

Manual of Operations

2020



Preface - Manual of Operations

The *Manual of Operations* sets out the objectives, policies and procedures of Huntington University and incorporates governing documents of the University's Articles of Incorporation and Bylaws. The *Manual* sets out the scope of duties for officers and the faculty, contract provisions of faculty, and the legislative, advisory or administrative functions and responsibilities of standing committees and other bodies of the University. Additional procedures, practices, and expectations, including regulations for conduct of faculty, staff, and students are described in the *Faculty Handbook*, *Staff Employee Handbook*, *Student Handbook*, and *Catalog*.

This *Manual* is authorized and has been adopted by the University's Board of Trustees. The original *Manual* was adopted in 1951, and major revisions were made in 1954, 1961, 1966, 1972, 1979, 1990, 1995, 1998, 2002, 2005, 2007, 2008, 2009, 2015, 2017 and 2018. As experience and reflection indicate, changes may be initiated by the president, the Faculty, or the Board, as follows:

PART I Articles of Incorporation and Bylaws

Purpose, Mission and Philosophy are joint concerns of the Faculty and the Board of Trustees. Sections 1.2.2 Mission, 2.0.2 Philosophy of Education and 2.0.3 Community Standards reflect the mission and philosophy of the University, and changes may be initiated by the president, the Faculty or the Board, but final approval of such changes rests with the Board. Changes in all other sections may be initiated by the president or the Board with final approval resting with the Board.

PART II Faculty and University Governance

Sections 1 Defining Faculty, Section 2 Policy on Academic Freedom, Section 3 Responsibilities of Faculty, Section 4 Contracts and Tenure, and Section 5 Formal Leaves, represent contractual conditions between the University and the Faculty. Changes may be initiated by the Faculty (by majority vote, after at least one week written notice), the president (with concurrence by the Faculty), or the Board, but final approval rests with the Board. Section 6 Committee and Council Structure reflects current practice, with the composition and responsibilities of committees under the direction of the president. Major changes in committee structure or responsibility (as determined by the president or the Faculty) are referred to the Faculty for approval, and do not require Board action.

A master copy of the *Manual* embodying all changes to date is to be kept in the office of the president. A copy is available in the library for examination or photocopying for any legitimate purpose. The president's interpretation of the *Manual* is binding, subject to action by the Board of Trustees.

Sherilyn R. Emberton, President

October 2020

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Manual Part I

Articles of Incorporation and Bylaws

1.0 Amended and Restated Articles of Incorporation of Huntington University, Inc.

The undersigned officer of Huntington University, Inc. (the “University”), pursuant to the provisions of the Indiana Nonprofit Corporation Act of 1991, as amended (the “Act”), hereby executes the following Amended and Restated Articles of Incorporation (the “Articles of Incorporation”), which supersede and take the place of the previously existing articles of incorporation of the University, and all previous amendments thereto:

1.1 ARTICLE I Name

The name of the corporation is Huntington University, Inc.

1.2 ARTICLE II Purposes

1.2.1 Section 1 Founding

The University is a public benefit corporation founded by the Church of the United Brethren in Christ, upon a vital evangelical Christian faith to establish and maintain a university operation based upon and characterized by that faith.

1.2.2 Section 2 Mission

The University is a Christ-centered liberal arts institution of higher education with a strong historic and ongoing relationship with the Church of the United Brethren in Christ. With the conviction that all truth is God’s truth, the University exists to carry out the mission of Christ in higher education.

Through a curriculum of demonstrated academic excellence, students are educated in the liberal arts and their chosen disciplines, always seeking to examine the relationship between the disciplines and God’s revelation in Jesus Christ.

The University’s mission will be accomplished as it (i) develops in students a commitment to scholarship that is persistent in its pursuit of truth and sensitive to the concerns of the Christian church, the scholarly and educational community, and the world at large, (ii) educates students broadly for a life of moral and spiritual integrity, personal and social responsibility, and a continued quest for wisdom, (iii) equips students for a variety of vocations so that they may glorify the Creator, who charged humanity with the care of His creation, and (iv) helps students develop their abilities for a life of God-honoring service to others and for personal fulfillment.

1.2.3 Section 3 Organization

The University shall be organized and operated exclusively for educational and charitable purposes described in Sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws (“the Code”). Subject to and in furtherance of such purposes, the University’s activities shall include, but not be limited to, those outlined above.

1.3 ARTICLE III Period of Existence

The period during which the University shall continue is perpetual.

1.4 ARTICLE IV Members

The University shall have no members.

1.5 ARTICLE V Trustees

1.5.1 Section 1 Trustees and Directors

For the purposes of Indiana law, the Board of Trustees of the University shall serve as the Board of Directors of the University.

1.5.2 Section 2 Number, Election, and Designation of Trustees

The Board of Trustees (hereinafter the “Board”) shall be comprised of not less than three (3) nor more than forty (40) Voting Trustees as set forth in the Bylaws of the University. Honorary and Emeriti, Trustees as set forth in the Bylaws of the University, may participate in Board activities but shall have no vote in matters to come before the Board. Voting Trustees, including those who serve on the Board by virtue of their position with the University (the “*ex officio* Trustees”), shall be elected or designated to the Board in the manner and for terms as specified or fixed as set forth in the Bylaws of the University.

1.5.3 Section 3 Management and Control

Subject to the provisions of these Articles of Incorporation and applicable law, the Board of Trustees shall have complete and plenary power to manage, control, and hold all assets of the University and to manage, control, and conduct all the affairs of the University.

1.5.4 Section 4 Qualifications Required of Trustees

Qualifications of trustees include but are not limited to the following.

Excluding the *ex officio* Trustees, trustees shall (i) possess a genuine and personal relationship with Jesus Christ as evidenced by a vital witness and spiritual maturity, (ii) have an evangelical commitment, (iii) actively participate in a local church congregation, and (iv) subscribe to the University’s *Statement of Faith*.

All trustees shall (i) acknowledge and evidence a commitment to the mission and heritage of the University, (ii) demonstrate integrity and maturity, (iii) willingly support the University and influence others to do so, (iv) have a primary commitment to the University with respect to service as a trustee, (v) willingly carry out trustee duties in a

manner that avoids all possible conflicts of interest, (vi) be persons of high and recognized character, and (vii) be committed to Christian higher education.

1.6 ARTICLE VI Christian Commitment and Doctrinal Standard

The University is firmly committed to the lordship of Jesus Christ and evangelical Christianity as the foundation for its educational philosophy and operation.

All trustees, excluding *ex officio* Trustees, and all regular employees of the University shall (i) possess a genuine and personal relationship with Jesus Christ as evidenced by a vital witness and spiritual maturity, (ii) evidence an evangelical commitment, (iii) actively participate in a local church congregation, and (iv) subscribe to the Huntington University *Statement of Faith*, which states the following:

WE BELIEVE the Bible to be the inspired, the only infallible, authoritative Word of God. **WE BELIEVE** that there is one God, eternally existent in three persons--Father, Son, and Holy Spirit. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father as the only mediator between God and man, and in His personal return in power and glory. **WE BELIEVE** that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. **WE BELIEVE** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. **WE BELIEVE** in the spiritual unity of believers in our Lord Jesus Christ.

1.7 ARTICLE VII Powers

Notwithstanding any other provision of these Articles of Incorporation, neither the Board nor the University shall have the power or authority to do any act that will prevent the University from being an organization described in Code sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2). Subject to the foregoing statute, and subject to and in furtherance of the purposes for which it is organized, the University shall possess, in addition to the general rights, privileges, and powers conferred by law, the following rights, privileges, and powers:

1.7.1 Section 1

To indemnify any person against liability and expenses, and to advance the expenses incurred by such person, in connection with the defense of any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, investigative, or otherwise, and whether formal or informal, to the fullest extent permitted by applicable law, or, if not permitted, then to any extent not prohibited by such law.

1.7.2 Section 2

To cease its activities and to dissolve and surrender its corporate franchise.

1.8 Article VIII Additional Provisions for the Regulation and Conduct of the Affairs of the University

The affairs of the University shall be subject to the following provisions:

1.8.1 Section 1 Seal

The corporate seal of this University is a circular disc which shall include the words, “Huntington University, Huntington, Indiana” and the date of the founding of the University.

1.8.2 Section 2 Amendment

These Articles of Incorporation may be amended as set forth in the Bylaws of the University.

1.8.3 Section 3 Dissolution

The University shall not be voluntarily dissolved except pursuant to a concurring vote of four-fifths of its Board. In the event of a voluntary or involuntary dissolution of the University, the Board shall, after payment and discharge of all liabilities of the University, dispose of the assets of the University by distribution to or at the direction of the Church of the United Brethren in Christ, USA. or its direct line successor, provided only that said distribution is accomplished in such manner consistent with and to such organizations that are organized and operated for educational and/or religious purposes as described in Sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Code.

1.8.4 Section 4 Prohibited Activities

Notwithstanding any other provision of these Articles of Incorporation, the University shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under §501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding section of any future federal tax code) or (b) by a corporation to which contributions are deductible under §170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding section of any future federal tax code).

Furthermore, except as otherwise permitted by Section 501(h) of the Code, no substantial part of the activities of the University shall be or consist of carrying on propaganda, or otherwise attempting to influence legislation.

Furthermore, the University shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

1.8.5 Section 5 Bylaws

The power to make, supplement, amend or repeal the Bylaws of the University is vested in the Board. The Bylaws may contain any provisions for the regulation and management of the affairs of the University not inconsistent with these Articles of Incorporation and then applicable law.

1.8.6 Section 6 Nondiscrimination

The University shall admit students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. The University shall not discriminate on the basis of race, color, sex, disability, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other University-administered programs.

1.8.7 Section 7 Trustee Liability

No trustee of the University shall be liable for any of its obligations.

1.8.8 Section 8 Parties Dealing with the University

All parties dealing with the University shall have the right to rely upon any action taken by the University pursuant to authorization by the Board by resolution duly adopted in accordance with the University's Articles of Incorporation, Bylaws, and applicable law.

1.8.9 Section 9 Meeting Location

Meetings of the Board may be held at any location, either inside the State of Indiana or elsewhere.

1.9 ARTICLE IX No Private Inurement

None of the University's net earnings shall inure to the benefit of any private individual.

1.10 ARTICLE X Registered Agent and Registered Office

1.10.1 Section 1 Registered Agent

At the time of filing of these Articles of Incorporation, the name and address of the University's registered agent for service of process are:

Dr. Sherilyn R. Emberton, President
Huntington University
2303 College Avenue
Huntington, Indiana 46750-1288

1.10.2 Section 2 Registered Office

At the time of filing of these Articles of Incorporation, the street address of the registered office of the University is 2303 College Avenue, Huntington, Indiana 46750-1288.

1.11 ARTICLE XI Board of Trustees

The undersigned officer hereby adopts these Amended and Restated Articles of Incorporation and presents them to the Secretary of State of the State of Indiana for filing.

IN WITNESS WHEREOF, the undersigned officer hereby verifies and affirms, subject to penalties of perjury, that the representations contained herein are true, this 2th day of October, 2016.

Sherilyn R. Emberton, President

2.0 Bylaws of Huntington University

2.0.1 Heritage

The University was founded by the Church of the United Brethren in Christ in 1897. Core values emphasizing basic Biblical truths, respect for unity amidst diversity, passion for reaching the lost, social concern, lifestyles which honor Christ, the importance of the

family, esteem for others and concern for Christians around the world characterize the Church of the United Brethren in Christ. The University has maintained a strong relationship with the Church of the United Brethren in Christ throughout its history and continues to deeply value this spiritual heritage and ongoing relationship.

2.0.2 Philosophy of Education

As a Christian university, Huntington is committed to developing the whole person, assisting students to understand all areas of human knowledge from the perspective of a Christian worldview, and preparing them to impact their world for Christ. While the programs of the University are designed especially for students who desire to study in such an environment, the University welcomes students of all faiths who understand the objectives of the University and are willing to abide by its regulations.

The University is committed to a strong liberal arts emphasis, with general requirements in the arts, history, literature, philosophy, and natural and social sciences for all students, regardless of the vocation or profession for which they are preparing.

In developing the whole person, the University emphasizes intellectual, physical and social, and religious objectives.

- The University encourages the development of thorough scholarship; habits of honest, clear, constructive, critical thought; a command of oral and written English; an understanding of the meaning, methods, and interrelationships of the principal fields of learning; an appreciation of beauty as expressed in nature and the arts; and concentration in one or two fields of learning in preparation for life's work.
- The University encourages the student to value physical well-being as a basis for wholesome living and good health, and to develop a personality that makes possible mutually satisfying and cooperative relations with others.
- The University encourages students to develop their faith, to interpret fields of learning from a Christian perspective, to commit themselves to Christ as Savior and Lord, and to develop traits of Christian character and service. The University community nurtures a Christian environment conducive to spiritual growth, and specifically requires Bible courses in the core curriculum and attendance in the chapel program.

The University recognizes that, as a Christian university, it must make itself, not a refuge from the contemporary world, but an arena for encounter with that world and a creative response to it. The University must emphasize the necessity for the student to make a critical and personal response to the issues encountered in the various fields of study, and challenge students to think through the relationship between their Christian faith, their academic pursuits, their career goals, and their personal lives. These challenges should include unsolved problems and open questions as well as issues for which satisfactory solutions have already been worked out; the University must accept disagreement and controversy as a normal and healthy part of its life, rather than viewing them as a threat to be avoided by silence on controversial topics.

The University recognizes that it is unsuccessful to the extent that students learn information but are not challenged to rethink their values; students become familiar with a major field of study but are not ready to do independent and critical thinking in those fields; students learn about current problems, issues and controversies but feel no need to

make personal responses to them; and students maintain Christian beliefs and practices but insulate their Christian faith from other aspects of their experience and do not think through, broaden, and deepen their faith in response to the challenges presented both by their academic and career pursuits and by their awareness of current problems and issues.

2.0.3 Diversity and Intercultural Competency

Huntington University has a biblical expectation to foster an environment that reflects the body of Christ: all members of our community, regardless of race, ethnicity, national origin, gender, age, or disability, are valued and appreciated for their diversity and role in the University. In doing so, we enrich our community and ensure our vitality by developing intercultural competency skills, engaging persons from many cultural backgrounds, and increasing opportunities for under-represented students, faculty and staff to attend and be employed at the University.

2.0.4 Community Standards

All members of the University community are expected to live as responsible members of a Christian community, adhering to institutional standards of conduct, striving to develop and to live up to their ideals as they grow personally, morally, and spiritually. The Christian life is primarily positive rather than negative: a life of creative, loving service to others is far more important than adherence to a list of detailed prohibitions, and all University personnel are expected to live according to biblical principles.

