

PHILLIPS THEOLOGICAL SEMINARY

FACULTY HANDBOOK

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Academic Policies

1. Mission of Phillips Theological Seminary

1.1 Statement of Purpose

Phillips Theological Seminary (PTS) is an accredited institution of higher education, affiliated with the Christian Church (Disciples of Christ), whose purpose is to prepare women and men for varied Christian ministries in church and society. One single aim dominates its educational programs: to help the church make the Christian faith effective in human life and society through a competent, educated ministry.

The Seminary is a center of the church's intellectual life, and as such, shares responsibility for the intellectual integrity, spiritual power, and prophetic service of the church. Its programs are designed to develop a ministry called to Christian discipleship, grounded in scripture and tradition, skilled in personal and social relations, and dedicated to the church's mission in the contemporary world. The Seminary is ecumenical in its approach to theological education and in the composition of both faculty and student body.

A creative community of learning, the Seminary also draws students and faculty together in common worship and mission as together its members seek to witness to the gospel of Jesus Christ. Three core values undergird the Seminary's mission, programs, and ethos. PTS is:

- rooted in the ecumenical life of the Christian Church (Disciples of Christ);
- centered on the spiritual formation of effective Christian leaders;
- committed to student-oriented academic excellence.

1.2 History

PTS began as part of Phillips University, established in 1907 as a liberal arts college and graduate school affiliated with the Christian Church (Disciples of Christ). In its early years, the Seminary was known as the College of the Bible of Phillips University. In 1951, when accredited as a graduate school, the Seminary became known as The Graduate Seminary of Phillips University.

In 1986, the Seminary expanded its program by opening a second campus in Tulsa, Oklahoma, utilizing facilities at The University of Tulsa.

In 1987, the Graduate Seminary separated from Phillips University and was incorporated as a freestanding institution under the name Phillips Graduate Seminary. In 1995, the Board of Trustees changed the Seminary's name to Phillips Theological Seminary.

In November 1996, a Board of Trustees taskforce recommended consolidation to one campus with strategically located off-campus course offerings. The Board approved the recommendation and initiated a process to evaluate site options. Tulsa was identified as the most appropriate site. In May 1997, the Trustees approved a

plan to consolidate the two campuses into a single campus in Tulsa. This consolidation was accomplished in 1999.

In 2002, the Seminary took possession of its new campus in Tulsa, a gift from the QuikTrip Corporation, and extensive renovations began. In the fall of 2003, the Seminary's new campus facilities were dedicated, followed by the dedication in the spring of 2004 of its meditation gardens and labyrinth.

1.3 Perspective on Theological Education and Ministerial Formation

PTS has a longstanding commitment to provide theological studies that address the church's need for an educated ministry. The following statements represent the perspective on theological education that shape the Seminary's programs of study:

1. The church is called into being by God to witness in word and deed to the gospel of Jesus Christ for the benefit of the world.
2. The Seminary exists fundamentally to serve the church and its witness. The Seminary's distinctive purpose is educating women and men for varied Christian ministries in church and society. Churches, however, retain the exclusive right and responsibility to determine the appropriate qualifications for ordained and licensed ministry, to assess the fitness for ministry of individual candidates, and to credential persons for ministerial leadership.
3. The primary but not exclusive focus of the Seminary's work is the leadership needs of individual congregations.
4. Adequate church leadership must be grounded in the study of the biblical witness and the historical traditions of the church. Study must also appropriate a critical theological perspective in order that the church may present a truthful and luminous witness to the world.
5. Adequate church leadership also requires balancing theological reflection relating Gospel and world with a practical understanding and competence relating self and ministerial practice.
6. The Seminary affirms the interdependence of theological reflection and practical ministry. Accordingly, it affirms the importance of contextual education and supervised ministry for those students enrolled in professional degree programs.
7. The primary fields of study in the Seminary are biblical studies, historical studies, theology and ethics, Christianity and culture, practical theology, and cross-disciplinary studies.
8. The primary foci in practical theology are preaching, Christian education, church administration and leadership development, pastoral care and counseling, and worship.
9. The curriculum presupposes the baccalaureate degree as a sign of previous study and encounter with human culture. The curriculum provides opportunities for extending the study of culture and joining the conversation between the theological and non-theological disciplines, methodologies, and perspectives.
10. The faculty and curriculum properly manifest individual and specialized fields of competence, while the entire faculty and curriculum are oriented toward the goal of educating students for a variety of ministries in church and society.

11. Given the complexity of processes involved in theological education, multiple teaching methods and class formats are available and used. No one method or format is sufficient for the entire curriculum.
12. The Seminary community can properly sustain its pursuit of theological education only insofar as its common life regularly involves opportunities for personal encounters, spirited dialogue, corporate activities, and worship.

1.4 Accreditation

PTS is accredited by:

- The Commission on Accreditation of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275-1103 and
- The Learning Commission Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602.

The Seminary is approved by the University Senate of The United Methodist Church (P.O. Box 871, Nashville, TN 37202-0871) to educate candidates for ordained ministry in The United Methodist Church.

PTS is a partner in theological education with the Cooperative Baptist Fellowship of Oklahoma.

2. Organization and Governance Structure

2.1 Trustees

PTS is governed by a Board of Trustees, which has final responsibility and authority in all matters related to the operation of the Seminary.

2.2 Administrative Officers

2.2.1 The President is the chief executive officer of PTS. S/he is appointed, authorized, and supervised by the Board of Trustees. The President appoints and supervises the Seminary's other administrative officers.

2.2.2 The Dean has administrative responsibility for the academic programs of the school.

2.3 Faculty Governance

2.3.1 The faculty is part of the governance structure of PTS with its own competencies and responsibilities.

The Board of Trustees has overall governance for the school and has delegated certain responsibilities to faculty. The faculty

- sets the curricula and makes policy for the various degree programs of the school and
- recommends to the President all full-time faculty appointments

2.3.2 Faculty representative

The faculty elects a representative to the Trustees on odd years for a two-year term. The representative represents the faculty to the Trustees and prepares a report of faculty activities and concerns for each meeting of the Trustees. After each meeting of the Trustees, the representative will report back to the Faculty Senate. The faculty representative is a member of the Trustees and serves on the Board's Academic Committee, but does not have voting privileges.

2.3.3 Faculty Senate

The Dean will prepare for each year a schedule of Faculty Senates in consultation with the faculty. The Dean prepares an agenda, chairs the meeting and is responsible for the taking of the minutes for the Faculty Senate. Non-scheduled Faculty Senates can be called by the Dean with 48 hours notice to deal with a specific issue.

The Faculty Senate is the normal governing body for all decisions made by the faculty. All faculty committees report to the Faculty Senate.

2.3.4 Committees

All faculty committees are established by the Faculty Senate. The Rank and Tenure Committee is authorized by the Trustees to carry out its tasks. Committees implement policies made by the Faculty Senate and may suggest changes in policy to be voted on by the Faculty Senate. The faculty normally accomplishes its work through standing committees and various ad hoc committees. Since the faculty has policy responsibility for the curricula, any suggested changes in policy must be voted on by the faculty at a regular Faculty Senate.

Committee minutes shall be filed in the Dean's office and made available to the faculty.

Membership and Constitution

For the membership of Rank and Tenure Committee see below. The Dean will nominate the membership and the chair/convener for each committee, and the faculty will ratify at its first Senate of the academic year. Each committee will establish its meeting schedule immediately following the first Faculty Senate of each semester. The chair of each committee will report to the faculty at each regularly scheduled Faculty Senate.

2.3.4.1 Standing Committees

1. Rank and Tenure Committee

The Rank and Tenure Committee is made up of tenured faculty members and one non-tenured tenure-track faculty member elected annually by the non-tenured tenure-track faculty members at the first Faculty Senate of the academic year.

The number of tenured faculty members on the committee is not to exceed five. Should there be more than five tenured faculty members, the tenured faculty annually will elect not more than five of their members to serve on the committee.

The Dean serves on Rank and Tenure Committee but does not have a vote, even if the Dean has tenure. Any full-time administrator who has tenure shall be ineligible to serve on Rank and Tenure or to have a vote on the committee.

The Rank and Tenure Committee makes recommendations to the faculty on sabbaticals and to the President on promotions and tenure decisions.

The committee in cooperation with the Dean also updates the Faculty Handbook to reflect current policies.

2. Master's Committee

The Master's Committee oversees the various Master's degrees offered by the school. The Dean will normally sit on this committee without vote.

3. D.Min. Committee

The D.Min. Committee oversees the Doctor of Ministry degree program. The Director of the D.Min. program sits on this committee with vote.

4. Library Committee

The Library Committee oversees library acquisitions and policy. The Library Committee shall consist of no more than three faculty members, a student appointed by the Community Council, one administrator appointed by the President, and the Director of the Library, who will serve ex officio, with vote.

2.3.4.2 Ad Hoc Committees

Ad hoc committees are established by the Faculty Senate. The Dean proposes membership in consultation with individual faculty members, and the Faculty Senate ratifies. Normally such committees are constituted for a set period of time. The faculty normally employs ad hoc committees to conduct faculty searches.

3. Types of Faculty Appointments

3.1 Regular faculty

3.1.1 The term, “regular faculty” refers to all faculty members who have continuing teaching contracts. They are voting members of the Faculty Senate.

3.1.2 Categories include:

- employed full-time/teach full-time
- employed full-time/teach part-time
- employed part-time/teach part-time
- Director of the Library with faculty status

3.1.3 The conditions of a regular faculty appointment shall be stated in writing at the time of first appointment, and a copy shall be given to the faculty member for his/her signature. Any subsequent modification of the appointment shall be stated in writing and a copy shall be given to the faculty member for his/her signature. An annual letter of call will confirm renewal of appointment and establish salary for the next fiscal year.

