

Ecclesia College

2018-2019

Administration Handbook



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Administration Handbook

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CONSTITUTION OF ECCLESIA COLLEGE

1998 (revision July 21, 2009, January 27, 2019)

Preamble:

We, the Board of Directors of Ecclesia Inc. on behalf of the local, national, and international affiliated and cooperative ministries, institutions, enterprises, associations, and networks of the Ecclesia Network, believing that the Bible is God's inspired and authoritative Word, revealing that Jesus Christ is God's Son, that man is created in God's image, that He created us to have eternal life in Him through His Son, Jesus, "Christ (The Anointed One) in you (us) the hope of glory," to "separate the holy from the profane," "extract the precious from the worthless," discern the spiritual (of God, by God, and for God) from the carnal (vane self-effort), and convert our time, talent, treasure, and trust to God's eternal riches over temporal values, that although all men have sinned and come short of God's glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ, that hope, repentance, faith, love, and obedience are fitting responses to God's initiative of grace toward us, that God desires all men to be saved and to come to the knowledge of the truth, that the Holy Spirit's power is demonstrated in and through us for the accomplishing of Christ's Great Commission to "go into all the world and preach the Gospel to every creature" and "make disciples of all nations," and that Christ's church is God's authorized model and agency for the advancement of His kingdom (Colossians 1:27; Jeremiah 15:19; Mark 16:15 KJV; Matt. 28:19 NIV);

In order to act in accordance with Christ's Great Commission, to perpetuate and pursue Biblical methods and practices, and to educate and equip men and women for their chosen fields of service according to their gifts and callings, do ordain and establish this Constitution for Ecclesia College.

Mission Statement

As an institution of biblical higher education, Ecclesia College equips Christ followers with godly character traits, academic competencies, and work skills to be effective leaders for the advance of Christ's Kingdom within our troubled world.

Article I – Name

The name of the College is Ecclesia College.

Article II – Institutional Goals

Ecclesia College seeks to provide a distinctive education through its mentoring for life and learning, integrated classroom academics, and student work (hands-on in-service) program. Upon successful completion of the Ecclesia College faith and character-based education, graduates should be able to:

1. Demonstrate Biblical faith and character as the foundation for their own further spiritual and ethical development and their mentoring of other faithful Christians.
2. Demonstrate competence in academia that will appropriately qualify them for their selected vocations and further studies.
3. Matriculate into their chosen vocations and further studies according to their gifts and callings.
4. Relate spiritually, politically and culturally to the cross-cultural diversity and contemporary world issues of a global society by means of courses, workshops, and other events supporting societal awareness and application.

Article III – Location

The location where the principle objectives of Ecclesia College are to be transacted is Ecclesia Headquarters in Springdale, Arkansas.

Article IV – Government

Ecclesia College shall be controlled and managed through the Ecclesia College Board of Governance and an Executive Committee whose membership, offices, and terms of officers are described in the By-Laws.

Article V - Statement of Faith

The doctrinal position of the institution is contained in the following **Tenets of Faith** which have been adopted by the Association for Biblical Higher Education (ABHE):

- We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
- We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the Church is empowered to carry out Christ's great commission.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Article VI - Curriculum

The curriculum shall conform to the purposes of Ecclesia College and shall be in agreement with the Standards of Education of Ecclesia Inc. on behalf of the local, national, and international affiliated and cooperative ministries, institutions, enterprises, associations, and networks of the Ecclesia Network. The curriculum will be structured to help Ecclesia College fulfill its vision and goals.

Article VII – Quorum

A majority of members of the Board of Governance shall constitute a quorum.

Article VIII - Amendments to the Constitution

Amendments to the Constitution may be made by extra-ordinary resolution at a regular or specially called meeting of the Board of Governance. Notice of the motion of amendment in writing shall be given to the Chairman of the College Board of Governance in time for inclusion in publications of resolutions and be distributed to the memberships of the College Board of

Governance for consideration at least 60 days before such meetings. A three-quarter majority vote of all eligible members shall be required for adoption.

BY-LAWS OF ECCLESIA COLLEGE

1998 (Date last revised – 2/5/19)

Article I – Name

The name of the College is Ecclesia College. The College is located at the Ecclesia Headquarters in Springdale, Arkansas.

Article II – Relationship

Ecclesia College shall be the higher education arm of Ecclesia Inc. on behalf of the local, national, and international affiliated and cooperative ministries, institutions, enterprises, associations, and networks of the Ecclesia Network. All actions and activities of this College shall be subject to the consent and approval of the College Board of Governance.

Article III – Ecclesia College Board of Governance

- 3.1 The College Board of Governance shall be comprised of not less than seven, nor more than fifteen members as follows:
- 3.1.1 Qualifications for Service: Persons who meet the qualifications of I Timothy 3 and Titus 1 will be sought for Board service. An effort will be made to identify people of character who are influential in their respective communities and who can bring specific needed skills to the work of the Board. The person should have a passion for the mission of the College. The person should be God-oriented (motivated by faith in the supernatural work of God), realistic, but focused on the future. Board members with a global, missional perspective are desired.
 - 3.1.2 Nominations for Board Service: Nominations for Board service can come from any source, but it is expected that the College President and existing Board members will play a primary role in identifying potential candidates for Board service. Appointments to the Board will be determined by a majority vote of the existing Board members.
 - 3.1.3 Term of Office: Board members shall serve three-year terms on a rotating basis, so that the terms of one-third of the Board members shall expire each year at the Annual Spring General Assembly of Ecclesia. Board members may succeed themselves for a maximum of two additional terms. After a total of three consecutive terms, a Board member must step off the Board for at least one year before becoming eligible for re-election.
 - 3.1.4 In the event that a member of the Board of Governance resigns or otherwise ceases to serve prior to the expiration date of his/her appointed term, the Board of Governance in regular session may, by simple majority, appoint a replacement to fill the unexpired portion of the term. If a Board member, appointed to fulfill a portion of an unexpired term, serves for more than 18 months, it shall count as service for a full term. Board members who serve a minor portion of an unexpired term may serve for as many as three subsequent full terms without a break in service.

- 3.1.5 Suspension of Members of the Board of Governance: The Chairman of Ecclesia College Board of Governance may suspend any member for cause subject to consultation with the Board of Governance. The decision of the Board of Governance shall be final. Such suspension notice shall be given in writing and may be served personally or by registered mail. Such suspended member shall forthwith deliver to the Chairman on behalf of the Board of Governance all property of the College, whatever that may be, in the member's possession.
- 3.2 The Board of Governance shall elect from among its members the following officers: A Chairman who provides leadership for the Board. The Chairman shall work with the College President to establish an agenda for the Board meetings and will preside over the meetings when the Board is in session. The Chairman shall function as an ex-officio member of any Board committees. A Vice Chairman shall be elected to serve in place of the Chairman in the event the chair is unable to fulfill his/her duties. The Board of Governance shall also elect a Secretary/Treasurer from among its own membership. The Secretary/ Treasurer shall be responsible for developing and maintaining a record of all Board proceedings as well as supervision of the College's financial operations. Officers shall be elected for one-year terms by a majority vote of the Board members. Officers will be eligible for re-election to subsequent terms of office until they reach the point in their service where they must step off the Board.
- 3.3 The Board of Governance shall enjoy ultimate authority over and oversight of the College. Officers and/or employees shall exercise authority only as delegated by the Board of Governance. The Board's powers include responsibility for all policies of business management, the approval of academic offerings, the approval of candidates for degrees or other credentials, the approval of personnel and student policies that regulate the operation of the College, and the approval of faculty and personnel appointments.
- 3.4 The regular meetings of the Board of Governance shall be held on a semi-annual basis. The Chairman may call additional meetings at any time. An effort will be made to establish the schedule for Board meetings at least two years in advance of the date of each meeting. Except in a state of emergency, a reminder notice of all meetings shall be forwarded to the Board members by regular mail/email no later than 30 days prior to the meeting date.
- 3.5 The Board may act outside of a regular meeting time via electronic means. Decisions made via electronic means will require a quorum and must be signed by the Chairman to be official. Any such decision will be recorded in the official minutes of the Board and will be ratified at the next face-to-face meeting. For purposes of a vote, a quorum will consist of a majority of the directors then in office, but it may not be fewer than four members.
- 3.6 The Chairman on behalf of the Board of Governance shall annually appoint a qualified independent auditor to examine and comment upon the financial records of the College for the ensuing year.

Article IV - Executive Committee

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- 4.1 The Executive Committee of the Board of Governance shall include the following:
- 4.1.1 The Chairman of the Board of Governance
 - 4.1.2 The Vice-Chair of the Board of Governance
 - 4.1.3 The President of the College
 - 4.1.4 The Secretary/Treasurer of the Board of Governance
 - 4.1.5 An additionally appointed member of the Board of Governance
- 4.2 The Executive Committee shall be considered a standing committee of the Board of Governance, and it shall transact business and receive reports on behalf of the Board when the latter is not in session. The powers of the Executive Committee shall be only those delegated to it by the Board of Governance, and they shall include the following:
- 4.2.1 To review the proposed annual budget (prepared by the President and his team) for presentation to and approval by the Board.
 - 4.2.2 To appoint sub-committees to perform such duties as the Executive Committee may define and determine, e.g., academics, planning, personnel, and finance. The Chairman on behalf of the Executive Committee may delegate to such sub-committees such ~~of its~~ powers as ~~it~~ he may think appropriate, reserving always the right to alter and modify the duties of, or direction given to, such committee at any time.
- 4.3 The Chairman of the College Board shall be the Chairman of the Executive Committee, and shall be responsible for calling it into session. The Executive Committee shall meet, as deemed necessary, between sessions of the Board of Governance.
- 4.4 The Executive Committee shall not authorize expenditures for purposes other than the normal operating expenses in an amount greater than fifteen percent (15%) of the income budget for that year without prior authorization by resolution of the Board of Governance.

Article V – Advisory Boards

- 5
- 5.1 The Board of Governance may establish one or more advisory Boards and may appoint individuals to and remove individuals from such Boards at its pleasure. Advisory Board members are limited to providing advice and recommendations to the Board of Governance. Neither a Board of advisors or any individual advisors shall have any power or authority to act on behalf of or bind the corporation in such capacity.

Article VI - Officers of the College

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- 6.1 The Chief Executive Officer of the College shall be the President. He alone shall be directly responsible to the Board of Governance for all aspects of the College's operation. He shall not serve as an officer of the Board apart from his role as an ex-officio member of the Board with voice, but not vote. His specific duties and responsibilities shall be listed in the College Administration Handbook and Faculty Handbook and are briefly enumerated as follows:.