However, the University feels that a few specific prohibitions are necessary in order to establish a wholesome and Christ-centered atmosphere on campus. These prohibitions are described in the *Faculty Handbook (A.1.7.1)*. Sincere Christians may differ on these matters, and no condemnation is implied of those who take a different view. However, all students and employees shall agree to live by the Community Life Agreement, even if they personally do not regard these practices as moral issues.

2.0.4.1 Trustee Support of Community Standards

While engaged in carrying out their official duties on behalf of the University, Trustees shall support the University's community standards by abstaining from gambling, drinking of alcoholic beverages, and use of tobacco.

2.0.5 Conflict of Interest Policy

Each trustee and officer of the University serves the public interest in this capacity. Thus, each has a clear obligation to conduct his or her activities and those of the University consistently with this concept and in a manner so that no personal, familial, or business relationship involving him or her and the University could cause him or her or the University to be vulnerable to criticism, embarrassment, or litigation.

As to all matters that do or may affect the University, trustees and officers of the University are to act solely to promote the best interests of the University and the public good.

This policy shall be made known to and guide the activities of all personnel of the University.

It shall be the particular responsibility of the Board Development Committee to monitor adherence to this policy.

2.0.5.1 Conflict of Interest Disclosure Statement

Each individual serving on the Board of Trustees and each officer of the University shall complete and submit a conflict of interest disclosure statement at least annually.

2.0.5.2 Fiduciary Responsibilities

No trustee, officer, or other personnel of the University shall use his or her relationship with the University to advantage himself, herself, or others when to do so would disadvantage, or lose advantage for, the University.

As to matters of conflict of economic and/or material interest; University opportunity; use of University services, property, or facilities; and/or confidentiality; the best interests of the University must prevail over the actual and perceived direct and indirect interests of others.

2.0.5.3 Disclosure Requirements

Without limiting the scope of the above text related to conflict of interest issues, it is required that when a trustee or an officer of the University, or

- a. his/her spouse, parent(s), sibling(s), descendant(s), or the spouse of any such relative, or
- b. an organization with which he or she or any person included in (a) above is affiliated in any of the following manners:
 - i. as an officer, director, trustee, partner, employee, agent, or representative;
 - ii. as the actual or beneficial owner of more than five percent (5%) of whatever constitutes the controlling interest of that organization;
 - iii. in any relationship from which he or she is or probably will be materially benefited to the extent of an amount in excess of \$500 in any consecutive twelve (12) month period

considers any transaction involving the University (whether isolated, recurring, or continual), that trustee or officer, at his or her first knowledge of that transaction shall disclose full written particulars of the situation to the Board Development Committee, or its designee for that purpose, and thereafter report and keep that Committee, or its designee for that purpose, advised in detail and in writing of current particulars of the situation, and particularly with promptness as to any changes therein, for so long as that situation continues to exist. Doubt or a close question should and shall be resolved in favor of such disclosure.

2.0.5.4 Restraint on Participation

Any trustee or officer of the University who has disclosed an actual or potential conflict of interest, or who has been found to have a conflict of interest, will not participate in the University's decision making process with regard to that transaction, except to the extent expressly requested in writing by the Board of Trustees or its Board Development Committee, or its designee for that purpose. Should a conflict of interest matter require a vote by the Board of Trustees or one of its committees, that trustee or officer shall not vote nor be present at the time of the vote.

2.1 Board of Trustees

The Board of Trustees (the “Board”) directs, manages and controls the business, academic and all other affairs of the University.

2.1.1 Powers and Duties of Trustees

The Board has and exercises the corporate powers and duties prescribed by the Articles of Incorporation and Indiana law. The essential function of the Board is policy making and responsibility for sound management. It formulates and determines the general, educational, and financial policies as are deemed necessary for the administration and development of the University in accordance with its stated purposes. The Board thus:

- Determines and reviews the aims and purposes of the educational program as an evangelical Christian liberal arts institution, and provides for theological ministries education and related educational programs.
- Selects a president who is the chief executive officer of the University.
- Acts on the appointments of such other persons as the president recommends as officers of the University.
- Audits and reviews at least once every four years (a) the work of the president and his or her administration, and (b) the operation and effectiveness of the Board of Trustees. The presidential review is conducted under the direction of the Board Development Committee, and a complete report of the results is presented to the full Board.
- Audits and reviews each of the major administrative areas of the University at least once every five years under the direction of the president, in consultation with the Board Development Committee, including the areas of (a) academic programs, (b) student development and spiritual life, (c) enrollment management, (d) business and physical plant management; and (e) advancement. The appropriate Board committee reviews with the Board the results of these audits.
- Acts on the recommendation of the Academic Programs Committee on promotion and tenure decisions for faculty members.
- Sets terms and conditions of employment for faculty, administrative officers, staff, and all other employees of the University.
- Authorizes the awarding of all earned and honorary degrees.
- Determines and approves policies that relate to the instruction, extra-curricular activities, campus, and residential life of students.
- Oversees the fiscal affairs of the University, including approval of budgets, supervision of properties and investments, and setting of tuition and fees.
- Receives gifts and bequests, invests endowment and annuity funds, and issues annuities.
- Holds safe as a permanent fund, securely invested, all assets given as an endowment, the appreciation to be used in furthering the mission of the University in accordance with investment policies and guidelines approved by the Board.
- Determines and approves plans for and obtains necessary funds from all appropriate sources for academic and physical development and maintenance purposes.

- Authorizes the acquisition and disposition of all real estate and physical facilities, including the construction of new buildings.
- Enters into, makes, performs, and carries out contracts of every kind for any lawful purpose with any entity in the furtherance and execution of the purposes of the University.
- Determines and approves student recruitment and admissions policies and procedures with a goal of meeting the purposes and aims of the University.
- Makes provision for grants-in-aid and scholarships on behalf of needy and worthy students.
- Requires yearly audit of financial accounts by an independent certified public accountant.
- Prepares and presents a written annual report (through the president) to the Church of the United Brethren in Christ, USA (the “UB Church”) through its Higher Education Leadership Team.

2.1.2 Number, Election, and Designation of Trustees

The University Board of Trustees is comprised of thirty-nine (39) trustees with full voting rights on all matters to come before the Board (collectively, the “Voting Trustees”), including (a) twenty-eight (28) trustees who are elected by the Board as set forth in Section 2.1.2.1 (collectively, the “Elected Trustees”), (b) eight (8) trustees who serve by virtue of position with the UB Church as set forth in Section 2.1.2.2 (collectively, the “HEdLT Trustees”) and (c) three (3) trustees who serve by virtue of position with the University as set forth in Section 2.1.2.3 (collectively, the “*Ex officio* Trustees”). Honorary and *emeriti* trustees may serve on the Board as set forth in Section 2.1.2.4.

At least twenty (20), thus assuring a majority, of the thirty-six (36) Elected Trustees and the *HEdLT* Trustees collectively shall be UB Trustees as defined in Section 2.1.2.5.

At least eight (8) of the Voting Trustees shall be alumni of the University.

All trustees serve the University as a whole, not as individual ‘representatives’ of specific constituencies, *per se*. Only actions duly taken by the Board as a whole are University action, and individual trustees may function upon University policies only through Board action.

No employee (except adjunct faculty) of the University may serve on the Board of Trustees.

2.1.2.1 Elected Trustees

Elected Trustees may be elected by the Board at any regular or special meeting upon the recommendation of the Board Development Committee. Elected Trustees shall serve terms of four (4) years and shall be eligible to serve no more than three (3) consecutive terms without one year as a non-trustee. However, upon the recommendation of the Board Development Committee, the Board may elect an Elected Trustee to serve additional terms without regard to the three consecutive term limit. Such exceptions would be considered (a) to allow a trustee to serve as chair or vice chair of the Board, (b) to fill a need for specific expertise or unique perspective on the Board, or (c) to maintain the required number of UB Trustees on the Board.

The Board may also fill vacancies in any Elected Trustee position at any meeting upon the recommendation of the Board Development Committee. Any trustee so elected to fill a term for two years or more shall have that time counted as a full term.

2.1.2.2 *HEdLT* Trustees

The *HEdLT* Trustees shall be those individuals selected by the UB Church to serve on its Higher Education Leadership Team.

2.1.2.3 *Ex-Officio* Trustees

Subject to the approval of the Board, the president of the Huntington University Alumni Association, the president of the Huntington University Student Senate, and the president of the Huntington University Foundation shall serve as *Ex Officio* Trustees of the Board.

Ex Officio Trustees shall have full voting rights on all matters to come before the Board, attend Board meetings, including executive sessions, and serve on Board committees as appropriate.

2.1.2.4 Honorary and *Emeriti* Trustees

Worthy individuals, especially those who have distinguished themselves in service to Christ and His people, who serve the University, the Church, the area, or the nation with distinction may be elected Honorary Trustees by the Board. Those individuals who have served the University with distinction as trustees may be elected as *Emeriti* Trustees by the Board. Candidates shall be nominated by the Board Development Committee. Honorary and *Emeriti* Trustees shall have no vote but may attend Board meetings, including executive sessions, and serve on Board committees as appropriate.

2.1.2.5 Definition of UB Trustee

With respect to serving as a trustee on the Board, an individual may be defined as a UB Trustee if he or she (i) is a member of the Higher Education Leadership Team of the UB Church or (ii) is a current member of the UB Church. With the approval by a majority vote of the *HEdLT* Trustees, an individual may be defined as a UB Trustee if he or she (i) was a member of the UB Church when he or she became a trustee or formerly served as a trustee or (ii) was formerly a member of the UB Church for at least ten years who has an understanding and appreciation of the historic and ongoing relationship between the UB Church and the University.

2.1.3 Seating of Trustees

New Elected Trustees shall take their seat on the Board immediately following the annual fall Board meeting.

New *HEdLT* Trustees shall take their seat on the Board effective with the seating of new Elected Trustees immediately following the annual fall Board meeting.

Ex Officio Trustees shall serve for the terms concurrent with their term of service in the position by virtue of which they serve on the Board.

2.1.4 Removal

Any trustee may be removed from the Board for cause by a two-thirds vote of the total Voting Trustees, provided that such action is taken by secret ballot at a duly called meeting with a quorum being present. Cause may include but not be limited to: (i) failure to serve the University in accordance with the qualifications for trustees as set forth in the University's Articles of Incorporation, (ii) failure to abide by the conflict of interest policy of the University, (iii) physical or mental inability to perform the duties of a trustee, (iv) breach of confidentiality, or (v) moral failure.

2.1.5 Officers

The officers of the Board shall be comprised of a chair, a vice-chair, and a secretary, elected by the Board from among the Voting Trustees.

Officers serve for one (1) year or until their successors shall have been elected and qualified. Officers may be eligible for reelection; however, no trustee shall serve as an officer for more than six (6) consecutive terms of one year in the same position. Any officer vacancy shall be filled by the Board.

2.1.5.1 Duties of Officers

The chair shall preside at Board meetings and perform the duties customarily adhering to that office. The chair shall be chair of the Executive Committee and a member *ex officio* of all Board committees. The chair may appoint *ad hoc* committees of the Board as outlined below (2.1.7 Committees of the Board). The chair of the Board shall be an advisory member of the Higher Education Leadership Team. The vice chair performs such activities and duties incident to the office of chair, in the absence of the chair.

The secretary gives notice of all meetings of the Board and Executive Committee, keeps a record of all meetings and is responsible for the record of all votes. The secretary keeps all current Board records in the office of the president of the University, and is responsible for the proper storage of non-current Board records, including minutes of meetings of the Board and Executive Committee. An assistant secretary may facilitate the work of the secretary.

2.1.6 Meetings

The Board of Trustees meets in regular session at least two (2) times each year (usually in fall and spring), at such location as the Board determines. The fall meeting is the annual meeting. An additional Board retreat meeting may be planned. Written notice of each meeting of the Board shall be sent by the secretary not less than ten (10) days before such meeting. Special meetings of the Board may be called by the chair of the Board, the president of the University, or any nine (9) Voting Trustees.

2.1.6.1 Meeting Procedures

A simple majority of the Voting Trustees of the Board or of the members of a committee constitutes a quorum.

Any procedure not herein prescribed shall be governed by Robert's *Rules of Order*.

The Board moves to executive session in the course of all meetings (and meetings of its committees), with only Voting Trustees, honorary and *emeriti*

trustees, and the president of the University present. The president shall be excluded from executive sessions only in matters related to his or her role as president. At the discretion of the chair of the Board (or committee), other individuals may be present during executive sessions.

Any action required or permitted to be taken by the Board or by any committee thereof may be taken without a formal meeting. Business may be conducted by mail, fax, conference call, email, or in any other way the Trustees may decide, except that no voting by proxy shall be permitted. A written consent setting forth the action taken and signed by each appropriate Voting Trustee shall be filed with the minutes of the proceedings as soon as practical.

2.1.6.2 Orientation Meetings

New trustees are expected to attend special orientation meetings upon joining the Board. Special seminars for all trustees may be planned by the Board Development Committee

2.1.7 Committees of the Board

The Board shall function through an executive committee, standing committees, *ad hoc* committees, and a personnel committee. Standing committees shall include committees on board development, academic programs, student development and campus ministries, finance, advancement, and enrollment management, marketing and communication. Other standing committees may be established by the Board from time to time as determined advisable to oversee major permanent functions. *Ad hoc* committees may be appointed by the chair of the Board in consultation with the president of the University and with the approval of a majority of the Voting Trustees, which committees shall function for no longer than one year.

2.1.7.1 Executive Committee

The Executive Committee shall exercise all the powers of the Board at such times as the Board is not in session. It shall not have the power to alter or revoke any previous action, resolution, or vote of a meeting of the Board unless specifically granted by the Board, nor the power to elect or remove officers and trustees, nor remove the president of the University, nor amend the Articles or Bylaws of the University.

Regular and special meetings shall be at the call of the chair or the president of the University.

Unless otherwise so authorized by the Board, the Committee shall not act on matters properly the responsibility of standing committees for review, study, and recommendation to it or to the Board, except in emergencies of consequence to the University generally.

The Committee shall report all interim actions in writing at the next regular meeting of the Board for discussion, approval, and ratification. Such reports should be sent with meeting notice.

2.1.7.1.1 Executive Committee Membership

The members of the Executive Committee shall consist of all officers of the Board and chairs of all standing committees. The president of the University is advisory to the

Executive Committee. In the event that committee chairs should also be elected as Board officers (effectively reducing the number of persons on the Executive Committee), the Board shall elect members-at-large so that the membership of the Committee equals ten (10).