3.2 Adjunct Faculty

The Seminary employs qualified adjunct faculty. Reasons for employing adjunct faculty may include institutional need, faculty diversity, and providing strong ministerial formation for students. Adjunct faculty members will normally be appointed by the Dean.

3.3 Special-Appointment Faculty

Special-appointment faculty are appointed by the Dean on an annual basis and are non-tenure track. These may be, but are not necessarily limited to the appointment of retired faculty, visiting faculty, lecturers, research associates, artists-in-residence, or other appointments limited to a brief association with the Seminary.

3.4 Joint Administrative-Faculty Appointments

Faculty members may be called to positions that include administrative responsibilities. If the current conditions of appointment define the position as at least 3/5 teaching, the person is considered a full-time regular faculty member and

is governed by employment policies for full-time regular faculty. If current conditions of appointment define the position as less than 3/5 teaching, the person is considered part-time regular faculty member and is governed by employment policies for administrators and part-time faculty. With the exception of the Director of the Library with faculty status (3.1.2), an administrator with faculty status who does not have a regular classroom teaching assignment does not have a vote in Faculty Senate.

4. Teaching and Advising

4.1 Full Load

4.1.1 Classroom Teaching

A full-time classroom teaching load for a member of the regular faculty is the equivalent of fifteen semester hours during the academic year.

4.1.2 Accessibility

Faculty members are expected to be accessible to students for academic consultation throughout the academic year. This may be accomplished by various means, which includes announced or arranged office hours, online communication, and telephone conversation.

While schedules will vary, faculty members are expected to support a variety of community life activities, especially those that take place on Tuesday, Wednesday, and Thursday.

4.1.3 Meetings

Sharing in the regular and called faculty meetings is an essential aspect of our life together in the academic community. In these meetings faculty members share creatively in the improvement of instruction, development of courses and academic programs, and other issues important to the Seminary. If a faculty member is unable to attend a Faculty Senate meeting, s/he is expected to seek permission from the Dean. If a faculty member is unable to attend a meeting of a standing or ad hoc committee, s/he is expected to contact the convener of the meeting in advance.

4.1.4 Classes: Meeting Time and Location

All classes are expected to meet promptly at the time and place for which they have been scheduled. Changes may be made with the approval of the Dean.

4.1.5 Observance of Public Occasions

It is the duty of each member of the faculty to participate in official academic processions with correct academic attire. Attendance at commencement is particularly important. If extraordinary circumstances make it impossible for a faculty member to attend, s/he is expected to give prior notice to the Dean. There are other public occasions, such as Minister's Week and Trustee-Faculty Retreat, at which the presence of the faculty member is expected.

4.2 Overload

4.2.1 Definition

Faculty loads are established by policy for full-time regular faculty and in the faculty member's letter of calling for all others. Faculty members who teach more semester hours in an academic year than the number established by policy or in the letter of calling are teaching an overload. The Dean is responsible for making course assignments and negotiating with faculty members regarding teaching overloads. Overload compensation is paid after the faculty member completes her or his annual teaching load.

4.2.2 Non-classroom and Shared Teaching Responsibilities

Full-time regular faculty members, in addition to their course assignments on the published academic schedule, teach in a variety of non-classroom settings, e.g., independent studies, master's theses and D.Min. project advising. Some D.Min. teaching in the Practices of Ministry program involves half-day teaching sessions by individual faculty members.

Full-time regular faculty members are expected to accept a maximum of two non-classroom teaching assignments within their faculty load each academic year. Faculty will be compensated, at a rate set by the President's cabinet, for overloads of non-classroom teaching responsibilities. The cabinet may impose an upper limit on the number of overloads for which a faculty member will be compensated.

4.3 Academic Advising

All full-time regular faculty members are responsible for academic advisement of master's level students as assigned by the Dean. Faculty members are expected to advise students during announced preregistration and registration periods, to review student portfolios, and to be available for advising at other times as needed. These advising responsibilities are suspended during periods of leaves.

A full-time member of the regular faculty may also be asked to serve as an adviser for a master's level thesis or D.Min. project. Additional compensation is provided for overload non-classroom academic assignments.

4.4 Faculty Absences

All members of the faculty have assumed obligations to be present for the entire period of all scheduled class sessions.

If a faculty member is unable to meet a class for any reason, such as illness or other emergency, s/he should advise the Dean immediately. If possible, the faculty member in consultation with the Dean, should make appropriate arrangements for the class.

5. Rank and Tenure Policies

5.1 Academic Freedom and Responsibility

PTS supports and encourages freedom of inquiry for faculty members and students so they may responsibly pursue the advancement and transmission of knowledge and understanding through teaching, learning, research, discussion, publication, and service free from internal or external restraints that would unreasonably restrict their academic endeavors. PTS has a responsibility to protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

The tenure system emphasizes that the Seminary values academic freedom. However, all faculty and administrators, both tenured and non-tenured, are entitled to full freedom in their teaching and research activities and to the right of any citizen. This freedom carries with it a responsibility since others may judge both the profession and the Seminary by a teacher's words and actions. Members of the faculty and administration are expected to recognize that accuracy, forthrightness, and dignity benefit their association with the Seminary and their position as men and women of learning. Therefore, a faculty member should exercise reason and restraint in his/her personal opinions that do not necessarily reflect those of the profession or the Seminary.

Faculty and students share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

5.2 Purpose of Tenure

The purpose of tenure at PTS is to ensure a quality faculty, which is dedicated to teaching excellence, the pursuit of knowledge and sound scholarship within the context of the church's mission to the world. The tenure process must take care to foster within the faculty diversity in meeting the criteria of excellence. It ensures for the Seminary a cohesive and dedicated faculty with a shared vision and for the faculty member the freedom and support to exercise the intellectual vocation.

5.2.1 Rationale

5.2.1.1 The granting of tenure means that the Seminary formally acknowledges the professor's competency in meeting the standards and expectations of the Seminary. Tenure implies that the Seminary has confidence that the professor meets and will continue throughout his/her teaching career to meet the standards of the profession. The granting of tenure indicates that the Seminary anticipates that it will have need for the services of the faculty member for the indefinite future and the employment will be terminated only for good cause. Properly administered, a tenure system provides the Seminary with institutional stability and academic excellence by offering the guarantees of reasonable job security, academic freedom, and fair treatment necessary to attract and keep the best faculty. It does not guarantee the faculty member permanent employment without regard to performance or institutional needs.

5.2.1.2 Tenure provides an incentive to excellence on the part of all non-tenured professors. Since certain criteria must be met before tenure is granted, a faculty member is expected to develop his/her capabilities if s/he wishes to be considered for tenure. Normally, a tenured faculty member's performance will be formally reviewed every seven years as specified in 5.9.2.1.

5.2.2 Board of Trustees

Tenure is conferred by the Board of Trustees of PTS on recommendation of the President of PTS. This document outlines the procedures of the Rank and Tenure Committee in advising the President on that recommendation.

5.3 Definition of Rank

5.3.1 The rank of *professor* normally is granted to persons who have a Ph.D. or appropriate terminal degree, have been teaching for a period of at least six years at the rank of associate professor, and meet the criterion for promotion (5.4).

5.3.2 The rank of *associate professor* normally is granted to persons who have a Ph.D. or appropriate terminal degree, have been teaching for a period of at least five years at the rank of Assistant Professor, and meet the criterion for promotion (5.4).

5.3.3 The rank of *Assistant Professor* normally is granted to persons who have a Ph.D. or appropriate terminal degree and less than six years of teaching experience and who are employed by the Seminary with a view to a tenured position. Normally persons holding the rank of Assistant Professor will not be promoted in rank until such time as they might be granted tenure.

5.3.4 The rank of *Instructor* is generally granted to persons who have at least a master's degree. While at the rank of Instructor, a faculty member is not eligible for tenure. Service at the rank of Instructor, however, may be applied toward fulfillment of the probationary period for faculty who are later promoted to Assistant Professor.

5.3.5 The rank of *Emeritus/a* may be accorded to PTS faculty who have given extraordinary service to the Seminary and who have been employed at least ten years. Recommendations for *emeritus/a* status should proceed from the Rank and Tenure Committee.

5.3.6 Administrators who are not regular faculty may be given faculty rank without tenure, commensurate with their academic credentials.

5.4 Criterion for Tenure and Promotion

The underlying criterion for both tenure and promotion is the exhibition of a consistent pattern of scholarship that makes an ongoing contribution to the candidate's chosen discipline(s) and to the mission of the church. Scholarship should be understood in a broad sense as explained below in the areas of competence and indicate a high level of disciplined reflection and praxis.

The following areas of competence to be considered in a tenure decision are to be taken as a whole rather than piecemeal in forming a judgment. These are to be understood in a developmental sense and not a prescriptive sense. These four areas are the primary areas of concern in reaching a tenure decision. The balance between these areas is not predetermined. The signs are meant to help the candidate elaborate and express as an ongoing project their own scholarly path which can then form an evaluative basis for the committee's judgment. They point to what the committee has found to be signs of scholarship, but they are not the sole markers of the quality that PTS seeks. Furthermore the signs indicate quality in these areas but are not the exclusive signs of quality. The candidate is encouraged to articulate an individual understanding of the balance between the areas and appropriate signs of quality.