The president is –

- Responsible to the Board of Governance for the execution of its policies. All administrative officers report to him either directly or indirectly.
- A member of the Executive Committee by virtue of his office.
- Chair of the Finance Committee and has authority to call it into session.
- Chair of the Administrative Council and has authority to call it into session.
- Responsible to make appointments necessary for the continuing normal operations of the College.
- Responsible for presenting all reports, both financial and administrative to the Board of Governance.

6.2 Other officers necessary for the conduct of the College according to the customary organization of the college administrative and faculty personnel shall be appointed by the President and confirmed by the Board of Governance. These officers may include: the Academic Dean, Director of Advancement, Chief Financial Officer, Dean of Student Services, Christian Services Officer, and others as deemed necessary. While the specific duties and responsibilities of each officer shall be set forth in both the College Administration Handbook and Faculty Handbook, they are briefly enumerated as follows:

The Academic Dean –

- Oversees the day-to-day academic affairs of the College, including the administration of the Academic Office, the Division Chairs, Faculty, Registrar, and Library.
- Supervises the development, offering, and evaluation of instruction.
- Supervises educational services, library, records, and testing.
- Chairs the Academic Committee.

The Dean of Students –

- Provides overall leadership and coordination of all areas of responsibility within Student Development.
- Develops, interprets, and recommends changes to institutional policies and procedures related to student development and welfare.
- Ensures programming that enhances and promotes academic success and/or contributes to the quality of College life.
- Coordinates and supervises student organizations and advises the student Council.

6.3 The President and each faculty member of the College shall enter into a Personal Service Agreement annually with the College in accordance with conditions set out by the Board of Governance. Tenure does not apply to any College position.

Article VII - The College Administrative Council

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- 7.1 The College Administrative Council shall include the following:
- 7.1.1 The President of the College
 - 7.1.2 The Academic Dean
 - 7.1.3 The Dean of Student Services
 - 7.1.4 The Director of Advancement
 - 7.1.5 The Chief Financial Officer
- 7.2 The College Administrative Council shall assist the President in overall matters of management. It also serves as a resource and consultative body to the President in implementing the policies approved by the Board of Governance.
- 7.3 The authorities and responsibilities of the College Administrative Council shall be only those delegated to it by the President of the College, and they shall include the following:
- 7.3.1 Oversight of the daily operation and internal functioning of the College to ensure effective, efficient working of same.
 - 7.3.2 Appointments of interim College faculty to fill unanticipated vacancies (subject to the Executive Committee confirmation).
 - 7.3.3 Employment of office and maintenance staff and, if necessary, termination of such staff for cause. The establishment of new new positions is subject to the confirmation of the Board of Governance.
- 7.4 The President of the College shall be the Chairman of the Administrative Council, and shall be responsible for calling it into session. The Council shall meet at least once each month.

Article VIII – The College Finance Committee

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- 8.1 The College Finance Committee shall include the following:
- 8.1.1 The President of the College
 - 8.1.2 The Chief Financial Officer
 - 8.1.3 The Director of Advancement
- 8.2 The College Finance Committee is a standing committee established to assist the President in overall matters of financial management. It serves as a resource and consultative body to the President in implementing the financial policies and managing the budget approved by the Board of Governance.
- 8.3 The College Finance Committee shall have authority and be responsible for those matters delegated to it by the President. These are outlined in the College Administration Handbook under the heading “College Finance Committee Regulations and Procedures.”
- 8.4 The College Finance Committee oversees the daily budget management of the College.
- 8.5 The President of the College shall be the Chairman of the College Finance Committee, and shall be responsible for calling it into session. The College Finance Committee shall meet at least once each month. It may meet jointly with the College Administrative Council as called by the President.

Article IX – Other Committees

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- 9.1 In order to facilitate the work of the College, other standing or special committees may be appointed by the President of the College, e.g., academics, planning, and personnel.
- 9.2 Each committee shall confine its activities to its term of reference. It shall be responsible to the appointing official, and it shall not purport to act on behalf of the College except as specifically authorized.

Article X – Role of the Faculty

- 10.1 **Qualifications:** a) Should demonstrate special ability and interest in education. b) Should be committed to the institute in accordance with their full or part-time status. c) Shall be recommended by the President and ratified by the Board of Directors and/or Executive Committee. d) A Master's degree from a properly accredited Institution is preferred.
- 10.2 **Term of Office:** a) Full-time faculty members serve one-year terms, but are normally considered eligible for reappointment upon recommendation of the Academic Dean and ratification of the Board of Directors. b) May be discharged at any time upon recommendation of the President and ratification of the Board of Directors. c) In the event of resignation, they shall present such in writing to the President. d) They shall be paid a salary determined by the President and ratified by the Board of Directors.
- 10.3 **Organizational Relationships:** a) All on-campus faculty members shall report to and are accountable to the Academic Dean. Distance education faculty are accountable to the distance education Academic Dean. b) They shall perform the duties prescribed and outlined for them in the Faculty Handbook. c) They must sign the Code of Honor. d) They must be able to work harmoniously with other employees.
- 10.4 **Faculty Meetings:** a) The on-campus faculty shall meet at least once during the semester for matters relating to academics, faculty development and fellowship, to monitor spiritual and academic progress of the student body and any other pertinent business. b) Faculty meetings shall be directed by the Academic Dean. c) The Director of Distance Education shall communicate with online faculty on a regular basis ensuring they are kept apprised of institutional policies, procedures, and relevant issues.
- 10.5 **Faculty Authority:** a) Faculty shall exercise authority over curricular matters under the direction of the Academic Dean. b) Faculty shall ensure the implementation of appropriate academic standards for the level of education offered. c) Faculty shall grade student academic performance and make recommendations to the Academic Dean, President, and Board regarding those students who have satisfied the academic and spiritual requirements for graduation.

Article XI – Administration Handbook and Faculty Handbook

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- 11.1 The Administration and Faculty Handbooks shall be official publications of the College, setting forth the responsibilities, duties, and also the privileges of the officers, faculty, and staff of the College, and identifying and describing the duties of the standing committees.
- 11.2 Handbooks shall be prepared and revised as necessary under the direction of the Board of Governance at the hand of the President. Upon Board of Governance approval, their contents shall be binding upon all College personnel.

Article XII - Quorum and Rules

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- 12.1 One half of the membership of a body designated under these by-laws shall constitute a quorum of that body.
- 12.2 In order to expedite the work of the College through its component bodies, a spirit of cooperation and fellowship shall govern all business sessions and matters, using accepted rules of parliamentary procedure ~~in~~ via Robert's Rules of Order.

Article XIII – Indemnification

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- 13.1 The liability of any director or officer of the College for monetary damages for any action taken or failure to take an action is eliminated, except where the individual has willfully and knowingly failed to perform his or her duties or has engaged in reckless misconduct.

Article XIV - Other Matters

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- 14.1 Fiscal Year: The fiscal year of the College shall end on May 31 of each calendar year.
- 14.2 Execution of Direction: Any two of the following members of the Board of Governance: The Chairman, the Vice Chair, the Secretary/Treasurer and the President, may sign contracts, documents and any other instrument requiring the signature of the College.
- 14.3 Winding up: In the event of the dissolution of the College, its properties and assets shall, after payment of all liabilities, be donated to Ecclesia Inc.
- 14.4 In furtherance of its purpose, it is declared that all of the assets of Ecclesia College will at all times be used in the performance or support of its educational functions and that none of its net earnings will inure to the benefit of any private individual.

Article XV – Amendments

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15.1 These By-Laws may be amended, altered and repealed by a majority vote of the Board of Governance at any regular or specially-called meeting, provided that notice of the amendment has been submitted in writing to the Board of Governance prior to the meeting.

JOB DESCRIPTIONS

President of Ecclesia College

A. Appointment

Nominated and elected by the Board of Governance

B. Responsibilities

1. The President of the College, as the chief executive officer of the institution, is responsible to the Board of Governance for the execution of its policies. All administrative officers report either directly or indirectly to him.
2. The President of the College is a member of the Executive Committee of the Board of Governance.
3. The President of the College is the Chairman of the Finance Committee. He has the authority to call the Finance Committee into session, periodically, as stated in the related regulations or as deemed necessary by the financial circumstances of the College operations.
4. The President of the College is also the Chairman of the College Administrative Council. He has the authority to call the College Administrative Council into session, periodically, as stated in the related regulations, or as deemed necessary by the administrative circumstances of the College operations.
5. The President of the College, as Chairman of both the Administrative Council and Finance Committee, can call them into joint meetings, as he deems necessary.
6. The President of the College can appoint himself or any other person to temporarily head any of the vacant head positions in the administrative structure of the College, as deemed necessary for the continuing normal operations of the College, as well as to act personally, or the delegated persons on his behalf, as representatives of a specific section to another or even in behalf of the College itself.
7. The President of the College is responsible for presenting all reports, financial and administrative ones, to the Board of Governance through the Executive Committee of the Board of Governance.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

The President's Office Manager

A. Appointment

Appointed by the President of the College

B. Responsibilities

1. The President's Office Manager is directly responsible to the President of the College for carrying out all administrative activities related to the President's responsibilities and for any other specific and directly delegated function as deemed necessary by the President of the College.
2. The President's Office Manager is the official representative of the President of the College in all the specific and related administrative activities before any and all the sections of the College acting on his behalf as the administrative liaison in any joint or delegated activity of the President's Office.
3. The President's Office Manager is responsible for coordinating all actions, procedures, and activities related to the normal operation of the President's Office.
4. The President's Office Manager is responsible for maintaining an adequate flow of information between the President's Office and the other sections of the College through the specified normal channels of communication, memorandums, oral communication, official meeting transcripts, etc.
5. The President's Office Manager is responsible for issuing official data and documentation related to the activities of the President's Office.
6. The President's Office Manager is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out the President's Office activities, as well as submitting them to the President of the College for review, analysis, modifications, and final approval, before carrying out the provisions stated in such rules and procedures.
7. The President's Office Manager is responsible for updating and keeping updated his department regulation manuals.
8. The President's Office Manager is responsible for keeping adequate and systematic filing of all documents related to the actions, procedures, and activities of the President's Office.
9. The President's Office Manager is responsible for presenting an updated annual report of his/her activities to the President, in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Director of Communications

A. Appointment

Appointed by the President of the College

B. Responsibilities

1. The Director of Communications is responsible to the Chief Advancement Officer for carrying out all administrative activities related to the College's Public Relations responsibilities and for any other specific and directly delegated function, including Marketing, Publicity, Promotions, etc.
2. The Director of Communications is the official representative of the College's Public Relations functions in all the specific and related administrative activities before any and all the sections of the College, acting on behalf of the president as the administrative liaison in any joint or delegated activity of the President's Office.
3. The Director of Communications is expected to engender public confidence in the college through programs based upon Ecclesia College's philosophy, incorporating biblical principles, ethical practices, approved social relationships, and service to the community. This includes encouraging former students to participate in the development of Ecclesia College and to assist in the evaluation of the college's effectiveness through the Ecclesia Network with its associations and related programs.
4. The Director of Communications is responsible for coordinating all actions, procedures, and activities related to the normal operation of the Public Relations functions of the President's Office.
5. The Director of Communications is responsible for maintaining an adequate flow of information between the President's Public Relations functions and the other sections of the College through the specified normal channels of communication, memorandums, oral communication, official meeting transcripts, etc.
6. The Director of Communications is responsible for issuing official data and documentation related to the activities of the President's Public Relations functions.