2.1.7.2 Standing Committees

Except as may otherwise be set forth, the chairs and members of standing committees shall be appointed by the chair of the Board at the annual meeting for terms of one year, subject to the approval of the Board. An officer of the University shall be appointed by the president to serve each committee as staff and secretary. The president of the Student Senate may appoint a student representative to each standing committee, excepting the Board Development Committee. With the approval of the Board chair, the president, and a majority of the members of the respective committees, non-trustees may be invited to assist such committees, except the Board Development Committee.

Each committee shall meet prior to each regular meeting of the Board, and at such other times as the committees may determine. The chairs shall assure that the discussion and actions are properly recorded and distributed as appropriate. The agenda and nature of business for all standing committees shall emphasize issues, problems, and potential opportunities of a policy-making nature, and shall focus on major concerns, programs, functions, and priorities of the University rather than on administrative detail. Changes in policy are recommended by standing committees to the full Board for action.

2.1.7.2.1 Board Development Committee

This committee shall have seven members, including the chair of the Board, the Bishop of the UB Church, the vice chair of the Board and, if eligible, the past chair of the Board. Annually, the chair of the Board shall appoint, with the approval of the full Board, an individual to serve as chair of the Board Development Committee and other individuals as appropriate to fill the seven positions of this committee. To be eligible as a member of this committee, an individual must have served for at least two years on the Board. The functions of this committee shall include but not be limited to, the following:

- Review and recommend all policies and procedures pertaining to the Board.
- Maintain a trustee candidate list and study trustee leadership through a search to identify individuals who meet the qualifications outlined for trustees in the Articles of Incorporation and are best able to serve or continue to serve the University. Consider such criteria as age, sex, race, areas of expertise, geographical distribution, primary university relationship and church affiliation, in order to maintain a balance among those serving as Voting Trustees.
- Nominate trustees as Board officers to meet requirements of these Bylaws and to assure maximum Board effectiveness.
- Recommend trustees to serve as chairs and members of standing committees to the Chair of the Board.
- Assess and appraise Board organization and operation, assessing individual trustees on their support of the Christian commitment and doctrinal standard of the University, commitment to the mission and educational philosophy of the University, effectiveness and involvement, length of service, and attendance

(non-renewal of individual trustees will be considered on the basis of the aforementioned areas of assessment, as well as, term limitations, current needs of the Board and contributions); and assessing the work of the Board as a whole (including a formal assessment of the Board every four years in conjunction with the assessment of the president, usually done by an outside consultant).

- Conduct a program of orientation for new trustees and continuing education for all trustees, establishing an orientation schedule that includes review of Board structure and responsibilities, current issues confronting the University and higher education, and other information; and planning for trustee development and educational opportunities during Board meetings and retreats.
- Develop the Board meeting agenda; determine dates for and number of Board meetings each year, the meeting topics and locations of meetings; determine the time allotment and process for committee meetings and reports; identify resource persons and special speakers for Board meetings; and provide for the organization of spouse programs and special dinners hosted by the Board.
- Monitor adherence to the University's Conflict of Interest Policy and designate, as the committee deems appropriate, an individual or group to receive disclosures and/or reports on conflict of interest matters.
- Investigate any matters related to inappropriate conduct by a trustee or the proposed removal of a trustee from the Board and report findings as appropriate to the full Board.
- Suggest nominees for service on the Higher Education Leadership Team of the UB Church.
- Monitor the University's relationship with the UB Church and advise the full Board of any issues that might impact the University such as changes in the governance structures of the UB Church or changes in the membership of the UB Church that could affect the recruitment of new trustees or students.

The president of the University shall serve as staff and secretary of this committee.

2.1.7.2.2 Academic Programs Committee

The functions of this committee shall include but not be limited to, the following, making recommendation to the full Board when changes in policy are needed:

- Assure that appropriate academic planning policies for undergraduate and graduate programs are maintained, including goals for academic programs, enrollment, faculty, instruction, academic facilities and academic support.
- Review academic plans, programs, and policies presented by the president, vice president for academic affairs and dean of the faculty, and the Faculty.
- Appraise the undergraduate educational programs and activities of the University, and reflect its judgment thereon to the Board.
- Appraise the theological education programs and activities (both undergraduate and graduate levels), and reflect its judgment thereon to the Board.
- Appraise graduate student recruitment and admissions plans, programs and reports, trends and data that affect policies of the graduate school.
- Review faculty personnel policies, awards, and procedures.

- Review the president's appointment of individuals to full-time faculty teaching positions.
- Review the president's recommendations on faculty candidates for sabbatical leaves, tenure and promotion and make recommendations to the full Board.
- Foster good communication and constructive relationships between the Board and faculty.
- Review the annual instructional budget, and make recommendations as appropriate to ensure that the allocation of expenditures for instruction assures quality education in the undergraduate and graduate academic programs of the University.
- Recommend necessary improvements to the physical plant that are related to academic programs of the University.

This committee may be subdivided into special committees as appropriate. The vice president for academic affairs and dean of the faculty shall serve as staff and secretary of this committee together with other appropriate persons as designated by the president of the University.

2.1.7.2.3 Student Life Committee

The functions of this committee shall include but not be limited to, the following, making recommendation to the full Board when changes in policy are needed:

- Assure that appropriate student development and campus ministries planning policies are maintained, including goals for student programs, student spiritual development, staffing, facilities and support.
- Review student development and campus ministries plans, programs, and policies presented by the president and the vice president for student development.
- Assess and appraise all aspects of student life and student development and campus ministries policies.
- Assess and appraise spiritual development programs.
- Maintain a continuing relationship with student groups to foster mutual understanding between the Board and students.
- Review the annual student services budget, and make recommendations as appropriate to ensure that the allocation of expenditures for student services assures quality experiences for students of the University.
- Recommend necessary improvements to the physical plant that are related to student services programs of the University.

This committee may be subdivided into special committees as appropriate. The vice president for student life shall serve as staff and secretary of this committee together with other appropriate persons as may be designated by the president of the College.

2.1.7.2.4 Finance Committee

The functions of this committee shall include but not be limited to, the following, making recommendation to the full Board when changes in policy are needed:

- Assure that there is a current and projected financial plan for the University, based on educational assumptions and goals of the University, and assure that appropriate business management and

physical plant planning policies are maintained, including goals for the business and physical plant program, staffing and support.

- Review and recommend to the full Board the annual budget of the University, and consider requests for approval of major expenditures or the incurring of obligations not included in the budget.
- Recommend such action as may be deemed advisable to improve the financial condition and physical plant of the University including recommendations as to the audit, insurance, legal or other counselors.
- Establish policies and procedures with respect to investment of all funds and assure their management oversight.
- Review and recommend policies and programs of employee benefits for faculty and staff.
- Establish requirements for appropriate fidelity bonding of appropriate officers and employees.
- Require an annual financial audit by an outside auditing firm, and examine periodic reports of financial services and conditions.
- Review the annual business services and physical plant budget, and make recommendations as appropriate to ensure that the allocation of expenditures for business services and maintenance of the physical plant assures quality experiences for students and staff of the University.
- Prepare, study and recommend, in consultation with other Board committees as appropriate, physical plant maintenance and improvements.
- Review IRS Form 990 to be submitted annually.
- Review internal controls used for managing financial resources.
- Request and review information from the vice president for finance/treasurer relative to maintaining appropriate fiduciary responsibilities in the management of financial resources.

This committee may be subdivided into audit, budget, investment, or physical plant committees. The vice president for finance/treasurer shall serve as staff and secretary of this committee together with other appropriate persons as may be designated by the president of the University.

2.1.7.2.5 Advancement Committee

The functions of this committee shall include, but not be limited to, the following, making recommendation to the full Board when changes in policy are needed:

- Make policy recommendations to the Board to guide the advancement enterprise of the University.
- Assist with identifying institutional needs and priorities; ensure that institutional long-range planning is adequate to serve as a foundation for fundraising efforts and that the needs are defined through a strong case for support.
- Provide necessary support to the annual fund program of the University, which encompasses alumni, faculty and staff, churches, friends and trustees; mobilize the trustees and other constituencies so that institutional needs are met, and provide overall leadership and guidance for the continuing

fundraising program through annual gifts, capital gifts, and bequests and planned gifts.

- Ensure that adequate planning and sufficient leadership are provided for capital and endowment fundraising programs to meet the needs and priorities articulated in the long range plan.
- Provide support to the bequest and planned gift program of the University through solicitation of trustees to make provision for the University in their own estate plans; assisting in the cultivation and securing of these gifts from prospects; and sponsoring periodic communications to the constituency urging the inclusion of the University in their estate plans.
- Evaluate the atmosphere of awareness and concern for the University and its programs on the part of its constituencies and, where appropriate, the general public; ensure that a program is in place utilizing imaginative techniques to thank donors and report progress to them on the uses of their gifts and the difference they have made to the University, which will, in turn, create the conditions for obtaining further support.
- Provide guidance and support to the Alumni Association and alumni relations program to ensure that these activities are most beneficial to the advancement effort through concurrence with an annual plan for alumni relations activities as prepared by the staff and approved by the Association; and encouragement and participation, as appropriate, in the implementation of the alumni relations plan.
- Provide guidance and support to the Church Relations program of the University through review and approval of an annual plan for church activities; participate, as appropriate, in the implementation of the Church Relations plan.
- Work closely with the Huntington University Foundation in all its functions and programs on behalf of the University.
- Establish goals and objectives on a periodic basis for the annual fund program encompassing the initiatives with the alumni, administration, faculty and staff, friends, churches and trustees; recommend to the Board multiple year fundraising objectives for all support programs including the establishment of goals for capital campaigns and programs; report periodically to the trustees and the constituency on the progress toward goals and the commitment of donors to the University's many objectives.

This committee may be subdivided into special committees as appropriate. The vice president for advancement shall serve as staff and secretary of this committee together with other appropriate persons as may be designated by the president of the University.

2.1.7.2.6 Enrollment Management and University Relations Committee

The functions of this committee shall include, but not be limited to, the following, making recommendation to the full Board when changes in policy are needed:

- Assure that appropriate enrollment management planning policies are maintained, including goals for student recruitment, admissions, retention, financial aid support, staffing, and support.
- Appraise the enrollment management and financial aid policies of the University, and reflect its judgment thereon to the Board.

- Study student enrollment trends and retention data, review strategic plans, and recommend adjustments as necessary to achieve the overall enrollment and educational goals of the University.
- Provide guidance and support to the marketing and public relations efforts of the University, including but not limited to programs for journalists, regional neighbors, alumni and students' families.

This committee may be subdivided into special committees as appropriate. The vice president for enrollment management and marketing shall serve as staff and secretary of this committee together with other appropriate persons as may be designated by the president of the University.

2.1.7.2.7 Personnel Committee

The Personnel Committee shall consist of the chair and vice chair of the Board and one Executive Committee member nominated by the Board Development Committee. This committee will be advisory to the Board and will meet at the call of the chair at least once a year.

The functions of this committee shall be as follows.

- Oversee the search and screening process and the final recommendation in the selection of the president of the University.
- Periodically review the work of the president of the University with special sensitivity to the status of university presidents and the need to offer strong Board support as well as clearly stated performance goals.
- Periodically review with the president the work of the members of his/her staff.
- Recommend to the Board presidential salary and contractual arrangements.
- Assist the president in reviewing external commitments and involvements.

The vice president for [finance/ treasurer shall serve as staff to this committee on issues of compensation, employee benefits, contracts and legal matters. The chair of the Board shall serve as chair of this committee. Board decisions on presidential compensation, employee benefits, and contractual arrangements will be communicated to the vice president for finance/treasurer by the chair of the Board for implementation.

2.1.8 Indemnification

2.1.8.1 Indemnification by the University

To the extent not inconsistent with applicable law, every person (and the heirs and personal representatives of such person) who is or was a trustee or officer of the University shall be indemnified by the University against all liability and reasonable expense that may be incurred by him or her in connection with or resulting from any claim, action, suit, or proceeding (i) if such person is wholly successful with respect thereof or, (ii) if not wholly successful, then if such person is determined as provided in Section 2.1.8.3 to have acted in good faith, in what he or she reasonably believed to be the best interests of the University (or, in any case not involving the person's official capacity with the University, in what he or she

reasonably believed to be not opposed to the best interests of the University) and, in addition, with respect to any criminal action or proceeding, is determined to have had reasonable cause to believe that the conduct was lawful (or no reasonable cause to believe that the conduct was unlawful). The termination of any claim, action, suit, or proceeding, by judgment, settlement (whether with or without court approval), or conviction, or upon a plea of guilty or of *nolo contendere*, or its equivalent, shall not create a presumption that a person did not meet the standards of conduct set forth in Section 2.1.8.

2.1.8.2 Definitions Related to Indemnification

The terms "claim, action, suit, or proceeding" shall include any threatened, pending, or completed claim, action, suit, or proceeding and all appeals thereof (whether brought by or in the right of this University, any other university or otherwise), civil, criminal, administrative, or investigative, whether formal or informal, in which a person (or his or her heirs or personal representatives) may become involved, as a party or otherwise: (i) by reason of his or her being or having been a trustee or officer of the University or of any university where he or she served as such at the request of the University, or (ii) by reason of his or her acting or having acted in any capacity in a university, partnership, joint venture, association, trust, or other organization or entity where he or she served as such at the request of the University, or (iii) by reason of any action taken or not taken by him or her in any such capacity, whether or not he or she continues in such capacity at the time such liability or expense shall have been incurred.

The terms "liability" and "expense" shall include, but shall not be limited to, counsel fees and disbursements and amounts of judgments, fines, or penalties against, and amounts paid in settlement by or on behalf of, a person.

The term "wholly successful" shall mean (i) termination of any action, suit, or proceeding against the person in question without any finding of liability or guilt against him or her, (ii) approval by a court, with knowledge of the indemnity herein provided, of a settlement of any action, suit, or proceeding, or (iii) the expiration of a reasonable period of time after the making of any claim or threat of any action, suit, or proceeding without the institution of the same, without any payment or promise made to induce a settlement.

2.1.8.3 Entitlement to Indemnification

Every person claiming indemnification hereunder (other than one who has been wholly successful with respect to any claim, action, suit, or proceeding) shall be entitled to indemnification (i) if special independent legal counsel, which may be regular counsel of the University or other disinterested person or persons, in either case selected by the Board, whether or not a disinterested quorum exists (such counsel or person or persons being hereinafter called the "referee"), shall deliver to the University a written finding that such person has met the standards of conduct set forth in the preceding Section 2.1.8.1 and (ii) if the Board, acting upon such written finding, so determines. The person claiming indemnification shall, if requested, appear before the referee and answer questions which the referee deems relevant and shall be given ample opportunity to present to the referee evidence upon which he or she relies for indemnification. The University shall, at the request

of the referee, make available facts, opinions or other evidence in any way relevant to the referee's findings that are within the possession or control of the University.