5.4.1 Teaching effectiveness

Suggested signs:

- Student evaluations
- Faculty evaluations, especially from those who teach in related areas, to be presented at the time of tenure and rank review
- Concern for and self-evaluation of teaching
- Participation and cooperation in the ongoing evaluation of teaching and learning

5.4.2 Contribution to the discipline

Suggested signs:

- Projection of a plan of scholarly and intellectual development
- Appropriate academic degrees
- Active participation in regional and national meetings of professional societies
- Publications that make a contribution to one's scholarly discipline(s)

5.4.3 Service to the goals and mission of the Seminary

Suggested signs:

- Engagement in the theological task from the point of view of one's own discipline(s) and the culture in which we live
- Advising of and interchange with students
- Participation in appropriate activities of the faculty

5.4.4 Contribution to the mission of the church

Suggested signs:

- Participation in the church's reflection on its mission and the interface between the theological disciplines and their social and cultural context
- Participation in church and community life and service
- Articulation of an integrated vision of Christian life and practice

5.5 Faculty Portfolio

The faculty portfolio is the basis for reviews related to tenure, regular review of tenured faculty, and promotion. The portfolio will be maintained by the faculty member and will include the following:

- a current curriculum vitae
- a current professional trajectory statement (5.5.1)
- evidence selected and collected by the faculty member to support the trajectory statement (evidence may include items such as publications, reviews, audiotapes, videotapes, CD-ROMs, syllabi, letters from colleagues and students)
- self-evaluation of the evidence in light of the trajectory statement

5.5.1 Professional Trajectory Statement

The heart of the portfolio is the faculty member's professional trajectory statement. This is a statement of scholarly purpose that describes the faculty member's scholarly path in light of the educational mission of PTS. The trajectory statement identifies key intellectual/experiential influences, defines a coherent and consistent pattern of scholarship that makes an ongoing contribution to the faculty member's chosen discipline(s) and to the mission of the church (see 5.4), and discusses future projects, concerns, and interests.

5.5.2 Process and Schedule of Approval for the Initial Trajectory Statement

- Normally, the tenure-track faculty member will present a trajectory statement to the Rank and Tenure Committee by January 15 of the first year of tenure-track teaching.
- Rank and Tenure Committee will offer feedback by March 15 of the same year.
- By January 15 of the second year of tenure-track teaching, the faculty member will submit a trajectory statement with revisions as appropriate.
- By the end of the second year, Rank and Tenure Committee and the faculty member are expected to reach agreement on the trajectory statement.
- Since scholarly trajectories evolve, they naturally will require periodic revision. Normally, those revisions will be made at scheduled portfolio reviews. Rank and Tenure Committee will affirm the revised trajectory statement or negotiate further revisions as part of the process of review. The revised and approved statement will become the basis for subsequent reviews.

5.6 Faculty Portfolio Reviews

5.6.1 Faculty portfolio reviews occur under the following circumstances:

- *Tenure-track* faculty will present the portfolio annually to the Dean and the Rank and Tenure Committee for review.
- *Tenured* faculty will present the portfolio to the Dean and the Rank and Tenure Committee for the review of tenured faculty, conducted at the time of sabbatical proposal review.
- Those applying for the rank of Professor will present the portfolio to the Dean and the Rank and Tenure Committee in the fourth year of teaching at the Associate Professor rank and at the time of application for promotion.

5.6.2 Since the schedule of reviews related to promotion, tenure, and the review of tenured faculty may sometimes overlap, portfolio reviews may be combined at the discretion of the Dean and the Rank and Tenure Committee.

Faculty members may submit the portfolio for review by the Dean and the Rank and Tenure Committee between the scheduled reviews listed above.

5.6.3 The tenure-track faculty member will present the portfolio to the Dean by January 15 in the year of the scheduled review. Tenured faculty members will present the portfolio to the Dean by October 15 in the year of

sabbatical review. The Dean will forward the portfolio to the Rank and Tenure Committee as soon as possible.

Purpose	Timetable	Date Due
Review of Tenure-Track Faculty	Annually	January 15
Tenure application	Normally in the fifth year	January 15
Review of Tenured Faculty	At the time of the sabbatical proposal review	October 15
Promotion from Associate Professor to Professor	In the fourth year at Associate Professor rank and in the year of application for promotion	January 15

Sample 14-Year Faculty Cycle

Year 1	Assistant Professor, first draft of trajectory statement
Year 2	First portfolio review/ approval of trajectory statement by Rank and Tenure
Year 3	Second portfolio review
Year 4	Third portfolio review
Year 5	Application for tenure/promotion
Year 6	Associate Professor, sabbatical proposal presented
Year 7	Sabbatical
Year 8	
Year 9	Portfolio review
Year 10	
Year 11	Application for Promotion
Year 12	Professor
Year 13	Sabbatical proposal (tenure review may be waived)
Year 14	Sabbatical

5.6.4 Annual Portfolio Review Process for Tenure-Track Faculty

- Tenure-track faculty will present the portfolio to the Dean annually by January 15.
- The Dean will forward the portfolio to the Rank and Tenure Committee.
- The Rank and Tenure Committee will discuss the faculty member's portfolio and progress toward tenure.
- The chair of Rank and Tenure will write a letter, in consultation with all committee members, summarizing the evaluation and counsel of the committee. The letter will be sent to the faculty member with a copy to the Dean by March 15.

- The Dean and the chair of Rank and Tenure will meet with the tenure-track faculty member by March 30 to interpret the letter and, where necessary, offer additional counsel, giving the faculty member an opportunity to respond. After the meeting, the Dean will write a letter to the faculty member summarizing the tone and substance of the meeting.
- The faculty member has the right to respond in writing.
- The Rank and Tenure letter, the Dean's letter, and any written response of the faculty member constitute the basic paper trail of the annual portfolio review and will be kept in the faculty member's permanent file. The permanent file is confidential and is kept in the office of the Dean. The faculty member has the right of access and review. The file can only be used for internal institutional purposes. A record of who views the file will be kept with the file.

5.7 Tenure Probationary Period

5.7.1 Goals

The probationary period allows a new regular faculty member to develop and demonstrate qualities desired of tenured faculty and to become aware of the goals, policies, and procedures of the Seminary. The probationary period also provides the opportunity for the Seminary to make an informed judgment about the new faculty member's ability and promise. During this probationary period, the new faculty member should be encouraged and assisted by his/her colleagues.

5.7.2 Time Limit

The probationary period shall not exceed seven years. The completion of seven years on the faculty without due notification of termination has been viewed by the courts as being tantamount to automatic tenure. It is the intent of the Seminary to ensure that every decision to award tenure is a positive, intentional decision and that no situation of "automatic" tenure develop.

5.7.3 Time Accumulated at Another Institution

The length of the probationary period may be adjusted in cases of persons who have previously demonstrated extraordinary academic credentials and experience. A person coming from another institution may have the probationary period reduced if approved by the Seminary in its written agreement with the individual. The probationary period may be waived by the President after consultation with the Dean and the Rank and Tenure Committee. Normally, PTS will recognize tenure granted by another university or seminary.

5.8 Process for Tenure

5.8.1 Time-Frame

During the four years prior to the application, the candidate be evaluated annually according to the procedure outlined above in the Annual Portfolio Review Process for Tenure-Track Faculty (5.6.4). Tenure-track faculty members normally will apply for tenure by January 15 in the fifth year of the probationary period (5.6.3).

The Dean will notify the candidate by May 1 in the year preceding eligibility for tenure review. The Dean will call a meeting with the candidate and the chair of the Rank and Tenure Committee, who will then meet to discuss the process, the expectations, and set the schedule.

5.8.2 Evidence

The application for tenure will include the following:

- the candidate's faculty portfolio,
- letters of recommendation, requested and collected by the Dean, including:
 - two letters from established scholars outside PTS, suggested by the candidate,
 - at least one letter from an established scholar outside PTS, suggested by the Rank and Tenure Committee in consultation with the candidate,
- student evaluations of all classes taught by the candidate at PTS.

5.8.3 Tenure Decision Timeline

- The candidate will present suggestions for recommendation letters to the Dean by November 15.
- The Rank and Tenure Committee will present its suggestion for at least one recommendation letter to the Dean by November 15.
- The Dean will contact recommenders and ask for letters to be returned by December 31.
- The Dean will invite PTS faculty members to submit letters of evaluation by December 31.
- The candidate may also request recommendation letters from specific PTS faculty members.
- The Dean will collect and present student and faculty course evaluations, with the Dean's comments and the candidate's responses.
- The candidate will present the portfolio to the Dean by January 15.
- The Dean will present the completed application for tenure to the Rank and Tenure Committee by January 15.
- The Rank and Tenure Committee will make a written report and recommendation to the President through the Dean by March 15. The

chair of Rank and Tenure will meet with the candidate to deliver and discuss the committee's report and recommendation.

- In the case of a negative recommendation, the candidate has the right to appeal, according to the process outlined in 5.8.4. below.
- The Dean will forward his/her recommendation to the President, along with the recommendation of the Rank and Tenure Committee and any written response from the candidate. The Dean will copy the recommendation to the candidate and the Rank and Tenure Committee.
- The President will make a recommendation to the Board of Trustees at the May meeting.
- The President will inform the candidate, the Dean, and the Rank and Tenure Committee of the recommendation as soon as possible.

