The Faculty will submit a self-designed list of professional and personal goals to their respective dean.
4. The Associate Provost, Provost or the appropriate dean will observe and evaluate at least one class session per year for each faculty member. Newly appointed faculty, faculty who have a probational contract, or faculty who are remediating weaknesses may be observed more than once per year.
5. The Office of Institutional Effectiveness will submit a grade analysis report to each faculty member, dean, the Associate Provost, and the Provost at the end of each semester.
6. The observation data, along with the results of the student evaluations, syllabi review, grade analysis sheets and yearly professional update, Faculty Self Evaluation will be reviewed with the faculty member at a scheduled conference session at least yearly by the dean. The data will be filed in the personnel file of the faculty member and discussed with the faculty member. The deans of each school will undergo the same review as the faculty member by the Associate Provost or Provost as well as receive a CAEF evaluation.

Procedures for Program Review

Rationale: Academic Program Review exists for the purpose of evaluating the credibility and effectiveness of program offerings at Piedmont International University. Specifically, the objectives are as follows: a) to assess program educational effectiveness, b) to determine the cost-effectiveness of a program, c) to determine the need for program revision, and d) to determine the viability for continuation of a program.

In the context that faces higher education, especially Christian higher education, program review is essential as colleges face fewer high school graduates, proliferation of Bible colleges and institutes, proliferation of similar programs, escalating costs, and scarcity of resources. This process aids in starting new programs as well as making decisions about allocation or reallocation of resources.

Process: All programs are to be reviewed on a regular basis, every five years. The major areas of evaluation are quality, need, demand, and cost (Conrad and Wilson, 1985; Wilburn, 1995). The review is to be conducted through the appropriate school with a report summarizing the findings presented to the President, Provost, Academic Council, and Education Committee of the Board of Trustees. The report must address the indicators or guidelines with notation of specific strengths, weaknesses, and recommendations. A timetable with goals and objectives for improvement must be addressed, and will become a part of the University Strategic Plan.

Timetable: The review process should start in the summer and continue through the year. The final report is due by March 15.

Criteria: The indicators or guidelines to be addressed in a review are as follows:

- compatibility of program with University mission
- level of achievement of specific academic program mission
- compatibility of program objectives with program mission
- level of accomplishment of competencies under each objective
- appropriateness of each competency
- student enrollment for previous five years
- availability of qualified professors
- quality of professors in terms of academic preparation, expertise, experience, and meeting of accreditation guidelines (AABC, TRACS, SACS, ACSI, NC State, etc.)
- quality of instruction (student course evaluations, faculty observations, grade distribution of students, student performance on standardized tests, practicums, ordination councils, mission board doctrinal examinations, recitals, etc.)
- quality of administration
- curriculum content (is the content appropriate and is the coverage adequate -- should reflect norms established by the State Department of Public Instruction, FAA, ATS, etc.)
- financial requirements
- financial income production
- number of graduates, percentage of graduates in vocation for which trained
- availability of student services
- program needs assessment (does the church need persons with these skills)
- satisfaction of graduates with program preparation

These criteria have been incorporated into the following template, available in electronic form from the Administrative Assistant for Academics.

Template for Program Review

Piedmont International University is an independent, fundamental, Baptist, Bible College. Preparation for Christian ministries is its principal aim with a required major in biblical studies. Piedmont International University prepares students for a variety of church-related Christian ministries, both lay and professional, through a program of biblical, general, and professional studies. The programs of the University are designed to prepare individuals for Christian service as pastors, associate pastors, evangelists, missionaries, school teachers, student ministry pastors, church musicians, and church education workers.

1. Name of Program
2. Compatibility of Program with Mission Statement
 - a. Objectives of program
 - b. Rationale of objectives
3. Achievements of Program
 - a. Students enrolled/retained in program

Key:

N = New

R = Returning

T = Transfer

	2010			2011			2012			2013			2014					
	Fall			Spring			Fall			Spring			Fall			Spring		
	N	R	T	N	R	T	N	R	T	N	R	T	N	R	T	N	R	T
Women																		
Men																		
Total																		
Total																		
This																		
Semester																		
Total																		
Prior																		
Semester																		
Differenc																		
e																		
%																		
Differenc																		
e (+ or -)																		

- b. Number of graduates who have been or are currently involved in the type of ministry for which they have been trained in this program.
 - (1) Women
 - (2) Men

4. Degree Curriculum Content

- a. List of degrees offered in program
- b. Summary, affirming that the check sheet for each course in the program has been reviewed and meets the following criterion:
 - Logical sequencing (School and University-wide)
 - No duplications
 - Compatibility with overall objectives of the University and specific objectives of the degree program
 - Meets the professional standard requirements (if applicable)
 - Course adjustments follow the catalog numbering policy

**Actual check sheets for each program should appear in the Appendix.
- c. Summary, affirming that the syllabi have been reviewed and that the course work is aligned with the program objectives and competencies.

**Actual syllabi for each program should appear in the Appendix.
- d. Professional Standards
 - Statement of program objectives and competencies
 - Matrix showing compliance with professional standards
- e. Intercollegiate Program Comparison

Institutions Compared:

Secular _____

Christian Liberal Arts _____

Bible _____

Other _____

Summary:
- f. Evaluative summary, which should reflect the quality of the curriculum content, based on b, c, and d.

5. Quality of Administration

- a. A copy of the instrument below should be made for each member of every school by each school dean. The instrument should be completed by each member once during each program review period. The respondents should identify themselves by name. The chairperson should collect the instruments and incorporate the data into the program review.

Performance should be rated using the following guideline:

Percentage of faculty with terminal degree _____

7. Quality of Instruction

a. Check sheet of required supporting documents:

Student course evaluation summaries (averaged and tabulated)
Faculty observation instrument (done by division chair with supporting documents on file)
Standardized test scores (graphed and tabulated), pre- and post- where applicable
Internship (Practicum)
Ordination statistics
Mission board doctrinal exam statistics
Recital numbers and summaries
Christian service evaluation
Student teaching evaluation

b. Standardized Testing

Test Administered _____

Results by year:

Summary:

c. Culminating Experience

Analysis by year:

Summary of data for the whole five years:

d. Strengths in quality of instruction:

Weaknesses in quality of instruction:

8. Financial Requirements and Income

a. Financial Income Production

Income

Approx. tuition paid per credit _____

Credits on average for program **x** _____

Per student tuition income _____

Plus course fees **+** _____

Per student direct income _____

Average students enrolled last 5 years **x** _____

Total **Direct** Income _____

Expenses

Approx. cost per credit of teaching _____

Credits on average of (program name) **x** _____

Teaching cost per year _____

Number of years to complete degree **x** _____

Total teaching cost _____

Net **Direct** Gain Over 4 Years (Loss) _____

Average Gain Per Year (Loss) _____

Break-Even Analysis

Total teaching cost _____ =

Per student direct income

Comments:

b. Summary:

9. Availability of Student Services

a. Degree Program _____

b. Services Available

Service	Student Satisfaction	Survey Instrument
1. Admissions Advising		Student Development Questionnaire
2. Academic Advising		Advisor Evaluation Forms
3. Academic Support		Student Development Questionnaire
4. Internship/Student Teaching		Student Teaching Evaluations
5. Library Services		Student Development Questionnaire
6. Financial Aid		Student Development Questionnaire
7. Business Office Support		Student Development Questionnaire
8. Cafeteria		Cafeteria Evaluation Summary
9. Test Preparation		Student Teaching Evaluations
10. Job Placement		Alumni Surveys
10. Evidence of Program Value		
a. Program Enrollment _____		
b. Students Employed in Degree Area (Alumni Survey) _____		
11. Satisfaction of Graduates with Program Preparation		
a. Summary of Senior Surveys:		
b. Summary of Alumni Surveys:		
c. Summary of Senior Exit Interviews:		

Schedule of Program Reviews

Program Review Year	Program Name
2016-2017	B.S., Physical Education Minor – Coaching and Recreational Ministries B.S. Sign Language Interpreting B.A., Church Music B.A., Biblical Studies M.A. Ministry
2017-2018	B.S., Elementary Education B.S., Music Education B.S., Elementary Education, Missions -- General Education Component (no Degree, but include General Education minors) M. Div. D. Min.
2018-2019	Certificate in Biblical Studies A.A., Early Childhood Education A.A., Bible B.A., Bible with Selected Minor B.A., Christian Ministries, all Minors M.A. Leadership Ph.D. Leadership
2019-2020	Ph.D. in Old Testament, New Testament, and Theology
2020-2021	A.A., Christian Ministries B.S., Secondary English Education M.A. Biblical Studies

OFFICE GUIDELINES

Academic Regalia

At the Commencement exercises, the Chief Administrators of the University, teaching faculty, and administrative faculty appear in full and appropriate academic garb. The Registrar's Office is responsible for ordering the regalia. Those not holding an academic degree wear a plain baccalaureate gown and cap, while those holding a degree wear the gown, cap, and hood distinctive of the degree conferred upon them. It is expected that dark shoes (preferably black) will be worn by all. Men must wear dark suits. Faculty members who have **academic degrees** wear the tassel on the **left front** quarter of the cap. **Non-degree** people will wear the tassel on the **right front quarter**.

Administrative Assistance

Generally speaking, all faculty members are expected to type their own tests, syllabi, handouts, etc. An effort has been made to provide a computer on the desk of every faculty member and provide access to a printer.

Administrative Office Decorum

There will be scheduled times during each day for appointments. Please see one of the administrative assistants and allow him/her to direct you appropriately. Every effort will be made to meet with you when needed and as quickly as possible. Please avoid going directly to the administrative assistant to ask for completion of personal projects. These projects must be approved by the appropriate dean or administrator.

Communication Modes

Use e-mail whenever possible. Check it regularly (at least twice a day). Frequently, check your mailbox and your voice mail. Faculty should respond to all e-mail and voice mail messages within one day.

Computer Use

No unauthorized software is to be loaded and used on any of the University computers. If there is software that you need, you may request it through techhelp@piedmontu.edu, and the appropriate decision will be made. The decision will be communicated to you via email.

It is inappropriate to play games on a University computer during scheduled work hours. A scheduled lunch hour may be an exception; check with your supervisor as to his/her preferences.

Copying Information

Copiers available for general faculty use are located in the Registrar's Office, Library, the Business Office, Admissions, Grace Hall, the Graduate and Music floors of Stevens Hall and the third floor of Deeds Hall. The staff of the above referenced offices is available to offer assistance on a limited basis. Single item runs of over 100 copies may be submitted to the Administrative Assistant for Academics or to the Seminary Administrative Assistant as appropriate.

Standardized manuals and infrequent use items can generally be posted electronically on the website. Contact techhelp@piedmontu.edu for assistance and guidance in copying and posting items to Blackboard classroom site.

Distribution of Student Tests and Papers

Faculty members may distribute tests and papers in the following two ways:

1. Distribute tests and papers during class times.
2. Distribute digitally through the Learning Management System, but never through email since it is considered unsecure.

Expenditures

All expenditures must be approved by the appropriate Dean and Provost in consultation with the Chief Financial Officer. A purchase order number must be obtained for all expenditures over \$50.00. Even items approved for inclusion in the budget must receive prior approval before actually spending the funds. No expenditure will be reimbursed or invoice paid without prior approval. Failure to obtain approval will result in the individual being responsible to pay the expenditure.

Request for materials should be made through the immediate supervisor and routed to the appropriate Vice President, who in turn will seek approval from the appropriate sources.

Library Use

Faculty members are urged to make the fullest use of the University Library. Even those who have rather complete libraries of their own will find many volumes in the University Library which they do not have. In addition, there are many good periodicals you will want to use.

No restrictions are placed on the Faculty as to the number of books they may borrow. Books may be kept for one month and renewed for one additional month.

Instructors desiring to place books on the reserve shelf should make such requests to the Library Director or designate.

The Library Director earnestly invites faculty members to acquaint themselves with that part of the Library which concerns the subject they teach, and give to the Librarian, as occasion arises, lists of books not in our library which should be added. Only in this way can the Library be strengthened.

Facilities Maintenance/Repair/Service Requests

Any requests for Facilities for maintenance, repairs, furniture, and moving are to be directed to Facilities Office via facilities@piedmontu.edu. Please specify in the request if the issue is an immediate safety hazard. Please do not present requests in passing to the Director since all requests require a work order ticket to be generated through facilities@piedmontu.edu.