2.1.8.4 Relationship to Other Rights

The right of indemnification provided in Section 2.1.8 shall be in addition to any rights to which any person may otherwise be entitled.

2.1.8.5 Extent of Indemnification

Irrespective of the provisions of Section 2.1.8, the Board of Directors may, at any time and from time to time, approve indemnification of trustees, officers, or other persons to the fullest extent permitted by applicable law, or, if not permitted, then to any extent not prohibited by such law, whether on account of past or future transactions.

2.1.8.6 Advancement of Expenses

Expenses incurred with respect to any claim, action, suit, or proceeding may be advanced by the University (by action of the Board, whether or not a disinterested quorum exists) prior to the final disposition thereof upon receipt of an undertaking by or on behalf of the recipient to repay such amount unless he or she is entitled to indemnification.

2.1.8.7 Purchase of Insurance

The Board is authorized and empowered to purchase insurance covering the University's liabilities and obligations and protecting the University's trustees, officers, or other persons.

2.2 Administration of the University

2.2.1 Third Party Transactions

In the carrying out of transactions that involve the acquisition or disposition of University assets, or the incurring of obligations or liabilities for the University, either the president or the vice president for finance/treasurer (one of the two persons) has authority to act for and bind Huntington University in any transaction (including, but not limited to any purchase, sale, borrowing, secured, or real estate, transaction), which transaction does not involve either the obligation or expenditure of over \$400,000 of University resources or the sale of, or the grant of a lien upon, University owned assets in excess of that amount.

Any two of the following four officers of this University (president, vice president for academic affairs and dean of the faculty, vice president for finance/treasurer, or vice president for advancement) has authority to act for and bind Huntington University in any transaction (including but not limited to any purchase, sale, borrowing, secured, and real estate, transaction), which transaction does not involve either the obligation or expenditure of over \$800,000 of University resources or the sale of, or the grant of a lien upon, University owned assets in excess of that amount.

Individual transactions of the University that involve excess of \$800,000 shall require special action or ratification by the University's Board or its Executive Committee.

The officer(s) of the University authorizing an individual transaction in excess of \$100,000 that has not otherwise been approved by the University's Board, shall be responsible for informing the chair of the finance committee of the Board of such action in a timely manner.

Approval of the University's annual budget by the Board conveys approval to the President and the Vice President for Finance/Treasurer for all transactions implicit in the annual budget including establishing a short-term operating line of credit with a financial institution to help in managing the University's cash flows and entering into short-term leasing and/or financing arrangements in support of operations including but not limited to vehicles, personal computers, and software systems.

The Board conveys approval to the President and Vice President for Finance/Treasurer for all transactions implicit in managing assets of the University in accordance with Board approved investment guidelines.

The Board shall periodically authorize standing resolutions setting forth current Level I, II, and III Transaction Limits, the line of credit limit, and period limits for short-term leases.

2.2.2 The President

The president shall be chief executive officer of the University and chief advisor to and executive agent of the Board. His or her authority is vested through the Board and includes responsibilities for all University educational and managerial affairs.

The president is responsible for leading the University, implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on matters appropriate to its policy-making and fiduciary functions, and serving as the University's key spokesperson.

He or she shall be advisory to the Board and of all its committees, except the Personnel Committee and shall give a report annually to the Board and to the Higher Education Leadership Team. If the president is not also the director of education of the UB Church, he or she shall work closely with the director in the matters of UB Church relations. The president shall be an advisory member of the Higher Education Leadership Team.

The president shall be the channel from the Board to the University and from officers, staff, faculty, and students to the Board.

Except for the appointment of senior administrators, the president shall appoint administrative personnel and faculty members, consulting with other persons as appropriate. The president shall recommend the appointment of senior administrators to the Board for approval. The president shall recommend action on faculty promotion and tenure decisions to the Academic Programs Committee of the Board for subsequent action by the full Board.

The president shall have the authority to execute all documents on behalf of the University and the Board that the president reasonably concludes are both consistent with Board policies and in the best interests of the University.

2.2.2.1 Qualifications of the President

Qualifications for the office of President of the University include but are not limited to the following:

The president shall possess a genuine and personal relationship with Jesus Christ evidenced by a vital witness and spiritual maturity, shall have an evangelical commitment, shall actively participate in a local church congregation, shall subscribe to the University's *Statement of Faith*, shall be a person of integrity and maturity, shall be committed to the mission, heritage, educational philosophy, and community standards of the University, and shall be (or become upon being hired) a member of the UB Church.

2.2.3 Senior Leadership Team and Administrative Structure

The following positions shall serve on the senior leadership team to advise the president.

2.2.3.0 Vice President for Academic Affairs and Dean of the Faculty

The vice president for academic affairs and dean of the faculty shall be appointed upon recommendation of the president and shall be directly responsible to the president in the exercise of powers and the discharge of duties. In the event that the president should suddenly become incapacitated or suddenly leave office, the vice president for academic affairs and dean of the faculty shall serve as the chief executive officer of the University until the Board has time to appoint someone as acting president and/or take other appropriate action.

He or she shall nominate all members of the teaching staff as well as their promotion, release, and salary changes; and shall exercise general supervision of the undergraduate faculty, all academic programs, and the program of advising students.

He or she shall be responsible for creating, updating, and overseeing the academic strategic plan of the University in coordination with the vice president for strategy and graduate / adult programs.

2.2.3.1 Vice President for Finance/Treasurer

The vice president for finance/treasurer shall be appointed upon recommendation of the president and shall be directly responsible to the president in the exercise of power and the performance of duties.

He or she shall be authorized to receive, record, keep, and report all funds of the corporation as the Board directs; and shall give bond in such sum as may be required by the Board.

He or she shall preserve all financial records of the University and have books opened for inspection by the president of the University and the chair of the Board. He or she shall cause all books to be audited annually and make suitable interpretive reports to the Board annually and as requested.

He or she shall exercise general supervision of the business and finance areas of the University including the annual budget, cash flows, investments, accounting services, personnel and employee benefits.

He or she shall be responsible for creating, updating, and overseeing the business strategic plan of the University.

2.2.3.2 Vice President for Enrollment Management and Marketing

The vice president for enrollment management and marketing shall be appointed upon recommendation of the president and shall be directly responsible to the president in the exercise of powers and performance of duties.

He or she shall have general supervision of the admissions and financial aid program of the University, including the preparation of annual recruiting and admissions plans and programs, and in consultation with the vice president for finance/treasurer, the University's financial aid program.

He or she shall be responsible for creating, updating, and overseeing the admissions and financial aid strategic plan of the University.

2.2.3.3 Chief Operating Officer

The chief operating officer shall be appointed upon recommendation of the president and shall be directly responsible to the president in the exercise of powers and performance of duties.

He or she shall exercise general supervision of the operations areas of the University including some areas of risk management, auxiliary services, physical plant, and technology services. In addition, this role oversees athletic operations and coordinates campus facility construction/renovation projects.

He or she shall serve as the chief planning officer of the University and shall be responsible for coordination, development, implementation, and monitoring of strategic planning.

2.2.3.4 Vice President for Student Life

The vice president for student life shall be appointed upon recommendation of the president and shall be directly responsible to the president in the exercise of powers and the performance of duties.

He or she shall coordinate and give direction to the University's out-of-classroom educational program, recommending changes and adjustments as appropriate, and assess and appraise all aspects of campus student life.

He or she shall be responsible for creating, updating, and overseeing the student services strategic plan of the University.

2.2.3.5 Vice President for Advancement

The vice president for advancement shall be appointed upon recommendation of the president and shall be directly responsible to the president in the exercise of powers and performance of duties.

He or she shall exercise general supervision of the advancement program of the University including monies for the annual fund, endowment fund, and capital projects, and provides supervision to programs of planned giving, foundation and corporate relations, the HU Foundation, public relations, and alumni and church relations, consulting with the advancement committee of the Board as appropriate.

He or she shall be responsible for creating, updating, and overseeing the advancement strategic plan of the University.

2.2.3.6 Vice President for Spiritual Formation

The vice president for spiritual formation shall be appointed upon recommendation of the president and the vice president for student life and shall be directly responsible to both in the exercise of powers and the performance of duties. The position reports to the president and provides regular feedback and input on spiritual formation efforts of the campus and the Christian higher education community at large.

He or she shall coordinate and give direction to the University's spiritual formation activities, recommending changes and adjustments as appropriate, and assess and appraise all aspects of campus spiritual life. He or she shall also provide oversight for the University's efforts in intercultural competency and minority student engagement.

He or she shall be responsible for creating, updating, and overseeing the spiritual formation strategic plan and cultural competency plan for the University.

2.3 Amendment of Articles of Incorporation

Subject to the concurring vote described below, the Articles of Incorporation may be amended by a vote of not less than two-thirds (2/3) of the Voting Trustees, as hereinabove defined, currently serving on the Board at a meeting of the Board duly and expressly called for that purpose and at which a quorum is present. Subject to the concurring vote described below, Articles II (Purposes), V Section 3 (Qualifications), VI (Christian Commitment and Doctrinal Standard), and VIII Section 3 (Dissolution) may be amended by a vote of not less than four-fifths (4/5) of the Voting Trustees of the Board, as hereinabove defined, at a meeting of the Board duly and expressly called for that purpose and at which a quorum is present.

Any amendment to the Articles of Incorporation must be concurred in by a two-thirds vote of the *HEdLT* Trustees, as hereinabove defined, currently serving on the Board.

Proposed amendments to the Articles of Incorporation shall be distributed in writing to the Board at least fourteen (14) calendar days prior to the Board meeting at which approval of such amendments is being sought.

2.4 Amendment of Bylaws

Subject to the concurring vote described below, the Bylaws may be amended or repealed by a majority vote of the Voting Trustees, as hereinabove defined, currently serving on the Board at a meeting duly and expressly called for that purpose and at which a quorum is present. Subject to the concurring vote described below, Sections 2.0.2 (Philosophy of Education), 2.0.3 (Community Standards), 2.1.2 (Number, Election, and Designation of Trustees), 2.1.3 (Election and Terms), 2.1.4 (Removal), 2.2.2.1 (Qualifications of the President), 2.3 (Amendment of Articles of Incorporation), and 2.4 (Amendment of Bylaws) may be amended by a vote of not less than two-thirds of the Voting Trustees of the Board, as hereinabove defined, at a meeting of the Board duly and expressly called for that purpose and at which a quorum is present.

Any amendment to the Bylaws must be concurred in by a majority vote of the *HEdLT* Trustees, as hereinabove defined, currently serving on the Board. Any amendment to

Section 2.3 (Amendment of Articles of Incorporation) of the Bylaws must be concurred in by a two-thirds vote of the *HEdLT* Trustees, as hereinabove defined, currently serving on the Board.

Proposed amendments to the Bylaws shall be distributed in writing to the Board at least fourteen (14) calendar days prior to the Board meeting at which approval of such amendments is being sought.

These Bylaws rescind all previous Bylaws of Huntington College or Huntington University.

Approved and adopted by the Board of Trustees of Huntington University on January 21, 2005.

Revised by the Board of Trustees of Huntington University on April 23, 2010.

Revised by the Board of Trustees of Huntington University on April 20, 2012.

Revised by the Board of Trustees of Huntington University on October 18, 2013.

Revised by the Board of Trustees of Huntington University on April 22, 2016.

Reviewed by the Board of Trustees of Huntington University on October 18, 2019.

Revised by the Board of Trustees of Huntington University on October 16, 2020.

Manual Part II

The Faculty and University Governance

3.0. The Faculty of the University

3.0.1 Defining Faculty and Other University Personnel

To facilitate identifying personnel in subsequent sections, the following definitions pertain to administrative staff and faculty.

Within broad policies established by the Board of Trustees, administrative authority and policy interpretation for the University as a whole reside with the president.

Under the president, the development of educational policies and legislative responsibility rests with the (capitalized) Faculty. (When capitalized, Faculty refers to the larger legislative body as a whole, whereas lowercase faculty refers to the instructional or teaching personnel.)

The Faculty includes instructional faculty, administrative officers, instructional-administrative personnel, and designated professional administrators (whether or not granted faculty rank) whose responsibilities are directly responsible for and affected by Faculty policies, namely, the Registrar, Librarians, Director of Athletics, Director of Learning Assistance, Director of Professional Programs and Director of the Friesen Center.

The ratio of designated administrators and administrative officers to instructional faculty and instructional-administrative personnel in the Faculty should not exceed approximately one to two. Other administrators and staff may attend Faculty meetings and participate in the discussion, but may not vote.

3.0.1.1 Faculty

Those instructional personnel whose full-time assignment is primarily instruction in the undergraduate or graduate programs of the University, including division chairpersons who also carry out administrative tasks. Conditions of faculty employment apply to both undergraduate faculty and graduate faculty, except where noted.

3.0.1.2 Administrative Officers

Those whose full-time assignment is a major area of administration, namely, the President and those senior administrators directly responsible to the President (or designated Vice President), including the President, Vice President for Academic Affairs & Dean of the Faculty, Vice President for Finance/Treasurer, Vice President for Advancement, Vice President for Student Life, Vice President for Enrollment Management and Marketing, and Chief Operating Officer.

3.0.1.3 Instructional-Administrative Personnel

Those full-time personnel with dual appointments whose duties combine administrative responsibilities at least one-fourth time and an instructional load of at least fifteen hours per year. Instructional-administrative personnel may be given faculty rank.

3.0.1.4 Administrators, Administrative Assistants and Staff

Those who have administrative or supervisory tasks and who are responsible to an administrative officer, including the Registrar, Librarians, Director of Athletics, Director of Learning Assistance, Director of Professional Programs and Director of the Friesen Center who are members of the Faculty, and other directors and coordinators in various administrative roles who may also teach less than 15 hours per year.

3.0.1.5 Other Technical and Secretarial Staff

Those who have minimally supervisory positions.

3.1 Policy Concerning Academic Freedom

Freedom draws its meaning from the frame of reference in which it exists. In a context of relative values, freedom corresponds to the objectives of the society involved. In a context of absolute values, freedom rests upon abiding principles.

Huntington University is committed to a philosophy that regards revealed truth as the integrating core. The Scriptures and nature are accepted as compatible revelations of truth. Therefore, the University finds that the use of this truth as its frame of reference imposes no limitations upon research and scholarship.

It is never the purpose of education to dispense ready-made opinions or dogmas, but rather to help the student understand the basis of modern thought and realize the importance and consequences of an idea. Even a subject upon which there is universal agreement should be taught as an exercise in reasoning rather than as a mere fact. When the subject is debatable, the teacher should carefully indicate the alternatives, pointing out to the student the issues involved in making a decision.

