



ARLINGTON BAPTIST UNIVERSITY

FACULTY HANDBOOK

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HISTORICAL OVERVIEW

Arlington Baptist University carries on the purposes of its predecessors: The Fundamental Baptist Bible Institute, the Bible Baptist Seminary, and Arlington Baptist College. Throughout its 75+ year history, students have majored in the Bible and have prepared themselves for local church ministry or some other kind of Christian ministry. From its founding in 1939, the school has played a key role in Baptist Fundamentalism in the United States, especially in the training of leaders, pastors, and missionaries.

The men and women of the faculty over the 75+ year period have been committed to that fundamentalist tradition. Many faculty members have been pastors and missionaries themselves. Many others have maintained active roles in their churches while they served the College. Their spiritual insight and vision have contributed to the quality training students received over the years.

The College's Presidents, J. Frank Norris, G. B. Vick, Louis Entzminger, Luther Peak, Earl K. Oldham, Wayne Martin, Wendell Heirs, interim; David Bryant, and D.L. Moody, have led in the work of this institution. During Dr. Oldham's tenure of more than twenty-five years, the College relocated in the city of Arlington and built its present facilities. The College also became a four-year undergraduate institution offering two baccalaureate degree programs under his guidance.

Dr. David Bryant became the College's eighth President in 1993. His steadfast leadership and commitment to traditional, independent fundamentalism renewed interest for Arlington Baptist College from numerous former constituents. He further strengthened the College's path to assure its continued success in training God-called individuals for church vocations.

Dr. D.L. Moody became the College's ninth president in 2009. Under his vision and leadership, programs have been added and expanded in both undergraduate and graduate areas, and in June of 2017, under Dr. Moody's direction, the school's name was changed to Arlington Baptist University. It remains Dr. Moody's conviction that our best days still lie ahead.

In July 2019, Jimmy McNeil agreed to serve as interim President until the end of the year. Following his departure and after numerous interviews by the Board, Cliff McDaniel was selected to serve as interim President.

Cliff McDaniel served faithfully as Interim President until January 2021 at which time he was appointed by the Board of Directors as President of the University. Dr. McDaniel is a 1983 graduate of Arlington Baptist College (now ABU) and had previously served as Head Coach/Athletics Director which ultimately led to his promotion to the position of VP of Athletics until he was named as Interim President.

INTRODUCTION

Welcome

Welcome to the Arlington Baptist University Academic Team. You are joining a professional faculty whose mission is to ensure the success of our students. At ABU we have a deep commitment to provide our students with the skills, knowledge, and professionalism necessary to compete successfully in the job marketplace.

Arlington Baptist University carries on the purposes of its predecessors: The Fundamental Baptist Bible Institute, the Bible Baptist Seminary, and Arlington Baptist University. Throughout its 75+ year history, students have majored in the Bible and have prepared themselves for local church ministry or some other kind of Christian ministry. From its founding in 1939, the school has played a key role in Baptist Fundamentalism in the United States, especially in the training of leaders, pastors, and missionaries.

The men and women of the faculty have been pastors and missionaries themselves. Many others have maintained active roles in their churches while they served the University. Their spiritual insight and vision have contributed to the quality training students received over the years.

Your dedication to these same objectives and your belief in the value of this philosophy brought you to ABU. In recognizing and practicing this philosophy as part of your personal and spiritual goals, you will assist our students in reaching their goals as you share your greatest gifts with our students—your knowledge, your experience, your love of teaching, and more importantly, your faith!

To assist you in understanding our expectations of the faculty, our students, and the community we serve, we have prepared this Faculty Handbook to assure our mutual success. Periodically, your Department Chair or Vice-President of Academic Affairs will review the contents of this guide with you. Please retain your copy and refer to the contents when you have questions regarding what is expected of you as a faculty member.

Read this handbook in its entirety prior to your first day of teaching and refer to it to ensure you are delivering the appropriate instruction and following the expected guidelines.

As we work to create a dynamic and exciting learning environment, we bring together a blend of knowledge, expertise, and commitment that will serve to enhance our overall goal of developing *“Worldchangers.”*

Again, welcome and thank you for joining our ABU Family.

FACULTY HANDBOOK

The purpose of this Faculty Handbook is to familiarize yourself with policies and procedures specific to the academic realm. It is meant as a supplement to the ABU Employee Handbook. All ABU faculty are subject to the policies, procedures, and requirements of the ABU Employee Handbook. Please read and familiarize yourself with the many important policies and procedures contained in the handbook. This Faculty Handbook does not cover every possible situation that may arise and is not meant to limit ABU's discretion in addressing employment-related issues.

The University may, in its sole discretion, update, discontinue, replace, interpret, or revise this Faculty Handbook, or any of the policies contained in it at any time, with or without notice. The University will endeavor to inform employees of policy changes as they occur, but lack of notice will not invalidate any changes made.

Nothing in this Faculty Handbook constitutes, or should be construed as, a contract or a guarantee of specific treatment in specific situations; nor a contract or guarantee of employment for any specific duration; nor a contract regarding any term or condition of your employment at ABU.

In addition to the provisions of this Faculty Handbook, the University's Employee Handbook also applies to all faculty members. Faculty members are expected to review, become familiar with and comply with the policies in the Employee Handbook as well.

FERPA—Student Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The act applies to all educational institutions that receive federal funds. There are a few exceptions regarding who may receive records without written permission.

Exceptions include:

- Legitimate requests from school officials.
- Requests from schools to which a student is transferring.
- Cases of 'directory information,' defined as "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed," such as name, address, telephone number and date of birth.

In the case of directory information, the parents or eligible students must be notified of the proposed release of said information and given time to request their information not be disclosed. Social Security numbers and student identification numbers are not included in the category of 'directory information' and may never be released without written permission.

Faculty's Role in FERPA

Faculty may not discuss a student's grade, attendance, non-attendance, or behavior within earshot of other students or with any other person outside of administration. However, when necessary, it would be permissible to share academic information with another faculty that shares that same student that semester.

Additionally, faculty may not make or take calls from a student's family members or friends to discuss anything regarding the student, unless a FERPA release has been verified as being on file. In the event of an apparent emergency, please contact the VP of Academic Affairs for guidance.

When contacting a student by phone who has not attended class, faculty must talk only with the student. If the student does not answer or come to the phone, you may leave a message with only your name and a return number. You may not indicate that the student was absent from class.

Please go to <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> to access the actual policy. You may also call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Doctrinal Position

Arlington Baptist University holds to historic Baptist doctrine with a strong emphasis on the local church. The University is a conservative and independent institution. Arlington Baptist publishes a full confession of faith separately.

Faculty teaching, publishing, and doctrinal positions should reflect agreement with the University's confession of faith and doctrinal position.

Governance

Arlington Baptist University is incorporated according to the laws of the State of Texas as a non-profit educational institution.

The University received exemption from state control by The Texas Higher Education Coordinating Board (THECB) (formerly The Coordinating Board), Texas University and University System, based on its accreditation.

The Statement of Incorporation and By-Laws of the University vest governance of the institution in a board of directors which oversees the management of the University through the President.

All faculty members are ultimately responsible to the University's board of directors as provided for in this Handbook and the University's Articles of Incorporation and By-Laws.

Administration of the University, as outlined in this Handbook, conforms to its Articles of Incorporation and By-Laws as revised and amended. Any statements herein that prove to contradict or conflict with the Articles of Incorporation or By-Laws shall be deemed null and void. Directors are supportive of one or more World Baptist Fellowship ministries.

ACCREDITATION AND ASSOCIATION

Arlington Baptist University will maintain association with professional and educational associations that are consistent with its mission and philosophy and that will enhance the University's ability to fulfill that mission.

Accreditation

Currently, the University holds accredited member status with the Association for Biblical Higher Education (ABHE). ABHE is recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education as the accrediting association for Bible colleges and universities.

Based upon our accreditation by ABHE, the Texas Higher Education Certification Board (THECB) has declared Arlington Baptist University eligible to grant bachelor's and master's degrees in the state of Texas.

Affiliation

World Baptist Fellowship (WBF). The University is an approved ministry of this non-profit corporation, whose members are independent Baptist churches.

American Association of College Registrars and Admissions Officers (AACRAO). The University's registrar is an affiliate of this association which establishes criteria for the transferring of credits and establishes standards for the functioning of the registrar's office and admissions office.

The Association of Business Administrators of Christian Colleges (ABACC). Our CFO is an affiliate of this association which provides development, networking, and support for Christian Higher Education business officers.

The National Association of Independent Colleges and Universities (NAICU) The University President is a member of this organization which serves as a unified nation voice of private nonprofit higher education.

Texas State Board for Educator Certification (SBEC). This Board has approved the following education programs of the university: Core Subjects EC-6, Science 4-8, Social Studies 4-8, Social Studies 7-12, History 7-12, English, Language Arts & Reading 4-8, English, Language Arts & Reading 7-12, and an All-Level Music Education Program.

Texas Veterans Commission. The approval of this agency is prerequisite to veterans receiving federally funded programs.

EDUCATIONAL PHILOSOPHY

Arlington Baptist University endeavors to implant a Christian world view in its students; that the world and man are direct creations of God and that man must account to God for his actions which are largely sinful. Since God has revealed Himself to man to save him from his sin, God's people must proclaim the good news of salvation by preaching the word of God, infallibly delivered to men of old and supernaturally preserved for us today in the Holy Bible. God calls individuals to carry out, through local churches, this work which includes educational preparation.

Taking that into account, the University holds to the principle that a strong foundation in Biblical studies serves to prepare students for all Christian work and for good citizenship as well. By encouraging students' close fellowship with the Lord, the University integrates faith and learning in a spiritual context. Meaningful mental and physical development together with this integration assures each student a continuing basis for life-long service to Jesus Christ. Since Christ is the Way, the Truth, and the Life, students receive a thorough acquaintance with His life and His work.

An added emphasis on the practical service students perform, provides a balanced educational experience.

Each faculty member should be familiar with this philosophy statement and incorporate it into his/her own areas of teaching.

Mission Statement

Arlington Baptist University strives to prepare every student for Christian life and service by integrating faith and learning in the context of an informed biblical worldview that affirms the inerrancy of scripture.

ABU currently offers 20 undergraduate degrees and three graduate degrees with the goal of equipping our students to be "Worldchangers." Whether our students' vocational goals are faith based or secular, they will be grounded in the Word of God and challenged to use their gifts for the glory of God.

Goals:

The following goals express the faculty's task in fulfilling the University's mission:

Biblical Goal: The faculty will provide the student with knowledge of the English Bible (KJV) and complementary subjects that will furnish him/her with an understanding of Christian truths and will encourage him/her to appropriate those truths for his/her own life.

Spiritual Goal: The faculty will direct the student toward a rich and rewarding personal relationship with Jesus Christ through regular devotional habits and a meaningful prayer life. They will promote Christian maturity in the student by giving wise counsel and instruction as well as providing ministry guided opportunities.

Evangelistic Goal: The faculty will encourage the student to reach others for Christ by emphasizing service in the local church and will equip the student to carry out the church's commission.

Academic Goal: The faculty will expose the student to those current methods of study and research which develops discipline, clear thinking, and logical communication so that life-long, wholesome attitudes toward learning and growing will follow.

Personal Goal: The faculty will strive to develop in each student that individual gift which will enable him/her to fulfill the ministry given to him/her by the Lord.

Course goals should reflect these institutional goals so that every area of teaching in the University conforms to the University's mission.

Financial Base and Support

Arlington Baptist University receives a substantial amount of regular support from churches and friends.

