

**Approved by:** President

**Date Approved:** September 20, 2023

**Effective Date:** December 13, 2022

- 1. Summary:** This policy establishes qualifications, responsibilities, terms of employment, accountability, compensation, and grievance resolution for faculty.
- 2. Rationale:** Because faculty members bear primary responsibility for overseeing, administering, and implementing the academic activities in support of the College's mission to provide higher education, a policy is necessary to ensure consistent faculty employment practices in keeping with the College's governing documents.
- 3. Entities Affected:** faculty, Vice President of Academic Affairs (VPAA), executive leadership, Board of Trustees, Academic Affairs administrative staff

**4. Definitions:**

*adjunct faculty:* individuals employed as unranked instructors for specified courses on a semester-by-semester or term-by-term basis and are considered contracted, part-time employees of Criswell College

*bi-level course sections:* scheduled sections in which undergraduate students and graduate students meet concurrently

Although these bi-level course sections cover core material and requirements benefitting all students (undergraduate and graduate), the difference in course objectives and requirements necessitate two distinct syllabi, one for students enrolled in the course for undergraduate credit and one for students enrolled for graduate credit. For the sake of compensation, bi-level course sections count as only one scheduled course section (see "Scheduled Course Sections" within this policy).

*Canvas:* the learning management system used to supplement on-campus course delivery processes and host online delivery processes.

*faculty:* the collective body of individuals who administer, oversee, and implement the College's academic programs and activities.

*Faculty Salary and Pay Rate Schedule:* a listing of the specific amounts for salaries and rates referenced in this policy, published in the *Faculty Handbook*.

*full-time faculty:* salaried, ranked members of the Academic Affairs division on annual or biennial contracts whose primary responsibility is teaching.

*instructor:* an individual faculty member in her or his capacity of teaching students enrolled in courses for which they have been assigned. The word "instructor" is also used to specify an individual holding the rank of Instructor.

*overload:* sections that a full-time faculty member teaches exceeding his or her contracted obligations.

*ranked faculty*: members of the Academic Affairs division whose responsibility is teaching and governance of academic matters. All full-time faculty members are ranked. Upon approval of the President, other College employees may be ranked. The ranks are Instructor, Assistant Professor, Associate Professor, Senior Associate Professor, Professor, Senior Professor, and Distinguished Professor.

*SONIS*: the College's centralized student information system. Instructors use SONIS to access information for students enrolled in their assigned courses, enter textbook information and a syllabus for each section taught, enter attendance during the census period, and enter final course grades. Advisors can access additional student information for students assigned to them.

## 5. Policy:

### a. Basic Qualifications and Responsibilities of Faculty

Faculty members should be competent, mature persons of Christian character who have appropriate academic credentials, and excellent teaching skills supported by active participation in their academic field of study.

- **Instructional**

All faculty members have basic responsibilities in their role as instructors.

- **Qualifications**

- 1) Possess the proper academic credentials to teach assigned courses, which is a graduate degree for undergraduate courses and a terminal degree for graduate courses. At the professional judgement of the VPAA, in consultation with the ranked faculty, individuals may be hired who possess other qualifications (e.g., appropriately related work experience in the field, professional licensure and certifications) in lieu of these academic credentials.
- 2) Provide accurate, current, and complete documentation that demonstrates her or his qualification to teach assigned courses. These documents shall be provided at the time of hiring, periodically at the request of the Academic Affairs administrative staff, and when changes occur.
- 3) Teach and conduct her or his public and private life in accordance with and not contrary to the College's *Articles of Faith*, modelling the behavior and mature character expected of Criswell students by demonstrating regular involvement in ministry as a life commitment (especially evangelism), and abstaining from alcohol, non-prescription drugs, tobacco and related products (e.g., vapor, e-cigarettes). All faculty should be conversant with and respectful of the College's *Articles of Faith*. Ranked faculty members must signify annually that they subscribe freely to the College's *Articles of Faith*. All other faculty are given the opportunity to sign the *Articles of Faith* annually.

- **Course Oversight**

- 1) Prepare a syllabus for each section taught which is aligned with the College's mission and the program's student learning objectives, as well as in accordance with the procedures implemented by Instructional Support.
- 2) Select textbooks and other resources that students must acquire for use in the course in accordance with the procedures implemented by Instructional Support.
- 3) Submit final grades in accordance with the procedures implemented by the Registrar's Office.
- 4) Provide attendance data in accordance with the requirements of the Attendance Policy.

- **Student Assistance**

- 1) Post contact information and syllabus in Canvas, at the beginning of each semester and in each section being taught.