The administration is responsible to provide the circumstances and the personnel through which the objectives of the University may be achieved. It must select a faculty that is both Christian in commitment and professionally competent. Such selection furnishes a climate of genuine academic freedom in which the faculty may seek to implement the institutional objectives.

Within the above framework, as defined by the President:

- Faculty members are entitled to full freedom in research and in publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subjects. In classroom discussions of controversial issues related to the Christian life and faith, faculty

members are expected in the final analysis to support the position of the University in any matter covered by the *Statement of Faith* and University Community Standards.

- Faculty members are to conduct themselves as free citizens with full cognizance of their particular responsibilities as members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educators, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

3.2 Faculty Appointments and Responsibilities

3.2.0.1 Responsibilities of the Faculty

The Faculty is entrusted with responsibility in matters dealing with the academic affairs of the institution. This responsibility must conform to Board policies as set forth in the recorded actions of that body or, in the absence of such recorded actions, to practices as they may be interpreted by the President of the University. This responsibility is assigned to the Faculty under the supervision of the Vice President for Academic Affairs & Dean of the Faculty. All Faculty recommendations are directed to the Vice President for Academic Affairs & Dean of the Faculty.

It is the responsibility of the Faculty to keep abreast of the major issues and currents of thought in higher education and to incorporate into the academic program of the University those ideas and practices that will strengthen the institution in the fulfillment of its objectives.

The Board of Trustees, through the President of the University, has assigned responsibility to the Faculty for the following:

- Determine its own conduct and procedures, in accord with practices and standards duly established from time to time by the Huntington University Board of Trustees.
- Recommend academic standards in accord with the best principles and practices at the time as reflected in the standards established by recognized accrediting agencies.
- Study educational problems related to faculty growth.
- Act in matters dealing with the academic affairs of the University, such as:
- Receive reports on research investigations.
- Recommend policies regarding instruction.
- Recommend the construction, adoption, and revision of curricula.
- Recommend required courses and academic standards for various certificates and degrees.
- Ratify requirements for fields of concentration.
- Recommend policies concerning admission of students.
- Recommend policies concerning registration of students.

- Recommend policies concerning research.
- Recommend policies incident to the operation of the library.
- Recommend policies governing the granting of transfer credit.
- Promote faculty study of the institution.
- Recommend those who have met requirements for degrees, diplomas, and certificates.
- Act on any other academic matters.

3.2.1 Meetings and Procedures

The Faculty meets approximately twice each month, at such times as it may determine, with the Vice President for Academic Affairs & Dean of the Faculty (or designee *pro tempore*) or the President presiding. Special meetings may be called by the President or the Dean. Parliamentary law, based on Robert's *Rules of Order*, will prevail in Faculty meetings. All members of the Faculty will receive copies of the agenda at such time prior to each meeting as the Faculty may determine. Minutes of Faculty meetings are distributed to all members of the Faculty.

Before action is taken by the Faculty, a report is heard from the committee to which the matter of concern has been referred. On matters pertaining to changes in policy, a written recommendation from the committee is distributed to all members of the Faculty one week before action is taken. All adopted recommendations by the Faculty are forwarded to the Vice President for Academic Affairs & Dean of the Faculty for approval. Any rejection of a recommendation adopted by the Faculty will be relayed to the Faculty in writing. Such a rejection may be appealed to the next highest officer of the University.

The major portion of the time of Faculty meetings is devoted to consideration and recommendation regarding educational policies, such as the adoption of curricula, requirements for entrance and graduation, development of plans for the study of educational problems basic to legislation, reports of such studies, and consideration of broad educational issues. Reports may be received, too, regarding any routine action that may have been taken by any Faculty committee, and consideration may be given to any matter that concerns Faculty or student welfare. Papers may be presented by faculty members from time to time during the academic year.

The Faculty shall also give due consideration to any recommendation made in the interest of the University by the student body, officially presented through appropriate channels as described in the *Student Handbook*.

Any eight Faculty members may request that any item concerning University policy or operations should be brought up for discussion at a Faculty meeting. A written petition requesting such discussion shall be submitted to the Vice President for Academic Affairs & Dean of the Faculty, and the item indicated shall be given high priority in determining the agenda of subsequent Faculty meetings.

3.2.2 Teaching Load and Assignment

The normal undergraduate faculty teaching load is 24 semester hours or equivalents per year, normally 12 each semester. The normal graduate faculty teaching load is 18 semester hours or equivalents per year, normally 9 each semester. Undergraduate courses are assigned by the Vice President for Academic Affairs & Dean of the Faculty upon recommendation of the Division Chairperson. Graduate courses are assigned by the Vice President for Graduate and Professional Programs upon recommendation of the Program

Director. In addition to classroom teaching, faculty supervise individual student learning experiences, advise students, develop curricula, serve on Faculty committees, participate in University governance activities, and may engage in scholarly research and publication. Other duties and expectations of faculty are outlined in the current *Faculty Handbook*.

3.2.3 Faculty Appointments

The President shall appoint, assign, or release, upon recommendation of the Vice President for Academic Affairs & Dean of the Faculty, all members of the instructional faculty. Recommendations of appointment of senior administrators and recommendations regarding promotion, tenure, and dismissal of faculty will be made by the president to the Board of Trustees. All other administrative personnel are appointed directly by the President in consultation with senior administrators, as appropriate. Undergraduate Division chairs and department heads are appointed by the Vice President for Academic Affairs & Dean of the Faculty upon the approval of the President. Graduate Program Directors are appointed by the Vice President of Graduate and Professional Programs upon the approval of the President. Faculty rank and seniority are not determining criteria for such appointments.

Candidates for appointment are expected to be committed to Christian liberal arts education, to possess attributes of excellence in teaching skills and to meet the academic and scholarly criteria specified for the various ranks. Every faculty member appointed is expected to be firmly committed to Christian faith as outlined in the *Statement of Faith*, and to show a growing awareness of the relationships between one's faith and one's discipline.

Initial appointments to the faculty at Huntington are normally at the rank of instructor or assistant professor unless there are significant qualifications, such as outstanding achievement in the field. Experience other than college teaching, including public school teaching, business, etc., will normally not be counted as years of experience, but will be weighed for its relative merit as qualification for the position. Some appointments, such as teacher education, graduate ministry, nursing, or occupational therapy, may specifically require such experience. Recommendations for appointment to rank for graduate faculty are made by the Vice President for Graduate and Professional Programs to the Dean of the Faculty.

Other individuals who show evidence of ability to teach and evidence of appropriate training and experience may be appointed by the Vice President for Academic Affairs & Dean of the Faculty to instruct specific undergraduate courses as adjunct instructors on a part-time basis. In the graduate program and in professional programs part-time faculty include consultants, who provide special support or competencies within a particular course, but who do not carry final responsibility for a course; and lecturers and adjunct faculty who have particular expertise and academic qualifications in the areas of ministry, education, counseling, leadership and occupational therapy.

Advanced study should be generally related to the field or fields in which the faculty member holds appointment. Only degrees and graduate hours from regionally or professionally accredited institutions are acceptable for meeting the minimums for each rank.

The 'masters degree' refers to one-to-two year first post-baccalaureate degrees (such as MA, MS, MM), the 'masters degree plus 30' includes first professional degrees and other degrees representing at least six years post-secondary or two years post-baccalaureate

study (such as ABD, EdS, BD, MDiv, ThM, JD, or DMin for undergraduate teaching), and the 'earned doctorate' refers to terminal degrees representing at least ninety semester hours post-baccalaureate study with a culminating scholarship project (such as PhD, ThD, EdD, DA, DBA, OTD). For those whose primary teaching assignment is in the studio arts, the MFA is an appropriate terminal degree in lieu of an 'earned doctorate.' For the graduate practice-oriented ministry programs, the DMin is an appropriate terminal degree.

3.2.4 Faculty Promotions

Faculty members will be considered for promotion when they have met the minimum requirements for years of service, years in rank, and advanced study. Eligible faculty members will be asked to submit an Application for Promotion along with an updated Curriculum Vita to his/her Division Chair or in the case of graduate faculty to his/her Program Director. The Division Chair or Program Director will be asked to provide Faculty Appointments and Tenure Committee a written assessment of strengths and concerns of the faculty member under consideration. FATC will evaluate each applicant for evidence in teaching and scholarship and the contributions of service by the faculty member.

Evidence of teaching effectiveness may include student course appraisals, relevant unsolicited input from current and former students, informal perceptions of colleagues, recognition or awards for teaching effectiveness from professional organizations, and if the faculty member desires, a critique of teaching from peer classroom visits (initiated by the faculty member through the office of the Vice President for Academic Affairs & Dean of the Faculty).

Evidence of scholarship may include publications, presentations at professional meetings, performances, and professional development related to one's field of study.

Evidence of service may include professional and institutional activities such as committee involvement, advising, assisting with the co-curricular program, as well as church and community service. Professional spirit and collegiality are also taken into consideration.

Faculty should strive to excel in all three areas of teaching, scholarship and service, and while individuals are expected to show evidence of strengths in their scholarship and service, primary consideration is given to teaching effectiveness. Faculty demonstrating outstanding giftedness in teaching and scholarship are stronger candidates for promotion.

Faculty are responsible for keeping their credentials files current for FATC review with updated curriculum vitae, transcripts of graduate work and degrees, and reports of professional activities and service activities (these are reported at least annually through the Faculty Report of Activities that is requested each spring by the Vice President for Academic Affairs & Dean of the Faculty). These reports may be supplemented by other information on awards or publications or other relevant recognition, public relations releases, and by occasional reports or reflections to the Vice President for Academic Affairs & Dean of the Faculty on changing teaching strategies or how one's views are evolving on relationships between Christian faith and one's discipline.

Qualified faculty may expect to rise to the rank of associate professor on the basis of 'within-institution' reputation, but promotion to the rank of full professor ordinarily presumes scholarly recognition outside the institution or Huntington community. This recognition might be demonstrated by publications in recognized journals, by office

holding in professional organizations, by selection to significant panels or boards related to the profession, or by artistic performances or exhibitions in which the stature of the individual is recognized by professional peers.

Criteria established for faculty ranks constitute a guide for promotion but meeting minimum requirements does not make promotion mandatory. In extraordinary cases, special qualifications may be considered in lieu of the stated requirements for promotion for years of service, years in rank, and advanced study. An outstanding individual might be promoted to one rank above that ordinarily warranted on the basis of extraordinary qualifications.

For purposes of promotion, experience at other colleges will normally count for less than the equal number of years at Huntington. Promotion will normally not be considered before the faculty member has had at least two years' experience at Huntington and appropriate years in rank.

Recommendations for promotion will be made by FATC and by the Vice President for Academic Affairs & Dean of the Faculty to the President who then submits the recommendations to the Board of Trustees for confirmation.

3.2.5 Faculty Ranks

3.2.5.1 Regular Appointments

The following ranks are recognized for regular appointments to the instructional faculty.

3.2.5.1.1 Instructor

Appointment at the rank of instructor will ordinarily have as a prerequisite a minimum of a masters degree and expectation of additional graduate study with little or no teaching experience. By credentials, recommendations and interview performance, the candidate for such an appointment will demonstrate promise in the areas of teaching, scholarship and future usefulness to the University. An instructor who develops skills in teaching and continues in professional training may expect to have taught two years or more in rank and a total of two to five years (including credit from other institutions) before being considered for promotion.

3.2.5.1.2 Assistant Professor

Appointment at the rank of assistant professor will ordinarily have as a prerequisite a minimum of a masters degree plus thirty graduate semester hours and preferably an earned doctorate (or MFA) with a few years' teaching experience. By credentials, recommendations and interview performance, the candidate for such an appointment will demonstrate successful teaching abilities and promise of scholarship and future usefulness to the University.

An assistant professor who continues to develop skills in teaching, shows professional development and holds the doctorate or MFA, demonstrates abilities of scholarship, gives evidence of usefulness to the University, participates in university and community affairs, and participates in professional organizations, may expect to have taught at least five years in rank and a total of five to ten years (including credit from other institutions) before being considered for promotion.

3.2.5.1.3 Associate Professor

Appointment at the rank of associate professor will ordinarily have as a prerequisite an earned doctorate or MFA, several years' successful teaching experience and recognized achievement in the field. By credentials, recommendations and performance, the candidate for such an appointment will demonstrate highly successful teaching abilities, evidence of scholarship and promise of usefulness to the University.

An associate professor who continues to develop skills in teaching, shows professional development, is productive in scholarship, is useful to the University, participates in University and community affairs, participates in professional organizations, and gains recognition outside the University and local community, may expect to have taught at least five years in rank and a total of ten to twenty years (including credit from other institutions) before being considered for promotion.

3.2.5.1.4 Professor

Appointment at the rank of professor will ordinarily have as a prerequisite an earned doctorate or MFA, many years' successful teaching experience and outstanding achievement in the field. By credentials, recommendations and performance, the candidate for such an appointment will demonstrate highly successful teaching abilities, productivity of scholarship and promise of usefulness to the University.

A professor is expected to continue to develop skills in teaching, show professional development, be productive in scholarship, be useful to the University, participate in University and community affairs, participate in professional organizations, and contribute to the discipline as well as promote the reputation of the University.

3.2.5.2 Special Appointments

Special faculty appointments may be made to persons to instruct in the programs of the University based on their special areas of expertise or on specific needs of the University. Such persons are not eligible for tenure.

3.2.5.2.1 Adjunct Instructors

Individuals who show evidence of ability to teach and evidence of appropriate training and experience may be appointed by the Vice President for Academic Affairs & Dean of the Faculty or by the Vice President of Graduate and Professional Programs to instruct specific courses as adjunct instructors on a part-time basis. In the graduate program, part-time faculty include consultants, who provide special support or competencies within a particular course, but who do not carry final responsibility for a course; and lecturers and adjunct faculty who have the academic qualifications and professional experience to instruct at the graduate level.

3.2.5.2.2 Lecturer

When a part-time annual, on-going teaching load approaches one-half to three-quarters of regular appointments, the University may offer appointment at the rank of lecturer. The position carries an expectation of privileges and responsibilities such as office hours, advising of students, and full participation in the work of the department, division, and faculty committees to which the person may be appointed. Fringe benefits will include a

proportion of travel and memberships. Such persons may be eligible for consideration for moving into a tenure-track when such positions become available.

3.2.5.2.3 Rank in Phased Retirement

Prior to taking full retirement, an individual may negotiate with the University for an agreement for reduced load or predetermined sequence of consecutive load reductions at a partial salary while retaining full rank and Faculty status, and with benefits comparable to those taking early full retirement.

3.2.5.3 Emeritus Ranks

The ranks of emeritus may be accorded retiring members of the faculty who have given long and faithful service to the institution. Such recognition is bestowed by the Board of Trustees upon recommendation from the President.