IT Department Maintenance/Repair/Service Requests

Issues with phones, computers, smart boards, or any other area of technology should be directed to the IT Department via techhelp@piedmontu.edu. Please do not present requests in passing to IT personnel since all requests require a work order ticket to be generated through techhelp@piedmontu.edu.

Office Hours

As stated in the contract, full-time faculty members are expected to remain on Campus a minimum of 15 hours per week in addition to his/her teaching hours. Any other arrangements are to be made only with the approval of the Provost in charge. Advisement activities are required as previously stated. Additional office hours may need to be scheduled during crucial times as mid-term grade advisement and pre-registration. The adjunct Faculty Member is expected to remain on Campus a minimum of three hours per week in addition to his/her class contact hours. Any other arrangements are to be made only with the approval of the Provost.

Within one week of the beginning of each semester, every faculty member should post office hours on his/her office door. A form will be provided for each faculty member. An announcement of office hours should be made to the students on the first day of each class and included in the class syllabus.

Office Space

An attempt is made to provide office space for every full-time faculty member including administrative faculty. Generally, faculty office space can no longer be provided for adjunct faculty.

PROFESSIONAL DEVELOPMENT

Professional Development

The Administration looks with favor on faculty members pursuing courses and/or degrees which will better fit them for their teaching. It is the view of the University that a terminal degree in the area of teaching is minimal preparation. Professors should give thought to such possibilities and will find the University sympathetic and cooperative in the matter.

The procedure as defined by the Board is for a request to be made to the Board of Trustees through the Provost. If the Board approves such a program, half salary will be paid for the time that the individual is in full-time residence pursuing additional graduate degrees. Any other procedure than this would have to be approved by the Board as an alternative to the above. As funds are available, a second option is to work on a degree while maintaining teaching responsibilities, or modified teaching responsibilities, and receive tuition, textbook, and fee reimbursement on a semester basis. These arrangements must be made in conference with the Provost. The approval is based on budgetary constraints on a yearly basis. In either situation the faculty member will be asked to sign a re-payment contract or agreement. The principle is that upon completion of the degree, the costs are forgiven at a rate of 25% per year.

All faculty members are encouraged to become members of appropriate professional organizations and attend professional meetings as they are available. Limited funds are available for professional activities in each academic division. Funding the activity or reimbursement for an activity is predicated on funds being available and must be approved by the School Dean as well as the Provost.

Academic Freedom

The faculty member has full freedom in research and in the publication of that research

subject to an adequate performance of all other academic duties. Any research for monetary income should be undertaken only after an understanding with the Administration has been reached.

The teacher has freedom in the classroom in discussing his/her subject, but care should be exercised not to introduce into the teaching unrelated, controversial matters. It is expected that all teaching be consistent with the basic doctrinal and ecclesiastical position of Piedmont International University.

Each faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. When the faculty member speaks or writes as a citizen, he/she is free from institutional censorship or discipline, but his/her relationship to the University imposes special obligations. As a person of learning and an educational representative of this University, it should be remembered that the public may judge his/her profession and this institution by those utterances. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that his/her communication is not being made as an institutional spokesperson.

Adopted by the Board of Trustees 1/22/85 and approved by the Faculty with the option to review the statement after a year. The Faculty action was taken 2/7/85.

Publications, Reviews, or Professional Services

Payment for publications, reviews, or professional services may be kept by the faculty member unless the publication is an official publication of the University.

INSTRUCTIONAL POLICIES AND GUIDELINES

ATTENDANCE AND REPORTING ABSENCES

Each professor is provided with access to the faculty portal attendance module which should be kept up-to-date for each class meeting. Disseminating a roll sheet for the purpose of recording class attendance is not recommended.

Students are expected to attend class regularly and to be prompt. Absences are permitted for emergencies and should be taken seriously.

A. Face-to face Classroom and Online Live Streamed Synchronous Course

With the understanding that students have the choice to utilize the live classroom and/or the online integrated synchronous classroom, the following attendance policies apply to both approaches simultaneously.

I. Student Absence Management

- a. Absences, for any reason, count toward the Maximum Total Number of Absences allowed.
- b. In 080-099, 100, and 200 level courses that are scheduled over the length of a normal semester, students will receive a two-point reduction in the final grade for each absence beyond the following (or equivalent clock hours):

- 1 absence in a class that meets 1 time a week
 - 2 absences in a class that meets 2 times a week
 - 3 absences in a class that meets 3 times a week
 - 4 absences in a class that meets 4 times a week
- c. In 300 and 400 level courses, all absences will follow the make-up work policies listed below.
- d. **If a student exceeds the Maximum Total Number of Absences** allowed in any course, the student automatically fails the course.
- II. **Maximum Total Number of Absences** allowed for ANY Reason:
- 3 absences in a class that meets 1 time a week
 - 7 absences in a class that meets 2 times a week
 - 11 absences in a class that meets 3 times a week
 - 14 absences in a class that meets 4 times a week
 - 1 day (8 hours) in a one week (5 days) module
- III. **Tardy, Early Departure, and/or Partial Attendance**
- a. When a student is late to class 3 times and/or departs early three times, this will count as one absence.
- b. Students who miss more than 25% of a single class meeting will be counted absent for the entire class. Percentages per single class meeting are as follows:
- 15 minutes for any class up to 60 minutes
 - 20 minutes of a 75 minute class
 - 25 minutes of a 90 minute class
 - 30 minutes of a 120 minute class
 - 45 minutes of a 180 minute class
- IV. **Inclement Weather Absences**
- a. Absences due to inclement weather closing or delays are not counted into the maximum total number of absences.
- b. Weather absences are determined based on the university's Inclement Weather Policy.
- V. **Make-Up Work Policy** - The university sees the following absences as immediately available for make-up work:
- a. Absences that occur because a student is taking part in a PIU sponsored event
- On a weekly basis, the Coach, Staff Advisor, or Faculty Advisor will send to all faculty a list of all students who will be absent that week; the list will include student names, dates and times of absence(s), and the nature of the absence.
 - Prior to each absence, students who will be absent are expected to contact each of their professors to inform them of their absence and request assignments and their due dates to insure full credit.
 - Students must complete all work assigned on days missed, according to the specifications of the professor. Students should make every effort to complete assignments early, if possible.
- b. Illnesses
- c. Funerals

- d. Selected school-sponsored class trips or projects that meet divisional or degree requirements.
- e. Other situations the Academic Council Committee collectively deems as having merit or basis.
- f. All other course make-up work policies will be included in the course syllabus.

VI. Professor's Responsibility

- a. Professors must take roll every class period and make the attendance record promptly available to the students via the student portal.
- b. The professor's policy on make-up work for absences not covered above and tardies must be included in the syllabus.
- c. Professors are encouraged to include attendance incentives in their syllabus.

VII. Student's Responsibility

- a. Students, especially those involved in PIU athletic, music, or ministry teams, are expected to inform professors prior to a scheduled absence and make arrangements for work to be made up at the professor's discretion to insure full credit.
- b. Upon an unexpected absence from class, the student should contact the professor immediately to discuss make-up work.
- c. Students should keep track of their own absences in each class, and resolve any discrepancies with the professor's posted record of attendance as soon as possible.
- d. Students should not wait until the end of the semester to deal with any concerns about absences.

VIII. Appeals Process for Attendance Policies

- a. Appeals concerning a professor's decision concerning make-up work are to be directed in writing to the dean of the school.
- b. In extreme circumstances a student may appeal the Maximum Total Number of absences in writing to the Office of the Provost and accompanied by documentation for every absence.
- c. Professors may advocate for those students with unusual circumstances, and those students with excused absence will be given due consideration.

B. Online Asynchronous Course Check-In and Participation Policy

- 1. Enrolled online students must check-in to courses, continue with assigned work or officially withdraw.
- 2. Failure to check-in will result in administrative withdrawal from the course.
- 3. Ongoing participation will be based on the student fulfilling weekly requirements of a course.
- 4. Students who withdraw after the check-in period may receive a grade of "WP" or "WF."
- 5. Students who check-in to a course and fail to maintain ongoing participation but do not officially withdraw will receive a grade of "F."

Summer School Class Attendance

In summer school, absences are highly discouraged. In any class, absences may not exceed 25% of the total number of class sessions. (Ex: The fifth absence in a class that meets for 19 sessions will be an automatic failure.) There is no appeal process for extra absences in summer school. Any exceptions should be made directly by the Provost.

Policy on Class Attendance and Late Professors

In most cases an announcement will be made during chapel or a notice will be posted on the classroom door when a professor finds it necessary to cancel a class. If after five minutes, the professor is not present in the class, one student should check with the Administrative Assistant to the Provost, Dean, or the Provost for any available information. Graduate students should check with the Administrative Assistant to the Vice President of the Seminary. If the professor has left instructions, those instructions must be followed. If there are no instructions, the class must wait for the professor for fifteen minutes from the beginning of the class. If at the end of fifteen minutes the professor has not come to class or left instructions, the class may leave. The class should sign an attendance sheet and leave it with an Administrative Assistant.

Absence Due to Non-Payment of Student Accounts

Students who fail to pay the total of their bills by final due dates for fall, spring, and summer will be prohibited from attending classes until the accounts are paid. The professor is expected to cooperate with the Administration by enforcing this policy. Professors will receive notification from the Student Accounts Representative in the business office concerning which students should be restrained from classes. The student grades will be subject to the absence-grade-reduction policy detailed elsewhere in this Faculty Handbook.

Students who have not paid their bills by final exams are allowed to take final exams, but the grades are not posted until cleared by the Student Accounts Representative.

SIS FACULTY PORTAL AND COURSE MANAGEMENT

All faculty members are required to utilize the SIS Faculty Portal and Course Management features. The portal should be checked frequently for announcements and updates. Grades should be entered in the SIS Course Management Gradebook and submitted to the Registrar following his/her specific instructions. Syllabi and other essential course documents should be posted for easy student access. Training sessions and support are provided by the Blackboard Liaison.

EXAMINATIONS AND QUIZZES

All professors should give a minimum of a mid-semester and a final exam or the equivalent. Where there are no supporting grades available from recitations or term papers, teachers should be sure to include a few quizzes to help establish a grade pattern. It is really unfair to permit a student to go all semester without any concept of his/her grade potential. It is important to remember that students that are on the undergraduate level need guidance in these areas.

Quizzes may be given at any time which seems wise to the instructor. They may be announced or unannounced. Each professor is responsible to announce whether, how,

and when a quiz missed by the student is to be made up and what the grading policy is used on such make-up quizzes.

All examinations must be taken at the time and place specified. Exceptions will be made only in the case of sickness or other providential hindrance. As a policy, students should only miss a test if they are sick enough to miss all their classes the specific day of the test or if there is a death in the immediate family. Students who miss a test with the reason of being sick yet continue all other daily functions should not be allowed to make-up a test. Publish your policy concerning make-up exams in your syllabus.

Students may be given an examination at a time other than the specified time only when this arrangement is made before the scheduled time for the exam. Failure to observe this rule shall subject the student's examination grade to a ten percent reduction.

Examination Proctoring

All professors are to monitor their own exams or be responsible for the adequate supervision of them.

Final Examination Policy

There should be a final exam in every course except for internships (including student teaching), performance-oriented classes where an exam may not be appropriate, or a course where an exam is deemed inappropriate. The final exam may be a unit test over a portion of the course, or it may be comprehensive over the entire course. It does not have to be comprehensive. Students should take the final exams as scheduled unless special arrangements are made with the professor and approved by the Dean and/or Provost. The professor has the discretion to re-schedule a final due to schedule conflicts or the case of a commuter who has a hardship situation. Students who have more than two exams in one day may petition to re-schedule one. Students should take the exams with their section (if there are multiple sections) unless permission is granted by the professor.

All final exams must be given during the scheduled time during the final exam period and not during, for example, the last class.

Senior Exams and Final Grade Check

Seniors will complete the Bible Exam on a special schedule.

Seniors' grades are due to the Registrar's office prior to commencement practice. All incompletes must be removed. There will be a final grade check subsequently to grades being submitted and incompletes removed. No student will be able to graduate with a transcript that is incomplete therefore not signifying completion of the degree program.

The only exemptions for senior exams are those granted under the Honor Student Policy.