Faculty members should actively support all efforts of fundraising. While the matter of contributing funds to the University is personal, the faculty is encouraged to display leadership and to set an example in this area. Regardless of the faculty member's ability to personally contribute, his enthusiastic support for and involvement in securing operational funds is the minimal expectation.

Faculty members should not, however, solicit funds for school functions and programs independently of University control. Any efforts at raising funds for the University that involve faculty members, other than those that are conducted at his/her local church, must be approved in advance by the University administration.

Funds raised for all purposes must be properly accounted for, receipted, and turned over to the University's business office for audit and deposit.

DEGREE PROGRAMS

Undergraduate Schools

School of Ministry

- Pastoral Ministry
- Student Ministry
- Intercultural Studies
- Biblical Counseling
- Pastoral Ministry Online
- Biblical Counseling Online
- Music & Worship
- Children's Ministry

School of Education

- Core Subjects EC-6
- 4-8 Science
- 4-8 Social Studies
- 7-12 Social Studies
- 7-12 History
- 4-8 English/Language Arts
- 7-12 English/Language Arts
- Music Education

School of Business

- Business Studies

School of Interdisciplinary Studies

- Interdisciplinary Studies
- Interdisciplinary Studies Online Degree
- Interdisciplinary Studies-Degree Completion

Graduate Schools

Graduate School of Theology

- Master of Arts in Biblical and Theological Studies (36 hrs.)
- Master of Divinity (96 hrs.)

FACULTY CLASSIFICATIONS

Full-Time Faculty

A full-time faculty member devotes a minimum of 50 percent of his/her time to teaching assignments. Faculty are expected to teach 12 credit hours per semester as a standard load and have at least 10 office hours.

Adjunct Faculty

Adjunct faculty are employed through contracts issued each academic year by the Vice-President of Academic Affairs, in consultation with the President and appropriate Department Chair. Adjunct faculty are appointed as needed to teach on a “semester” basis and may teach up to 11 credit hours per semester.

Department Chairs

The Department Chair works within the structure of Academic Affairs, representing the respective instructional department. The Department Chair is an appointed faculty member who is expected to teach a minimum of 9 credit hours each semester. This individual also monitors programs, supervises full-time, and adjuncts in their area. They serve as the liaison between their department in the division and the Vice-President of Academic Affairs. In addition, they are responsible for curriculum planning and development, staffing, evaluation, and budgetary administration for the department. They are also responsible for the development of partnerships among internal and external constituents.

FACULTY QUALIFICATIONS

- Each faculty member shall demonstrate an interest in and support for the local church as the divinely ordained institution for propagating the gospel.
- Each faculty member shall give evidence of a deep abiding relationship to Christ and a solid commitment to His ministry.
- Each faculty member shall testify that he/she agrees with traditional Baptist doctrine and the fundamentalist expression of it. The faculty member shall sign an affirmation of the Statement of Faith of the University as a condition of their employment. (See Appendix for the Statement of Faith)

- Each faculty member shall hold membership in a church that aligns with the ABU Statement of Faith.
- Each faculty member shall agree to maintain a spiritual life characterized by Bible reading, prayer and soul winning. He/She shall agree, further, not to conduct himself/herself in any manner whether in dress, conduct, use of substances, or public appearances that would distract from the University's purpose or position.
- Each faculty member should have attained the first professional degree beyond the baccalaureate program and shall demonstrate an expertise in his/her chosen field.
- Individuals with outstanding experience or training may be considered for faculty positions as the Vice-President of Academic Affairs and President determine.
- Each faculty member shall have met those qualifications of the academic department to which he/she is seeking appointment.

RECRUITMENT AND SELECTION

Initial inquiry is made with the University usually through the Vice-President of Academic Affairs' office by way of resume or personal vitae. If no consideration is to be given, the inquirer may/may not be so informed. All letters and pertinent data will be kept on file for one year.

- Inquirers who may be further considered for a faculty appointment are asked to submit an application, references, and official or unofficial transcripts.
- Applicant status will be extended by the Vice-President of Academic Affairs if all requirements have been met. The inquirer will be informed by letter, email, or phone.
- Candidate status will be established upon the recommendation of the Vice-President of Academic Affairs to the President and with the President's approval. This status will be extended based on the need for the personnel and the availability of adequate resources.
- Candidates will be asked to visit the campus and will be interviewed by administrators and department head. Terms and conditions of the position will then be discussed with the applicant. If acceptable, the candidate may be considered for appointment.
- The best qualified candidate, in the determination of the administration, will be recommended to the President for approval.
- All appointments to the faculty by the President may be subject to review by the board of directors.
- Candidate status will be extended so long as the candidate meets the qualifications and until his/her candidacy is terminated by the University or until he/she withdraws from candidacy.

- Terms of appointment will be specified in an agreement that compliments this handbook.
- The Faculty Handbook constitutes a part of the agreement between the faculty member and the University.
- Department of appointment, compensation, specific duties, teaching assignment, and other requirements will be communicated to the appointee.
- The appointee's signature on the supplemental form attests to the applicant's agreement to comply with the provisions established in the Faculty Handbook and any other requirements outlined on the form located in the Appendix.
- In the event the appointee cannot agree to the terms outlined by the University, his/her appointment will be revoked, and his/her candidacy terminated.

Applicant and Candidate Rights

All applicants and candidates have the right to be fully informed of their status with the University.

All applicants and candidates have the right to expect confidentiality and discretion in soliciting references from the individual's former and present associates.

No information about the applicant or the candidate will be released to a third party without the individual's written permission.

Faculty Assignments

Faculty assignments falls into one or more of nine areas which provide support to approximately twenty-three academic programs:

- | | |
|---------------------|---------------------|
| • Bible/Theology | • Music |
| • Business | • General Studies |
| • Church Ministries | • Christian Service |
| • Education | • Library |

Faculty members are appointed by the Vice-President of Academic Affairs to a position in one academic area as his/her primary assignment, but he/she may serve in an adjunct capacity in another area for which he/she is qualified. Each area services more than one academic program. Each program is headed by a Department Chair who is appointed by and reports to the Vice-President of Academic Affairs.

FACULTY RESPONSIBILITIES

The faculty of Arlington Baptist University serves as the body responsible for the academic life of the University. All functions and policies pertinent to teaching, matriculating, and graduating students are initiated and ratified by the faculty. This is a responsibility delegated to the faculty by

the University Board. Following is a description of those functions and responsibilities incumbent upon each faculty member.

- Each faculty member will be expected to exemplify these traits of character – self-discipline, respect for the rights of others, honesty, and personal integrity.
- The faculty is charged with the implementation of the University curriculum, student affairs policies, graduation, and academic programs.
- Each faculty member must support the objectives of the University, his/her department, and policies that pertain to teaching assignments.
- Each faculty member must carry out tasks assigned to him/her relative to his/her teaching, student affairs, and faculty functions. This includes assigned course work, committee assignments, sponsorships, and similar functions.
- Full cooperation with the Administration is required from each faculty member in accomplishing University objectives.
- Each faculty member must seek to advance his/her field or area of profession by keeping up with developments, methodologies, and publications in that field.
- All full-time faculty members are encouraged to retain membership in at least one professional organization in their discipline. They are also expected to participate in at least one professional development activity each academic year (e.g. conferences, seminars, workshops, webinar, course for credit, etc.).
- Faculty members must keep adequate records of their course work, professional development, status with the University and assigned duties, and must provide updates to the Vice-President of Academic Affairs.
- Full-time faculty will be assigned a 12-hour course load and will be expected to arrange his/her time to allow for lecture schedules, preparations for lectures, advising, professional development, assigned duties, meetings, and appearances on behalf of the University. Faculty members may expect to spend 40 hours a week in such pursuits. To spend less time than that is to raise a question about the faculty member's sincerity concerning his/her work.
- Adjunct faculty members may teach up to 11 credit hours per semester and will follow guidelines provided in their employment agreement.
- Office hours are required from the opening of the semester (one week before the dates of registration) until the closing of the semester (one week following final examination week) at the rate of ten hours per week. Two of these hours should be open or walk-in periods for student advising and must be posted on the office door. Remaining hours can be used for student advising by appointment, for committee work, or for other duties.

- Absences of a faculty member from scheduled lectures or from meetings or activities requiring the faculty member's attendance must be reported to the Vice-President of Academic Affairs in advance, if possible. Faculty are responsible for obtaining his/her substitute. Continuity of learning is strongly encouraged; therefore, class dismissals must be approved in advance, when possible, by the Vice President of Academic Affairs and due to emergencies bearing in mind that class dismissals should be avoided as much as possible.
- Punctuality and regular attendance are important factors in consideration for job retention. Therefore, tardiness to lectures and faculty meetings must be avoided.
- Excessive tardiness and absences are subject to disciplinary action. Any faculty member who is tardy more than five times or three unexcused absences in a twelve (12) month period will be subject to disciplinary action and/or dismissal. Unless an absence has been authorized in advance, or an absence is either unavoidable or justifiable, every faculty member is expected to report to duty.
- Records of enrollment, grading and other pertinent data must be kept for all students. Matters of attendance and grades should be updated weekly in Canvas.
- Final examinations and final projects should be administered as scheduled during Finals week.
- Requisitions for supplies or equipment are to be made through the Department Chair or the Vice-President of Academic Affairs using an approved requisition form.
- Speakers outside the University staff are to be approved by the Vice-President of Academic Affairs or the President.
- Faculty members should be thoroughly familiar with the University's catalog, faculty handbook, student handbook, employee handbook, Christian service/Spiritual formation requirements, and policy manual. (Administrative offices)
- All faculty members are required to dress professionally. Dress codes for faculty are to conform with those described in the Student Handbook as is appropriate.
- Syllabi are to be prepared and made available to students for all classes by the beginning of each semester. Copies of each syllabus must be uploaded to the One Drive and submitted electronically to the Vice-President of Academic Affairs' office at a minimum of one week prior to the start of the semester. The syllabi should be reviewed during the first scheduled course meeting to allow students to ascertain if the course will meet their education goals.
- Tests, assignments, and other papers must be kept by the faculty member in his/her own custody for one full semester beyond the semester in which the work was complete.
- Commencement exercises are to be attended by all full-time faculty members without exception.

- Budget requests are to be submitted through the Department Chairs to the Vice President of Academic Affairs by the first day of November for the next fiscal year. (The fiscal year begins in June.)
- Church affiliation or changes in church affiliation must be reported to the Vice-President of Academic Affairs.
- Outside employment must be reported to the Vice-President of Academic Affairs.
- Faculty business is handled in meetings scheduled periodically throughout the academic year. All members are expected to be present. All faculty meeting minutes will be recorded, transcribed, and retained in the Office of the Vice President of Academic Affairs.

Academic Freedom

The University's mission is to strengthen the church and the community by providing competent clergy and lay leadership. It is necessary that faculty members exercise academic freedom within the framework of the University's objectives. In addition to universally accepted social demands such as truthfulness, decency, moral integrity, and loyalty, there are appropriate limitations to academic freedom which the institution's constituency has a right to expect.

Limitations to academic freedom should not discourage the pursuit of recognized academic discipline within the University's mission. Legitimate ideas of recognized value and wide acceptance may be dealt with in a Christian context. Development and exploration of innovative ideas are encouraged but should be tested as to their value in contributing to the University's mission.

Faculty members should advocate nothing contrary to accepted biblical views, the University's Statement of Faith and purpose, and the principles of the United States government.

Responsibilities to Administration

Faculty and administration should strive to establish a spirit of cooperativeness.

- Faculty members should be responsive to the members of the administration, giving them full support relative to the planning and implementation of policy.