7. The Director of Communications is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out the President's Public Relations activities and submitting them to the President of the College for review, analysis, modifications, and final approval, before carrying out the provisions stated in such rules and procedures.
8. The Director of Communications is responsible for updating and keeping updated his department regulation manuals.
9. The Director of Communications is responsible for keeping adequate and systematic filing of all documents related to the actions, procedures, and activities of the President's Public Relations functions.
10. The Director of Communications is responsible for presenting an updated annual report of his activities to the President, in accordance with the Administrative Reports Manual regulation.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Institutional Effectiveness Officer

A. Appointment

Appointed by the President of the College

B. Responsibilities

1. The Institutional Effectiveness Officer is responsible to the President for those matters pertaining to the college's effectiveness in fulfilling its goals and objectives.
2. The Institutional Effectiveness Officer is responsible to administer, supervise, or assist the Administration with the assessment instruments for each of the Academic and Academic support programs/units of the College.
3. The Institutional Effectiveness Officer is responsible to prepare an annual report summarizing the assessment results in a timely manner for use by the Administration of the college for strategic planning.

4. The Institutional Effectiveness Officer is responsible to maintain a calendar schedule for the comprehensive assessment coverage of the academic and nonacademic programs of the college.
5. The Institutional Effectiveness Officer is responsible to notify the appropriate leadership of upcoming assessment due dates in accord with assessment calendar.
6. The Institutional Effectiveness Officer is responsible to maintain a file containing records of effectiveness training events, curriculum, and participants and serve as a central resource for various personnel involved in the assessment process.
7. The Institutional Effectiveness Officer is responsible to maintain a record of completed assessment events including type, date, primary agent responsible, and findings.
8. The Institutional Effectiveness Officer is responsible to distribute information gathered from reports and surveys to all education programs and education support unit leaders in a timely manner.
9. The Institutional Effectiveness Officer is responsible to develop and maintain a college fact book (electronic).
10. The Institutional Effectiveness Officer is responsible to track and insure “loop closure” regarding assessment findings and their use.
11. The Institutional Effectiveness Officer is responsible to chair the Institutional Effectiveness Committee.

C. Requirements

Academic Requirements

(Description of the academic requirements)

Job Related Experience

(Description of the job-related experience)

Academic Dean

A. Appointment

1. Appointed by the President and confirmed by the Board of Governance
2. A regular member of the College Administrative Council

B. Responsibilities

1. The Academic Dean is responsible to the President to oversee the Academic affairs of the College. This includes all pertinent communications with the College Admissions Office and Registrar.

2. The Academic Dean is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out the responsibilities of the College Academic Committee as well as his own and specific responsibilities, especially those pertaining to his academic subordinate units, and bringing them to the College Academic Committee for review, analysis, modifications, and final approval.
3. The Academic Dean is responsible for updating and keeping updated regulation manuals pertaining to the College Academic Committee, his own department, as well as those of his subordinate academic units.
4. The Academic Dean is responsible for keeping adequate and systematic filing of all documents that relate to the actions, procedures, and activities of the College Academic Committee, his own department and for supervising those from his academic subordinate units.
5. The Academic Dean is to lead in the regular monthly meetings of the College Academic Committee and specially called meetings, as he may deem necessary.
6. The Academic Dean is to chair the meetings of the College Academic Committee.
7. The Academic Dean is to set up regular scheduled meetings with his subordinate academic units as well as calling any special meeting as deemed necessary for the operational efficiency of the academic affairs.
8. The Academic Dean is to serve on the official board of appeal on academic matters and complaints.
9. The Academic Dean is to submit, if deemed necessary, any academic complaints to the College Administrative Council if it is considered a highly irregular situation or for the betterment of the Academic affairs as a whole.
10. The Academic Dean is responsible for the overall Academic organization as well as for the Academic Personnel overall requirements and welfare.
11. The Academic Dean is responsible for the supervision and control of the Academic Staff as a whole, as well as for the Academic Staff requirements.
12. The Academic Dean is responsible for the overall College Library organization as well as for the Library Personnel requirements.
13. The Academic Dean is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements

(Description of the academic requirements)

2. Job Related Experience

(Description of the job-related experience)

Director of Distance Education

A. Appointment

1. Appointed by the President and confirmed by the Board of Governance
2. A regular member of the College Administrative Council

B. Responsibilities

1. Administrate the Distance Education Division (including EC Online and extension sites) in collaboration/cooperation with the policies and procedures set by the President's office, Academic Deans and Committees (including Registrars), Financial Aid Director, Institutional Effectiveness Officer, and DE Admissions Committee.
2. Faculty hiring and oversight, ensuring faculty are mission-fit, as well as academically approved by DE Academic Dean.
3. Online course uploading and delivery.
4. LMS technical support.
5. Work with Communications Director for an institutionally-cohesive marketing plan.
6. Assist in the requisition and maintenance of course syllabi and major course assessments in collaboration with the DE Academic Dean and Registrar.
7. Approve all applications for teaching positions in collaboration with the DE Academic Dean.
8. Conduct ongoing performance evaluations of Distance Ed faculty, in collaboration with the Distance Ed Academic Dean, and of Distance Ed staff.
9. Provide bi-annual reports, or as needed, to the President (for his reports to the Board).

C. Requirements

1. Academic Requirements
Education & Experience: Bachelor's degree required, with Master's or Ph.D preferred with experience in higher education administration.
2. Job Related Expectations

Excellent written and verbal communication skills; Great interpersonal, research and problem-solving skills; Prompt return of emails and phone calls; The institutional policy is to respond within 24 hours (Monday – Friday))

Librarian

A. Appointment

Appointed by the President of the College

B. Responsibilities

1. The Librarian is responsible to the Academic Dean in a general advisory and coordination position.
2. The Librarian is responsible to oversee and provide expert counsel to the library staff, including all aspects of the library operation, while more specifically guiding the staff through the institutional, organizational, and accreditation aspects of its responsibilities.
3. The Librarian is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out her responsibilities, and submitting them to the library committee for review, analysis, modifications, and final approval.
4. The Librarian is responsible for updating and keeping updated regulation manuals pertaining to her general and specific responsibilities.
5. The Librarian is responsible for keeping adequate and systematic filing of all documents related to the actions, procedures, and activities of her own department as well as supervising those arising from her responsibilities to the Student Body under his direct area of academic domain.
6. The Librarian is responsible to participate in regular faculty meetings as well as specially called meetings.
7. The Librarian is responsible to set up regularly scheduled meetings with the students under her specific supervision as well as calling any other special meeting as deemed necessary.
8. The Librarian is responsible for presenting an updated annual report of her activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements

(Description of the academic requirements)

2. Job Related Experience

(Description of the job-related experience)

Dean of Student Services

A. Appointment

1. Appointed by the President of the College
2. A regular member of the College Administrative Council

B. Responsibilities

1. The Dean of Student Services is responsible to the President of the College for all Counseling and Student Services. He is also a member of the Administrative Council.
2. The Dean of Student Services will have the respective subordinate units for counseling and student services.
3. The Dean of Student Services responsibilities include providing and maintaining comprehensive services to facilitate the student development and care, maintaining student personal files containing admissions data, test results, health records, counseling reports, and any other pertinent information relative to student development. This also includes placement services for students and alumni.
4. The Dean of Student Services is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out his responsibilities and those of his subordinate units, and submitting them to the President of the College for review, analysis, modifications, and final approval.
5. The Dean of Student Services is responsible for updating and keeping updated regulation manuals pertaining to his general and specific responsibilities as well as those of his subordinate units.
6. The Dean of Student Services is responsible for keeping adequate and systematic filing of all documents related to the actions, procedures, and activities of his department as well as those of his subordinate units.
7. The Dean of Student Services is responsible to participate in the regular monthly meetings called by the Administrative Council as well as specially called meetings.
8. The Dean of Student Services is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Athletic Director**A. Appointment**

1. Appointed by the President of the College
2. A regular member of the College Administrative Council

B. Responsibilities:

1. Set goals and objectives and accompanies them without the need for frequent follow up.
2. Character: Models the NCCAA core values of the Champions of Character Program
3. Recruiting: Following all NCCAA guidelines, recruits student athletes to Ecclesia College by working closely with the admissions office and financial aid. Prepares and submits letter of intent and scholarship forms to the Dean of Student Services.
4. Team Leadership: Monitors and mentors academic progress of team members. Communicates and furnishes all necessary information to Register for eligibility reporting. responsible for the conduct of team members at all athletic contest. Guides and mentors student-athletes in academic and social expectations. Works with head trainer in prevention and care of athletic related injuries. Recommends student-athletes for approved awards and presents them at the awards convocation. Organizes and conducts effective practice sessions. Delegates responsibilities to assistant coach and evaluates his/her performance.
5. Budgeting/Administration: Manages and works within the operational budget and scholarship budget. Follows all expenditure procedures. Purchases all necessary equipment and uniforms. Organizes and is responsible for equipment and uniform checkout, inventory, storage.
6. Scheduling/Publicity: Schedules non-conference games-home and away. Schedules all travel details- hotels, meals transportation. Works with Facility Coordinator and other coaches to schedule courts for practice session. Works with SID regarding all publicity, stats, pictures, etc.

7. Growth Relationship: Participates in professional growth activities by attending clinics/workshops. Participates in local civic groups to develop community relationships.
8. Performs duties as assigned by the director of Athletics.

C. Requirements

1. Academic Requirements

Master's degree from an accredited institution in physical education/health or related field preferred.