- 2) Post textbooks and syllabus in SONIS each semester in each section being taught at the direction of Academic Affairs staff.
- 3) Communicate proactively with students throughout the semester regarding updates and changes to the course, especially when these differ from the information found in the syllabus.
- 4) Return graded and critiqued assignments to students throughout the semester in a timely manner.
- 5) Respond to student requests for information in relation to their performance and status in the class. Advise students on how to meet course outcomes, especially when they are facing challenges or obstacles. Accommodate requests for meetings to discuss these matters, whether by phone, video-conference, or in person. Full-time faculty must reserve, post, and observe the number of office hours stipulated in their contracts at the beginning of each semester. Office hours should be spread over at least two days per week over the course of the semester or term in which they are teaching a section.
- 6) Direct any student requesting adjustments to course requirements due to a disability to Student Services. Work with Student Services with any students who have submitted documentation requesting accommodations associated with Americans with Disabilities Act (ADA) disabilities.

- **Academic Governance**

The nature of the faculty's role in the College's governance is covered in the institutional policy on Academic Governance. This section sets forth the responsibilities for faculty members in carrying out that governing role.

All faculty are responsible for advising the administration on all matters impacting the accomplishment of the College's academic affairs.

Ranked faculty share responsibility with the College's trustees and executive leadership for the actual governance of specific matters within Academic Affairs:

- Student Learning Outcomes and curricula for academic programs.
- Faculty qualifications for instruction, hiring, and promotion.
- Library Resources.
- Academic Awards and Degrees.
- Policies regarding academic matters.

Full-time faculty, in order to properly oversee their responsibilities for the College's academic affairs, are required to:

- Attend all scheduled Faculty Meetings in the spring and fall semesters. Matters requiring official input from the faculty are voted upon only in scheduled Faculty Meetings.
- Serve on and regularly participate in at least two College committees, cabinets, or boards at any given time as assigned by the VPAA.
- Attend workshops prior to the beginning of each semester.
- Attend meetings called by the VPAA and Program Directors for addressing academic program matters in order to collaborate and deliberate with other faculty on academic matters.

Non-ranked faculty are invited to participate in faculty gatherings. Only ranked faculty, along with the Director of Library Services, are entitled to a vote.

- **Scholarship**

All faculty are expected to stay engaged with and contribute to the broader scholarly community (e.g., membership in and attendance at scholarly conventions; presentation of research both by publishing and presentation; networking with fellow scholars in the discipline). The purpose of this scholarship is to:

- Enhance the accuracy, clarity, and currency of instruction given to students.
- Demonstrate to students the importance of personal scholarship and participation in the broader scholarly community.
- Introduce students to resources, including scholars outside of the College, to draw upon during their career.
- Ensure that Criswell College remains an active participant in the scholarly community.

- **Academic Administration**

All faculty members have basic responsibilities with regard to the effective and efficient administration of the College:

- Read and, if necessary, take appropriate action on all written communication from Academic Affairs administrators, staff, Program Directors, and committee chairs.
- Read and be familiar with the College's *Faculty Handbook* and *Employee Handbook* in which are found procedures, protocols, and information necessary for the effective and efficient administration of the College.
- Maintain records in a way that complies with external and internal requirements. External authorities that bear upon all faculty include the Texas Higher Education Coordinating Board, Federal Educational Record Protection Act, U.S. Department of Education, Department of Veterans Affairs, Title IX, and the Southern Association of Colleges and Schools Commission on Colleges.

- **Extra-curricular Student Support**

- **Commencement**

Full-time faculty are required to attend commencement proceedings and related activities. All other faculty are invited to participate in commencement.

- **Advising**

- 1) In addition to their obligation to provide assistance to students in course-related matters as a part of their instructional responsibilities, faculty will also be called upon to provide professional and academic advisement to students as directed by the VPAA and Program Directors.
- 2) Students may also approach faculty for advice regarding personal matters. Faculty members should be cautious about the degree to which they provide personal advice and should help students find the appropriate resources and people to offer this type of advice whether that be their family, local church, or student support offices and personnel at the College.

- **Student Affairs**

Faculty are encouraged to cooperate with Student Affairs staff in their efforts to create a healthy atmosphere for students outside the classroom.

- 1) Chapel attendance is expected for full-time faculty whenever possible and is required at least once per week unless extreme circumstances preclude such attendance.
- 2) Inasmuch as it does not interfere with their primary role in Academic Affairs, faculty members are encouraged to participate in events organized by Student Affairs staff in their efforts to strengthen faculty-student relationships and to serve as sponsors of student organizations.