Form and Style of Formal Papers

It is required that the Undergraduate Faculty use the current MLA edition and Graduate Faculty use Turabian as the accepted style for writing papers at the undergraduate and graduate levels respectively. It is expected that the Professors carefully grade the

papers they assign; that, if they do not have the time or energy for careful grading, they reduce their assignments accordingly. They are not to assign busy work.

GRADING PROCEDURES

Grade Deadlines

Meeting the required deadlines is a responsibility of every instructor. The Registrar gives special notice of the deadlines for grades to be posted and submitted. It is imperative that every professor cooperates in this matter. It is urgent for the Registrar to be able to enter the grades so grade reports for students and transcripts can be prepared. Students cannot be placed on academic warning or removed from academic warning until all grades are processed. Satisfactory Academic Progress (SAP) may only be determined after grades have been submitted. The SAP is used to determine the student's academic standing for the following semester as well as eligibility for financial aid. It is extremely important that grade submission deadlines be met. Faculty who are consistently late will be cited as part of their faculty evaluation summary.

Grading System

The following descriptions are designed to assist the Faculty in distinguishing and evaluating student recitation, written work, quizzes, exams, and overall grades at the end of the grading period.

Academic Grades

A - Represents a superior (outstanding) understanding of the subject matter, prompt and complete preparation of assignments, outstanding ability as manifested by such things as original thinking, extra reading or projects, and an interested attitude in and contribution toward class discussions (4 quality points per semester (hour)).

B - Represents an excellent understanding of the subject matter, prompt and complete preparation of assignments, above average ability as manifested by extra reading or projects, and an interested attitude in and contribution toward class discussion (3 quality points per semester hour).

C - Represents a (relatively) satisfactory understanding of the subject matter and average promptness in preparation of assignments. This is the minimum grade to satisfy the requirements for graduation (2 quality points per semester hour).

D - Represents a poor understanding of the subject matter and/or inadequate work in assignments. This is the lowest grade giving credit in a course (1 quality point).

F - **Failure.** As a semester final grade, an "F" indicates that exam(s), classwork, or both are so far below par that the course must be repeated if credit is to be obtained (0 quality points per semester hour).

P- **Passed**

Temporary Grades

I - **Incomplete work** - conditional. Entitles the student to re-examination following the completion of additional work stipulated by the professor or the fulfilling of such extra assignments as will be satisfactory to the professor. This work must be completed within six weeks after the course is finished, otherwise an "**F**" will automatically be recorded. For SAP

purposes an incomplete is calculated into the GPA like an "F", until the work is complete.

An incomplete should be given only if there is an acceptable reason for the incomplete work. Otherwise, incomplete work should be averaged in as a zero and grades reported to the Registrar's office.

NC- No Credit

NG- No Grade

Administrative Grades

W- Withdrew

WP - Withdraw Passing. After two weeks, a student withdrawing from a course receives a "WP," which indicates that the student has withdrawn passing.

WF - Withdraw Failing. After two weeks, a student withdrawing from a course receives a "WF," which indicates that the student has withdrawn failing the course.

AU- Audit

*- Repeated Course (non-calculated)

^- Repeated Course (calculated)

Grading Procedure

Faculty members submit grades that are ready for the Office of the Registrar through the student information system. The grades will be pulled down by the Office of the Registrar from the faculty portal, which will automatically populate the student's final letter grade in the student information system.

A suggested grade distribution:

- A** - Very good (top 10%)
- B** - Above average (next 25%)
- C** - Average (middle 40%)
- D** - Below average (next lower 20%)
- F** - Failure (lowest 5%)

INDEPENDENT/DIRECTED STUDY: POLICY AND ACADEMIC GUIDELINES

Policy and Academic Guidelines

1. Students should submit a formal request to the Provost. The form may be obtained from the Registrar's Office. The request should include a valid, detailed rationale for needing the directed study.
2. The Dean, the Professor who will conduct the directed study, and Provost will discuss any request, and all three parties must agree to allow the student to conduct the study. A professor must be willing and able to conduct the directed

study.

3. The student will be notified in a timely fashion of the decision of the Committee.
4. All directed studies should be with the professor that normally teaches the course. Exceptions will be made on an individual basis, considering the availability of faculty members.
5. All students must officially register for all directed studies prior to beginning a course. This should be done at pre-registration or during the normal registration process at the beginning of the fall or spring semesters. The directed study should be completed by the last day of the final exam period of the semester in which the course is registered. Summer courses must be registered for at the beginning of the first summer session and must be completed by the last day of the last summer session. In extreme circumstances at the request of the student, one extension for six weeks may be granted. It is, however, at the discretion of the professor along with the other two committee members as to whether the extension should be granted.
6. Uncompleted courses will be given a grade of F.
7. Professors will have the work evaluated and a grade submitted to the Registrar's Office within a month from the completion deadline. A fee will be charged for each directed study. A one hour study at \$50.00, two hour at \$75.00 and a three hour at \$100.00.
8. No more than one course per semester or two per summer may be taken by directed study.
9. At the beginning of the Senior year, if a student lacks more than six hours to graduate, directed study courses may not be used in order to complete graduation requirements.
10. Directed study will not be allowed in courses requiring peer evaluation and demonstrated abilities such as conducting music, teaching instruments, ear training, homiletics, teaching methods, student teaching, and foreign languages.

Academic Guidelines

1. The Professor must develop strategies that result in students demonstrating mastery of the same knowledge, skills, content, etc. that is expected of all students in the class.
2. The course objectives must be accomplished.
3. A syllabus must be prepared for all directed studies and filed with the Provost.

ONLINE COURSE DEVELOPMENT

Faculty (full-time or adjunct) who are asked to teach an online course are provided with a Piedmont International University Online Course Development Rubric. This information is available from the Provost. Training is also available in either group or individual sessions. Faculty are welcome to request guest status in several established

courses in order to observe a variety of techniques. An adjunct faculty member who is asked to complete the original design of a new course will be offered a separate course development contract and will be paid for the course development following the Faculty Salary Scale.

PLAGIARISM POLICY

Plagiarism is the act of failing to give sufficient credit to the unique thoughts, ideas, or words of another source. The failure occurs in an oral, written, or media project submitted for academic credit or some other benefit. All researchers are expected to acknowledge the use of another author's words by the use of quotation marks around those words in the text of a paper and by appropriate citations. Paraphrased and summarized ideas are expected to be acknowledged with appropriate citations. Plagiarism also extends to (but is not limited to,) the following:

1. having another person write or correct a paper
2. buying or procuring a ready-made paper from a research paper "service" on the Internet or from another such service
3. copying and pasting information from the Internet or another source and not acknowledging the borrowed information by using quotation marks and including parenthetical citations and bibliographical information on the Works Cited page
4. improperly documenting the page references of cited sources (claiming that source information comes from a page on which it does not exist)
5. submitting the same paper for multiple classes without permission of all instructors involved

Plagiarism is a form of stealing and penalties will be instituted by the Academic Integrity Committee.

STUDENT RECORDS

In compliance with the **Family Educational Rights and Privacy Act of 1974**, no information from a student's records, in a personally identifiable form, will be conveyed to any other party, agency, or organization other than University officials, teachers, other schools to which the student may wish to transfer, or authorized federal agencies and authorized third parties and in connection with application or receipt of financial aid, without first obtaining written consent of the student.

The student has the right of access to his/her academic record, correspondence between himself/herself and the University, and any other material where he/she has been directly involved in the procurement of said material.

The above relates to those students 18 years of age and older. Prior to that, this right is reserved for the parents of said student, which right is suspended once the student reaches his/her 18th birthday.

Under NO circumstances should a student's file be removed from the Registrar's Office without being officially signed out. There is a sign out sheet located in the records room of the Registrar's Office.

SYLLABI

All Faculty members are required to prepare a syllabus for each course taught: fall, spring, summer, online, or international branch. The syllabus should contain course

introductory information (title, number, name of institution, credit, prerequisite, semester/year, class days, class time, professor, office location, office hours, e-mail address, and phone extension number), a course definition, rationale, course objectives, outline, texts, materials and methods of instruction, course requirements, evaluation, policies, schedule, and reading list or bibliography (See Appendix). A copy of each syllabus is to be given to the respective Dean, Administrative Assistant for Academics, and Library at the beginning of each semester or summer school session.

A continuing evaluation of syllabi is made by the Administration. It is important that these documents reflect the true purpose of the course and the objectives in student-related behavioral terms. The course should be conducted in accordance with that which has been stated.

TEXTBOOK AND COURSE PROCEDURE

Piedmont's policy on textbooks is to allow wide latitude of choice to the professor. A textbook and/or set of notes should be required in each class. The preference is that a textbook should be required in every class, not just a set of notes. Some exceptions such as internships are acceptable. It is recognized that students need to be building a library. It is necessary, however, to clear all new texts through the Dean of the appropriate school. Wherever possible, a copy of the proposed text should be made available for the professor's (and if needed the Dean's) personal use **BEFORE** its adoption as a text.

When the text is approved the dean may add the textbook to their school's **Google sheet** (distributed by the Academic Office). The school's textbook Google sheets are normally due one week after the distribution of course assignments and must always be posted through the online bookstore before preregistration begins.

Course procedure is largely left in the hands of the professor. The University recognizes the principle of academic freedom, but such freedom must never militate against the underlying purposes of the University nor its doctrinal position.

CLASSROOM PROCEDURES

ABSENCE FROM CLASS

Any faculty member anticipating absence from the classroom should report such absence to the Provost. In case of an emergency, teachers should immediately contact the office of the Provost or Dean. All substitute instructors for the classroom **must** meet the appropriate approval of the Provost or Dean.

Faculty members are encouraged to attend professional meetings when such meetings are available. As funds become available, the University will assist in payment for professional meetings. Requests for assistance should be submitted to the appropriate Dean who will seek approval for the expenditure through the Provost and Chief Financial Officer

CLASS CANCELLATIONS AND CLASSROOM RELOCATION

Professors should use caution in the cancellation of classes and avoid that practice if at

all possible. In any case the Provost (or Administrative Assistant), Dean and Registrar must be notified in advance.

Professors are assigned to classrooms based on a certain rationale and availability of space. At no time should a professor move his/her class to another classroom. If it becomes necessary to move a class because of logistical issues such as a crowded room, this should be handled with both the Provost and the Registrar. In any case the Academic Office and Registrar's Office must be notified. The change must be appropriately noted.

In both scenarios, guests and prospective students visit classes, and it is essential to know where classes are located. An Administrative Assistant along with the Registrar's Office attempt to coordinate classroom usage.

CLASSROOM DECORUM

A Faculty member has a responsibility to maintain the proper class atmosphere. This means that in addition to making an interesting, meaningful presentation to the students, each Faculty member will be supportive of all other members of the Piedmont family, including University Administration, Deans of Students, the Maintenance crew, and all chapel speakers. Criticism in the classroom does not edify either the teacher or the students.

Talking, inattention, or other incorrect conduct in the classroom should not be tolerated. Teachers are under obligation to correct such abuses for the sake of those in the class who are there for serious study. The teacher has the right to dismiss any offender from class and count the offender absent from that class. Repeat offenders should be reported to the Provost.

CLASSROOM DEVOTIONS

Since our University gives first emphasis to the spiritual, it is urged that each class session be opened with prayer to help prepare hearts to receive the instructions to follow. The instructor is permitted to vary the procedure at his/her discretion to prevent the exercise from becoming routine or boring. Normally three minutes is sufficient time to give to this part of the class.

CLASSROOM PROTOCOL

It is expected in the academic environment that certain courtesies will be observed.

- Classrooms that are rearranged for certain activities should be returned to normal.
- Boards should be erased at the end of class.
- Equipment should not be removed from class. If you remove something in an emergency, please return it immediately at the end of class.
- Once a projector bulb needs replacing, immediately submit a technology email request to techhelp@piedmontu.edu.
- Do not extend your class until it extends into the next class.

GUEST LECTURERS AND SCHEDULE VARIATIONS

It should be understood that any outside speakers in the classroom must be cleared through the office of the Provost. It is also expected that each teacher will make the best use of the class time and that any deviation from using the full schedule will be cleared with the Provost.