Tenure Process Division of Responsibilities

APPLICANT	TO:	DATE DUE
Suggestions for letters of recommendation from two established scholars outside PTS	Dean	November 15
Suggestion for letter of recommendation from an additional established scholar outside PTS, chosen in consultation with Rank and Tenure	Dean	November 15
Requests for recommendation letters from PTS faculty, if so desired	Designated faculty	Letters to Dean by December 31
Faculty portfolio	Dean	January 15

DEAN	TO:	DATE DUE
Notify candidate of eligibility	Faculty member	May 1 of the prior year
Meet with candidate and Rank and Tenure chair to explain procedure and set calendar	Faculty member and Rank and Tenure chair	Spring or early fall before application process begins
Contact recommenders suggested by the applicant and Rank and Tenure	Recommenders	As soon as possible after November 15; letters due December 31
Invite PTS faculty to write letters of evaluation	PTS faculty	As soon as possible after November 15; letters due December 31
Collect and present student course evaluations, with comments from Dean and faculty member	Rank and Tenure	January 15
Collect and present letters of evaluation and recommendation	Rank and Tenure	January 15
Receive and forward faculty portfolio	Rank and Tenure	January 15
Meet with Rank and Tenure to review application		As scheduled by Rank and Tenure
Receive Rank and Tenure recommendation		March 15
Prepare Dean's recommendation; forward recommendations of Rank and Tenure and Dean, as well as any written response of the applicant, to the President	President	As soon as possible after March 15

RANK AND TENURE	TO:	DATE DUE
Suggestion for a letter of recommendation from one established scholar outside PTS, chosen in consultation with the applicant	Dean	November 15
Receive completed application from the Dean		January 15
Make recommendation to the President through the Dean, with a copy to the applicant, presented in person by the chair of Rank and Tenure	Dean, Applicant	March 15

PRESIDENT	TO WHOM:	DATE DUE
Make recommendation	Board of Trustees	May meeting
Inform interested parties of decision	Applicant, Rank and Tenure, Dean	As soon as possible

5.8.4 Appeal of a Negative Tenure Recommendation by Rank and Tenure Committee

The faculty member may appeal a negative tenure recommendation by Rank and Tenure Committee.

- The candidate will have until March 31 to appeal in writing to a committee made up of the Dean, the President, and the chair of the Board of Trustees.
- The appeals committee will issue a written report to the candidate by April 15.

5.9 Review of Tenured Faculty Members

5.9.1 Rationale

5.9.1.1. Election to tenure conveys both an acknowledgment of an actually achieved level of competence and performance, and an expectation that at least the same level of competence and performance will be sustained by the individual while employed by PTS. In accepting tenure, the faculty member acknowledges the Seminary's expectation and need for continued excellence. This makes the award of tenure extremely important for the individual faculty member and for the Seminary.

5.9.1.2. Tenure is not the right to continued employment without conditions. Rather, it is the right to continued employment on the assumption that the above expectations will continue to be met. Also, it is assumed that the faculty member will continue to develop and grow, to improve and/or redirect competence as the appointment continues.

5.9.1.3. The teaching faculty has an interest in the credible maintenance of the professional standards expressed in the criterion for tenure. The credibility of the faculty's professional quality is seriously undermined when tenure is used to protect professional incompetence and mediocrity. It is proper, therefore, that both the Seminary and the faculty have an interest in adopting a procedure for the regular review of tenured faculty members. This procedure should incorporate due process and should not be used as a covert method of vitiating tenure and academic freedom.

5.9.1.4. Further, a procedure of review for tenured faculty members will provide clear and reliable means for the continuing nurture of the faculty member.

5.9.1.5. The review procedure should not be construed as a “renewal” of tenure as though tenure had been temporarily suspended and then re-conferred. A tenured faculty member retains continuous tenure until such time as s/he either resigns or is terminated based on the “Procedures for Dismissal of a Tenured Faculty Member for Adequate Cause” (5.11.7) and the “Rights and Procedures of Appeal of a Decision to Dismiss a Tenured Faculty Member for Adequate Cause” (5.11.8).

5.9.1.6. The primary objective of the regular review is to help each individual evaluate his/her current performance and to provide assistance in areas which might be weak or need improvement. The regular review is designed as a collegial conversation and is scheduled to assist the faculty member as she or he begins to formulate a sabbatical proposal.

5.9.2 Basic Principles for the Review of Tenured Faculty Members

5.9.2.1 Each tenured faculty member shall have his/her performance thoroughly reviewed in the fall the year before the scheduled sabbatical leave, until such time as s/he may retire or otherwise depart from the Seminary. Under exceptional circumstances, the scheduled sabbatical may be postponed or otherwise adjusted by mutual agreement of the faculty member and the Seminary. In such cases, the Rank and Tenure Committee, in consultation with the Dean and the faculty member, may adjust the schedule of the regular review. The rescheduled review shall take place no later than seven years after the last regular review.

5.9.2.2 The criterion for tenure and promotion (5.4), illustrated by the areas of competence for tenure and promotion (5.4.1-4), is the standard of review. The faculty portfolio (5.5) provides the basis for the committee’s evaluation of performance.

5.9.2.3 It shall be the responsibility of the Dean to give written and due notice to the faculty member of his/her upcoming review.

5.9.2.4 It shall be the responsibility of the faculty member to see that his/her portfolio (5.5) contains up-to-date material relevant to the factors being considered.

5.9.2.5 Possible Results of the Review.

5.9.2.5.1 As a collegial assessment designed to encourage professional excellence, the regular review will evaluate strengths, identify concerns, and make any recommendations for improvement that the committee deems appropriate.

5.9.2.5.2 In cases where the Rank and Tenure Committee has serious concerns about an area of professional competence, including failure to fulfill faculty obligations, the committee may identify necessary improvements, set measurable goals, and establish a time table for the committee to review progress on this plan of professional development.

5.9.2.5.3 In cases where the committee finds a serious collapse of professional competence, including failure to fulfill faculty obligations, as defined in the criterion for tenure (5.4) and illustrated in the areas of competence for tenure and promotion (5.4.1-4), the committee may recommend that the President initiate the procedures for dismissal of a tenured faculty member for adequate cause (5.11.7).

5.9.3 Procedures for the Review of Tenured Faculty Members

5.9.3.1 Before April 1 of the academic year preceding the year of review, the Dean shall notify the faculty member in writing of the upcoming review and shall convey instructions and confirm deadlines.

5.9.3.2 The faculty portfolio (5.5) is the basis for the review. The faculty member shall submit the complete portfolio to the Dean by October 15 in the year of the review sabbatical proposal review.

5.9.3.3 The Chair of Rank and Tenure Committee shall invite the President and faculty colleagues to provide written input for the committee, regarding the faculty member's performance inside and outside the Seminary.

5.9.3.4 By October 15, the Dean shall transmit the faculty portfolio to the chair of the Rank and Tenure Committee, along with student evaluations for the period under review and the President's and faculty colleagues' written input. The Dean shall also provide a written evaluation of the faculty member's professional performance during the period under review. The Dean shall

ensure that copies of the President's written input and the Dean's written evaluation are sent to the faculty member.

5.9.3.5 By December 1, the Rank and Tenure Committee, based on the documents provided, shall complete its review, which shall include a personal interview with the faculty member for the purposes of discussing the committee's findings and recommendations and determining ways the Seminary might support the faculty member's continued professional development. After the interview, the Rank and Tenure Committee shall provide a written report to the Dean and the faculty member. The faculty member may provide a written response to the Rank and Tenure Committee report. The Dean shall forward the committee's report and the faculty member's response to the President and attach such comments and recommendations as the Dean deems appropriate. The Dean shall provide the faculty member a copy of the Dean's comments and recommendations.

5.9.3.6 The President shall receive the committee's report, the faculty member's response, and the Dean's comments and recommendations. If the President finds that adequate cause for dismissal exists, s/he shall initiate the "Procedures for Dismissal of Tenured Faculty for Adequate Cause" (5.11.7).

5.9.3.7 The President or the Dean may direct the Rank and Tenure Committee to conduct a review at a time other than the scheduled time for regular review and to construct a plan of professional development (5.11.7.3).

5.10 Promotion in Rank

Promotion from Instructor to Assistant Professor normally occurs at the conferring of the terminal degree. Promotion from Assistant Professor to Associate Professor is concurrent with the granting of tenure. The procedure for promotion from Associate Professor to Professor is outlined below (5.10.1). Contractual adjustments normally will occur at the beginning of the next fiscal year.

The criterion for promotion (5.4) is applied as appropriate to the rank sought.

The criterion for promotion is the same as the criterion stated above for tenure as elaborated in the four areas of competence and their suggested signs. Likewise, the faculty member's self evaluation shall make the case that his or her scholarly life has developed to the appropriate level for the rank under consideration.

5.10.1 Application for Promotion to Professor

5.10.1.1 Those believing they are eligible for promotion in rank to professor shall notify the Dean no later than October 1. The Dean may initiate an individual faculty member's consideration for promotion.

5.10.1.2 The Dean shall notify the chair of the Rank and Tenure Committee, who will set the schedule for consideration and make it known to the candidate.

The following documents are required in consideration for promotion:

- A current faculty portfolio
- Degree attainment
- Student evaluations
- Two supporting letters from scholars outside PTS. The two reviewers shall be agreed upon by the chair of the Rank and Tenure Committee and the applicant. The chair will write to those so designated.

5.10.1.3 The chair of the Rank and Tenure Committee or other designate of the committee will write a report detailing the committee's decision to the President and the candidate.

5.11 Termination of Appointment

5.11.1 Ways of Termination:

- resignation by the faculty member;
- when the Seminary does not renew probationary appointment;
- when the Seminary does not grant tenure before the end of the probationary period;
- by dismissal by the Seminary

5.11.2 Termination of Appointment by Faculty Member

5.11.2.1 If a faculty member wishes to terminate appointment with the Seminary s/he should give notice in writing at the earliest possible opportunity.