**b. Terms of Employment and Accountability of Faculty**

Each faculty member works within the terms of employment specified in his or her contract. As an employee of the College, faculty members are also subject to the College's by-laws and policies, which may be found in their entirety on the College's website. Summarizations and extracts of these by-laws and policies, as well as other information and procedures pertinent to faculty employment are published in the *Faculty Handbook*, *Academic Catalog*, and *Employee Handbook*.

Each faculty member is accountable to the VPAA, who acts on behalf of the President and the Board of Trustees.

- **Full-Time Faculty**

- **Hiring**

- Through a review of submitted documents, interviews, and consultation with references, the VPAA and ranked faculty determine whether an applicant is properly qualified to serve as a full-time faculty member. Upon their recommendation, the President may appoint an individual to a one-year (if hired in August) or eighteen-month (if hired in January) contract. Appointed full-time faculty serve their first two years on successive one-year contracts. After two years, the VPAA may either continue such an arrangement for another two years, recommend that the faculty member be elected by the Board of Trustees, or not renew the faculty member's contract thus terminating the faculty member's full-time status with the College.

- Before beginning their teaching responsibilities, individuals must submit appropriate forms required by Human Resources as well as accurate, current, and complete documentation to Academic Affairs staff, which demonstrates qualification to teach their assigned courses. Pay will not be authorized until all paperwork is received.

- **Contracts**

- All terms of employment for full-time faculty will be embodied in a written contract known as the Faculty Employment Agreement.

- Faculty Employment Agreements are effective for a period of one or two academic years (August 1 through July 31), or eighteen months (January 1 through July 31), with renewal based upon satisfactory performance and recommendation by the VPAA and the President. Offers of renewal are issued by December 1 for the upcoming academic year.

- Any faculty contract may not be renewed if the VPAA (in consultation with the President) determines such nonrenewal would be in the best interests of the College.

- When extreme financial exigency exists, the administration will explore all possible means of dealing with the financial crisis, short of the non-renewal of employment of qualified persons whose services are needed. Faculty reduction will be based on needs of the College, rank, years of service, and competency. Faculty members whose contracts are not renewed for financial exigency will be notified as soon as the administration makes the decision.

- **Tenure**

- Criswell College does not have a faculty tenure system.

- **Campus Spaces**

- 1) Offices are assigned to full-time faculty by the VPAA. In addition to use for personal study and class preparation, offices should be maintained to accommodate meetings with students.
- 2) The Faculty Mailroom is a secure room for distributing mail and other items to faculty members. Because student material may be left for faculty members, only authorized faculty and staff are allowed access to the Faculty Mailroom.
- 3) Classrooms are shared spaces. Instructors should leave classrooms ready for others to use.

- **Graders**

Institutional funds permitting, full-time faculty may select a grader during the fall and spring semesters. Graders work no more than ninety-six hours a semester.

- **Ranks**

Full-time faculty members hold the rank of Instructor, Assistant Professor, Associate Professor, Senior Associate Professor, Professor, Senior Professor, and Distinguished Professor.

- 1) Instructor

- i. Displays the character qualities biblically mandated for a Christian leader.
- ii. Holds at least a master's degree or equivalent in the discipline in which he or she will teach.
- iii. Commits to further academic preparation.
- iv. Demonstrates an aptitude for teaching.
- v. Subscribes to the College's *Articles of Faith*.
- vi. Is actively involved in and committed to lifelong ministry in a local church whose beliefs and practices are consistent with the College's *Articles of Faith*.

- 2) Assistant Professor

- i. Has met all criteria for Instructor.
- ii. Holds a terminal degree or has completed all requirements for a terminal degree except for dissertation (or final project) in the discipline in which he or she will teach.
- iii. Participates in research, writing, or professional organizations.
- iv. Satisfactorily fulfills additional college duties such as student advising and participation in governance activities.

- 3) Associate Professor

- i. Has met all criteria for Assistant Professor.
- ii. Has a minimum of five years of effective teaching.
- iii. Has a commendable record of institutional service.
- iv. Holds a terminal degree in the discipline in which he or she will teach.
- v. Demonstrates excellence in teaching.
- vi. Has accomplished significant scholarship through noteworthy achievement in one's discipline, which may include but is not limited to commendable participation in professional organizations and/or scholarly publication of work.

- 4) Senior Associate Professor

Has a minimum of ten years of service as a faculty member without a terminal degree and has met all promotion requirements for the rank of Professor except the scholarship criteria.

- 5) Professor

- i. Has met all criteria for Associate Professor.
- ii. Has a minimum of ten years of effective teaching.
- iii. Evidences mature scholarship by breadth of research, significant publication of work, or other notable achievements in one's discipline.