Professors who have given a minimum of fifteen years of service to the University, with at least ten years prior to retirement, normally will be considered for recognition. Faculty with less service but outstanding contributions may also be considered.

Emeritus professors are entitled to such privileges as Faculty ID and other appropriate benefits. The President's Office will arrange for a public recognition.

3.2.5.4 Distinguished Professor

The title of Distinguished Professor is the highest honor that the University bestows on its faculty members. The honor is limited and reserved for exceptional full professors. The status of the distinguished professor recognizes the outstanding contribution of the individual to the University, Christian higher education, and the broader community. This honor is bestowed by the President and the Vice President for Academic Affairs and Dean of the Faculty with input from FATC.

4.0 Contracts and Tenure

Contracts for teaching faculty begin with the fall Faculty Workshop prior to the opening week of classes in August and continue through May 31, with vacations as announced in the University calendar, unless otherwise provided by written contract. Faculty whose main instructional appointments are in graduate or professional programs may have contracts that follow the administrative contract calendar due to the year round nature of some programs. (Contracts for administrative personnel commence with the beginning of the fiscal year, June 1, and continue through May 31, unless otherwise provided by written contract.)

The regulations that follow are designed to enable the University to protect academic freedom and tenure and to provide for a fair hearing in the event of a dispute. Believing that resort to the secular legal system for resolution of disputes between Christians should not be the primary alternative for dealing with grievances, Huntington University and its personnel are agreed to the mediation-arbitration procedures described below. Parties to this process who may seek legal counsel are urged to engage counsel that is Christian or has an appreciation for Christian principles of conflict resolution.

The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the *1940 Statement of Principles on Academic*

Freedom and Tenure of the Association of American Colleges and Universities and the American Association of University Professors and modified in the *Policy Concerning Academic Freedom* as it appears in this *Manual*.

The following regulations with regard to academic freedom and procedures apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. Instructional-administrative personnel, administrative officers, and administrative staff, as defined in this *Manual*, are not eligible for tenure even though they may teach some classes each year.

4.1 Statement of Terms of Appointment

4.1.1 The terms and conditions of every appointment to the faculty, both full- and part-time, will be stated in writing, and a copy of the appointment document will be supplied to the faculty member.

4.1.2 With the exception of special appointments clearly limited to a brief association with the institution, and reappointments of retired faculty members on special conditions, all full-time appointments above the rank of instructor are of two kinds: (a) probationary appointments; (b) appointments with continuous tenure. All appointments to the rank of instructor are probationary.

4.2 Probationary Appointments

4.2.1 Probationary appointments are generally for one year but may be for other stated periods, subject to renewal. The total period of full-time service above the rank of instructor prior to a tenure decision will not exceed seven years, unless mutually agreed.

4.2.2 Previous teaching experience at other institutions of higher learning, or teaching experience at the rank of instructor at Huntington, is counted in full for up to two years of the seven-year probationary period, unless it is otherwise agreed to in writing at the time of the initial appointment at Huntington that the previous experience is not relevant, or that the counting of such experience would clearly not be in the best interests of the faculty member.

4.2.3 Time spent on leaves of absence will not count as probationary service. Should a faculty member be asked to serve one-half time or more in an administrative position, that time of service will not count toward the probationary period, unless he or she and the University agree expressly and in writing.

4.2.4 Written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of his or her appointment, according to the following:

4.2.4.1 Not later than March 1 of the first or second academic year of service at Huntington University, or not later than December 31 of the third through the fifth years of service.

4.2.4.2 At least twelve calendar months (normally by May 31) before the expiration of an appointment after five or more years of service at Huntington.

4.2.5 The institution will make every effort to notify faculty members of the terms and conditions of their renewals by March 1.

4.2.6 All probationary, full-time faculty will be reviewed annually. The Vice President for Academic Affairs & Dean of the Faculty and division chairperson or graduate program director will evaluate probationary faculty from each division and graduate program. A letter shall be given to the faculty member at a personal conference in which areas of strength and areas of concern are noted in the progress of the individual toward the acquisition of tenure.

4.2.7 In the case of the final year of probation, the faculty member will be notified by May 31, expressly stating that the contract issued in March is to be a terminal-year contract or is to be replaced with a tenure contract.

4.3 Appointments with Continuous Tenure

4.3.1 Only full-time faculty members are eligible for tenure. Anyone considered for tenure should be well qualified academically and have demonstrated excellence in teaching. Ordinarily one should have completed the earned doctorate degree or the degree considered to be the terminal degree in the discipline (e.g. MFA in the arts) to be considered for tenure.

4.3.2 Each person to be considered for tenure will present portfolio in writing to the Faculty Appointments and Tenure Committee which shows his or her academic and professional training and experience, one's competence and skills as a teacher, the manner in which one currently keeps active professionally, one's projected goals as a professional, one's involvement in the institution and community, and one's continued concern toward understanding the relationships between relevant portions of the academic discipline and Christian faith.

4.3.3 The institution will make every effort to notify faculty members of the terms and conditions of their continuing contracts by March 1.

4.3.4 Until retirement of the faculty member, appointments with continuous tenure are terminable by the institution only for adequate cause, financial crisis for the institution, or *bona fide* discontinuance of a program or department of instruction, subject to procedures specified in Sections 4.5 and 4.6 below. A tenured faculty member asked to serve in an administrative position will retain tenured status, unless the faculty member agrees in writing to the contrary.

4.3.5 All tenured faculty are expected to keep up with their fields, be active professionally, and continue their teaching competence. Each tenured faculty member will be reviewed informally approximately every five years by the Vice President for Academic Affairs & Dean of the Faculty and division chair or graduate program director who will consider all aspects of the faculty member's performance. In the event of serious weaknesses, the faculty member should be counseled concerning the need for improvement. More frequent reviews may be necessary to follow the progress of the faculty member. In the event of serious weaknesses which in the judgment of the Faculty Appointments and Tenure Committee cannot or will not be remedied within a reasonable time, the Committee may recommend the initiation of proceedings for termination for cause of the tenured appointment as specified in Sections 4.5 and 4.6, below.

4.3.6 Appointments with continuous tenure end when retirement is taken or the faculty member resigns, although annual or partial contracts may be negotiated upon mutual agreement after retirement.

4.4 Termination of Appointment by the Faculty Member

A faculty member may terminate his or her appointment effective at the end of an academic year, provided that he or she gives notice in writing at the earliest possible opportunity, but not later than March 15. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he or she would otherwise be denied substantial professional advancement.

4.5 Termination of Appointments by the Institution

Termination of an appointment with continuous tenure or dismissal of a special or probationary appointment before the end of the specified term may be effected by the institution only for the following reasons:

4.5.1 Adequate Cause

4.5.1.1 Incompetent or ineffective service, as evidenced by (a) teaching effectiveness, (b) performance of reasonable assignments, in addition to teaching, such as advising of students, service on committees, etc., (c) continued intellectual and professional growth, as shown in advanced graduate study, participation in professional workshops, conferences, and associations, research and publication, etc.; or

4.5.1.2 Neglect of duty, such as failure to meet or prepare for classes regularly, attend faculty functions, etc.; or

4.5.1.3 Physical or mental inability to perform his or her duties, based on professional medical evidence; or

4.5.1.4 Departure from the University's Statement of Faith, as understood in the context of the policy concerning academic freedom, given above in this Manual; or

4.5.1.5 Moral turpitude;

4.5.1.6 Conduct which constitutes harassment, including threatening or abusive behavior or sexual harassment

4.5.2 A *bona fide* situation of financial crisis for the institution;

4.5.3 A *bona fide* discontinuation of a program of instruction.

4.6 Dismissal Procedures

4.6.1 Adequate cause for dismissal will be related, directly and substantially, to the fitness of the faculty member as defined in Section 4.5.1. Dismissal will not be used to restrain faculty members in their exercise of academic freedom within the provisions given above in this Manual.

4.6.2 Before terminating an appointment because of the discontinuance of a program of instruction, the institution will make a good faith effort to place affected faculty members in other suitable positions. In every such case, faculty members will be given notice as soon as possible and in all events not less than current salary for a minimum of twelve months after the giving of such notice. Each such released faculty member's position will not be filled by a replacement within a period of two years from the relevant termination

date unless that released faculty member has been offered reappointment and has not accepted.

4.6.3 Dismissal of a faculty member with continuous tenure or a special or probationary appointment before the end of the specified term may be formally appealed within thirty days of written notice of the impending termination to the faculty member in question by written request of that faculty member to the University president.

4.6.3.0.1 In the case of all appeals, except those which include allegations of conduct prohibited under 4.5.1.6 which would follow *Faculty Handbook* procedures specified for issues of harassment, the following mediation-arbitration process will be implemented.

4.6.3.0.2 The institution assumes responsibility for administrative costs required by the negotiation-mediation-arbitration process, not including those related to legal counsel or other consultants the faculty member may engage.

4.6.3.1 Informal Negotiations

Informal discussions seeking a settlement will be conducted between the faculty member and appropriate administrative officers. If either side determines that such discussions are not fruitful, either may call for formal negotiations by deliverance of a written statement to the other. It will be the responsibility of the institution to make a good faith effort to monitor adherence to time tables and procedures for all subsequent stages.

4.6.3.2 Formal Negotiations

A three-person negotiating panel composed of one full-time employee of the University selected by each side and a third full-time employee of the University jointly selected by the two previously chosen negotiators, will be constituted within ten days following the request for it. This panel will have thirty days to bring both sides to settlement or to recommend moving to mediation. The initial thirty day period may be extended by agreement of both sides for an additional thirty days. The negotiation panel also has the option of terminating this stage at any time. Legal counsel will not be present during the negotiations but may, of course, be consulted.

4.6.3.3 Mediation

Failure to resolve the dispute via the negotiation panel will lead to the deliverance to both sides of a written statement of failure by the negotiation panel prior to or at the expiration of the stipulated time period. The time allowed for this stage is by mutual agreement; in the absence of agreement, this stage will last thirty days.

Mediation will be handled by a single person unless either side requests a panel. Selection of the mediator will be by mutual consent of the two sides through the auspices and pursuant to the procedures of the Christian Conciliation Service or a mutually agreed upon alternative. The function of the mediator or mediation panel is to assist the sides in coming to an agreement by careful listening, suggesting areas of appropriate compromise, and attempting to facilitate reconciliation of the sides as well as resolution of the dispute.

Mediation is a non-binding process. It does not preclude either side from taking the issue to a court of law. Either or both sides may have legal counsel present

during mediation sessions. The mediation process will continue until (a) a settlement is reached; (b) the mediator or mediation panel or either side decides that further progress is unlikely; (c) the time agreed upon for this stage has elapsed.

4.6.3.4 Arbitration

Failure to resolve the dispute via mediation will result in the arbitration stage. This stage begins with the deliverance to both sides of a written statement of failure by the mediator or mediation panel prior to or at the expiration of the mediation period or with written notice by either side. The two sides will either agree within ten days to proceed to binding arbitration or the next step will automatically be non-binding arbitration.

The selection of an arbitrator or an arbitration panel will be by mutual agreement and will be under the auspices of and pursuant to the procedures of the Christian Conciliation Service or mutually agreed upon alternative. Either or both sides may have legal counsel present during arbitration sessions. Each side will present the arbitrator with a written statement of the issues as seen by that side. Part of the arbitrator's task will be to identify the germane issues and to establish a time limit.

The arbitrator's function is to hear both sides in the dispute and to render a decision on the matter. This decision may differ from the claim or position of either side. In the case of non-binding arbitration, this decision will be advisory and both sides will be free to accept or reject it. Rejection of non-binding arbitration would exhaust institutional channels for resolution of the dispute. A binding arbitration decision would be a final and legally enforceable resolution of the dispute.

4.6.4 Issues involved in the termination of tenured appointments based on *bona fide* financial crisis or discontinuance of a program of instruction subject to the procedures specified in Section 4.6.3, are limited to whether there was a *bona fide* situation of financial crisis for the institution or program discontinuation, to institutional placement efforts, and to replacement within the two year designated period.

4.6.5 Both parties agree to conduct the dismissal proceedings as confidential proceedings. The specifics of confidentiality will be set forth by mutual agreement at the outset of the proceedings. The University is obligated to set out in full the evidence for its charges against the faculty member. In the mediation and arbitration stages, the external mediator or arbitrator will have full access to the files on the faculty member maintained by the University. If any item in the files tends to cast substantial doubt on the charges against the faculty member, the mediator or arbitrator will notify both parties of this fact and a copy of the relevant portion of the item will be supplied to the faculty member. Notwithstanding these provisions, information shall not be released to the faculty member for which the faculty member has previously explicitly waived the right to review or which violates applicable federal or state laws.

4.6.6 If a faculty member on probationary appointment alleges that considerations violative of academic freedom or based on racial or sexual discrimination materially contributed to a decision not to reappoint, those allegations will be given consideration in the manner set forth in Section 4.6.3. The faculty member making such a charge is responsible for clearly stating the grounds upon which those allegations are based and shall carry the burden of proof.

4.6.7 Until the final decision upon termination of an appointment has been reached, the faculty member will be suspended only if immediate harm to himself or herself or others is threatened by his or her continuance, as determined by the President upon the recommendation of the Vice President for Academic Affairs & Dean of the Faculty. If the appointment is terminated, the faculty member will receive his or her salary for at least the period of notice to which the member is entitled under these regulations, and will be continued in his or her duties for that period unless the member's welfare or that of the institution requires that he or she be granted a leave of absence, as determined by the President upon the recommendation of the Vice President for Academic Affairs & Dean of the Faculty.

4.7 Application to Administrative Personnel

4.7.1 Instructional-administrative personnel hold non-tenurable positions. In their seventh year at the rank of assistant professor or higher, they will present material in writing to the Faculty Appointments and Tenure Committee. This should show professional training and experience, the manner in which one keeps active professionally, professional goals, university and community involvement, and continued concern toward understanding the relationships between relevant portions of the academic discipline and Christian faith. Expectations will be adjusted to the proportion of the individual's time that is assigned to teaching. The committee will make recommendation concerning continuance in teaching responsibilities.

4.7.2 Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as faculty members.

4.8 Retirement of Faculty

4.8.1 *Normal retirement* benefits are available for personnel commencing upon retirement, following the completion of any contract after the person reaches age 65 or any subsequent contract.

4.8.2 *Early retirement* may be elected by eligible Faculty after the completion of any contract after the Faculty member reaches age 58 with at least 20 years of University service as a Faculty member (or after age 62 with years of service to combine to at least 75). Partial retirement benefits (described in the current *Faculty Handbook*) are extended to persons taking early retirement.

4.8.3 *Phased retirement* by means of a reduced load on a partial contract may be individually negotiated upon mutual agreement of the University and the person anticipating full retirement.