5.11.3 Termination of Appointment by the Seminary

5.11.3.1 Non-Tenured Faculty Member

It is the responsibility of the non-tenured faculty member to demonstrate through his/her professional qualifications, competence, and performance that the Seminary should continue to offer the individual a position on the faculty. The Seminary shall not terminate any faculty member arbitrarily or capriciously, but neither shall the Seminary be mandated to give reasons for not rehiring as is the case with tenured faculty.

5.11.3.2 Tenured Faculty Member

In the case of tenured faculty, the burden of proof for establishing an acceptable reason for termination rests with the Seminary. The faculty member does not have a burden of proof for continued employment.

5.11.4 Due Notification for Termination of a Non-Tenured Faculty Member

Notice of termination shall be given in writing to the faculty member on or before March 15 of the first year of appointment or on or before December 15 of all succeeding years of the probationary period.

5.11.5 Termination of a Tenured Faculty Member

5.11.5.1 No tenured faculty member may be terminated without recourse to a process involving full and adequate review.

5.11.5.2 Acceptable reasons for termination of tenured faculty shall be divided into two distinct classes:

- reasons of institutional exigency;
- reasons of adequate cause.

5.11.5.3 Termination for reasons of institutional exigency include:

- a demonstrably bona fide financial exigency which cannot be alleviated by less drastic measures;
- the discontinuance of an academic program not mandated by financial exigency.

5.11.6 Procedure for Terminations for Institutional Exigency

5.11.6.1 Since reasons of institutional exigency are independent of the performance and person of the faculty member, the Seminary has a special responsibility to persons terminated for reasons of institutional exigency. The burden of proof rests with the Seminary to show that a reason of institutional exigency does apply to the case of the affected faculty member.

5.11.6.2 Notification of such termination shall be given in writing to the faculty member as soon as possible and never less than four months prior to the termination date.

5.11.6.3 Before terminating an appointment because of discontinuance of an academic program, a reasonable effort shall be made by the Seminary to place the affected faculty member in another position at PTS for which s/he is qualified.

5.11.6.4 An appointment terminated for institutional exigency shall not be filled by replacement within a period of two years, unless the released faculty member has been offered reappointment and given a period of 30 days within which to accept or decline.

5.11.6.5 Appeal of decision:

- A faculty member may request that his/her termination be reviewed by the Rank and Tenure Committee.
- The Seminary shall have the burden of making a clear and convincing case to the committee that an acceptable reason of institutional exigency does exist in the case of the affected faculty member.
- The committee shall convey to the President via the Dean in writing its judgment concerning the alleged exigency. If the committee judges that clear and convincing proof of such exigency has not yet been presented by the Seminary, the President will be requested to present the committee's judgment to the Board of Trustees.
- The decision of the Board of Trustees shall be final.

5.11.6.6 Dismissals for adequate cause include:

- professional incompetence, defined as a failure to meet the “criterion for tenure and promotion” (5.4), illustrated by the “areas of competence for tenure and promotion” (5.4.1-4).
- professional misconduct, such as substantial and manifest neglect of duty, failure to fulfill faculty obligations, dishonesty in teaching or research, and personal conduct, including moral turpitude, that substantially impairs the individual’s ability to fulfill faculty responsibilities as judged by the Seminary.

5.11.7 Procedures for Dismissal of a Tenured Faculty Member for Adequate Cause

5.11.7.1 The President, as chief executive officer of the Board of Trustees, has authority to terminate tenured faculty for adequate cause.

Procedures for dismissal of tenured faculty for adequate cause are initiated by the President through the Dean. The Dean will inform the faculty member of the charges in writing and will indicate that the procedures for dismissal have been initiated.

5.11.7.2 There are different procedures for dismissal for professional incompetence and professional misconduct.

5.11.7.3 Procedure of dismissal for professional incompetence

In the case of a charge of professional incompetence (5.11.6.6), the Dean will direct the Rank and Tenure Committee to construct a plan of professional development for the faculty member, with the advice and counsel of the Dean.

- The plan of professional development will identify specific areas that require improvement and will establish measurable criteria for judging adequate progress.
- The committee will set a date for review of progress. The written plan of development, with the date of review, will be signed by the Dean, the chair of Rank and Tenure Committee, and the faculty member. Copies will be sent to the President and the faculty member, and will be added to the faculty member’s permanent file.
- After the review of progress, the Rank and Tenure Committee will provide a written report to the Dean and the faculty member. The faculty member may provide a written response to the Rank and Tenure report. The Dean

will forward the Rank and Tenure report and the faculty member's written response to the President, along with the Dean's recommendation and comments.

- The President shall communicate his/her decision in writing to the faculty member. Copies of the letter shall be sent to the Dean and the chair of Rank and Tenure.

5.11.8 Rights and Procedures of Appeal of a Decision to Dismiss a Tenured Faculty Member for Adequate Cause

5.11.8.1 Professional Misconduct

Cases involving charges of sexual harassment are handled according to the policy outlined in 8.1.

All other charges of professional misconduct may be reviewed by formal faculty hearing. The process of review may be initiated by the faculty member by written request to the President. The President shall direct the Rank and Tenure Committee to review the decision to terminate. Rank and Tenure Committee shall hold a formal hearing according to the following procedures:

5.11.8.1.1 Service of notice of hearing with specific charges in writing will be made to the faculty member at least 20 days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the Rank and Tenure Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

5.11.8.1.2 During the proceedings, the faculty member will be permitted to have an academic adviser and counsel of his/her own choice and at his/her own expense. If the faculty member chooses to bring legal counsel, s/he must give prior notice of at least 72 hours to the President.

5.11.8.1.3 At the request of either party or the Rank and Tenure Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

5.11.8.1.4 A verbatim record of the hearing or hearings will be taken and a paper copy will be made available to the faculty member without cost to him/her, at his/her request.

5.11.8.1.5 The burden of proof that adequate cause exists rests with the Seminary and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

5.11.8.1.6 The Rank and Tenure Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

5.11.8.1.7 The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

5.11.8.1.8 The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Rank and Tenure Committee determines that the interests of justice require admission of his/her statement, the committee will identify the witness, disclose his/her statement, and, if possible, provide for interrogatories.

5.11.8.1.9 The Rank and Tenure Committee will not be bound by strict rules of legal evidence and may admit evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

5.11.8.1.10 The findings of fact and the committee recommendation will be based solely on the hearing record.

5.11.8.1.11 Except for such simple announcements as may be required relating to the time of the hearing of similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees.

5.11.8.1.12 If the Rank and Tenure Committee concludes that adequate cause of dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, s/he will state the reason(s) for doing so, in writing, to the Rank and Tenure

Committee and to the faculty member and provide an opportunity for response before transmitting the case to the Board of Trustees.

5.11.8.1.13 The faculty member will be notified of the decision and may be given a copy of the record of the hearing, if requested.

5.11.8.2 After exhausting all of the above procedures, the faculty member may appeal the President's decision to terminate for adequate cause. The appeal will be made in writing to the chair of the Board of Trustees and may include such supporting evidence as the faculty member deems appropriate. The Board's decision is not subject to further appeal.

5.11.8.3 Professional Incompetence

A charge of professional incompetence has a built-in process of review and opportunity for specific, measurable improvement (5.11.7.3). Furthermore, in the right to provide a written response to the report(s) of the Rank and Tenure Committee, the faculty member has a de facto right of appeal to the President before a decision to initiate procedures for dismissal is made.

6. Policies and Procedures for Faculty Sabbaticals

6.1 Rationale for Faculty Sabbaticals

For the purpose of adequately nurturing the continued growth of the faculty, the Seminary provides time and support for regular faculty sabbaticals. Such sabbaticals are encouraged, granted, and supported in the expectation that they will enrich the teaching effectiveness and enlarge the scholarly productivity of the faculty. Faculty members are responsible for carefully planning sabbaticals and wisely using the time and funds provided by the Seminary. In the long run, the entire Seminary community benefits from a program of regular faculty sabbaticals.

6.2 Definition of Sabbaticals

Sabbaticals can have two main purposes:

6.2.1 A sabbatical can be for the purpose of conducting research which is intended to result in some scholarly or professional production, such as books, articles, or other identifiable accomplishments.

6.2.2 A sabbatical can also be for the purpose of enhancing the faculty member's teaching proficiency and may include such projects as study in one's discipline or, in some instances, exploration and study in a new discipline. Such sabbaticals shall be commensurate with the

instructional mission of the Seminary and show promise of a specific contribution to the mission.

6.3 A *special leave* shall be any leave other than a sabbatical. It may be granted for reasons of health or for other reasons initiated by the faculty member or the Seminary. It may be granted for varying periods of time and with or without compensation. Arrangements for such leaves shall be negotiated directly with the Dean and are not subject to policies and procedures for other types of sabbaticals.

6.4 Basic Policies for Sabbaticals

6.4.1 Each member of the full-time regular faculty shall be eligible for regular research or study sabbaticals. Sabbaticals for full-time administrators are determined by administrative policy.

6.4.2 Normally, faculty members are eligible for a full year's sabbatical every seventh year of service.

The Dean will maintain a schedule of eligibility for sabbaticals.

6.4.3 Under special circumstances, any faculty member may petition to be considered for a sabbatical prior to the time of his/her normal eligibility. It is the obligation of the petitioner to make a persuasive case for a special request. Such petitions shall be presented, as appropriate, to the Dean. If the petition is approved, then that faculty member shall follow the normal application and evaluation process.

6.4.4 A sabbatical is normally for a full academic year, during which time the person receives full salary and benefits.

6.4.5 Eligibility for a sabbatical does not mean that a sabbatical is automatic or guaranteed. A sabbatical will be granted only if there is reasonable evidence that it will accomplish the purpose for that type of sabbatical. It is the responsibility of the faculty member to show that his/her proposed sabbatical is warranted.