APPENDICES

Constitution and By-Laws
Committee Appointments
General Agreement/Faculty Member (Sample)
Projected Faculty Salary Scale
Sample Forms
Course Evaluation Instruments
Faculty Evaluation Summary
Faculty Gradebook Analysis
Observation Evaluation Checklist
Self-Evaluation
Faculty/Staff Satisfaction Survey
Syllabus Format
Yearly Report: Professional Development and Involvement

Adopted by Trustees in Annual Business Meeting of January, 2007

The Constitution of Piedmont International University, Inc. is the
Articles of Incorporation

Certificate of Incorporation of Piedmont International University, Inc.

THIS IS TO CERTIFY that we, the undersigned, do hereby associate ourselves into a religious corporation under and by virtue of the laws of the State of North Carolina and to that end do hereby set forth:

I

The name of the corporation is Piedmont International University, Inc.

II

The location of the principal office of the corporation in this state is at Winston-Salem, North Carolina.

III

The objects for which this corporation is formed are as follows:

To organize, own, operate, and maintain a fundamental, premillennial, Baptist school, or schools, based on the teachings of God's Word as contained in the Bible for the purpose of training Christians and Christian Workers in the truth of God's Holy Word. The activities of such school and the education provided thereby shall be in accord with following Statement of Faith to which the incorporators hereof subscribe and to which all persons hereinafter connected with said school will be required to subscribe, and which Statement of Faith shall remain unaltered and undiminished as a part of the Charter of the corporation and as the foundation for its objects and purposes to-wit:

STATEMENT OF FAITH

The Scriptures

We believe that the Holy Bible was written by men divinely inspired and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth, without any mixture of error, for its matter; that it reveals the principles by which God will judge us; and, therefore, is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which conduct, creeds, and religious opinions should be tried.

There is one and only one living and true God, an intelligent, spiritual and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfections, to whom we owe the highest love, reverence and obedience. He is revealed to us as a Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.

God the Son

We believe that the Lord Jesus Christ was begotten of the Holy Spirit without a human father, born of a virgin, and is truly God and truly man, that His deity is absolute, wholly

unique, and singular.

God the Holy Spirit

We believe in the personality and deity of the Holy Spirit, the third person of the Trinity, who is the divine interpreter of the infallible Word, who convicts the world, regenerates and indwells every true believer, testifies of Christ, energizes, enlightens, and constrains in the way of holiness.

The Fall of Man

We believe, according to the teachings of Scripture that man was created a moral being in the image of God after His likeness, but man by voluntary transgression fell from his original sinless state. In consequence, the whole human race was involved in guilt, making all mankind, now sinners, depraved in nature, spiritually dead, subject to the powers of evil, void of holiness, positively inclined to evil, and hopeless apart from divine grace.

The Resurrection of Christ

We believe in the resurrection of the crucified body of Christ; that this body, which was raised from the dead according to the Scriptures, was a literal body consisting of flesh and bone and that He ascended into Heaven and “sitteth on the right hand of God” as the believer’s High Priest and Advocate.

The Way of Salvation

We believe that salvation, according to the Scriptures, is wholly by grace through faith plus nothing. This salvation of the ill-deserving sinner is based upon the finished work of the Lord Jesus Christ, who became the sinner’s substitute before God and died a propitiatory sacrifice for the sins of the whole world. Since the natural man is dead in trespasses and sins, at enmity against God, and blinded by sin and Satan to his own condition, it is only through the operation of the Holy Spirit using the Word that man is brought to repentance and faith. No degree of reformation, however great; no attainment in morality, however refined; no culture, however attractive; no ordinance of ceremony, however ancient and sacred; no feeling; however satisfying; no sincerity, howsoever approved; no church membership, however authenticated, can in the least degree add to the value of the precious blood or to the merits of that finished work wrought for us by the Lord Jesus Christ.

Justification

Justification is God’s gracious and full acquittal, upon principles of righteousness, of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any works of righteousness which we have done, but as a state of most blessed peace and favor with God, and secures every other needed blessing.

The Freeness of Salvation

The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher,

Savior, and Lord.

The Security of the Believer

We believe that all born-again persons are eternally secure in Christ, since the Scriptures teach that our justification before God alone rests upon the finished work of Christ and forever remains the unchanging grounds of the believer's faith. This security is further guaranteed by the continuous High Priestly work of Christ in Heaven itself and by the work of the Holy Spirit, who wrought in the believer, regeneration and performs an unceasing ministry within his soul.

The Church

We believe that the church, the body of Christ, is composed of all those who have true faith in the Lord Jesus Christ. We further believe that the visible church or assembly is a congregation of baptized believers associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, the true head of the church; looking to the Holy Spirit, the administrator, for guidance in exercising the gifts, rights, and privileges invested in the believer by His work.

The Obligation to Holiness

We believe that all believers in the Lord Jesus Christ are called into a life of separation from the world to which they have been crucified by the death of Christ and should abstain from worldly lust and such practices and habits as will retard spiritual growth or cause others to stumble and thus bring reproach upon the cross of Christ. The believer is called upon to walk worthily, keeping himself unspotted from the world, and to be zealous of good works.

The Evangelization of the World

We believe in the evangelization of the world, placing emphasis upon the task of reaching the individual with the gospel and its implications, and that no humanitarian and philanthropic schemes may be substituted for the preaching of the Cross.

Bible Interpretation

We believe in accepting the literal teaching of the Word. "When the plain sense of Scripture makes common sense, seek no other sense." Therefore, every declaration is to be taken in its primary, ordinary, literal, and its most obvious meaning unless the facts of the context and the well-defined laws of language clearly indicate the terms either to be symbolic or figurative and not literal. Whatever is not literal must be explained in the light of other passages which are literal.

Creation

We believe in the Genesis account of creation, which teaches that all things found their origin in God Who created by His own fiat, instantaneously, every living thing after its kind.

The Return of Christ

We believe, according to Scriptures, in the sure return of the Lord Jesus Christ; that this second coming will be a literal bodily, personal return; that His coming for His bride, the Church, constitutes the “Blessed Hope” set before us, for which we should be constantly looking. We believe that His coming will be premillennial.

Eschatology

(1) The righteous dead.

We believe that the souls of those who trusted in Christ for salvation will go immediately at death into His presence and there remain in conscious bliss until the resurrection of the righteous dead at the second coming when soul and body shall be reunited to ever be with the Lord in glory.

(2) The unrighteous dead.

We believe that the souls of the lost remain after death in conscious misery until the final judgment of the great white throne when the soul and body will be reunited in resurrection to be arraigned before God in judgment and then cast “into the lake of fire which is the second death:” to be “punished with everlasting destruction from the presence of the Lord and the glory of His power.”

Satan

We believe in the reality of the person of Satan, “that old serpent, called the Devil and Satan, which deceiveth the whole world.”

IV

This is a non-profit and non-stock corporation organized solely for religious purposes and, therefore, has no capital stock.

The names and post office addresses of the incorporators of this corporation are as follows:

George E. Richman, High Point, N.C.
W. E. Sampson, Richmond, Virginia
E. J. Walker, Charleston, West Virginia
John H. Cornelius, Winston-Salem, N.C.
A. S. Daniels, Draper, N.C.
John L. Gamble, Gibsonville, N.C.
Jas. T. Johnson, Raleigh, N.C.
E. V. Howell, Portsmouth, Ohio
Chas. H. Stevens, Winston-Salem, N.C.

V

The period of existence of this corporation is unlimited.

VI

The Board of Trustees of this corporation shall have power, by vote of a majority of the Trustees, to make, alter, amend, or rescind the by-laws of this corporation provided, however, that the following provisions which are a part of its Charter shall not be altered, modified, changed, or amended by the by-laws adopted by the Trustees or any amendment thereto, the said provisions being as follows:

(a) The trustees of this corporation and the members of the Faculty and Staff of any school or schools maintained by the corporation shall sign annually, without mental reservation, the Statement of Faith herein before set out as a part of the objects and purposes of this corporation.

(b) Should the corporation during its existence depart from or change any part of said Statement of Faith, or if the activities of the corporation should be contrary to and not be in furtherance of the principles contained in said Statement of Faith, then in that event, the corporation shall be dissolved and its assets shall be distributed to non-profit Christian organizations to be designated by the Board of Trustees, which are exempt from federal income taxes, and contributions to which are deductible for federal income tax purposes.

(c) Any individual who is interested in the perpetuation of the Faith and Principles of this corporation, as herein set forth, may take steps to dissolve this corporation by presenting evidence in writing of its departure from said Faith and Principles. Notice of charges shall be given to the President of the corporation and to each of the Trustees thereof, setting forth the evidence of any such departure by the corporation or by any of its officers and employees, and a written copy of such charges shall also be given to any officer or employee involved. If the alleged departure is not corrected and remedied within three months after the filing of such charges, thereupon legal action may be taken by any interested person to dissolve the corporation as provided by law.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed our seals, this 16th day of January, 1947.

_____(SEAL)
George E. Richman

_____(SEAL)
W. E. Sampson

_____(SEAL)
E. J. Walker

_____(SEAL)
John H. Cornelius

_____(SEAL)
A. S. Daniels

_____(SEAL)
John L. Gamble

_____(SEAL)
James T. Johnson

_____(SEAL)
E. V. Howell

_____(SEAL)
Chas. H. Stevens

BY-LAWS OF PIEDMONT INTERNATIONAL UNIVERSITY, INC.

ARTICLE I NAME AND MISSION

Section 1. Name

The corporate name of this institution shall be Piedmont International University, Incorporated, which also does business as Piedmont International University, Inc.

Section 2. Mission

Piedmont International University is an established provider of quality, Bible-centered higher education for effective lifetime ministry. We are driven by our love for students and alumni and are committed to their success. We serve churches by equipping leaders to obey the Great Commandment and fulfill the Great Commission.

ARTICLE II POSITION STATEMENTS

Section 1. Authority of Statement of Faith

The Statement of Faith contained in the Articles of Incorporation does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. Our position on all issues that arise will be determined by the authority of Scripture. We do believe, however, that the Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members and activities of the Corporation. All literature used as authoritative in the ministry shall be in complete agreement with the Statement of Faith and with the following Points of Conviction.

Section 2. Points of Conviction

- A. Civil Government.** We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)

B. Human Sexuality.

- 1.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- 2.** We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

C. Family Relationships. We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Gal. 3:28; Eph. 5:21-33; 6:1-4, Col. 3:18-21; 1 Tim. 2:8-15; 3:4-5, 12; Heb. 13:4; I Pet. 3:1-7)

D. Lawsuits Between Believers. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

E. Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well being of the mother are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)

F. Inspiration of Scripture. Inspiration is verbal, plenary and the Bible is infallible and inerrant in its entire 66 books. (1 Tim. 3:16; 2 Pet. 1:19-21; 1 Cor. 2:13; Gal. 3:16; John 10:34-35)

G. Charismatic Movement. Speaking in tongues is not for this age. The current charismatic involvement has its emphasis on experience and is in grave error. (I Cor. 14:22; 2 Cor. 12:12; Heb. 2:3-4)

- H. **Offices and Ordinances of the Church.** The two offices of the local church are pastor and deacon, and the two ordinances are baptism and the Lord's supper. (Phil. 1:1; 1 Tim. 3:1-13; Acts 20:17,28; Tit. 1:5,7; 1 Pet. 5:1-2; Matt. 28:19-20; Acts 8:36-39; Rom. 6:3-5; Col. 2:12; 1 Cor. 11:23-26)
- I. **Evolution.** Evolution is contrary to the Word of God, and proper Biblical belief leaves no place for theistic evolution. (Eph. 3:9; Rom. 11:36; Col. 1:16-17; Gen. 1-2; Exod. 20:11)
- J. **The Rapture of the Church.** The rapture of the Church is imminent and will precede the Tribulation. (Phil. 3:20; Tit. 2:13; John 14:1-3; I Cor. 15:51-55; 1Thess. 4:13-5:11; Rev. 3:10)

ARTICLE III GOVERNMENT

Section 1. Piedmont International University shall be governed by a Board of Directors entitled: "Trustees."

- A. The Trustees of Piedmont International University, Incorporated, are a body corporate established through the Articles of Incorporation registered with the State of North Carolina on February 7, 1947. It possesses all powers of a body corporate for the purposes created by the Articles of Incorporation or that may exist under the provisions of the law.
- B. The Trustees have full and final responsibility for the development and the operation of the University within the framework of the purposes for which the Corporation was formed as stated in the Articles of Incorporation.