- 6) Senior Professor
  - i. Has met all criteria for Professor.
  - ii. Has a minimum of ten years as Professor.
  - iii. Evidences mature scholarship while holding the rank of Professor by breadth of research, significant publication of work, or other notable achievements in one's discipline.
- 7) Distinguished Professor
  - i. Has met all criteria for rank of Senior Professor.
  - ii. Has a minimum of thirty years of full-time teaching experience.
  - iii. Has demonstrated the skills of a master teacher, and/or demonstrates exceptionally effective service and achievement in Christian ministry, and/or demonstrates exceptionally effective service and achievement in a scholarly discipline, including significant research and publication.

- **Titles**

Titles for full-time faculty include the faculty member's rank and discipline. Titles for full-time faculty may also include Research Professor and Distinguished Senior Professor.

- 1) Research Professor, Senior Research Professor, Distinguished Research Professor
  - i. Has met all criteria for rank of Professor, Senior Professor, or Distinguished Professor.
  - ii. Demonstrates exceptional propensity for both research and publication.
  - iii. Receives a reduced teaching load in exchange for regular, significant publications or documentable progress toward such publications.
- 2) Distinguished Senior Professor
 

Approaching retirement due to age and desiring a semi-retired/part-time status.

- **Promotion**

Promotion is based upon performance and demonstrated merit according to the criteria specified for each rank and is not guaranteed upon completion of a given term of service. Since performance that merits promotion must be exhibited on a continuing basis, a reasonable period of time (see above for certain ranks) must elapse for an individual faculty member to demonstrate competency. Individuals whose qualifications are extraordinary may receive early consideration for promotion.

The President or VPAA may initiate the process of promotion, or the faculty member may request consideration for promotion. The faculty member must prepare a folder of materials documenting why she or he should be promoted based on the criteria specified above. The folder should include the following items:

- 1) Letter to the President from the faculty member requesting promotion.
- 2) Supporting letter from the VPAA.
- 3) Current CV that lists all courses taught at Criswell College (specifying new and rewritten courses), publications, a history of ministerial service while a faculty member, and copies of pertinent evaluations since the last promotion.

The President may add a letter of support and present the application to the Board of Trustees for consideration. The new contract, written by December 1 and taking effect August 1 the following year, will reflect the new rank.

- **Outside Ministries and Employment**

The College recognizes that involvement in outside ministries can benefit the faculty member, the College, and the cause of Christ. Faculty members are free to develop outside ministries provided the amount of time and energy required does not interfere with the full discharge of their duties at the College as a full-time faculty member.

Full-time faculty must notify the VPAA of any consistent, outside employment in which they are engaged. Examples include, but are not limited to, teaching at other institutions (either traditional delivery or online); long-term interim or permanent church work; owning, operating, or working for another business or non-profit. Occasional and short-term opportunities such as interim pastoring, supply preaching, substitute teaching, and offering lectures and presentations do not require notification.

Clear and regular communication concerning outside ministry and/or employment should be maintained with the VPAA. Such communication should be renewed each year during faculty evaluation. Faculty members must eschew such employment if the VPAA determines it is detrimental to job performance or to the reputation of the College.

■ **Leaves of Absence**

1) Leave of Absence with Pay (Sabbatical)

Professors with six years of full-time faculty service at Criswell College will be eligible to apply for a leave of absence with pay (sabbatical) of up to one year in order to devote time to an academic pursuit. The length of sabbatical is commensurate with the nature of the project undertaken.

- i. Requests for sabbatical should be made through the VPAA six months prior to the beginning of the requested leave. Requests must include the nature and goals of the academic pursuit, the proposed dates, and the location of the faculty member's family during the proposed leave. Requests must be reviewed and approved by the Academic Cabinet, the VPAA, and the President. The needs of the College and the feasibility of the proposed project will determine whether the request is granted. Faculty members should exercise caution in solidifying commitments to outside entities (e.g., publishers, academic institutions, ministry organizations) until final approval is granted. Projects undertaken during all leaves of absence with pay must coincide with the professional ministry of the professor and have a direct benefit to Criswell College.
- ii. The College will assume responsibility for continuing the full salary and benefits of a faculty member on sabbatical. This will not include additional funding for transportation, housing, or other fees associated with the sabbatical project. Outside employment, beyond what the faculty member normally engages in, is not permissible during sabbatical. The faculty member on sabbatical must submit a written report to the VPAA detailing work in progress at the mid-point of the leave. Upon return from sabbatical, faculty members must present to the VPAA a written report of the various achievements of the sabbatical.
- iii. Faculty members should recognize that the institution grants such leave as an investment in the future of the faculty member. Such an investment carries with it two caveats. First, although the institution does not extend contractual obligations to faculty members beyond two years, the investment of up to a year's salary for the faculty member's enrichment is an implicit statement of the College's commitment to the faculty member's status at the institution for the foreseeable future, barring significant unforeseen circumstances.