Responsibilities to Associates

- Each faculty member is expected to loyally support his/her associates at the University and conduct his/her business with them within the bounds of Christian ethics.
- Each faculty member will keep all matters of a personal nature of which he/she has knowledge strictly confidential except in the case of those instances that are required by law to be reported.
- A faculty member shall not interfere in a colleague's professional relationship with his/her students.

- A faculty member shall not intentionally impugn the character or work of his/her associates or otherwise cause them to suffer harm.
- A faculty member shall avoid any hostile criticism of his/her associates and any display of hostility toward their persons or their views.

Responsibilities to Students

Faculty/student relationships are expected to be characterized by New Testament principles of Christian fellowship. In this sense the University is an extension of the local church, although not everyone at the University are members of the same local church.

- Each faculty member should advance the spiritual life of his/her students by encouraging Bible reading, prayer, witnessing, and work in the local church.
- Faculty members are encouraged to take opportunities to mentor their students, but the mentoring relationships must be with the same gender as the faculty member and are encouraged to take place with more than one student in any given mentoring session.
- Faculty members must respect the confidentiality of students except as limited by law or required by student policy.
- Faculty members must not intentionally embarrass students.
- Faculty members must be discreet in their conduct and conversation with students, even avoiding the hint or suggestion of un-Christian or unethical behavior. Specifically, intimate, and amorous relations with students are considered by ABU to be a violation of policy and are subject to discipline.

Committee Assignments

Faculty members may be requested to serve on various committees. The number and type of committees are subject to change based upon the decision of the President and Administrators.

Committees to which faculty members may be assigned include the following, which are subject to change at the discretion of the President and Administrators:

- Administration Committee
 - Academic Affairs Committee
 - Student Affairs Committee
 - Library Committee
 - Spiritual Formation Committee
- Committee membership, assignments and functions will be handled by the Vice-President of Academic Affairs and the President. Committee assignments will be published prior to the commencement of the fall semester. Committee chairs, not

provided for herein, will be selected by the Vice-President of Academic Affairs and the President and published at the same time.

- Special ad-hoc committees may be formed; composition and functions determined by the Vice-President of Academic Affairs together with the President.
- Some faculty members will serve on committee's ex-officio. While other assignments may be made, generally no more than two committee responsibilities will be required.
- Faculty members may partner with the Department Chair to serve as academic advisors which will be selected from full-time and part-time faculty members to include the following responsibilities:
 - Helping students understand their place in ABU and the functions of the University.
 - Approving students' program requests and changes in their schedules.
 - Directing students into programs that will fulfill their needs and desires.
 - Supervising student's progress in fulfilling program and graduation requirements.
 - Informing students of available programs and courses when they are offered.
 - Being acquainted with the University's catalog, student handbook, policy manual, class schedule, and other information affecting students.
 - Encouraging students to perform at acceptable standards and, as abilities are determined, in keeping with their levels of ability.
 - Keeping records of students advised and making reports to the Vice-President of Academic Affairs of advising work and difficulties encountered.
 - Working to minimize student attrition within their program and the school at large.

Evaluations

Evaluation of faculty is designed to encourage improvement in teacher and classroom performance and promote professional development, overall support of the University's ability to fulfill its mission, and achievement of the University's goals and objectives.

- Evaluations will be conducted in accordance with Standard Operating Procedures (SOP) in effect at the time of the evaluation. Methods of evaluation include administrative review, peer review, student course evaluation, classroom observations, and self-evaluation.
- Reports of the evaluation proceedings will be made to the Vice-President of Academic Affairs who will review them with the faculty member. Copies will be placed in the faculty member's personnel file.
- All evaluation processes are conducted with the faculty member's full knowledge.
- Faculty members have access to all measuring devices, forms, reports, and generally anything contained in the member's own personnel file.

- Faculty members are afforded full and sufficient opportunity to challenge or respond to evaluations.
- Each faculty member may expect the strictest confidentiality regarding custody and use of evaluation reports.
- No evaluation report of a faculty member will be released outside of necessary internal University use without the faculty member's written permission.
- In providing evaluations to prospective employers, the faculty member may suppress those reports and data not pertinent to or necessary for obtaining a new position.

Grievances and Due Process

An individual **grievance** is a complaint that an action by management has violated the rights of an individual as defined in the law or by some unfair practice.

Examples of this type of **grievance** include discipline, demotion, classification disputes, denial of benefits, etc.

- Grievances will be filed through the Vice-President of Academic Affairs' office in accordance with the Standard Operating Procedures Manual in effect at the time the grievance is filed.
- The grievance will be reviewed by the Vice-President of Academic Affairs to determine a procedure for resolution that is acceptable to all parties.
- Resolution of a grievance will be made by the involved parties together with the Vice-President of Academic Affairs, or, in the case the Vice-President of Academic Affairs is an involved party, with the President.
- Grievances may be referred to an ad hoc faculty grievance committee for resolution, especially if the grievance involves administrators.
- Objections to the suggested resolution of the grievance may be appealed first to the President; and then, if necessary, to the board of directors.
- No grievance may be filed initially with the board of directors.
- The board of directors may determine whether to accept an appeal. If the board accepts the appeal and renders a decision, that decision shall be final.
- Parties involved in a grievance have the right to a full disclosure of proceedings and records and reports used in proceedings.
- The charged party, or parties, have the right to a clear delineation of the charges brought against him/her or them.

- The charged party, or parties, shall have opportunity to review the resolution of the grievance before it is final.
- Appeal to the President and then to the board of directors will be followed until a final resolution is reached.

Terminations and Due Process

Aligned with the Employment-At-Will policy in the Employee Handbook, employment with ABU will not be for any specific term and may be terminated by the faculty member or by ABU at any time, with or without cause and with or without notice.

- Termination of a faculty member's services may be decided if, in the determination of the board of directors, no need for the faculty member's expertise exists, or if the program that the faculty member supports is no longer needed.
- Termination of a faculty member's services may be decided if, in the determination of the President, any of the qualifications or responsibilities herein stated are no longer being met by the faculty member. Such decisions are reported to and reviewed by the board.
- Termination of a faculty member's services will be made if, in the determination of the President, an extreme case of misconduct or malfeasance exists. Such action is reported to the board.
- A terminated faculty member may challenge reports and documents used in the termination procedure. If, as determined by the President, corrections are warranted, *the decision to terminate will be reviewed*. A copy of the challenge will be included with the reports and documents.
- A faculty member whose employment has been terminated may appeal the decision to the board of directors if he/she can provide evidence that prejudice has been displayed against him/her. The board decides whether such evidence warrants a hearing. Board decisions are final.
- A terminated faculty member has the right to expect all personnel matters to be held in strict confidence.
- No matters relating to the termination procedure will be released without the written consent of the faculty member.
- Faculty members terminated due to retrenchment may seek re-appointment immediately to another department if they qualify for that position and if the need for additional faculty exists in that department.

Academic Policies

- Class lists should be carefully reviewed by faculty to ensure the accuracy of the class roster. Discrepancies between the official roster and the students attending the course should be reported immediately to the registrar.

- Syllabi are to be prepared for each course taught by each faculty member and made available either electronically or in written form to the students no later than seven calendar days prior to the first day of class. Directives for syllabi are provided by the Vice-President of Academic Affairs and individual department heads.
- Students are not awarded credit for a course when they attend less than 75% of the scheduled required sessions.
- Excused student absences from classes must come from the Vice-President of Academic Affairs' office.
- Faculty may, with the approval of the Vice-President of Academic Affairs, offer some discretion for unusual circumstances.
- Excessive absenteeism is reported to the Vice-President of Academic Affairs on the form provided for that purpose and tardiness should not be disregarded.
- Leaving a class meeting before the class is dismissed subjects the offending student to an absence for that class meeting.
- A student is considered withdrawn from a class when written verification of the withdrawal is provided by the registrar.
- Discipline within the classroom is the faculty member's responsibility. He/She has immediate authority, and discipline should seldom have to be taken beyond the classroom. All discipline should be reported to the Vice-President of Academic Affairs. Serious discipline problems may be referred to the Vice-President of Student Affairs by the Vice-President of Academic Affairs for resolution.
- Faculty members are encouraged to make use of alternatives to lectures when appropriate.
- Guests attending a class session should be cordially welcomed unless their presence would disrupt the class proceeding or be otherwise inappropriate.
- All matters of class conduct and meetings are the responsibility of the faculty member. Requests for special arrangements should be made to the Vice-President of Academic Affairs.
- Faculty members may make use of guest lecturers subject to the approval of the Vice-President of Academic Affairs and the President.

Grading

- Faculty members have the responsibility to provide enough assignments and assessments for the student to determine progress on the stated course objectives. This includes timely

responses and grading from faculty following the completion and submission of assignments.

- The grade scale and grading policy are outlined in the University catalog. Faculty members should establish appropriate grading policies within catalog guidelines to reflect high academic standards.
- Grading criteria and devices should be of sufficient quantity and quality to make a fair assessment of each student's performance.
- At the end of each semester, grades are reported to CAMS and Canvas.
- Noted deficiencies in a student's performance should be reported to the Vice-President of Academic Affairs on the ABSENTEE/STUDENT DEFICIENCY REPORT. (See Appendix)
- Although incompletes ought to be used sparingly, a student may be given a grade of *Incomplete* ("I") if extenuating circumstances warrant. If the student requests an incomplete, a form can be obtained from the Registrar's office, completed by the student, and submitted to the faculty for his or her signature and approval, and returned to the Registrar's office. However, if initiated by the faculty, the grade of "Y" would be submitted for the incomplete. Work must be completed within six weeks of the close of the semester for the student to receive credit for the course, although the faculty member may require work to be completed sooner.
- Changes in grades awarded are made to the registrar as that office directs. Normally the only grade changes allowed are those necessitated by miscalculation of the initial grade awarded.
- Students have the right to challenge a grade. The matter may normally be resolved between the student and faculty member. In extreme cases, the challenge may be referred by the Vice President of Academic Affairs to the Academic Affairs Committee. The student shall prevail only if, in the opinion of the student affairs committee, his work warrants a change in the grade.

Student Performance

- Tests, exams, projects, etc. that are used for evaluating student performance are left to the discretion of the individual faculty member.
- A student's University account must be satisfactorily cleared with the business office; otherwise, the student will not be permitted to take his/her final exam.
- Faculty members are not authorized to adjust the time when a final examination is given. The final examination week is an integral part of the semester's work; therefore, permission to adjust the time for any given examination will not be given unless it is for serious illness or for circumstances deemed by the administration as being beyond the control of the student.

Chapel

Full-time faculty members are expected to attend regularly scheduled chapel services unless occasionally prevented from doing so by special circumstances. Chapel is held on Tuesdays and Thursdays from 10:45 am – 11:45 am.

Library Procedures

- Use of materials is extended to members of the faculty for a period of one semester or for a period arranged with the librarian.
- A special reserve stack provides an opportunity for faculty members to make items, including personal ones, available to students on a restricted basis. Instructions for use are made to the librarian by the faculty member.
- Selections for the library's collection to support his/her department and course objectives are made through the librarian.
- Displays and special functions may be arranged in the library as approved by the librarian.
- Faculty members may make arrangements with the librarian for their classes to visit the library. Such visits are useful to introduce students to library services and to encourage student use of the library.
- Special services are available in the library which include:
 - Microfilm readers
 - J. Frank Norris papers on microfilm
 - Audio-visual equipment
 - Photocopying
 - Seminar room
 - Laminating service
- Arrange for use of these special services with the librarian.