Section 2. Membership

A. The Number

The number of Trustees of the Corporation is fixed at not less than fifteen and not more than thirty-six. This number shall include the Alumni Association President, who is to be an ex officio member of the Board of Trustees with voting privilege. In addition, the Board of Trustees may select Emeritus Trustees who may serve an unlimited term without voting privilege.

B. Qualifications

1. A Trustee shall evidence a strong personal faith in Jesus Christ as Savior. He shall demonstrate the fruit of the Spirit in his church and community life. His leadership ability shall be expressed in his church or business relationship. His affiliations and conduct shall be in harmony with Piedmont International University standards on separation.
2. All members of the Board of Trustees shall be members of a church, Baptist in polity and consistent with the doctrinal statement of the University.
3. Either his church shall financially support Piedmont International University, or he personally shall support the University.
4. Inasmuch as members of the Board of Trustees are to show an active interest in Piedmont International University through their presence at Board meetings, if a Board member does not attend for three consecutive sessions, unless providentially hindered, the Board shall have the right to declare the office vacant and have the power to fill the vacancy.
5. Each Trustee member shall sign without change the Statement of Faith and Position Statements of Piedmont International University in January of each year. A refusal to sign such would mean a removal from the Board of Trustees. A Trustee who changes views on these foundational beliefs in teaching or in practice or becomes antagonistic thereto shall be removed by majority vote of the remaining Board members.
6. No full-time employee of the University shall be eligible to be a member of the Board of Trustees. However, one part-time employee may serve on the Board of Trustees, and other part-time employees may serve on the Advisory Board to the Trustees.

C. Manner of Election and Orientation

The Trustees shall be elected by a two-thirds majority vote of the Board of Trustees upon the recommendation of the Nominating Committee at the regularly scheduled meeting of the Board in the fall of each year. Their terms of office shall begin following the January meeting. However, incoming members should attend the January meeting as non-voting observers to receive instruction, orientation, committee assignments, etc. Orientation shall be arranged by the Chairperson of the Board.

D. Tenure and Vacancies

Members of the Board of Trustees shall be elected to serve for a term of three years. Terms of office for Trustees expire after the January meeting. Following a three-year term of service, a Trustee may be re-elected for a second three-year term with a maximum of two consecutive three-year terms (except as provided for in the “Financial Exigency Policy and Procedures” – see Appendix III of the Board of Trustees Manual). After a one-year absence from the Board, a Trustee may be re-elected. Vacancies may be filled at the fall meeting for a regular term of service.

E. The Balance of the Board

An effort shall be put forth to maintain a balance of ministers, businessmen, and other professionals.

F. Discipline

Any member of the Board of Trustees, who is found guilty of immoral or unbecoming conduct or who is under discipline within the local church where he holds membership, may be expelled from membership on the Board of Trustees by a majority vote of the members thereof, after such member has been notified in writing of the charges against him and after he has been given an opportunity to be heard by the Executive Committee.

Section 3. The Duties and Responsibilities of the Board of Trustees

- A.** Maintain the spiritual and historical integrity of the University, and adherence to its common core of Baptistic principles as articulated in the Statement of Faith.
- B.** Establish all operating policies and approve institutional goals for Piedmont International University to be implemented by the Administration. Care will be taken to distinguish between the policy making functions of the Board and the responsibility of administration and faculty to implement the policies.
- C.** Appoint the administrative officers and faculty members of the University in accordance with Article V Section 3B.

- D. Assist the Administration in securing the financial resources needed to support adequately the program of the Institution.
- E. Approve the annual budget, require the proper accounting of income and expenditures, and have an executive meeting with the auditors annually.
- F. Oversee all property of the University and authorize any acquiring, constructing, maintaining, or distribution of properties.

ARTICLE IV OFFICERS OF THE TRUSTEES AND THEIR DUTIES

Section 1. Election and Terms of Officers of the Trustees

- A. The officers of the Trustees of Piedmont International University shall be the Chairperson, the Vice Chairperson, the Secretary, and the Assistant Secretary.
- B. The officers shall be elected annually by the Trustees from their membership for a period of one year and shall be eligible for re-election.

Section 2. The Chairperson of the Trustees

The Chairperson shall appoint the members of and serve as an ex officio voting member of all committees of the Trustees (except as provided for under Nominating Committee). The Chairperson shall appoint all ad hoc committees including their chairperson. He shall execute contracts and other documents by and in the name of the Trustees, preside at meetings of the Trustees, call meetings of the Trustees, and discharge all other functions delegated to him by the Trustees.

Section 3. The Vice Chairperson of the Trustees

The Vice Chairperson of the Trustees shall preside in the absence of the Chairperson, perform duties of the Chairperson with full authority during the absence or disability of the Chairperson, and shall discharge other duties delegated to the chair by the Trustees.

Section 4. The Secretary of the Trustees

The Secretary shall keep an accurate record of the proceedings of the Trustees. He shall have access to the corporate seal of the Trustees, affix it to official documents, and attest same by his signature. The Secretary shall also serve as the Secretary of the Corporation. In the absence of both the Chairperson and Vice Chairperson, the Secretary shall preside over the meetings of the Trustees. The Secretary shall stay abreast of needed changes to the Constitution and By-Laws and/or other legal documents affecting the Board and the operation of the University.

Section 5. Assistant Secretary of the Trustees

The Assistant Secretary shall fulfill the duties of the Secretary of the Trustees and Secretary of the Corporation in the absence of the Secretary and shall serve as Secretary of the Executive Committee.

Section 6. Advisory Board to the Trustees

Membership in the Advisory Board to the Trustees shall have the same Qualifications and Manner of the election as do the Trustees (Article III, Section 2, B and C). Its number shall be limited to seven. Members may serve without limit as to terms, without voting privileges, but with the privilege of advice and counsel to the Trustees in all matters pertaining to their responsibility for the development and operation of the University.

ARTICLE V EXECUTIVE OFFICERS OF THE UNIVERSITY

Section 1. Executive Personnel of the University

The Executive Officers of the University shall be the President and such Vice Presidents as the Board of Trustees shall appoint.

Section 2. Manner of Election and terms of Office

The Board of Trustees shall elect the Executive Officers of the University and designate their salaries and duties. The term of office of such Executives shall be indefinite and may be terminated by resignation or action of the Trustees.

Section 3. The President of the University

- A.** The President shall be the chief officer of the University in administering the affairs of the University under the authority and control of the Board of Trustees. He shall have the responsibility for the maintenance of the educational work of the University in accordance with policies established by the Board of Trustees. He shall foster and extend cordial relations between the University and its constituency. He shall have authority to execute such contracts in the normal course of business as shall be required for the day-to-day operation of the University.
- B.** The President of the University shall recommend to the Board of Trustees the election (selection), promotion, demotion, and removal of all members of the Faculty and of all other officers of the University. He shall have the power to appoint other employees of the University, who are not referred to in the foregoing sentence, with the authority to delegate this power to such other officers of the University as he deems wise. Members of the Faculty, officers, and employees shall be appointed only in accordance with prior budgetary authority. Between meetings of the Board of Trustees, the President of the University may, upon authorization of the Executive Committee, appoint persons to fill vacancies in the Faculty and Staff of the University which are required to be filled by election of the

Board of Trustees. Persons appointed shall hold office until the next meeting of the Board of Trustees, at which time the President of the University shall submit for election (selection) the names of such persons.

- C. The President shall present to the Board of Trustees, for its consent, the names of all persons he recommends for honorary degrees. He shall report to the Board of Trustees from time to time, and at least once annually, on the conditions and needs of the University. He shall sit with the Board in its meetings without the power to vote.
- D. The President shall be the official medium of communication between the University faculty and the Board of Trustees. The President shall, with the Chairperson of the Board of Trustees and the Secretary of the Corporation, sign all diplomas. He shall have the power to call the University Faculty together whenever he shall deem it necessary for the consideration of such matters as he may wish to place before them.
- E. The President shall attend and participate in, without vote, all meetings of the Trustees except Executive sessions.
- F. The President shall submit recommended policies to the Trustees when requested to do so by the Trustees or when he deems it to be in the best interest of the University.
- G. The relationship between the President of the University and the ministry shall be permanent unless dissolved at the option of either party by the giving of a month's written notice, or less by mutual consent. The engagement of a new President or the severance of the relationship between the President and the ministry may be considered at any regular Board meeting, provided notice to that effect shall have been given in writing to the Board at least two weeks prior to said Board meeting. A three-fourths majority of the eligible members present and voting shall be required to engage a new President or to sever the relationship between the President and the ministry.

Section 4. The Vice Presidents

The Board of Trustees shall appoint such Vice Presidents as deemed necessary who, along with the President, shall constitute the Executive Officers of the University. They shall have a job description provided by the President and approved by the Trustees. The Vice Presidents may attend, at the request of the President and without voting privileges, the regular meetings of the Board of Trustees.

ARTICLE VI FINANCES

Section 1. Policy of Financial Responsibility

Piedmont International University shall assume financial obligations only for those expenditures for which it can reasonably expect to have funds in hand by the date due. It shall be the policy of Piedmont International University not to engage in deficit spending.

Section 2. Gifts

From time to time the ministry, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Board of Trustees. No fiduciary obligation shall be created by any designated contribution made to the ministry other than to use the contribution for the general furtherance of any of the purposes stated in Article I. Undesignated gifts shall be placed under the general operating fund of the University.

ARTICLE VII COMMITTEES

Each committee shall appoint a secretary, unless otherwise specified herein, keep its own records, and provide minutes of its meetings to the Chairperson of the Board, all members of the committee, and the President of the University.

A. Executive Committee

The Executive Committee of the Board of Trustees shall consist of the Officers of the Board of Trustees, the Chairmen of all standing Committees, and one member-at-large elected annually.

1. A majority of members shall constitute a quorum at any meeting of the Executive Committee.
2. The Committee shall have powers and shall execute such duties as may be delegated to it by the Board of Trustees.
3. In emergencies the Executive Committee shall have the authority to act on the behalf of the Board. A situation may be deemed an emergency by the President, Chairperson, Vice Presidents, or Secretary of the Corporation.
4. The Executive Committee shall hear appeals, grievances, and handle disciplinary matters presented to it and make direct reports to the Trustees.

B. Physical Plant Committee

The Committee on Physical Plant shall consist of not fewer than three members of the Trustees and the Chairperson of the Board of Trustees, who shall serve as ex officio member with voting privilege. The President shall appoint a member of the Faculty or Administration to meet with this Committee in an advisory capacity.

1. The Committee shall meet as necessary to discharge the designated functions and any others assigned to it by the Trustees.

2. The Committee shall be concerned with the maintenance of the buildings and grounds as specified in the budget in cooperation with the Administration. They shall make recommendations as necessary to the Board for improvements or repairs not specified in the budget.

C. Finance Committee

The Committee on Finance shall consist of not fewer than three members of the Trustees and the Chairperson of the Trustees, who shall serve as ex officio member with voting privilege. The President shall appoint a member of the Faculty or Administration to meet with this Committee in an advisory capacity.

1. The Committee shall supervise preparation of the budget and of other financial reports, order the conduct of an annual audit, supervise the handling of all funds of the University, and determine the proper use of income from the University's unrestricted and restricted gifts.
2. The Committee shall recommend such fiscal policies as it believes will be in the best interest of the University and shall work closely with the Administration in all matters of financial policy.
3. The Chairperson of the Finance Committee shall serve as the Treasurer of the Corporation. The Treasurer shall be responsible to see that Board action on finances is implemented, and that the Board receives an annual financial report.

D. Student Services Committee

The Committee on Student Services shall consist of not fewer than three members of the Trustees, and the Chairperson of the Trustees who shall serve as ex officio member with voting privilege. The President shall appoint a member of the Faculty or Administration to meet with this Committee in an advisory capacity with no voting privilege.

1. The Committee shall seek to be aware of the spiritual and moral atmosphere of the student body comprised both of resident and non-resident people.
2. The Committee shall review the **Student Life Guide** annually.
3. The Committee shall endeavor to keep abreast of all legal developments involving student rights and shall recommend procedures and policies to the Board in light of those developments.
4. The Committee shall periodically review the housing of and service to the students for the purpose of making appropriate recommendations to the Board.

5. The Committee shall recommend policies to the Board in the areas of student admissions, alumni matters, and current student welfare.
6. The Committee shall receive an annual report from the Administration regarding the number and nature of all disciplinary actions resulting in dismissals.