4.8.4 Faculty may choose to *continue teaching* after becoming eligible for retirement, subject to the same expectations for competent and effective service as other continuing faculty in teaching effectiveness; in performance of reasonable assignments in addition to teaching; in continued intellectual and professional growth; in careful regard to duties; in physical and mental ability to perform expected duties; in continued subscription to the *Statement of Faith*; and in moral rectitude.

5.0 Formal Leaves of Absence

5.1 Faculty Sabbatical Leaves

Sabbatical leaves are opportunities extended to faculty for personal enrichment in preparation for future service to the University. A sabbatical program is expected to enhance one's teaching effectiveness by including graduate study or professional seminars, scholarly research and writing, or opportunity for practical experience in related professional fields and travel for professional development. It is not a bonus or reward for services rendered, nor an opportunity to gain financial advantage.

Requests for sabbatical leaves shall be made to the Vice President for Academic Affairs & Dean of the Faculty, normally the year before the anticipated leave. A detailed plan outlining the purpose, activities, anticipated outcomes for professional development and benefits to the University, financial arrangements, and form of reporting, will be included in the request. Approved leaves will be recommended by the President to the Board of Trustees.

Not more than ten percent of the faculty may be awarded sabbatical leaves in a given year, although educational or budgetary limitations may further restrict the number able to be granted. The position of the faculty member on sabbatical will be covered by other faculty, by part-time instructors or courses postponed, unless educational considerations necessitate making an interim full-time appointment.

A sabbatical leave may be granted for a full year at half salary (fringe benefits are continued, based on the actual salary amount), or for a half year (one semester and January Term) at full salary. In special cases, arrangements may be made to take an extended leave for more than one year (for example, to complete residency in a doctoral program) for which the first year shall be considered the sabbatical leave and the subsequent years as leaves of absence. The time on leave shall not adversely affect salary increases. A faculty member taking a full-year sabbatical at half salary may engage in as much as half-time outside employment unrelated to the leave, to supplement income. Outside funds received during the sabbatical must be disclosed: the excess of funds received above direct and indirect expenses of the leave activities, or to restore one's salary to the full-salary level, will reduce the University's compensation by that excess amount.

To be eligible to apply for a sabbatical leave, one must have served full-time for at least six consecutive years as a ranked member of the faculty (other eligible administrators who are members of the Faculty may be eligible for paid administrative leave, defined elsewhere), and he or she must not anticipate retiring or leaving the institution within several years of returning from the leave in order to provide future service to the University as intended by the sabbatical. Should anyone granted a sabbatical leave not serve one full year following the leave, she or he must reimburse the University for the full amount of salary (but not fringe benefits) provided for the leave, plus interest (the rate used for the Faculty Doctoral Loan program) from the time that the sabbatical-year contract ends (or that the person leaves the University, if later).

Sabbatical leaves are included in years of service (whereas unpaid leaves are not) toward promotion, retirement or other recognition. If a faculty member submits an application for a leave in the seventh year of service (the year of tenure evaluation), the sabbatical leave, if approved, will be contingent upon the granting of tenure.

Results of scholarly research are expected to be submitted for publication to appropriate professional journals or publishers. A brief written report will be submitted to the Vice President for Academic Affairs and Dean of the Faculty and the President that summarizes the results of the leave in terms of professional growth and scholarship, and enhanced effectiveness as a teacher. An oral report to the Faculty may also be requested.

5.2 Faculty Leaves of Absence

Faculty desiring a formal leave of absence may arrange with the University for a leave of absence without pay. Requests for a leave should be made as early as possible to allow the University to make alternative teaching arrangements. The year during which a leave of absence is taken shall not be included in years of service toward promotion, tenure, sabbatical leave or early retirement, and, except for parental leaves, if the period of the leave is more than one semester, no prior years may be counted toward a future sabbatical unless the University agrees to the contrary in writing at the time the leave is granted.

5.2.1 Parental Leaves

A faculty member desiring a parental leave may request a partial or full parental leave of absence without pay for the semester during which the birth occurs, or if the birth occurs in the summer less than six weeks prior to the beginning of classes, a parental leave may be requested for the fall semester. Because of the need to provide continuity of instruction, the faculty member may or may not be able to teach a portion of the semester's courses. Salary paid will be prorated to credit hours taught. In most instances preferred arrangements are for courses to be taught the entire semester by the same individual. By mutual agreement a parental leave of absence may extend for the academic year. Fringe benefits will be prorated to the proportion of contract fulfilled.

5.2.2 Other Leaves

Other leaves of absence without pay for illness, family crisis, professional enhancement, civic or charitable service, may be requested for a semester or year or beyond, in order to maintain official connection with the University. Unless made explicit in writing to the contrary at the time of the leave, it is understood that neither the University nor the faculty member has an obligation for re-employment at the end of the leave of a year or longer. Each may use the connection of the other for mutual benefit for purposes of identification but no other benefits are extended by the University.

5.3 Administrative Leaves

Administrators who are members of the Faculty, including senior administrators and other non-instructional administrators, librarians and other instructional-administrative staff, are eligible for paid administrative leave after six years of service to the University, with at least four in the most recent position. During one's professional career at the University, a maximum of two administrative leaves may be granted to any individual. The paid administrative leave is an opportunity extended for personal enrichment in preparation for future service to the University.

Because the leave is in preparation for future service, she or he must not anticipate retiring or leaving the institution within several years of returning from the leave. If less than one full year is served following the leave, the University must be reimbursed for the full amount of the salary (but not fringe benefits) provided for the leave, plus interest from the time of leaving the institution. Up to twelve weeks (but not less than six weeks) paid

leave at full salary may be granted for approved study, scholarly research and travel related to one's position or scholarly interests (up to fifteen weeks may be approved for full-time graduate study if engaged in doctoral studies). Because of differences in administrative office needs, the calendar need not coincide with the academic semester. Consideration may be given to the reimbursement of expenses directly related to professional responsibilities at the discretion of the President.

Unpaid leaves of absence may be arranged by mutual agreement (similar to Faculty Leaves of Absence except that the calendar need not coincide with the academic semester or year). Requests for administrative leaves that are supported by the appropriate senior administrator shall be made to the President.

6.0 Committee and Council Structure

Through its collegial governance structure, the University functions with standing committees and councils as well as special study groups, task forces, and other *ad hoc* committees.

Policy recommendations generally go to the Faculty through one of its standing committees (excepting that financial policies go the Budget Council). Councils are generally advisory, providing for implementation guidelines and interpretation of policies, acting on behalf of the president. As matters arise that suggest need for policy change, such suggestions are made to the appropriate administrator, the president, a standing committee or the Faculty, as appropriate.

Standing committees recommend policy changes for Faculty consideration, and they establish procedures for faculty and administrators to follow in implementing policies that have been approved by the Faculty. Committees may also serve in an advisory relationship to an administrator in order to consider appeals or petitions, either those for which the administrator chooses to obtain advice or on behalf of the student petitioner who desires to appeal a decision.

All committees will keep the Faculty informed of activities by periodic reports of progress. Copies of all committee and council minutes shall be distributed to members and to other appropriate administrative personnel, including the president, with careful attention to maintaining archival records.

All committee and council action shall be in conformity with the established policies of the University. In matters where Faculty policy is involved, committee action shall be subject to approval by the Faculty. A committee may decide whether its action involves a modification of Faculty policies: any action must be referred to the Faculty unless there is unanimous agreement that no policy modification is involved. (Matters relating to financial policies are referred to the Budget Council rather than to the Faculty.)

In addition to standing committees and councils, special study groups or task forces may occasionally be established by the President, the Faculty, or one of the standing committees. Such groups will, in principle, follow the guidelines of authority and function as given for standing committees.

All task forces will be given a specific, time-limited life of two years, after which the task force should be approved by the Faculty as a standing committee or be disbanded. If a task force is to become a standing committee, *Manual* language must be included when the task force is recommended for committee status.

6.1 Appointment and Service

The chairpersons and personnel of all Faculty committees (except the elected Committee of Faculty Representatives) are nominated by the Committee of Faculty Representatives in consultation with the Vice President for Academic Affairs & Dean of the Faculty, and are confirmed by the President. In the event that a nomination is not confirmed, the Committee of Faculty Representatives will make another nomination.

Faculty committees are appointed in the spring and assume responsibility with the fall workshop for the academic year. It is the policy of the University that there should be some change in the appointed personnel of each committee from time to time.

Unless otherwise specified, the first named member shall act as chairperson for the committee. The President is an *ex officio* member of all committees. A committee or council may choose to invite additional participants to meet with that committee from time to time.

6.2 Responsibilities and Function of Committees

The following standing committees are authorized.

- Academic Concerns Committee
 - Admissions Committee
 - Core Curriculum Committee
 - Student Learning Committee
- Athletics Committee
- Committee on Campus Ministries
- Diversity Committee
- Faculty Appointments and Tenure Committee
- Committee of Faculty Representatives
- Graduate and Professional Programs Committee
- Institutional Review Board
- Student Concerns Committee
- Publications Board
- Student Sexual Harassment Committee

6.2.1 Academic Concerns Committee

This committee is composed of the Vice President for Academic Affairs & Dean of the Faculty; chairpersons of each of the undergraduate divisions; Registrar; and one student. The committee meets regularly (normally weekly) and at the call of the chair.

The committee studies and acts upon the following matters in the undergraduate program, making recommendations to the Faculty when changes in policy are involved.

- Curriculum, such as degree requirements, approving of course offerings addition or deletion of courses, university majors and minors.
- Instruction, such as standards for classroom furnishings, facilities, procedures, techniques, and professional development of the faculty.
- Academic advising, such as who should advise, patterns for course selection for typical freshmen, materials to be available to the advisors.
- Academic standing of students, such as classification, honors, graduation honors and recognition.

- Standards for admissions, such as prerequisites to admission, particular program admission.
- Student appeals of academic decisions, such as course substitutions, academic credits.
- Consultation with the Vice President for Academic Affairs & Dean of the Faculty concerning preparation of the Academic Calendar.

6.2.1.1 Admissions and Financial Aid Committee

This subcommittee of ACC is composed of the Vice President for Academic Affairs & Dean of the Faculty, Vice President for Enrollment Management and Marketing, Vice President for Student Life, Registrar, one faculty member of ACC appointed by the Dean, one other faculty member, and one student. The committee meets at the call of the chair.

The committee acts upon the following matters, making recommendation to ACC for proposed changes in policy.

- Applications for admission by first-time freshman students whose gpa or test scores fall below the range for regular admission or whose qualifications are marginal.
- Applications for admission by transfer students whose gpa is less than C or whose gpa or test scores would not have qualified the student for regular admission.
- Applications for admission by students over the age of 25 who do not qualify for regular admission but whose test scores and aptitude show promise of academic success.
- Applications for admission by students who are deficient in college preparatory course work or who have nontraditional college preparatory high school programs.
- Reviews applications and recommendations for scholarships and grants that require committee action.
- Other admissions or financial aid decisions or questions referred to the committee or brought by one of its members.

6.2.1.2 Core Curriculum Committee

This subcommittee of ACC is composed of the Core Curriculum Director, three additional faculty members who teach in the core curriculum and the Vice President for Academic Affairs & Dean of the Faculty or his/her appointee. The committee is charged with reviewing the core curriculum and making recommendations to ACC.

The committee studies and acts upon the following matters related to the core curriculum, making recommendations to ACC for proposed changes in policy.

- The core catalog mission statement and educational objectives, and proposed revisions of them.
- The structure of the core curriculum to provide integrated learning rooted in academic tradition and contemporary educational needs.
- Procedures for identifying and reviewing courses that fulfill the core curriculum requirements.
- Assessment of the core curriculum as a program promoting the liberal arts.

- Other core curriculum decisions referred to the committee by its members, by the academic dean, or by ACC via input from division chairs or the registrar.

6.2.1.3 Student Learning Committee

This subcommittee of ACC is composed of the Director of Academic Assessment (or other designee of the dean); Core Curriculum Director; three faculty members who teach in the traditional undergraduate programs, the graduate programs, and the professional programs; one student life staff member; and one student.

The committee focuses on the evidence and planning for student learning; it studies and acts upon the following matters related to student learning, making recommendations to the academic units and the academic dean.

- Reviews annual assessment reports from each academic program, including the traditional undergraduate programs, the graduate programs, and the professional programs.
- Identifies areas of student learning that are not assessed or are under-assessed.
- Provides models of assessment strategies to academic units.
- Prepares student learning evidence and data for campus-wide accreditation reviews.
- Coordinates use of student learning data for program-specific accreditation reviews.
- Creates and maintains a ‘culture of assessment’ on campus.
- Coordinates use of student learning data by the Academic Concerns Committee, the Core Curriculum Committee, the Graduate and Professional Programs Committee, and other groups such as strategic planning task forces.
- Recommends disbursement of funds to academic units for use in assessment activities (e.g., departmental tests, surveys, or outside reviewers).

6.2.2 Athletics Committee

This committee is composed of the campus Faculty Athletic Representative, Director of Athletics, one faculty member, one varsity coach, and one student. The committee meets at the call of the chair.

The committee acts upon the following matters related to intercollegiate athletic activities, making recommendation to Faculty for proposed changes in policy.

- Oversight of the intercollegiate athletic programs, including philosophy, scope, scheduling, eligibility policies, concerns and problems related to intercollegiate athletic activities;
- Establishment of guidelines for defining sport seasons, numbers of playing dates, and size of squad for varsity sports.
- Monitoring of participation and representation of the University in the intercollegiate member conference and NAIA.
- Advising of the athletics director on coaching appointments, performance standards for coaching positions, athletic awards, and similar matters.
- Monitoring of student participation in athletic programs and conducting of periodic evaluations of such programs.

6.2.3 Committee on Campus Ministries

This committee is composed of the Campus Pastor, two faculty members, and two students. The committee meets at the call of the chair.

The committee studies and acts upon the following matters, making recommendations when changes in policy are involved.

- Chapels and convocations, such as emphases and themes, evaluation and assessment, projections and possible programs.
- Student small-group interactions, such as residence hall devotional groups, student religious and social-action groups.
- Periodic review of goals of the institution and achievement in the area of spiritual and religious concerns.
- Planning for special emphases, such as Spiritual Life and Christian Life weeks.

6.2.4 Diversity Committee

This committee is composed of a member of Student Life staff, director of Horizon Leadership Program, a member of the Learning Center staff, one other staff member, three faculty, and two students. The chair will be appointed by the President from the membership of the committee. The committee meets monthly and at the call of the chair.

The committee studies and acts upon the following matters, making recommendations to the Faculty when changes in policy are involved.