Second, since the sabbatical involves personal and professional development which will benefit the faculty member regardless of the place of service, it is important for the faculty member to make a commitment to the institution in order to justify paying the sabbatical year's salary. Upon completion of the sabbatical contract year, the faculty member must remain employed as a fulltime faculty member at Criswell College for the following year unless the relationship is terminated by the College. If the faculty member leaves Criswell College to serve at another academic institution before the completion of the first academic year after the sabbatical, then the faculty member must provide the sabbatical year's salary as restitution to the College. (The monies and lengths of time designated here are pro-rated for sabbaticals shorter than one year.)

2) Leave of Absence without Pay

A faculty member may petition the VPAA for an unpaid leave of absence for personal and/or professional reasons. The needs of the College will largely determine whether such a request is granted. Approval should not be viewed as automatic.



- **Separation from College**

Appointed and elected faculty may cease to be employed by the College in the following ways:

- 1) Voluntary resignation of the faculty member.
- 2) Retirement of the faculty member.  
Faculty members intending to retire should submit a written letter of resignation to the VPAA by November 1 of the last academic year they plan to serve.
- 3) Non-renewal of contract by the VPAA (in consultation with the President).
- 4) Termination of the contract by the President or VPAA (in consultation with the President) because of moral delinquency, professional incompetence, failure to fulfill contractual obligations to the College, failure to accept and abide by the college's *Articles of Faith*, or other just causes as determined by the President or VPAA (in consultation with the President).

Resignation, retirement, and dismissal for reasons other than moral delinquency, failure to fulfill contractual obligations to the College, or failure to accept and abide by the College's *Articles of Faith* take effect at the end of the contract period during which initial notice of the intention to sever relations is given. Dismissal for moral delinquency, failure to fulfill contractual obligations to the College, or failure to accept and abide by the College's *Articles of Faith* takes effect immediately.

- **Emeritus Status**

- 1) The President, upon recommendation by the faculty and with confirmation by the Board of Trustees, may confer emeritus status upon a retiring full-time faculty member with significant and distinguished service to Criswell College. The person concerned should have given a minimum of fifteen (15) years of full-time service to Criswell College at the time of retirement, should hold the rank of professor or higher, and may be granted the honor for life.
- 2) A faculty member with emeritus status is not a ranked or full-time faculty member and, therefore, does not have voting privileges or an assigned course load. The College may provide office space and/or compensation. According to terms agreed upon with the VPAA and specified in a written agreement, a faculty member with emeritus status may also meet with and advise students, faculty, or administrators; teach independent studies; substitute for faculty who are absent from a regularly scheduled class; teach courses.

- **Administrators and Staff with Faculty Rank**

The President may appoint administrators and staff members as faculty with a rank and title, according to the criteria set forth for full-time faculty.

- **Adjunct Faculty**

As members of the instructional team who are employed as instructors for specified courses on a semester-by-semester or term-by-term basis, adjunct faculty members are considered contracted, part-time employees of Criswell College.

- **Hiring**

Through a review of submitted documents, interviews, and consultation with references, the VPAA, in consultation with full-time faculty, will determine whether an applicant is properly qualified to serve as an adjunct faculty member.

Before beginning their teaching responsibilities, adjunct faculty must submit appropriate forms required by Human Resources, as well as accurate, current, and complete documentation of academic credentials and experience to Academic Affairs administrative staff, which demonstrate qualification to teach assigned courses. Pay will not be authorized until all paperwork is received.

- **Contracts**

All terms of employment for adjunct faculty will be specified in a written Adjunct Faculty Contract, including the courses for which the adjunct faculty member is responsible as the instructor of record.

- **Campus Spaces**

- 1) A shared office will be made available for adjunct faculty to study, grade, prepare for class, and meet with students. Since this office is not locked, adjunct faculty should keep personal items of value with them or place them in the Faculty Mailroom which is secured.
- 2) The Faculty Mailroom is a secure room for distributing mail and other hardcopy items to faculty members. Because student material may be left for faculty members, only authorized faculty and staff are allowed access to the Faculty Mailroom.
- 3) Classrooms are shared spaces. Instructors should leave classrooms ready for others to use.