E. Education Committee

The Committee on Education shall consist of not fewer than three members of the Trustees and the Chairperson of the Trustees, who shall serve as ex officio member with voting privilege. The President shall appoint a member of the Faculty or Administration to meet with this Committee in an advisory capacity with no voting privilege.

1. The Committee shall review periodically (at least annually) the academic programs of the Institution in consultation with the Administration for the purpose of insuring conformity of the academic program with the institutional purposes.
2. The Committee shall encourage personnel to improve continually their effectiveness and recommend proposed programs for in-service training and sabbatical leaves.
3. The Committee shall concern itself with faculty and staff welfare.
4. The Committee shall periodically review and recommend approval of the Faculty and Staff Handbooks.

F. Institutional Planning Committee

The Institutional Planning Committee shall consist of not fewer than three members of the Trustees and the Chairperson of the Trustees, who shall serve as ex officio member with voting privilege. The President shall appoint a member of the Faculty or Administration to meet with this Committee in an advisory capacity. The Committee shall work with the Administration:

1. In planning the direction of Piedmont International University;
2. In strategic planning of programs, recruitments and facilities;
3. In assuring that the plans are implemented by the Administration.
4. Each prospective Board member shall be asked to sign the following: "Having read the Statement of Faith and the Constitution and By-Laws, I am in full accord with said documents."
5. The Nominating Committee shall present its slate of nominees to the Chairperson of the Board at least two weeks prior to the fall meeting.

6. The Nominating Committee shall also present the slate of nominees for the Advisory Board membership to the Full Board of Trustees in the fall meeting. These nominees shall have been selected in the same manner as are the nominees for the Board of Trustees.

ARTICLE VIII MEETINGS

Section 1. Regular Meetings

- A. The Board of Trustees shall meet no less than three times a year, usually during the months of January, May, and September on dates determined by themselves. The meeting in January shall be the annual meeting.
- B. Each regular meeting of the Board of Trustees shall have an Executive session.

Section 2. Special Meetings

- A. Special meetings of the Trustees may be called by the Chairperson or by consent of a majority of the Board of Trustees. The time, place, and purposes of special meetings will be fixed and announced by the Chairperson.
- B. The business to be transacted at any special meeting of the Trustees shall be confined to such matters as have been specified in the notice to the Trustees.

Section 3. Notice of Meetings

The Trustees and the President shall be notified by the Secretary of the time and place of all meetings. At least forty-eight hours' notice shall be given for special meetings.

Section 4. Quorum

A majority of the members of the Trustees shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of the majority of the members present at a regularly or specially called meeting of the Board. There shall be no proxy voting.

Section 5. Agenda

- A. The President of the University and the Chairperson of the Trustees shall develop an agenda for meetings of the Trustees. Where appropriate, copies of any documents to be presented as information shall be supplied to the Trustees at regular meetings. The Chairperson or President shall receive agenda items from the Trustees.

- B. In emergencies the Chairperson or the President may add items to the agenda regardless of the date he receives such items.

Section 6. Individual or Group Hearings

Any individual or organized group of Piedmont International University or supporter of the University, who desires to appear before the Trustees, shall appear first before the Executive Committee to discuss the matter with them to get their endorsement to appear before the full Board. They shall state the purpose of such appearance and the name of the person who is to appear as a spokesman. The statement shall be filed with the Chairperson of the Trustees at least four days in advance of the meeting at which the appearance is desired in order that it may be included in the agenda for the meeting.

ARTICLE IX INDEMNIFICATION

Section 1. Actions Subject to Indemnification

The ministry may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the ministry) by reason of the fact that the person is or was a trustee, officer, employee, or agent of the ministry, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the ministry and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the ministry and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

Section 2. Expenses Subject to Indemnification

To the extent that a trustee, officer, employee, or agent has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this Article, or in defense of any claim, issue, or matter in that action, suit, or proceeding, he or she may be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him or her in connection with the action, suit, or proceeding.

Section 3. Limitations of Indemnification

Any indemnification made under this Article, may be made by the ministry only as authorized in the specific case on a determination that indemnification of the trustee, director, officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 1 of this Article. The determination shall be made (a) by a majority vote of a quorum consisting of the

trustees who were not and are not parties to or threatened with the action, suit, or proceeding; or (b) if the described quorum is not obtainable or if a majority vote of a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

Section 4. Timing of Indemnification

Expenses of each person seeking indemnification under this Article, may be paid by the ministry as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the Board of trustees in the specific case, on receipt of an undertaking by or on behalf of the trustee, director, officer, employee, or agent to repay the amount if it is ultimately determined that he or she is not qualified to be indemnified by the ministry.

Section 5. Extent of Indemnification

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the ministry, both as to action of each person seeking indemnification under this Article in his official capacity and as to action in another capacity while holding that office, and may continue as to a person who has ceased to be a trustee, director, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

Section 6. Insurance

The ministry may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee, or agent of the ministry against any liability asserted against him and incurred by him in that capacity, or arising out of his status in that capacity, whether or not the ministry would have the power to indemnify him against liability under the provisions of this Article.

ARTICLE X FACULTY ORGANIZATIONS AND MEETINGS

The University Faculty, duly recommended by the Administration and appointed by the Trustees, will meet as an organization on a regular basis. The normal schedule will be weekly during the academic year. Under the leadership of the President of the University, assisted by the Provost, the Faculty is responsible for policies relating to curriculum, admissions, graduation requirements, student life and activities.

ARTICLE XI BINDING MEDIATION

Section 1. Submission to Mediation

Believing that lawsuits between believers are prohibited by Scripture, all members of this ministry agree to submit to binding mediation any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 2. Notice of Mediation

In the event of any dispute, claim, question, or disagreement arising out of or relating to these By-Laws or any other ministry matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by mediation as described in Section 1, above, and such Procedures for Mediation as are adopted pursuant to Section 4, below.

Section 3. Limitations on Mediation Decisions

Should any dispute involve matters of discipline, the mediators shall be limited to determining whether the procedures for discipline as outlined under these By-Laws, were followed.

Should any dispute involve the removal from office of the President of the University or any ministry officer, the arbitrators shall be limited to determining whether the procedures set forth in these By-Laws were followed.

Section 4. Mediation Procedures

The selection of the mediators and the mediation process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook (complete text of the Rules is available at www.Peacemaker.net).

ARTICLE XII AMENDMENTS

Section 1. The Constitution and By-Laws can be altered or amended at any regular meeting of the Board of Trustees by an affirmative vote of two-thirds of the members of the Board present and voting at any of its regular meetings, provided that such action shall not be in conflict with the Charter of the Corporation

Section 2. Amendments shall be submitted to the Board by one of the Committees of the Board. The Committee shall mail proposed amendments to each member of the Board at least fourteen days prior to a regular meeting of the Board. Any such amendment will be discussed at that meeting, but shall not be voted on until the next regular meeting. Any Trustee may propose amendments to their appropriate Committee.

ADOPTION

These By-Laws were adopted by a two-thirds majority vote of the full members of the Corporation present and voting at a duly called meeting of the ministry.

These By-Laws supersede any other constitution and/or By-Laws of Piedmont International University, Incorporated.

COMMITTEE APPOINTMENTS

2018-2019

Academic Council:

Provost	Beth Ashburn
Associate Provost	Alex Granados
Vice President of Temple Baptist Seminary	Barkev Trachian
Library Representative	Catherine Chatmon
Academic Deans	Tim White
	Harlie Miller
	Ron Smith
	Larry Tyler
	Brent Powell
	Dean of the Patterson School of Business
Director of Institutional Effectiveness	Jeremy Pattisall

Academic Integrity Committee:

Associate Provost	Alex Granados
One representative from the School in which the infraction occurred (usually the Dean)	
Faculty Member reporting the infraction	

Academic Review Committee:

Provost or Associate Provost	Beth Ashburn or Alex Granados
Director of the Student Success Center	Kyndra Archenbronn
Registrar	Jeremy Bontrager
Appropriate Dean	

Advisory Education Council:

Dean, Moore School of Education	Harlie Miller
Two local Christian Personnel	
Pres. of Educator's Fellowship	
Two Senior Education Students	
One Graduate from PIU in Education	

Athletic Council:

Associate Provost	Alex Granados
Dean of Women	Rebecca Bottoms
Athletic Director	Greg Eidschun
Sports Information Director	Chelsea Jones
Two Faculty Members	Laura Richards
	Harlie Miller
One Student Council Member	

Calendar Committee:

Director of Institutional Effectiveness	Jeremy Pattisall
Chancellor	Steve Condon
Provost	Beth Ashburn
Associate Provost	Alex Granados
Vice President of Temple Baptist Seminary	Barkev Trachian
Registrar	Jeremy Bontrager
Dean of Campus & Spiritual Life	Jeff Clawson
Dean of Women	Rebecca Bottoms
Assistant to the Director of Enrollment	Bonnie McDaniel

Dean of the School of Arts & Sciences	Ron Smith
Dean, Bowman School of Bible & Theology	Larry Tyler
Dean, Moore School of Education	Harlie Miller
Dean, Alford School of Ministry	Tim White
Dean, John Wesley School of Leadership	Brent Powell
Dean, Patterson School of Business	
Director of Marketing	Devin Purgason
Athletic Director	Greg Eidschun

Christian Service Committee:

Dean of Campus & Spiritual Life	Jeff Clawson
Chancellor	Steve Condon
Provost	Beth Ashburn
Dean of Women	Rebecca Bottoms
Dean, School of Arts & Sciences	Ron Smith
Dean, Alford School of Ministry	Tim White

Class Advisors:

Freshman Class	Rick Clinard
Sophomore Class	Andy Carrein
Junior Class	Shean Phillips
Senior Class	Rick Snider

Faculty Secretary:

Margaret Grogan

Faculty Staff Benefits:

Chief Financial Officer	Chris Ronk
Controller	Wesley Scruggs
Health and Life Insurance Administrator	Brian Eshleman
Two Faculty or Staff Members	Jason Seymour
	Kathryn Shoaf

Finance Committee:

President	Charles Pettit
Chancellor	Steve Condon
Provost	Beth Ashburn
Chief Financial Officer	Chris Ronk

Food Service Committee:

Liaison with Pioneer Foods	Rebecca Bottoms
One Faculty or Staff Representative	Margaret Grogan
Student Council Representative	
Female Board Student	
Male Board Student	

Graduate Admissions Committee:

Admissions Representative	
Vice President of Temple Baptist Seminary	Barkev Trachian
Associate Provost	Alex Granados
Dean based on Applicant's Program	
Faculty Member	Nicole Lowes

Graduate Student Guidance Committee:

Dean of Campus & Spiritual Life	Jeff Clawson
Selected Dean	Larry Tyler
Two Graduate Professors	Wayne Willis
	Brian Haack

Two Graduate Students

Graduate Student Handbook Committee:

Dean of Campus & Spiritual Life
Vice President Temple Baptist Seminary
Two Graduate Students

Jeff Clawson
Barkev Trachian

Housing Committee:

Dean of Campus & Spiritual Life
Dean of Women
Chancellor
One additional Faculty/Staff Member

Jeff Clawson
Rebecca Bottoms
Steve Condon
Rick Snider

Institutional Review Board:

Dr. Powell
Dr. Lowes
Dr. Owens
Dr. Haack

Library Committee:

Director of Library
Provost
Associate Provost
Vice President of Temple Baptist Seminary
Dean, School of Arts & Sciences
Dean, Bowman School of Bible & Theology
Dean, Moore School of Education
Dean, Alford School of Ministry
Dean, John Wesley School of Leadership
Dean, Patterson School of Business
Librarians, Ex Officio

Jason Seymour
Beth Ashburn
Alex Granados
Barkev Trachian
Ron Smith
Larry Tyler
Harlie Miller
Tim White
Brent Powell

Organization Advisors:

Student Council Advisor
Preachers Fellowship Kappa Kai

Greg Moore
Tim White

President's Cabinet:

Chancellor
Provost
Chief Financial Officer

Steve Condon
Beth Ashburn
Chris Ronk

Publications Committee:

President
Chancellor
Director of Marketing
Administrative Assistant to the President
One Faculty Member

Charles Pettit
Steve Condon
Devin Purgason
Stephanie Price
Kyndra Archenbronn

Scholarship Committee:

Dean of Campus & Spiritual Life
Director of Financial Aid
Dean of Women
Student Accounts Associate
Registrar
Online Representative

Jeff Clawson
Mandy McLain
Rebecca Bottoms
Suzanne Wooters
Jeremy Bontrager
Joe Edgerton

Provost or Associate Provost	Beth Ashburn or Alex Granados
Vice President of Temple Baptist Seminary	Barkev Trachian
Dean, John Wesley School of Leadership	Brent Powell

Social/Flower Committee:

Two Faculty or Staff Members	Rebecca Bottoms Margaret Grogan
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Student Conduct Committee:

Dean of Campus & Spiritual Life	Jeff Clawson
Five members of Student Council	
Vice President of Student Council	

Student Guidance Committee:

Dean of Campus & Spiritual Life	Jeff Clawson
Student Council Advisor	Greg Moore
Student Council President	
Student Council Secretary	
One Faculty Member	Ron Smith

Undergraduate Admissions Committee:

Admissions Representative	
Associate Provost	Alex Granados
Registrar	Jeremy Bontrager
Dean of Campus & Spiritual Life	Jeff Clawson
Dean of Women	Rebecca Bottoms
Two Additional Faculty Members	Dr. Trachian Dr. Powell

Undergraduate Handbook Committee:

Dean of Campus & Spiritual Life	Jeff Clawson
Provost	Beth Ashburn
Dean of Women	Rebecca Bottoms
Student Council Advisor	Greg Moore
Two additional Faculty Members	Kyndra Archenbronn Shean Phillips
Two Representatives from Student Council	
Two RA's	

General Agreement, Twelve-Month Full-time Faculty

Piedmont International University, Inc. and [Click here to enter text.](#) enter into a mutual working agreement, effective on the 16th day of August, 2017 and continuing until August 17, 2018, including the provisions which follow.