2. Reporting to this position: All coaches

The College Registrar

A. Appointment

Appointed by the President of the College

B. Responsibilities

1. The Registrar is responsible to the Academic Dean to direct and supervise all functions and personnel of the Registrar's Office.
2. The Registrar's main responsibilities pertain to the recording, maintaining, receiving, and transferring of student academic transcripts.
3. The Registrar is the official legal College representative in all matters pertaining to the specific functions of the Registrar's Office.
4. The Registrar is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out her responsibilities under the Academic Dean for review, analysis, modifications, and final approval.
5. The Registrar is responsible for updating and keeping updated regulation manuals pertaining to her general and specific responsibilities.
6. The Registrar is responsible for keeping adequate and systematic filing of all documents related to the actions, procedures, and activities of her department.
7. The Registrar is responsible to participate in the regular monthly meetings called by the Academic Dean as well as specially called meetings.
8. The Registrar is responsible for presenting an updated annual report of her activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)

2. Job Related Experience
(Description of the job-related experience)

The College Director of Admissions

A. Appointment

Appointed by the President of the College

B. Responsibilities

1. The Director of Admissions is responsible to the Director of Advancement for all aspects of Admissions and Recruiting for Ecclesia College.
2. The Director of Admissions is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out his responsibilities, as well as submitting them to the Director of Advancement for review, analysis, modifications, and final approval.
3. The Director of Admissions is responsible for updating and keeping updated his department regulation manuals.
4. The Director of Admissions is responsible for keeping adequate and systematic filing of all documents related to his actions, procedures, and activities.
5. The Director of Admissions is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Resident Director

A. Appointment

Appointed by the President of Ecclesia

B. Responsibilities

1. The Resident Director is responsible to the Dean of Student Services for the housing services provided to Ecclesia College, under the terms of the correspondent and current contracted services.
2. The Resident Director's responsibilities include all operations and maintenance of the housing, based upon consideration of health, safety, moral propriety, study conditions, and requirements.
3. The Resident Director's responsibilities include the supervision of services provided by the contracted health services to Ecclesia College, assuring that they maintain good service standards by clear assignment, training, and accountability.
4. The Resident Director is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

The Food Services Coordinator

A. Appointment

Appointed by the President of Ecclesia

B. Responsibilities

1. The Food Services Coordinator is responsible to the Dean of Student Services for the food services provided to Ecclesia College, under the terms of the correspondent and current contracted services.
2. The Food Services Coordinator's responsibilities include all operations and maintenance of the food services, based upon consideration of acceptable health and safety standards, moral propriety, study conditions, and requirements.
3. The Food Services Coordinator's responsibilities include the supervision of services provided by the contracted food services to Ecclesia College, assuring that they maintain good service standards by clear assignment, training, and accountability.

4. The Food Services Coordinator is responsible for presenting an updated annual report of his activities to the President, in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Chief Financial Officer

A. Appointment

1. Appointed by the President of the College
2. A regular member of the College Administrative Council

B. Responsibilities

1. The Chief Financial Officer is responsible to the President of the College for the overall administration, supervision, and control of all financial projections and operational budgets, including purchasing, collections, budgetary control, payments, investments, bookkeeping, supervision of student financial activities, and analysis of consolidated financial reports prepared by each financial section and consolidated at the Finance Committee level of financial supervision.
2. The Chief Financial Officer is to carry out his responsibilities as the Chairman of the Finance Committee.
3. The Chief Financial Officer is responsible for the supervision of all consolidated operational financial reports and for calling attention to all circumstances affecting the budgeted or deviating from the financial projections for the College.
4. The Chief Financial Officer is responsible for calling regular monthly and/or periodical meetings of the Finance Team.
5. The Chief Financial Officer is responsible for defining all administrative rules and procedures related to or deemed necessary by the President for carrying out his responsibilities, as well as submitting them to the President of the College for review, analysis, modifications, and final approval.
6. The Chief Financial Officer is responsible for updating the department regulation manuals.

7. The Chief Financial Officer is responsible for keeping adequate and systematic filing of all documents related to his actions, procedures, and activities.
8. The Chief Financial Officer is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Business Office Manager

A. Appointment

Appointed by the President of the College

B. Responsibilities (currently covered by Chief Financial Officer)

1. The Business Office Manager is responsible to the President of the College through the Chief Financial Officer for keeping accurate, updated, and systematic accounting of all income and expenditures.
2. The Business Office Manager is responsible for safekeeping and filing of all College business records.
3. The Business Office Manager is responsible for the student collections and their safekeeping and filing.
4. The Business Office Manager is responsible for the preparation and submission of all consolidated financial investment reports and for calling the attention by the Finance Committee to over drafting of the budgeted expenditures or deviations from the so established budgeting parameters.
5. The Business Office Manager is responsible for updating and keeping updated his department regulation manuals.
6. The Business Office Manager is responsible for keeping adequate and systematic filing of all documents related to his actions, procedures, and activities.
7. The Business Office Manager is responsible for presenting an updated annual report of his activities to the President, in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience

The Physical Plant Services Coordinator

A. Appointment

Appointed by the President of Ecclesia

B. Responsibilities

1. The Physical Plant Services Coordinator is responsible to the College Chief Financial Officer for the Physical Plant services.
2. The Physical Plant Services Coordinator's responsibilities include all operations and maintenance of the physical plant, to insure cleanliness and good repair.
3. The Physical Plant Services Coordinator's responsibilities also include maintaining adequate property insurance with periodic review of coverage, especially with respect to major risks such as fire and liability, including scheduled regular fire inspections and drills to see that adequate security is provided.
4. The Physical Plant Services Coordinator's responsibilities include the supervision of Physical Plant services, including contracted services, provided by the contracted physical plant services to Ecclesia College, assuring that they maintain good service standards by clear assignment, training, and accountability.
5. The Physical Plant Services Coordinator is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

The College Director of Advancement

A. Appointment

1. Appointed by the President and confirmed by the Board of Governance
2. A regular member of President's Administrative Council

B. Responsibilities

1. The Director of Advancement is responsible to the President of Ecclesia College for all aspects of Financial Development and Resource Development for Ecclesia College.
2. The Director of Advancement is responsible for defining all administrative rules and procedures related to or deemed necessary for carrying out his responsibilities and those related to his subordinate administrative service units, as well as submitting them to the President of the College for review, analysis, modifications, and final approval.
3. The Director of Advancement is also responsible for issuing updated information, regulations, protocols, and procedures to his subordinate administrative service units, providing them with adequate guidance and exercising timely and efficient supervision, in order to comply with the terms of the current administrative services contract with Ecclesia College.
4. The Director of Advancement is responsible for updating and keeping updated his department as well as his subordinate administrative service unit's regulation manuals.
5. The Director of Advancement is responsible for keeping adequate and systematic filing of all documents related to his actions, procedures, and activities as well as those of his subordinate administrative service units.
6. The Director of Advancement is responsible for presenting an updated annual report of his activities to the President in accordance with the Administrative Reports Manual regulations.

C. Requirements

1. Academic Requirements
(Description of the academic requirements)
2. Job Related Experience
(Description of the job-related experience)

Financial Aid Director

A. Appointment

Appointed by the President and confirmed by the Board of Governance

Position Summary:

The Financial Aid department's main responsibility is assisting Ecclesia College students in all aspects of the financial aid process and helps ensure that the school receives financial aid funds in a timely fashion.

Role Qualifications:

Qualifications include:

- Willingness to sign, support and live by the Ecclesia College Code of Honor.
- Commitment to the Articles of Faith, Mission, and Objectives of the College; and desires to be a role model for students by demonstrating an active Christian faith in personal example and in work related responsibilities.
- Ability to create goodwill with staff, faculty, and students; servant attitude, Team player.
- Ability to communicate effectively and in a timely manner with constituents and all members of the Ecclesia community.
- Ability to set goals and objectives, accomplishing them with consistent follow up.
- Commitment to complete core Ecclesia course, Mentoring Foundations, within the first twelve months of employment.

Position Responsibilities:

- Creating and maintaining all student files
- Monitors all files consistently to ensure required and updated documentation
- Notifies and requests required documentation from students for file completion and eligibility determination
- Distributing information on financial aid, scholarships, and the Federal Work Study (Work Colleges distinctive) programs
- Reviewing all student files for determination of eligibility of various financial awards
- Prepare budget allocation for the Federal Work Study and Institutional programs
- Ensure that each student does not exceed any allocation of monies beyond the established unmet need as determined by the student's financial need analysis report
- Selects and places students on the Federal Work Study and Institutional programs
- Processes financial aid awards and scholarships for all eligible students
- Aids in the preparation of reports for the College, accreditation, federal and state programs
- Interprets and explains state and federal regulations to parents and students
- Maintains and ensures confidentiality of student records and information
- Serves on college committees as assigned
- Identifies and refers students to appropriate student services programs who may be able to assist student with counseling, retention, or other identified needs

Education:

Ecclesia College

Academic Requirements: Bachelor Degree preferred

Job Related Experience: Demonstrated knowledge of counseling and social services principles, interpersonal and public relations skills, and supervisory experience required.

Reporting to this position:

Assistant to the Financial Aid Director

Financial Aid Clerk

Student workers, as assigned

Physical demands and work environment:

- **Physical demands:** Transit between campus facilities and office related work
- **Work environment:** Primarily indoors in the office. Must have the ability to handle multi-task and work under stress when meeting deadlines. Must be able to deal with irate students and parents. Must have keen ability for attention to detail, particularly with numerical data entry. Extra time may be required during Pell and Scholarship processing

General requirements:

- Maintain a professional appearance and adherence to Ecclesia dress code as defined in the Staff Handbook.
- As an Ecclesia College work program teaching supervisor, you have certain responsibilities to the College and to the students(s)' you are supervising. Therefore, as part of your position requirements, you agree to
 - Provide adequate instruction, training and appropriate working condition for the performance of the student(s)' duties.
 - Be a positive role model and mentor.
 - Assure that the student(s) you supervise work in an environment that complements Ecclesia's mission and values.
 - Assure that the duties assigned to student workers are appropriate and necessary, and maximize the opportunities for student learning and development.
 - Cooperate with student management in the fulfillment of their work responsibilities, and in a manner that enhances their learning and development.
 - Adhere to the work program guidelines including the verification of student work hours, evaluation of student work performance each semester, and use the work warning system to document unacceptable student work behavior.

Dean of Work

A. Appointment

Appointed by the President and confirmed by the Board of Governance

Position Summary:

Under the general direction of the Dean of Students, supervise and coordinate the operation and activities of the Work Learning Service Program (WLSP) office; review, recommend, implement, and interpret departmental policies and procedures and Federal and State regulations related to student work, FWS, and any other areas related to student work; and train, supervise and evaluate assigned staff.

Role Qualifications:

Qualifications include:

- Willingness to sign, support and live by the Ecclesia College Code of Honor.
- Commitment to the Articles of Faith, Mission, and Objectives of the College; and desires to be a role model for students by demonstrating an active Christian faith in personal example and in work related responsibilities.
- Ability to create goodwill with staff, faculty, and students; servant attitude, Team player.
- Ability to communicate effectively and in a timely manner with constituents and all members of the Ecclesia community.
- Ability to set goals and objectives, accomplishing them with consistent follow up.
- Commitment to complete core Ecclesia course, Mentoring Foundations, within the first twelve months of employment.

