



The Southern Baptist
Theological Seminary

FACULTY & STAFF HANDBOOK

History of SBTS Handbook Major Modifications

Version	Approved By	Description of Changes Made
1. 11.21.2008	D. Dumas	Initial release of the SBTS Employee Handbook
2. 02.26.2009	W. Milligan	Section F, Vacation, part 4.1.3, re-written to (a) differentiate between voluntary and involuntary termination of employment, (b) provide for forfeiture of accrued vacation if terminated for gross misconduct, and (c) add language inadvertently omitted: "...not to exceed one year's accrual..."
3. 02.26.2009	W. Milligan	Section B, Compensation and Related Information, part 11.3 "make-up hours" was deleted for clarification.
4. 02.26.2009	W. Milligan	Section F, Sick Leave, part 5.0, re-written to (a) differentiate between voluntary and involuntary termination and (b) provide for forfeiture of accrued sick leave if terminated for gross misconduct.
5. 04.24.2009	W. Milligan	Section F, Benefits, part 6.2, Paid Time Off for Graduation, clarified language by identifying the Seminary schools and quantifying the paid time off caps.
6. 11.2.2009	D. Dumas	Section D, General Workplace Guidelines, part 2.0, Personal Appearance and Dress Code was rewritten and expanded to provide better clarification of its application.
Note; Effective 02/1/11, greater detail concerning changes to the Employee Handbook will be available in Human Resources.		
7. 4.12. 2011	W. Milligan	Section C, Performance Standards; clarified language by simplifying sentence structure, grammar, spelling
8. 3.29. 2011	W. Milligan	Section A, Employment, updated information to correctly reflect current Executive Staff positions and Schools
9. 03.09.2012	R.A. Mohler	Section E, Ethical and Behavioral Guidelines; Duty to Report, part 6.5 added to clarify responsibility of staff to report violations of the law not only to the appropriate administrators but based on severity of violation, obligated to report to law enforcement.
10. 09.25.2012	D. Dumas	Introduction, Accreditation
11. 09.25.2012	D. Dumas	Section E, Ethical and Behavioral Guidelines, Discrimination. Updated content to reflect biblical worldview, outline acceptable practices. Section was rearranged to accommodate changes.
12. 09.25.2012	D. Dumas	Integrated Faculty Manual into the Employee Handbook; retitled document to Faculty & Staff Handbook; updated references to Faculty Handbook
13. 10.4.2012	D. Dumas	Section F, Benefits, removed Birthday Holiday and update language related to President's ability to modify holiday schedule.
14. 10.4. 2012	D. Dumas	Section H, Faculty Policies, Section B, update title to reflect "expectations"
15. 10.11.2012	D. Dumas	Section H, Faculty Policies, Add Intellectual Property and Information Technologies
16. 10.29.2012	D. Dumas	Section F, Benefits, updated Sick Leave policy; no longer pay out unused sick leave hours upon termination of employment.
17. 03.20.2014	R.A. Mohler	Section E, Ethical and Behavioral Guidelines; add new policy regarding Sex, Sexuality and Gender Identity

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| 18. | 03.20.2014 | D. Dumas | Section C, Performance Standards; update policy regarding performance management, entitled Corrective Action |
| 19. | 03.20.2014 | D. Dumas | Section E Ethical and Behavioral Guidelines, add new policy regarding Fraud Detection |
| 20. | 03.20.2014 | D. Dumas | Section D, General Workplace Guidelines; add new policy regarding Social Media |
| 21. | 03.20.2014 | D. Dumas | Section D, General Workplace Guidelines; add new policy regarding Intellectual Property |
| 22. | 03.20.2014 | D. Dumas | Section F, Faculty Policies; updated calculation of faculty teaching load |

Introduction

Disclaimer

The Employee Handbook has been prepared by the Seminary as a guide for employees. It is for informational purposes only. The Employee Handbook is not a contract of employment and nothing herein shall be construed as a guarantee of continued employment nor as an employment contract. The employment relationship between the Seminary and its employees is employment-at-will (see Section A, paragraph 2.0 for more information).

Though the Seminary intends to continue the policies and services described in the Employee Handbook, the Seminary reserves the right to revise, amend or discontinue them at any time without further explanation or notice. No one other than the Seminary President or the Senior Vice President for Institutional Administration may alter or modify any of the policies in the Employee Handbook. An Employee Handbook of any scope cannot possibly cover all of the unique situations and questions that might arise in the course of daily operations. The policies herein represent only general guidelines that will be followed in normal circumstances. If a policy, benefit, or rule in this Employee Handbook is changed, it will be updated to reflect the change. Employees will be notified of major changes to the Employee Handbook normally via email. No statement or promise by a supervisor, colleague or other employee may be interpreted as a change in policy nor will it constitute an agreement with an employee. If you are uncertain about a policy or procedure, please ask your Supervisor or the Director of Human Resources to help avoid misunderstandings.

All employees are expected to read this Employee Handbook carefully and become familiar with its content and provisions. The information contained in this Employee Handbook is only a summary. Additional information or answers can be obtained from your supervisor or the Director of Human Resources.

The most recent version of the Employee Handbook can always be found on the SBTS Intranet site, <http://inside.sbts.edu> under Human Resources.

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Message from the President

Welcome to the Southern Seminary family! We are pleased that you have joined us as an employee of The Southern Baptist Theological Seminary or Boyce College. This institution has a rich heritage of training, educating, and preparing ministers of the Gospel for more faithful service in the churches. The accomplishment of this task requires the commitment of dedicated employees. We will expect to accomplish great things for God together.

This employee handbook should serve as a resource for you as you begin your service at Southern Seminary. Beyond this, it should serve as a continuing source of information on matters related to employment, policies, and the operations of the Seminary. If you have any questions or concerns, please feel free to contact the Human Resource office and/or your immediate supervisor.

Sincerely,
R. Albert Mohler, Jr.

About the President

Dr. R. Albert Mohler, Jr. has served since 1993 as Southern Seminary's ninth president. In addition to his presidential duties, Dr. Mohler hosts a daily radio program for the Salem Radio Network. He also comments on moral, cultural and theological issues through his daily weblog and online commentary. Dr. Mohler is also a contributor to "On Faith," an online conversation about religion sponsored by the Washington Post and Newsweek magazine. All can be accessed through his website, www.albertmohler.com. Dr. Mohler is also a frequent guest on national television and radio news programs and is often quoted in national publications. He is married to the former Mary Kahler and has two children, Katie and Christopher.

History of The Southern Baptist Theological Seminary

Southern Seminary was founded in Greenville, South Carolina in 1858 in response to the desire for a Baptist ministerial training school in the South. It offered its first classes in the fall of 1859 with a faculty of four and a student body of twenty-six. The school was forced to close in 1862 because of the Civil War and did not reopen until 1865.

The economic devastation wrought by the war made survival in Greenville difficult. The search for a suitable location led to Louisville, Kentucky, and the Seminary moved in 1877 to a site in the center of the city. The student body grew rapidly, and the downtown facilities became crowded. In 1926 the Seminary relocated to its present campus.

At its inception, the Seminary was a pioneer in theological education in many ways. Three of the principles implemented by its founders were radical for their time: (1) that ministerial training should be offered for persons of varied educational attainment; (2) that it should aspire to the highest academic distinction, and (3) that faculty members should be employed based on their assent to teach within the guidelines of a confessional statement. These three concepts continue to shape the nature of the Seminary.

The first idea, that ministerial training should be provided at a variety of educational levels, meant that a background in the classics was not required for theological education. Biblical studies were offered not only in the original languages but also in English. This aspect of the Seminary's heritage was continued with the Boyce Bible School, begun in 1974, which first offered non-degree programs in basic biblical and theological education. In 1998 the name was changed to the James P. Boyce College of the Bible. In the spring of 2000 it was changed to Boyce College. The school continues to offer the associate of arts degree and added baccalaureate programs.

To meet the second principle and serve those students with the highest levels of educational preparation, the Seminary instituted advanced degrees, granting its first doctorate in 1894. The Seminary offers both professional and research doctoral programs.

The third tenet, that faculty members should adhere in their teaching to a basic statement of theological positions, was implemented in the preparation of an "Abstract of Principles" as part of the Seminary's "Fundamental Laws." All persons from the founders to members of the present faculty have been employed with the pledge to "teach in accordance with and not contrary to" this confession of faith.

Southern Seminary has been and continues to be an innovator in many other ways. It instituted the first chair of missions in the United States in 1900. In 1906, it established the first chair of Christian Education (originally, Sunday school pedagogy). To meet the growing needs of the churches for ministers with varied professional skills, it organized schools of Church Music (now Church Music and Worship-1944), Religious Education (now Leadership and Church Ministry-1953), Church Social Work-1984 and the Billy Graham School of Missions, Evangelism and Church Growth-1994. The Church Social Work School ceased operations in 1997.

Recent innovations include the non-traditional Doctor of Education degree that combines on-campus seminars with Internet discussion groups and Southern Seminary On-Line, which offers distance learning courses by Internet, DVD and real time Compressed Interactive Video.

Mission of the Seminary

Under the lordship of Jesus Christ, the mission of The Southern Baptist Theological Seminary is to be totally committed to the Bible as the Word of God, to the Great Commission as our mandate, and to be a servant of the churches of the Southern Baptist Convention by training, educating, and preparing ministers of the gospel for more faithful service

Institutional Purpose

The Mission Statement of the Seminary clearly defines its purpose as a school of higher education specifically focusing upon training, educating and preparing ministers of the Gospel. As a Christian institution, the Lordship of Jesus Christ and commitment to the Word of God are both acknowledged. Service to the churches of the Southern Baptist Convention is primary. The institutional purpose of “training, educating and preparing ministers of the Gospel” is accomplished through the five schools of the Seminary through the office of Academic Administration and is supported by the offices of Institutional Relations and Institutional Administration.

The mission statement directs the institution’s planning and practice, and guides evaluation of current and new programs in light of how consistent they are with the purpose of the institution. All departments and divisions participate in the planning process and the annual reviews for budget and quality enhancement. Where appropriate, the planning and evaluation processes address student learning objectives in the educational programs. On a chart maintained during the school year, each area evaluates its plan and performance in accordance with goals, objectives and outcomes, so that the findings lead to continual improvements. The office of Institutional Assessment tracks the data and coordinates the process.

Accreditation

The Southern Baptist Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: MA in Discipleship and Family Ministry, MA in Children's and Family Ministry, MA in College Ministry, MA in Women's Leadership, MA in Worship Leadership and Church Ministry, MDiv, MA in Christian Education, MA in Leadership, MA in Youth and Family Ministry, MA in Missiology, MA in Biblical Counseling, MA in Church Ministries, MA in Worship Leadership, MA in Christian School Administration, MCM, Master of Music, MA (Theological Studies), DMin, DEdMin, EdD, DMiss, DMA, Doctor of Music Ministry, ThM, PhD. The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA, Telephone: [412-788-6505](tel:412-788-6505), Fax: [412-788-6510](tel:412-788-6510), Website: www.ats.edu. The seminary is also accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate, baccalaureate, master, and doctoral degrees and is an accredited institutional member of the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21, Reston, Virginia 22090; telephone number 703-437-0700).

Core Values

The Seminary's core values were outlined by President Mohler in 2002. The following comments were taken from an article written by Michael Foust and distributed by Baptist Press on October 18, 2002:

1. A fervor for the greater glory of God

"I fear that in this generation we have lost the vision of the glory of God as the overarching vision for all things," Mohler said. "Our horizon has dipped too low. It has become too horizontal. We measure things in terms of a human scale, when the ultimate scale should be the glory of God in its infinity."

Mohler said the Seminary should always ask, "Will God be glorified more greatly by taking this course of action or that course of action? ... If that is the basic question we ask first, we are at least starting in the right direction."

2. An unconditional obedience to the Lordship of Christ

"Above all things, our desire in order to glorify God is to be faithful to the Lord Jesus Christ," he said. "That's the best measure we have. If we are obedient to the Lord Jesus Christ we will glorify the Father."

3. Manifestation of the fruit of the Spirit

"What are we trying to see in our students?" Mohler asked. "Peace, loving kindness, patience. It may be difficult to know exactly how that's supposed to be put in the curriculum. But if it's not, then something's wrong."

4. Biblical fidelity

"That is absolutely non-negotiable," he said. "When we talk about biblical fidelity, we mean absolute faithfulness to the nature and to the purpose and to the message of Scripture. Our students come here because they expect an institution committed to biblical fidelity."

"We will know that Southern Seminary has genuinely accomplished the purpose God has given us when our churches are continually, progressively more faithful to the Word of God."

5. Evangelical conviction

Explaining this point, Mohler said it "means that we understand that the gospel is not just a message that stands alone. It is fitted within an entire structure of divinely revealed truth that makes it all fit together. To compromise in part is to compromise the whole."

6. Great Commission passion

"That kind of conviction must lead to a heartfelt desire to see lost persons come to faith in the Lord Jesus Christ," he said. "Without that deep Great Commissions passion, God is robbed of his glory. [That passion] should be expected of every single course, of every single professor and administrator and unit of this seminary."

7. Devotional intensity

"Our effectiveness as an institution will ... be no greater than the devotional integrity of those who make up this seminary family," Mohler said.

8. Personal integrity

"We as an institution must take responsibility to make certain that those who serve here, teach here, lead here and govern here ... know that that is a non-negotiable expectation," he said. "Nothing will destroy a ministry ... so

immediately ... than a default in personal integrity."

9. God-honoring family life

"We need to transform the vision of the family. ... Marriage is a picture of the covenantal love of God and the covenantal faithfulness of God. God is glorified when a man and a woman come together in the covenant of marriage."

10. Affection for the local church

"The local church is the beginning and the end of our ministry," Mohler said. "... The world ought to be able to look at the church and see God's glory visibly displayed. ... That means that our students need to be focused on the local church and understand that their heart should be drawn to serve and to love the people of God found in that place."

11. Affinity for the Southern Baptist Convention

"The denomination is not the end, it is the means," Mohler said. "But it is a very important means."

The SBC, he said, "is the representation of local churches who say, 'We're going to do this together and this is the best way we know to do this together.'"

12. Academic excellence

"Academic excellence is important for the people of God because we have to out-think the world," he said. "The church is most vulnerable in terms of its young people and its future when it allows itself to become mentally lazy and to allow the world to do all the thinking. If that happens, then our people are going to think like the world."

13. Cultural engagement

"We need a generation of leaders ... who are ready to engage the culture," Mohler said. "We must engage the issues of the day. We need pastors who are skilled in dealing with the great moral crises of our day. ... We need pastors who will help their church members to understand how to engage issues -- what they will watch on television, what they will understand about the media."

14. Missiological adaptability

Mohler said there are no longer "average" churches and ministries and that the culture is changing quickly. "We need to graduate persons who can be effective in Zimbabwe or Atlanta," he said. "... That means that we cannot prepare one person to do one thing, but we need to prepare all persons to be missiological-adaptable, such that they will have some basic tools for ministry wherever they may land."

15. Qualified and equipped for leadership.

Mohler said the Seminary is seeking "a biblical model of leadership. We do understand there are basic tools involved there. ... It is our responsibility not just to receive persons as they are, but to help give them the tools to be effective ministers and leaders."

16. Historical awareness of the Christian church

Mohler told how, when he was a student, then-Southern Seminary professor Timothy George walked into church history class and said, "My task in this class is to convince you that there was someone between your grandmother and Jesus and that it matters." That lesson has stuck with Mohler to this day. "[We should] be aware of [history] so that we will not be ignorant of what has brought us to this place."

17. Respect for and ability to relate to all persons.

"You cannot minister to persons you do not love, and you have to learn how to be able to relate to human beings - especially those who may not be like you and even those who don't like you," he said.

18. Communicative ability.

"Our responsibility is to prepare persons who have something to say but also know how to say it," Mohler said, adding that this ability includes both oral and written communication.

19. Love of learning.

"The love of learning is to the glory of God," he said. "It's not because we love learning for the sake of learning; it's because we love God and he desires that we would know him and know his truth."

20. Technological agility.

"[Students] do not all need to be experts in the use of every technology," he said. "But they ought to be able to know basic issues of how to be agile in the stewardship of the technological resources that are given to us."

21. Zeal for the priority of God's kingdom.

The word "kingdom" should not be confused to mean buildings and programs, Mohler said; rather, it refers to the "manifest reign of God on earth."

"If we really have zeal for the priorities of the Kingdom of God, then everything else will fall into place -- every single course, every single program, every major budgetary decision," Mohler said.

SECTION A: EMPLOYMENT

1.0 Equal Employment Opportunity

The Seminary is committed to providing equal employment opportunities for all qualified persons without regard to ethnic origin, color, national origin, citizenship status, sex, military status, disability, age, or any other applicable protected characteristic, as determined by state or federal statute, and to the extent required by law. This applies to all employment practices such as, but not limited to hiring, promotions, training, disciplinary action, termination, and benefits.

For Executive Staff, Faculty, or Administrative Staff positions, those wherein the employee's primary duties consist of teaching, spreading the faith, church governance, supervision of a religious order, or supervision or participation in religious ritual and worship, the Seminary reserves the right to employ persons who have a denominational background and philosophy of ministry similar to ours and who, in the opinion of the Seminary, have a work history and a lifestyle that is consistent with Scriptural principles. The Seminary shall make the final decisions concerning non-compliance with these conditions.

2.0 Employment At-Will

All employees are employed at the will of the Seminary for an indefinite period unless otherwise specified in a separate written agreement. Under federal and state law, an employee may resign from the Seminary at any time and the Seminary may terminate the employment of an employee at any time, with or without reason, with or without advance notice.

The "at-will" employment relationship is in effect throughout an individual's employment with the Seminary and may not be modified by any form of oral or implied agreement. Except as stated in the next paragraph below, no Seminary official has the authority to alter this relationship, and no employee shall ever interpret such a person's remarks as a contract for and/or as a guarantee of continued employment.

The "at-will" nature of this employment relationship may only be changed by a separate written agreement specifically entered into for such purpose and signed by the Seminary President and the Senior Vice President for Institutional Administration.

2.1 Exception for Elected Faculty

The dismissal of a Faculty employee elected by the Board of Trustees shall only occur after academic due process has been given. The dismissal must be ratified by a vote of the Board of Trustees upon recommendation of the President. More information concerning Faculty is located in the Faculty Handbook. The Faculty Handbook can be obtained from the office of the Senior Vice President for Academic Administration.

3.0 Staff Structure

The Seminary has four employment classifications: Executive Staff, Faculty, Administrative Staff, and Support Staff. Each of these classifications is outlined below.

3.1 Executive Staff

Executive Staff members have the primary responsibility for the day-to-day operations of the Seminary. Executive Staff are required to be active members of a local church cooperating with the Southern Baptist Convention.

Executive staff positions are:

3.1.1 President

The President is the Chief Executive Officer, Chief Academic Officer and Chairman of the Faculty with the authority and responsibilities required for the operation of the institution. The President is elected by the Board of Trustees, and is accountable to the Board. In consultation with the appropriate trustee body, the President is authorized to add new executive staff positions, to delete current positions, to appoint and to discharge members of the Executive Staff, and to define executive staff responsibilities.

3.1.2 Senior Vice Presidents

The Senior Vice Presidents serve in capacities that oversee the Seminary's three major divisions:

- The Senior Vice President for Academic Administration
- The Senior Vice President for Institutional Administration

Senior Vice Presidents are appointed by the President and are responsible to the President for the day-to-day operation of their respective division. With the concurrence of the President, Senior Vice Presidents may appoint and may discharge such staff members, other than the Executive Staff, as may be required to fulfill the duties of the office.

3.1.3 Vice Presidents

The Vice President for Student Services is a member of the Executive Staff and is appointed by the President upon the recommendation of the Senior Vice President for Academic Administration. This position is responsible for developing and implementing those services necessary for an effective student services program and for the administration of all academic records and academic assistance for students.

3.1.4 The School Deans

The School Dean serves as the academic officer for his particular school of the Seminary and is responsible for developing and implementing, in the school which they administer, those services necessary for effective academic programs of professional and graduate education.

The School Deans are:

- The Dean of the School of Theology
- The Dean of the Billy Graham School of Missions, Evangelism and Church Growth
- The Dean of the School of Church Ministries
- The Dean of Boyce College

The School Deans are appointed by the President upon the recommendation of the Senior Vice President for Academic Administration.

3.1.5 Chief of Staff to the President

The Chief of Staff to the President is appointed by the President and serves on behalf of the President as staff director of the Office of the President, coordinates the operations of the Executive Cabinet, coordinates the operations of the Board of Trustees, and performs other duties assigned by the President

3.2 Faculty

The Faculty includes both elected and appointed members who serve as the teaching staff for Southern Seminary and Boyce College. These positions are filled with individuals who have the special qualifications to teach in their respective fields. Faculty members are required to be active members of a local church cooperating with the Southern Baptist Convention. Faculty classifications are:

3.2.1 Elected

Upon recommendation of the President, these members are elected to permanent Faculty positions by the Seminary's Board of Trustees.

3.2.2 Appointed

As stated in Article II, Section 2.7 of the Seminary's Bylaws: Instructional personnel may be appointed to temporary (i.e., non-tenurable) faculty status by the President for a period of time not to exceed three years, and all appointments shall be reported to the next meeting of the Board of Trustees or the Executive Committee. Non-Baptist instructional personnel shall be approved by the Executive Committee or Board of Trustees for a period not to exceed one year.

3.3 Administrative Staff

Administrative staff persons are responsible for managing the administrative centers that comprise the three divisions of the institution. Administrative staff persons are hired by their division's respective Senior Vice President or designee.

3.4 Support Staff

Support staff persons serve in varying roles (secretarial, clerical, technical, business, and general service) throughout the organization in the different administrative centers. Support staff persons are hired by and report to the Administrative or Executive staff.

4.0 Employment Classifications

The Seminary has further clarified the definition of employment classifications so that employees understand their employment status for governmental matters and benefit eligibility. These classifications do not guarantee employment for any specified period of time and the Seminary's "at-will" employment policy remains in effect at all times.

Following are the various classes of employment with the Seminary:

4.1 Exempt (Salaried)

Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act (FLSA). To be classified as an exempt employee under this Act the employee must meet several requirements relating to the type of work the employee is performing, the level of authority to make and interpret policy, and the amount and basis of compensation being paid.

Each employee's position will be evaluated by Human Resources to determine if the FLSA exemption requirements are met before the position is classified.

4.2 Non-Exempt (Hourly)

Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. These employees will be paid at least the federally mandated minimum wage and for time worked in excess of 40 hours per workweek at a rate of one and one-half (1-1/2) times their regular rate of pay. Paid time off, used in a workweek, does not qualify as hours “worked” in the calculation of overtime pay. Some examples of paid time off are: vacation, holidays, paid sick leave, etc.

4.3 Regular Full-Time

Employees who consistently work a minimum of 37.5 hours per workweek are considered Regular Full-Time employees. This classification is eligible to participate in the Seminary’s benefits package, including retirement benefits.

4.3.1 Occasional /Temporary Full-Time

Employees who normally work over 37.5 hours per workweek but are not seeking extended employment – typically 3 months or less – are considered Occasional/Temporary Full-time employees. Due to the temporary nature of their employment, employees in this classification are not eligible for participation in the Seminary’s benefits package.

4.4 Part-Time

Employees who consistently work less than 37.5 hours per workweek are considered Part-Time employees. Student Associates, both exempt and non-exempt are included in this class of employees. Employees in this classification are not eligible for participation in the Seminary’s benefits package.

5.0 Employee Status for Federal Income Tax Purposes

New employees are required to complete federal and state withholding (W-4, K-4, WH-4 as is applicable) forms at the time of their employment. All employees are responsible for keeping their withholding information current. Seminary employees who qualify as a Minister should refer to Section I of this Employee Handbook for additional information on taxes.

As personal and family status changes, employees are responsible for completing new withholding forms. Human Resources stocks these forms for use when needed.

6.0 Immigration Law Compliance

The Seminary is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present acceptable documentation confirming identity and employment eligibility prior to starting employment. Failure to do so may result in termination or suspension of employment.

Former employees who are rehired must also complete the form if they have not completed a Form I-9 form with the Seminary within the past three years or their previous Form I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources.

7.0 Introductory Period for New Employees

The first 90 days of employment for non-exempt hourly employees is considered an introductory period. Throughout the introductory period, the employee's performance will be evaluated by his/her supervisor to determine if employment will be continued. This time period will also allow the employee to decide if they desire to continue employment with the Seminary. The "at-will" employment policy, mentioned earlier, is in effect during the introductory period, as well as all other employment periods, if any.

8.0 Employment of Minors

All applicants for employment, who are not at least 18 years old, will be required to provide a valid Work Permit, High School Diploma, its equivalent and/or a Certificate of Proficiency. Minors cannot work during school hours unless they receive an exemption from the school. Additionally, and for "home schooled minors", a parent/guardian permission letter plus a medical consent certificate must always be received before a minor is allowed to work at the Seminary.

In accordance with federal Department of Labor regulations, Child Labor Laws, and other applicable state laws, individuals under 18 years of age (minors) will not be permitted to hold positions that involve hazardous duties. Examples of hazardous duties include, but are not limited to, electrical work, construction projects, demolition work, using power saws, roofing repairs, operation of mowing equipment, driving of Seminary vehicles, etc.

9.0 Employment of Relatives

Hiring the best-qualified applicant for a position is the Seminary's primary objective. Relatives of Seminary employees will be considered under the same criteria as any other applicant and will not receive preferential treatment. However, related employees will normally not be allowed to work in the same division (Academic Administration, Institutional Administration, and Institutional Relations). When circumstances warrant an exception, an employee will never be allowed to occupy a position in the chain of command of a relative. This practice is based on legitimate business reasons, including maintaining employee morale, security, and avoidance of conflicts of interest.

Should such a situation develop, the Seminary will give both employees 90 days in which one of the employees must find and transfer - with Seminary approval - to another position with the Seminary. Failure to rectify the situation will result in the Seminary making the decision as to which employee to keep and the other being terminated.

Relatives, as used in this section, will include spouses and/or fiancé', grandparents, parents, children, grandchildren, brothers, sisters, first cousins, and in-laws. The term "relative" will also include those with a similar relationship which has been established through adoption or remarriage, i.e. stepchild, half-sister, etc.

10.0 Close Personal or Romantic Relationships

Situations may arise where employee friendships develop into personal, romantic relationships or marriage. Romantic relationships between coworkers may create difficulties for the parties involved, the Seminary, other employees or other members of the extended Seminary community.

When this occurs, and one employee is in the chain of authority or influence over the other, the relationship must be reported to their supervisor. When this type of relationship is allowed to continue, it may affect employee morale due to perceptions of favoritism and the potential for violations of the Seminary's sexual harassment policy. Therefore, reporting the relationship to the appropriate supervisor is mandatory.

Employees must report the relationship any time it appears the relationship could result in romantic attachment (e.g. dating).

If two employees marry or become involved in a romantic relationship which conflicts with the "employment of relatives policy", one employee must either move to a different position or find alternative employment within ninety (90) days (or sooner if the Seminary deems it necessary). If the involved employees fail to take corrective action, the Seminary will decide who to transfer. In the event no suitable position is available, the Seminary will determine which of the involved employees is to be terminated.

Seminary employees are to avoid close personal or romantic relationships with Seminary students.

11.0 Outside Employment and Activities

The Seminary believes that all employees should primarily devote their talents to the responsibilities for which they were employed. Employees must notify their manager/supervisor in writing and gain approval before accepting a second job. Similarly, applicants for employment must inform Human Resources of their intent to continue to hold a current job even though hired by the Seminary. If it is determined that the second position would interfere with the applicant's performance, availability, or ability to perform the duties of the Seminary's position, employment will not be offered.