Use of Equipment, Supplies and Facilities

- Faculty should arrange for in-classroom use of audio-visual equipment with the librarian if it is not available in the classroom. (*Arrangements for another room more appropriate for visual equipment can be made through the registrar's office.*)
- Do not attempt to repair equipment not working properly. Report needed repairs to the business office.
- Some equipment is kept in designated places on campus. After it is used, arrange for it to be returned in good order to the designated location.
- Some equipment is designated for a particular department. Check with the appropriate department head for its use.
- Classroom supplies may be ordered from the office using the purchase order procedure.

- Faculty use of buildings after office hours or on weekends is limited to faculty offices. Use of facilities for special functions may be arranged with the business office. Checking with the department head for some facilities may also be necessary.
- No equipment is to be taken from the campus without the approval of the business office and department head or librarian.
- Students who must use special equipment to fulfill assigned course requirements must seek all necessary department approval for the use of such equipment and must also receive any special training that is necessary.
- Energy conservation is an ongoing concern on the campus. Energy consuming equipment should be used judiciously. Lights and public-address systems should be turned off. Doors to outside access should be kept closed. Report needed repairs of facilities to the business office.
- Faculty members are to be mindful of the security of equipment and facilities.
- Requisitions for all texts, books and other special materials intended for student use should be made through the Vice President of Academic Affairs four weeks before the beginning of the semester for which they are to be used.

Schedule of Classes

A schedule of semester classes will be published at the beginning of each academic semester.

- The schedule of classes includes:
 - Time, days, and location of meeting for all courses
 - Course number, department, name, and faculty member for each course
 - Credit hour for each course and prerequisites
- Date, time, schedule, and procedures for registering will also be provided.

Other Procedures

- Faculty members should attend as many other social and special events as possible, especially The Hilltop Conference and commencement week functions.
- In-service training is provided for the faculty by the Vice-President of Academic Affairs' office.
- A full-time workload is interpreted as at least 12 class hours per week. Sponsorships are considered in the workload also, as is public relations work and representing the University at professional or other meetings.
- Office hours are not required on scheduled holidays.
- A spring break is provided typically in March of each year and no classes meet during this week.

- A two-day fall break is typically provided in October of each year.
- A Thanksgiving break is provided during the week of Thanksgiving each year and no classes meet during this week.
- A Christmas break is typically provided each year.
- Photocopy service is available to faculty in the administration building, faculty lounge, and library.
- A mailbox for on-campus distribution of mail is provided for each faculty member in the administration building.
- Office space is provided for all full-time faculty, and space is made available as needed for adjunct faculty.
- A parking sticker is provided to each faculty member. Parking stickers are to be procured from the Student Affairs office and displayed as directed.
- A calendar of events is kept in the registrar's office. Academic events are scheduled through the Vice-President of Academic Affairs' office, and social events through the Vice- President of Student Affairs.

Manuals and Handbooks

Manuals and handbooks that faculty members may find helpful are available through the the ABU One Drive and include:

- The Faculty Handbook
- The Student Handbook
- The Consumer and Safety Document/The Academic Handbook
- Staff Manual
- Policy Manual
- The Student Teaching Handbook
- The Library Handbook
- The Library Operations Manual

Other procedures may be developed periodically as the need dictates and maintained in the Faculty Handbook.

Job descriptions and a flow chart are found in the Appendix and referred to herein indicate lines of responsibility and reporting.

CONCLUSION

Words on paper and the making of manuals do not solve management and policy problems. Solutions require the commitment of personnel united in a prayerful manner to accomplish the divine mission we call a Bible education.

Use this handbook wisely and with your eyes on your Savior, Colossians 3:17, 23.

APPENDIX

BOARD OF DIRECTORS

Under its charter, issued by the State of Texas, the Board of Directors governs Arlington Baptist University. The Board holds regular meetings in January, April, and October. Other meetings are held at the call of the Chair of the Arlington Baptist University Board of Directors. The Board of Directors decides matters of basic policy, approves budgets, elects the President and is the ultimate authority for all University-related matters.

THE UNIVERSITY'S ADMINISTRATION

Administrative Structure

The University 's By-laws provide for three administrative officers: The President, the Vice-President of Academic Affairs and the Vice-President of Business Affairs. Other administrative officers may be appointed by the Board of Directors. Currently the Vice-President of Student Affairs and the Vice President of Institutional Effectiveness are appointed administrators.

The University 's board of directors exercises its authority to govern the University through the President.

Administrative Officers

I. President

- Serves as chief executive officer of the University and reports to the Board of Directors.
- Responsible for the management of University property.
- Safeguards the academic standards of the University.
- Advances the spiritual purpose of the University.

II. Vice-President of Academic Affairs

- Serves as the Academic Leader of the University.
- Builds the academic character of the University.
- Charged with academic planning, organizing, and implementing academic policy.
- Oversees the establishment of academic standards such as: admission requirements, matriculation and graduation requirements, honors and honor programs, and grading and probation practices.
- Has oversight of all academic departments, the library, the Spiritual Formation Department, the registrar, admissions, and support services.
- Assists the President in areas the President directs.
- Serves as ex-officio member of all committees and chairs the Academic Affairs Committee.
- Must qualify to teach in at least one of the academic departments of the University.

III. Vice President of Business Operations

- Serves as the Chief Financial Officer of the University.
- Responsible for managing property records, financial records, legal documents,

- and inventories of equipment and supplies.
- Oversees and manages all acquisitions and purchasing.
- Oversees all disposition of property.
- Directs the preparation of and supervision of the University's budget.
- Hires University employees in the business office, maintenance department, bookstore, security, and cafeteria.
- Responsible for overseeing faculty records regarding compensation, benefits, and other pertinent matters.
- Reports to the President and assists him in other areas.
- Serves as ex-officio member for all committees.

IV. Vice President of Student Affairs

- Provides for and coordinates activities relating to the general welfare of all students.
- Supervises student affairs to encourage spiritual, mental, and social development.
- Maintains personal guidance and career counseling services for students.
- Responsible for managing the activities of the Spiritual Formation Coordinator.
- Oversees student social activities and the affairs of student government.
- Oversees the management of the residence halls.
- Chairs a Spiritual Formation committee made up of Spiritual Formation cluster leaders, appointed faculty members, and appointed students.
- Reports to the President and carries out activities directed by him.

V. Vice President of Institutional Effectiveness

- Assists Department Chairs in clarifying their program outcomes.
- Assists Department Chairs in developing and collecting evidence indicating that program outcomes are being achieved.
- Oversees the maintenance and accessibility of our assessment software and dissemination of collected results.
- Instructs new faculty regarding policies and procedures for ongoing data collection.
- Serves as liaison and reporting agent for our accrediting agency (ABHE) and the THECB.
- Assists in the production, update, and dissemination of policies and procedures required for the smooth operation of the University in accordance with best practices.

Administrative Staff

I. Financial Aid Director

- Ensures optimal use of financial aid funds by awarding funds from the various university-controlled programs to students in accordance with established federal, state, and University guidelines.
- Assists students in the application process for financial aid by helping them to complete appropriate and required forms; by advising them of their rights and responsibilities concerning financial aid; and by providing them with information about the status of their financial aid applications.

- Determines students' eligibility for the various financial aid programs by evaluating their applications.
- Assists the VP of Business Operations in administering satisfactory academic appeal (SAP) evaluations and the appeal process for students seeking reinstatement of financial aid eligibility.
- Monitors enrollment reports to identify students subject to Return of Title IV aid policy. Calculates aid earned, makes necessary adjustments, and notifies students and accounts receivable of outcome.
- Oversees and ensures that the University's Veteran's Benefits certification process is efficient, timely and accurate. Ensures compliance with VA regulations, monitors student progress and updates records for reporting.
- Oversees and administers student scholarship funds.

II. Registrar

- Maintains all academic records.
- Prepares reports on current enrollment and projected enrollment.
- Compiles and posts the dean's list and honor roll.
- Prepares and certifies transcripts of students' work.
- Charged with executing grading policies, keeping records, and making student grade reports and grade compilation reports available.
- Certifies all students who qualify for a degree.
- Serves as liaison with the LMS.
- Perform other functions as directed by the Vice-President of Academic Affairs or the President.

III. Spiritual Formation Coordinator

- Supervises all the ministries, activities and personnel involved in the Spiritual Formation Program.
- Coordinates with appropriate department heads to ensure that all Spiritual Formation activities serve to fulfill specific requirements for students in all areas of study.
- Provides a liaison between the Arlington Baptist University, local churches, and other institutions where students may fulfill Spiritual Formation requirements.
- Available for counseling and service to students with special needs regarding Spiritual Formation.
- Reports all functions of the Spiritual Formation Department to the Vice-President of Student Affairs.

IV. Head Librarian

- Charged with providing services connected with research, study, and the function of an academic library.
- Oversees all functions, facilities, equipment, and supplies of the Earl K. Oldham Library.
- Promotes the acquisitions and use of library materials among the faculty and students.

- Provides for the use and distribution of audio-visual equipment and material at faculty request.
- Reports all functions of the operation of library services to the VP of Academic Affairs.
- Faculty status is extended to the Librarian if he/she meets all appropriate qualifications for faculty members as provided herein.

V. Athletic Director

- Oversees and coordinates all intercollegiate athletic involvements of the University and its students.
- Represents the University in Conference and National meetings.
- Responsible for the selection of coaches for all athletic teams and shall supervise and coordinate the performance of their duties.
- Responsible for the direction of all student-athlete adherence to academic eligibility and disciplinary propriety and coordinates all these efforts through the offices of the Vice-President of Academic Affairs, Vice-President of Student Affairs, and Registrar.
- Reports on contributions designated for athletics.
- Executes fund-raising programs for the Patriot Athletic Department.
- Faculty status is extended to the Athletic Director if he/she meets all appropriate qualifications for faculty members as provided herein.

VI. Recruitment/Admissions Director

- Market and promote the University's undergraduate and graduate programs on and off-campus to businesses, community colleges, high schools and other organizations in connection with recruitment of students.
- Create an effective communication and marketing strategy to encourage prospective students to select the University. Develop, implement, and manage various recruitment strategies; this may include mailings, phone campaigns, electronic communications, college/high school visits, information sessions, and other special events.
- Create a student engagement strategy which includes event management, increasing awareness of our services, and creating a better student experience.
- Keep students informed of their status within the admissions process by maintaining consistent communication throughout the admissions process.
- Follow-up with newly admitted students to determine progress toward meeting the conditions of admission.
- Regularly interfaces with campus departments and external community groups and organizations to promote and support the University's overall recruitment efforts.
- Reports to the President.

Support Staff

The following descriptions of the functions of support staff personnel are provided for the faculty's information. More detailed qualifications and job descriptions are maintained in the Business/HR Office.

I. Executive Assistant/Receptionist

- Serve as primary operator for all incoming calls to the University with responsibility for screening and directing all calls to the appropriate staff members.
- Serve as greeter and primary resource for information regarding the Administration offices.
- Provide appropriate guidance and excellent customer friendly service to all staff, students, faculty, guests and visitors to the University via phone or in person.
- Manage and perform all communications effectively and timely with staff, faculty, and students via phone or in person.
- Maintain and oversee the physical environment of the reception area serving the Administration offices.
- Assists with processing the mail and receiving student payments.
- Ability to communicate professionally in oral and written format.
- Maintain professional standards in all assignments.
- Arrange and schedule meetings and appointments and manages the Campus President's electronic calendar.
- Ability to maintain strict confidentiality.
- Reports to the President.