Responsibilities:

- Coordinate the operation and activities of the WLSP office.
- Participate in the development and implementation of operational goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
- Supervise, coordinate, and review the work plan for WLP office activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Gather and analyze data related to assigned program; prepare a variety of records and reports.
- Participate in the development and administration of assigned program budgets; forecast funds needed for staffing, equipment, materials, and supplies; monitor and recommend expenditures and adjustments as necessary.
- Participate on various committees.
- Participate in Work Colleges Consortium development activities; stay abreast of new developments in work-service-learning.
- Perform related duties and responsibilities as required.

Knowledge and Abilities:

Knowledge Of:

Ecclesia College

- Student Services program philosophies, theories, goals, and objectives including those related to the WLP.
- Regulatory requirements pertaining to student work.
- Program planning principles and practices.
- Principles and procedures of statistical record keeping and report preparation.
- Proper telephone techniques and etiquette.
- Modern office procedures, methods and equipment including computers and applicable software.
- Principles of supervision, training and performance evaluation.
- English usage, spelling, grammar, and punctuation.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Public relations principles and techniques.

Ability to:

- Plan, organize, and supervise the daily operations of the WLP office.
- Supervise, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Perform specialized technical duties related to Student Services.
- Maintain a high standard of technical specialty in the area of WL.
- Prepare a variety of narrative and statistical reports, proposals and agendas.
- Research and analyze data.
- Compile and maintain accurate and complete records and files.
- Maintain audit documentation for WC regulations.
- Interpret, apply, and explain work functions of FWS/WC rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Operate a variety of office equipment including a computer.
- Meet schedules and deadlines.
- Use discretion while working with sensitive and confidential information.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, and cultural populations of college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to: an Associate degree and four years of progressively responsible experience that includes supervisory, leadership, organizational and technical experience in an environment involving extensive public contact.

General demands and work environment:

Environment: Office environment. Constant interruptions.

Physical Abilities: Hearing and speaking to exchange information in person or on the telephone. Seeing to read and verify accuracy of data. Sitting for extended periods of time. Dexterity of hands and fingers to operate office equipment.

Hazards: Contact with dissatisfied or abusive individuals.

General requirements:

- Maintain a professional appearance and adherence to Ecclesia dress code as defined in the Staff Handbook.

As an Ecclesia College work program teaching supervisor, you have certain responsibilities to the College and to the student(s) you are supervising. Therefore, as part of your position requirements, you agree to

- Provide adequate instruction, training and appropriate working conditions for the performance of the student(s)' duties.
- Be a positive role model and mentor.
- Assure that the student(s) you supervise work in an environment that complements Ecclesia's mission and values.
- Assure that the duties assigned to student workers are appropriate and necessary, and maximize the opportunities for student learning and development.
- Cooperate with student management in the fulfillment of their work responsibilities, and in a manner that enhances their learning and development.
- Adhere to the work program guidelines including the verification of student work hours, evaluation of student work performance each semester, and use the work warning system to document unacceptable student work behavior.

The statements herein are intended to describe the general nature and level of work being performed by a person holding this position. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of persons holding this position.

Ecclesia College

7 Core Foundational Values

As an Institution of Higher Learning, holding that all truth is God’s truth and biblically consistent, Ecclesia College embraces these 7 Core Foundational Values:

Bible-based Education

We are called to study all disciplines in light of the Holy Scriptures to “show ourselves approved unto God, workmen that need not be ashamed, rightly dividing the word of truth,” learning to think and walk honestly before Him in the pure light of His truth according to our ever-increasing frame of reference.

Comprehensive Learning

We are called to the ideal educational prescription of “adding virtue to faith and knowledge to virtue” in that order of cyclical increase through mentoring for life and learning, God-honoring academically challenging classes, work-learning internships, community service, and Christian outreach.

Inclusion Of The Whole Body of Christ

The family of God under the Lordship of Christ is called to “maintain the Spirit of unity...until we come into the unity of the faith.” We are called to faithfully serve the whole Body of Christ, understanding that our true compatibility is based on our shared Christ-life, core foundational values, God-given vision, godly relationships, and wholehearted involvement.

Practical Norm For Life and Learning

The holy, spiritual, and eternal mindset of redeemed mankind eclipses and surpasses the profane, carnal, and temporal mindset of fallen mankind while reestablishing the only truly practical norm for all things. We are called to live and learn now in light of eternity’s values anticipating God’s “well done.”

Missions Priority

Christ’s Great Commandment and Great Commission are integral to advancing His kingdom within ourselves and among all people groups in all nations. We are called to prepare and equip faithful ministry-minded persons of excellence, integrity, and order for professions across all aspects of society and to grow networking resources for them in their chosen vocations and further study, serving to increase and reinforce their quality of learning and service.

Life-long Learning

Humankind is the highest order of intelligent beings on earth individually created by God in His own image for a unique purpose higher than ourselves to enjoy Him and be enjoyed by Him forever. We are called to a wholesome curiosity and continued learning of the why, what, how

to, and eventual outcomes of the faithful stewardship of our thought, time, talent, treasure, and trust.

Community and Personal Wellness

We are called to interdependence over isolation based on God's firm principle of domain with forgiveness of trespasses as the basis for healthy, committed relationships aligned with His heart and ways. We also honor God in preparing for long-term, joyful service by following good healthful practices such as proper diet, adequate rest, regular exercise, and consistent meditation on Him.

Educational Philosophy

The Educational Philosophy of Ecclesia College is based on the belief that:

1. The Bible is God's inspired and authoritative Word, revealing that Jesus Christ is God's Son; that man is created in God's image; that He created us to have eternal life in Him through His Son, Jesus, "Christ, in you the hope of glory," to "separate the holy from the profane," "extract the precious from the worthless," discern the spiritual, which is of God, by God, and for God, from the carnal, which is of self, by self, and for self, and to convert our thought, time, talent, treasure, and trust to God's eternal riches over temporal values; that although all men have sinned and come short of God's glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ, that hope, repentance, faith, love, and obedience are fitting responses to God's initiative of grace toward us; that God desires all men to be saved and to come to the knowledge of the truth; that the Holy Spirit's power is demonstrated in and through us for the accomplishing of Christ's Great Commandment to "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and love your neighbor as yourself" with His Great Commission to "go into all the world and preach the Gospel to every creature" and "make disciples of all nations;" and that Christ's Church is God's authorized model and agency for the advancement of His Kingdom (Luke 10:27; Colossians 1:27; Jeremiah 15:19; Mark 16:15 KJV; Matt. 28:19 NIV).
2. In accord with the above of which we are convinced, it follows that we are to perpetuate and pursue Biblical methods and practices in educating and equipping men and women for their chosen fields of service according to their gifts and callings and for the wise conversion of their thought, time, talent, treasure, and trust into eternal riches to enjoy with God forever over passing temporal values.
3. All knowable truth is God's truth and Biblically based, including, theology, the arts, sciences, etc., and should, therefore, be mutually integrated with the principle approach to education from the Biblical perspective.
 - a. God desires all mankind to come to the knowledge of His truth.
 - b. God intends mankind to know Him and His ways with His creation.

- c. God speaks His truth in love through His Living Word.
 - d. God calls all mankind to believe in Himself through His Son by His Spirit.
 - e. God calls all believers to their highest good by building virtue on their faith and knowledge of the truth on their virtue.
4. God values and blesses for success the historical, distinct, and effective three-pronged educational approach of learning, growing, and equipping:
- a. Mentoring Program—Christ-centered mentoring for life and learning according to the student’s giftings and callings (II Timothy 2:2)
 - i. Mentoring Goals
 - 1. A biblical ever-increasing Christ-life
 - 2. Core Foundational Values issuing from the Christ-life
 - 3. True God-given vision issuing from the Christ-life and Core Foundational Values
 - 4. Relationships embracing the Christ-life, Core Foundational Values, true God-given vision
 - 5. Wholehearted involvement in God’s kingdom issuing from all the above
 - ii. Mentoring Path
 - 1. An ever-increasing heart for God and His ways
 - a. Discerning and valuing the holy over profane
 - b. Discerning and valuing the spiritual over carnal
 - c. Discerning and valuing the eternal over temporal
 - 2. A growing knowledge, wisdom, understanding, and competence in the mentoree’s selected field(s)
 - iii. Mentoring Team
 - 1. A personal Mentoring Coach selected from the President’s Mentoring Team responsible for the mentoree on behalf of the team
 - 2. The home church pastor in the team loop
 - b. Academically challenging faith and character-based classroom (II Peter 1:5-7)
 - i. Faith in God, His purpose, and His ways as the basis for all virtue with ever-increasing faith and virtue as the basis for all knowledge
 - ii. Virtue, as related to God’s nature and character defining capacity for life, learning, and effectiveness, believing that one’s character dictates his/her capacity to contain and sustain his/her ever-increasing destiny
 - iii. Knowledge as knowable truth, wisdom, and understanding related to God, His purpose, and ways

- c. Work-Study Internship Program with hands-on in-service related to the student's chosen field of service and/or further study
 - i. Equipped for field of service and/or further study
 - ii. Work ethic
 - 1. Growing conscience before God and fellow mankind
 - 2. Growing competence in selected field(s) according to giftings and callings
 - 3. Growing commitment to God's ways with relationships and responsibility in the workplace
 - d. Community service
 - e. Christian outreach
5. The indispensable regular Ecclesia College Assembly Program, which should be central to campus life, can also serve as an ideal vehicle for communicating the combined educational philosophy of distinct Biblical-historical mentoring for life and learning, God-honoring, academically challenging faith and character-based classroom, and work-learning lifestyle, community service, and Christian outreach. This assembly, mentoring, classroom, work-learning internship, community service, Christian outreach approach can more thoroughly address the student's three deepest heart questions:
- a. Leading students on their search of the "why" of each truth will inspire a growing knowledge, wisdom, and understanding deepening their enthusiasm and resolve of heart for excellence, integrity, and order to live their life now in the light of eternity.
 - b. Leading students on their search of the "what" of each truth will clarify their frame of reference to know the highest good with the right objectives.
 - c. Leading students on their search of the "how to" will strengthen their confidence in God's ways as always best.

The Ecclesia College Educational Philosophy based on its 7 Core Foundational Values is incorporated in its Mission Statement, Educational Goals, and Program Objectives:

Ecclesia College Mission Statement

As an institution of biblical higher education, Ecclesia College equips Christ followers with godly character traits, academic competencies, and work skills to be effective leaders for the advance of Christ's Kingdom within our troubled world.