If an employee's second job interferes with his or her ability to perform his or her job with the Seminary, continued employment may not be possible. The supervisor will regularly review and evaluate the effect of the outside job on the employee's performance. Any concerns the supervisor may have about the second job's negative effect on the employee's Seminary performance will be discussed with the employee and a reasonable time of not more than 30 calendar days provided for the employee to correct the situation. In the event the situation is not satisfactorily corrected the employee will be terminated.

Injury or illness resulting from the employee's outside employment is not the Seminary's responsibility and medical benefits under the Seminary's workers' compensation insurance will not be paid. Time off from work due to an injury or illness from an employee's outside employment is not covered by the Seminary's short term disability policy.

In the case of pulpit supply or interim pastor, a Seminary employee may accept this type of temporary position for a period of up to three months without supervisory approval.

12.0 Part-Time Employment of Seminary and Boyce Students

If a student employee, whose part-time employment at the Seminary (student associates, academic assistants, research assistants, etc.) is directly and customarily related to their status as a student and he or she ceases to be enrolled as a student for a period of 90 days, he or she will be terminated from their part-time student-related position.

Exception: The student may extend employment for up to one full semester, beyond the initial 90 days, following withdrawal from the Seminary with the recommendation of the student employee's supervisor and the approval of the Senior Vice President for Institutional Administration.

13.0 Disability Accommodation

The Seminary is committed to compliance with the Americans with Disabilities Act (ADA), to the extent it applies to the Seminary, in order to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

14.0 Termination of Employment

Any question related to employee termination (whether voluntary or involuntary) should be referred to the Director of Human Resources at 897-4721.

14.1 Voluntary Termination

For purposes of this handbook, a voluntary termination is defined as a severing of the employment relationship with the Seminary, initiated by the employee, through resignation with notice or job abandonment.

14.1.1 Executive Staff, Faculty, and Administrative Staff

Members of the Executive staff, Faculty, and Administrative staff who wish to resign their employment with the Seminary should submit a resignation letter to their appropriate supervisor with a copy also provided to Human Resources. Exempt (salaried) employees are requested to provide thirty days' notice of their intent to resign. This will provide the Seminary appropriate time to respond by reassigning or acquiring additional staff, providing training or taking other actions to facilitate a smooth transition.

14.1.2 Support Staff

Support staff employees are expected to give at least a two-week written notice to their immediate supervisor before leaving their job. This courtesy will allow their supervisor enough time to adjust working schedules and secure a replacement. Also, their advance notices will reflect favorably on the employee's employment records and will be noted in their personnel file.

14.2 Involuntary Termination

For purposes of this handbook, an involuntary termination is defined as the severing of an employee's employment relationship with the Seminary that is initiated by Seminary management, normally for misconduct, poor performance, or violation of Seminary policies and procedures. For more information on prohibited employee behavior that could result in an involuntary termination, see Section D- Behavior Guidelines.

14.3 Layoff

For purposes of this handbook, a layoff is a termination of employment initiated by the Seminary, either permanent or temporary, that results from changing ministry and/or business conditions that necessitate a reduction in faculty and/or staff.

14.4 Faculty

Voluntary and involuntary terminations of faculty (whether elected or appointed) are addressed here in the Faculty portion of the Handbook.

14.5 Personal Electronic Information

The Seminary will not provide email forwarding services for individuals following the termination of their employment. Former employees may request an electronic copy of any personal information stored on the Seminary's network. However, the Seminary reserves the right to, at its sole discretion, approve or deny such requests.

15.0 Employee Discipline

Because of the many circumstances that may exist in any situation that could result in employee discipline, it is not practical to set out a specific corrective action for dealing with every potential employment problem. The Seminary reserves the right to determine, at its sole discretion, what disciplinary action, if any, will be taken. Furthermore, termination of employment need not be preceded by less-severe disciplinary action.

16.0 Federal and State Unemployment Programs

As a tax-exempt 501(c)(3) organization, the Seminary is exempt from paying federal and state unemployment taxes and has elected not to voluntarily participate in these programs. As a result, Seminary employees are not eligible to draw unemployment compensation benefits from these programs should their Seminary employment be terminated.

17.0 Background Checks

The Seminary reserves the right to conduct consumer report background checks, including criminal records, of all new and current employees. The purpose of these background checks is to determine suitability for employment and/or suitability for promotion, transfer, or all volunteer positions (childcare, missions, church planting, etc.) or paid positions). An authorization form is included with the employment application or will be provided to a current employee.

In the event a negative consumer report is received by the Seminary, consideration will be given to the relationship between the information or conviction and the responsibilities of the position that is or may be held. Consideration will also include factors such as the nature of the negative information or conviction and how long ago it happened, etc. Job-related negative information or conviction is grounds for termination of employment or non-selection of an applicant, either for employment or an internal promotion or transfer.

Conviction is defined as including all felonies and misdemeanors except minor traffic violations. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of the Seminary's employment application and/or related materials, including failure to disclose criminal convictions is grounds for termination of employment or non-selection of an applicant.

SECTION B: COMPENSATION & RELATED INFORMATION

The Seminary believes that the work conditions, wages and benefits it offers its employees are competitive with those offered by other employers in the Louisville market and for this type of institution. If an employee has concerns about working conditions or compensation the employee should discuss the concerns with his or her immediate supervisor and/or the Director of Human Resources.

1.0 Pay Periods and Related Information

The Seminary utilizes a biweekly pay period for non-exempt (hourly) Full-Time employees and all Part-Time employees. The pay period begins on Monday at 12:01 a.m. and ends on the second following Sunday at 12:00 midnight. Employees receive pay for hours worked during this period on the following Friday.

The Seminary utilizes a monthly pay period for all exempt (salaried) employees. Such employees are paid for work performed during a calendar month on the last business day of the month.

The Seminary provides all employees with a Direct Deposit program which automatically deposits their paycheck to a bank checking account, savings account or both on payday. This service is provided at no charge to the employee. A Direct Deposit authorization form will be completed during a new employee's orientation. Employees may obtain additional information on area banking from Human Resources.

Depending on the date of employment, the first paycheck a new employee receives may be a paper check. If so, this initial check must be picked up by the employee at the Cashier's window in Accounting Services, located in Sampey Hall. The employee must present photo identification when picking up the check. All subsequent paychecks will be directly deposited in the employee's bank account. An "Earnings and Deductions Statement" (check stub) will be placed in the employee's assigned office box and may be picked-up after 11:00 a.m. on the following Friday.

The Seminary will not cash employee paychecks.

In the event an employee must change his/her bank account, please allow at least fifteen days for the information to be updated. Changes to Direct Deposit banking information are processed by Human Resources, located at 4118 Sampey Hall. Employees should not close their old bank account until Human Resources has been notified.

2.0 Recording Time Worked

All non-exempt (hourly) employees are required to maintain a timely record of actual hours worked, as well as paid time off (vacation, sick days, and certain leaves of absence). This will be accomplished through the approved method of time tracking as determined by the supervisor of the department. Most non-exempt employees will be issued a badge number which they will use to electronically record their time. Proper time tracking requires employees to record the actual time when they begin work, when they leave for scheduled lunch period, when they return from their lunch period, and when they leave work at the conclusion of the day. Employees must not record their starting time until they are ready to report directly to their workstation and begin work.

Employees must never record time for another employee or knowingly allow someone else to record time for him/her.

If a change or correction is to be made on a time sheet, the revision must be requested by the employee in writing to his/her supervisor.

Violation of these guidelines may result in disciplinary action, up to and including termination.

3.0 Secondary Seminary Position

Whenever a non-exempt employee holds more than one position with the Seminary, an appropriate hourly rate will be established for each position. In the event the hours worked on both positions combined exceeds 40 hours for the workweek, a premium (overtime) rate of one-and-a-half times the employee's straight time rate will be paid for the hours worked in excess of 40. The premium rate will be based on the hourly rate of the position on which hours worked resulted in a combined total in excess of 40 hours.

Non-exempt full-time employees will not normally be allowed to hold a second position with the Seminary. Exceptions must be approved by the department supervisor and the Director of Human Resources.

4.0 Overtime

Supervisors are required to staff all administrative support and activities in such a manner that employees are regularly scheduled for a 40-hour or less workweek. Overtime is intended to be a vehicle to resolve emergencies and temporarily alleviate problems resulting from an imbalance in the normal work schedule.

Employees are not permitted to "sign-in"/"log-in" prior to their scheduled starting time or "sign-out"/"log-out" after their scheduled quitting time without the prior approval of their supervisor.

When a non-exempt hourly employee does work overtime, federal labor laws require the Seminary to pay time-and-a-half (1-1/2) of the regular rate of pay for time worked in excess of 40 hours per workweek. To comply with this requirement, non-exempt employees are required to report all hours worked at their regular job on their time sheet each day.

Non-exempt personnel are specifically not permitted to "volunteer" hours in performing their regular job assignment.

All overtime must be pre-approved by the responsible supervisor. Frequent or repetitive overtime must be pre-approved by both the supervisor and the department head.

5.0 Payroll Deductions

As required by law, the Seminary is required to deduct, where applicable, federal, state, and local income taxes and FICA taxes. Any other voluntary deductions from an employee's paycheck (i.e. group health and life insurance premiums, etc.) must be authorized in advance in writing by the employee.

6.0 Garnishments

As required by law, the Seminary is required to honor legal garnishments of employees' wages. The Seminary will notify the involved employee when a garnishment notice is received.

7.0 Pay Rate Adjustment

Periodic wage and salary adjustments may be approved by the Seminary Administration and/or the Board of Trustees. These adjustments normally become effective at the beginning of the fiscal year, August 1.

8.0 Business Expense Reimbursements

Employees will be reimbursed for eligible business-related expenses as outlined in the Seminary's Business Expense Reimbursement Policy. The policy can be found on the Seminary's Intranet under "Policies" (<http://inside.sbts.edu>).

9.0 Moving and Relocation Expenses

If authorized in advance, eligible moving and relocation expenses will be reimbursed by the Seminary for newly hired full-time faculty, and administrative staff in positions at or above the associate vice president level or as authorized by Senior Vice President of Institutional Administration. The policy can be found on the Seminary's Intranet at: <http://inside.sbts.edu> under Policies.

For more information please contact the Director of Human Resources at (897-4721).

10.0 Anniversary Recognition

Annually, in recognition of their dedication and service, active exempt employees who have attained continuing years of service in five-year increments will normally receive a monetary anniversary award. At the Seminary's discretion, other forms of anniversary recognition awards may be used or the recognition program may be suspended indefinitely or permanently.

11.0 Interruption of Normal Work Schedule

Normal hours of operation could be disrupted by weather, infrastructure problems, or for other reasons beyond the Seminary's control.

11.1 Employee Responsibilities before Normal Working Hours

Employees who are at home when inclement weather begins should be able to determine the Seminary's hours of operation by frequently checking one or more of the following sources of information:

- the local television networks (ABC, NBC, CBS, FOX)
- the Seminary's main phone number voice mail (897-4011)
- the employee's SBTS Webmail account
- the Seminary's website <http://inside.sbts.edu>

11.2 Office Closing After Work Day Has Begun

If an employee is on the job and the institution closes early (due to weather or other reasons beyond the Seminary's control), both part-time and full-time employees will be paid for the hours they would have normally worked for that day.

If the offices are closed during the work-day, employees must check the appropriate sources of information, stated in the preceding section, by 7:00 a.m. of the following day for instructions to report or not to report for work.

11.3 Compensation When Offices Are Closed

When inclement weather forces offices to be closed, full-time hourly employees will receive pay, at their regular rate, for a maximum of one working day per occurrence, not to exceed two working days in any fiscal year.

11.4 Offices Are Open but Employee Is Unable To Report

When Seminary offices are open and an employee is absent from work because of inclement weather, the employee may choose from the following alternatives:

- (1) Make up the time lost to the extent that it is possible without exceeding forty hours worked in one work week, or
- (2) Count the time missed as vacation time to the extent that unused vacation time is then available, and/or
- (3) Accept reduced compensation.

Or in addition to the options available above, if an employee has children and does not have a childcare alternative due to the weather and the employee stays home, he or she may choose to charge the time missed from work against the employee's accrued sick hours. (One day per occurrence not to exceed two days in any one fiscal year).

11.5 Integrity Concerning Seminary Closing

The Seminary expects its employees to act with a high level of integrity by making a reasonable effort to safely get to work in inclement weather. Employees are expected to not unfairly take advantage of the above options for recovering wages lost due to unscheduled closure.

12.0 Leaving Work during Regular Hours

Except during the lunch hour, when employees leave the office or Seminary premises during work hours for personal business, the employee is to obtain approval from his or her immediate supervisor and provide an expected time of return to the office. For documentation purposes, this request should be communicated in writing via email. If delayed in returning to work the employee is expected to call their supervisor. Time out of the office and/or off Seminary premises by non-exempt employees must be properly recorded as uncompensated leave time using the approved time-keeping record.

13.0 Normal Work Hours, Breaks, and Lunch Periods

13.1 Work Hours

Normal Seminary office hours are Monday through Friday, 8:00 a.m. until 4:30 p.m. Intradepartmental work schedules must be arranged around breaks and lunch periods so normal office hours are maintained.

The standard workweek for full-time, non-exempt employees is 37.5 hours. In line with the Fair Labor Standards Act, overtime premium pay is not paid until actual hours worked exceed 40.0 in a workweek.

Upon special request and approval of the supervisor, full-time support staff may work any seven and one half hours between 7:30 a.m. and 6:00 p.m., with the hours of 8:30 a.m. to 4:00 p.m. being considered core hours.

13.2 Breaks

Full-time, non-exempt employees are provided two (2) fifteen (15) minute break periods during their regular workday. One break period is to be taken prior to the mid-day lunch break and the other after the midday lunch break.

Break times will be established and approved by the employee's supervisor. Break periods may not be accumulated to reduce working hours or to provide time off for personal business. No work may be performed during the break periods.

Employees should not 'clock-out' during break periods.

13.3 Lunch Period

An unpaid lunch period of not less than thirty minutes or more than sixty minutes is provided for non-exempt hourly employees who work more than five (5) hours in a workday. Employees who work five or fewer hours per workday may choose to waive their lunch period if agreed to in writing. Lunch breaks are normally scheduled between 11:00 a.m. and 2:00 p.m.

The unpaid lunch period is not considered to be working time and employees will be off-the-clock during that period. Accordingly, the unpaid lunch period does not count towards the standard workweek or qualification for overtime pay. No work may be performed during the lunch period.

Within the above legal constraints, department heads retain the discretion to establish when taken and the length of lunch breaks that best suit the operating needs of their department and their employee needs.

SECTION C: *PERFORMANCE STANDARDS*

It is the Seminary's policy to provide employees with constructive feedback concerning job performance on a regular basis. The purpose of this feedback is to foster employee development, improve or correct job performance deficiencies, and motivate employees to reach their full potential. The Seminary will employ a variety of methods for providing this information to employees, such as: counseling with employees, written performance improvement plans, personnel memos, job performance evaluations, administrative leaves, progressive discipline, etc.

It is not possible to provide an exhaustive list of every standard for performance and behavior. However, employees are responsible for understanding and complying with the standards as may be listed in this Employee Handbook and/or on the Seminary's Intranet site.

1.0 Position Descriptions

A position description serves as an organizational aid for identifying and delegating responsibilities, coordination and division of work and prevention of duplication of efforts. Further, they are not intended to be used as work limitations or restrictions on employee roles. All employees are expected to be team players and to help each other and the institution when requested by a supervisor and in line with workplace safety guidelines. The position description is normally reviewed with prospective employees during the interviewing process.

2.0 Performance Evaluation

It is Southern Seminary's policy to conduct performance evaluations with employees on a regularly scheduled basis as a means of fostering employee development and motivating employees to reach their full potential. The Seminary makes every effort to formally evaluate the performance of all full-time salaried and hourly employees annually, normally in April. Full-time and part-time hourly employees should have their performance evaluated at least once during their first 90 days of employment – during their Introductory Period. All full-time hourly and salaried employees will have their performance formally evaluated at least annually, normally in April. See Section A for more information about the Introductory Period.

Performance evaluations will be discussed with the employee by his or her immediate supervisor. This is an opportunity for both to discuss performance strengths and deficiencies, to plan remedial actions, and to establish goals and objectives for the coming year. Employees should feel free to share their thoughts and concerns, their ideas concerning their goals and objectives, and to clarify what assistance, training, or process changes - if any - will facilitate future performance improvements.

Employees will be given the opportunity to add their comments to their performance evaluation form and to sign it as confirmation that they've discussed their evaluation with their supervisor and of their commitment to the jointly established goals and objectives.

3.0 Employee Training and Orientation

Human Resources conducts a mandatory orientation program for all new employees. In addition to completing required employment forms, the employee receives information, both written and verbal, concerning the Seminary's benefits package, applicable waiting periods, normal hours of work, pay periods and pay dates, training, and key Seminary policies and expectations.

Job related orientation and training is provided by the employee's assigned department. All full-time employees are encouraged to attend at least two additional training sessions per year. For more information on available programs, the employee should contact his or her supervisor or Human Resources.

4.0 Failure to Perform Satisfactorily

Examples of poor work performance, include but are not limited to:

- Consistently below average work in quality and/or quantity;
- Inappropriate behavior including rudeness, lack of cooperation, creating dissention among coworkers;
- Unacceptable absenteeism and/or tardiness;
- Abuse of break and lunch privileges;
- Lack of application; failure to follow supervisor's instructions;
- Insubordination; including uncivil, hostile acts and/or words toward a supervisor or co-worker;
- Failure to comply with or to achieve the terms of a Performance Improvement Plan or a Personnel Memorandum.

Employees may be disciplined, up to and including termination, for poor work performance as determined by their supervisors.

5.0 Corrective Action

High-performing employees are critical to the Seminary's success. Therefore, Southern has established a corrective action process that generally provides employees with an opportunity to correct performance or attendance problems before they become severe enough to result in termination. However, there are situations, such as violation of Seminary policy, where corrective action process may not apply and termination of the employee will be required.

Corrective Action Steps

There are a variety of work-related problems that could result in corrective action, including but not limited to: unsatisfactory job performance, poor interpersonal skills that adversely affect customer or employee relations, and/or excessive unexcused absences/lateness.

The corrective action process general consists of three formal steps:

- Verbal warning
- Written warning
- Termination of employment

Depending upon the severity of the situation, steps may be skipped or not followed in sequence.

Corrective Action Warnings

During the steps of corrective action, an employee's supervisor will detail:

- Work deficiencies
- Expected improvements
- Timeframe for demonstrating improvement

Expected consequences if improvement does not occur and/or if performance deteriorates further during the corrective action process

SECTION D: GENERAL WORKPLACE GUIDELINES

The purpose of these guidelines is to define the Seminary's general expectations of its employees. By keeping employees informed of these expectations, both the Seminary and its employees will be able to operate in a more appropriate, professional, and orderly manner.

1.0 Personnel Files and Records

It is critical that the Seminary maintain current and accurate information for each employee. Employees are expected to keep their Supervisor and the Human Resources Office informed of changes to their name, address, phone number, marital status, birth or adoption of a child, person to notify in case of emergency, etc. These types of change should be communicated timely and on the proper form. Changes to name and/or Social Security number may require presentation of original documentation confirming the change. Please contact Human Resources at 897-4721 if assistance is needed with making any of these changes.

Human Resources must also be notified immediately of any changes to the employee's benefit situations (i.e. dependents, beneficiary, etc.) for insurance purposes. Maintaining current, accurate information will help ensure that benefits are readily available when needed.

2.0 Personal Appearance and Dress Code

Appearances reflect not only on the employee as an individual, but also on the Seminary. Therefore, each employee's attire should always be neat and professional while on Seminary grounds. The appearance of employees must be appropriate to the occasion and their duties as determined by the employees' supervisor.

For some positions, the Seminary provides uniforms appropriate for the department to which employees are assigned. In these departments, employees are required to wear their uniform when at work.

3.0 The SHIELD -- Employee Photographs and Identification

All employees must contact the campus card office to obtain a "SHIELD", the Seminary's picture identification card. Photographs, for this purpose, are taken in the Fifth and Broadway campus store. Employees should have their SHIELD with them at all times while on campus. Your "SHIELD" card must be renewed every 3 three years.

SHIELD Identification cards are required for:

- New, regular and temporary full-time employees
- Part-time employees transferring into regular full-time status
- Special requests (temporary for dependent use)

Photographs of Seminary employees may also be used by various offices of the institution for personnel records, publications, staff directories, and items of similar nature.

A file of Faculty and Executive Staff photographs is maintained in the Public Relations Office. Requests for new studio photographs should be sent to that office.

4.0 Parking

Employees are required to register their vehicle information (i.e. make, model, color, license plate number) with the Department of Safety and Security. A parking sticker will be issued for the vehicle and must be displayed on the outside of the lower left corner of the rear window. It is also the employee's responsibility to keep the vehicle information current with the Department of Safety and Security.

Parking spaces on Seminary property are available on a first-come, first-served basis in the lots associated with the assigned Seminary parking sticker. Parking for employees on the Seminary's campus is free.

Parking is at the employee's own risk. The Seminary is not responsible for any form of theft or damage to an employee's vehicle while parked on Seminary property. Additionally, the Seminary is not responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles must always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on Seminary property.

A complete explanation of campus parking policies and procedures can be found at <http://www.sbts.edu/current-students/policies/safety-and-security/>

5.0 Chapel Attendance

All Seminary personnel are expected to attend the regularly scheduled chapel services on Tuesday and Thursday of the fall and spring semesters. Seminary offices are to close from approximately 9:50 a.m. to approximately 11:10 a.m. for these chapel services. Attendance for other non-regular chapel and/or campus wide meetings will be determined by the immediate supervisor.

Non-exempt hourly workers do not clock-out while attending regular Tuesday/Thursday chapel services.

6.0 Smoke-Free Workplace

The Seminary is a totally smoke-free workplace. Smoking is not allowed in any Seminary building, vehicle, or anywhere on Seminary property. Violations of this policy should be reported to the Department of Campus Safety and Security at 897-4459. Disciplinary action may be taken, up to and including termination.

7.0 Tardiness or Absence from Work

Employee work schedules are relied upon by the Seminary to ensure the institution's many departments function smoothly. Therefore, it is critical that each employee fulfills his or her assigned work schedules on a punctual and consistent basis.

If an employee is unable to report to work or report as scheduled, for any reason, the employee must call his or her supervisor prior to the start of the scheduled workday or as soon thereafter as is reasonable but no later than 9:00 a.m. Employees must report tardiness or absenteeism directly to their supervisor--leaving a message is not acceptable. If the supervisor is not available at the time the employee calls, Human Resources should be contacted. It is the employee's responsibility to keep the institution informed on a daily basis regarding his or her status during a short-term absence and to provide appropriate medical verification when requested.

Employees who are tardy or absent frequently or show a consistent pattern of tardiness and absenteeism, whether excused or unexcused, may be subject to disciplinary action, up to and including termination.

An employee who fails to report for work three consecutive workdays and who fails to properly report the absences each day will be considered as having abandoned his or her job and voluntarily resigned without notice.

8.0 Staff Meetings

Administrative center directors are to conduct regularly scheduled meetings with the personnel under their supervision. These meetings are to be used to keep their staff informed and to allow adequate time for questions. Every employee is expected to attend any staff meeting that applies to them.

Staff meetings may be held to provide ongoing employee training for the purpose of helping employees perform their duties in line with changing federal and state laws, changes in Seminary policies and procedures, or other pertinent information.

9.0 Internal Job Transfer

All open Administrative Staff and Support Staff positions, full-time and part-time, will be published in the weekly Employment Opportunities Bulletin. In addition, all campus opportunities are also posted on a “job board” located in Human Resources.

Full-time employees who are interested in being considered for a posted Seminary position must first obtain their supervisor’s written approval before submitting an application to Human Resources. The supervisor’s approval may be mailed or emailed to Human Resources. The employee’s application for a new position will not be processed without this written approval. If you are uncomfortable discussing your desire to transfer with your supervisor you should contact the Director of Human Resources for assistance

Please contact Human Resources with any questions concerning transfers. (897-4721).

10.0 Solicitation Prohibited

The Seminary prohibits solicitation and distribution of any type on the Seminary campus.

- 1) Solicitation and distribution of literature on Seminary premises is limited because those activities can interfere with its normal operations, reduce employee efficiency, and pose a threat to security.
- 2) Individuals not employed by the Seminary are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering merchandise or services for sale (except for authorized vendor representatives), or engaging in any other solicitation, distribution, or similar activity on Seminary premises.
- 3) No employee of the Seminary shall engage in or solicit business relationships with other employees of the Seminary or members of the Seminary’s Board of Trustees. Such relationship would include multi-level marketing endeavors or partnerships. Exceptions to this policy will include endeavors with an explicit academic or ecclesial purpose (such as church consultations, conferences, etc.) and require the approval of the Seminary President.
- 4) The Seminary may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in these activities is entirely voluntary (see Section 10.1 below for more information).

- 5) The Seminary maintains various communication systems to communicate Seminary information to employees and to disseminate or post notices required by law. These communication systems (including bulletin boards, electronic mail, voice mail, facsimile machines, and personal computers) are for the Seminary's daily operations and may not be used for any other purpose.

The Department of Safety and Security has oversight responsibility for enforcing the above Seminary policy. Violations of this policy should be reported immediately (ext. 4459). Violations of the policy by employees may result in disciplinary action up to and including termination. Violations by non-employees will be responded to in any means deemed appropriate by the Seminary. Questions should be addressed to the Director of Human Resources (502-897-4721).

10.1 Exception

The sale of fund raising items for schools, sports teams, scout packs (similar to Girl Scout cookies) is the only exception to the above policy. This type of solicitation is allowed as long as it is passive in nature, in that employees are not directly asked or feel pressured to purchase any item. For example, a cookie order form may be left on a desk so that employees who wish to order may do so.

11.0 Family Members of Employees

It is always the desire of the Seminary for staff to place their family first before their job. However, employees are expected to remain sensitive to the Seminary's work environment with regard to their family visiting them at work. Children are not allowed on Seminary property without proper parental supervision. The Seminary does not assume responsibility for children anywhere and under any circumstances on its property. Employees must not allow extended and/or frequent visits from children, spouses, or other family members during work hours.

12.0 Cashing Of Personal Checks

Employees may cash personal checks at the Cashier's Window in Accounting Services, which is located in Sampey Hall. This privilege is subject to the following limitations and events:

- One check per day in an amount of \$50.00 or less;
- Payroll checks, expense reimbursement checks or three-party checks will not be cashed;
- A fee will be assessed to the employee if the personal check is returned by the Seminary's bank;
- Personal checks may not be cashed during published registration periods;
- The check cashing privilege will be permanently revoked for any employee who has three returned checks.

13.0 Seminary Clinic

The H. Hart Hagan Clinic is located in the Roy L. and June Honeycutt Campus Center. Information about services provided is available from the Clinic or the Student Life Office.

Although its services are primarily geared toward the students, Hagan Clinic nurses render on-campus emergency medical care for all members of the faculty and staff. Also, routine injections can be administered to employees at the posted rates.

14.0 Media Relations

Employees are to refer all contacts and/or inquiries from any media representative (print, television, radio) to the Communications Office and/or the Vice President of Community Relations. If unavailable, the media representative is to be forwarded to any Senior Vice President or the President, in this order. Under no circumstances are unauthorized Seminary employees to talk with media representatives.

It is preferable that a representative of the Public Relations Office be present when authorized employees are interviewed and/or engage in conversations with media representatives. In the event a Public Relations Office representative does not attend, the interviewee is to immediately provide the Public Relations Office with the details of the conversation/interview.