- Reviews the diversity mission, strategic plans and policy statements promoting campus diversity, and provides for ongoing assessment of diversity initiatives.
- Provides leadership for campus-wide diversity initiatives and multicultural engagement, including campus exposure to issues of diversity and multiculturalism through, for example, emphasis weeks, campus discussions, faculty and staff development, and student life programs.
- Recommends strategies for increasing diversity among faculty, staff and students.
- Develops student learning outcomes and core competencies for diversity and multicultural understanding.
- Seeks participatory and educational opportunities for the greater Huntington community, and collaborates with strategic partners that are pursuing diversity.

6.2.5 Faculty Appointments and Tenure Committee

This committee is composed of the Vice President for Academic Affairs & Dean of the Faculty and one senior tenured professor (associate or full professor, not the division chair) selected from and by each of the academic divisions and one tenured professor selected from and by faculty members whose faculty load is predominantly assigned to graduate programs for three-year rotating terms. The committee meets at the call of the chair.

The committee acts upon the following matters.

- Reviews qualifications of prospective faculty for possible recommendation and rank.
- Reviews probationary faculty for retention, promotion, and progress toward tenure.

- Recommends to the President by April 15 those faculty qualified for continuous tenure.
- Reviews tenured faculty for evidence of continued growth, promotion, and the retention of tenure.

6.2.6 Committee of Faculty Representatives

This committee is composed of five elected faculty members. Committee members are elected by majority vote of full-time faculty and instructional-administrative personnel, in secret ballot in spring for two-year terms. The chairperson is elected annually by majority vote by the faculty. No more than two members may be elected from each division including the graduate and professional program division, and members may not serve more than two consecutive terms. The committee meets regularly (normally once a month) and at the call of the chair.

The committee studies and acts upon the following matters, making recommendations to the Faculty when changes in policy are involved.

- Professional ethics and academic freedom, such as faculty prerogatives and obligations in academic community, publics and University.
- Professional development of the Faculty, such as encouragement of memberships in professional organizations, attendance at meetings.
- Teaching and office facilities, such as office space and equipment.
- Library services that affect faculty use and instructional effectiveness.
- Faculty salaries and compensation, such as providing salary information to the President and studying comparison salaries for similar institutions.
- Faculty service, such as teaching loads, overloads, committee assignments, employment conditions, tenure.
- Nomination of faculty members to serve on committees, in consultation with the Vice President for Academic Affairs & Dean of the Faculty, and establishing of faculty dues.
- Faculty appeals of institutional decisions.

6.2.7 Graduate and Professional Programs Committee

This committee is composed of the Vice President for Graduate and Professional Programs, the director of each of the graduate and professional programs (e.g., Counseling, Education, Occupational Therapy, Ministry, Professional Programs), two faculty members, Registrar, and a graduate or professional programs adult student. The committee meets regularly and at the call of the chair.

The committee studies and acts upon the following matters, making recommendations to the Faculty when changes in policy are involved.

- Graduate and professional program degree requirements, approving of additions or deletions of courses.
- Instruction for graduate and professional programs, including facilities, procedures, techniques, professional development of graduate and professional programs faculty, and standards for classroom furnishings and learning resources appropriate for professional programs learners.

- Academic advising for graduate and professional programs, such as who should advise, patterns for course selection for typical professional programs students, and materials to be available to advisors.
- Academic standing of professional programs students, such as classification, honors, graduation honors and recognition, probation, and dismissal.
- Standards for admission to graduate and professional programs, such as prerequisites to admission and particular program admission.
- Student petitions and appeals of academic decisions, such as course substitutions and academic credits.
- Special considerations for nontraditional programming for professional programs: e.g., scheduling, curriculum, credit, and non-credit offerings.
- Annual review of academic assessment reports for all professional programs and graduate programs, including assessment of program needs and delivery models to best serve area professional programs.
- Consultation with the Vice President for Academic Affairs & Dean of the Faculty concerning the academic calendar as it affects graduate and professional programs.

6.2.8 Institutional Review Board

This committee is composed of the Vice President for Graduate and Professional Programs (or designee), two graduate program directors, two faculty who teach or supervise research, one student, and one member from outside the University (as required by law).

The committee studies and acts upon the following matters, making recommendations when changes in policy are involved.

- Evaluates undergraduate and graduate student research proposals for compliance with University policy and National Institutional Review Board guidelines on research involving human participants, animal subjects, and ethical issues.
- Studies and interprets guidelines for research involving human participants and animal subjects, including University policies on these matters and guidelines from major universities and governmental regulations such as the Research Act of 1974 (and any subsequent updates), the US Food and Drug Administration and Health and Human Services.
- Disseminates information to faculty, administrators and students on legal and ethical updates.

6.2.9 Student Concerns Committee

This committee is composed of the Vice President for Student Life, designated student life staff, two faculty, and two students. The committee meets regularly (normally twice a month) and at the call of the chair.

The committee studies and acts upon the following matters, making recommendations when changes in policy are involved.

- Student organizations and activities, such as official recognition of a student group, coordination of programs.

- Student life and social events, such as social regulations and university-sponsored activities.
- Student counseling, such as personal and social adjustment, vocational guidance.
- Student housing and dining services, such as residence hall policies and board policies.
- Student health and safety, such as living conditions, sanitation, insurance, and health personnel.
- Adjudication of student disciplinary appeals and judicial actions.
- Editing and approving the *Student Handbook*.

6.2.9.1 Publications Board

This subcommittee of SCC is composed of the Vice President for Student Life, advisor to the *Huntingtonian*, and one faculty member. The committee meets at the call of the chair.

The committee acts upon the following matters:

- Acts as an advisory board for the advisors to these publications on issues that arise.
- Serves as a review board for disputed articles or visual items.
- Decisions of the Publications Board are binding, subject only to final action by the President of the University.

6.2.9.2 Student Sexual Harassment Committee

This subcommittee of SCC will be chaired by the Vice President for Student Life and will include one other member of the Student Life Staff and two faculty members selected by the Vice President for Student Life. The committee will meet at the call of the chair. All members of the committee will be trained in understanding what sexual harassment is and how it should be addressed by the University. This committee has been created to provide a safe place for students who feel that they have been victims of sexual harassment to have their concerns heard and dealt with appropriately.

6.2.10 Teacher Education Committee

This committee is composed of the Director of Teacher Education, members of the education department, Director of Teacher Licensing, Vice President for Academic Affairs & Dean of the Faculty (or designee), two faculty, and one education student. The committee meets at the call of the chair.

The committee studies and acts upon the following matters, making recommendations to the Faculty when changes in policy are involved:

- Teacher education program admissions, such as guidelines for admission or rejection, interviewing of candidates to the program.
- Teacher education curriculum to meet state certification requirements, with changes referred to the Academic Concerns Committee.
- Periodic review of the teacher education program, its goals and achievements, by evaluation and assessment.

6.3 Responsibilities and Function of Councils

The following councils are authorized. Unless otherwise provided, members of these councils are nominated by the President, the Committee of Faculty Representatives, or the Student Senate as appropriate, and are confirmed by the President. Councils carry out policies acting on behalf of the President; their decisions are decisions of interpretation and implementation of policy, and such decisions are not referred for legislation. Suggestions for policy change are made to the appropriate administrator, the President, a standing committee or the Faculty, as appropriate.

- University Leadership Council
- Budget Council
- Community Enhancement Council
- Honorary Degrees and Commemorative Names Council
- Learning Resources Review Council
- Learning Technology Council
- Retention Council

6.3.1 University Leadership Council

The University Leadership Council is composed of the President; Chief Operating Officer (chair); up to six additional Senior Administrators as appointed by the President; the Associate Academic Dean; a representative from each academic division chosen by members of said divisions to two year terms; chair of Committee of Faculty Representatives, faculty members of Budget Council; one member of the non-teaching faculty and two staff members appointed by the President to two year terms. The council meets at the call of the chair.

The council conducts systematic reviews of the University in the strategic long range planning process. It has responsibility to examine and evaluate proposed strategies and actions related to programs, personnel and facilities, and to propose strategic initiatives and other appropriate recommendations to the President on institutional program priorities, which may be taken to the Faculty or Board of Trustees.

The council is responsible for relating institutional planning to the budgeting process and to existing governance structures and procedures. The council is not a governance body but rather seeks to coordinate planning and programs based on a systemic view.

The council facilitates the evaluation and assessment of various areas of the University and assesses the achievement of strategic goals and initiatives.

The council also serves to advise the President on broad institutional issues as requested by the President. These may include recommendations and/or nominations from committees or councils, opportunities for advancing the mission of the University, and major changes in the allocation of resources.

6.3.2 Budget Council

The Budget Council is composed of the Vice President for Finance/Treasurer, Vice President for Academic Affairs & Dean of the Faculty, Vice President for Enrollment Management and Marketing, Chief Operating Officer, three faculty, the Controller and the President. The council is responsible to the President and meets at the call of the chair.

The council acts on the following.

- Reviews the annual budget and four-year projection financial plan prepared by the Vice President for Finance/Treasurer; and advises the President on recommended changes in the annual budget.
- Determines the priorities of budget allocations based on recommendations from the University Leadership Council, other standing committees and councils, and members of the senior leadership team.
- Determines the priorities for capital purchases for campus departments, and priorities for strategic initiative expenditures.
- Establishes budget priorities, such as percentage guidelines in expense and income categories, tuition and fees charged, and salaries and benefits.
- Reviews significant revisions and exceptions to the annual budget when referred by the President.
- Establishes standards and determines guidelines for the awarding of scholarships and grants including the cost amounts to be used in packaging awards.
- Reviews financial needs of students and authorizes any modification to needs assessments.
- Reviews proposed changes in financial policies at the request of the President.

6.3.3 Community Enhancement Council

The Community Enhancement Council is composed of four staff members and two faculty nominated by Committee of Faculty Representatives. The council elects its own chair from its members (any senior administrator ineligible to serve as chair), and meets at the call of the chair.

The council will organize teams to accomplish the following responsibilities:

- Support efforts of the Human Resources office to strengthen a positive work environment, build organizational health and enhance the Christian university experience for all members of the campus community.
- Propose ways to strengthen a spirit of community and collegiality on campus and facilitate the implementation of such plans.
- Organize social events and holiday celebrations for faculty, staff, administrators and trustees.
- Plan special worship services for faculty and staff.
- Coordinate the annual Celebration of Service appreciation dinner.
- Annually report activities and accomplishments to President's Council.

6.3.4 Honorary Degrees and Commemorative Names Council

The Honorary Degrees and Commemorative Names Council is a joint committee of the Board of Trustees and the Faculty and is responsible to the President. The council is composed of the President, the Vice President for Academic Affairs & Dean of the Faculty, two faculty members at assistant professor rank or higher who are nominated by Committee of Faculty Representatives, and two trustees named by the Board.

The Honorary Degrees and Commemorative Names Council shall recommend to the Board of Trustees those whom it considers worthy of receiving honorary degrees or commemorative naming opportunities, individuals who the council concludes merit recognition because of their contributions to society who have devoted their lives to the public good, and those who have given dedicated service to higher education, particularly to Huntington University. Through these awards the University hopes to give public

recognition to worthy individuals. In this work the council is governed by the following principles:

- All nominations for honorary degrees shall be made to the council at least six weeks in advance of the Board of Trustee meeting at which the recommendations for degrees will be presented.
- A two-thirds vote of all council members is required for approval of nominations, and the voting shall be by secret ballot.
- The council shall recommend to the Board of Trustees a list of candidates for honorary degrees. The council will review the list annually, with names added and deleted as appropriate.
- Recommendations of the council should be based upon a thorough investigation of the qualifications of the nominee and should be made in writing.
- The general policy of the University is to limit such degrees to not more than three a year unless by special action of the Board of Trustees.
- Honorary degrees will be awarded at Commencement or at some other formal academic convocation.
- Honorary degrees will not be conferred *in absentia*.
- The individual will be presented with a University diploma carrying the appropriate title of the degree, a citation indicating the reasons for the award, and a doctoral hood bearing the colors of the University.
- Review and revise existing commemorative naming policies.
- Maintain a list of potential names for current and future building projects and other commemorative naming opportunities.
- Make recommendations for building names and other commemorative names to the president and Board of Trustees.
- Except by special action of the Board, the council shall consider those included in one of the following groups who will enhance the image of the institution by their selection. Ordinarily, persons will meet the criteria of academic or scholarly respectability, and shall be morally respectable. (Persons known to have initiated their own candidacy for an honorary degree are not eligible.)
- Alumni of Huntington University and others who have been closely connected with the work and history of the University, who have made major contributions to the advancement of the University or major contributions to their field of endeavor.
- Persons who have rendered outstanding public service and are recognized as leaders in the field they serve.
- Persons who have made major contributions toward the advancement of the Christian cause and are recognized as leaders in the Christian community at large. Persons considered for the honorary degree of Doctor of Divinity should be in general accord with the Church of the United Brethren *Confession of Faith*.

6.3.5 Learning Resources Review Council

This council is composed of three faculty members, one of whom is a member of the School of the Arts Division. The council meets at the call of the chair.

The panel is advisory to the President in matters of public exhibits, displays, dramatic performances, and so on. It does not become involved in materials or activities arranged by

faculty as part of formal course work. It responds to questions that may arise concerning the propriety of extra-curricular learning resources of all kinds. Such questions generally relate to possible conflicts with the aesthetic, academic, moral, or religious standards of the University.

Decisions of the panel are binding, subject only to final action by the President of the University. The panel shall report annually to the President.

6.3.6 Learning Technology Council

This council is composed of two faculty members (staggered terms with chair designated by Dean), the Vice President for Academic Affairs & Dean of the Faculty, the Vice President for Student Life, the Director of Library Services, the Director of Information & Technology Services, one Instructional Technology Specialist, and one student. The council meets regularly and at the call of the chair.

The council studies and advises the Vice President for Academic Affairs & Dean of the Faculty upon the following matters as they relate to technology and the enhancement of learning.

- Development and update of the Learning Technology Plan.
- Development of programs to increase faculty members' awareness of innovative uses of technology that enhances teaching and learning.
- Development of processes to support faculty members' uses of technology.
- Assessment of educational technologies implemented by the University.
- Recommend innovative and effective technology applications.
- Recommendations of innovative and effective technology applications, funding methods and organizational changes.
- Council proposals will go to the Academic Concerns Committee for review and referral to the Faculty for approval as appropriate.

6.3.7 Council for Student Success

The Council for Student Success is composed of the Vice President for Enrollment Management and Marketing (chair), Executive Director of Student Success, Vice President for Student Life, Director of Learning Assistance, Assistant Dean of Students, Director of Admissions, two faculty, and one student.

The council has responsibility to analyze and evaluate student success efforts of the University and to make appropriate recommendations to the President or the Faculty regarding improving the academic and social success of current and incoming students.

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