Ecclesia College Institutional Goals

Ecclesia College prepares and enables students to achieve competence in seven broad areas: Biblical Worldview and Faith, Lifelong Learning, Critical and Creative Thinking, Effective Communications, Integrity, Leadership, Service and Stewardship. Those seeking a bachelor's degree will also be prepared to demonstrate major field competency.

Biblical Worldview and Faith

Ecclesia College graduates will make mature, independent choices based on principles of the Christian faith and a biblical worldview.

Critical and Creative Thinking

Ecclesia College graduates will apply critical thinking skills based on a biblical worldview and principles to making personal and professional decisions.

Effective Communication

Ecclesia College graduates will communicate effectively, using verbal, non-verbal, written, listening and electronic technologies, as appropriate to the occasion, task, and context.

Integrity

Ecclesia College graduates will live their lives, personally and professionally, based on integrity and the highest ethical standards.

Leadership

Ecclesia College graduates will demonstrate leadership skills within vocational, church, community, and service contexts.

Lifelong Learning

Ecclesia College graduates will pursue ongoing development of intellectual, creative, and theological knowledge and skills necessary to learn and grow throughout life.

Service and Stewardship

Ecclesia College graduates will practice the biblical imperatives to serve people and be faithful stewards of the Church and God's created resources.

Ecclesia College Code of Honor

“Excellence, Integrity, & Order”

John 13:34-35 “A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.”

PREAMBLE

The Bible is God’s inspired and authoritative Word, revealing that Jesus Christ is God’s only begotten Son; that all people are created in God’s image; that He created us to have eternal life in Him through His Son, Jesus, “Christ, in you the hope of glory,” to “separate the holy from the profane,” “extract the precious from the worthless,” discern the spiritual, which is of God, by God, and for God, from the carnal, which is of self, by self, and for self, and to convert our thought, time, talent, treasure, and trust to God’s eternal riches over temporal values; that although all have sinned and come short of God’s glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ; that hope, repentance, faith, love, and obedience are fitting responses to God’s initiative of grace toward us; that God desires everyone to be saved and to come to the knowledge of the truth; that the Holy Spirit’s power is demonstrated in and through us for the accomplishing of Christ’s Great Commandment to “Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and love your neighbor as yourself” with His Great Commission to “go into all the world and preach the Gospel to every creature” and “make disciples of all nations;” and that Christ’s Church is God’s authorized model and agency for the advancement of His Kingdom (Luke 10:27; Colossians 1:27; Jeremiah 15:19; Mark 16:15; Matthew 28:19).

IN THAT GOD LOWERS HIS STANDARD OF EXCELLENCE, INTEGRITY, AND ORDER FOR NO ONE, BUT RATHER ALWAYS PROVIDES SUFFICIENT GRACE TO THE HUMBLE TO MEET HIS STANDARD (I PETER 5:5), THE ECCLESIA COLLEGE BOARD OF GOVERNANCE HAS ADOPTED THE FOLLOWING STAFF CODE OF HONOR.

This Code of Honor supplements the current EC Faculty Handbook and Administration Handbook.

As a faculty or staff member of Ecclesia College, I will endeavor to exemplify Christ-like character through my daily personal prayer life, study of the Word of God, faithful attendance at a local church, and the pursuit of excellence in the work I do and in my mentoring of students.

In signing the Code of Honor, I fully recognize that Ecclesia College was founded to be and is committed to being a Christian religious institution of higher education that offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord as an integral part of its educational and evangelistic outreach. It is therefore my commitment to be a person of integrity in my attitude and respect for what Ecclesia College is, in it’s calling to be a Christian college.

I accept my employment at EC as a privilege and not a right and understand that the college reserves the right to require the termination of a faculty or staff member at any time if in the judgment of the President of the College and of the Academic Committee or Administrative Council such action is deemed necessary to safeguard EC’s ideals of scholarship or the spiritual and moral atmosphere of it as a Christ-centered college.

Ecclesia College

In response to God's grace and mercy, according to Jesus' commandment to love the Lord your God with all your heart, soul, mind, strength, and to love your neighbor as yourself:

I commit to grow in my spirit in developing my own relationship with Jesus Christ. I commit to grow in God's grace and knowledge for His pleasure and glory. I commit to participate in a local body of believers where Jesus Christ is worshiped.

I commit to develop my body with sound health habits by participating in wholesome physical activities and avoiding addictive substances. I will not take any illegal drugs or misuse any drugs.

I commit to biblical sexual purity. I understand that sexual relations outside of a biblically ordained marriage between a natural-born man and a natural-born woman are not permissible at Ecclesia College. In my personal relationships, I will abide by common sense guidelines to avoid the appearance of impropriety.

I commit to cultivate good relationships with others and to seek to love others as I love myself. I commit to building others up with my words. I will not lie; I will not steal; I will not curse; I will not gossip; I will not slander.

I commit to live in a way that honors my brothers and sisters in Christ and will avoid actions and behaviors that could be a stumbling block to them. With this biblical priority of deference in mind, if I choose to drink alcohol, I will not get drunk and will only drink in appropriate situations.

I commit to continuing to develop myself vocationally for the glory of God. I commit to responsibly work with integrity and a heart of servant hood.

Because I love my fellow believers and desire God's heart and highest for them, I will be faithful according to the steps of Matthew 18, to hold them accountable to the commitments they have made to abide by the Code of Honor. Matt. 18:15-17 step 1) I will go to my brother/sister in an attitude of humility and love. If they respond correctly, I have won them. 2) If they do not respond correctly, I will go back a second time bringing one or two brothers/sisters with me in the same attitude. If they respond correctly, then we have won them. If they persist in sin, I will bring the matter to the proper authority (e.g. direct supervisor or member of Administrative Council if appropriate). If I knowingly ignore and do not follow these steps, I am also guilty of violating the Code of Honor.

I commit to keep my total being under subjection from all immoral and illegal actions and communications. I commit to abide by the rules and regulations that are in the Faculty/Administration Handbook and subsequently adopted by the college administration. I commit to be punctual in all classes and/or required meetings according to EC policy. I understand that Ecclesia is a private school and I therefore have no vested rights in the governing of the school.

I commit to keep the Code of Honor carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honor and completes a contract between Ecclesia College, and me, which is a prerequisite for my continued association with the College and becomes a part of my permanent file.

Edited July 21, 2016

1.10 Accreditation and Authorization

Ecclesia College receives institutional accreditation for higher education with The Association for Biblical Higher Education (ABHE). EC has been accredited with ABHE since 2005, with reaffirmation of accreditation status granted through 2020. ABHE is recognized by the U.S. Department of Education and Council for Higher Education Accreditation (CHEA).

EC became a member of the National Association of Independent Colleges and Universities (NAICU) in July of 2009.

The college participates in the following federal student aid programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Veterans Assistance, Federal Work-Study, Federal Work College Program, and Direct Loans. All prospective and incoming students are encouraged to complete the FAFSA form to determine personal financial eligibility. For more information, visit the following website, www.studentaid.gov. **The Ecclesia College federal school code is 038553.**

EC is authorized by the U.S. Department of Homeland Security and the Student and Exchange Visitor Program to issue Form I-20 to prospective F-1 non-immigrant students.

Pursuant to ACA §6-61-301, the Arkansas Higher Education Coordinating Board (AHECB) recognizes Ecclesia College as an Arkansas independent four-year college as of January 30, 2015. However, this recognition does not constitute an endorsement of the institution or any degree offerings. AHECB acknowledges that selected courses offered by Ecclesia College have been reviewed by the Arkansas Department of Higher Education (ADHE) for inclusion in the Arkansas Course Transfer System (ACTS) under the provisions of Act 672 of 2005.

The Program Coordinator for all of its degree programs is Dr. Robert H. Headrick, Academic Dean. For an overview of EC's curriculum, see current [EC Academic Catalog](#).

EXPECTATIONS OF STAFF

The staff of EC shall be composed of competent, mature Christians who are committed to EC's philosophy of education and capable of communicating a biblical worldview in relation to their disciplines.

2.1 Explicit Expectations of Staff

The following “Explicit Expectations of Staff” should be made available to persons applying for Staff Status at EC at the initial interview.

2.1.1 The Scriptures establish the basic values that should guide the development of Christian character and govern Christian behavior. These include:

- Making Christ preeminent in our lives.
- Loving God with all our being and our neighbor as ourselves.
- Seeking after righteousness and practicing justice and mercy in our dealings with one another.
- Exercising our freedom responsibly within the framework of God’s moral law, with loving regard for the sensitivities and weaknesses of others.
- Seeking the forgiveness of God and others for our shortcomings.
- Seeking the help of the Holy Spirit as we help others.
- Discerning God’s will by seeking His presence through prayer and study of the Scriptures.

2.1.2 In keeping with the spirit of the basic Christian values stated above and with its employment objectives, EC staff members are expected to:

- Attend staff meetings and assigned committee meetings.
- Emphasize punctuality.
- Emphasize the integration of faith, learning, and living inside and outside the classroom.
- Encourage and support spiritual growth in students.
- Perform satisfactorily the duties of teaching, including meeting classes, keeping appointments, advising, keeping office hours, reporting grades promptly, and responding appropriately to directives from administrators.
- Participate actively in the program of a local church.
- Exemplify personal integrative values by participation in the spiritual life on campus as well as some cross-section of EC’s extracurricular events.
- Support biblical character, ethics and morality by personal lifestyle (i.e., sexual purity, no illicit drugs, no inappropriate or unprofessional social media postings, and alcohol only in appropriate situations).
- Exemplify professionalism.
- Complete the Mentoring Foundations course (graduate credit available).

2.2 Staff Selection Process

EC is committed to work with Faculty and Staff on a long-term relational basis, if they continue to qualify with credentials and remain in continual accord with EC's Christian values. The steps in selecting new staff are:

2.2.1 “Know them that labor among you.” The Academic Dean, on behalf of the President, obtains personal applications, for which references, including a pastor’s reference, are required. The College seeks qualified local residents with the understanding that the applicant should fully embrace EC’s spiritual and relational values.

Matters pertaining to hiring, promotions, and dismissal of staff are based on principles of fairness and regard for individual rights.

2.2.2 Based on the application with references, the Academic Dean, on behalf of the President, follows through by interviewing the applicant and contacting their references.

2.2.3 Based upon a favorable interview, the applicant will be requested to make an appointment with Human Resources in order to complete the application process.

2.3 Staff Status

Staff status in EC is considered a privilege that is subject to annual review. The appropriate Supervisor will evaluate the performance of each staff member.