II. Maintenance Supervisor

- A supervisor of the physical plant reports to the Vice-President of Business Affairs and is responsible for the maintenance of buildings and grounds.

III. Campus Security

- The Vice-President of Business Affairs provides security personnel for the campus as is necessary.

IV. Resident Hall Supervisors

- The Lillian Norris Hall for women and the T. H. Masters Hall for men are each managed by a Residence Hall Supervisor under the direction of the Vice-President of Student Affairs.
- These individuals are responsible for all operations of their respective halls.
- They assist the Vice-President of Student Affairs in providing for the welfare and the social and spiritual life of resident students.

V. Resident Hall Monitors

- Resident monitors are students who assist the resident hall supervisors in the operation of the residence halls.
- They are responsible to the supervisor in their respective residence hall.

STATEMENT OF FAITH

SECTION 1. OF THE SCRIPTURES

We believe that the Holy Bible was written by men supernaturally inspired: that it has truth without any admixture of error for its matter; and therefore is, and shall remain to the end of the age, the only complete and final revelation of the will of God to man; the true center of Christian union; and the supreme standard by which all human conduct, creeds, and opinions should be tried.

1. By "The Holy Bible" we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written, does not only contain and convey the Word of God but IS the very Word of God.
2. By "inspiration" we mean that the books of the Bible were written by holy men of old as they were moved by the Holy Spirit in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

II Tim. 3:16-17; II Pet. 1:19-21; Acts 1:16; Acts 28:25; Psa. 119:160; Psa. 119:105; Psa. 119:130; Luke 24:25-27; John 17:17; Luke 24:44-45; Psa. 119:89; Prov. 30:5-6; Rom. 3:4; I Pet. 1:2-3; Rev. 22:19; John 12:48; Isa. 8:20; Eph. 6:17; Rom. 15:4; Luke 16:31; Psa. 19:7-11; John 5:45-47; John 5:39.

SECTION 2. OF THE TRUE GOD

We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, the maker and supreme ruler of heaven and earth, inexpressibly glorious in holiness and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

Ex. 20:2-3; Gen. 17:1; I Cor. 8:6; Eph. 4:6; John 4:24; Psa. 147:5; Psa. 83:18; Psa. 90:2; Jer. 10:10; Ex. 15:11; Rev. 4:11; I Tim. 1:17; Rom. 11:33; Mark 12:30; Matt. 28:19; John 15:26; I Cor. 12:4-6; I John 5:7; John 10:30; John 17:5; Acts 5:3-4; I Cor. 2:10-11; Phil. 2:5-6; Eph. 2:18; II Cor. 13:14.

SECTION 3. OF THE HOLY SPIRIT

We believe the Holy Spirit is a divine person, equal with God the Father, and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of judgment, and of righteousness; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer.

John 14:16-17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; Gen. 1:1-3; II Thes. 2:7; John 16:8-11; John 15:26; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Matt. 3:11; Mark 1:8; Luke 3:16; John 1:33; Acts 11:16; Luke 24:49; John 16:13; John 14:26; Rom. 8:14; Rom. 8:16; II Thes. 2:13; I Pet. 1:2; Rom. 8:26-27.

SECTION 4. OF THE DEVIL OR SATAN

We believe that Satan was once holy and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; that he is now the malignant prince of the power of the air, and the unholy god of this world. We hold him to be man's great tempter, the enemy of God and His

Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy, the lord of the anti-Christ, and the author of all the powers of darkness, destined however to final defeat at the hands of God's Son and to the judgment of an eternal justice in hell, a place prepared for him and his angels.

Isa. 14:12-15; Ezek. 28:14-17; Rev. 12:9; Jude 6; II Pet. 2:4; Eph. 2:2; John 14:30; I Thes. 3:5; Matt. 4:1-3; I Pet. 5:8; Zech. 1:3; I John 3:8; Matt. 13:25, 37-39; Luke 22:3-4; Rev. 12:10; II Cor. 11:13-15; Mark 13:21-22; I John 4:3; II John 7; I John 2:22; Rev. 13:13-14; II Thes. 2:8-11; Rev. 19:11; Rev. 16-20; Rev. 12:7-9; Rev. 20:1-3; Rev. 20:10; Matt. 25:41.

SECTION 5. OF THE CREATION

We believe in the Genesis account of creation, and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary changes of species, or development through interminable periods of time from lower to higher forms; that all animal and vegetable life was made directly, and God's established law was that they should bring forth only "after their kind."

Gen. 1:1; Ex. 20:11; Acts 4:24; Col. 1:16-17; Heb. 11:3; John 1:3; Rev. 10:6; Rom. 1:20; Acts 17:23-26; Jer. 10:12; Neh. 9:6; Gen. 1:26-27; Gen. 2:21-23; Gen. 1:11; Gen. 1:24.

SECTION 6. OF THE FALL OF MAN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state, in consequence of which all mankind are now sinners, not by constraint, but of choice and therefore under just condemnation without defense or excuse.

Gen. 3:1-6, 24; Rom. 5:12; Rom. 5:19; Rom. 3:10-19; Eph. 2:1, 3; Rom. 1:18; Ezek. 18:19-20; Rom. 1:32; Rom. 1:20; Rom. 1:23; Gal. 3:22.

SECTION 7. OF THE VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner; born of Mary, a virgin, as no other man was ever or can be born of woman; and that He is the Son of God, and God the Son.

Gen. 3:15; Isa. 7:14; Matt. 1:18-25; Luke 1:35; Mark 1:1; John 1:14; Psal. 27; Gal. 4:4; I John 5:20; I Cor. 15:47.

SECTION 8. OF THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace through the mediatory office of the Son of God, who, by the appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience; and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ, the Lord, bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the tender sympathies with divine perfection. He is every way qualified to be a suitable and compassionate and all-sufficient Saviour.

Eph. 2:8; Acts 15:11; Rom. 3:24; John 3:16; Matt. 18:11; Phil. 2:7; Heb. 2:14; Isa. 53:4-7; Rom. 3:25; I John 4:10; I Cor. 15:3; II Cor. 5:21; John 10:18; Phil. 2:8; Gal. 1:4; I Pet. 2:24; I Pet. 3:18; Isa. 53:11; Heb. 12:2; I Cor. 15:20; Isa. 53:12; Heb. 9:12-15; Heb. 7:25; I John 2:2.

SECTION 9. OF GRACE IN THE NEW CREATION

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life.

John 3:3; II Cor. 5:17; Luke 5:27; I John 5:1; I John 3:6-7; Acts 2:41; Acts 16:30-33; II Pet. 1:4; Rom. 6:23; Eph. 2:1; II Cor. 5:19; Col. 2:13; John 3:8; John 1:12-13; Gal. 5:22; Eph. 5:9.

SECTION 10. OF THE FREENESS OF SALVATION

We believe in God's electing grace that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the gospel; which rejection involves him in an aggravated condemnation.

I Thes. 1:4; Col. 3:12; I Pet. 1:2; Titus 1:1; Rom. 8:29-30; Matt. 11:28; Isa. 55:1; Rev. 22:17; Rom. 10:13; John 6:37; Isa. 55:6; Acts 2:38; Isa. 55:7; John 3:15-16; I Tim. 1:15; I Cor. 15:10; Eph. 2:4-5; John 5:40; John 3:18; John 3:36.

SECTION 11. OF JUSTIFICATION

We believe that the great gospel blessing which Christ secures to such as believe in Him is Justification; that Justification includes the pardon of sin, and the gift of eternal life on principles of righteousness; that it is bestowed not on consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood, His righteousness is imputed unto us.

Acts 13:39; Isa. 53:11; Zech. 13:1; Rom. 8:1; Rom. 5:9; Rom. 5:11; Titus 3:5-7; Hab. 2:4; Gal. 3:11; Rom. 4:18; Heb. 10:38.

SECTION 12. OF REPENTANCE AND FAITH

We believe that Repentance and Faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ and openly confessing Him as our only and all-sufficient Saviour.

Acts 20:21; Mark 1:15; Acts 2:37-38; Luke 18:13; Rom. 10:13; Psalms 51:1-4; Psalms 51:7; Isa. 55:6-7; Luke 12:8; Rom. 10:9-11.

SECTION 13. OF THE CHURCH

We believe that a church of Christ is a congregation of baptized believers associated together by a covenant of faith and fellowship of the gospel: observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors or elders and deacons whose qualifications, claims, and duties are clearly defined in the scriptures; we believe that the true mission of the church is found in the Great Commission; First, to make individual disciples; Second, to build up the church; Third, to teach and instruct as He has commanded. We do not believe in the reversal of this order; we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to co-operate with each other in contending for the faith and for the furtherance of the gospel; that every church is the sole and only

judge of the measure and methods of its cooperation; on all matters of membership, of policy, of government, of discipline, and of benevolence. The will of the local church is final.

Acts 2:41; Acts 2:42; I Cor. 1:2; Eph. 1:22-23; Eph. 4:11; I Cor. 12:4, 8-11; Acts 14:23; Acts 6:5-6; Acts 15:23; Acts 20:17-28; I Tim. 3:1-7; I Tim. 3:8-13; Matt. 28:19-20; Col. 1:18; Eph. 5:22-23; I Pet. 5:1-4; Acts 15:22; Jude 3-4; II Cor. 8:23-24; I Cor. 16:1; Mal. 3:10; Lev. 27:32; I Cor. 16:2; I Cor. 6:1-3; I Cor. 5:11-13.

SECTION 14. OF BAPTISM AND THE LORD'S SUPPER

We believe that Christian baptism is the immersion in water of a believer in the name of the Father, of the Son, and of the Holy Ghost with the authority of the local church to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Saviour with its effect in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation and to the Lord's Supper in which the members of the church, by the sacred use of bread and wine, are to commemorate together the dying love of Christ, preceded always by solemn self-examination.

Acts 8:36-39; Matt. 3:6; John 3:23; Rom. 6:4-5; Matt. 3:16; Matt. 28:19; Rom. 6:3-5; Col. 2:12; Acts 2:41-42; Matt. 28:19-20; I Cor. 11:23-28.

SECTION 15. OF THE PERSEVERANCE OF THE SAINTS

We believe that such only are real believers as endure unto the end, that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors, that a special Providence watches over their welfare, and that they are kept by the power of God through faith unto eternal salvation.

John 8:31-32; Col. 1:21; I John 2:19; Matt. 13:19-21; Rom. 8:23; Matt. 6:30; Psal. 121:3; Heb. 1:14; I Pet. 1:5; Phil. 1:6; John 10:28; John 10:29; John 16:8; Rom. 8:35-39.

SECTION 16. OF THE RIGHTEOUS AND THE WICKED

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost.

Mal. 3:18; Gen. 18:23; Rom. 6:17-18; Prov. 11:31; I Pet. 4:18; Rom. 1:17; I Cor. 15:22; Acts 10:34-35; I John 2:29; I John 3:7; Rom. 6:16; I John 5:19; Gal. 3:10; Rom. 7:6; Rom. 6:23; Prov. 14:32; Luke 16:25; Matt. 25:34-41; John 8:21; Luke 9:26; John 12:25; Matt. 7:13-14.

SECTION 17. OF CIVIL GOVERNMENT

We believe that civil government is of divine appointment, for the interest and good order of human society; those magistrates are to be prayed for, conscientiously honored, and obeyed, except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming Prince of the kings of the earth.

Rom. 13:7; II Sam. 23:3; Ex. 18:21-22; Acts 23:5; Matt. 22:21; Titus 3:1; I Pet. 2:13-14; I Pet. 2:17; Acts 5:29; Acts 4:19-20; Dan. 3:17-18; Matt. 10:28; Matt. 23:10; Rev. 10:6; Phil. 2:10-11; Psal. 72:11.