15.0 Open Door Arrangement

The Seminary strives to ensure that all employees have a way to express their problems, opinions, or concerns.

It is generally inappropriate for employees to discuss work related problems, opinions, or concerns with any staff member other than the employee's immediate supervisor. If a situation should arise where the employee is not comfortable speaking with his/her immediate supervisor, the employee is encouraged to speak with his/her supervisor's supervisor or the Director of Human Resources.

The Seminary believes when employee concerns are dealt with openly the result is a stable, high quality work environment with clear communications and positive attitudes. In this way, the Seminary attempts to demonstrate its commitment to its employees by responding promptly and effectively to employee concerns.

For all personal (non-work) related matters, employees may talk with any member of the management staff with whom they feel comfortable. In all cases, the Director of Human Resources is available to talk with an employee and may be reached at 897-4721.

15.1 Informal Counseling Guidelines

Although the Seminary is committed to an open door environment, it is equally committed to protecting the integrity of the staff and the reputation of the institution. Scripture stipulates that those in leadership are to be "above reproach", and that even the "appearance" of wrongdoing must be avoided. Therefore, the following guidelines for informal/non-professional guidelines have been established for all staff members to follow:

- Avoid visiting a person of the opposite sex alone in a home environment.
- If it is possible, take another person along when engaging in counseling with a person of the opposite sex, or when visiting persons in the hospital (especially when the person is in a private room).
- Never counsel a person of the opposite sex alone in a Seminary office, room or any other location. Use Seminary open/glass viewing rooms as a protective measure.
- Never counsel a person of the opposite sex alone on Seminary property after normal working hours.
- Never counsel a married person of the opposite sex more than once without the counselee's mate present. Refer them to the Marriage Counseling Ministry.
- Never go to breakfast, lunch or dinner alone with a person of the opposite sex.

- Never discuss detailed sexual problems with a person of the opposite sex. Refer them to a counselor of the same sex.
- Never discuss personal marriage problems with any employee or student.
- Never drive alone in a car with a person of the opposite sex.

15.2 Making Suggestions

As a part of the open door policy, the Seminary strongly encourages employees to share any suggestions they may have for improving its operations and/or procedures. Written suggestions will be considered, if signed. Employee suggestions should be submitted to the department head of the area to which the suggestion applies.

16.0 Disputes between Co-Workers

Work-related disputes between fellow employees must be immediately addressed and resolved by them. Allowing such issues to continue unresolved could interfere with performance, timely completion of work assignments, and employee safety. Resolution of these types of disputes by the involved individuals is strongly encouraged by the Seminary. If the issue cannot be resolved in this manner, one or both employees may then discuss the problem with their immediate supervisor.

The Seminary believes effective problem-solving procedures are an important part of its daily operations and provides an opportunity to resolve employee dissatisfaction in job related practices and policies. The Seminary encourages employees to present their side of an issue without fear of retaliation.

If the parties to the dispute are unable to resolve the matter, it may be referred to the Director of Human Resources (502-897-4721) by either party or the involved supervisor. The Seminary's decision will be final and binding on the involved employees.

17.0 Use of Seminary Property and Equipment

It is critical that the Seminary have access at all times to Seminary-owned property. As a result, the Seminary reserves the right, at its discretion, to access employee offices, work stations, email, voice mail, computers, filing cabinets, desks, credenzas, and any other Seminary property, with or without advance notice or consent. Such access also covers records of any and all types, including hard copy and/or electronic documents, files, schedules, ledgers, reports, etc.

Seminary property is not to be loaned or removed from Seminary premises without the approval of the department head responsible for the property in question. Seminary equipment may not be relocated except by the department responsible for the equipment.

Removal of Seminary documents or records, without the expressed consent of the employee's administrative center director, is strictly prohibited.

17.1 Issuance of Seminary Property and Equipment

Campus Safety and Security will issue keys to exterior doors and offices of the Seminary to authorized employees. Seminary keys are not to be used by anyone except the employee to whom the keys were issued. Employees are prohibited from making copies of Seminary keys. All Seminary property and/or equipment (i.e. keys, credit cards, laptop computers, beepers, mobile phones, dictation equipment, recorders, uniforms, etc.) issued to an employee remains the property of the Seminary. Employees are responsible for all such items issued to them by the Seminary. This

responsibility includes protecting the items from loss, damage, and theft and not permitting others to use them. These items must be turned into the employee's immediate supervisor or the department head at the time of the employee's termination.

17.2 Use of Seminary Telephones

The Seminary realizes that it may be necessary for employees to occasionally make and/or receive personal calls while at work. Such calls must be held to a minimum in terms of frequency and duration. Whenever possible, such calls are to be made during scheduled break and lunch periods. Employees are expected to inform each family member of these guidelines. Unavoidable lengthy personal calls must be cleared through an appropriate supervisor and the employee's time sheet adjusted for time away from work.

Employees must not listen to the phone conversations or record oral or electronic conversations or communications of another employee. Suspected wrongdoing must be reported to the attention of the Senior Vice President for Institutional Administration or the Director of Human Resources.

17.3 Use of Long Distance and the SBTS '800' number

Long distance business calls are charged to the employee's department. A long distance code is assigned to each employee who requests one. They should have one code per department if they hold multiple positions. A copy of the bill can be viewed online by each budget manager. Personal long distance codes can also be obtained for private phone use and will be billed to each employee directly.

The Seminary's toll-free number (800-626-5525) is to be used for official Seminary business only and not for personal communications. Conversations with family or friends or for private business are strictly prohibited. Employees who violate this rule are subject to disciplinary action, up to and including termination.

Only administrative offices and faculty are permitted to receive calls via the toll free line.

Calls received on the toll-free line will be taken until 5:00 p.m., Monday through Friday. In-bound calls, received on the toll-free line after normal business hours, on weekends or on holidays, will be diverted to auto voice mail.

Messages will be retrieved by Network Services the next working day and forwarded to the intended recipients.

17.4 Use of Cell Phones

Some Seminary positions may be provided a Seminary-funded cell phone. Such decisions will be based on the potential urgency of communication and/or frequent travel responsibilities. The Dean or Vice President of a department may request, based on the above criteria, this benefit for a position through the Procurement office.

Personal mobile phones must be kept in their off position or vibration mode while in the office. Personal calls on personal mobile phones must be treated in the same manner as personal calls made on Seminary telephones as described above.

17.5 Use of Seminary Computers, Intra/Internet Access

The Seminary makes Information Technology resources (including, but not limited to, computer facilities and services, computers, networks, electronic mail, electronic information and data, video and voice services) available to faculty, staff, students, and special guests to support the academic, research, administrative, and service missions of the Seminary.

The Employee Handbook is a primary source of information related to acceptable use guidelines for the Seminary's information technology systems and equipment (computers, related equipment, systems, and Internet/intranet access, etc.). Employees are responsible for reading, understanding, and complying with the following related sections of information.

Please contact the IT Department (502-897-4106) with any questions or concerns or go to: <http://inside.sbts.edu>

As technology advances, the Seminary reserves the right to change, modify, delete, in part or wholly, the Computer Acceptable Use Policy so as to incorporate new technology. The Seminary, at its sole discretion, reserves the right to interpret the content and application of this policy.

Technology usage that might threaten the integrity of the Seminary's network, the actual or perceived safety of others, or any illegal activities is strictly forbidden. Violation of the Computer Acceptable Use Policy may result in disciplinary action being taken, up to and including termination. In addition, misuse of the technology may lead to risk of legal liability, both civil and criminal, for the employee, the Seminary, or both.

Seminary employees are required to report all suspected or actual violations of these policies and guidelines to their immediate supervisor or, if uncomfortable talking with the supervisor, to the Seminary's Director of Information Technology.

By using the Seminary's electronic information systems employees assume personal responsibility for their appropriate use and agree to comply with this policy, other applicable Seminary policies, and all applicable city, state, and federal laws and regulations. Seminary employees are responsible for reporting violations of these policies and guidelines should they encounter or receive prohibited material to Network Services (502-897-4006).

17.5.1 No Expectation of Privacy

Employees of the Seminary are provided computers and Internet/intranet access to assist them solely in the performance of their job duties. Employees have no expectation of privacy in anything they create, store, send or receive via the e-mail system using Seminary computer equipment. As stated above, the computer network is the property of the Seminary and may be used only for Seminary purposes. Misuse of the Seminary's computers and related systems may result in disciplinary action, up to and including termination.

17.5.2 Prohibited Activities

The following list of prohibited activities, not excluding others, is intended to provide examples of prohibited use of the Seminary's technological equipment and systems:

1. Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication;
2. Acquiring or attempting to acquire passwords of others;
3. Using or attempting to use the computer accounts of others;
4. Harassing, threatening or harming individuals or employee groups and/or impeding their activities;
5. Alteration of the content of a message originating from another person or computer with the intent to deceive;
6. Using the Internet to view pornographic or morally offensive web sites or the electronic distribution of such material;
7. The use of restricted-access Seminary computer resources or electronic information without or beyond one's level of authorization;
8. The interception or attempted interception of communications by parties not explicitly intended to receive them;
9. Making Seminary computing resources available to individuals not affiliated with the Seminary without the written approval of the Senior Vice President for Institutional Administration or the Director of Information Technology;
10. The unauthorized copying or use of licensed computer software;
11. Unauthorized access, possession, or distribution, by electronic or any other means, of electronic information or data that is confidential under the Seminary's policies regarding the privacy or confidentiality of student, administrative, personnel, archival, or other records;
12. Intentionally compromising the privacy or security of electronic information;
13. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction);
14. Interference with or disruption of the computer or network accounts, services, or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts;
15. Failure to comply with requests from appropriate Seminary officials to discontinue activities that threaten the operation or integrity of Seminary computers, systems or networks, or otherwise violate this policy;
16. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
17. Altering or attempting to alter files or systems without authorization;
18. Unauthorized scanning of networks for security vulnerabilities;
19. Attempting to alter any Seminary computing or networking components (including, but not limited to routers, switches, and hubs) without authorization;
20. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension of any computer or network services;
21. Intentionally damaging or destroying the integrity of electronic information;
22. Intentionally disrupting the use of electronic networks or information systems;
23. Intentionally wasting human or electronic resources; and,
24. Negligence leading to the damage of the Seminary's electronic information, computing/networking equipment and resources.
25. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other forms of electronic communication (bulletin board systems, newsgroups, chat groups, etc.), downloaded from the Internet, or displayed on or stored in Seminary Networks.

17.5.3 Computer Software

The Information Technology Department is responsible for installing all software applications on Seminary owned computers. The following list of rules, not excluding others, is intended to provide guidelines for complying with the Seminary's software policy:

1. All software must be legal and the IT Department will keep a copy of the Software license on file;
2. No software is to be installed on any Seminary owned computers without the express permission of the Director of Information Technology;
3. Users are not allowed to download and install any software (freeware, shareware, or individually purchased) programs without the permission of the IT Department;
4. Seminary owned software shall not be installed on any non-Seminary owned computers without a legal software license and the permission of the Director of Information Technology;
5. All software license agreements, activation keys, and serial numbers should be treated as confidential and should not be shared with anyone outside of the organization;
6. Staff members may not install personally owned software;
7. Faculty members may install personally owned software on a Seminary computer if the following conditions are met:
 - a. Permission is obtained from the Director of Information Technology;
 - b. The user provides a copy of the proper software license to the Director of Information Technology;
 - c. The software does not conflict with any of the existing Seminary owned computers, software, or network.

Any questions concerning the content, intent, application, or interpretation of this policy should be addressed to the Director of Information Technology at 897-4106.

17.5.4 Monitoring of Computer Usage

The Seminary has right, but not the duty, to monitor any and all aspects of its computer system including, but not limited to, monitoring sites visited by users on the Internet, chat groups and newsgroups, reviewing material downloaded or uploaded by users, and reviewing email sent and/or received by users.

17.6 Use of Fax Machines and Copiers

Fax machines and copiers are for official Seminary business use only. Limited personal use is acceptable. However, a personal copy code must be used in conjunction with any personal use. Personal copy codes may be obtained through a written request to the Information Technology department.

Copyrighted materials must never be copied or transmitted through a fax machine without the expressed written permission of the copyright owner.

17.7 Use of Seminary Stationery and Office Supplies

Seminary stationery and office supplies are only to be used for authorized Seminary business. Personal use of such materials is prohibited.

17.8 Vehicle Usage for Seminary Business

The Seminary's daily operations require various employees to use a variety of Seminary-owned vehicles and, at times, the employee's personal vehicle. To be approved to operate a vehicle on Seminary business requires employees to meet certain "driver approval" standards. In addition to being approved by the employee's supervisor, the employee must also have a current, valid driver license, have a "clean" driving record as verified by the Seminary through a check of your MVR (motor vehicle records), and be eligible for coverage under any applicable Seminary insurance policy.

Use of the employee's personal vehicle on Seminary business also requires the employee to have a current insurance policy on his/her vehicle with sufficient levels of coverage to protect the Seminary. For more information on appropriate levels of coverage contact the Department of Safety and Security at extension 4459 or go to its intranet website at: <http://inside.sbts.edu> and click on Safety and Risk Management.

Employees who drive on Seminary business must exercise due diligence to drive safely, to follow all traffic laws, to maintain the security of the vehicle and its contents, and to avoid distractions while driving. Cell phone use is rapidly becoming a number one distraction and, for this reason, the Seminary strongly encourages all employees to avoid using a cell phone while driving – regardless of who owns the vehicle.

17.8.1 Prohibited Impairments

Employees are not permitted, under any circumstances, to operate a vehicle, Seminary or personal, on Seminary business when a mental or physical (including fatigue) impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication reaction, or being under the influence of alcohol or controlled substances.

17.8.2 Reporting Vehicular Incidents

Accidents, damage, theft, breakdown, or mechanical problems involving a Seminary vehicle or a personal vehicle on Seminary business must be reported to the employee's supervisor and the Department of Safety and Security regardless of the extent of damage or lack of injuries. This report must be made immediately or as soon after the incident as reasonably possible but no later than eight (8) hours after the incident. The initial report may be made verbally by telephone. However, a detailed written report must be submitted within twenty-four (24) hours of the incident. An "incident report form" may be obtained from the Safety and Security Office. For more information call 502-897-4459.

Employees are expected to cooperate fully with the authorities in the event of an accident. However, they should not make any statements concerning the incident except in reply to questions of investigating officers.

18.0 Personal Property

The Seminary assumes no responsibility for an employee's personal property that is lost, damaged, stolen or destroyed while on Seminary property. Claims for such loss or damage should be reported by the employee to their personal insurance company. The Seminary's insurance carrier will not accept or reimburse employees for such personal property claims.

Personally owned property brought on Seminary premises remains the responsibility of the property owner. Employees are encouraged to not bring large sums of money, jewelry, or other valuables to work.

19.0 Social Media in the Workplace

Social media is a communication tool that allows users the opportunity to create an interactive experience with a mass audience. Social media venues (i.e. Facebook, Twitter, LinkedIn, etc.) can create a real and lasting impact on organizational and professional reputations. The use of social media can blur the lines between a personal voice and an institutional voice. As a result, employees are expected to follow the same laws and behavioral standards online as they would in all other aspects of life.

19.1 Best Practices of Social Media

- Stop and think before posting. Privacy does not exist in the world of social media. Content that is shared will be readily available and will ultimately reflect both on the individual and the Seminary.
- Be accurate and factual. This is especially important if you are representing the Seminary.
- Be respectful and encourage comments or discussions.
- Maintain an active social media presence by regularly updating the site and/or creating content
- On personal sites, identify your views as your own and not that of Southern Seminary
- Do not share confidential information
- Do not be the first to announce Seminary or departmental news on a social media site unless pre-approved by the appropriate level of management

19.2 Seminary Sponsored Social Media

If you post on behalf of the Seminary the following guidelines apply:

- Departments that have a social media page or would like to create on must contact Campus Technology and/or Communications to ensure all Seminary social media sites coordinate with one another
- Use approved photos and logos. Contact Communications to receive approved photos
- If managing a social media page or site, remain active and intentional about the content being shared

20.0 Intellectual Property

The "work for hire" rule in the Copyright Act gives the Seminary ownership of the copyright to copyrightable works produced by any employee within the scope of his or her employment. If an

employee creates intellectual property, other than a scholarly work, which may lead to commercial development, said employee must immediately notify his/her supervisor and provide sufficient information for the Seminary to evaluate the work and its commercial potential, and , if necessary, take appropriate steps to protect the Seminary's ownership rights.

20.1 Employees and Intellectual Property

20.1.1 Administrative and Support Staff

The Seminary also claims ownership to all works, inventions, developments, and discoveries created by employees within the scope of their employment or whose creation involves the substantial use of Seminary equipment, services, or resources. This includes any patentable invention, computer-related software, database, Web-based learning, and related materials, but will not be applied to such traditional scholarly works as books, articles, manuscripts, plays, writings, musical scores, and works of art unless by previous agreement or contract.

20.1.2 Student Employees

Students own the intellectual property rights for a work created in response to course assignments, projects, or independent study and research. This includes term papers, multimedia products, artworks, reviews, websites, performances, designs, and even contributions to olne or recorded discussions. There is an implied consent in the student-faculty contract, that faculty members can copy, distribute, or otherwise use the work for the purposes of and within the context of the course; but permission for any further use beyond the course and the course term should be obtained in writing.

Works created by students in the course of student employment, internships, and graduate assistantships could be considered works for hire. Works created in the context of research assistant, lab assistant, or directed work as a student in funded research and development projects could be considered works for hire.

20.2 Musical Compositions

If musical compositions and recordings are commissioned by the Seminary and utilize Seminary resources, those compositions and subsequent recordings should be the property of the Seminary and are to be considered works for hire. The Seminary may also freely and without limitation use the compositional materials to promote the Seminary's programs.

20.3 Distance-Education Courses and Content

Distance-education courses at the Seminary are created by instructors, faculty members, Seminary employees, or other individual/s by the contract or agreement as works-for-hire at the express direction of the Seminary. The Seminary retains all right, title, and interest in and to the course, including (1) title and theme and (2) all rights (a) to the course copyright and any adaptation or version thereof in the United States and/or internationally in the name of the Seminary or otherwise for its sole benefit and (b) to secure renewals or extensions of copyrights as the Seminary deems necessary. The Seminary may freely and without limitation use course materials to promote the Seminary's programs and to offer theological training to persons not enrolled in classes for credit or for the completion of a degree, diploma or certification.

20.4 Resolution of Dispute

Any question of interpretation or claim arising out of or relation to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by the following procedure.

The issue must be submitted to the Intellectual Property Committee in the form of a letter setting forth the grievance or issue to be resolved. The committee will review the matter and then advise the parties of its decision within 60 days of submission of the letter.

The Intellectual Property Committee will consist of:

- Three (3) members from the faculty, appointed by the Faculty Committee, for three-year terms
- Three (3) members of the Seminary executive staff, appointed by the Provost who will also chair the Committee
- Three (3) other members representing, respectively, administrative staff, support staff, and the student body, appointed by the Senior Vice President for Institutional Administration

21.0 Campus Safety and Security

Every effort is made to promote the safety and well-being of the employees, students, and visitors while on Seminary premises, involved in Seminary-related or sponsored activities, and while using Seminary equipment.

The Seminary provides all employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Employees are asked to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

The Seminary strives to comply with all workplace safety laws and regulations; employees are responsible for taking the opportunities provided to understand and comply with them.

- For more specific information about the Seminary's Security and Risk Management department and its policies, please refer to the SBTS website at: <http://inside.sbts.edu> or contact the Director of Safety and Security at 897-4459.

SECTION E: ETHICAL AND BEHAVIORIAL GUIDELINES

All employees must conduct their personal affairs in such a fashion that their individual responsibilities and the Seminary's reputation are not jeopardized. Employee conduct must not give rise to ethical and/or moral questions with respect to their association or work with the Seminary. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the Seminary and/or fellow employees.

This section provides examples of employee behavior that is expected as well as employee behavior that are not acceptable.

1.0 General Expectations

Southern Seminary is a community of Christians committed to the principles of Christian living found in the Bible and holds that these biblical standards are vital to our individual and corporate relationships. Maintaining these standards contributes to the kind of atmosphere in which quality Christian education and spiritual nurture can best occur, and strengthens the testimony of SBTS within both Christian and secular communities. In this light, and given the clear biblical imperative for spiritual self-discipline, the Seminary has established these "standards of conduct" to be observed and upheld, by all members of the SBTS community.

Consistent with the example and command of Jesus Christ, we believe that life within a Christian community must be lived to the glory of God, with love for God and for our neighbors. Being indwelt by the Holy Spirit, we strive to walk by the Spirit, "crucifying the flesh with its passions and desires" (Galatians 5:24). To this end, members of the SBTS community are not to engage in activities which Scripture forbids. Such activities include, but are not limited to, dishonesty, thievery, fornication, adultery, homosexual practice, drunkenness and unscriptural divorce. Scripture also condemns other "deeds of the flesh" such as covetousness, jealousy, pride and lust – sins which the maturing Christian should put off, and replace with the "fruit of the spirit": love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (e.g., Luke 10:27; Galatians 2:20, 5:14-24; Ephesians 2:3; 1 Corinthians 6:9-10).

As a Christian educational institution, SBTS also recognizes the responsibility of its faculty and staff to provide examples of maturing Christian character, conduct and attitude to its students and the community at large. Therefore, as maturing Christians, the entire SBTS community will strive for the holiness of God (1 Peter 1:13-19), and love Him with all our heart, soul and mind (Matthew 22:37). In addition, we are called to love our friends and neighbors as God has loved us (Matthew 22:39; 1 John 4:7-11). We will achieve this calling by walking by the power of the Holy Spirit and avoiding sins clearly forbidden in Scripture (Galatians 5:16-21; 1 Corinthians 6:9-11; Ephesians 5:1-14). Also, we will pursue the fruit of the Spirit from our Lord and with one another (Galatians 5:22-24).

Certain rules and regulations regarding employee behavior are necessary for the Seminary's efficient operation and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Seminary, or is offensive to coworkers, students, vendors, visitors, etc., will not be tolerated. Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the Seminary.

Although not a comprehensive list, prohibited conduct includes but is not limited to the following;

- Refusing to follow a supervisor's or manager's instructions concerning a job related matter; being insubordinate verbally or by failure to act;
- Engaging in or threatening acts of workplace violence (see paragraph 2.3 of this section for more information);
- Possessing firearms or other weapons on Seminary premises except in accordance with applicable law and Seminary policies.
- Stealing, destroying, defacing, or misusing Seminary property or that of a coworker, student, vendor, or visitor;
- Misusing Seminary communications systems, including campus mail, U.S. mail, electronic mail, computers, email, Internet/Intranet access, and telephones;
- Wearing improper attire or having an inappropriate personal appearance.
- Engaging in immoral conduct which brings reproach upon the name of the Lord Jesus Christ and the Seminary;
- Disclosing proprietary and/or confidential Seminary information;
- Falsifying or altering any Seminary record or report, such as an employment application, medical reports, quantity/quality work records, time records, expense accounts, absentee reports, or other Seminary operation records;
- Failure to report to management any threatening or potentially violent behavior by coworkers; students, vendors, visitors, etc.
- Failure to comply with Seminary safety and security regulations

At the Seminary's sole discretion, any violation of Seminary policies or any conduct it considers inappropriate or unsatisfactory may subject the employee to disciplinary action, up to and including termination.

Questions concerning this policy should be addressed to the Director of Human Resources at 897-4721.

2.0 Discrimination, Harassment, Workplace Violence, and Intimidation

The Seminary is committed to providing a work environment that is free of discrimination, harassment (including sexual harassment), coercion, and intimidation. In keeping with this commitment, the Seminary maintains a strict policy of "zero tolerance" towards such prohibited conduct as outlined in the following paragraphs:

2.1 Discrimination and Harassment

The Seminary is committed to providing a work environment that is free of discrimination, unlawful harassment and other unbiblical conduct. Actions, words, jokes, or comments based on an individual's sex, ethnicity, disability, age, or any other legally protected characteristic will not be tolerated.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful or unbiblical discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 Sexual Harassment

The Seminary defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different sexes. These behaviors may include, but are not limited to: unwanted sexual advances, subtle or overt pressure for sexual favors, sexual jokes, innuendos, advances or propositions, verbal abuse of a sexual nature or about a person's life style, graphic commentary about a person's body, sexual prowess or sexual deficiencies, leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting or obscene comments, gestures, pictures, cartoons, photographs, objects or other conduct of a sexual nature.

2.2.1 Procedure for Filing Complaint of Discrimination/Sexual Harassment

The Seminary cannot respond to sexual and other harassment of which it is unaware, nor will the Seminary respond to mere rumors. It is imperative for an employee with a concern involving potential sexual harassment or other harassment to promptly make use of this complaint procedure. Employees should report harassment before it becomes severe or pervasive.

An employee may report a complaint or concern to any/all of the following:

1. To their supervisor
2. To the Director of Human Resources (ext. 4721)
3. To any Senior Vice President; or, -
4. To the Seminary's Ethics and Compliance Hotline
 - By phone - 866-458-3858
 - Online – instructions are under Human Resources on the Seminary's main web page : <http://inside.sbts.edu>

Follow-up and/or an investigation of the complaint will be initiated as soon practicable. Confidentiality will be guarded to the extent possible, although it may be necessary to discuss the allegations in order to conduct a thorough and impartial investigation. If the investigation confirms the allegations, the Seminary may take disciplinary action against the harasser, up to and including termination.

The Seminary forbids retaliation against anyone for reporting sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation. Retaliation based on an employee reporting any other form of harassment is also prohibited.

2.3 Workplace Violence

Examples of violence and/or threats of violence include, but are not limited to:

- Any act which is physically or verbally aggressive;
- Any threat to harm or to endanger the well-being of others;

- Behaviors or actions, as interpreted by a reasonable person, as having the potential for violence, being an act of aggression, or constituting unreasonable provocation;
- Any threat to damage or actual damage to the property of the Seminary, its employees, students, vendors, suppliers, or visitors;
- Possession of any weapon or dangerous instrument (e.g., any type of firearms (except as provided for by law), certain knives, brass or metal knuckles, explosives, etc.) on Seminary property; and,
- Insubordination, including hostile, uncivil conduct toward a supervisor, employee, vendor, student or visitor.

The Seminary will not tolerate a climate of fear or intimidation. Threatening or intimidating behaviors, acts of verbal or physical aggression and violence by an employee will result in disciplinary action being taken, up to and including termination. Civil and criminal penalties will be pursued when deemed appropriate. It is the responsibility of every employee to take any threat or violent act seriously and to consult with an appropriate Seminary representative (supervisor, any member of management, the Director of Safety and Security, or the Director of Human Resources).

3.0 Use of Drugs and/or Alcohol

The Seminary expects all employees to report for and perform work free from the influence of illegal drugs, alcohol, or other controlled substances. Employees are responsible for ensuring they have the ability to perform their work in a safe and reliable manner every workday. Employees are encouraged to consult with their doctor or pharmacist concerning their ability to work safely while on prescription drugs and must inform their supervisor when using prescription or over-the-counter medications that might adversely affect their ability to operate a Seminary vehicle or equipment.

Seminary employees are prohibited from the following: (1) the use of illegal drugs, whether on or off duty; (2) the use of alcohol or being under the influence of alcohol while on duty (including during meal and break periods), whether on or off Seminary property, or in a Seminary vehicle; (3) testing positive for the use of alcohol or the illegal use of drugs; (4) the abuse of alcohol off duty which adversely affects the employee's job performance; and (5) any off duty conduct related to the illegal use or possession of drugs or abuse of alcohol which may reflect adversely on the reputation of the Seminary. Employees who engage in this prohibited conduct will be subject to disciplinary action, up to and including discharge.