- **Email**

Adjunct faculty are issued a Criswell College email account for official business. Once such an account is issued, personal email accounts should not be used to communicate with students, staff, and fellow faculty at the College.

- **Graders**

Adjunct faculty are not assigned graders and are expected to grade their own students' work.

- **Scholars-in-Residence**

The College may employ a scholar who writes, publishes, and/or participates in scholarly and professional organizations as a Scholar-in-Residence. A Scholar-in-Residence is not a ranked or full-time faculty member and, therefore, does not have voting privileges or an assigned course load. The College may provide office space and/or compensation. According to terms agreed upon with the VPAA and specified in a written agreement, the Scholar-in-Residence may also meet with and advise students, faculty, or administrators; teach independent studies; substitute for faculty who are absent from a regularly scheduled class; or teach courses.

- **Visiting Professors**

The College may appoint an individual as a Visiting Professor for specified responsibilities (instructional or otherwise) over a specified period, typically one year. A Visiting Professor is not a ranked or full-time faculty member. This appointment may or may not include committee assignments and/or other special assignments. The terms of the appointment are agreed upon prior to the appointment and specified in a written agreement. Appointment ends at the close of the period specifically stated and carries no obligation either to the school or to the appointee for reappointment. Visiting Professors are invited to participate in faculty functions, including faculty workshops, faculty meetings, commencement, and fellowships; however, they do not have voting privileges.

**c. Compensation**

- **By Position**

- **Full-Time Faculty**

A full-time faculty teaching load is twenty-four (24) semester hours per academic year. Based on a teaching load of twenty-four (24) semester hours per academic year, the President, in consultation with the Vice President of Academic Affairs and the Vice President of Finance and Advancement, establishes a "Faculty Salary and Pay Rate Schedule," which is published in the *Faculty Handbook*. A faculty member's actual salary with the number of contracted instructional hours is specified in her or his contract, which is known as the Faculty Employment Agreement.

Prior to the beginning of the academic year, each full-time faculty member and the VPAA identify the course sections that will satisfy the contracted instructional hours. Faculty members may petition the VPAA to teach a heavier load.

Should a faculty member's course section be cancelled due to low enrollment, the faculty member will not be expected to teach an overload course section in a subsequent semester or summer term to compensate for the cancellation. If more than one course section is cancelled, it may become necessary to schedule an additional make-up section in a subsequent term.

Overload sections are paid according to the “Faculty Salary and Pay Rate Schedule.”

Full-time faculty members also have instructional and administrative responsibilities not specified in their contract. Certain responsibilities are required of all full-time faculty and are not compensated for beyond the salary (see “Basic Qualifications and Responsibilities of Faculty” and “Terms of Employment and Accountability of Faculty: Full-Time Faculty”). Other responsibilities do entail compensation beyond contracted salaries and adjustments to the teaching load (see “Instructional Duties” and “Administrative Corollary Duties” within this section).

- **Executive Leadership (President and Executive Cabinet)**

Those serving in executive leadership at Criswell College may be invited to teach courses or take on other instructional responsibilities. Executive leaders who agree to serve as instructors will teach the first two courses in any given academic year *gratis*. Instructional responsibilities beyond the first two courses are compensated as listed herein under “Instructional Duties” and “Administrative Corollary Duties” in this section.

- **Adjunct Faculty**

An adjunct faculty member’s actual instructional responsibilities are specified in a written contract. An adjunct faculty member does not receive a salary but is compensated for these responsibilities, as listed herein under “Instructional Duties” and “Administrative Corollary Duties.” Adjunct faculty members also have instructional and administrative responsibilities not specified in their contract, which are required of all faculty and do not include additional compensation (see “Basic Qualifications and Responsibilities of Faculty” within this policy).

- **Instructional Duties**

- **Scheduled Course Sections** (adjunct faculty, executive leadership, and full-time overload)

The compensation amount for scheduled course sections taught by adjunct faculty, sections taught by executive leaders beyond two in an academic year, and overload sections taught by full-time faculty is determined by the number of students enrolled in a course after the tuition refund period has ended and in accordance with the “Faculty Salary and Pay Rate Schedule.”

The full rate is paid for an undergraduate section in which eight for-credit students are enrolled after the tuition refund period has ended. The full rate is paid for a graduate section in which five for-credit students are enrolled after the tuition refund period has ended. The full rate is paid for a bi-level section in which five graduate students or eight total students (undergraduate and graduate) are enrolled after the tuition refund period has ended. (Students who are auditing a course are neither included in these enrollment criteria nor included in any prorated compensation.)