SECTION 18. OF THE RESURRECTION AND RETURN OF CHRIST AND RELATED EVENTS.

We believe in and accept the sacred Scripture upon these subjects at their face and full value. Of the Resurrection, we believe that Christ rose bodily "the third day according to the Scriptures," that He ascended "to the right hand of the throne of God," that He alone is our "merciful and faithful high priest in things pertaining to God," "that this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into Heaven"-bodily, personally and visibly; that the "dead in Christ shall rise first;" that the living saints "shall all be changed in a moment, in the twinkling of an eye, at the last trump;" "That the Lord shall give unto Him the throne of His Father David;" and that "Christ shall reign a thousand years in righteousness until He hath put all enemies under His feet."

Matt. 28:6-7; Luke 24:39; John 20:27; I Cor. 15:4; Mark 16:6; Luke 24:2, 4-6; Acts 1:9; Acts 1:11; Luke 24:51; Mark 16:19; Rev. 3:21; Heb. 8:1; Heb. 12: 2; Heb. 8:6; I Tim 2:5; I John 2:1; Heb. 2:17; Heb. 5:9-10; John 14:3; I Thes. 4:16; Matt. 24:27; Matt. 25:13; Jas. 5:8; Matt. 24:42; Heb. 9:28; I Thes. 4:16; I Cor. 15:42-44; I Cor. 15:52; I Cor. 15:51-52; I Thes. 4:17; Phil. 3:20-21; Luke 1:32; Isa. 9:6-7; I Cor.15:25; Isa. 32:1; Isa. 11:4-5; Psal. 72:8; Rev. 20:1-4; Rev. 20:6.

SECTION 19. OF MISSIONS

The command to give the gospel to the world is clear and unmistakable, and this Commission was given to the churches.

Matthew 28:18-20. "And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the son and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you and lo, I am with you alway, even unto the end of the world. Amen."

Mark 16:15. "And he said unto them, Go ye into all the world, and preach the gospel to every creature." John 20:21. "As my Father hath sent me, even so send I you."

Acts 1:8. "But ye shall receive power, after that the Holy Ghost is come upon you; and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth."

Romans 10:13-15. "For whosoever shall call upon the name of the Lord shall be saved. How then shall they call on him in whom they have not believed? and how shall they hear without a preacher? and how shall they preach, except they be sent? as it is written, How beautiful are the feet of them that preach the gospel of peace and bring glad tidings of good things."

SECTION 20. OF THE GRACE OF GIVING

Scriptural giving is one of the fundamentals of the faith.

II Corinthians 8:7. "Therefore, as ye abound in everything, in faith, and utterance, and knowledge, and in all diligence, and in your love to us, see that ye abound in this grace also." We are commanded to bring our gifts into the storehouse (common treasury of the church) upon the first day of the week. I Corinthians 16:2. "Upon the first day of the week let everyone of you lay by him in store, as God hath prospered him, that there be no gatherings when I come." Under grace we give, and do not pay, the tithe - "Abraham GAVE a tenth part of all" - Abraham GAVE the tenth part of the spoils" - Hebrews 7:2-4 - and this was four hundred years before the law and is confirmed in the New Testament; Jesus said concerning the tithe, "These ye ought to have done" - Matthew 23:23.

We are commanded to bring the tithe into the common treasury of the church. Leviticus 27:30. "The tithe is the Lord's."

Malachi 3:10. "Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith saith the Lord of hosts, if I will not open you the windows of heaven, and pour you out a blessing, that there shall not be room enough to receive it."

In the New Testament the storehouse was the common treasury of the church.

Acts 4:34, 35, 37. "And brought the prices of the things that were sold and laid them down at the apostles' feet ...Having land, sold it, and brought the money, and laid it at the apostles' feet."

SECTION 21: MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one male as born at birth and one female as born at birth in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a male as born at birth and a female as born at birth.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Arlington Baptist University as an institution proclaiming Biblical truth, and in order to provide a biblical role model to the college's students and its community, it is imperative that all persons employed by Arlington Baptist University in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Arlington Baptist University

Final Authority for Matters of Belief and Conduct

The university's *Articles of Faith* do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Though all faculty and staff affirm their agreement with these statements of faith, changing societal values may make further clarification or addendums necessary to ensure our support of Biblical truth. For purposes of Arlington Baptist University's faith, doctrine, practice, policy, and discipline, our Board of Directors is the college's final interpretive authority on the Bible's meaning and application.



Absentee/Student Deficiency Report

Faculty: _____

Date Submitted: _____

Time Period Covered: From: _____ To: _____

Please record the names of students who have EXCESSIVE absences and/or who are FAILING at the time of the report. Complete the appropriate columns.

NAME	COURSE #	ABSENCES/GRADE	ACTION TAKEN BY FACULTY	OFFICE USE

**Please return to the Vice-President of Academic Affairs' office as soon as possible



ACADEMIC INTEGRITY POLICY

In accordance with Biblical principles of honesty and integrity, Arlington Baptist University views any act of cheating or plagiarism as a serious offense. If any faculty member observes or suspects that plagiarism or cheating has occurred, he or she is obligated to address the instance and notify the Academic Affairs office of the situation.

Academic dishonesty includes, but is not limited to, the following:

- Turning in work done by another person as if it was your personal effort.
- Copying another student's homework, paper, test, or assignment.
- Copying from a source (books, internet, etc.) and not giving credit to the source.
- Copying and pasting from a website or document on the Internet.
- Working together with one or more persons on an assignment that is intended to be done by you alone.
- Copying or attempting to copy answers from the test of another student.
- Using notes, materials, or assistance on a test when the instructor has not given clear permission for their use.
- Communicating with another student during a test, quiz, or exam.
- Assisting or allowing someone to copy your work without the instructor's clear permission.
- Submitting, without explicit permission from the current instructor(s), materials written for a previous or concurrent class.
- **Accessing another student's online course(s) from any semester/term, with or without that student's approval while registered for that course will be viewed as a deliberate and premeditated action and will be treated as a double offence resulting in an automatic failure of that course in accordance with step 2 below. If the student has already received a warning or it involves more than one course, this infraction could result in dismissal from school.**

The consequences for academic dishonesty may be applied at three levels:

1. When a student violates the Academic Integrity Policy, Faculty will contact the VP of Academic Affairs to see if this may be viewed as inadvertent. **Only "inadvertent" violations will receive the minimum. If the student has completed English Composition I or II at ABU or has taken an online course in two semesters, the infraction will not be viewed as inadvertent. The minimum consequences are to be understood as follows:**
 - a. **An on-campus student whose violation seems inadvertent** may, at the discretion of the instructor, be given a variety of **penalties up to and including a zero** for the work submitted. If, based on their current grade, the penalty does not prevent the student from passing the course, the student will be allowed to continue. However, the **student must also attend an Academic Integrity (AI) training session**. Said student should not

be allowed to participate in class activities until an AI training session has been scheduled with the University Librarian who will provide an admittance note. When the AI training is completed, the student **must first show the appropriate faculty member a signed certificate of completion and then submit the certificate to the Academic Affairs office before a passing grade can be submitted or posted.**

- b. **An online-only student or a student whose first inadvertent violation occurs in an online course** may, at the discretion of the instructor, be allowed to continue the course. However, the student **will be given a zero for the work submitted** and must first **retake and pass the plagiarism quiz** before any further work can be submitted. The student must also **submit to their instructor a one-page paper indicating why the noted action(s) violated our Academic Integrity Policy before a passing grade can be given or posted.** *(The minimum penalty in the online course is more severe because the student has already taken a plagiarism quiz and affirmed an understanding of the process.)*
2. An instance of intentional academic dishonesty or subsequent violation in the same course or a second course will result in the student's dismissal from the course and a failing grade for that course. If an extreme abuse occurs, the faculty or administration may recommend that the student appear before the Academic Affairs Committee to give reason why the student should not be suspended or dismissed from school.
3. A third offense, any pattern of academic dishonesty, or a clearly egregious violation (such as willfully assisting or encouraging another student to violate the Academic Integrity Policy) will result in course failure and required appearance before the Academic Affairs Committee to determine if possible, suspension or dismissal is appropriate.



DISABILITY SERVICES

In accordance with the Americans with Disability Act, Arlington Baptist University recognizes the need to provide accessibility service and special needs for any student with documented disabilities and has established policy and procedures for required accommodations.

POLICY AND PROCEDURES REGARDING SPECIAL ACCOMMODATIONS

POLICY

Arlington Baptist University's nondiscriminatory policy affirms the University's concern and respect for those individuals with specific physical and cognitive needs. This policy is published in both the university catalog, the student handbook and on the university website at:

<https://www.arlingtonbaptistcollege.edu/abc-catalog>.

Any student in need of disability services should contact the Academic Affairs office prior to or upon enrollment to establish appropriate accommodations for any documented disabilities. Upon notification of a potential need, the student will be provided a **Disability Service: Accommodation Request Form** which is to be completed by the student and/or guardian and returned to the university so that proper procedures may be followed and documented.

Questions or concerns may be addressed to:

Disability Services
Janie Taylor
504 Compliance Officer
VP of Academic Affairs
817.461.8741, Ext. 105
jtaylor@abu.edu
ABU Administration Building
3001 W. Division St.
Arlington, TX 76012

PROCEDURES

1. Students with a documented disability should obtain, complete, and submit a **Disability Service: Accommodation Request Form** along with any pertinent documentation.

2. Once a **Disability Service: Accommodation Request Form** has been submitted to the Academic Affairs Office, documentation will be reviewed, and a conversation will be held between the Academic Affairs office and the student/guardian to further clarify the type and extent of the disability and determine the nature of the needed accommodation.
3. Once the needed accommodations (academic or physical) for the student's particular situation is determined, the student's professors will be given written notification of the procedures to be followed. (If there are physical accommodations needed, these will be implemented within the first week of classes.)
4. All material regarding the documented disability and accommodations are kept confidential but will be placed in the student's permanent file to help ensure ongoing assistance.
5. Should the student/guardian feel that the accommodations are not appropriate or are not being followed, they are to contact the Academic Affairs Office. While most informal complaints can be resolved by communication between the Academic Affairs Office and the student/guardian, if the follow-up action of the Academic Affairs Office is not satisfactory, and/or the student/guardian feels that the university is refusing to make the appropriate accommodations, a formal complaint may be filed in accordance with the STUDENT COMPLAINTS AND GRIEVANCES policy as published in the student handbook.
6. Once a formal complaint has been submitted to the University, an Academic Affairs Committee meeting will be scheduled within one week of the complaint. The goal of this meeting will be to determine the appropriateness of the accommodations, whether or not the agreed accommodations were provided, and if the university needs to make additional adjustments to help meet the needs of the student.
7. The student and/or guardian will be informed of the committee's findings and if still dissatisfied may contact the United States Department of Education, Office for Civil Rights at 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810.



FACULTY ABSENTEE FORM

This form is to be used by the faculty member to record his/her planned absences that would occur during normally scheduled teaching responsibilities. This allows the VP of Academic Affairs' office to assist faculty and students during these absences. IF an absence is unplanned, due to illness, please call the VP of Academic Affairs' office and leave a message and instructions if applicable.