6.4.6 An application for a sabbatical will not be considered if the application is made during the year in which the faculty member is being evaluated for tenure.

6.4.7 It may be necessary to postpone a warranted sabbatical for institutional reasons, such as avoiding multiple sabbaticals from the same division or ensuring that sufficient faculty members are in residence to carry out the mission of the Seminary. If a sabbatical is postponed for institutional reasons, the extra year of teaching will be subtracted from the subsequent seven-year cycle. A person may petition for a delay of sabbatical for personal reasons, and, in such a

case, the decision on the petition will also indicate how the extra teaching time will be dealt with in the subsequent seven-year cycle.

6.4.8 Each recipient of a sabbatical will be expected to return to serve at the Seminary for at least one academic year following the sabbatical. If the faculty member fails to do so, s/he must reimburse the salary and benefits paid during the period of sabbatical. Exceptions to this policy may be granted only by the President or the Board of Trustees.

6.4.9 In the event that a non-tenured faculty member is granted a sabbatical, the length of the sabbatical shall not count as part of the probationary period.

6.4.10 Upon completion of a sabbatical, the faculty member shall prepare a full report for the appropriate faculty committees and Seminary officers. The report shall describe how the sabbatical was used and provide an assessment of its outcome relative to the sabbatical's original purpose. The faculty member returning from research sabbatical is expected to share the findings with the Seminary community in an appropriate fashion.

6.5 Application and Evaluation Process

6.5.1 In anticipation of eligibility for a research or study sabbatical, it is the faculty member's responsibility to initiate the application for a sabbatical by presenting a sabbatical proposal in writing to the Dean by October 15 of the year prior to the sabbatical.

6.5.2 A sabbatical proposal shall contain the following:

- a. An indication of the type of sabbatical and the period of time being requested;
- b. A detailed description of the sabbatical project;
- c. An indication of the location for the sabbatical and the resources available there;
- d. A preliminary assessment of the value of the sabbatical project and its anticipated results;
- e. A proposal for sharing the results with the Seminary community;
- f. A copy of the applicant's curriculum vitae.

6.5.3 After receiving a proposal, the Dean will submit a copy to the Rank and Tenure Committee for its earliest possible review. The response of the committee will be shared with the applicant, who has the option of revising the proposal prior to its submission to the next meeting of the Faculty Senate. If the Faculty Senate recommends the proposal, it will be forwarded to the President. If the President

concur in the recommendation, the proposal will be presented to the Trustees for action.

6.6 Medical Leaves (Policy proposal to be developed by Rank and Tenure Committee 2005-2006)

7. Faculty Research and Travel Policies

The Seminary strongly encourages research and publication. Research is seen as an essential part of personal growth and of preparedness for instructing on the graduate level, and publication is seen as a natural and desired outgrowth of this research. Attendance and participation at regional, national, and/or international meetings of learned societies is strongly encouraged.

To support these activities, faculty members are provided an annual budget for travel and research. The Dean will publish at the beginning of the fiscal year the amount budgeted for each faculty member.

Faculty members can apply for additional research support, as funds become available.

8. Ethics

8.1 Sexual Harassment

PTS (PTS) is committed to fostering and maintaining an environment of rigorous education and preparation of men and women for ministry. This environment must be free of sexual harassment.

Sexual harassment is illegal under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Higher Education Act Amendments. The Equal Employment Opportunity Commission (EEOC) of the United States Government defines sexual harassment in the workplace or in the academic setting as: "The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal; or the creation of an intimidating hostile or offensive working environment through verbal or physical conduct of a sexual nature." Sexual harassment is a violation of professional ethics, and, it should be regarded and treated as such by all members of the Seminary community.

Sexual harassment by a vendor, contractor, or other third-party individual or entity having an agreement or contract with PTS may be grounds for the cancellation of such agreement or contract. The policy of PTS is to condemn sexual harassment.

Descriptions:

It is imperative that members of the PTS community maintain the integrity of an environment that is not coercive, intimidating, hostile, or offensive. The work of

educating women and men for ministry is best carried out in an atmosphere that fosters collegiality and mentoring, even though power differentials exist. Friendships are common between members of the staff, faculty, and students of the PTS community. This cuts across lines of gender and sexual orientation, promoting trust and acceptance among the members of the community. Sexual harassment can destroy or undermine the security of this atmosphere.

Sexual harassment prevents or impairs an individual's full enjoyment of educational or workplace rights, benefits, environments, or opportunities. Among those behaviors that could be considered sexual harassment are the following:

1. sexual remarks, jokes, or behavior
2. unwelcome sexual advances, including unwanted touching
3. requests for sexual favors
4. the use of professional authority to inappropriately draw attention to the gender, sexuality, or sexual orientation of an employee, colleague, or student
5. insults, including lewd remarks or conduct
6. visual displays of degrading sexual images or pornography
7. indecent exposure
8. pressure to accept unwelcome social invitations

Sexual harassment occurs from these behaviors and other verbal or physical conduct of a sexual nature when any or all of the following conditions apply: (1) submission to or rejection of such conduct by an individual is used, implicitly or explicitly, as a basis for employment decisions or academic decisions affecting such individuals; or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Such an atmosphere cannot and does not foster intellectual rigor or valuable, trusting human relationships. Both are necessary ingredients for good scholarship and professional excellence. The impact on the victim of sexual harassment can be profound. Studies on the effect of sexual harassment reveal disturbing consequences, such as loss of self-confidence, decline in academic performance, and inhibited forms of professional interaction. Sexual harassment has no place in the Seminary community in any relationship—formal or informal. It is behavior that the Seminary must seek to identify and eradicate.

PTS is obligated to take reasonable steps to identify and prevent sexual harassment. If an individual in a supervisory capacity has direct knowledge of an incident of sexual harassment on the part of a member of the PTS community, that supervisor is responsible for bringing the matter to the attention of the director of student services. If grounds for action exist, the director of student services may serve as complainant in such a matter and pursue whatever procedure is deemed appropriate.

Sexual Harassment Grievance Procedure

The Sexual Harassment Grievance Procedure provides an equitable mechanism

to implement the sexual harassment policy of PTS. The procedure seeks to provide confidentiality and a fair process for all parties involved. Together, the Policy and Grievance Procedure help PTS create and maintain the highest standards of professional conduct and academic integrity.

The grievance committee has primary responsibility for interpretation of the PTS Sexual Harassment Policy, for the evaluation of complaints brought under it, and for making recommendations regarding such complaints to the Seminary President. The grievance committee will not accept complaints it deems capricious or principally vindictive. Except in unusual circumstances, it will not pursue a case while the dispute is pending in another forum such as with another educational institution, a church judicatory, or through civil or criminal proceedings. Review of a complaint by the grievance committee should not be regarded as substitute for legal action.

Composition of the Grievance Committee

The grievance committee will have a direct line of accountability to the PTS President and members of the PTS community. It will be representative of the diversity and variety of roles within the Seminary community. The committee will be chaired by the director of student services who will act as chief investigating officer. The rest of the committee will be comprised of representatives of the following groups:

1. Masters students, or
2. Doctor of Ministry students,
3. Support Staff Council,
4. Administrative Council,
5. President's Cabinet, and
6. Faculty Senate

The grievance committee membership will include at least two males and two females. No person who has been accused in the complaint will participate in the investigation or resolution of the complaint. If the director of student services or the designated representative from any group is the accused, or otherwise is recused, he or she will be replaced by an appointment from the PTS President. If the President is named in the complaint, the executive vice President will appoint an appropriate replacement.

A representative of each of the groups will be chosen by voluntary appointment with majority approval by that group by July 1 each year, to serve a one year term on the grievance committee, as needed. Representatives may serve as many consecutive terms as the group deems appropriate.

Complaint Procedure

1. The complainant should verbally present the complaint to the director of student services or to the complainant's designated representative as promptly as possible after the alleged harassment occurs. If the complaint is made to the complainant's representative, the representative should refer the complainant to the director of student services or accompany the complainant to talk with the director of student services.

- The initial discussion between the complainant and the director of student services will remain confidential, with no written record.
- Only in accordance with legal requirements, the PTS Sexual Harassment Policy, or where any individual's personal safety is at issue or the well-being of the Seminary is threatened shall information be acted upon or disclosed to others without the permission of the person making the complaint and the person against whom the complaint is made.
- The director of student services has the authority to make a good faith effort to resolve the issue brought by the complainant through informal processes, at this stage. Informal resolution of the issue may occur with the consent of the complainant and the accused.
- If the complainant, after the initial discussion with the director of student services or after a good faith effort on the part of the director of student services to resolve the issue, decides to proceed with a formal complaint, the complainant is to submit a written statement to the director of student services. This statement should be very specific, including everything that was said and done by both parties.
- As soon as possible, preferably within seven (7) calendar days after receiving the written complaint, the director of student services will inform the alleged offender, in writing, of the allegation and of the identity of the complainant. A copy of this document will be sent to the complainant and the alleged offender.
- The accused may respond to the allegation and is encouraged to do so within seven (7) calendar days after receiving notification of the complaint.
- The director of student services will provide the complainant and the respondent with written notification of the names of the persons serving on the grievance committee. The notice also shall state the time and place of the first meeting of the grievance committee regarding this complaint and shall be postmarked at least ten (10) days prior to the date of the hearing.
- The complainant and the alleged offender may file a written objection with the director of student services regarding the service of any grievance committee member, setting forth specific reasons for the objection. After reviewing such objection, the chair may, but need not, request the Seminary President to replace any member of the grievance committee with another person. The complainant and the accused are expected to cooperate with the director of student services in this investigation, to the extent of answering pertinent questions and supplying or authorizing the release of relevant information when requested. If this cooperation is denied, the director of student services shall inform the grievance committee, providing where possible his or her understanding of the reasons for the lack of cooperation.