It is preferred that staff members have a bachelor’s degree in their primary field of service with the College. Exceptions may be made only when performance ability or professional certifications compensates for the lack of an appropriate degree.

2.4 Dress Code

The staff of EC is expected to be a role model to the student body. Business Casual is considered to be appropriate dress for most day-to-day activities. The definition of Business Casual for EC faculty and staff can be found on Populi, Shared Files, *Ecclesia College Definition of Business Casual.docx*. See the [Student Handbook](#) for the student dress code.

2.5 Staff Welfare and Compensation

Specific staff job descriptions vary based on levels of responsibility. Staff sign an annual contract with specifics of compensation included in the contract. Staff members are also provided meals in the dining hall free of charge and are encouraged to eat meals with the students as their schedule allows. Compensation packages that provide campus housing and a meal plan are available on a limited basis.

2.6 Staff Evaluation

EC's Staff Evaluation Procedures are found in the Appendix.

2.7 Staff Meetings

Staff meetings will be held regularly during the year. Minutes of all staff meetings are dutifully recorded and filed in a secure location. Staff meeting agenda is set by the President's Office. All staff protocol, procedures, and policies are subject to annual review.

2.8 Grievance and Appeals Process

Personal Grievances: These should be handled according to Matthew 18:15-17. First, go in humility to the other person. If the conflict is not resolved, one or two others should be involved. If the conflict remains, the matter should be presented to the Academic Dean.

Other Grievances: Grievances regarding general college policy and/or actions should be dealt with according to the following steps:

- Submit a written complaint and appeal to the appropriate supervisor. If the grievance is not resolved, the supervisor, in turn, will work with his/her supervisor and with the one who has submitted the complaint or appeal.
- If the problem remains, a written appeal should be submitted to a Grievance Committee (a specially appointed committee of the Administrative Council).
- Should the matter still not be resolved, it may be appealed to the President and the Administrative Council as a whole.

2.9 Harassment, Discrimination or Retaliation Policies

Harassment, Including Sexual Harassment

Ecclesia College (EC) is committed to a work environment in which all employees are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes employment opportunities and prohibits practices such as harassment. Therefore, EC expects that all relationships among employees will be collegial and free of harassment.

EC encourages reporting of all perceived incidents of harassment and investigates all such reports. EC also prohibits retaliation against any employee who reports harassment or participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an employee is used as the basis for decisions affecting the employment to the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: (1) unwanted sexual advances or requests for sexual favors; (2) sexual jokes and innuendo; (3) verbal abuse of a sexual nature; (4) commentary about an individual's body, sexual prowess or sexual deficiencies; (5) leering, whistling or touching; (6) insulting or obscene comments or gestures; (7) display in the workplace of sexually suggestive objects or pictures; and (8) other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of his/her race, color, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: (1) epithets, slurs or negative stereotyping; (2) threatening, intimidating or hostile acts; (3) denigrated jokes; and (4) written or graphic material

that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the campus or at outlying centers, or circulated in the workplace.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to EC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

EC encourages reporting of all perceived incidents of harassment or retaliation, regardless of the offender's identity or position. Employees who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, their supervisor's supervisor, or the Business Manager (Director of Human Resources). See the Complaint Procedure described below.

In addition, EC encourages employees who believe they are being subjected to such conduct to advise the offender promptly that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. EC recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedure

Informal Procedure

If for any reason an employee does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the employee should notify his/her immediate supervisor or the Business Manager (Director of Human Resources), who may, if the employee so requests, talk to the alleged offender on the employee's behalf. In addition, there may be instances in which an employee seeks only to discuss matters with one of the EC designated representatives, and such discussion is encouraged.

An employee reporting harassment or retaliation should be aware, however, that EC may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the employee. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure

As noted above, employees who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the Business Manager (Director of Human Resources) or the Vice President for Finance and Administration.

EC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an employee for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as EC believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the President.

False and malicious complaints of harassment or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

EC has developed this policy to ensure that all of its employees can work in an environment free from harassment and retaliation. EC will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has any questions or concerns about these policies should talk with the Business Manager (Director of Human Resources) or the Vice President for Finance and Administration.

Finally, these policies should not, and may not, be used as a basis for excluding or separating employees of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in exclusion in order to avoid allegations of harassment. The law and the policies of EC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and requisites of employment. The prohibitions against harassment and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

2.10 Family Educational Rights and Privacy Act

The College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from a student's educational record without the written consent of the student or as otherwise authorized by FERPA.

As required by this federal law, EC provides students the following rights:

2.12.1 To inspect and review (with certain exceptions) student education records.

These consist of the following:

- Financial Aid: financial aid records
- Student Development: academic transcript; registration information; application for admission; high school transcript; college transfer work; test scores; work evaluations; letters of recommendation; activities list; general correspondence; disciplinary records; work records

The following records are exempt from FERPA regulations and may not be viewed by students: Personal notes of faculty and staff; medical and counseling records used solely for treatment; financial records of parents; confidential statements of recommendation of admission placed in student files for which the right to inspect and review has been waived by the student.

Requests to review must be made separately, in writing, to each office that maintains them. Written requests must be given with reasonable advance notice (at least 24 hours). A fee is charged for reproducing copies of records.

2.12.2 To challenge such records on the grounds that they are inaccurate, misleading, or in violation of the student's privacy or other rights. This right includes the right to a hearing to present evidence that the records should be changed if this institution decides not to alter the education records according to the student's request.

- 2.12.3** To prevent disclosures of education records to third parties with certain limited exceptions. This protection involves obtaining written consent of a student before releasing personally identifiable data about the student from records other than a specified list of exceptions, such as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

Each student admitted to EC gives written consent for educational information to be disclosed, as deemed necessary by the College, to the student's home pastor and/or parents. These may be contacted in cases where a student has violated regulations and home pastor and/or parental knowledge is deemed appropriate by the Student Development staff or required by written policy.

Prior written consent from students is needed before records can be disclosed to third parties unless they are exempted from the law. Examples of information that may be released includes, but is not limited to, the following: grades; withdrawal; emergencies; and violations of college regulations. Exemptions include releases:

- To faculty and staff with a legitimate educational "need to know"
- In accordance with a lawful subpoena or court order
- To representatives of agencies or organizations from which students have received financial assistance
- To others specifically exempted from prior consent requirements (including certain federal and state officials, accrediting organizations, etc.)
- To parents of dependent students (as determined by the Financial Aid Office).
- To SEVIS (for international students only)
- In emergencies where the information is necessary to protect the health and safety of the student or others

- 2.12.4** To file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning this institution's alleged failure to comply with FERPA.

- 2.12.5** To obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the EC President's Office.

The college has designated certain information contained in the education records of its students as directory information for purposes of FERPA.

The following student information is considered directory information: (1) name, (2) address, including e-mail address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full time enrollment status, (7) participation in officially recognized activities, (8) height and weight of members of athletic teams, (9) dates of attendance (including matriculation and withdrawal dates), (10) academic classification by year, (11) degrees and awards received, (12)

the most recent previous educational agency or institution attended by the student, (13) student's photograph, (14) small groups or care groups, (15) field assignments (stateside and/or international), (16) residence hall cleaning assignments, (17) intercession groups, (18) work assignments, and (19) housing assignments.

This institution may disclose directory information for any purpose at its discretion, without the consent of a student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution during regular business hours. Forms for this purpose are available in the Student Development Office. The written notification does not apply retroactively to previous releases of directory information. To prevent publication of directory information, written notification must be filed no later than the second week of classes during the fall or spring semester. In the event a refusal is not filed, this institution assumes that a student does not object to the release of the directory information designated.

The law permits school officials (where legitimate "need to know" exists) to use information contained in the students' education records for internal use, and under certain circumstances to provide it to others, including the use of this information in the event of an emergency. This information will not, however, be used in the College Directory, in public releases or be made available to the public without consent of the student.

Further information about education records and the process of obtaining access to records may be obtained in the Student Development Office.

2.11 Staff Disciplinary and Dismissal Actions

The College's policies and procedures are based on principles of fairness and regard for individual rights.

- All staff are expected to fully embrace the Seven (7) Core Foundational Values of Ecclesia College and abide by the standards of the [EC Administration Handbook](#).
- All staff are expected to obey the laws of the State of Arkansas and the United States of America.
- Any member of the staff not in compliance will be notified of his/her non-compliance by letter from the Office of the President of Ecclesia College. If this letter of non-compliance is not heeded, the President will notify the individual, in writing, that his/her contract has been either terminated or will not be renewed.

1.

Facility Use

As faithful stewards:

- The last person leaving the room should turn out the lights.
- If classroom furniture/equipment is rearranged, the instructor is responsible to make sure it is returned to its original arrangement.

Services

- **Keys**
Keys to all offices will be issued to those using those offices. If additional keys are needed, a request should be made to your immediate Supervisor.
- **Parking**
Staff may park personal vehicles on campus in designated areas. Please do not drive on the grass or along the roadsides, especially in the area of the Administration Building, and do not park inappropriately in the visitor or handicapped designated spaces.
- **Mail**
Outgoing mail may be placed in the mailbox in front of the administration building. If the red flag is not already raised, raise it to indicate outgoing mail is in the box.
- **Library**
The library is available to provide informational and recreational reading for staff and students as well as to support the curriculum and provide the faculty with materials for preparation and professional growth.
- **Reimbursements**
Fill out a purchase requisition, available in the Business Office for reimbursement of work-related expenses.
- **Dining**
Staff members are encouraged to eat lunch and/or dinner with the students whenever their schedules allow.

Ecclesia College Records Management Policy

1. Introduction

The information that Ecclesia College records contain serves as evidence of functions executed and activities performed, and comprises a vital source of knowledge as to how and why decisions were taken. Given that good quality records are of value to any organization, their effective management is necessary to ensure that the records maintained are authentic, reliable and complete and to ensure that they are protected and preserved as evidence to support future actions and to ensure current and future accountability.

2. Official records

All records created and received in the course of its official business constitute the official records of Ecclesia College.

3. Records management

This is the application of controls to the creation, maintenance and use and disposal of records, elements of which include correspondence and forms management, records classification, files management, retention scheduling, disaster planning, vital records protection, the administration of inactive records storage, the management of record conversion programs, archival preservation activities and destruction of records. Good records management is of special significance in the context of the College's functions, where the maintenance of academic records is a core activity.