To effectively enforce the provisions of this Drug and Alcohol Policy, the Seminary, at its sole discretion, may require employees to submit to substance abuse testing. Specifically, employees may be required to submit to some or all of the following tests: drug screening prior to employment, random testing, post-accident testing, and “reasonable cause” testing. Refusal to submit to a substance abuse test, or alteration or attempted alteration of a sample submitted for such testing, may result in discharge.

Employees must inform their supervisor when using prescription or over-the-counter medications that might adversely affect the safe and reliable performance of their work. Employees using prescription medications must be under a physician’s immediate care during its use or they must be taking the medication as part of an ongoing treatment plan that can be verified by the physician.

Employees who observe conduct that may indicate a violation of the Seminary’s Drug and Alcohol policy should report such observations to their supervisor, the Director of Safety and Security, or the Director of Human Resources. Compliance with this policy is a condition of continued employment and violations may result in disciplinary action being taken, up to and including termination.

4.0 Copyright Infringements

The Seminary will not tolerate any form of copyright infringements. Machines owned by the Seminary, such as copy machines, computers, tape duplicators, sound recording devices or any other forms of duplicating or reproducing equipment, may not be used to copy or reproduce any copyrighted materials for work or personal use. This policy is strictly monitored. Violation of this policy may result in disciplinary action being taken, up to and including termination.

5.0 Fraud Detection and Prevention

Any organization is a potential target of fraudulent activity. Therefore, to aid in the prevention and detection of fraud committed against the Seminary or any of its affiliates, the Seminary has adopted a Fraud policy that is available on Inside Southern.

Fraud is defined as any intentional dishonest act, false representation, or concealment of material fact by a person that results or has the potential result in harm to the Seminary or that would cause another person to act in a manner detrimental to the Seminary.

The Fraud Policy applies to any irregularity or suspected irregularity involving:

- Employees
- Members of the Board of Trustees
- Members of the Seminary Foundation of Board of Directors
- Consultants
- Contractors

5.1 Reporting Fraud

All members of the Seminary community can assist the efforts to prevent and detect fraud by immediately reporting any suspected fraud either to the:

- Director of Human Resources
- Chief of Campus Police
- Ethics and Compliance Hotline

The employee or other member making the report may remain anonymous. All information will be treated confidentially.

You should NEVER:

- Contact the suspected individual in an effort to determine facts or demand restitution
- Discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by Campus Police

5.2 Fraud Investigation

Only the Chief of Campus Police and the Senior Vice President of Institutional are to investigate reported instances of suspected fraud.

6.0 Confidentiality

Each employee of the Seminary is entrusted with the management of sensitive information owned by the

Seminary and Seminary employees. Confidentiality and trust are matters of Christian integrity, and faithfulness to the responsibility of confidentiality is fully expected of all employees of the Seminary. Disclosure to any individual of information obtained as a result of employment with the Seminary is grounds for disciplinary action, up to and including termination. (Disclosure of certain information is also subject to prosecution under privacy laws.)

6.1 Confidentiality of Salary and Wages

Employee salary and wages are considered extremely confidential – including the employee’s own rate of pay. Specific salary and wage information is not available for public disclosure. The Seminary desires to protect the privacy of staff members while at the same time demonstrating high levels of integrity over Seminary financial information. Employees must not seek information about a fellow worker's compensation. If such information is inadvertently obtained or received by an employee, he or she is not to discuss or share the information.

Any information that pertains to the Seminary’s business, especially information relating to financial data and/or employee pay, is considered sensitive and confidential. Therefore, employees are required to prevent the release of such information except as authorized to do so and/or as approved to do so. This confidentiality clause is not intended to restrict the normal, day-to-day, exchange of information required for the Seminary’s operations.

7.0 Code of Conduct

Expectations are that conduct will be consistent with policy cited in Section E, 1.0.

The Seminary’s Code of Conduct is detailed in the following paragraphs:

7.1 Statement of General Principles

This code applies to the following members of the Seminary community:

- Individuals who are paid by the Seminary when they are working for the Seminary, and its officers, trustees, faculty and staff.

7.2 Integrity and Ethical Conduct

The Seminary community is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the Seminary relies on each community member’s ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.

This code of conduct describes standards to guide us in our daily Seminary activities. We believe that these standards are already being followed. Our goal is to commit them to writing and to ensure they continue to be followed by the community.

7.3 Sex, Sexuality and Gender Identity

Southern Seminary’s policy regarding sex, sexuality and gender identity is grounded in the teachings of the Bible as understood in the Seminary’s confessional commitments – the Abstract of Principles

and the Baptist Faith & Message 2000. This policy is intended to address transsexualism, transgenderism, and related gender identity issues.

We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experiential perception of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

With this foundational understanding of creation, fall, and redemption, we do not support or affirm the resolution of a psychological identity discordant with one's birth sex. Similarly we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, we will make institutional decisions in light of this policy regarding housing, student admission and retention, hiring and retention, and other matters. The full policy, of which this is a summary, is available from Human Resources, Student Life or Academic Affairs.

7.4 Compliance with Laws and Seminary Policies

The Seminary and each community member must transact Seminary business in compliance with all laws, regulations, and Seminary policies related to their positions and areas of responsibility. Understanding and following these standards can be complex, such as for example, in the areas of procurement (including limitations on the ability to contractually bind the Seminary) and employment matters. In addition, community members are expected to behave in a manner which respects the freedom of others as well as refraining from interfering with, obstructing or disrupting a normal Seminary activity, even while exercising their own freedom of expression. Managers and supervisors are responsible for monitoring compliance in their areas.

7.5 Conflict of Interest Policy

This policy addresses situations where there might be a potential financial or personal conflict, or the appearance of such a conflict, between a particular outside interest of a member of the Seminary community and the obligation that the community member owes to the Seminary such that the community member's profit or advantage may come, or reasonably appear to come, at the expense of the well-being of the Seminary.

- Members of the Seminary community are not permitted to have a direct or indirect interest, financial or otherwise, of any nature that is in conflict with the proper discharge of the community member's duties.
- Members of the Seminary community shall adhere to the laws, rules, regulations and policies of applicable governmental and Seminary authorities. The failure to do so may be grounds for disciplinary action, up to and including termination of employment.
- No member of the Seminary community shall accept or solicit any gift, favor or service that might reasonably influence the community member in the discharge of his or her duties or that the community member knows or should know is being offered with the intent to influence his or her official conduct.
- A member of the Seminary community shall not accept other employment or engage in any

business or professional activity that he or she might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the community member's official position.

- No member of the Seminary community shall disclose confidential information gained by reason of his or her official position or otherwise use such information for his or her personal gain or benefit.
- No member of the Seminary community shall transact any business in his or her official capacity with any business entity of which the employee is an officer, agent or member, or in which the member of the member of the Seminary community owns a substantial interest.
- Members of the Seminary community must disclose potential conflicts of interest as soon as possible after they realize that a conflict or potential conflict may have arisen. Disclosure guidelines and procedures may be obtained from department heads, department chairs or from the office of the Senior Vice President for Institutional Administration.
- If a conflict or potential conflict of interest is reported and allowed to exist under the advice of the Executive Strategy Group, it is required that the conflict or potential conflict be reported to Seminary's General Counsel and that it be reconsidered annually until it is resolved.

Compliance with these standards is the responsibility of every employee.

7.6 Duty to Report Suspected Violations or Concerns

Each member of the Seminary community is required to report suspected violations of the Seminary code of conduct, applicable laws (local, state or federal), and any Seminary policy including, but not limited to, all policies outlined in this employee handbook).

Employees should normally report violations through standard supervisory channels, beginning with the employee's immediate supervisor. If, for any reason, the employee is uncomfortable reporting suspected violations to the employee's immediate supervisor (e.g., the suspected violation is by or may involve the supervisor), the employee may go to a higher level in the institution's management structure within their department or administrative center, e.g., department head, Vice President, Senior Vice President, or contact the Director of Human Resources at 897-4721.

However, in the event that an employee of the Seminary should witness or receive a report of any act that is in violation of any federal, state or local law, he or she is under the obligation of "mandatory reporting" protocol and must promptly report actual and/or reasonably suspected violations to the appropriate law enforcement agency.

7.6.1 Ethics and Compliance Hotline

Members of the Seminary community also have the option to report a violation of any type via an independent Ethics and Compliance Hotline. If desired, the employee may elect to make such a report anonymously.

The Hotline's toll free number is 1-866-458-3938.

More information on the Ethics and Compliance Hotline can be found at : <http://inside.sbts.edu>

7.6.2 Report without Fear of Retaliation

The Seminary prohibits retaliation against an employee or volunteer who reports violations and/or suspected violations of Seminary policy or applicable laws - (regardless of the reporting method) and even if the incident is determined to be without substance.

Retaliation against an individual for reporting discrimination or harassment, whether a victim of it or a witness to it, is a serious violation of this policy and will be treated as a separate and distinct cause for complaint.

Prohibited acts of retaliation include discharge, demotion, suspension, threats, harassment, or discrimination.

Any representative(s) of the Seminary who engages in proven acts of retaliation will be terminated.

7.6.3 Resolution

Any member of Seminary management who receives a report of a violation of the law and/or Seminary policy is to immediately notify the Director of Human Resources (502-897-4721) and/or the Senior Vice President for Institutional Administration. Under no circumstances should the person initially receiving the complaint attempt to investigate the alleged incident or interview the complainant or the accused.

An employee complaint or report of this nature will be investigated by the appropriate personnel and the results will be discussed with the employee (or, if applicable, with the independent service providing the Ethics and Compliant Hotline). The information provided in the complaint will remain confidential except to the extent that it is necessary to reveal some or all the information to effectively conduct the investigation of the complaint. The investigation of the complaint will be thorough, prompt, and impartial. During the investigation, the Seminary will take affirmative steps to ensure that a proper work environment is maintained, which may or may not include suspension or leave (paid or unpaid) for the benefit of the complainant and the accused.

Proven violation of the Seminary's policy may result in disciplinary action being taken up to and including termination. In the case of termination, the employee may also forfeit compensation for accrued benefits (excluding accrued vacation), if any.

SECTION F: BENEFITS

All Seminary employee benefits are governed by the applicable benefit plan document, contract, or Seminary policy. Specific benefits may vary based on the employee's job status, length of service and other factors. This section contains brief descriptions of each benefit and is not intended to replace or redefine the governing documents. Additional, more detailed information on the Seminary's benefits and premiums is available under the Human Resources tab on the SBTS intranet. <http://inside.sbts.edu>

1.0 Benefits Overview

The Seminary's employee benefits are designed to provide eligible employees with compensated time away from work; to help pay certain expenses; to help plan for retirement; and to provide certain other assistance when a qualified need arises. Only regular full-time employees (who are expected and normally scheduled to work a minimum of 37.5 hours per workweek) are eligible to participate in the Seminary's benefit plans.

Although the benefits described in this section are currently available, the Seminary reserves the right to modify, amend, or terminate its employee benefits as they may apply to all current, former, and retired employees.

The Director of Human Resources serves as the Administrator of the Seminary's employee benefit plans and is available to answer questions concerning the benefit plans. All benefits provided by the Seminary are described in official documents maintained in the Human Resources Department. These documents are the only official and binding materials concerning the Seminary's employee benefits and are available for examination by any plan participant or beneficiary.

In addition to its retirement plan the Seminary offers certain benefits to eligible employees including health, life, and disability insurance. The Seminary also provides a number of other benefits such as paid vacation, holidays, sick days, and leaves of absence.

Participation in or use of these benefits is governed by the specific eligibility requirements of each benefit plan or as defined in Seminary policy.

Following is a brief description of each of the Seminary's benefits. All eligible employees receive detailed benefit information and a benefits orientation at the time of their employment.

The Human Resources Department (897-4721) is available to answer questions, provide benefit booklets, and assist with enrollment or change forms. Information is also available on the Seminary's intranet websites at <http://mysouthern/> under the Human Resources tab.

1.1 Health Care Benefits

Two different medical plan options are offered through GuideStone Financial Resources – a standard Preferred Provider Option (PPO) or a Preferred Provider Option with a Health Reimbursement Account (HRA). Both options offer a large network of healthcare providers (physicians, hospitals, pharmacies) through Highmark Blue Cross – Blue Shield. The Seminary shares the cost of the monthly insurance premiums of some of the plans available for selection by an employee. More information concerning employee premiums may be found under Human Resources on the SBTS intranet. <http://inside.sbts.edu>

1.1.1 Option for Continuation of Group Health Insurance Coverage

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employers with 20 or more employees that provide group health plans to offer continuation coverage to qualified beneficiaries who have lost health care coverage as a result of certain qualifying events. Qualified beneficiaries are individuals who, on the day before a qualifying event, are covered under a group health plan as a covered employee, spouse of a covered employee, or a dependent child of a covered employee.

Churches and their integrated auxiliaries, such as the Seminary, are excluded from these COBRA requirements. Despite being exempt from COBRA requirements, the Seminary currently does provide group health benefits in a manner similar to the requirements of COBRA through Guidestone's Medical Continuation program. As with COBRA, premiums for the continued group health care coverage are due the first of each month and must be paid to the Seminary by the employee

1.2 Dental Care Benefits

The Seminary offers optional group dental coverage for the employee and eligible family members. The Seminary pays the cost of the "employee-only" premium and contributes a similar amount toward the other premium tiers. Additional information is available from Human Resources (897-4721) or under the Human Resources tab

At: <http://inside.sbts.edu>

1.3 Disability Benefits

1.3.1 Short-Term Disability Benefit

The short-term disability benefit provided by the Seminary is a self-funded plan that provides income replacement for eligible employees who are unable to work due to a non-work related illness, injury, or pregnancy.

Eligibility for short-term disability benefits is based upon an employee's FLSA status as noted below. An employee receiving workers' compensation or disability pay under any state or federal plan or private insurance policy is ineligible for this benefit.

Exempt (Salaried) Employees

All full-time exempt salaried employees are eligible for and enrolled in the short-term disability plan upon their date of hire. There is no cost to the employee for participation.

Non-Exempt (Hourly) Employees

All full-time non-exempt hourly employees who have completed three years of continuous employment with the Seminary will become eligible for and enrolled in the short-term disability plan automatically. There is no cost to the employee for participation.

Coverage

Full-time exempt salaried employees, who are unable to work, will be eligible to receive this income replacement benefit after a 10 workday waiting period. Employees may use accrued but unused sick and/or vacation days to cover their inactivity during the waiting period. Upon completion of the waiting period, employees will receive 100% of their monthly base salary, each regular pay date, during their disability up to a maximum of 90 days, including the waiting period.

Full-time non-exempt hourly employees, who have completed three years of continuous employment with the Seminary and are unable to work, will be eligible to receive this income replacement benefit after a 10 workday waiting period. Employees may use accrued but unused sick and/or vacation days to cover their inactivity during the waiting period. Upon completion of the waiting period, employees will receive benefits according to the following schedule:

<u>Years of Service</u>	<u>Base Income Replacement</u>
3 to 5 years	80% of pay for the first 60 days 60% of pay for the last 30 days
6 to 7 years	100% of pay for the first 30 days 80% of pay for the next 30 days 60% of pay for the last 30 days
8 to 9 years	100% of pay for the first 60 days 80% of pay for the last 30 days
10 or more years	100% of pay for 90 days

Payments are made on regularly scheduled paydays and are taxable income.

Procedure for Requesting Short-Term Disability Leave

Eligible employees requesting short-term disability benefits must complete and submit the request form (available from Human Resources) and provide proper certification from their physician. The request form and physician certification must be forwarded to Human Resources at least two weeks, if possible, before the scheduled date leave is scheduled to begin. In some cases such advance notice will not be necessary but the request and supporting documentation must be submitted as soon as is practicable.

Medical Certification

The employee must provide medical certification of the disability that includes a general description of the cause of the disability and the anticipated beginning and ending dates of the disability. This certification must be submitted in a timely manner to Human Resources for review and determination of benefit qualification.

In the event an employee's disability extends beyond 90 days, the employee, if a participant, will be eligible to draw benefits under the Seminary's voluntary long-term disability plan effective the 91st day of disability.

Employee Status and Benefits during Short-Term Disability Leave

While on an approved leave, the Seminary will continue the employee's elected benefits during the leave period as if the employee had continued to work. Under current Seminary policy, the employee pays a portion of certain elected benefit premiums. While on paid leave, the Seminary will continue to make payroll deductions to collect the employee's share of these premiums. While on unpaid leave, the employee must continue to make these payments either in person or by mail. Payments are due in the Accounting Department the first of each month. If payment is more than 30 days late, the employee's elected insurance coverage may be cancelled for the duration of the leave. The Seminary will provide 15 days notification prior to the employee's loss of coverage.

Accrual of vacation and sick days will be suspended during an approved short-term disability leave. Upon return to active full-time duty, these accruals will be resumed on the first day of the month following reinstatement. Employees on leaves of absence are not eligible for paid holidays occurring during the leave. Eligibility for paid holidays will be resumed upon return to active full-time work.

Employees may not perform work for self-employment, or for any other employer, while on approved short-term disability leave unless the Seminary has given prior approval of the employment and the employee's reason for short-term disability leave does not preclude the involved work.

FMLA leave will run concurrently with an employee's short-term disability leave.

Return to Work

So that an employee's return to work can be properly scheduled, an employee on leave of absence should provide their immediate supervisor and Human Resources with two weeks advance notice of the date they intend to return. Employees on short-term disability leave must return to work when their physician determines they are able to resume working. The Seminary requires employees to provide a physician's release before reinstatement to active employee status can be implemented.

An employee who fails to return to work when released by the attending physician will be required to reimburse the Seminary the monies it paid for the employee's elected benefits' premiums during the leave of absence.

1.3.2 Long-Term Disability Benefits

In the event of a longer-term disability (over 90 days), exempt salaried employees, and eligible non-exempt hourly employees with one or more years of Seminary service, may participate in the Seminary's optional Long-Term Disability Plan. This is an optional plan that provides for 60% of regular pay, up to a maximum of \$10,000 per month. The Seminary pays a portion of the monthly premium for this benefit. Additional information is available from Human Resources (897-4721) or under the Human Resources tab at: <http://inside.sbts.edu>

1.4 Life Insurance Benefits

The Seminary provides, at no cost to the employee, \$15,000 of Basic Group Term Life Insurance and \$15,000 of Accidental Death & Dismemberment insurance for full-time non-exempt hourly and exempt salaried employees.

1.4.1 Optional Life

Eligible exempt salaried employees and non-exempt hourly employees with one or more years of service, may purchase additional life insurance, in amounts ranging from one to four times your annual earnings, at favorable group insurance rates. The cost of this optional life insurance is partially funded by the Seminary (premiums vary based on employee age). Optional life insurance is a voluntary coverage and increased coverage must be elected for increases to occur. Evidence of good health will be required of new employees and of current employees who wish to increase their current amount of optional life insurance

1.4.2 Dependent Life

Spouse: Exempt salaried employees and non-exempt hourly employees may purchase, at the time of employment, \$20,000 of optional life insurance for their spouse. Premiums for spouse optional life insurance are based on the age of the spouse.

Dependent Children: Exempt salaried employees and non-exempt hourly employees, at the time of employment, may purchase \$10,000 optional life insurance for dependent children (under 25 years of age). The premium for this coverage is a flat amount per family regardless of the number of children covered.

1.4.3 Coverage Beyond age 65

Employees who continue their active, full-time employment beyond age 65 will have their optional insurance coverage, in effect immediately prior to age 65, reduced by 35%. This reduction will occur effective January 1 of the year following the year age 65 is reached. If you become insured on or after age 65 the coverage you are eligible for will be reduced immediately, and subsequent increases in your amount of life insurance will not be permitted.

1.5 Personal Accident Insurance

At the time of employment, exempt salaried employees and non-exempt hourly employees with one year of Seminary service may purchase Personal Accident Insurance, for themselves and their spouses (dependent children are not covered by this plan)

This coverage provides benefits in the event of accidental death or dismemberment in addition to the AD&D coverage provided by the Seminary. Employee coverage is available in amounts ranging from \$25,000 to \$250,000 with coverage of the employee's spouse equal to 50% of the employee's coverage. This optional coverage is available at favorable group insurance rates.

2.0 Section 125 Cafeteria Plan & Flexible Spending Accounts

2.1 Cafeteria Plan

Upon employment, all full-time employees are eligible to enroll in the Seminary's Cafeteria Plan. This plan allows participants to pay certain premiums through payroll deduction on a pretax basis as allowed by the Internal Revenue Code. New employees will be given the opportunity to make this election during their initial employment processing, and is available only for thirty days from the initial date of employment. Participation will be effective the first day of the pay period following election. If the employee elects not to participate during the first 30 days of his/her employment, the employee will have to wait until the following year's open enrollment period, normally the month of

December, to elect participation.

Once open enrollment for all employees is completed in December an employee cannot change his cafeteria plan election until the next open enrollment period.

The employee may include any of the following group plans in his/her cafeteria plan election:

- Group medical insurance
- Group dental insurance
- Personal Accident Insurance (AD&D)
- Dependent life

2.2 Flexible Spending Accounts

Under the provision of the Seminary's Cafeteria Plan, eligible employees may also establish Flexible Spending Accounts (FSA). Under the plan an employee may elect to establish either or both of the following:

Health Care Flexible Spending Account

This account will enable a participant to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by our group medical plan or a privately held insurance policy and save taxes at the same time. The employee may be reimbursed for out-of-pocket medical, dental, and/or vision expenses incurred by the employee and his/her dependents. Drug costs, including "over-the-counter" drugs may be reimbursed.

Dependent Care Flexible Spending Account

This account will enable a participant to pay for out-of-pocket, work-related dependent day-care with pre-tax dollars. An eligible dependent is defined as someone for whom the employee can claim expenses on Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses". Children must be under age 13. Other dependents must be physically or mentally unable to care for themselves.

On an annual basis, an employee may elect to re-direct up to a maximum of \$5,000 of salary per year per account.

This total annual amount will be pro-rated over the year and deducted in equal amounts each pay period. Once established, these salary redirections cannot be changed except during the open enrollment period each December, unless an employee experiences a change in family or position status.

Amounts reimbursed from the plan account may not be claimed as a deduction on the employee's personal income tax return. For more detailed information on both of these accounts please contact Human Resources.

3.0 Retirement

Full-time and part-time employees are eligible to make tax sheltered contributions to the Seminary sponsored 403(b) retirement plan. Full-time employees, who have completed at least one year of service in a qualified Baptist church, agency, or institution and have reached the age of 30 are eligible to receive

Seminary contributions to their account.

The Seminary contributes an amount equal to 10% of eligible members' compensation to the plan each year. Members may also make voluntary pre-tax contributions to the plan. In addition to the Seminary's basic contribution of 10% per year, the Seminary matches employee contributions up to 1% of pay for each three year increment of eligible service. For example, an employee with 15 or more years of eligible service may receive an additional contribution of 5% bringing the annual Seminary contribution to the maximum allowed of 15%.

The Seminary's contributions to the Retirement Plan are immediately 100% vested. At retirement members may choose from a variety of payment options.

Members may choose from investment funds provided by two different third party administrative firms: GuideStone Financial Resources or TIAA-CREF (Teachers Insurance and Annuity Association-College Retirement Equities Fund).

Information packets from both companies are available from Human Resources.

3.1 Post-Retirement Benefits

The Seminary provides post-retirement life and healthcare insurance benefits to full-time employees who remain employed by the Seminary until age 65.

The Seminary's contribution toward the cost of these benefits is based on the number of years of full-time service the employee has with the Seminary at the time of retirement as follows:

<u>Years of Seminary Service</u>	<u>Percentage Paid by Seminary</u>	<u>Percentage Paid by Retiree</u>
Less than 10	0%	100%
10 – 14	25%	75%
15 – 19	50%	50%
20 or more	100%	0%

If a full-time employee retires from Seminary employment prior to reaching age 59 years and 6 months, that retired employee is not eligible for any postretirement benefits, regardless of the number of years of Seminary service.

1. Life Insurance: When you retire, at or after age 65, your life insurance amount will be 50% of the Seminary life insurance amount you had on the day prior to your retirement or \$20,000, whichever is less
2. Healthcare Insurance: The benefits are provided through an individual Medicare supplemental healthcare policy, and an optional Medicare Part D prescription drug benefit.

If a full-time employee retires from Seminary employment on or after reaching age 59 years and 6 months, but prior to reaching age 65, the following provisions will apply:

- The retired employee may elect, at his/her cost, to continue participation in the Seminary's non-Medicare healthcare plan then in effect for a period of up to 18 months following retirement. This coverage will end upon the occurrence of any of the following events:

- Required premiums are not paid when due
 - The covered person becomes eligible for Medicare
 - The 18-month continuation period has expired
 - The plan is no longer offered
- If coverage terminates for any of the above reasons prior to age 65, there are no postretirement benefits available through the Seminary until the retiree reaches age 65.
 - At age 65, and upon enrollment in Medicare Part B, there will be a six-month open enrollment period during which the retired employee may elect to participate in the postretirement healthcare plans without being subject to individual underwriting requirements, so long as this is permitted by the insurance carrier and by applicable law or regulations then in effect. A retired employee who applies for participation in these plans after the end of this open enrollment period will be subject to individual underwriting requirements.

If an employee retires from Seminary employment at or later than age 65, and upon enrollment in Medicare Part B, there will be a six-month open enrollment period during which the retired employee may elect to participate in the Seminary’s post-retirement healthcare plans without being subject to individual underwriting requirements, so long as this is permitted by the insurance carrier and by applicable law or regulations then in effect. After the end of this open enrollment period, the retired employee will be subject to individual underwriting requirements for participation in these plans.

The Seminary reserves the right to change or terminate these postretirement benefits at any time. Additional information and premium amounts are available from Human Resources (502-897-4721).

4.0 Paid Time Off

All employees must receive prior supervisory approval for paid time off (vacation and/or sick leave). All such leaves must also be properly reported on a timely basis.

Exempt salaried employees are required to submit a “Vacation/Sick Leave Record” form to their supervisor normally before the actual time off is taken. The supervisor is responsible for forwarding the completed, signed form to the Payroll Department. This form may be found on the Seminary’s intranet site under Forms.

Each bi-weekly pay period, supervisors must report all vacation and sick leave taken by full-time, hourly non-exempt employees under their supervision. Detailed information about such leave is to be reported using the “Paid Leave Report – Hourly Employees” form. This form and detailed instructions for it, “Paid Leave Report Instructions”, are located on the Seminary’s intranet home page under Forms, in the Accounting Services/Payroll section. The completed “Paid Leave Report – Hourly Employees” should be submitted as an attachment to an email sent to payroll@sbts.edu by 10:00 AM on the Monday before the pay date.

Updated vacation and sick leave accrual balances will be shown on the payroll stub of each full-time, non-faculty employee. All employees are encouraged to review this information and to notify the Payroll Department of any discrepancies.

4.1 Vacation

4.1.1 Faculty

Full-time faculty members receive one (1) month of vacation annually for use during a period when not required to teach. Vacation time off must be requested in writing and approved by the appropriate Dean. Such requests must be made at least one month ahead of the desired time off. For more information, please refer to the Faculty Handbook.

4.1.2 Executive, Administrative, and Support Staff

All eligible employees will accrue paid vacation time at a rate based on their pay period, either monthly or bi-weekly, and their normal hours worked per day, either eight (8) or seven and one-half (7.5). The following chart provides the vacation accrual rates for both exempt (salaried) and non-exempt (hourly) employees:

Years of Service	Salaried Exempt Employees		Hourly Non-Exempt Employees	
	Vacation Hours	Monthly Accrual (Hrs)	Vacation Hours	Bi-Weekly Accrual (Hrs)
0 - 7	80	6.67	75	2.89
8 - 15	120	10.00	112	4.31
16 or more	160	13.33	150	5.77

4.1.3 All Employees

New employees are eligible to use accrued vacation time after six (6) months of continuous employment. Vacation accrual will continue as long as the employee is active at work and drawing a paycheck.