Faculty Name: _____

Faculty Cell Phone: _____

Date(s) of Absence(s): _____

Course Name		Day/Time			
Substitute		Phone		Other	

***This form should be completed and returned to the VP of Academic Affairs' office prior your scheduled absence(s).



FACULTY ADMINISTRATIVE RESPONSIBILITIES

SYLLABI

- _____ Due 3 weeks before the term begins – no later than the faculty workshop - Please follow the sample syllabi format! Refer to the Academic Calendar.
- _____ Upload to Workshop Folder and CANVAS
- _____ Email to Registrar's Office

BOOK LIST

- _____ Due 8-10 weeks prior to the first day of class
- _____ Enter book information on Booklist that the Registrar's Office sends to you prior to each semester.

DISABILITY ACCOMMODATIONS

- _____ Must follow all Disability Accommodations issued by the Academic Dean.

GRADES and ATTENDANCE

- _____ Grades - Due Tuesday following final exam week
- _____ Grade Student Assignments regularly and Post Grades regularly. (On-Campus Courses – **WEEKLY**; On-Line Courses **WEEKLY**)
- _____ Keep accurate Attendance in CANVAS
- _____ **Submit Excessive Absences at least every 4 weeks (excessive for first submission – 2 absences; excessive for second submission – 3 absences; third submission – 4 absences). Each professor MUST USE the Absentee/Deficiency Student Form (workshop folder).**

COMMUNICATION

- _____ Check your School Emails throughout the day. Respond to every ABU-related email within 24 hours.

WITHDRAWALS

- _____ Unofficial Withdrawals – Issued by FACULTY
(**Unofficial Withdrawal Process:** Complete form making sure to include the **last date of attendance** (on-campus course) or **last date of participation** (online course), Notify the student, and Submit form to Registrar. See Policy in Workshop folder.)

On-Campus Courses – Withdraw the student once he/she reaches the 5th absence. Please review the Attendance Policy paying close attention to the

chart for the number of excused and unexcused absences. (Excused absences are school-sponsored events and positive test for COVID only.)

Online Courses – Withdraw the student if he/she has not completed any work in the online course during the first two weeks. Also, at any time during the online block, if the student is inactive for two weeks, withdraw them from the course.

PLAGIARISM or CHEATING

- _____ Plagiarism or Cheating – Report all instances to the Academic Dean.
- _____ Complete all paperwork and procedures required.

COURSE SCHEDULES

- _____ Check New Course Schedules as you receive email notices from the Academic Dean or Registrar
(Check your courses – name and number correct? day/time correct?)

FACULTY ABSENCES

- _____ ALL Faculty Absences, planned or unplanned, MUST BE reported to the Academic Dean using the proper form(s) (Workshop Folder).
- _____ The Faculty Absentee Form (full-time and adjunct faculty, planned or unplanned absences) should be used when missing designated class time.) Please list date(s), instructional activity, name of substitute.
- _____ The Faculty Vacation-Time Off Form (full-time faculty) is to be used for all other absences during the teaching terms.

PROGRAM CHAIRS / ADVISORS: SUBSTITUTING COURSES

- _____ Once approved by Academic Dean, complete a form for each course used to substitute for a course on the degree plan. (Form in Workshop Folder)



VACATION or ILLNESS

Please use this form to record requested dates for vacation time and for personal time off. For faculty, vacations should be planned during non-teaching times of the year. Personal time off should adhere to the policies noted in the faculty or staff handbook.

Also, use this document to record any days that you miss work due to illness. Any exceptions to the policies must be cleared through the VP of Academic Affairs (faculty/library) or the VP of Business Affairs (staff) prior to planning a vacation or personal time off.

These forms should be submitted in a timely fashion to the before mentioned administrative offices. Note that "time-off" that exceeds the limits or that does not adhere to the policies will be considered "unpaid time-off".

Faculty/Staff Name: _____

Faculty/Staff Cell Phone: _____

Date(s) of Vacation: _____

Date(s) of Personal-Time-Off: _____

Date(s) of Illness: _____

Faculty/Staff Signature: _____

Approval Signature: _____

Administrative Office: _____

Date: _____

Administration, Please Submit this Form to the VP of Business Affairs

Date Submitted: _____



STUDENT ATTENDANCE POLICY

Arlington Baptist University
Initiated Fall 2020

Due to the new block schedule instituted Fall 2020, the class attendance policy for Arlington Baptist University has been updated. All faculty and students will be subject to this new policy.

On Campus Courses

1. If a student is absent the first two class periods of any course, the student will be unofficially withdrawn from the course. (These two class periods would include the add/drop week.) A grade of WP (withdraw passing) would be assigned for that course.
2. A student must attend at least 75% of class time which means he/she cannot miss more than four classes. On the fifth absence (or partial absence) from class, the student will be unofficially withdrawn with a grade of WP (withdraw passing) or WF (withdraw failing) depending on the student's grade average in the class on the day of withdrawal.
3. Absences related to school-sponsored events will not be counted against the student. However, the student must still attend 75% of the course meetings minus the absences due to school sponsored events. These absences will be labeled as excused absences.

Excused Absences School-sponsored	Max absences that are not excused	Max Total Absences = Ex. Ab + Other Ab.	Withdrawn on
0	4	4	Absence #5
1	4	5	Absence #6
2	3	5	Absence #6
3	3	6	Absence #7
4	3	7	Absence #8
5	2	8	Absence #9

4. Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

Online Courses

1. If a student does not participate in and/or submit classwork or assignments during the first two weeks of an online course, the student will be unofficially withdrawn from the course and assigned a grade of WP (withdraw passing).

2. Each professor will determine tardy or partial absence policies, late work policy and due dates of assignments which will be clearly stated in the class syllabus and consistently enforced by the professor.

Note: “Unofficial withdrawals” are withdrawals initiated by the professor for any violation of the attendance policy at stated above. “Official withdrawals” are withdrawals initiated by the student who decides that he/she can no longer continue in a course.

Note: “Excused” absences are those incurred due to required, school-sponsored events. Prior to the school-sponsored event, the VP of Academic Affairs will be provided a list of students who are required to attend or participate in the event. All other absences, including illnesses, are considered “unexcused”.



STUDENT ACADEMIC INTEGRITY

Infraction Notification Form

Date: ____/____/____

Student Name: (First) _____ (Middle) _____ (Last) _____

Cell Phone: ____ - ____ - ____ Email: _____

Dorm Resident: YES ☐ NO ☐

List/Describe the Academic Integrity Infraction:

(Attach additional documentation related to infraction as needed)

Course Number/Name: _____

Instructor's Name/Signature: _____/_____

Student's Signature/Date: _____/_____

☐ Student has been emailed a copy, signed by the instructor, with instructions to forward that copy to the VP of Academic Affairs at jtaylor@abu.edu as confirmation of receipt.

☐ Acknowledged copy or forwarded email received on ____/____/____.

Academic Integrity level of Infraction: First ☐ Second ☐ Third ☐

Determined Consequence(s):

- ☐ Student consequences have been assigned by the instructor, and the student
 - ☐ fails the course as a result of consequences and overall performance to date
 - ☐ is allowed to continue - subject to training specified by *The Academic Integrity Policy* which is to be taken ☐ through the library ☐ online, and with a follow-up report
- ☐ Student is removed from the class and given a failing grade ☐ adjudication pending
- ☐ Student is to be ☐ given a forced withdrawal ☐ dismissed from school

☐ Copies of this determination have been sent to the instructor and student, and a final copy has been placed in the student's file. **Determined consequences may be appealed in accordance with our University's grievance policy.**

VP Academic Affairs' Signature

____/____/____
Date



STUDENT COMPLAINTS AND GRIEVANCES

POLICY

Arlington Baptist University understands that misunderstandings and conflicts are often a part of life and community interaction. ABU encourages the resolution of student complaints through courteous, patient communication, courtesy. Conflicts are best addressed at their lowest level, as close to the time of the incident. Following the procedures listed in Matthew 18:15-17, an initial solution should be sought with regard to the person deemed guilty of an offense. If a resolution cannot be reached at that level, it may be addressed at a more formal level.

INFORMAL PROCEDURES

A student who has a complaint concerning ABU should first direct his/her questions to the person directly responsible for the perceived offense. If this does not resolve the matter, the student should seek Godly counsel that can help to objectively affirm the validity of their concern and assist in a timely resolution. If the student has made a reasonable attempt to resolve the problem with the person directly involved and is still not satisfied with the outcome of that informal process, a written complaint may be filed.

INFORMAL PROCEDURES

The formal grievance process requires written documentation. A formal grievance form is available through the Office of the Vice-President of Student Affairs or the Academic Offices. The student will complete the form and observe the following process:

1. A written complaint should be made to the immediate supervisor of the person against whom the complaint is made which explains the concern and describes the actions taken to resolve the conflict. If no resolution is reached, or the student has not received a satisfactory response from the supervisor within 10 working days of the submittal of the grievance form, then the student may proceed to the next step.
2. The student should complete the formal written grievance form and present it to the University administrator who has jurisdiction over the area or person involved. (If an administrator is a person involved in the initial conflict, the grievance should be filed with the President.) The administrator may deal with the issue themselves or confer with a University committee and/or staff to rule on the grievance. A ruling on the grievance will be determined within 30 days of the receipt of complaint as submitted to the administrator. The administrator will inform the complainant and those previously involved of the decision.

3. The complainant may appeal the decision of the University administrator and/or committee to the President of the university or the President's designee(s). Appeal to the President must be made within ten working days and include the previous university's grievance form, the ruling of step 2, and an explanation as to why the ruling is unsatisfactory.

A ruling on the appeal to the president will be made within 15 days of filing of the appeal. Rulings made at this level are final within the institution. If the President chooses to use a committee, it will consist of at least three administrators and two faculty members, although the affected administrator may be allowed to present information, he/she will have no vote in the final outcome.

<https://www.arlingtonbaptistcollege.edu/library/public/documents/Handbooks/Student-Handbook-JULY-2015.pdf> p. 37

For grievances beyond this outline of procedures, students may contact the University's accrediting agency (ABHE) or the Texas Higher Education Coordinating Board. Contact information is listed below:

Association for Biblical Higher Education 5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822
<http://abhe.org/pages/NAV-Contact.html>

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711-2788
<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

TITLE 19, Texas Administrative Code
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=2&ti=19](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=2&ti=19)

U.S Department of Education
Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

APPEAL PROCESS

If a student feels that he/she has been treated unfairly after completing the Student Complaints and Grievances process, or if the complaint involves a clearly stated policy which is not subject to the grievance process, a final appeal may be made using the Student Appeal Form. (See last page.)

Academic appeals will be heard by the Academic Affairs Committee; Disciplinary appeals will be heard by the Student Affairs Committee; and Administrative appeals will be heard by the President or his appointed committee. (See Student Complaints and

Procedures, Formal Procedures, numbers 2 and 3.) After review by the committee or the President, the student will be notified of the determined results. This decision is final.

For grievances beyond this outline of procedures, students may contact the university's accrediting agency (ABHE), the Texas Higher Education Coordinating Board. For matters involving civil rights, contact the U.S. Department of Education. Contact information is listed below:

<https://www.arlingtonbaptistcollege.edu/library/public/documents/Handbooks/Student-Handbook-JULY-2015.pdf> p. 36

Association for Biblical Higher Education 5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822
<http://abhe.org/pages/NAV-Contact.html>

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711-2788
<http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>

Texas Education Agency
http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/

U.S Department of Education
Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810.
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>



FINAL GRADE:
WF/WP

UNOFFICIAL WITHDRAWAL FORM (Individual Courses)

Student: _____

Veteran ☐

Athlete ☐

Praise Team ☐

Course Title

Number

Time

Days

Credit Hrs.