If section enrollment does not meet these criteria, the instructor receives no compensation when the section is cancelled before or after the semester begins. Instructors are not paid for cancelled course sections, but cancelled sections are included when calculating a full-time faculty member’s contract hours.

If the VPAA determines that an under-enrolled course section should proceed, faculty will be paid on a pro-rated scale at no less than half of the full rate.

- **Co-taught Course Sections**

Certain courses benefit from having two faculty members, typically from different disciplines, serve as instructors. For a co-taught course to be fully integrated in content, both instructors must be fully involved, which includes attending all class sessions and providing the same amount of help and interaction to students outside of class sessions that would be required if they were teaching the course alone. Because of these expectations, courses that are approved to be co-taught count fully toward each instructor’s contracted or overload hours.

- **By-Request Courses and Independent Study Courses**

By-Request Courses and Independent-Study Courses refer to courses in which an instructor oversees the work of an individual student or small groups of students. By-Request Courses are designated as such within a program's curriculum. Independent Study courses are intended for students in their last year of study, who have irreconcilable scheduling conflicts among courses needed to complete a degree program for graduation. (Independent Studies are governed by the Registration Policy, which specifies student criteria and administrative processes.)

Neither By-Request Courses nor Independent Study Courses count toward fulfillment of full-time faculty contract hours. Faculty who teach By-Request courses and Independent Study courses are paid per student (see the "Faculty Salary and Pay Rate Schedule"). Unlike other instructional duties listed in this section, in which pay begins after the tuition refund period has ended, pay for By-Request Courses and Independent Study Courses is issued only after the instructor submits final grades.

- **Practicum Supervision**

Practicum courses are courses in which students engage in fieldwork at an off-campus site under the supervision of an individual who is not employed by the College. The faculty member who oversees a practicum course is responsible for a course syllabus, which specifies the responsibilities of the site supervisor, the instructor, and the student. Practicum supervision does not count toward fulfillment of full-time faculty contract hours and is paid per student (see the "Faculty Salary and Pay Rate Schedule"). The College pays for travel expenses incurred by the faculty member visiting the practicum site.

- **Applied Learning and Service Labs (Instructor)**

Learning and Service Labs are courses in which students engage in fieldwork at an off-campus site under the supervision of the faculty instructor. Compensation for the instructor is described herein under "Scheduled Course Sections." The College pays for budgeted fieldwork expenses incurred by the Learning and Service Lab instructor. (Other Criswell College faculty and staff who are called upon to assist the instructor are compensated as described herein under "Administrative Corollary Duties.") Learning and Services Labs, even if the labs are non-credit, count as a three-hour, scheduled section for compensation purposes.

- **Administrative Corollary Duties**

In addition to the basic administrative responsibilities required of all faculty specified elsewhere in this policy, certain faculty may perform administrative tasks that entail additional monetary compensation and/or reductions to the contracted teaching load. While the general nature of these administrative tasks and guidelines for compensation are found in this policy, the specific details for the faculty members performing these tasks are contained in written correspondence provided to the faculty member and kept in the faculty member's personnel file in Academic Affairs.

- **Program Oversight**

- 1) Responsibilities: Qualified faculty members who are appointed by the VPAA as Program Directors bear responsibility for oversight of Academic Programs, as well as for the General Education and Bible and Theology curricula. This oversight is accomplished through a number of tasks, which are specified in a written document for each Program Director.
- 2) Compensation: Each Program Director receives a three-credit hour workload reduction and a stipend as specified in the "Faculty Salary and Pay Rate Schedule."

- **Learning and Service Labs (Assistance)**

- 1) Responsibilities: Certain courses are designated as "Learning and Service Labs," which consist of off-campus, domestic or international fieldwork done with the students. The VPAA and the instructor for a Learning and Service Lab may ask another employee to assist during the lab.
- 2) Compensation: This individual receives a stipend for his or her assistance (see the "Faculty Salary and Pay Rate Schedule"). The College pays for all budgeted fieldwork expenses incurred by the Learning

and Service Lab assistant. (The faculty member who serves as the instructor for a Learning and Service lab is compensated as described herein under "Instructional Duties.")

- **Distance Education Course Development and Revision**
  - 1) Responsibilities: The VPAA and the Director of Educational Technology employ properly qualified individuals to develop and revise material to be used for distance education courses.
  - 2) Compensation: A stipend as specified in the "Faculty Salary and Pay Rate Schedule".
  
- ***Criswell Theological Review* Editorship**
  - 1) Responsibilities: The *Criswell Theological Review (CTR)* is the College's academic journal.
  - 2) Compensation: The faculty member who serves as the *CTR* Editor receives an additional compensation to their salary as found in the "Faculty Salary and Pay Rate Schedule."
  