- Efforts will be made to protect the complainant from retaliatory action by the person(s) named in the complaint.
 - The accused party will be asked to refrain from any interaction with the complainant, except during official procedures regarding the complaint.
 - The accused party will also be asked to keep the complaint private and to ask anyone with whom s/he shares this information to also keep it private and to refrain from any interaction with the complainant.
 - Any other requests or procedures the director of student services deems appropriate to the particular situation.
2. Within no more than thirty (30) days and as soon as possible after a formal complaint has been lodged, the director of student services will alert the grievance committee that a complaint has been filed and promptly call a meeting of the committee. Each member of the committee will receive a copy of the formal statement made by the complainant and any written response made by the accused.
3. The grievance committee has two options: to dismiss or to proceed to further investigation. The grievance committee will base its decision on:
- the seriousness of the complaint
 - the degree to which the complaint alleges specific violations of the PTS Sexual Harassment Policy
 - whether the committee deems this to be a matter better handled by legal authorities
- If the committee decides to decline consideration of the complaint, it will submit an explanation in writing to the complainant and the alleged offender. A copy of the explanation will also be sent to the President of PTS. Dismissal of the complaint will end the Seminary's involvement with the case, except where involvement may be required by a legal process.
4. The director of student services will gather all facts pertinent to the allegations of the complaint.
- The investigation will be conducted promptly and impartially.
 - The investigation will include statements by the complainant(s), person(s) accused, and others, as necessary.
5. The grievance committee has the following options:
- If the committee concludes that on the basis of the investigation insufficient evidence of harassment exists to warrant any action, it may close the investigation and so notify the complainant and alleged offender in writing.
 - If the committee concludes on the basis of the investigation that sexual harassment has occurred, a report will be made to the President of PTS with recommendations for further action, such as:
 - Dismissal from the Seminary
 - Probationary period followed by further review
 - Notice of censure placed in the perpetrator's file
 - Counsel to the victim to file civil action

- At the same time, the complainant and alleged offender will each be sent a copy of the report.
- Every effort will be made to maintain confidentiality throughout the process, but total confidentiality cannot be guaranteed. The grievance committee will protect the privacy of both the complainant and persons accused in every way possible during the process of the complaint and thereafter.

6. PTS prohibits any form of retaliation against any faculty, staff, or student of PTS filing a complaint against any other faculty, staff, or student. Any retaliatory action of any kind taken against a complainant under this procedure will be the basis for a separate complaint subject to disciplinary action by the President of PTS.

7. If the grievance committee determines that a complainant knowingly made a false complaint or knowingly provided false information regarding a complaint, the committee may decide to send a report regarding this issue to the President of PTS for further action, such as:

- Dismissal from the Seminary
- Probationary period followed by further review
- Notice of censure placed in the perpetrator's file
- Counsel to the victim to file civil action

8. One set of documents relevant to the complaint and procedures of the committee will be held in a confidential file for a period of five years. Cases concerning students will be filed in the registrar's office. Those concerning faculty or staff will be filed in the office of the corporate secretary. The registrar and corporate secretary will purge the files annually, as appropriate. All other copies of relevant documents must be shredded or otherwise destroyed.

Additional Matters

- Cooperative Relationships

In the event a complaint is lodged against a PTS faculty, staff, or student by a faculty, staff, or student of another educational institution with which PTS has entered a formal relationship, the director of student services will meet as soon as possible with her or his counterpart (who handles sexual harassment complaints) at that institution. Because of the accusation of a PTS faculty, staff, or student, the PTS procedures will take precedence with the institutional counterpart or her or his representative invited to sit on the grievance committee for information and process. If the invitation is declined, that person shall be kept informed of disposition.

- Emergency Situations

In an emergency, where the health or well-being of a member of the PTS community or the well-being of the Seminary as an institution is threatened, any individual with knowledge of the situation should promptly inform the President

or executive vice President of the Seminary. The President, executive vice President or another person designated to act on the Seminary's behalf, is authorized to take such steps as may be necessary and appropriate to ensure the well-being of the Seminary community and the Seminary.

- Federal and State Rights

This policy is intended to supplement but not replace the rights under federal and state law of members of the Seminary community to be protected from sexual harassment. Those laws have their own procedural requirements, including time limits, for filing a complaint. Proceeding under this policy may not satisfy those requirements.

- Seminary Agent Protection

Members of the PTS community who hold formal responsibilities for the enforcement of this policy are considered, in the exercise of those responsibilities, to be acting as agents of the Seminary and, accordingly, to the extent permitted by law shall be defended legally by the Seminary for all such actions taken in good faith, even if mistaken.

- Relation to Other Policies, Rules, Guidelines, Regulations or Procedures

This policy is designed to provide definitions and procedures for handling cases of sexual harassment. If a conflict should arise between the provisions of this policy and other Seminary procedures, rules, regulations, or terms or conditions of employment, the provisions of this policy shall govern and control in cases of sexual harassment, unless those other procedures, rules, regulations, or terms or conditions of employment shall specifically provide to the contrary.

- Amendments

The director of student services may, from time to time, after consultation with appropriate faculty, staff, and student groups, propose amendments to this policy and procedure.

8.2 Student-Faculty Relationships

The individual faculty member is solely responsible for the management of his/her classroom. S/he is expected to promote the atmosphere most conducive to learning, to be prompt in meeting the class for scheduled periods, to practice an appropriate decorum, to maintain proper control, and to give purposeful direction to the class.

Both faculty and students must adhere to policies relating to admission to class. Students must be initially enrolled in the class or follow the designated procedure for late entry. Other schedule changes must be handled through the proper channels. The faculty

member is expected to be familiar with the policy on class enrollment and all points relating to his/her contractual employment.

Faculty should know and obey regulations in regard to smoking and should request students to do the same.

8.3 Substance Abuse

PTS has adopted a policy statement on Drug Free Schools. The policy statement is distributed to all faculty, staff, and students. A copy also is maintained in the library.

No member of the academic community may engage in substance abuse. Substance abuse includes the unlawful possession, use, or distribution of drugs or alcohol; and addiction or dependency to alcohol or any controlled substance under the Controlled Substances Act of the United States.

An informative statement including such topics as legal sanctions and health risks shall be distributed annually to all students and employees. The statement and this policy will be reviewed biennially by the Substance Abuse Committee as described below.

The Substance Abuse Committee will receive complaints and make recommendations to the President when necessary. All proceedings and communications of this committee are kept confidential. The committee is composed of the Dean who shall act as chairperson, the President of the community council or a designee, one staff person selected by the President, and one faculty member selected by the executive vice President. If one of these committee persons, or one of the persons designated to make an appointment, should be involved in the complaint, that person's right to serve or appoint shall be forfeited. If a committee member asks to be excused from consideration of a complaint, a replacement committee member will be chosen by the Substance Abuse Committee.

Any member of the Seminary community who believes he or she has knowledge of substance abuse by any other member or members of the community may bring the matter to the attention of the Dean. The complainant should present the complaint as promptly as possible after becoming aware of the alleged substance abuse. The initial discussion between the complainant and the Dean will be kept confidential, with no written record.

If the complainant, after the initial discussion with the Dean, decides to proceed, the complainant must submit a written complaint to the Dean. Within three working days, the Dean will inform the alleged offender in writing of the allegation. The complainant will also receive a copy of this written statement. Dissemination of the information relating to the case will be limited to members of the Substance Abuse Committee and to any party or parties directly involved in the complaint. Every effort will be made to protect the complainant from retaliatory action by the alleged offender. This process within the Seminary does not preclude pursuit of the matter in other areas.

Within ten working days after the written statement is mailed, the alleged offender will be contacted by the Substance Abuse Committee to schedule a hearing, which shall be held as soon as possible, and not more than 20 working days after the written statement is mailed.

The chairperson of the Substance Abuse Committee will call the committee and the alleged offender together for a hearing. The committee may conduct its own informal inquiry prior to the hearing, may call witnesses to the hearing, and may recess the hearing in order to gather whatever information it deems necessary to assist in reaching a determination as to the merits of the allegation.

The committee's final determination and/or recommendations will be communicated in writing to the alleged offender. The committee may recommend corrective action and/or disciplinary measures regarding the allegation, such as mandatory treatment, suspension, or dismissal from the Seminary or from employment, to the President. The committee should attempt to complete its work within 60 days of receiving a request for a hearing. All records relating to the complaint will be stored in a secure and confidential file by the Dean and will be destroyed after five years.

9. Benefits

9.1 Cafeteria Plan

The Seminary provides a cafeteria plan option—TAX SAVER 125—for the benefit of eligible employees. Such plan allows employees to designate a portion of their salaries to be withheld as pre-tax credit for the purposes of medical expenses and child-care costs

Specific information on the cafeteria plan and enrollment procedures may be obtained from the business office.

9.2 Educational Discounts

Discounts apply to tuition at PTS as follows:

Full-time faculty, administrative staff, and support staff receive an 80% tuition discount on tuition only, up to six (6) credit hours per semester and six (6) credit hours per summer for courses offered by PTS. Any conflicts between an employee's work and class schedule must be resolved with the approval of the employee's supervisor. Any employee wishing to enroll in more than six (6) hours per semester must have the prior approval of his/her supervisor and will be expected to pay the full tuition amount.

Dependent children of full-time faculty and administrative staff receive an 80% tuition discount. Dependent children of full-time support staff, after one year of continuous service, receive 80% tuition discount at PTS.