Instructor: _____

Explanation of Unofficial Withdrawal (include dates):

Date Student was informed of Unofficial Withdrawal: _____

Method Student was informed of Unofficial Withdrawal: _____

Signature of Instructor: _____

Signature of Registrar: _____

Signature of Advisor: _____

Signature of Financial Aid Officer: _____

Note: If a student's absences result in an official withdrawal from a course before he/she has attended classes for 60% of the class time, the student will be required to pay back a percentage of his/her financial aid. This percentage will be determined by the date of the unofficial withdrawal.

Notify: Student/Faculty Member/Appropriate Staff (VA Officer, VP of Athletics/Praise Band Director, etc.)



UNOFFICIAL WITHDRAWAL

POLICY

Once a student has exceeded the number of allowed absences in a course, an unofficial withdrawal will be processed by the Registrar. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.).

****THE STUDENT MAY RECEIVE A WITHDRAW PASSING (WP) GRADE**, after he/she exceeds the absences allowed, if the student is indeed passing the course. When the student has exceeded the allowed absences and is not passing the course, he/she will receive a withdraw failing (WF) grade.

PROCEDURES

The procedure for unofficial withdrawals will be as follows:

1. The Professor of the course must notify the Registrar of the student who has exceeded the number of allowed absences.
2. The Registrar will complete the unofficial withdrawal form and submit it to the financial aid office.
3. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government.
4. If a required portion of the student's financial aid is returned to the Federal Government, the student will then become responsible for this amount in addition to any amount not originally covered by financial aid funds.

Professors will monitor excused and unexcused absences and will inform the student and the administration when the on-campus student is within 2 absences and the online student is within one absence of being withdrawn from the course.

****An OFFICIAL withdrawal is generally initiated by the student when he/she no longer wishes to complete the semester. An official withdrawal can also be initiated by the Student Affairs Office if a student has an infraction requiring dismissal from the university.**



ARLINGTON BAPTIST UNIVERSITY

Course# and Title

Professor Information

Name

Email address

Phone #

Contact info: (Office Hours for on-campus; virtual office hours and/or email response time for online – i.e. “Emails will be answered within one business day.”)

University Mission Statement

Arlington Baptist University strives to prepare every student for Christian life and service by integrating faith and learning in the context of an informed biblical worldview that affirms the inerrancy of scripture.

Course Description

(Use the one found in the online university catalog!)

Textbooks

Required:

Recommended: (This is optional – omit if not needed – consider using these as part of your bibliography at the end.)

Course Goals

For this course, your instructor will:

1. Provide a syllabus.
2. Explain ...
3. Discuss ...
4. Emphasize ...
5. Etc.

Instructional Goals

It is expected that as a result of this course, you, the student, will:

1. Learn
2. Gain an understanding of ...
3. Be able to discuss/explain ...
4. Memorize ...
5. Complete all assignments

Instructional Objectives

Upon successful completion of this course, you will be able to:

1. Complete ...
2. Define
3. Explain
4. Show by examination ...

Student Goal Indicators (THIS IS A NEW ADDITION!)

(Copy the student goal Indicators as found in the goals assessment software or contact Carl Johnson for clarification.)

Course Requirements/Assignments

To successfully complete this course, the student will:

1. Complete X quizzes?
2. Take X exams?
3. Write ...?
4. Make X posts to the discussion board?
5. Etc.

Grading and Attendance/Tardies Policies

This is the place to list assignment percentages, Grading scale, Policy on late work submission, notification that a student's grades for course work and exams for all courses is posted on CAMS and available through their student portal, maximum allowed absences for on-campus classes, and forced withdrawal for neglected online courses.

ADA Compliance

In accordance with the Americans with Disabilities Act, Arlington Baptist University respects the individual physical and cognitive needs of all students. Any student in need of disability services should, upon enrollment, contact 504 Compliance officer, Janie Taylor, in the Academic Affairs office to establish appropriate accommodations for any documented disabilities.

Disability Services

817.461.8741

Janie Taylor, 504 Compliance Officer

3001 W Division St.

Arlington, TX 76012

Academic Integrity Policy

In accordance with Biblical principles of honesty and integrity, Arlington Baptist University views any act of cheating or plagiarism as a serious offense. If any faculty member observes or suspects that plagiarism or cheating has occurred, he or she is obligated to address the instance and notify the Academic Affairs office of the situation.

Academic dishonesty includes, but is not limited to, the following:

- Turning in work done by another person as if it was your personal effort.
- Copying another student's homework, paper, test, or assignment.
- Copying from a source (books, internet, etc.) and not giving credit to the source.
- Copying and Pasting from a website or document on the Internet.
- Working together with one or more persons on an assignment that is intended to be done by you alone.
- Copying or attempting to copy answers from the test of another student.
- Using notes, materials, or assistance on a test when the instructor has not given clear permission for their use.
- Communicating with another student during a test, quiz, or exam.
- Assisting or allowing someone to copy your work without the instructor's clear permission to do so.
- Submitting, without explicit permission from the current instructor(s), materials written for a previous or concurrent class.
- **Accessing another student's online course(s) from any semester/term, with or without that student's approval while registered for that course will be viewed as a deliberate and premeditated action and will be treated as a double offence resulting in an automatic failure of that course in accordance with step 2 below. If the student has already received a warning or it involves more than one course, this infraction could result in dismissal from school.**

The consequences for academic dishonesty may be applied at three levels:

1. When a student violates the Academic Integrity Policy, Faculty will contact the VP of Academic Affairs to see if this may be viewed as inadvertent. **Only "inadvertent" violations will receive the minimum. If the student has completed English Composition I or II at ABU or has taken an online course in two semesters, the infraction will be not viewed as inadvertent.**

The minimum consequences are to be understood as follows:

- a. **An on campus only student whose violation seems inadvertent** may, at the discretion of the instructor, be given a variety of **penalties up to and including a zero** for the work submitted. If, based on their current grade, the penalty does not prevent the student from passing the course, the student will be allowed to continue. However, the **student must also attend an Academic Integrity (AI) Training session**. Said student should not be allowed to participate in class activities until an AI training session has been scheduled with the university librarian who will provide an admittance note. When the AI training is completed, the student **must first show the appropriate faculty member a signed certificate of completion and then submit the certificate to the Academic Affairs office before a passing grade can be submitted or posted**.
- b. **An online only student or an on-campus student whose first inadvertent violation occurs in an online course** may, at the discretion of the instructor, be allowed to continue the course. However, the student **will be given a zero for the work submitted** and must first **retake and pass the plagiarism quiz** before any further work can be submitted. The student must also **submit to their instructor a one-page paper indicating why the noted action(s) violated our Academic Integrity Policy before a passing grade can be given or posted**. *(The minimum penalty in the online course is more severe because the student has already taken a plagiarism quiz and affirmed an understanding of the process.)*
2. An instance of intentional academic dishonesty or subsequent violation in the same course or a second course will result in the student's dismissal from the course and a failing grade for that course. If an extreme abuse occurs, the faculty or administration may recommend that the student appear before the Academic Affairs Committee to give reason why the student should not be suspended or dismissed from school.
3. A third offense, any pattern of academic dishonesty, or a clearly egregious violation (such as willfully assisting or encouraging another student to violate the Academic Integrity Policy) will result in course failure and required appearance before the Academic Affairs Committee to determine if possible, suspension or dismissal is appropriate.

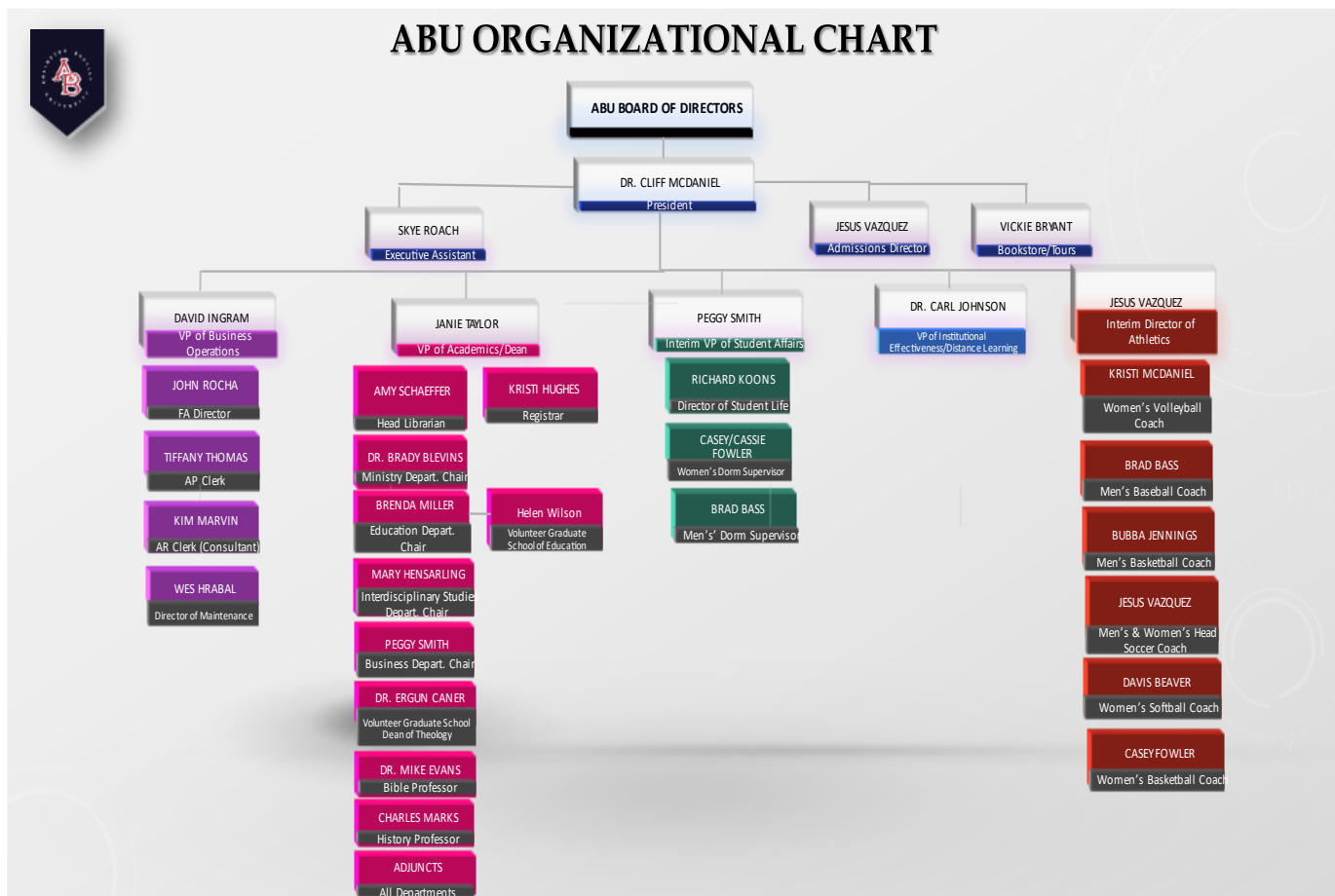
COURSE SCHEDULE

(Show by individual date or by week)

Bibliography

(Five or more sources relevant to the course of study)

C:\Users\cjohnson\Documents\ABC Assessment\Institutional Assessment\Arlington Baptist
Logo.jpg



[ABU Organization Chart 2021.pptx](#)



Faculty Acknowledgement Form

I, _____, hereby declare my agreement with and support of all 21 of the University’s Statement of Faith and agree to comply with all provisions set forth in the Faculty Handbook. I also agree to any additional requirements established by the VP of Academics.

Printed Name

Position

Signature

_____/_____/_____
Date