On July 31 of each year, accrued but unused vacation time, up to one year's accrual, may be carried forward. Accrued but unused vacation time in excess of the annual vacation accrual may not be carried forward and will be forfeited. Compensation will not be paid for unused vacation time remaining at the end of the fiscal year.

Accrued vacation time may be taken in increments of four hours at a time when mutually agreeable to the employee and supervisor.

Preferred vacation dates must be approved by the employee's immediate supervisor at least 10 work days in advance. Vacation dates requested by the employee will be honored when possible. Vacation time may not be taken prior to its accrual.

Vacation requests shall be made in writing to the employee's immediate supervisor. Such requests will be approved on a first-come, first-served basis, and only if the time off will not interfere with the normal operations of the Seminary. Scheduling conflicts will be resolved by the appropriate administrative center director. The Seminary reserves the right to cancel and reschedule approved vacation time if deemed necessary for the best interest of the Seminary.

Paid holidays that occur during an employee's scheduled vacation time will not count as vacation time.

An employee who voluntarily terminates their employment (resignation) after six months of employment, who provides two weeks of notice, and works the two weeks of notice period, will be paid for any unused, accrued vacation time, not to exceed one year's accrual (see chart in section 4.1.2). An employee whose employment is involuntarily terminated (excluding termination for gross misconduct) after six months of employment will be paid for any unused, accrued vacation time, not to exceed one year's accrual (see chart in section 4.1.2). Termination for gross misconduct will result in forfeiture of all accrued vacation time.

Employees whose employment terminates prior to completion of the first six months of employment will not be paid for accrued vacation time.

5.0 Sick Leave

Executive, Administrative, and full-time Support Staff are eligible to participate in the Seminary's sick leave program. This plan provides for both job continuance and pay in the event of an employee's absence for non-work related illness, injury or disability. Medical and dental appointments may also be reported as sick leave time. Sick leave time off may be taken in one hour increments or actual time off if more than two hours.

Sick leave may also be granted for the illness or injury of a member of the immediate family that requires the attention and care of the employee. Immediate family is defined as the employee's spouse, children, mother or father.

In the event of extended illness, accrued sick pay will be used first, and then any accrued vacation time. A doctor's certification will be requested for any absences lasting three or more consecutive days, and the Seminary reserves the right to require a doctor's statement for any sick leave.

Falsification of reasons for sick leave is a serious matter that will result in termination of sick pay benefits immediately upon discovery. If possible, the Seminary will seek recovery of sick leave pay, already disbursed, through payroll deduction. Falsification of sick leave justification will result in disciplinary action being taken, up to and including termination.

Sick leave pay may not be taken in advance of its accrual. Unused sick leave benefits may not be used for personal time off or as additional vacation.

Accrued but unused sick leave hours are not payable upon termination of employment and may not be exchanged for cash.

5.1 Accrual of Sick Leave Pay

- Salaried Exempt Employees: Up to eighty (80) hours of sick leave may be accrued each year in monthly pay period increments of 6.67 hours from August 1 through July 31. Accrued, unused sick leave hours may be carried over to the next year
- Hourly Non-Exempt Employees: Up to seventy-five (75) hours of sick leave may be accrued each year in bi-weekly pay period increments of 2.89 hours from August 1 through July 31. Accrued, unused sick leave hours may be carried over to the next year

- For sick leave to accrue the employee must be active at work and drawing a paycheck.

6.0 Holidays

Full-time employees receive a minimum of 11 paid holidays each year. The following holidays are recognized as paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Two days for Thanksgiving (Thanksgiving Day plus the Friday following Thanksgiving Day)
- Three days for Christmas

The determination of the specific dates on which the above holidays will be celebrated is made by the Executive Cabinet and the President is authorized to adjust and amend this schedule as needed. The dates are published on the Seminary Calendar and in the Catalog. Inquiries about holidays should be addressed to Human Resources.

Seminary offices and buildings are closed on holidays. An exception is made for classes that are scheduled to meet and for other events approved by the Seminary Administration.

Full-time hourly employees required to work on a Seminary holiday will be paid at their regular straight time rate of pay and, in addition, will also receive holiday pay based on their regularly scheduled work day and rate of pay.

6.1 Holiday Pay Eligibility Rules

Regular full-time salaried employees who have a continuous employment relationship with the Seminary at the time of each holiday will receive holiday pay for that holiday.

Full-time non-exempt hourly employees, who have a continuous employment relationship with the Seminary and have worked one complete pay period at the time of each holiday, will receive holiday pay for that holiday.

Employees away from work on an unpaid leave of absence will not be compensated for holidays occurring during their leave of absence.

New, full-time non-exempt hourly employees are not eligible for Christmas and New Year's holiday pay unless they have worked one complete pay period immediately prior to and immediately following the holiday.

6.2 Paid Time Off for Graduation

A full-time employee who is graduating or whose spouse is graduating from any Seminary school will be allowed time off with pay for personal time necessary to prepare for the President's

graduation reception and all day on graduation day.
This time off should be arranged with the employee's supervisor.

7.0 Leaves of Absence

Seminary employees may request leaves of absence for reasonable and/or compelling reasons. The Seminary reserves the right to request appropriate documentation and/or certification of the need for the leave of absence and, at its sole discretion, to approve or deny the leave request. .

Following are the types of leaves of absence the Seminary currently may consider.

7.1 Personal Leave

An unpaid leave of absence may be granted for a compelling personal reason that does not qualify under the provisions of the federal Family Medical Leave Act.

Full-time employees, who have completed at least 6 months of continuous service, may request unpaid personal leave of up to a maximum of 30 calendar days. The Seminary reserves the right to require the submission of appropriate certification or documentation as support for the leave request. Personal, unpaid leaves of over 30 days may be granted, at the Seminary's sole discretion, for personal development.

All requests for personal leave must be made in writing to the head of the department to which the employee is assigned. Requests must state the reason for the leave, as well as the beginning and ending dates. The Seminary will consider the needs of both the employee and the institution in its determination of a decision to approve or deny such requests.

Requests for personal leave must be approved by the applicable department head and Senior Vice President for the Division. Approved requests are to be forwarded to Human Resources and added to the employee's personnel file.

Employees who return to work at the end of a personal leave may be returned to their former employment classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. However, there is no guarantee that an employee, who takes a personal leave of absence, will be assured of employment upon the conclusion of that leave.

7.2 Family and Medical Leave

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Seminary provides leaves of absence without pay to eligible employees who wish to take time off from work due to their own serious health condition; or to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent (not parent-in-law) with a serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Eligible female employees, who experience a normal pregnancy generally will require six weeks of leave for delivery and post-partum recovery whereas, pregnancy with complications generally will require eight weeks of leave. Leave is also available to eligible female employees who experience complications during pregnancy and who are instructed, by their physician to stop working. Additional or less time off may be prescribed solely at the discretion of the employee's physician. Requests for pregnancy related FMLA leave must be forwarded to Human Resources, with required documentation attached, in a timely manner. Please contact Human Resources (502-897-4721) with questions concerning eligibility, forms, benefits, or other related topics.

Eligibility

Employees are eligible for FMLA leave if they have worked for the Seminary at least 12 months and have worked at least 1,250 hours during the 12-month period prior to the start of the leave.

Employees and their spouses, if both are employed by the Seminary and both are eligible for FMLA leave, may only take a combined total of 12 weeks of leave

Uniformed Services Employment and Re-Employment Act

Under the Uniformed Services Employment and Re-Employment Act (USERRA) a returning service member may be entitled to family medical leave after re-employment if eligible. To assist the returning service person in meeting the FMLA's months and hours worked requirements, as defined in paragraph two above, a member of the National Guard or Reserve, who is absent from employment for an extended period of time due to military service, should have the months and hours that would have been worked, but for their military service, combined with the months and actual hours worked for the Seminary, prior to the start of the leave requested for service.

Employees and their spouses, if both are employed by the Seminary and both are eligible, may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member.

Requesting Family Medical Leave

An eligible employee should submit a written request for FMLA leave to both their supervisor and Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to their own serious health condition or that of a child, spouse, or parent are required to submit a health care provider statement verifying their own medical status or the need to provide care for a covered relative (spouse, child, parent), as well as the beginning and expected ending dates of the leave.

Eligible employees may request up to a maximum of 12 work weeks of leave within a rolling 12-month period measured backwards from the date an employee uses a FMLA leave. Employees are required to use all accrued paid time off (including vacation and sick leave hours) at the start of their leave. Unpaid FMLA leave will run concurrently with any paid portion of leave. Intermittent leave will be permitted in accordance with the law.

Employees on short-term disability or workers compensation are required to take FMLA leave concurrently

Employee Status and Benefits During Leave

Subject to the terms, conditions, and limitations of the applicable plans, the Seminary will continue to provide the employee's elected benefits for the full period of the approved FMLA leave and at the same level and under the same conditions as if the employee had continued to work. During any unpaid portion of the leave the employee must continue to pay their normal share of the elected benefit premiums.

While on paid leave, the Seminary will continue to make payroll deductions to collect the employee's share of the premiums. While on unpaid leave, the employee must continue to make the premium payments, either in person or by mail. Premium payments are due and must be received in the Accounting Department on the first of the month. If payment is more than 30 days late, the employee's elected insurance benefits may be dropped for the duration of the leave. The Seminary will provide 15 days' notification prior to the employee's loss of coverage.

Accrual of vacation leave, sick leave, or holiday benefits, will be suspended during an FMLA leave and will resume upon return to active employment.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Seminary has approved the employment and the employee's reason for FMLA leave does not preclude outside employment.

Returning to Work

So that an employee's return to work can be properly scheduled, an employee on FMLA leave is requested to provide the Seminary with at least two weeks advance notice of the date the employee intends to return to work. The Seminary will comply with applicable law concerning reinstatement of an employee returning from FMLA leave. An employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave.

Employees who are on FMLA leave must return to work when their physician determines that they are able to resume normal work duties. The Seminary requires returning employees to provide a physician's release before reinstatement to the active payroll.

Employees returning from FMLA leave will be reinstated to their former positions or to positions with equivalent pay, benefits, and other employment terms and conditions. Certain "key" employees, who are among the highest paid employees of the Seminary, might not be reinstated to any position. "Key" employees will be notified of their status when they apply for FMLA leave.

If the employee fails to return to work on the agreed-upon date of return, the Seminary will assume that the employee has resigned. In such case, the employee will be responsible for reimbursing the Seminary for its portion, if any, of premiums for benefits continued during the employee's FMLA leave.

FMLA request forms may be obtained by contacting Human Resources. (502-897-4721)

7.3 Adoption

The Seminary encourages and supports the efforts of its employees to adopt children. And, while the Seminary does not provide income tax advice, current federal law provides for a credit against individual tax liability for qualified adoption expenses. To learn more about the tax treatment of such expenses, go to www.irs.gov/taxtopic/tc607, and see Form 8839, Qualified Adoption Expenses, and the related instructions.

If eligible, FMLA leave provisions may apply. (See Section F, 7.2)

7.4 Bereavement Leave

The Seminary recognizes that the death of a family member results in a very difficult time for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters. All full-time employees, regardless of length of service with the Seminary, are eligible for limited bereavement leave which is intended to continue the employee's pay while attending to family matters related to the loss of an immediate family member.

For bereavement leave purposes, immediate family includes the employee's spouse, children, parents, grandparents, brothers, sisters, and the children, parents, grandparents, brothers or sisters of the employee's spouse. A unique family relationship, not covered by the immediate family definition, may warrant special consideration and eligibility for bereavement leave. With proper explanation from the employee, an employee's supervisor may, after consultation with the Director of Human Resources, approve this leave.

A full-time employee may be paid for absence from scheduled work for a period not to exceed three (3) consecutive work days if the funeral is local and attended by the employee. Up to five (5) consecutive work days may be requested if the funeral is more than 150 miles away and attended by the employee. In all cases, bereavement leave paid time off must include the day of the funeral.

Employees who require more days away from work than allowed under this leave policy may request earned vacation time, or a personal leave of absence, subject to the approval of their supervisor. The supervisor will contact Human Resources and furnish any needed information for payroll purposes.

Bereavement leave does not accrue, cannot be carried over from year to year, and will not be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum per day of either 7.5 hours or 8 hours, depending on the employee's standard work day.

7.5 Jury Duty

A leave of absence will be granted for employees to serve on jury duty. Full-time employees who are called to serve on jury duty will be paid their regular wages during the period of time they are called to serve, up to a maximum of 21 working days. Employees who are required to serve for more than 21 days may take time off without pay or use vacation time for the balance of the time.

Upon completion of jury duty, a jury duty attendance form provided by the Court must be turned into Human Resources. Employees who are excused from jury duty for the day, or are excused early, must report back to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with the Seminary's business operations, the Director of Human Resources may request that the employee seek court approval for such required service to be rescheduled for a later date that would be more convenient for the Seminary.

7.6 Voting Time Off

Employees are encouraged to demonstrate responsible Christian citizenship by voting. Full-time non-exempt (hourly) employees, who cannot vote before or after work, are permitted up to four (4) hours of unpaid time off during their regularly scheduled work hours to vote.

As is normal, employees must notify their immediate supervisor of their intention to leave campus during their standard work day. The supervisor will determine whether the time off to vote should be taken in the morning or afternoon.

7.7 Military Leave

Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off and will be paid the difference in the amount they receive from the government for this training (less travel allowance) and their regular wages for that period. These employees must present a statement from the commanding officer as to the dates of training and the amount of compensation (less travel allowance) received for the period of training. If there is an active call-up of staff members who are reservists or members of a National Guard unit, the provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA) will apply. In the event a call-up takes place, the Director of Human Resources will be available to assist the staff members and their families with the requirements and options available.

Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law. Proper notice of intent to return to work from active military duty must be provided by the employee to the Seminary, either to the employee's immediate supervisor or to Human Resources. Human Resources will provide the employee with more specific information concerning this notice at the time military leave is granted.

7.8 Disaster Response Leave

Full-time or part-time employees who are members of a disaster response team (Kentucky Baptist Disaster Relief, American Red Cross, volunteer firefighter or emergency medical technician, Civil Air Patrol, Coast Guard Auxiliary, etc.) may be eligible to receive their normal rate of pay from lost time from work when responding to an emergency during working hours. This paid leave is limited to two days per fiscal year.

To be eligible for disaster response pay, employees must have notified their supervisor, in advance and in writing, of their membership on a disaster response team.

7.9 Workers' Compensation Leave

Every active employee of the Seminary is covered by its Workers' Compensation Insurance from the time of employment. The Seminary pays the entire premium for this coverage.

The Seminary complies with all applicable federal and state laws concerning time-off for work-related illness or injury. Employees on work-related illness or injury leaves will be reviewed and monitored on a case-by-case basis. The time off from work due to work-related injury or illness will run concurrently with available time allowed under the Family Medical Leave Act.

If an on-the-job accident or injury occurs, the employee must immediately report it to his/her supervisor no matter how minor. When possible, the injured or involved employee(s) should provide a written, signed statement as to how the accident/injury/illness occurred. If applicable, this statement should also confirm the employee's desire to receive medical treatment.

7.10 Mission Trip Leave

Effective August 1, 2008 all full-time employees with at least one full year of continuous employment with the Seminary will be credited with one (1) paid day of Mission Trip Leave to be used while serving on an approved mission trip.

Thereafter, each full-time employee will accrue one (1) additional day of paid Mission Trip Leave for each full year of employment as of July 31 – up to a maximum accrual of 5 days leave.

Only mission trips sponsored or approved by the Seminary administration are eligible for this type of paid leave. Requests for mission trip leave should be submitted, in writing, to the Senior Vice President of the employee's division at least sixty (60) days in advance of the mission trip's scheduled departure date. The required request form may be found on the Seminary intranet under the Forms tab. Approval or denial of the request will be made in writing within seven (7) days of receipt. If the request is denied, the written notification will include the reason(s) for the decision.

At termination of employment, unused Mission Leave accruals will be forfeited.

7.11 Administrative Leave

An employee who has been accused or named in an allegation that needs to be investigated may be placed on administrative leave pending the outcome of the investigation. At the Seminary's discretion, administrative leave may be paid or unpaid. Such leaves are intended to minimize workplace disruption by temporarily separating the complainant and/or the accused employee from the work environment while the investigation is conducted. The leave can also assist the employee physically, emotionally and spiritually, especially in a conflicted situation.

All administrative leaves must be approved by the Senior VP for Institutional Administration.

8.0 Cemetery Lots

On authorization of the President, persons may be buried in a lot owned by the Seminary in Cave Hill Cemetery, provided space is available and not otherwise reserved.

Persons eligible for burial in Cave Hill Cemetery, in the Seminary sections, includes tenured members of the faculty with at least 20 years of service, officers of the Executive Cabinet with at least 20 years of service, and others who, on rare occasion, may be approved by the Officers of the Board of Trustees upon the recommendation of the President. Space must be available and not otherwise reserved.

Monuments and special care arrangements, if any, shall be provided at the expense of family member survivors, subject only to the approval of the cemetery and the Seminary.

9.0 Tuition Assistance

The Seminary provides tuition assistance for its employees as follows:

9.1 Faculty, Executive and Administrative Staff

Tuition and student enrollment fees for one class per semester or term at the undergraduate or master's level shall be waived for members of the faculty and the administrative staff enrolled in Seminary classes, subject to the following conditions:

- Prior approval must be given by the full-time employee's supervisor (for administrative staff) or the school dean (for faculty).
- Supervisory approval of class enrollment for a member of the faculty or staff shall not be automatic. It must include the supervisor's judgment that such enrollment is in the best interests of the Seminary. Continuing satisfactory performance of the employee in his or her primary position is required.
- Supervisor approval is not needed if the employee is paying his or her own tuition and is taking the class outside of his or her normal working hours.
- Laboratory fees, course fees, fees for instruction (such as applied music course fees and the Internet course fee) shall not be waived.
- The employee's enrollment does not displace a 'tuition-paying' student.
- The amount of tuition and fees waived is subject to taxation under applicable federal, state, and local regulations.

Employees are free to take additional classes within a given semester or term at their own expense, subject to the following condition:

- Class activities must not interfere with the employee's normal administrative or academic responsibilities.

The employee will pay all costs for any program above the master's level.

9.2 Dependents of Faculty, Executive and Administrative Staff

A child(ren) under age 25 or the spouse of a currently employed, retired, or deceased full-time faculty or staff member who is admitted to the Seminary at the undergraduate or master's level is permitted to enroll without paying tuition. To exercise this privilege, the student must submit the proper documentation to establish eligibility for this benefit to the Office of Academic Records prior to the payment due date of each semester or term. If such documentation is not submitted on a timely basis, a refund for payment of tuition is not allowed. The value of this employee benefit is subject to applicable federal and state tax regulations.

9.3 Hourly Employees

Full-time non-exempt employees are not eligible for the above listed tuition assistance or waiver. However, hourly employees may take unlimited classes within a given semester or term at their own expense provided class activities do not interfere with the employee's normal work schedule and responsibilities. The Seminary's normal "student enrollment fee" will be waived for full-time non-exempt hourly employees who take under-graduate or masters level Seminary courses.

9.4 Taxability of Tuition Assistance

Following is a brief summary of current Internal Revenue Service regulations concerning the taxability of tuition assistance:

9.4.1 Undergraduate Education

Tuition reduction benefits for undergraduate classes through Boyce College for Seminary employees and qualified dependents are tax-free.

9.4.2 Graduate Education

Full-time exempt employees of the Seminary and their qualified dependents enrolled in graduate level courses are subject to taxation on the amount of tuition assistance received.

SECTION G. SPECIAL TAX RULES FOR MINISTERS

Several special provisions in federal and state tax regulations are applicable to Seminary employees who qualify as a “minister” under those regulations.

To qualify for the special provisions applicable to a “minister,” the tax regulations specify that an individual must both:

1. Be a “duly ordained, commissioned, or licensed minister of a church...” and,
2. Perform services “...in the exercise of his ministry...”

Services performed at the Seminary by a minister-employee who are members of the Executive Staff, Faculty or Administrative Staff are deemed to be performing services “in the exercise of his ministry” since the Seminary is owned by and is considered an integral agency of the Southern Baptist Convention.

Human Resources will determine if a Seminary employee meets the definition of a minister and eligible for these special provisions. At no time will a Seminary employee be classified as a minister solely for the purpose of receiving tax-related benefits.

While the Seminary does not offer or provide income tax or tax planning advice, following is a brief summary of a few of the special tax provisions applicable to ministers.

Exemption from income tax withholding. Minister-employees are exempt from the requirement of income tax withholding. However, the Seminary currently withholds federal, state and local income taxes from their gross pay and remits the amounts withheld on their behalf to these governmental entities. If a minister-employee desires not to have such taxes withheld from his gross income/salary, he must notify, in writing, Human Resources of this decision. These forms are available on the Seminary’s intranet home page at the Human Resources link. Making such a request may eliminate the need for a minister-employee to make estimated tax payments.

Housing allowance. A minister may exclude a portion of his gross income that was designated as a housing allowance when computing his income tax liability, to the extent it was actually used for expenses incurred in owning or renting a home. Any member of the Executive Staff, Faculty or Administrative Staff who is an ordained minister, and desires to designate a portion of their calendar year income as a housing allowance, must submit a Computation of Minister’s Housing Allowance form to Human Resources by December 1st of the preceding calendar year.

Treatment as self-employed for Social Security purposes. Any member of the Executive Staff, Faculty or Administrative Staff who is an ordained minister is treated as self-employed for Social Security tax purposes with respect to their pay. Such ministerial employees are required to pay the full self-employment tax.

The self-employment tax, currently a total rate of 15.3%, consists of two components: (1) a Medicare hospital insurance rate of 2.9%, and (2) a Social Security tax of 12.4%. Currently, all net income from self-employment is subject to the Medicare tax, whereas the Social Security tax applies only to a specified amount of net income from self-employment, an amount that normally increases annually.

To avoid a possible requirement to make estimated tax payments as a result of being subject to self-employment tax, such ministerial employees may request additional amounts of federal income tax be withheld from their monthly pay. All such amounts withheld will be reported on the annual Form W-2.

More explanation and other helpful resources, including the “Ministers’ Tax Guide”, are located on the Guidestone Financial Resources website at:

<https://www.guidestone.org/Resources/TaxTools/>

SECTION H: FACULTY POLICIES

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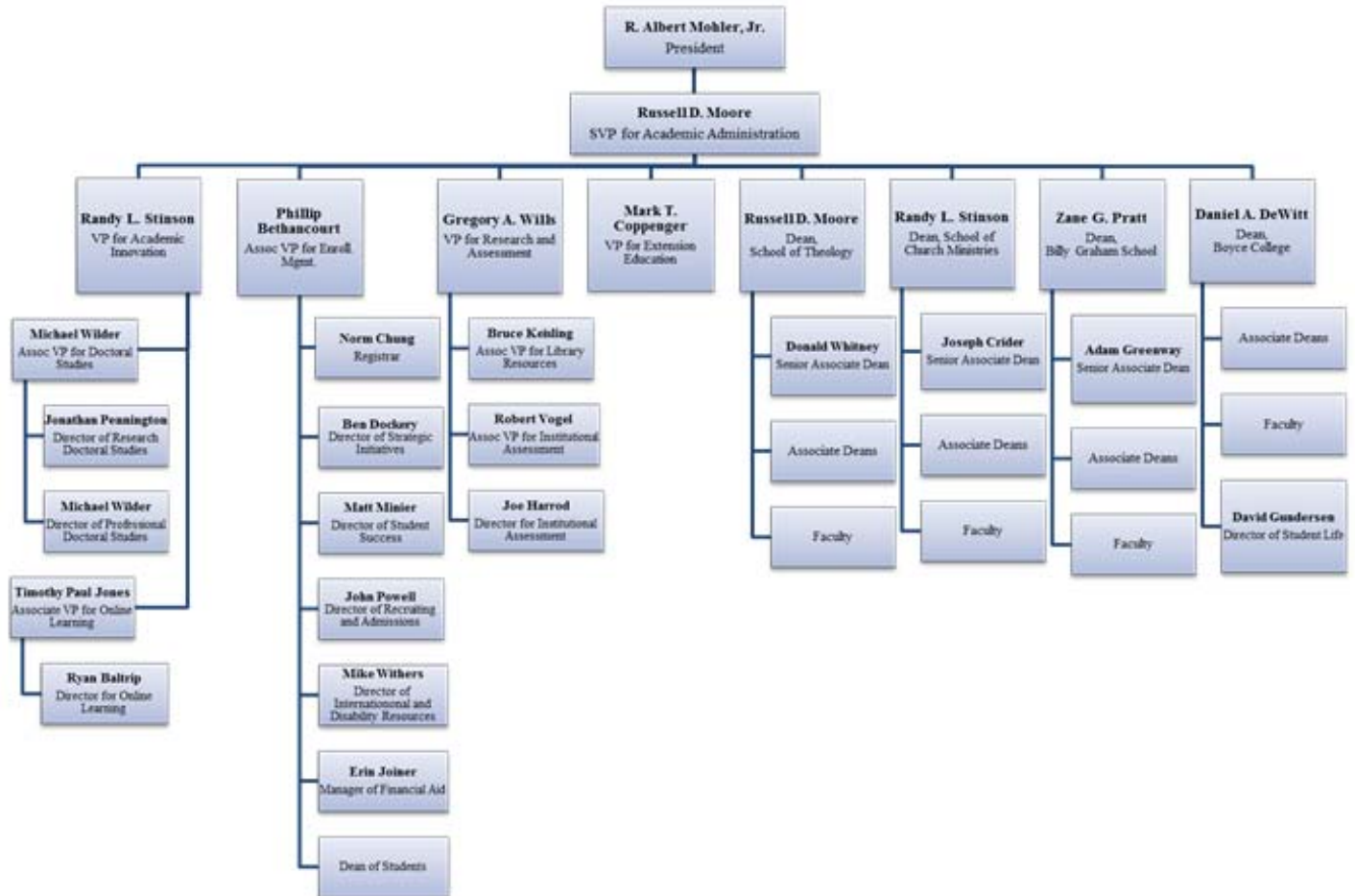
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Section: A ORGANIZATION AND AFFILIATIONS

1. ACADEMIC ADMINISTRATION ORGANIZATION



2. ACCREDITATION

The Southern Baptist Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: MA in Discipleship and Family Ministry, MA in Children's and Family Ministry, MA in College Ministry, MA in Women's Leadership, MA in Worship Leadership and Church Ministry, MDiv, MA in Christian Education, MA in Leadership, MA in Youth and Family Ministry, MA in Missiology, MA in Biblical Counseling, MA in Church Ministries, MA in Worship Leadership, MA in Christian School Administration, MCM, Master of Music, MA (Theological Studies), DMin, DEdMin, EdD, DMiss, DMA, Doctor of Music Ministry, ThM, PhD. The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA, Telephone: [412-788-6505](tel:412-788-6505), Fax: [412-788-6510](tel:412-788-6510), Website: www.ats.edu. The seminary is also accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate, baccalaureate, master, and

doctoral degrees and is an accredited institutional member of the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21, Reston, Virginia 22090; telephone number 703-437-0700).

3. METROVERSITY, KENTUCKIANA

Kentuckiana Metroversity is a consortium of institutions of higher education in the Louisville metropolitan area, including the University of Louisville, Bellarmine College, Spalding University, Indiana University (Southeast), Louisville Presbyterian Theological Seminary, The Southern Baptist Theological Seminary, and Jefferson Community College.