Full and part-time faculty, administrative staff, and support staff may audit courses but, if so, shall pay the full audit fee as stated in the current Seminary catalog.

Surviving dependents of deceased full-time faculty, administrative staff, and support staff who, at the time of death, had been employed by the Seminary for two (2) or more years, or dependents of full-time faculty, administrative staff, and support staff disabled while employed at the Seminary will continue to receive the 80% tuition discount

Tuition discounts are also available to regularly retired faculty, administrative staff, and support staff (having a minimum of 10 years of service at the Seminary) and their spouses and dependents.

After three months of continuous service, part-time faculty, administrative staff, and support staff may receive 80% tuition discounts on courses taken at the Seminary under the same provisions as full-time employees. After one year of continuous service, the spouse or dependents of part-time employees shall be eligible for the same discounts.

No person on academic probation may receive this discount.

In the event a particular course is closed or there is a waiting list of degree-seeking students, discounted students would not be eligible for enrollment in that course.

Seminary fees are for services and charges beyond the scope of coursework. Therefore, employees and employee dependents will be subject to the standard fee scale for hours enrolled per semester.

Problems may occur when a person takes a course in which a relative is the Instructor. To alleviate the appearance of favoritism or conflict in grading, written examinations and papers shall be read and graded by another faculty member in a compatible discipline.

9.3 Housing Allowances

According to IRS regulations, ordained clergy with recognized standing in their denominations are entitled to designate a portion of their salary for housing. Housing allowances are not subject to income taxes. Included in housing allowances are such items as mortgage or rent payments, utilities, insurance, taxes, renovations, and repairs.

All full-time Seminary employees who are ordained with denominational standing or certification are eligible to specify part of their salaries by filling out the proper form and authorizing such deductions. This form with the following year's details must be filed with the executive vice President by the last working day of October of each year to be approved by the Board of Trustees at its November meeting.

In the event of an audit or question on the validity of a housing allowance claim by the IRS, the burden of proof is on the employee through the use of receipts or canceled checks.

9.4 Insurance

9.4.1 Health

The Seminary offers group health and hospitalization insurance for each eligible full-time employee and her/his dependents. Since such a plan is in place, the Seminary accepts no responsibility for underwriting the costs of personal or supplemental health care insurance for any employee or employee's dependents.

The employee must enroll in this group plan personally in order to have coverage and is eligible for coverage thirty days after his/her date of hire. All or part of the cost of full-time employee coverage is paid by the Seminary on behalf of the employee. Through payroll deduction, the employee shall bear the cost of any elected family coverage, regardless of the number of dependents.

Exact hospitalization insurance coverage is stated in the group insurance policy, a complete copy of which is on file in the Business Office. See the Benefits Book from the insurance carrier which is provided to each employee upon enrollment for complete explanation of the coverage.

9.4.2 Life and Accidental Death and Dismemberment Insurance

The Seminary offers a life and accidental death and dismemberment insurance policy for each full-time employee. The employee must enroll personally in order to have coverage. The Seminary shall bear in full the cost of the coverage. Enrollment may be accomplished in the Business Office.

Upon the death of an insured, the Business Office should be notified (918-610-8303) to initiate the claims process. Instead of a lump sum payment, a beneficiary may elect to receive settlement in installments.

9.4.3 Worker's Compensation Insurance

All employees are covered under worker's compensation laws. Basically, this covers injuries sustained in the performance of duties and provides some benefits for loss of income due to those work injuries. There is no enrollment required. All employees are automatically covered by this insurance.

9.5 Pension Programs

The Seminary provides a full contribution for all full-time employees toward pension plans. The plans approved initially are through the Pension Fund of the Christian Church (Disciples of Christ) and TIAA-CREF, but other approved pension programs may be elected by the employee. (If other programs are selected, it is the employee's responsibility to seek definition of the vesting period of PTS's contribution on the employee's behalf.)

PTS will pay into the employee's selected retirement fund an approved amount of an employee's gross pay as defined by action of the Board of Trustees.

The employee's premium payment may be deducted as a regular insurance premium, or the employee may elect to have the premium treated as a tax deferred or sheltered annuity payment. The latter option means that income tax will not be calculated or deducted until the employee actually receives the money through benefit or cancellation (if cancellation is allowed in the employee's contract with the retirement fund).

Benefits from this plan are illustrated in the *Disciples Plan Handbook* or other appropriate pension plan documents.

Enrollments may be accomplished in the Business Office.

Full-time faculty and all staff are eligible immediately upon employment.

Tax sheltered contribution status is determined at the employee's option when applying for the benefit or may be changed by the employee at a time consistent with the regulations of the selected plan. Tax sheltering is a legal process of deferring the employee's share of the pension contribution until benefits are received or the pension withdrawn. The assumption is that the amount will be taxed at a lower rate in the future.

Withdrawal policy: Each pension plan differs as to the requirements and dollar units for withdrawals. Contact with the carriers of individual plans will provide specific policies and restrictions.

9.6 Technology for Teaching (language to be developed)

9.7 Graduate Research Assistants (dean will provide language)

9.8 Reimbursements for Seminary Business Travel

The Seminary reimburses employees for travel associated with Seminary business within defined limits.

Travel reimbursements for the use of personal vehicles shall be at the prevailing rate per mile allowed by the Internal Revenue Service.

Carpooling is the Seminary's policy for faculty and staff travel. Individuals who choose to drive alone to off-campus faculty meetings, staff meetings, or other Seminary-related events and programs when a carpool is available will not be reimbursed without prior approval of the President, executive vice President, or Dean.

Administrative staff or faculty who travel on Seminary business by public carriers shall be reimbursed at the face cost of tickets. Meals, lodging, and other travel related expenses shall be reimbursed at cost with the expectation that staff and faculty will act prudently when incurring expenses.

Faculty who travel away from campus to teach will be reimbursed for mileage and tolls, where applicable, as well as a per meal cost not to exceed that established through institutional policy. Information on meals reimbursements may be obtained from the Business Office.

Reimbursements for travel normally are made every two weeks. Requests for travel must be submitted on forms provided by the Business Office, signed by the employee, and approved by the supervisor or Dean. Where possible, receipts should accompany the reimbursement forms. In order to receive reimbursements in a timely manner, forms should be submitted by Wednesday of the scheduled disbursement week, and the schedule of disbursements may be obtained from the Business Office.

No employee shall be eligible for travel reimbursement from her/his home to campus or office.

9.9 Privileges for Retired Faculty

Retired faculty are granted the following privileges: (1) Seminary mailing address; (2) use of library; (3) receipt of institutional publications; (4) participation in convocations and academic processions; (5) access to a PTS email address; and (6) the right to take courses without charge.

10. Employment

10.1 Affirmative Action

PTS is an affirmative action employer. The hiring and retention of faculty and staff shall not be based on gender, race, color, theological perspective, handicapping condition, age, sexual orientation, or national and ethnic origin. Only in specific cases will employment be based on denominational affiliation.

For the benefit and well-being of each employee, each year the President will appoint a member of the Seminary staff to serve as the affirmative action officer.

Alleged violations of an employee's rights deemed to be based on gender, race, sexual orientation, nationality, handicapping condition, age, or theological perspective may be reported to the President's Office. The President will direct the affirmative action officer to initiate an investigation and render a decision.

Normally within three working days after the complaint is filed, the affirmative action officer will initiate whatever steps are deemed appropriate consistent with federal and state regulations on affirmative action and civil rights. Within five days after receiving the complaint, the affirmative action officer will submit a written report to the President explaining the allegation, referring to applicable laws, and making recommendations or reporting that the incident has been resolved.

Should the complainant feel that inappropriate action has been taken or resolution of the allegations is unsatisfactory, an appeal may be made to the chair of the Board of Trustees. If necessary, the chair will appoint a trustee committee to review the case.

In the event the President is charged with a violation of an employee's rights, a report may be directed to the executive vice President or the chair of the Board of Trustees.

In the event the affirmative action officer is charged with a violation of an employee's rights, the President shall direct a senior administrator to serve in the capacity of acting affirmative action officer to address the allegation.

The only facilities currently occupied by the Seminary (as of fall 1998) that are ADA compliant are the administrative offices. It is the Seminary's desire and intention to be responsive to the physical needs of people, therefore, all efforts will be made to provide those persons with handicapping conditions access to classrooms, offices, and rest rooms. In the event such access is architecturally not possible, alternate arrangements will be made for teaching, meetings, and personal comfort.

10.2 Employment Contracts

Letters of call and employment have replaced employment contracts for all employees and shall not automatically be issued annually. Letters of call and employment shall be amended only under such conditions as changes in position, titles, or adjustments in salary.

At the time of employment, new faculty, support staff, and administrative staff shall receive letters of call and employment identifying the position and title for which she/he was hired and stating the base salary.

10.3 Faculty Transcripts

Official transcripts are required of all members of the teaching faculty, including those who accept part-time appointments. These are filed in the office of the Dean. Transcripts are required that show the completion of degrees by the institution which granted them.

10.4 Current Curriculum Vitae

Each faculty member is required to keep a current curriculum vitae on file in the dean's office. This will be updated annually at the dean's request.

11. Grievance Procedures

The Executive Vice President is the human resources director of the Seminary. Any grievance or complaint not addressed elsewhere in this *Handbook* should be filed with the office of the Executive Vice President.

In the event a grievance is against the Executive Vice President, the complaint should be lodged with the President or the chair of the Board of Trustees.

Conflicts between employees not resolved through supervisory intervention; issues relating to salaries, benefits, or working conditions; and/or matters of personal concern relating to employment or the Seminary may be brought to the Executive Vice President.