Position description: [Click here to enter text.](#)

Estimated annual teaching load: [Click here to enter text.](#)

This load includes credit hours taught, supervision of practicums and/or field experiences, administrative responsibilities, and assigned equivalent duties (calculated at a rate of 3 clock hours per week for one credit hour taught). The proportion of each category may be redistributed in the spring or summer semester if the number of credit hours taught changes. Details of the realignment will be negotiated with the Provost in order to meet the estimated annual teaching load stated in this contract.

Additional duties: [Click here to enter text.](#)

- I. For services rendered by the Faculty Member named above, Piedmont International University, Inc. agrees to pay a salary of [Click here to enter text.](#).

This figure is to be confirmed or modified on or before September 30 of this year. The amount will be paid in 24 semi-monthly payments, beginning on August 31 and ending on August 15 of the following year.

This financial agreement is subject to modification or cancellation any time during the contract period, after a 60 days notice, if the University becomes unable to meet its current financial operating obligations. Any modification must be approved by the Board of Trustees before implementation. Cancellation of the contract is subject to the section of the Faculty Handbook entitled "Procedures for Dismissal of a Faculty Member."

- II. The Faculty Member affirms that he or she is thoroughly acquainted with the Statement of Faith including the Points of Conviction, is in agreement with it, and understands that the signing of this agreement is equivalent to signing the Statement of Faith. In addition, he/she affirms support for the Piedmont International University's Foundational Statements and Code of Conduct.
- III. In the case of heresy in teaching, unacceptable moral conduct, or any conduct deemed to be unacceptable to the Administration which has been communicated to the Faculty Member, this contract may be terminated by the Board of Trustees upon the recommendation of the President of the University. Such action by the Board of

Trustees may be accompanied by an immediate cessation of salary.

The Faculty Member may exercise his/her rights of appeal by following the section of the Faculty Handbook entitled "Procedures for Dismissal of a Faculty Member".

- IV. The Faculty Member agrees to devote his/her full time to the work assigned to him by the Provost. The Faculty Member will share in the Faculty benefits as described in the Faculty Handbook. This includes a 1 month vacation which is to be taken in accordance with the Faculty Handbook guidelines.
- V. The Faculty Member is expected to enter into the full gamut of University activities. The Faculty Member is expected to attend all faculty meetings and regularly attend chapel. Events that are deemed as faculty-sponsored should receive a priority. This includes attendance at a reasonable number of extracurricular school functions.

The full-time Faculty Member may not take on any regularly-scheduled outside responsibilities during the duration of this agreement without the consent of the President.

- VI. The Faculty Member is to observe the reporting structure in the organizational chart including directives provided in the strategic plan and/or assessment plan.
- VII. From time to time the University may ask full-time Faculty Members to represent the University for promotional purposes. These opportunities may include weekend travel and representation in churches. Approved expenses will be paid by the university.

The Faculty Member may be absent from his/her assigned classes no more than a total of 4 classes in a semester length class in any semester (or equivalent in other time frames). Any exception to this must be approved by the Provost. Any substitute instructor arranged by the professor also must be approved in advance by the Provost.

The full-time Faculty Member is expected to remain on Campus a minimum of 15 hours per week in addition to his/her class contact hours. Any other arrangements are to be made only with the approval of the Provost. Advisement activities are required and other assignments are to be performed as specifies in the Faculty Handbook.

In addition to complying with the written guidelines for activities in the Faculty Handbook, the Faculty Member is expected to engage in study and research in his/her field with a view to possible future publication. Intellectual property produced as a part of employment will be owned by the university except as otherwise noted in a written agreement.

The full-time Faculty Member gives Piedmont International University the right and permission to copyright, use, re-use, publish, and re-publish in whole or part photography or images including audio for (but not limited to) illustration, promotion, advertising, etc. and to use his/her name in connection therewith.

This irrevocable right and permission given to Piedmont International University will remain in effect after employment has ceased with respect to the photographs, film, or tape including audio or video created during the Faculty Member's term of employment.

- VIII. This agreement shall be operative on an annual basis starting August 16, but may be renewed by mutual agreement from year to year. Barring unusual circumstances, a desire to terminate this contract by either party should be presented in writing by March 1. All procedures will be subject to the section in the Faculty Handbook entitled "Procedures for Dismissal of a Faculty Member."

This agreement is drawn and signed in Christian love on this the _____ day of March, 2017.

Piedmont International University, Inc.

PRESIDENT

FACULTY MEMBER

PROVOST

2018 Faculty Salary Scale

The faculty salary scale for 2017 is based on a pay per credit hour model that maximizes faculty productivity and allows growth in compensation. This scale is applicable year round and is calculated according to the following loads in addition to specific teaching hours.

Dean	18 hours annually
Graduate professor	6 hours annually
Dissertation, Chair (Seminary)	1 hour per semester
Dissertation Committee, member (Seminary)	1/3 hour per semester
Dissertation, Chair (Leadership)	\$300 per student per semester, plus \$1,100 stipend after successful defense
Dissertation Committee, member (Leadership)	\$500 stipend after successful defense
Internships and practicums	½ hour per semester per student
Choirs, Ensembles, Private lessons	Contact hours
E4-12 Course Development	3 hours per course, one semester
Online/flipped course development (first time)	1 additional hour per course
Support Services	1 hour per each 45 hours (average of 3 hours per week)
e4-12 extended course revision	1 hour load

Faculty Categories	2017 Pay Per Credit Hour Range
Adjunct	450 – 550
Adjunct with Master's	500 – 700
Adjunct with Double MA or ThM	550 – 750
Adjunct with Professional Doctorate	600 – 800
Adjunct with PhD	650 – 850
FT	700 – 900
FT with Master's	750 – 1000
FT with Double Master's (or other credential)	800 – 1075
FT with Professional Doctorate	900 – 1150
FT with PhD	950 – 1225
FT with PhD & Distinctions	1000 – 1300
FT Dean with Professional Doctorate	1000 – 1300
FT Dean with PhD	1100 – 1375

Placement in the appropriate salary range may be adjusted based on merit adjustments, contact hours (number of students in the class times the hours taught), publication, innovative delivery, student and supervisor evaluations, etc. Full-time salaries will be based upon an annual load of 39 hours (or equivalent) for 12 month faculty and 30 hours for 9 month faculty. If the needed number of teaching hours is not available in a particular faculty member's teaching field, he/she will have the opportunity to take on additional duties.

Class Size

Unusually large online courses will be divided into sections and that division will be reflected in the professor's load/salary. Classes with less than 8 students enrolled may be paid at a prorated rate.

Part-Time Rates (Adjunct)

Full-time administrators or staff members who are asked to teach a class or classes will be remunerated for their teaching at the adjunct rate (base) in addition to their regular salary. That arrangement will be confirmed by contract on either a semester or annual basis.

Online Course Development

A special course development stipend is paid to adjunct faculty in conjunction with a presentation of an online development contract. The contract will generally be awarded to adjuncts in the amounts below.

\$1,000 per new two-three 3 hour course development paid in two installments

\$250 at the time of contract and \$750 at the time of completion

\$500 per new one-hour course development paid in two installments

\$250 at the time of contract and \$250 at the time of completion

FACULTY EVALUATION INSTRUMENT

DATE: _____

GENDER: M _____ F _____

COURSE: _____ INSTRUCTOR: _____

PRESENT STANDING: FRESH _____ SOPH _____ JR _____ SR _____ GR _____

APPROXIMATE GRADE IN THIS COURSE NOW: _____

DIRECTIONS: CIRCLE THE APPROPRIATE NUMERICAL RESPONSE. IF A QUESTION DOES NOT PERTAIN TO YOUR PARTICULAR COURSE, OR IF YOU DON'T KNOW, CIRCLE NA. YOU WILL REMAIN ANONYMOUS, SO PLEASE BE HONEST AND FAIR.

SCALE: 5 ALMOST ALWAYS 4 FREQUENTLY 3 SOMETIMES
2 RARELY 1 HARDLY EVER NA NOT APPLICABLE

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Does the instructor stimulate your curiosity? | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Is the instructor interested in you personally receiving the best possible education? | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Does the instructor answer questions fully and satisfactorily? | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Is he/she available during posted office hours? | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Does he/she speak clearly and loudly so that everyone can hear? | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Is he/she self-confident? | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Does he/she use class time wisely? | 5 | 4 | 3 | 2 | 1 | NA |
| 8. Does he/she encourage participation? | 5 | 4 | 3 | 2 | 1 | NA |
| 9. Does he/she allow you to express opinions contrary to his/hers? | 5 | 4 | 3 | 2 | 1 | NA |
| 10. Is the subject matter presented in a clear and well-organized manner? | 5 | 4 | 3 | 2 | 1 | NA |
| 11. Does he/she present opposing views as well as his/her own? | 5 | 4 | 3 | 2 | 1 | NA |
| 12. How often does the lecture supplement the text rather than parrot it? | 5 | 4 | 3 | 2 | 1 | NA |
| 13. Is the type of outside work appropriate for the rest of the course (including daily assignments and term papers)? | 5 | 4 | 3 | 2 | 1 | NA |
| 14. Are the test questions clear rather than ambiguous? | 5 | 4 | 3 | 2 | 1 | NA |
| 15. Do you have adequate time to finish exams? | 5 | 4 | 3 | 2 | 1 | NA |
| 16. Are the tests a fair measure of your ability to use the knowledge in the course? | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Is there consistent integration between subject matter and Christian viewpoint when appropriate? | 5 | 4 | 3 | 2 | 1 | NA |
| 18. Is the professor a model after which you could pattern your life? | 5 | 4 | 3 | 2 | 1 | NA |
| 19. Does the course fulfill the objectives in the syllabus? | 5 | 4 | 3 | 2 | 1 | NA |

CIRCLE APPROPRIATE RESPONSE:

20. When you registered for this course, how much were you expecting to receive from it?

5 Very much 4 Quite a bit 3 Some 2 Not much 1 Very little

21. How much effort did you put forth to meet the requirement of the professor and the course?

5 Very much 4 Quite a bit 3 Some 2 Not much 1 Very little

Which of the listed descriptions best fits your view of each of the following?

22. Proportion of the lecture devoted to examples or personal illustration -

3 Too much 2 About right 3 Too little

23. Frequency of exams given -

3 Too frequently 2 About right 1 Not frequently enough

24. Prior knowledge expected of the subject -

3 Too high 2 Appropriate 1 Too low

25. Class pace -

3 Too fast 2 Satisfactory 1 Too slow

26. Lectures -

3 Too technical 2 Satisfactory 1 Too simple

27. Textbook(s) -

3 Too technical 2 Satisfactory 1 Too simple

28. Length of assignments (Considering the policy of two hours outside work for each hour in class) -

3 Too long 2 Satisfactory 1 Too short

Does he/she have any distracting mannerisms? 2 Yes ____ 1 No ____

If yes, what are they?