4. The rationale for records management

Effective records management will assist the College to create and maintain records that enable it to:

- conduct business in an orderly, efficient and accountable manner;
- deliver services in a consistent and equitable manner;
- support and document policy formulation and managerial decision-making;
- provide consistency, continuity and productivity in management and administration;
- facilitate the effective performance of activities throughout the College;
- facilitate the efficient handling of enquiries concerning records of the College;
- facilitate the management of risks to records safekeeping and provide continuity in the event of disaster;
- meet legislative and regulatory requirements, including archival, audit, Freedom of Information and oversight activities;
- provide protection and support in litigation, including the management of risks associated with the existence, or lack of evidence of, organizational activity;
- ensure that adequate records are made of all the vital activities of the College;
- protect the interests of the organization and the rights of employees, clients and present and future stakeholders;

- support and document current and future research and development activities, developments and achievements, as well as historical research;
- provide evidence of business, personal and cultural identity;
- maintain corporate, personal or collective memory.

5. Objectives of the records management policy

5.1 The purpose of this records management policy is to ensure the creation and management of authentic, reliable, complete and usable records, capable of supporting the College's functions and activities for as long as they are required.

5.2 The objectives of the policy are to:

- provide a statement of intent declaring records management standards for the administration of College records;
- support organizational compliance with College regulations;
- establish a system of records management within College;
- ensure the preservation of records of permanent value and establish criteria to maintain and assure continued access for the College to appropriate historical records.

6. Scope of policy

6.1 The official records of the College consists of recorded information, regardless of format, created or received by College officers and employees in the course of performing official functions on behalf of the College and held as evidence of its organization, functions, policies, decisions, procedures, operations, and internal or external transactions. Records can be recorded on any physical form or medium, including paper or electronic.

6.2 All official records created or received by the College and its officers and employees in the course of their official duties are the property of the College and subject to its overall control and must be created, maintained, used and disposed of in accordance with procedures and guidelines approved by the appropriate College authority (Records Management Working Group).

6.3 Employees leaving the College or changing positions within the College are to leave all official College records for their successors.

6.4 This policy is applicable to all areas and locations of the College and includes all official records that are held by the College or are under the control of the College.

7. Responsibility for College records management

7.1 All official records must be retained as long as required to meet legal, administrative, financial and operational requirements of the College, after which time they are either destroyed or transferred to the College Archives in accordance with the archiving policy.

7.2 It is the responsibility of the individual offices to ensure that appropriate security measures are observed for maintaining official records containing personal or other confidential information.

7.3 All official records approved to be destroyed must be disposed of in a manner that safeguards the confidentiality of the information they contain.

7.4 While operational responsibility rests with each head of department, assistance is provided by the College Records Management Working Group and by the Librarian (College Archives) who provides advice regarding College Archives procedures.

7.5 All official records that are permanently preserved must remain accessible to relevant officers and employees.

8 College Records Management Working Group

8.1 A College Records Management Working Group will be established to develop the practical implementation of the records management policy. This will include the:

- development of policy for the creation, management and disposition of official records;
- production of guidelines for the foregoing;
- approval of classification schemes submitted by relevant offices;
- authorization of records retention / disposal schedules submitted by relevant offices;
- making of decisions in relation to any particular issues regarding the retention or disposal of official records;
- establishment of appropriate supervisory arrangements for the implementation of records management;
- provision of, or commissioning of assistance for, College departments or members of the College regarding records management.

8.2 The membership of the Records Management Working Group will consist of the following:

- Registrar
- Library Director
- Vice President of Business & Finance

8.3 The College Records Management Working Group shall report to the Administrative Council.

8.4 The concern of the College Records Management Working Group shall be with all official records other than those that are under the control of the College Archives. The policies and procedures relating to the College Archives are the responsibility of the Library Committee.

9. Other requirements

The following documents will be required to give effect to the records management policy and will be developed under the supervision of the Records Management Working Group;

- records retention schedules;
- guidelines for the management of electronic records (to be developed)

10. Terminology

Records

“‘Record’ includes any memorandum, book, plan, map, drawing, diagram, pictorial or graphic work or other document, any photograph, film or recording (whether of sound or images or both), any form in which data are held, any other form (including machine-readable form) or thing in which information is held or stored manually, mechanically or electronically and anything that is a part or a copy, in any form, of any of the foregoing or is a combination of two or more of the foregoing;”

Classification

This has been defined as the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules represented in a classification system.

Ecclesia College General Records Schedule	As recommended by AACRAO Retention of Records
Record Type	Retention guideline
Academic advisement records	3 years after graduation
Academic warning (related to academic non-performance or deficiency)	5 years after graduation
Academic integrity violation	Permanent
Academic records (miscellaneous narrative evaluations, assessments, etc.)	Permanent
Correspondence (related to academic records, inquiries)	1 year
Disciplinary Action Records	5 years after graduation
Grievance/complaint issued by student (other than FERPA or grade appeals)	3 years after closure
Major/minor/certificate/concentration changes	5 years after graduation
Appeals for exception to academic policy	4 years
Athlete eligibility reports	1 year after certification
Athlete records (includes eligibility information, academic information, documentation of participation, tutor evaluations, etc.)	10 years
Enrollment verifications	1 year after verification
Residency verification records	6 years after submission
Transcript requests (by student)	1 year after submitted
VA certification records	3 years after graduation
Degree audits	5 years after graduation
Returned diplomas	5 years
Graduation lists	Permanent
Substitution/waivers for degree requirements	5 years after graduation
Final exams/graded coursework	1 year after course completion
Grade appeal/complaint	1 year
Faculty grade book	5 yrs after course completion
Grade change forms	3 years after graduation
Final grade reports	1 year after date distributed
Midterm grade reports	End of term
Final Grade submission data	Permanent
Name, SSN, DOB, and gender updates	50 years
Personal data update (marital status, race, ethnicity or other demographic)	1 year
Transfer credit evaluations	5 years after graduation
Tuition and fee charges	5 years after graduation
Student class schedule	1 years after graduation
Class lists	Permanent
Credit/no credit, audit, pass/no pass approval	1 year after date submitted
Drop/add/requests	1 year after date submitted
Withdrawal requests	5 year after date submitted
Catalogs	Permanent
Commencement programs	Permanent
Instruction evaluations (by students)	1 semester
Record Type – General Records	Retention guideline

Ecclesia College General Records Schedule

No	Description	Filing	Disposition	
1	Correspondence, public laws, executive orders that document the development, establishment and execution of all policies, plans, and procedures for administering the laws, regulations, and policies pertaining to College management.	Subjective/Chronological	Permanent. Copies in EC Fire-proof cabinets.	
2	Correspondence and subject files relating to administration and operation and operation division, section, or school functions having limited historical or legal value.	Subjective/Chronological	Destroy 5 years after date of document.	
3	Correspondence and subject files relating to the administration and operation of the College functions.	Subjective/Chronological	Destroy 5 years after date of document.	
4	Division/section/school personnel record, staffing patterns assignments, etc.	Subjective/Chronological/ Alphabetical	Transfer to storage container after 5 years.	
5	Division/section/school activity, monthly, and annual reports.	Chronological	Permanent. Copies in storage.	
6	Division/section/school budgets.	Chronological	Transfer to storage container after 5 years.	
7	Division/section/payroll	Chronological	Destroy after 7 years	
8	Division/section/school program	Subjective/Chronological	Transfer to storage container after 5 years.	

9	Correspondence, agendas, minutes, reports, resolutions, and policies of the governing board (board of governance).	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after date of document.	
10	Records of the office of the chief executive (president), i.e., correspondence, memoranda, administrative directives, policies, etc.	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after date of document.	
11	Correspondence, subject files, and reports of the Dean.	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after date of document.	
12	Correspondence, subject files, and reports of the Vice President of Advancement.	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after date of document.	
13	Correspondence, subject files, program files, student/client files, and reports of administrators/program coordinators including business office and personnel.	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after file is inactive.	
14	Correspondence, subject files, and reports of the Vice President of Business & Finance.	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after the date of the document.	
15	Correspondence, subject files, and reports to the Vice President of Student Services.	Subjective/Chronological/ Numerical	Transfer to storage container 5 years after the date of the document.	
16	Accreditation correspondence, reports, and other related documents.	Chronological	Transfer to storage container 5 years after the date of document.	
17	Annual budgets and audit reports.	Chronological	Transfer to storage container 5 years after the date of the report.	

18	Personnel record of inactive employees, i.e., retired, resigned or deceased staff, faculty and administrators.	Alphabetical/chronological	Transfer to storage container 1 year after file is closed.	
19	Records of the registrar (admissions and registration office), including class schedules, student transcripts, enrollment reports, graduation rosters, and other reports issued on a regular basis.	Alphabetical/Subjective/ Chronological	Transfer to storage container 5 years after program is completed.	
20	Correspondence, subject files, grant applications, program files, and reports of the office of institutional research (planning & development).	Subjective/Chronological	Transfer to storage container 5 years after program is completed.	
21	Records of student organizations.	Subjective/Chronological	Destroy 2 years after organization becomes inactive.	
22	Employee and student health records.	Alphabetical	Transfer to storage container 1 year after file is closed.	

APPENDIX A - Ecclesia College Staff Application

Ecclesia College is an equal opportunity institution. It does not discriminate based on race, sex, color and national or ethnic origin. Ecclesia College reserves the right to make changes in courses, policy, regulations and fees as circumstances dictate, subsequent to publication.

Last Name: _____ First Name: _____ M.I. _____

Home Address: _____ City: _____

State: _____ Zip: _____

Telephone: Home: _____ Office: _____ Cell: _____

Email Address: _____

Country of Citizenship: _____

Position Applied For: _____

List your experiences, skills, or qualifications that you feel would be of value in the position for which you are applying: _____

Write a short paragraph relating your personal testimony (attach additional sheets if necessary).

Have you ever been convicted of a felony that has not been expunged? Yes ___ No ___ If yes, please explain: (a conviction will not necessarily disqualify you from employment). Please attach paper as necessary.

I do certify that the above statements are complete and true. I understand that I will be subject to a background investigation and I authorize Ecclesia College to seek information from the reference sources I have given. I further understand that any employment relationship offered is for an indefinite period of time and is terminable at will by Ecclesia College.

Applicant Name (Printed): _____

Signature: _____ Date: _____

Thank you for your interest in becoming a part of Ecclesia College. Please return your application, along with a current resume to the Human Resources office.

APPENDIX B – STAFF EVALUATION PROCEDURES

PURPOSE STATEMENT

The purpose of staff evaluation at Ecclesia College (EC) is to promote high quality instruction in a Christ-centered educational experience which contributes dynamically to the intellectual, spiritual, and occupational effectiveness of men and women in God-honoring living and service. Assessing each staff member's effectiveness is not only vital to the mission of the institution, but is equally important to the staff member's personal growth as a professional educator and as a servant in God's kingdom. Further, it is believed the institution will greatly benefit by using the result of staff evaluations to determine a focus for on-going staff development.

SCHEDULE OF EVALUATIONS - annually