Library privileges at any member school library are available to students and faculty of Metroversity institutions upon the presentation of a valid identification card.

Students enrolled in any Metroversity institution may take classes in another, but should consult with the registrar or school Dean to determine at which point in their programs such courses would be applicable.

Faculty members are permitted without payment of any fees to audit courses in other Metroversity institutions, subject to the approval of the professor offering the course.

Professors of one institution may not take courses for credit in a Metroversity school without full payment of fees and compliance with stated admissions procedures.

Questions about Metroversity should be addressed to the Office of Academic Records.

Section B: PERSONNEL POLICIES

1. FACULTY EXPECTATIONS & CLASSIFICATIONS

The regular academic ranks in the seminary faculty are assistant professors, associate professors, and professors. These positions may be held with or without tenure, or they may be held through a contract relation in a non-tenurable position.

- A. Each member of the faculty of The Southern Baptist Theological Seminary is elected to serve not only as instructional personnel, but as a model for Christian ministry guiding students by direction and by example. Faculty are expected to demonstrate leadership in every dimension, including moral leadership (thus faculty are obligated to all moral expectations assigned to students), spiritual leadership (the faculty are expected to be faithful in churchmanship and attendance in seminary chapel) and leadership in every arena of Christian ministry.

Due to the School of Theology faculty's unique role in the training of pastors and preachers for all of the various schools of the seminary, each member of the School of Theology faculty will be qualified to serve as pastor of a local Southern Baptist congregation, regardless of academic specialty or ordination status. This means that each member of the School of Theology faculty must meet all of the biblical qualifications for the office of pastor.

The same qualifications will be expected of professors in other schools who are teaching future pastors and preachers in specifically pastoral disciplines as defined by the President, the Senior Vice President for Academic Administration, and the school deans.

- B. The following instructional personnel shall be employed and may be reemployed by contract for a period not to exceed one year:

1. Visiting Professor

- a. Definition: A Visiting Professor is, in general, an individual who is qualified for permanent faculty status but is employed for a specific limited time, usually either a term, a semester, or one year. Employment in excess of three years requires trustee approval.
- b. Usage: Visiting Professors are used for temporary replacement of personnel such as faculty members on sabbatical leave or for transitions during a period in which a permanent faculty addition is being sought, or for enrichment of a department.
- c. Salary: Compensation generally will not exceed faculty salary scale and is determined in specific amount at the time of employment.

2. Adjunct Professor

- a. Definition: Adjunct Professors possess specific technical knowledge or ability needed for instructional purposes that are not available within regular faculty resources or as needed to enrich or supplement regular faculty resources. Adjuncts must hold at least a master's degree, must be evangelical Christians, and must have no personal habits that would be inappropriate for a regular faculty member.

- b. Usage: Adjunct Professors are engaged to secure special abilities in academic disciplines normally on a part-time basis whose primary responsibility is to other than teaching at Southern Seminary. Seminary staff may also be named to the position of “Adjunct Professor.”
- c. Salary: Compensation generally will not exceed the faculty salary range and is determined in specific amount at the time of election of approval for appointment.

3. Senior Professor

- a. Definition: Senior Professors are faculty members employed to teach beyond the age of retirement with less than a minimum teaching load (eighteen semester hours annually) as negotiated by the school Dean. An individual who has not previously served as a member of the faculty, but who is qualified by academic preparation and/or professional experience, may be appointed Senior Professor. (The anticipated total service of such persons normally will be for more than a semester or one year; short term appointees normally would be engaged as a Visiting Professor.)
- b. Usage: Senior Professors are engaged to utilize the services of faculty who are eligible to retire and other qualified individuals who are invited by the seminary to teach less than the minimum teaching load as negotiated by the school Dean.
- c. Salary: Senior Professors who teach an occasional term or semester shall be compensated by the term or semester at a rate negotiated by the school Dean.

4. Senior Research Professor

- a. Definition: Senior Research Professors are faculty members employed after retirement to complete specific research or writing projects with no teaching responsibilities. Such persons are appointed by the president for a one-year term upon recommendation of the appropriate Dean and Senior Vice President for Academic Administration. An individual who has not previously served as a member of the faculty, but who is qualified by academic preparation and/or professional experience, may be appointed Senior Research Professor.
- b. Usage: Senior Research Professors shall have no teaching, committee, or administrative responsibilities. Appointment is based upon the submission of a specific proposal for research initiated by the prospective Senior Research Professor or invited by the Dean. Such faculty shall be invited to attend faculty meetings, but will have no vote in faculty decisions.
- c. Salary: Compensation may be negotiated with the Dean and will depend on the nature of the project approved by the Dean and Senior Vice President for Academic Administration. Royalty producing projects will normally not be supported with seminary remuneration.

C. Non-ranked instructional personnel include:

1. Instructor

- a. Definition: Instructors are classified as (a) those who are in course for a seminary doctoral degree and who have been assigned to teach a seminary class regularly; and (b) special instructors who have technical competence that qualifies them for classroom or applied skills

instruction.

- b. Usage: Instructors work under the direction of the department in which they teach but may seek counsel, advice, or authorization for appropriate matters from the Dean of the school in which they teach.
- c. Salary: Instructors are compensated according to the seminary compensation scale as follows: Instructors who have not yet completed degree requirements for the doctorate are rated I; those who have completed all requirements for the doctorate but who have not yet received the degrees, or those who have already received doctoral degrees, are rated II. Compensation is to be determined in specific amount at the time of employment and approved by the Senior Vice President for Academic Administration.

2. Resident Artist

- a. Definition: A Resident Artist has talent and technical skills, especially in the field of music.
- b. Usage: Resident Artists normally work in the area of applied music.
- c. Salary: Compensation is established on the basis of the seminary compensation plan at a rank to be recommended to the Senior Vice President for Academic Administration.

3. Tutor

- a. Definition: A tutor functions at a professional level between a Garrett Fellow and an Instructor and is responsible for assisting a ranked faculty person or other instructional personnel in assigned teaching responsibilities.
- b. Usage: Tutors are directly responsible to supervisory faculty persons for fulfilling assigned teaching responsibilities. Tutors will often function with groups in a larger class such as music or the biblical languages.
- c. Salary: Tutors are compensated at a monthly rate to be determined in specific amount at the time of employment. Normally such compensation will equal twice the monthly stipend provided a Garrett Fellow.

4. Supervisors

- a. Definition: Supervisors function in various supervisory roles in areas such as field education, supervised ministry, clinical pastoral education, and pastoral care classes. They shall meet minimal standards as appropriate to their supervisory function and as adopted by the seminary faculty, department, or other administrative unit. Normally supervisors must have earned the master's degree prior to assuming supervisory responsibilities.
- b. Usage: Supervisors provide leadership for supervisory groups under the general direction of the director of supervised study, field education, Associate Dean, the school Dean, or his/her designate.
- c. Salary: Compensation is at a monthly rate to be determined in specific amount at the time of employment and approved by the Senior Vice President for Academic Administration. Normally

such compensation shall be established in the larger context of the degree of correlation between the supervisors' role and that of instructors and tutors.

2. *FACULTY SELECTION PROCEDURES*

- A. In the light of academic needs, budget considerations, and seminary policy, the President may declare a teaching position available with such limitations as the following: A position available to an instructor; a position available to an assistant professor; a position available to an associate professor; a position available to a full professor. Any professorial position shall be further defined as a non-tenurable contract position or as a tenurable position.
- B. Instructional personnel other than those recommended for tenurable positions may be recommended to the President by the Senior Vice President for Academic Administration following consultation with the school Dean and the department in which the vacancy exists.

While a non-tenured professor may be elected to a tenurable position, under no circumstances may a non-tenurable position be converted to a tenurable position.

- C. When a tenurable vacancy has been announced by the President, the Senior Vice President for Academic Administration will constitute a search committee consisting of the school Dean and eight tenured faculty members, exclusive of any faculty member who is being replaced.
 - 1. Up to three persons from the department (Theology), division or school (Missions and Evangelism, Church Ministries, Boyce College) in which the vacancy occurs; departments and divisions with fewer than three tenured faculty shall include such additional persons from the division or school to provide three persons.
 - 2. One additional person from each division (Theology) and school (Missions Evangelism, Church Ministry, Boyce College) for a total of six persons. The Dean of the school in which the vacancy occurs or his/her alternate, as appointed by the Senior Vice President for Academic Administration in consultation with the Dean, will chair each search committee, which shall consist of nine persons exclusive of the Dean.
- D. Persons other than members of the seminary faculty, and the faculty member who is being replaced, may be designated by the search committee as consultants with such rights and privileges, exclusive of voting, as the search committee may designate.
- E. The search committee will gather data on prospective nominees. Anyone may propose the name of a prospective faculty member to the committee.
- F. After the search has been concluded, the search committee will recommend the nominee to the Senior Vice President for Academic Administration.
- G. Upon the recommendation of the search committee, the Senior Vice President for Academic Administration may invite the prospective faculty member for consultation with the seminary faculty. The Senior Vice President for Academic Administration will advise the school Dean, who will advise the search committee of his/her action and the reason therefore, at its next meeting.
- H. The chairperson of the search committee will present the nominee for the vote of the seminary faculty. Only faculty members elected by the Board of Trustees are eligible to vote on the election or tenure of

faculty members. On condition of a majority vote, the Senior Vice President for Academic Administration, in consultation with the Dean, will decide whether to recommend the nominee to the President. In the case of a negative decision, the Dean will, in person, report the decision to the search committee.

- I. The Dean will nominate the following to the Senior Vice President for Academic Administration upon the concurrence of the appropriate department, provided they are to be appointed to non-tenurable positions for three years or less: field supervisors, tutors, adjunct professors, visiting professors, instructors, and contract professors. The Senior Vice President for Academic Administration and Dean will determine the salary.
- J. If a tenurable position is subsequently declared in an area for which the individual is qualified, anyone holding a position as provided above may be on the prospect list of a search committee, but without prejudice.
- K. The President, upon recommendation of the Senior Vice President for Academic Administration, may at his discretion appoint a member of the instructional staff of the seminary proposed through the procedures defined in items A through J for a period not to exceed three years, or the President, after consultation with the Senior Vice President for Academic Administration, may nominate such persons for election by the Board of Trustees according to the following trustee-approved procedures:
 - 1. All faculty members nominated for election with tenure shall be elected by the Board of Trustees. Nominations for tenure of seminary faculty members will be put forth at the spring Board of Trustee Meeting. Nominations for tenure of Boyce faculty members will be put forth at the fall Board of Trustee Meeting.
 - 2. Faculty persons nominated for election to tenurable positions shall be elected by the Board of Trustees at the annual or a called meeting of the Board of Trustees or by the Executive Committee—after full investigation of the candidate. Persons nominated for election with tenure or to tenurable positions shall be interviewed by the President, the Senior Vice President for Academic Administration, and a trustee subcommittee named by the Chair of the Academic Personnel Committee.
 - 3. Instructional personnel may be appointed to temporary (i.e., non-tenurable) faculty status by the President, after consultation with the Senior Vice President for Academic Administration, for a period of time not to exceed three years, and all appointments shall be reported to the next meeting of the Board of Trustees or the Executive Committee.
 - 4. Non-Baptist instructional personnel shall be elected by the Executive Committee or Board of Trustees for a period not to exceed one year.
 - 5. The “Supplement to the Annual Report to the Board of Trustees” shall list all personnel by categories elected or appointed during the academic year of the report, and all instructional personnel elected or appointed during the academic year to the date of the Board of Trustee meeting shall be reported during that meeting.

3. ACADEMIC FREEDOM AND TENURE

A. Statement on Academic Freedom

Academic freedom is the faculty member's privilege of teaching, writing, and conducting research according to his or her conscience under the guidelines of the governing documents of The Southern Baptist Theological Seminary. With this freedom comes the obligation of the responsible exercise of this privilege.

The following is an excerpt from the *Fundamental Laws* of the seminary written into its charter on April 30, 1858: "Every Professor of the institution shall be a member of a Southern Baptist church; and all persons accepting Professorships in this seminary, shall be considered by such acceptance, as engaging to teach in accordance with and not contrary to, the *Abstract of Principles* hereinafter laid down"

With respect to Southern Seminary, the following principles of academic freedom apply:

1. Faculty members shall be free to teach, carry on research, and publish, subject to the adequate performance of duties as agreed upon with the school.
2. The curriculum of the seminary shall be determined by the faculty, and each professor shall have the freedom in the classroom to discuss the subject in which he or she has competence and may claim to be a specialist.
3. The professor shall be free to express and act upon his or her conscientious convictions as an individual citizen with the realization that there is always the tacit representation of one's institution in whatever one says.
4. Faculty members must take care lest they violate each other's academic freedom by covert interference with their colleagues' work or through bypassing the orderly process of full faculty discussion of curriculum, appointments, and other basic matters.
5. The Southern Baptist Theological Seminary sustains a covenant relationship to the churches of the Southern Baptist Convention. It is within this context that the responsibilities of academic freedom must be exercised. The special privilege of the seminary professor within the Southern Baptist Convention imposes special obligations. Hence, he or she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should seek to relate constructively to the Southern Baptist Convention. Acceptance of a teaching position at The Southern Baptist Theological Seminary assumes and requires an eager willingness to work within the context of the Southern Baptist Convention and its churches, as well as an understanding of the special obligations incumbent upon a denominational seminary.
6. All faculty and staff have an obligation to support and relate constructively to the seminary, its policies, and its administration. Members of the faculty and staff may not abuse their position by undermining or obstructing the policies of the institution. Faculty and staff are not to act in ways that are injurious or detrimental to the seminary or its relationships with the denomination, donors, or other constituencies, within and without the seminary community.

B. Intellectual Property and Information Technologies

This policy describes the new information technologies and intellectual property at the Seminary.

1. General Principles

The Southern Baptist Theological Seminary is a community of scholars, leaders and learners whose life and work are inseparable from ideas, intellectual activity, and information, including information technologies.

Thus, we prize learning and teaching and the creation and dissemination of what is rightly called intellectual property. Furthermore, we prioritize and incentivize the creation and dissemination of intellectual property in many decisions, including, for example, the hiring and promotion of faculty.

At the same time, we must also protect the mission and identity of the Seminary by means of policies that protect those interests.

To preserve its core mission, the Seminary must respond to the changes in information technology that might alter the landscape of higher education. At the same time, change are so rapid that we can address only some of the relevant principles. We must recognize the need for ongoing review. Nevertheless, there is a set of basic principles that we can adopt. as follows:

- Neither new information technologies nor rules and procedures designed to accommodate them should interfere in any way with the ability of faculty members to pursue their research and freely present their ideas to their colleagues, their students, and the world at large in accord with institutional policies.
- The Seminary has an interest in how its name is used. A single faculty member cannot alone decide whether a program should be sponsored by the Seminary. Hence, they must be vigilant when using new information technology as elsewhere to ensure that they do not engage in activities that give the appearance of being sponsored by the Seminary.

2. Overview

The history of the modern university over the last nine centuries has rested on the central premise that scholars and students must be brought together and work in the same place. The Southern Baptist Theological Seminary encourages this tradition. The central place for learning at the Seminary has always been in the classroom and in live exchanges between and among students and faculty in seminars, workshops, offices, and everywhere else on the campus. Notwithstanding all the extraordinary developments in technology that have taken place and that are likely to take place in the coming years, none of this is likely to change. Nevertheless, the Seminary has long recognized that in fulfilling its core mission of disseminating knowledge, it must go beyond what happens within the physical confines of the campus.

Today, faculty publish with agencies nationally and internationally. They give lectures and attend conferences all over the world. Similarly, they edit journals and write articles and monographs and prepare course materials. Today the Seminary's curriculum reaches many outside its campus in Louisville, Kentucky.

New information technology, however, may expand the Seminary's reach dramatically over the next decade. New technology has already begun to change life at the Seminary. We disseminate information to its students, as well as to the outside world, on the Internet. Students communicate with each other and with faculty on electronic mail. Discussion groups and chat rooms in cyberspace now supplement exchanges that before took place only after class. Faculty increasingly have a chance to

convey their ideas in different media. It is already possible to disseminate lectures with videotapes, CD-ROMs, and DVDs. Dozens of faculty members have offered courses over the Internet.

The Seminary must encourage and support faculty who take advantage of new information technologies. It must recognize that disseminating knowledge through new technologies is consistent with our core mission. Much of the important work at the Seminary has been collaborations among faculty. We can anticipate that such collaborations, both within and across departments, divisions and schools, will increase with new technologies. Similarly, new information technologies will provide faculty opportunities to collaborate with scholars at other institutions and the Seminary opportunities to collaborate with other institutions and other organizations, both for-profit and not-for-profit. We need to ensure that these new possibilities are developed in a way that positively supports, rather than compromises our central mission.

Whenever Faculty do work outside the Seminary, the Seminary must confront issues governing both conflict of interest and conflict of commitment. The emergence of new technology may enable faculty members to take on outside opportunities that previously would have been unavailable. This ability to do other work is likely to lead to further issues already covered under the Seminary's existing policies, especially with respect to conflicts of commitment. We do not recommend any changes in existing policies at this time, but we would urge faculty as well as administrators to become more sensitive to the policies that are in place and the ways in which issues can arise under them.

3. Ownership of Intellectual Property

a. Faculty

In order to facilitate and encourage the production and dissemination of materials that serve the church, including the production of scholarship, the Seminary allows faculty members and employees to retain royalties on books, articles, lectureships, speaking engagements, and similar opportunities. The Seminary's interest lies in the encouragement of faculty in the production of such materials. Faculty who assign materials in class from which they may receive royalty must receive prior permission from their dean.

b. Students

The Copyright Laws defining ownership reserve the intellectual property rights for a work to the individual author or creator of the work, including those works created by students in response to course assignments, projects, or independent study and research. This includes term papers, multimedia products, artworks, reviews, websites, performances, designs, and even contributions to online or recorded discussions. There is an implied consent in the student-faculty contract, that faculty members can copy, distribute, or otherwise use the work for the purposes of and within the context of the course; but permission for any further use beyond the course and the course term should be obtained in writing.

Works created by students in the course of student employment, internships, and graduate assistantships could be considered works for hire. Works created in the context of research assistant, lab assistant, or directed work as a student in funded research and development projects could be considered works for hire. In these instances the student's rights of ownership in the contributions or the final products, and their ability to use those materials for portfolio purposes should be clearly defined from the start.

The Seminary shall have, as a condition of the degree awarded, the royalty-free right to retain, to use, and to distribute copies of the thesis or dissertation at the Seminary's sole discretion. This right includes, but is not limited to, the right to require publication for archival usage. The student shall retain the right to adapt and to publish the content and research contained in his or her thesis or dissertation, without limitation by or obligation to the Seminary.

c. Staff and Employees

In addition to the above policies and claims regarding matters of intellectual property and copyright with Seminary faculty, the Seminary also claims ownership to all works, inventions, developments, and discoveries (herein referred to as "work" or "works") created by employees within the scope of their employment (including students working as Garrett Fellows) or whose creation involves the substantial use of Seminary equipment, services, or resources. This includes any patentable invention, computer-related software, databases, Web-based learning, and related materials, but will not be applied to such traditional scholarly works as books, articles, manuscripts, plays, writings, musical scores, and works of art unless by previous agreement or contract. The "work-for-hire" rule in the Copyright Act gives the Seminary ownership of the copyright to copyrightable works produced by any employee within the scope of his or her employment. If an employee creates intellectual property, other than a scholarly work, which may lead to commercial development, said employee must immediately notify his/her supervisor and provide sufficient information for the Seminary to evaluate the work and its commercial potential, and, if necessary, take appropriate steps to protect the Seminary's ownership rights.

d. Musical Compositions

If musical compositions and recordings are commissioned by the Seminary and utilize Seminary resources, those compositions and subsequent recordings should be the property of the Seminary and are to be considered works-for-hire. The Composer is or will be the sole author of the work and has made no commitments with any other institution or organization respect to it or its use, and, the work is original, and does not infringe upon any statutory or common law copyright, propriety right, or any other right of any other person.

The Seminary may also freely and without limitation use the commissioned compositional material to promote the Seminary's programs and educational offerings. The Seminary has the right to edit or otherwise change the composition and the Composer also agrees to make such changes in the work as the Seminary may reasonably request prior to its use in a Seminary-sponsored promotion. The Seminary is under no obligation to publish the work or otherwise apply the work to any specific purpose. The Seminary may also freely and without limitation use the compositional materials to promote the Seminary's programs.

4. Intellectual Property Policy for Distance-Education Courses and Content

The term "distance education" as used herein refers to instruction in which the teacher and the student are separated geographically such that face-to-face communication in the same location does not occur. Communication in distance education is accomplished exclusively or primarily through one or more technological media. "Course" as used herein refers to the sum totality of the materials developed for the purposes of a class offered for credit or for the completion of a degree, diploma, or certification; "course" includes but is not limited to the sum total of videos, syllabi, courseware, learning evaluations, learning experiences, quizzes, and examinations. "Content" as used herein refers

to the materials and information presented by the professor to the students for the purpose of fulfilling the course objectives; “content” includes but is not limited to lectures and course handouts.

Distance-education courses at the Seminary are created by instructors, faculty members, Seminary employees, or other individual/s by contract or agreement as works-for-hire at the express direction of the Seminary. The Seminary retains all right, title, and interest in and to the course, including (1) title and theme and (2) all rights (a) to the course copyright and any adaptation or version thereof in the United States and/or internationally in the name of the Seminary or otherwise for its sole benefit and (b) to secure renewals or extensions of copyrights as the Seminary deems necessary. The Seminary may freely and without limitation use course materials to promote the Seminary’s programs and to offer theological training to persons not enrolled in classes for credit or for the completion of a degree, diploma, or certification. The Seminary’s claim of ownership extends to the course as the sum totality of materials developed for the purposes of the class as offered for credit or for the completion of a degree, diploma, or certification. The Seminary makes no exclusive claim to the content developed by the instructor or professor. The instructor or professor may freely use his or her content in printed or electronic publications, lectures, and presentations as long as these usages support and do not in any way detract from the Seminary’s mission or programs. Arbitration of disagreements are to be heard and settled in accordance with Seminary policy.

5. Seminary Affiliation

New information technologies provide a means by which we can teach outside the main campus of the Seminary. We can anticipate that in many cases the Seminary, school, or department will appear to users as a source or a sponsor or co-sponsor of the work. (In other words, users will perceive the work as being a product of the Seminary, school, or department, not merely the institution with which the faculty member is affiliated.) Whenever the Seminary, school, or department appears as a sponsor or producer of work, larger interests are implicated.

The Seminary may follow other universities and implement a general policy about the use of its name by faculty and others that would apply to new technology as well as to other things. It may also be possible to articulate special guidelines for new technologies in the future. In the interim, however, each faculty member should follow established practice and should be aware of the need to disclose given that issues of sponsorship and conflicts of commitment can arise in new and subtle ways in this conduct. Faculty and administrators at the Seminary must be vigilant to protect both the intellectual independence of individual faculty members and to recognize the collective responsibility of the faculty to chart its own intellectual course.

6. Resolution of Disputes

The Intellectual Property Committee is hereby established to review issues, questions or disputes pertaining to ownership of Intellectual Property rights involving possible ownership, or partial ownership by the Seminary, and to interpret the policies of the Seminary with respect to those issues, including this policy.

Any question of interpretation or claim arising out of or relating to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by the following procedure:

1. The issue must first be submitted to the university's Intellectual Property Committee in the form of a letter setting forth the grievance or issue to be resolved. The committee will review the matter

and then advise the parties of its decision within 60 days of submission of the letter.

2. The Intellectual Property Committee will consist of:

- Three members from the faculty, appointed by the Faculty Committee, for three-year terms.
- Three members of the Seminary executive staff, appointed by the Senior Vice President for Academic Administration, who will also chair the Committee.
- Three other members representing, respectively, administrative staff, support staff, and the student body, appointed by the Senior Vice President for Institutional Administration.

3. Any disputes between the Seminary and Creator(s) regarding the application, interpretation or enforcement of this policy that are not resolved through appeal to the Intellectual Property Committee, will be resolved through appropriate arbitration. Any hearing on such matter shall be held in the vicinity of Louisville, Kentucky.

7. Definition of Key Terms

“Substantial Use”

The use of Seminary equipment, services or resources is deemed “substantial” when it entails a kind or level of use not ordinarily available to all, or virtually all, faculty, staff, and/or students in their respective roles. For Seminary faculty and staff, “ordinary resources” (or, those resources NOT considered to be peculiar and/or “substantial”) include office space and personal office equipment, office computers, the Seminary library and other general use information resources, means of network access to such resources, and support provided through normally assigned assistants such as Garrett Fellows. The “substantial” use of Seminary resources are typically those resources, services, or aid not typically extended to that employee for the routine exercise of their responsibilities.

“Within the Scope of Employment”

Works related to an individual’s job responsibilities, even if the employee is not specifically requested to create those works, will belong to the Seminary as works-for-hire. A copyright work is related to his or her job responsibilities if it is the kind of work the employee is employed to perform and which is appropriated, at least in part, for the employee’s use at the Seminary, or for use by other Seminary employees or other Seminary clients. The work should be performed substantially at work using work facilities, but the employee’s use of personal time or other facilities to create the work will not change its basic nature if it is related to the employee’s job as described above. Works unrelated to an employee’s job duties will remain the property of the employee so long as he or she makes no more than incidental use of Seminary facilities in its development.

C. Faculty Positions at The Southern Baptist Theological Seminary

There are basically two types of faculty service at Southern Seminary. One is service by contract; the other is service by election. Only elected faculty are eligible for consideration for tenure.

1. Contract Faculty. A faculty member on contract serves for a stated term made explicit in the contract. During their period of service, contract faculty have all the privileges and responsibilities of faculty service except consideration for tenure. If a tenurable position should become available in the area of the professor’s expertise, the contract professor may be considered for the position. However, preference is not necessarily given to a contract professor in the search process.

2. Elected Faculty. Elected faculty serve in tenurable positions. They are either granted tenure at the time of election or elected to a tenure track with review and consideration for tenure at the end of a specified preparatory period. After the process of tenure review, the tenure track faculty member will either be elected with tenure or his or her faculty service will terminate.

D. Statement on the Meaning of Tenure

Tenure is a covenant relationship established by the Board of Trustees and the Administration of The Southern Baptist Theological Seminary with a faculty member who has demonstrated teaching competence, scholarship in his or her field of expertise, and moral and spiritual leadership in Christian ministry.

The faculty member who enters into this covenant relationship agrees to teach “in accordance with and not contrary to” the *Abstract of Principles* with a clear conscience, without hesitation or mental reservation, and to serve the seminary faithfully, constructively, and competently.

In addition, the faculty member agrees to teach within the *Baptist Faith and Message* as adopted (and revised) by the Southern Baptist Convention and such confessional statements as may be officially adopted by the Board of Trustees.

In turn, the seminary agrees to maintain the employment of the faculty member with all the benefits of his or her employment and to provide for the professor’s continued service and development.

The tenure relationship between a faculty member and the seminary can only be set aside for cause (see “Policy for the Removal of Tenure” below) or through resignation or retirement. Removal of tenure terminates a faculty member’s service at Southern Seminary.