- ***Criswell Theological Review* Book Review Editorship**
  - 1) Responsibilities: The *Criswell Theological Review (CTR)* is the College's academic journal.
  - 2) Compensation: The *CTR* Book Review Editor receives an additional compensation to their salary as found in the "Faculty Salary and Pay Rate Schedule."
  
- **Quality Enhancement Project (QEP) Leadership**
  - 1) Responsibilities: In its commitment to enhance overall institutional quality and effectiveness, the College focuses on an issue the institution considers important to improving student learning outcomes and/or student success. This issue is articulated in a Quality Enhancement Plan. The President may appoint a faculty member as the QEP Director to oversee its development, implementation, and assessment. The QEP Director is responsible for working with the College's administration to ensure compliance with Standard 7.2 of the SACSCOC *Principles of Accreditation*.
  - 2) Compensation: The QEP Director receives a three-credit hour workload reduction.

#### **d. Grievance Resolution**

When disputes arise between a faculty member and an administrator at Criswell College, both parties should make every effort to resolve the dispute informally and as quickly as possible. Faculty members involved in such a dispute who contend that the administrator acted unfairly or improperly and in violation of industry best practices or college procedures may appeal to the Academic Cabinet using the procedure below.

- **Scope**

As employees of the college, faculty members are covered by grievance procedures found in the Employee Responsibilities Policy. This Grievance Resolution section covers situations not found in the Employee Responsibility Policy, namely, an action or decision by a college administrator that adversely affects a member of the faculty in his or her professional capacity that has occurred or been reached unfairly or improperly according to industry best practices and/or in violation of Criswell College procedures. This Grievance Resolution section does not cover:

- violation of college policies (For more information on the process related to reporting a violation of college policies, see the college Whistleblower Protection Policy);
- sexual harassment (For more information or to make a report regarding sexual harassment, consult the College's webpage regarding Title IX);
- discrimination based on race, national or ethnic origin, color, age, disability, or sex (For more information regarding the college's non-discrimination statement, consult the College's webpage regarding Title IX);
- dissatisfaction with existing Criswell College policies, procedures, or practices;
- negative evaluations of an individual faculty member's professional work;
- dissatisfaction with a salary decision, except as a salary decision or set of salary decisions that are part of a pattern of conduct that rises to the level of grievance.

- **Procedure**

- Filing a Grievance:

Faculty members inform the Academic Cabinet (AC) of what they believe is a grievance covered by this procedure using the Grievance Reporting Form found in the shared “Faculty” Team. The grievance should be reported within 60 days of the occurrence.

- **Evaluation of a Purported Grievance:**  
The AC evaluates whether the complaint is, indeed, a legitimate grievance as covered by this procedure. If the AC concludes that the formal complaint from the faculty member does not qualify as a legitimate grievance as covered by this procedure, then the formal complaint will not continue through this grievance process. (Any member of the Academic Cabinet who is involved in the complaint should be recused from this evaluation step.)
- **Resolution of a Grievance:**  
The AC will include the Vice President of Business and the Director of Human Resources in all correspondence and in all meetings that consider a grievance in order to advise the AC on matters related to college policy and practices and to determine if legal counsel should be sought. (Any member of the Academic Cabinet and/or the VP of Business who is involved in the complaint should be recused from this step.)
- The AC will invite the administrator against whom the grievance has been filed to provide further information related to the action or decision for which the grievance has been submitted.
- The AC will meet with the faculty member filing the grievance and the administrator upon whom the grievance has been filed to work toward a resolution that benefits both the faculty member and Criswell College.
- The AC will craft a written resolution that will then be sent to the faculty member and the administrator at their Criswell College email address.
- **Appeals process:**  
If the faculty member or administrator disagrees with the AC on either the evaluation or the resolution, either may make a written appeal to the President (through Criswell College email). The AC will provide the President with minutes from the meetings at which the grievance was considered, all information provided by the faculty member and administrator during the process, and a written statement explaining the rationale for the decision. The President will then mediate a resolution.

**6. Procedure:**

- a. Implementation:** The Vice President of Academic Affairs is responsible for establishing and maintaining procedures to ensure the implementation of this policy.
- b. Responsibility for Compliance:** Vice President of Academic Affairs
- c. Notification:** This policy will be posted on the College’s website and published in the College’s *Faculty Handbook*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 5.0	Policy number: 2.059
Related policies:	

**Policy History**

Version 1.0	Not Available
Version 2.0	July 1, 2020
Version 3.0	June 28, 2021
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