Would you recommend this course to a good friend whose interests are similar to yours? 2 Yes ____ 1 No ____

Please add any additional comments which you feel will be helpful to the course. (e.g. What single aspect of the course did you like the most? Least?)

BANGLADESH COURSE EVALUATION FORM

DATE: _____

GENDER: M _____ F _____

COURSE: _____ INSTRUCTOR: _____

PRESENT STANDING: 1ST YEAR _____ 2ND YEAR _____ 3RD YEAR _____ 4TH YEAR _____

APPROXIMATE GRADE YOU ARE EXPECTING IN THIS COURSE: _____

DIRECTIONS: CIRCLE THE APPROPRIATE NUMERICAL RESPONSE. IF A QUESTION DOES NOT PERTAIN TO YOUR PARTICULAR COURSE, OR IF YOU DON'T KNOW, CIRCLE NA. YOU WILL REMAIN ANONYMOUS, SO PLEASE BE HONEST AND FAIR.

SCALE: 5 ALMOST ALWAYS 4 FREQUENTLY 3 SOMETIMES
2 RARELY 1 HARDLY EVER NA NOT APPLICABLE

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Does the instructor answer questions fully and satisfactorily? | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Does he/she speak clearly and loudly so that everyone can hear? | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Does he/she use class time wisely? | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Does he/she encourage participation? | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Is the subject matter presented in a clear and well-organized manner? | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Is the type of outside work appropriate for the rest of the course (including daily assignments and term papers)? | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Are the test questions clear rather than ambiguous? | 5 | 4 | 3 | 2 | 1 | NA |
| 8. Do you have adequate time to finish exams? | 5 | 4 | 3 | 2 | 1 | NA |
| 9. Are the tests a fair measure of your ability to use the knowledge in the course? | 5 | 4 | 3 | 2 | 1 | NA |
| 10. Is the professor a model after which you could pattern your life? | 5 | 4 | 3 | 2 | 1 | NA |
| 11. Does the course fulfill the objectives in the syllabus? | 5 | 4 | 3 | 2 | 1 | NA |

CIRCLE APPROPRIATE RESPONSE:

12. How much effort did you put forth to meet the requirement of the professor and the course?

5 Very much 4 Quite a bit 3 Some 2 Not much 1 Very little

Which of the listed descriptions best fits your view of each of the following?

13. Proportion of the lecture devoted to examples or personal illustration –

3 Too much 2 About right 1 Too little

14. Frequency of exams given -

3 Too frequently 2 About right 1 Not frequently enough

15. Prior knowledge expected of the subject -

- | | | | |
|---|-----------------|----------------|--------------|
| | 3 Too high | 2 Appropriate | 1 Too low |
| 16. Class pace - | 3 Too fast | 2 Satisfactory | 1 Too slow |
| 17. Lectures - | 3 Too technical | 2 Satisfactory | 1 Too simple |
| 18. Textbook(s) - | 3 Too technical | 2 Satisfactory | 1 Too simple |
| 19. Length of assignments (Considering the policy of two hours outside work for each hour in class) - | | | |
| | 3 Too long | 2 Satisfactory | 1 Too short |

Does he/she have any distracting mannerisms? 2 Yes ____ 1 No ____
If yes, what are they?

Would you recommend this course to a good friend whose interests are similar to yours? 2 Yes ____ 1 No ____

Please add any additional comments which you feel will be helpful to the course. (e.g. What single aspect of the course did you like the most? Least?)

Exit Interview:

Dates of Employment:

From _____ to _____.

Position Title: _____

Summary of Duties:

Evaluation of Experience at PIU:

Positive Aspects:

Areas of Improvement:

Reason for leaving:

Office Transfer:

Insurance Questions:

Keys:

Would you like to have a CD archive of your computer files? _____

Faculty Evaluation Summary

Faculty: _____

Supervisor: _____

School: _____

Year: _____

1. Yearly Professional and Personal Goals

(Attach the original and progress report on accomplishments).

The best description of goal accomplishment is (Select the best response):

- 1.1 The professor accomplished all of the goals;
- 1.2 The professor adequately progressed toward completion;
- 1.3 The professor made inadequate progress.

Key accomplishments:

Notes:

2. Textbook Selection

Reviewed the textbook cards.

The best description of textbook selection is (Select the best response):

- 2.1 Adequate
- 2.2 Inadequate

Comments or suggestions:

3. Syllabi

Reviewed syllabi for all courses.

The best description of the review of the syllabi:

- 3.1. Adequate
- 3.2 Inadequate.

Did the syllabi contain the following:

_____ Prescribed component parts

_____ Bibliography

_____ Adequate and developmentally appropriate assignments

_____ Adequate and fair student evaluation.

Comments:

4. Grade Distribution

(Attach grade reports)

The best description of the grade distribution is as follows (Select the response):

- 4.1 Too high
- 4.2 Evenly distributed
- 4.3 Too low
- 4.4 Appropriate

Comments:

5. Summary of classroom observation(s) (Attach the observation(s) form(s))

Strengths:

Suggestions for Improvement:

6. Course Evaluations

(Attach the numerical summaries for each course)

Overall rating: 5 4 3 2 1

Summary of course evaluations:

Strength(s):

Suggestion(s) for Improvement:

7. Faculty Meeting Attendance

Number of Meetings Attended _____

Number missed _____

Notified the appropriate person when absent _____

Comments:

8. Extra-Curricular Activities

Describe the level of involvement:

9. Chapel attendance

9.1 Attends regularly

9.2 Missed frequently

Comments:

10. Yearly Professional Report

(Attach)

Summary of yearly professional activities:

11. Academic Advising

(Include survey summary) Description of student rating:

12. Rate the following:

Promptness

Academic Advising

Following policies and procedures

13. Overall teaching effectiveness

Supervisor's Signature _____ Date _____

Faculty Signature _____ Date _____

FACULTY SELF-EVALUATION FORM

Please assess your job performance over the period of service currently under evaluation. The information you provide here will be taken into consideration for your summative evaluation. Please fill out this form and bring it to your supervisor or division chair when you meet this semester.

SA = Strongly Agree, A = Agree, NA = Not Applicable, D = Disagree, SD = Strongly Disagree

Teaching Performance:

Circle the appropriate responses:

1. All my course syllabi have clearly stated course objectives.	SA	A	NA	D	SD
2. The course objectives agree with departmental and institutional purposes.	SA	A	NA	D	SD
3. The stated objectives reflect the course content and are current with recent developments within the discipline.	SA	A	NA	D	SD
4. The textbooks are current and they conform well to course objectives.	SA	A	NA	D	SD
5. Class sessions are designed to encourage critical thinking and interactive discussion.	SA	A	NA	D	SD
6. The content and presentation of all courses taught appropriately reflect a Christian philosophy and conform to the doctrinal statement.	SA	A	NA	D	SD
7. The instructional methods are varied and responsive to the needs of the learner.	SA	A	NA	D	SD
8. The specific needs of the academically advanced and the academically challenged students are accommodated.	SA	A	NA	D	SD
9. Tests correlate well with the content of course assignments and class sessions.	SA	A	NA	D	SD
10. Course assignments include elements of writing and research appropriate to the level and nature of the course.	SA	A	NA	D	SD
11. The course requirements include sufficient reading assignments from the text and source documents.	SA	A	NA	D	SD

For any statement above with which you disagreed, please provide a specific analysis of the areas needing growth.

Faculty Observation Evaluation Checklist

Faculty Member _____ Evaluator _____ Date _____
 Course Number _____ Course Name _____ Approx. # of Students _____

Classroom format: Traditional Online Integrated

Preparation and Professionalism	Expert	Competent	Lacking	Not Evident	Not Applicable
Dress and appearance					
Weekly announcements					
Start of class (welcome, attendance, prayer)					
Adherence to syllabus schedule (Is today's topic what is on the schedule?)					
Use of classroom time / Use of entire week					
Expectation: Professor is appropriately prepared for class; begins on time with suitable pre-lesson duties; is teaching the topic on schedule, and uses the class time to effectively complete the intended lesson.					
Lesson Content	Expert	Competent	Lacking	Not Evident	Not Applicable
Communicates lesson objectives for class period and/or week					
Introduction; use of an activator					
Use of illustrations and examples					
Biblical life integration					
Demonstrates competent subject knowledge					
Student-centered / students are involved					
Integrates Bloom's Taxonomy purposefully by course level					
Expectation: Professor begins lesson with a point of interest to involve students; demonstrates competent subject knowledge, enhancing student understanding with illustrations and examples; seeks integration of biblical truth, and inspires higher level thinking skills.					
Instructional Strategies	Expert	Competent	Lacking	Not Evident	Not Applicable
Lecture (content, tone, and pace)					
Collaboration (pairing or group activity)					
Visuals (charts, graphs, photos, etc.)					
Appeal to various learning styles (visual, auditory, kinesthetic, etc.)					
Weekly interactive personal					

contact					
Assessment of learning					
Two or more online instructional strategies					
Expectation: Professor merges a variety of instructional strategies and tools that reflect active learning and differentiation strategies.					
Presentation Skills	Expert	Competent	Lacking	Not Evident	Not Applicable
Voice (friendly tone, courteous delivery, appropriate speed)					
Eye contact with students					
Responsive in discussion board					
Healthy movement around the classroom					
PowerPoint / Prezi / Smartboard / Apple TV					
Video / Purposeful background					
Uses Blackboard Collaborate					
Expectation: The professor's delivery is personable and engaging; uses technology to enhance the delivery and involve student participation, including students joining from a distance.					
Overall Impression	Expert	Competent	Lacking	Not Evident	Not Applicable
Lesson presentation					
Classroom management					
Evident student learning					
Lesson is generally interesting, attention-grabbing, and thought-provoking					
Expectation: Lesson, classroom environment, and student learning is typical of the overall quality that is desired at PIU.					

Evaluator's Summative Comments:

Faculty Member's Summative Comments:

Syllabus Format or Course Outline Format

Piedmont International University

- i. Course Introductory Information
 - a. Course Title
 - b. Course Number
 - c. Course Credit
 - d. Prerequisite
 - e. Class Days
 - f. Class Time
 - g. Professor
 - h. Office Location
 - i. Office email address
 - j. Office Hours
 - k. Phone Extension Number
- ii. Course Description (from catalog)
- iii. Rationale (How does this course fit the objectives of the University and what does it contribute to the degree or knowledge of the student?)
- iv. Course Objectives or Competencies (specific and measurable)
- v. Course Outline (content outline)
- vi. Course Texts
- vii. Materials and Methods of Instruction
- viii. Course Requirements (tests, papers, projects, etc.)
- ix. Course Evaluation (evaluation procedures, grade scale)
- x. Course Policies (attendance, makeups)
- xi. Schedule (tests, papers due, projects due)
- xii. Reading List or Bibliography (books or periodicals in our collection that support the course)

YEARLY REPORT

PROFESSIONAL DEVELOPMENT AND INVOLVEMENT

Directions: Please respond to the following for the current school year. Attach sheets if you need more space.

Faculty Member: _____ Year: _____
 School: _____ Dean: _____

1. List any upgrading of degrees or education as well as workshops, seminars, or special training. Official copies of transcripts should be made available to the Provost as well as certificates of completion.

University / Seminary	Dates	Degree or Description

2. List the professional organizations of which you are a member.

3. List any professional meetings that you have attended.

Meeting	Date	Nature of Meeting

4. List other opportunities for educational involvement (e.g., international travel, special ministry opportunities cross culturally, adjunct teaching).

Activity	Date	Location

5. List any workshops or seminars that you have presented.

Workshop Title	Date	Topic	Location	Audience

6. List any publications (articles or books) that you have written and/or published.

Title	Date	Subject	Journal / Publisher

7. List any activity (apart from Piedmont) of which you are involved that enhances your ministry at Piedmont (e.g., Pastor, Interim Pastor, Youth Work, Sunday School Teacher, Musician, Volunteering in a School Setting, etc.).

Activity	Date	Enhances Ministry

8. List any community service in which you are involved.

9. Describe other opportunities for professional and ministry growth.

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