E. Policies Regarding the Attainment of Tenure

1. Qualifications for Tenure

a. Scholarship

- (1) Intellectual integrity, scholarly attitude, and range of knowledge.
- (2) Competence in field. Evidence of continuing professional and personal growth resulting in obvious leadership within his/her professional field. Keep abreast of all scholarly materials in appropriate field.
- (3) Recognition of scholarly attainment beyond the seminary on various professional levels.

b. Teaching Performance

- (1) Success in developing intellectual initiative and self-reliance in students.
- (2) Maintenance of high standards of student performance in the classroom.
- (3) Ability to communicate effectively knowledge of his/her field.
- (4) Preferred by the students as their teacher.

c. Training, Experience, and Performance Skills

- (1) Adequate academic preparation for the field in which he/she is teaching.
- (2) Demonstrated ability in the area of practical experience.
- (3) Performance skills and recital proficiency (Faculty, School of Church Ministries).

d. Research and Publication

- (1) Demonstrated ability to do solid research and a quality of writing acceptable to editors of scholarly journals and denominational periodicals.
- (2) The publication of significant books.

e. Churchmanship

- (1) Churchmanship and demonstrated support of his/her local church and interest in the program of the churches of the Southern Baptist Convention.
- (2) Works harmoniously with the denomination.
- (3) Serves effectively in positions of denominational leadership.
- (4) Demonstrates a genuine concern and appreciation for the historic Baptist witness and Baptists of the present generation

f. Dedication to Teaching Vocation

- (1) Willingness to carry a full teaching load and other responsibilities involved in his/her teaching task.
- (2) Willingness to pay the price required as an effective teacher
- (3) Has made a full commitment to the teaching profession in the seminary as the place where he/she should continue to serve
- (4) Conscientious fulfillment of all academic obligations to students including: (a) meeting classes, (b) holding office hours, (c) advising students, (d) providing adequate supervision of field work or research work.

g. Spiritual and Moral Leadership

- (1) Exemplification of Christian ideals in personal conduct.
- (2) Inspires spiritual dedication in students.
- (3) Contributes to the moral and spiritual tone of the seminary community.

(4) Participation in community activities that contribute to the moral and spiritual life of the community and to the prestige of the seminary.

h. Participation in Faculty Administration

(1) Faithful and effective service on faculty committees.

(2) Responsible participation in faculty discussions.

(3) Has the respect and appreciation of his/her colleagues on the faculty and administration.

(4) Evidences emotional, moral, and spiritual maturity in fulfilling his/her responsibility as a faculty member.

(5) Regular in attendance at faculty meetings and remains until the meeting is dismissed.

2. Election with Tenure

a. On the basis of tenure held at another institution.

A candidate for tenure may be considered for a tenured professorship at Southern Seminary if the position for which he or she is being considered is a tenurable position (by declaration of the President) and the candidate for tenure has been awarded tenure by another institution after a formal review. In such cases, the Dean of the respective school of the seminary shall investigate the nature of the tenure review at the other institution and report findings to the President. The faculty will be informed of the tenured nature of the position being negotiated with the candidate as well as the candidate's qualification for tenure, and they will take this into consideration in their interview with the candidate and the formal evaluation process that they present to the President. (See policies for faculty selection and hiring elsewhere in the *Faculty/Staff Manual*.)

b. On the basis of having met the qualifications for tenure through extensive service at another institution.

A candidate may be considered for a tenured professorship without having held tenure at a previous institution if he or she gives evidence of having met the qualifications for tenure at Southern Seminary, especially including such matters as proven teaching competence with at least five years of seminary or graduate level teaching experience, evidence of sustained postdoctoral professional development and recognized publications that have been subject to scholarly peer review. Such cases may involve faculty candidates who have served at institutions lacking a formal tenure policy, yet in virtue of the professor's performance in teaching and scholarship are recognized to have given evidence of the qualifications for tenure. In all such cases, the position for which the candidate is being considered must be a tenurable position (by declaration of the President), and the qualifications of the candidate will be considered by the faculty in their review of the candidate and their formal evaluation that they present to the President.

c. On the basis of having attained the qualifications of tenure through tenure track service and tenure review at The Southern Baptist Theological Seminary.

(1) Election to a Tenure Track Position

If a tenurable faculty position is available, a professor who does not yet meet the qualifications for tenure but who demonstrates promise of doing so may be elected to a tenure track contract. The same hiring procedure will apply as in the case of election with tenure (see policies for faculty selection and hiring found elsewhere in the *Faculty/Staff Manual*.) The tenure track is for a specified period (made clear in the contract) which is normally (and in no cases longer than) six years. This contractual period allows the faculty member to attain to the qualifications of tenure and to complete the process of tenure review. The professor will normally be reviewed in the second semester of his or her fifth year of service for the purpose of determining whether the qualifications for tenure have been met, and tenure should be awarded. If the review demonstrates that the qualifications for tenure have not been met, the professor's service will terminate at the end of the sixth year.

(2) The Preparatory period

The time of service prior to review shall constitute a preparatory period during which the candidate has the opportunity to earn the qualifications for tenure. The length of the time shall not be more than five years and may be less than five years if a shorter period has been specified at the time of hiring by the President in consultation with the faculty member's Dean. The Dean shall present the tenure track faculty member with a copy of the criteria for tenure at the beginning of the preparatory period.

The Dean shall conduct an annual review of the faculty member's progress toward tenure by interviewing the candidate and evaluating the candidate's annual report and classroom evaluations. Recommendations for continued progress should be given.

(3) Tenure Review

In the last semester of the preparatory period, normally in the second semester of the faculty member's fifth year, the Dean will ask the Senior Vice President for Academic Administration to schedule a meeting of tenured faculty to review the candidate's qualifications. The Dean shall prepare a report for the tenured faculty of the seminary presenting the candidate's qualifications in each of the areas of evaluation. This report shall be given to the Senior Vice President for Academic Administration and distributed by him confidentially to the tenured faculty prior to their scheduled meeting. The report shall include the following: (1) copies of the faculty member's annual reports for the entire preparatory period, (2) a report from the Dean (and Associate Dean, if appropriate) on the faculty member's teaching performance during the preparatory period, (3) a formal recommendation from the Dean that the candidate be granted tenure (or not to grant tenure) with reasons stated, (4) a recommendation from someone well acquainted with the candidate's service in the local church and the denomination during the probationary period.

The tenured faculty are to review the report prior to their meeting. At the meeting they will interview first the Dean of the school and then the candidate with regard to each of the qualifications for tenure. After the interview they will discuss the candidate's qualifications in private and vote their preference on a form that also allows for comment. The Vice President shall deliver the report and vote to the President, along with any written evaluations from the tenured faculty.

The entire process of tenure review, including the deliberations of tenured faculty in tenure review, are considered confidential. It is inappropriate for any faculty member not a party to the meeting of the tenured faculty to seek information about the work of the meeting except through the Dean or the Senior Vice President for Academic Administration. Any participant in the tenure review process who releases or divulges any confidential information shall be subject to disciplinary action.

(4) Election to Tenure

The President shall take these materials into consideration and, if the candidate meets his approval, make his recommendation to the Board of Trustees through its Academic Personnel Committee. The Academic Personnel Committee shall recommend candidates it approves to the Board of Trustees for action. A two-thirds vote of the Board of Trustees is necessary for election to tenure. If tenure is denied, the professor's teaching service at Southern Seminary will terminate at the end of the last year of the tenure track contract.

F. Responsibilities of the Tenured Faculty Member

The tenured faculty member is responsible for regular and faithful performance of all duties incumbent upon his or her position. The faculty member shall submit an annual report to his or her Dean, following the form and structure established by the Dean. This annual report shall be delivered to the President and made available to the Board of Trustees in the seminary's *Annual Report*.

Every year, each faculty member shall participate in the faculty evaluation process. The purpose of this evaluation is to provide feedback to help the faculty member maintain a high level of teaching performance, track improvements, and evaluate new instructional techniques and technologies, as well as alternative teaching methodologies.

This process for annual faculty evaluation is as follows:

1. Before the fall semester begins, faculty will complete a *Faculty Activity Plan* which is meant to establish annual objectives in the categories of teaching, research, and service for the upcoming academic year. This plan will be submitted to the appropriate dean/associate dean by a date to be determined by the Senior Vice President for Academic Administration. Deans and associate deans will review and approve these plans and may request changes as appropriate.
2. At the conclusion of the spring semester, faculty will submit a *Faculty Activity Report* documenting his/her progress toward annual objectives in each of the categories specified above. This report will be submitted to the appropriate dean/associate dean by a date to be determined by the Senior Vice President for Academic Administration. The appropriate dean/associate dean, in conjunction with the Senior Vice President for Academic Administration will then assign a grade between 1 and 5 in each of the three areas (teaching, research, and service) based upon the achievements of the objectives as submitted in the *Faculty Activity Plan*.
3. Before the subsequent fall semester, faculty will meet with their respective dean/associate dean to review their annual activity report. Faculty scoring 13 overall points or more may be eligible for merit awards. Faculty with an overall score below 9 or an individual score in any category below 3 will work with their dean or associate dean to develop a specific action plan for improving weaker areas during the upcoming academic year.

Based on the evaluation of the faculty member, the following steps may be taken:

1. Overall cumulative scores of 13 or higher on the annual evaluation may serve as criteria for promotion, decreased class loads, or other incentives, such as merit pay.
2. Overall scores below 9 or an individual score in any category below 3 may trigger remedial steps.

In the case remedial steps need to be taken, the process will be as follows:

1. Any faculty member scoring less than 9 cumulative points or scoring less than 3 points in any individual category will meet with their respective dean to outline a specific action plan for improving weaker areas during the upcoming academic year.
2. The faculty member will provide a progress report to the dean or associate dean by February 1 documenting improvements.
3. The faculty member's subsequent year-end review will be evaluated in light of the corrective actions that were suggested and their overall improvement.
4. If faculty have demonstrated improvement, no further immediate action is required. However, an automatic comprehensive, five-year tenure review will be put in place.
5. Faculty who fail to demonstrate improvement on their individual action plan will be required to document progress for a second year. If their second review demonstrates improvement, no further immediate action is required. However, an automatic five-year tenure review will be put in place.
6. Faculty who fail to demonstrate improvement on their individual action plan for two consecutive years will be referred to a faculty peer-review board. This board will be comprised of three faculty members from each of the institution's schools of which the faculty member being reviewed is not a member. This board will establish short-term remedial goals and reporting dates during an academic year and will report its findings to the faculty member's dean or associate dean by June 1.
7. Faculty who fail to demonstrate improvement on their faculty peer-review action plan will be referred to the Senior Vice President for Academic Administration, who may then refer the matter to the Academic Personnel Committee of the Trustees where action may be taken up to and including the dismissal of the faculty member.
8. Any faculty member scoring less than 9 cumulative points or scoring less than 3 points in any individual category during an academic year will receive a comprehensive follow-up review by their dean/associate dean five years from the documented improvement of weaker areas of the review. A faculty member may receive a low evaluation and make appropriate improvements in their second year of evaluation. The five-year review process is put into place to allow deans/associate deans to determine whether or not a faculty member has incurred too many low evaluations, even though he or she consistently makes improvement during the second year. If it is determined by the dean/associate dean the faculty member has incurred an excessive number of low evaluations, the matter will be referred to the Senior Vice President for Academic Administration, who may take action up to and including sending the matter to a peer-review board comprised of three faculty members from each of the institution's schools of which the faculty member being reviewed is not a member, the initiation of the tenure removal process, or initiation of the process for termination of employment.

G. Policy Regarding the Removal of Tenure for Cause

1. Conditions and Procedures

Termination of a tenured faculty member may occur under the following circumstances. Any termination of tenure is effected by action of the Board of Trustees.

- a. **Financial Exigency.** When the Board of Trustees declares that a financial exigency exists, the dismissal of faculty shall proceed in the following order: contract faculty shall be released first, then tenure track, then tenured to the extent required by the financial exigency. If a tenured or tenurable position is terminated, the position shall remain unfilled for at least one year until such time as the exigency is passed. In such case, a statement of the reasons for termination shall be furnished to the individual who is to be released.
- b. **Moral Turpitude.** An elected faculty member, tenured or tenure track, who demonstrates incompatibility with the lifestyle of the Christian scholar as prescribed in the *Faculty/Staff Manual* and the seminary's *Code of Conduct* will be subject to review in accordance with the procedures for disciplinary action. (See appropriate sections in the *Faculty/Staff Manual*.) If the nature of the charge is such that dismissal is warranted, then the Board of Trustees shall consider the matter in accordance with the procedures for dismissal.
- c. **Deviation from the *Abstract of Principles*.** An elected faculty member, tenured or tenure track, who demonstrates that he or she is not teaching in accordance with but in opposition or contrary to the *Abstract of Principles* will be subject to review by the President and the Dean in accordance with the procedures for dismissal. (See appropriate sections in the *Faculty/Staff Manual*.)
- d. **Professional Incompetence.** After due counsel and documentation by the Dean, a faculty member who continues to demonstrate incompetence or negligence in the performance of faculty responsibilities (as defined, for example, in procedures under described in Section E above) will be subject to review by the President and Dean in accordance with the procedures for dismissal.
- e. **Failure to Relate Constructively to the Institution.** A faculty member who demonstrates an adverse relationship to the mission of the seminary or demonstrates a failure in constructive and collegial relations with members of the Faculty, the Administration, or the Board of Trustees of the seminary will be subject to review in accordance with the procedures for disciplinary action or for dismissal.

2. **Notification.** In the event that one or more of the above conditions for termination of tenure has been established, the President shall give notice of termination. A full statement of the particulars will accompany such notice if requested by the faculty member.

3. **Suspension.** The President, upon notifying the faculty member of the termination for cause, may suspend the faculty member from performing any further duties for the seminary. In some cases, the President may elect to suspend a faculty member from professional responsibilities during a disciplinary procedure as indicated in those procedures.

H. Promotions

1. Procedure

- a. It is understood that full authority and responsibility for rank-to-rank promotion rests within the administration and trustees. In light of this principle, the following procedure is for the purpose of providing data to be considered by the administration in making decisions pertaining to rank-to-rank promotions.
 - (1) At a date to be determined by the administration, the Senior Vice President for Academic Administration will send to each member of the seminary faculty a form which they are to fill out giving their evaluation and recommendation concerning rank-to-rank promotion for those they deem meritorious. The administration will also seek student input, in whatever way is appropriate, relative to rank-to-rank promotion.
 - (2) With this information and a recommendation of the Dean, and based on their own judgment, the Senior Vice President for Academic Administration and the President will select those professors whom they deem to merit serious consideration for rank-to-rank promotion.
 - (3) There will be a meeting of the full professors with tenure at which time the President will present the names of the faculty members to be considered for rank-to-rank promotion. After full and open discussion a secret ballot vote will be taken on each person considered. The President, assisted by the Senior Vice President for Academic Administration, will count the vote in each case and announce the count to the full professors at this meeting. The vote itself indicates the degree of support of the full professors for each person.
 - (4) It is understood that following the meeting with the full professors, the Senior Vice President for Academic Administration, after consultation with school Deans, will make his recommendations concerning promotions to the President, who, in turn, will make his recommendation to the trustees, to be processed through the appropriate trustee committee.
 - (5) Before or after the meeting of the trustees each school Dean will have an interview with each professor considered for promotion before the full professors but not promoted. Any faculty member who desires to check on his/her situation in terms of rank promotion is encouraged to request a conference with his/her Dean.
 - (6) All procedures concerning rank promotion and decisions of the meeting of the administration and the full professors are confidential. It is inappropriate for any member of the faculty not a party to this meeting to seek information about the work of the meeting except through the school Dean or Senior Vice President for Academic Administration.
 - (7) Any member of the meeting of the administration and the full professors concerning rank promotion releasing or causing to be released any confidential information shall be subject to reprimand for the first offense and exclusion from the next meeting for any additional offense or offenses. Such a reprimand and/or exclusion shall be the responsibility of the Senior Vice President for Academic Administration when he shall have adjudged the individual to have breached the confidential nature of the meeting.

- b. The school Dean shall include in his/her annual report information about each faculty member relevant to either tenure or promotion, and this information shall be available to all faculty members.

I. Terms of Employment

1. The precise terms and conditions of every appointment or election shall be stated in writing and be in the possession of both the institution and the professor at the time the appointment or election is concluded.
2. Employment shall be for specifically limited terms in tenurable or non-tenurable positions, or the professor shall be elected with indefinite tenure.
3. Evaluation
 - a. Every year, each faculty member shall participate in the same faculty evaluation process as do tenured faculty members, described above.
 - b. Each administrative officer will submit a similar report on the work of the year to the appropriate officer.
 - c. Each report will be reviewed by the appropriate officer. If there is reason for extraordinary commendation or criticism, such commendation or criticism will be provided in writing and a copy placed with the report and shared with the person involved for the purpose of improving the work of the faculty member or administrator.
 - d. Not less frequently than every five years, the work of each administrator shall be reviewed formally, and the results of the review shared with the administrator and filed in the appropriate office. This formal review shall include appropriate peer and student participation, and shall provide the basis for recommendations and decisions relating to reappointment, promotion, and termination of appointment.
 - e. If serious problems develop or if major deficiencies are evident in the work of a tenured faculty member or administrative officer, the appropriate officer shall communicate such problems or deficiencies to the person to seek redress either immediately or within a stated period of time. If the individual's performance continues to show serious problems or deficiencies, his or her services could be altered or reduced or, as a last resort, terminated in accordance with procedures herein.

J. Termination of Service

1. Resignation

If a member of the faculty desires to resign or decline a renewal of appointment, the following process is to be followed:

- a. The School Dean should be contacted at the point of initial conversation or deliberations concerning a change in status. Normally, such contact should be made at least six months prior to the date of formal resignation.

- b. Official communication of a resignation shall be made in the form of a letter of resignation to the President with copies to the School Dean and Senior Vice President for Academic Administration.
- c. Normally, the date of resignation shall be at the conclusion of the semester in which the letter is written.
- d. Public announcement of a resignation shall be made from the Office of the Senior Vice President for Academic Administration at a time mutually acceptable to the Senior Vice President for Academic Administration and the faculty member. Where possible, the announcement will be coordinated with the new employer.

2. Retirement

a. Normal Retirement

- (1) The normal retirement date shall be the first of the month coinciding with or next following the date a member attains his/her Social Security Full Retirement Age. Faculty who retire at Social Security Full Retirement Age will teach through the end of the semester in which he/she attains that age.
- (2) Beyond July 31, 1993, there is no mandatory retirement policy for faculty. For faculty members who function in the performance of their duties in a satisfactory manner, retirement shall be at their own discretion. Faculty who teach beyond the normal retirement age shall be evaluated by the Dean annually.

b. Early Retirement

- (1) Early retirement is an option that may be initiated by a faculty member any year after reaching age 62 or after 20 years of service and minimum age of 55.
- (2) Early retirement should normally occur at the end of the semester in which retirement is announced. The seminary will assist the professor in determining annuity benefits provided upon the professor's retirement.

c. Process for Initiating Retirement

- (1) The initiative for retirement rests with the employee. However, effective planning requires preparation for retirement transitions. Faculty anticipating retirement should communicate their intentions to the appropriate Dean in a letter of intention two years prior to anticipated retirement. Sabbatical leaves will not be granted to faculty unable to commit five years of full time teaching following a full sabbatical or three years of full time teaching following a half sabbatical, inclusive of the sabbatical. Commitments to new graduate students shall not be made once such communication has been offered to the Dean.

Members of the Executive Staff anticipating retirement should communicate their intentions at least 12 months prior to anticipated date of retirement.

- (2) A formal letter of retirement at a specific date shall be sent by faculty to the Dean with copies to the President and Senior Vice President for Academic Administration a minimum of six

months prior to date of termination of service. Normally, such date shall be either December 31, or July 31 of the year terminating. Executive Staff shall send such letter to the President.

- (3) Announcements of retirement shall be made from the office of the Senior Vice President for Academic Administration for faculty and the office of the President for members of the Executive Staff. Efforts will be made to secure mutual agreement with the retiree as to the time of such announcement.

3. Dismissal

a. Initiation or Evaluation of Charges

- (1) Any charge against a faculty member which might constitute grounds for dismissal as described below shall be referred to the President for initial review and recommendation. If in the judgment of the President, acting within the scope of his authority under Article II, Section 2 (8) of the Bylaws, a faculty member should be dismissed, the President shall refer the matter to the Committee on Academic Personnel for the commencement of procedures for dismissal as described in subparagraph (b) below.
- (2) Should the President decide that the charges filed against a faculty member are unwarranted, the President shall report both the charges and his decision to the Trustee Committee on Academic Personnel. The committee may, if it chooses, recommend to the Board of Trustees or to the Executive Committee that the trustees or Executive Committee consider the charges. If such recommendation is made and if approved by the Board of Trustees or the Executive Committee, then the matter shall be referred to the Committee on Academic Personnel for commencement of procedures for dismissal.
- (3) During a meeting of the Board of Trustees, it is a standing rule of order that: if a charge is made or if written or verbal material is referred to that could lead to dismissal against a named or ascertainable professor, then the Chairman, with or without a motion, shall refer the charge to the President for initial review and recommendation. It shall, therefore, be out of order to refer to any factual basis for such charge until (1) a report from the Committee on Academic Personnel is made, or (2) a motion to repeal, rescind, amend or to suspend this standing rule of order is adopted.

b. Procedures for Dismissal

- (1) Except for the completion of a specific period for which an individual was appointed or elected to the faculty, the grounds for dismissal shall include incompetence, moral delinquency, failure properly to perform one's duties, or teaching contrary to or not in conformance with the *Abstract of Principles*.
- (2) Termination for cause of the service of a faculty member with tenure or prior to the end of a contract period, or the non-renewal of an election without tenure with less advance notice than that specified in these regulations shall be preceded by a statement of reasons and the opportunity to be heard by the procedures specified in these regulations.

During the proceedings the faculty member will be permitted to have an advisor of his choice who may act as counsel. A full stenographic record of the hearing, if one is held, will be taken and made available to the parties concerned.

- (3) The Committee on Academic Personnel shall serve as the trustee section of a fact-finding committee before which a hearing may be held. The seminary faculty shall, by right, be empowered to choose five of its members who shall be fully participating members of the fact-finding committee.**
- (4) This committee shall serve as a fact-finding body and shall provide a clear statement of the grounds for removal to be submitted to the person under notice of dismissal at least two weeks prior to the hearing. This committee shall hold its hearing after sufficient time for the preparation of a defense has been provided.**

The Hearing Committee is to examine the stated grounds for dismissal, the written defense by the person under notice for dismissal, and the testimony of witnesses if facts are in dispute.

The person under notice of dismissal is to have the option of assistance by counsel, the aid of the committee in securing witnesses, the right to be confronted by all adverse witnesses, or where this is impossible, to know the identity of such witnesses.

Both the administrator and the person under notice of dismissal or their representatives are to be given the opportunity for presenting briefs and arguing the case orally before the committee.

Stenographic records are to be made of hearings and are to be available to both parties. By mutual agreement the records of the hearing may be made by a recording device. The fact-finding committee shall prepare its findings regarding each ground proposed for dismissal and convey its findings in writing to the President and to the person under notice of dismissal. The transcription of the hearing with the committee findings shall be conveyed by the President to the Board of Trustees, which normally would be expected to act upon the basis of the committee's findings.

If the Board of Trustees chooses to review the case, its review is to be based on the record of the previous hearing accompanied by argument by the principals. The Committee on Academic Personnel shall mail to each member of the Board of Trustees its findings and recommendations at least 30 days prior to the Board of Trustee meeting.

Public statements by either the administration or the person under notice of dismissal should be avoided until the proceedings are complete. A statement of the hearing committee's original findings, if these have not previously been made known, should be included in the announcement of the trustees' decision.

- (5) If the fact-finding committee recommends that the professor be requested to resign or be dismissed, on a concurring recommendation of the President, the Board of Trustees may vote to require the faculty member to resign or be dismissed; however, the vote to effect such**

action must be by two-thirds of those present and voting, and the vote must be taken in the meeting of the Board of Trustees.

Until the final decision upon termination of service has been reached, the faculty member will be suspended only if immediate harm to himself, herself, or others is threatened by continuance. If the faculty member's service is terminated, he or she shall receive salary to the end of the current fiscal year provided he or she continues to serve the institution, if requested by the Board of Trustees, through the current academic session, and he or she will be so requested unless continuance jeopardizes his or her welfare or that of the institution. In the latter event, he or she will be suspended immediately but receive salary until the end of the current fiscal year.

Normally the seminary will feel an obligation to continue a professor's salary up to one year after dismissal where there is a clear case of need.

The tenure of any professor is subject to conformity of all statements accepted by official representatives of the seminary and the professor in the controlling "Notice of Faculty Status." If a faculty member believes that the terms of this agreement have been violated, he or she may ask for a hearing before the appropriate committee described in E.3-4. above. The faculty member will be responsible for stating the grounds on which he or she bases the allegation, and the burden of proof will rest upon her or him.

4. FACULTY CRITERIA FOR TENURE AND PROMOTION

A. Scholarship

1. Intellectual integrity, scholarly attitude, and range of knowledge.
2. Competence in field. Evidence of continuing professional and personal growth resulting in obvious leadership within his/her professional field. Keep abreast of all scholarly materials in appropriate field.
3. Recognition of scholarly attainment beyond the seminary on various professional levels.

B. Teaching Performance

1. Success in developing intellectual initiative and self-reliance in students.
2. Maintenance of high standards of student performance in the classroom.
3. Ability to communicate effectively knowledge of his/her field.
4. Preferred by the students as their teacher.

C. **Training, Experience, and Performance Skills**

1. Adequate academic preparation for the field in which he/she is teaching.

2. Demonstrated ability in the area of practical experience.
3. Performance skills and recital proficiency (Faculty, School of Church Ministries).

D. Research and Publication

1. Demonstrated ability to do solid research and a quality of writing acceptable to editors of scholarly journals and denominational periodicals.
2. The publication of significant books.

E. Churchmanship

1. Churchmanship and demonstrated support of his/her local church and interest in the programs of the churches of the Southern Baptist Convention.
2. Works harmoniously with the denomination.
3. Serves effectively in positions of denominational leadership.
4. Demonstrates a genuine concern and appreciation for the historic Baptist witness and Baptists of the present generation

F. Dedication to Teaching Vocation

1. Willingness to carry a full teaching load and other responsibilities involved in his/her teaching task.
2. Willingness to pay the price required as an effective teacher
3. Has made a full commitment to the teaching profession in the seminary as the place where he/she should continue to serve
4. Conscientious fulfillment of all academic obligations to students including: (1) meeting classes, (2) holding office hours, (3) advising students, (4) providing adequate supervision of field work or research work.

G. Spiritual and Moral Leadership

1. Exemplification of Christian ideals in personal conduct.
2. Inspires spiritual dedication in students.
3. Contributes to the moral and spiritual tone of the seminary community.
4. Participation in community activities that contribute to the moral and spiritual life of the community and to the prestige of the seminary.

H. Participation in Faculty Administration

1. Faithful and effective service on faculty committees.
2. Responsible participation in faculty discussions.
3. Has the respect and appreciation of his/her colleagues on the faculty and administration.
4. Evidences emotional, moral, and spiritual maturity in fulfilling his/her responsibility as a faculty member.
5. Regular in attendance at faculty meetings and remains until the meeting is dismissed.

5. GUIDELINES FOR SELECTION OF RESEARCH DOCTORAL STUDIES SUPERVISORS

- A. The Supervisory Professor should hold the rank of Associate Professor [or above] with tenure. Nontenured faculty serving on contract may be granted supervisory responsibility (1) if all other criteria are met, and (2) if approved by the Senior Vice President for Academic Administration. Approval will take into consideration the terms of the faculty member's contract and the prospect for multi-year supervision of doctoral students.
- B. The Supervisory Professor should have completed at least one sabbatical.
- C. The Supervisory Professor should serve only in the area of his academic competence.
- D. Beyond completion of his doctoral thesis, the Supervisory Professor should have demonstrated identifiable research indicating his continuing scholarship (which research must be in published form or unpublished form or it must be available for examination).
- E. The Supervisory Professor should be actively and continually engaged in participation in the professional society in his discipline.

Recommendation for doctoral supervision should be made by the Deans or designated Associate Deans to the Associate Vice President for Doctoral Studies. The recommendation should give evidence for compliance with the guidelines listed above. The Associate Vice President for Doctoral Studies approves such recommendations in accordance with these guidelines and in consultation with the Senior Vice President for Academic Administration. The Associate Vice President then recommends the request for approval by seminary faculty.

6. PROFESSOR'S ASSISTANTS

A. Purpose

The purpose of this program is to provide assistance to members of the faculty of the seminary in the accomplishment of their academic responsibilities, and to provide financial assistance to seminary students.

B. Designation

Student Assistants shall be those students or student spouses assisting professors by performing both non-academic and grading responsibilities designated by the faculty person.

C. Qualifications of Participating Faculty Member

1. Assistant Professor, Associate Professor, or Professor carrying a full teaching load (equivalent to 18-24 faculty credit hours annually).
2. Assistance may be provided for non-ranked professors (Instructors, Adjunct Professors, Visiting Professors) at the discretion of the school Dean. Such authorizations must be approved by the Senior Vice President for Academic Administration.

D. Qualifications of Student Assistants

Student Assistants shall be selected from current graduate or undergraduate students or from students' spouses. In the case of Student Assistants who perform grading responsibilities, priority shall be given to the selection of graduate students, and in no event shall a Student Assistant grade for a class which he or she has not completed.

E. Level of Funding

Professor's Assistants will be paid at a rate determined by the Senior Vice President for Academic Administration as part of the seminary's annual budget.

F. Procedures

1. Each participating faculty member shall nominate to the school Dean his or her assistant for the academic year and shall recommend his compensation and the beginning and ending dates for his employment. The deadline for nomination shall be determined by the school Dean in consultation with the Senior Vice President for Academic Administration.
 - a. A professor may have more than one assistant, and may divide his allocation between or among them in any manner he or she chooses. The amounts he or she may authorize the expenditure of during any single month, and in any one academic year, are available in the office of the Dean.
 - b. A student may serve more than one professor by mutual agreement of the professors, but his or her total income during any month from these funds may not exceed the maximum amount approved by the Dean.
 - c. Faculty members individually or jointly may use part or all of their available funds to provide filing and other secretarial services to be performed in their offices.
2. If approved by the school Dean, the Student Assistant is recommended for appointment.
3. The Senior Vice President for Academic Administration approves all Student Assistants and requests Personnel Services to pay them in accordance with the recommended compensation.
4. Professors' Assistants receive their remuneration according to standard seminary policy.

7. GARRETT FELLOWS

A. Purpose

The purpose of this program is to provide scholarship assistance to members of the graduate student body and to provide assistance to members of the faculty of the seminary in the accomplishment of their academic responsibilities.

B. Designation

Garrett Fellows shall be those graduate students assisting professors by performing academic responsibilities.

C. Funding

The program shall be funded with income from the L. F. Garrett fund and supplemented by other student aid income.

D. Qualifications of Participating Faculty Members

Assistant Professor, Associate Professor, or Professor carrying a full annual teaching load.

E. Qualifications of Garrett Fellows

Garrett Fellows shall be selected from current graduate Baptist students. Any exception to the denominational qualification must be approved in advance by the Executive Committee of the Board of Trustees. The use of Garrett Fellows for teaching responsibilities requires prior approval of the school Dean and assumes graduate standing and teaching competence in the field.

F. Duties

Garrett Fellows are to assist professors in such classroom functions and provide other academic assistance as may be mutually agreed upon by the Garrett Fellow and the professor.

G. Level of Funding

Garrett Fellowships are funded at a rate determined by the Senior Vice President for Academic Administration as part of the seminary's annual budget.

H. Selection

1. Graduate students may make application to the Senior Vice President for Academic Administration for Garrett Fellowships, but the particular professor with whom the Garrett Fellow serves is determined upon the initiation of the faculty person and the approval of the school Dean.
2. A student may serve more than one professor with mutual agreement of the professors, but his or her total income during any month from these funds may not exceed the maximum amount approved by the Dean.

I. Procedures

1. Each participating faculty member shall nominate to the school Dean his or her Garrett Fellow for the academic year and shall recommend monthly compensation and the beginning and ending dates for his or her employment. The deadline for nomination shall be determined by the school Dean in consultation with the Senior Vice President for Academic Administration.
2. If approved by the school Dean, the Garrett Fellow is recommended for appointment.
3. The Senior Vice President for Academic Administration approves all Garrett Fellows and requests Personnel Services to pay them in accordance with the recommended compensation.
4. Garrett Fellows receive their compensation according to standard seminary policy.

8. FREEDOM AND RESPONSIBILITY

Copies of the seminary statement on Freedom and Responsibility are available in the Office of the President.

9. LEAVE OF ABSENCE

A leave of absence without pay may be requested of the Trustees through the Dean of the school.

10. SABBATICAL LEAVES

Each faculty member is eligible for a full year of sabbatical leave after each six-year period of teaching. Half-sabbatical leaves may be approved for academic administrative personnel after each period of six years of full-time employment by the seminary.

The sabbatical leave program is designed to enhance the contribution of the sabbaticant to the seminary. The following are the policies and procedures by which sabbaticals are governed:

1. Sabbatical leaves are an investment by the seminary in the future effectiveness of faculty and administrative personnel.
 - a. The timing and use of a sabbatical must be approved by the administration and recommended to the Board of Trustees for authorization.
 - b. Any person who accepts a sabbatical leave thereby is obligated to return to the seminary for a minimum of two years beyond the sabbatical. In lieu of returning, the sabbaticant is obligated to refund to the seminary the entire employment cost, including salary, fringe benefits, and sabbatical supplement. If the sabbaticant returns for less than two years, the refund is prorated. In exceptional cases, this requirement may be waived by the Board of Trustees for persons who have been employed more than 3 1/2 years.
2. **The purpose of sabbatical leaves is to enhance the professional qualifications of the sabbaticant for future service to the seminary.**

- a. Normally sabbaticals should be taken in an academic environment. However, research, writing, and ministry experience are all legitimate purposes of sabbatical leaves.
 - b. Faculty members are encouraged to take sabbaticals outside their home environment. Faculty members who take local sabbaticals are required to justify in their sabbatical requests why a local sabbatical is more advantageous to their research purposes. If a local sabbatical is approved, the sabbaticant is required to attend all major seminary-wide events as noted by the Academic Vice President, such as convocations and commencements. Professors on a local sabbatical are not eligible to teach overload courses, extension courses, or Internet courses during the sabbatical period unless an emergency need is declared by the Senior Vice President for Academic Administration and reported to the President.
 - c. When the specific needs of the seminary are involved, a sabbaticant may be required to take and use a sabbatical to meet those needs.
 - d. Teaching at an overseas theological institution is encouraged as a legitimate sabbatical project, if it furthers research purposes (for example, in the discipline of missiology).
3. Plans for sabbatical leaves should be made as follows:
- a. Specific plans for use of a sabbatical leave should be worked out by the applicant in consultation with the dean or other appropriate administrator, not later than one year prior to the requested beginning of a proposed sabbatical. The supervisor is responsible for giving guidance to the plans in the light of the strengths of the applicant and the needs of the seminary.
 - b. The supervisor and the President will recommend the granting of a sabbatical in terms of the date and purpose for authorization by the meeting of the Board of Trustees. Trustee approval is not automatic, and plans made prior to the trustee action are at the risk of the applicant.
 - c. Amendments to plans for a sabbatical leave may be submitted to the Board of Trustees meeting immediately before the beginning of the sabbatical leave. In the event of an emergency, the Trustees may approve changes in plans for a sabbatical leave through the Trustee Executive Committee.
4. Frequency of faculty sabbatical leaves:
- a. Normally a sabbatical leave will be granted to a faculty member with tenure at approximately seven-year intervals.
 - b. When it is deemed to be in the best interest of the seminary, a sabbatical leave may be granted a new member of the faculty prior to the completion of six years of teaching at Southern Seminary. However, the acceptance of such a sabbatical leave obligates the professor to teach a minimum of six years at Southern Seminary.
 - c. A professor must normally teach six (6) years before receiving his or her first sabbatical. Professors may subsequently be eligible for two half sabbaticals within any seven-year period.
 - d. A full sabbatical leave will be considered whenever a professor can project at least five years of full-time status, inclusive of the sabbatical, and a half-sabbatical will be considered in cases when at least three years of full-time faculty status can be projected, inclusive of the sabbatical.

5. Remuneration:

- a. A sabbatical leave approved by the trustees of the seminary shall be approved at full salary including fringe benefits. (A leave of absence may be granted by the Board of Trustees without salary and with or without fringe benefits).
- b. The seminary will provide a sabbatical supplement for non-local sabbatical leaves in the amount of \$1,500 without regard to other grants received. An additional supplement for travel of \$500 will be provided when the sabbatical leave is taken outside North America. The amount of the sabbatical supplement will be reduced by 50 percent in the event of a half sabbatical. Half sabbatical leaves may be approved for administrative personnel.
- c. No sabbatical supplement or travel expense will be provided for sabbatical leaves taken in Louisville, Kentucky, or vicinity unless specific provisions are included in the approved sabbatical leave plan.

6. Restrictions:

- a. Normally, no more than one member of a department should be on sabbatical leave during any semester.
- b. A sabbatical leave may be granted only when the seminary is able to make adequate provisions for the responsibilities of the sabbaticant to be met.
- c. Final commitment cannot be made to any individual for a sabbatical leave without trustee approval.
- d. During a sabbatical, the sabbaticant shall not have any administrative responsibility or committee responsibility or have any vote in any faculty meeting, except by appointment by the Senior Vice President for Academic Administration.
- e. If a sabbatical leave is granted in which terms of the sabbatical are not in full accord with these policies and procedures, the exception must be approved specifically by the full Board of Trustees and recorded as an exception in the Minutes of the Board.
- f. A sabbatical leave proposal must include a book contract (or the equivalent in the faculty member's discipline).
- g. The granting of future sabbaticals is conditional upon satisfactory fulfillment of sabbatical objectives during the previous sabbatical.

7. How to process application

- a. A formal letter should be written, addressed to:

The Board of Trustees
The Southern Baptist Theological Seminary
Louisville, KY 40280

Via: Dean

- b. The letter should include:

- (1) greeting: "Dear Members of the Board of Trustees:"
- (2) proposed dates and places of sabbatical
- (3) previous dates and locations of sabbaticals
- (4) book proposal and synopsis, name of publisher, and contractually agreed upon date of completion
- (5) This statement should be included in all letters:
 "I have read the current policy statement adopted by the seminary trustees entitled "Sabbatical Leave Program of The Southern Baptist Theological Seminary" and will accept a sabbatical leave under those terms."
- (6) Signature
- (7) Description of Sabbatical Project

- c. Sabbatical proposals will be due to school deans two months before the trustee meeting in the semester in which they are submitted. The professor must discuss the sabbatical proposal with the dean of the school before submission.

8. Reports

- a. The sabbatical plan which is submitted for trustee approval must include any anticipated continuing remunerative responsibility during the sabbatical. If the remunerative opportunity arises after the trustees have approved sabbatical plans, the acceptance of such responsibility requires advance approval of the appropriate dean or administrator. ("Continuing remunerative responsibility" is any service rendered a salary or stipend over more than one month or in a succession of months.)
- b. The sabbaticant is required to report to the appropriate school dean or administrator all income received to assist with sabbatical expenses, including salary, stipend, fellowships, scholarships, gifts, and grants.
- c. The sabbaticant is required to submit through the appropriate school dean or administrator a report on his/her sabbatical in time for it to be presented to the next meeting of the Board of Trustees following the completion of the sabbatical. The report should not exceed two pages and should include such items as places where major portions of the sabbatical were spent; writing, study, or research projects engaged in; and projects completed. In every case the report should indicate the correspondence between the purposes and plans of the sabbatical with those approved by the Board of Trustees. Recommendations to the trustees about the sabbatical program are appropriate parts of such a report.
- d. After the sabbatical, the sabbaticant will meet with the Senior Vice President for Academic Administration to report on objectives met during the sabbatical and will be available to meet with the Academic Personnel Committee of the Trustee Board, at the request of the committee. Representative supporting materials such as manuscripts written, research notes taken, programs of recitals prepared, etc. should be submitted with the sabbatical report.

9. Dates for Sabbatical Leaves

Sabbatical leaves should be projected according to the following dates:

Full Sabbatical (Academic Year):	August 1 - July 31
Full Sabbatical (Calendar Year):	January 1 - December 31

One-Half Sabbatical:

August 1 - January 31 or
February 1 - July 31

Teaching assignments may be made by the Dean immediately preceding or following these respective dates. Plans for extending sabbaticals beyond these stated dates should not be anticipated by sabbaticants.

11. FACULTY MEETINGS

School Faculty meetings are presided over by the Dean of that school. The school faculty includes all trustee-elected members. Visiting professors and adjunct professors have the privilege of attending faculty meetings and participating in discussions, but without the right to vote with the exception that Adjunct Professors elected to more than one school by the Trustees have the voting rights of regular faculty in the schools they were elected to.

Seminary Faculty meetings are presided over by the President or his designee. All trustee- elected faculty of the School of Theology, School of Church Ministries, Billy Graham School of Missions and Evangelism, and Boyce College are members of the seminary faculty and are expected to be in attendance at its meetings unless they are on sabbatical leave. It is imperative that all members of the faculty attend the first seminary faculty meeting of each school year, and absences from any meeting of the seminary faculty are recorded in the minutes.

The seminary faculty is composed of all members of the faculty of the schools of the seminary, plus other persons holding faculty status, such as the Librarian. Visiting Professors, Adjunct Professors, and the Executive Staff have the privilege of attending faculty meetings and of participating in discussions, but without the right to vote. Only faculty members elected by the Board of Trustees are eligible to vote on the election or tenure of faculty members. The Student Government President, and any other person holding an official position in the seminary, may be invited to attend by action of the faculty and shall have freedom of the floor without vote.

12. FACULTY WORKSHOP

A faculty workshop is held annually under the direction of the Executive Cabinet. Guide-lines for attendance are governed by the following statement:

A. Faculty

1. All regular full-time members of the faculty are expected to attend.
2. Instructors and Adjunct Professors shall not be expected to attend.

B. Administration

1. All members of the Executive Cabinet shall be invited to each faculty workshop.

13. CHAPEL

The seminary chapel services are scheduled on Tuesday and Thursday. The Tuesday and Thursday chapel services are seminary convocations, during which all offices will be closed. Chapel time will be used for worship services. The time for the Tuesday and Thursday convocation is 10:00-11:00 a.m.

Planning for chapel services is the responsibility of the Office of the President, and specific information about chapel is available from that office. All Faculty members are expected to attend all chapel services.

14. GARRETT FELLOWS AND PERSONAL ASSISTANTS

The policy recorded below is a supplement to the existing policy above. It is a policy to be implemented for use immediately wherever possible, with other aspects implemented when funding is approved as a part of long-range planning. All requirements and limitations of the existing policy shall be maintained except those that may be altered by the policy contained below.

A. Compensation for Non-Classroom Instruction

Professors may continue to use Garrett Fellows and Professors' Assistants in accordance with existing policies and at the rate of pay authorized by the school Dean. It is the responsibility of the professor to limit his/her expectations of the Garrett Fellow and Professor's Assistant to the number of hours of work which may be considered reasonable for the pay available and to a number which is mutually agreeable at the time of initial enlistment of the Garrett Fellow or Professor's Assistant.

B. Fee for Extension of Time for Graduate Study

When the Garrett Fellow or Professor's Assistant is a graduate student who applies for an Extension of Time, it is understood that an appeal may be made for a waiver of the fee required for an extension based upon the combined responsibilities required of the student caused by seminary employment. A student's Committee of Instruction may recommend that a one-time waiver of fee be granted to a student who has served as a Garrett Fellow or Professor's Assistant for a minimum of two years and whose service in this role has created justifiable cause for delay in the completion of graduate study. Appropriate consideration will be given to such factors by the administration of graduate programs.

C. Use of Garrett Fellow or Professor's Assistant in Classroom Instruction

Classroom instruction in the absence of the professor is not to be considered a part of the responsibility of the Garrett Fellow or Professor's Assistant. If their services are desired for teaching purposes, it must be understood that it is in a manner that provides teaching experience for the student as well as assistance for the professor. When their services are requested for teaching purposes, the following requirements must be met:

1. The services shall be enlisted by the professor or the school Dean and shall be used in a manner that is mutually agreeable to all parties.
2. The professor or Dean shall provide supervision for the Garrett Fellow or Professor's Assistant.
3. As a part of the long-range goals for the seminary, it is anticipated that when funding becomes available compensation shall be paid at the rate of \$25.00 per hour of classroom instruction and shall be authorized by the school Dean upon the written request of the professor who shall identify the date and occasion for the use of the Garrett Fellow or Professor's Assistant.

(This policy does not change regulations that govern a professor's absences from class, and exceptions in case of sickness or emergencies must be approved by the school Dean.)

D. Orientation and Training of Garrett Fellows and Professors' Assistants

An orientation and training session for Garrett Fellows and Professors' Assistants will be held by each school in each academic year. Garrett Fellows and Professor's Assistants are required to attend such a session during their first year of service.

E. Commitment of Senior Vice President for Academic Administration and Dean's Council

The concerns for the improvement of the services of Garrett Fellows and Professor's Assistants, the improvement of supervision and working conditions of these persons, and the desire to provide compensation that is more adequate, all are a part of the commitment of the Senior Vice President for Academic Administration and Dean's Council. These matters shall continue to be addressed as a priority for consideration by the Executive Staff in future planning.

15. EMPLOYMENT OF FAMILY MEMBERS

Any qualified person may be employed without regard to family relationships, if such employment does not involve supervision, either direct or indirect, of work or by a relative.

16. OUTSIDE EMPLOYMENT

No member of the faculty or staff may accept regular remunerative employment or recurring employment by the same organization except with the approval of the President upon the recommendation of the appropriate Dean/Vice President, which approval must be renewed annually at the beginning of each academic/fiscal year (August 1). In the case of pulpit supply, a person may accept an interim for a period of three months without approval.

17. ABSENCE FROM CLASS (INSTRUCTIONAL PERSONNEL)

Personal engagements that require absence from classes are limited to a maximum of one week in any given semester. Engagements that involve official representation of the seminary and cause absence from classes are restricted to a maximum of one week in any given semester. Engagements that do not involve absences from classes and do not interfere otherwise with the concept of full-time employment by the seminary are within the discretion of the individual.

Professors and other teaching personnel should not be absent from classes during the first or final week of classes in a semester. Exceptions to this policy require the approval of the school Dean.

18. FACULTY COMMITTEE

The Faculty Committee is a committee of the seminary faculty made up of representatives of the faculty whose purpose is to examine and articulate faculty perceptions, to initiate action regarding faculty procedures and concerns that relate to the seminary administration and trustees, and to encourage involvement in denominational and civic life.

A. Structure

The Senior Vice President for Academic Administration nominates the members of the Faculty Committee and its Chair. The Faculty Committee elects the sub-committees and their chairs. The need for replacement members will be referred to the Senior Vice President for Academic Administration. The committee will be appointed for a one-year term by the fall semester of each academic year.

1. Membership: Chairperson, a faculty member; vice-chairperson, a faculty member; 6 additional faculty members; administration as needed for advice and input.
2. Ratios of Faculty Composition: Eight faculty members—3 Theology, 2 Billy Graham, 2 Church Ministries, 1 Boyce.
3. Meetings: Regularly scheduled meetings.
4. Subcommittees: Faculty-Trustee Liaison, Faculty Events/Activities, and Guest Speakers.
5. *Ad Hoc* Committees: Appointed by the chairperson as specific need arises.

B. Functions

1. Consider proposals, policies, reports, suggestions, and/or recommendations from the administration, faculty members, and/or subcommittees with regard to non-academic matters.
2. Review faculty procedures and recommend ways of improving, updating, and implementing them in the light of contemporary resources and circumstances.
3. Take to the appropriate official specific matters of concern, covered by administration authority delegated by the trustees to the administration.
4. Cooperate in all matters referred to the faculty as suggested and/or instructed by the trustees.
5. Communicate upcoming seminary events and initiatives to members of the faculty.
6. Sponsor events for faculty members to enhance collegiality and academic development.
7. Sponsor and encourage increased involvement of the faculty members in denominational, inter-denominational, and civic life. Encourage the achievement of a healthy balance in such activities among the faculty as a whole.
8. Encourages faculty activity in missions, evangelism, social action, churchmanship, and scholarship.
9. The Faculty Committee, in cooperation with the administration, is responsible for seeing that the *Faculty/Staff Manual* is kept up-to-date. A report concerning the review of the Guide will be made to the faculty at least once a year.

19. SEARCH COMMITTEES FOR FACULTY

Search committees shall give first consideration to current members of the faculty who are under contract to the seminary but who do not hold tenurable or tenured positions. When a decision has been made

concerning whether or not a person holding a contract position is to be recommended for a tenured or tenurable position under consideration, the chairperson of the committee shall so advise the Senior Vice President for Academic Administration. At that juncture, the normative processes set forth in the *Faculty/Staff Manual* will prevail with regard to the further interview of the candidate by the seminary faculty with a subsequent recommendation from the Senior Vice President for Academic Administration, after consultation with the school Dean, and the President.

20. CALCULATION OF TEACHING LOADS

The calculation of teaching load credit is governed by the following policies:

- A. No professor may teach more than sixteen hours in the fall or spring semester(s) and no more than 42 hours per academic year (including inter-terms and summer sessions).
- B. A minimum student enrollment for teaching-load credit is twenty students in regular courses at the undergraduate and professional levels or three students in Ph.D. seminars or colloquia.
- C. Teaching-load credit is calculated from clock-hours rather than student credit-hours in internships, graduate seminars, colloquia, or field education.
- D. Full-time faculty members are expected to teach 18-24 load credit hours during an academic year. Any other credit toward this requirement (e.g., for administrative responsibilities etc.) is determined by the school Dean and is to be deducted from a faculty member's contracted 18-24 hours of load credit and from their annual maximum of 42 hours.
- E. Teaching-load credit is given for only one graduate seminar per academic year.
- F. Teaching-load credit is not given for colloquia. The faculty member who convenes the colloquium is awarded a stipend.
- G. Teaching-load credit is not given for research and professional doctoral supervision. Faculty are awarded a stipend for doctoral students engaged in the writing stage of their program.
- H. In ensembles and applied music instruction, teaching-load credit will be assigned on the basis of the formula that three clock hours equal two credit hours. A minimum of five students is required for teaching-load credit in courses of small-group instruction for which a fee is charged.
- I. Exceptions to any of the above must be negotiated with the school Dean/senior associate or associate Dean and approved by the Senior Vice President for Academic Administration.

21. FACULTY ADDRESS

Each trustee-elected faculty member may deliver an inaugural Faculty Address upon their election. The precise date and occasion will be negotiated with the Senior Vice President for Academic Administration.

22. CONFESSIONAL DOCUMENTS

All teaching personnel responsible for a credit course are required to teach within and sign a copy of the *Baptist Faith and Message* as adopted (and revised) by the Southern Baptist Convention as well as the *Abstract of Principles*, which is then filed in the Office of the President. Exceptions may be authorized in the case of non-permanent members of the teaching staff by specific action of the Board of Trustees or the Executive Committee. Instructors in applied music may be excepted by authorization of the President.

23. STATE CONVENTION REPRESENTATION

The Senior Vice President for Institutional Relations requests members of the faculty to represent the seminary at the state Baptist convention. Expenses not otherwise reimbursed are paid by the seminary. Representatives speak to the state alumni meetings and present items relative to the seminary as provided by the Senior Vice President for Institutional Relations. A written report should be filed with the Senior Vice President for Institutional Relations at the earliest possible date. Assignments for college visitation and student recruitment are frequently associated with attendance at state conventions.

24. STUDENT RECRUITMENT AND COLLEGE VISITATION PROGRAM

The student recruitment and college visitation program is under the direction of the Director of Admissions with the cooperation of each school Dean. Each member of the faculty is expected to participate in the college visitation program as he may be requested. Faculty are expected to be available to meet with prospective students who are visiting campus.

All members of the faculty and staff are both expected and encouraged to be sensitive to the need for responsible student recruitment and to pursue opportunities to speak with prospective students while involved in responsibilities both on and off campus. The names of such students and their addresses should be procured and sent to the Office of Admissions.

Policy. For economy, it is the general policy for faculty members to inform the Director of Admissions of outside engagements which can be related to college visitation with a minimum of additional expense.

Procedure. Faculty members are requested to present all four schools of the seminary to the various college groups and to students interested in Southern Seminary. Faculty members are also requested to keep the administration informed on contacts with colleges so a correlated program can be maintained.

Materials. Brochures containing information about the four schools and reply cards for use by students are available from the Office of Admissions. Faculty members should obtain an adequate supply of such materials before a college campus visit. A complete report on results of each visit should be made to the Director of Admissions. Forms are provided for this purpose.

25. ENROLLMENT OF FACULTY IN SEMINARY CLASSES

A. Faculty

Subject to the prior written approval of the school Dean, a member of the faculty, may enroll as a regular student or as an auditor in a single course during any semester or term, provided such enrollment does not displace a student.

Enrollment in more than one course in any semester or term shall require the prior written approval of the President on recommendation of the supervisor, and shall normally assume an adjustment in compensation. Employees in professional degree programs requiring full-time employment (i.e., D.Min.) may enroll in more than one course per semester provided class activities do not interfere with the employee's normal administrative or academic responsibilities. Supervisory approval of class enrollment for a member of the faculty or staff shall not be automatic. It must include the supervisor's judgment that such enrollment is in the best interest of the seminary. Continuing enrollment in a course is subject to supervisory review on the basis of the performance of the employee in his or her primary position of responsibility.

Matriculation, medical, and student enrollment fees for one class per semester or term at the undergraduate or master's level shall be waived for members of the faculty enrolled in seminary classes with Dean approval. Laboratory fees and fees for instruction (such as the internet course fee) shall not be waived. The employee will pay all costs for any class above the master's level. When completion of a doctorate is required to meet minimum employment qualifications, the employee must complete the degree within a stated period of time agreed upon during employment negotiations. Taxation is applicable as required by the Internal Revenue Service.

26. FACULTY SENIORITY

Faculty seniority shall be determined from the date and order of election to faculty rank by the Trustees, or appointment to such rank by the President as recorded in the minutes of the Board of Trustees, with the exception that prior to 1956, the order of signing the original Abstract of Principles shall take precedence over the minutes if the order in the two records is different in the case of the School of Theology and the School of Church Ministries.

27. RESEARCH DEALING WITH HUMAN SUBJECTS

This policy covers all research whether conducted by faculty members, graduate students, or external scholars dealing with human subjects, students, staff members, or other members of the Southern Seminary community. In order to meet all legal requirements and to avoid liability issues the following criteria must be satisfied:

1. The researcher must submit a complete proposal for the research project and this proposal must be reviewed by a review committee and approved by the Office of Academic Administration.
2. The proposal must answer the following questions:
 - a. What is the purpose of the research?
 - b. Who are the intended human subjects for this research project?
 - c. How will the research project make a contribution to learning and scholarship?
 - d. How will the results of this research be published, disseminated, or made public?
 - e. How will the human subjects be identified for research purposes, or how will the research group be identified?
 - f. How will individuals participating in this research project give consent?
 - g. What other issues of liability may arise in connection with this project?
3. All these issues must be satisfied in such a way that the seminary is held harmless against any issues of liability and the confidentiality interest of our student body is maintained. Furthermore, the seminary has a legitimate interest in any distribution, dissemination, or publication of research data dealing with our own students or seminary family. This policy is intended to protect that interest as well as the legitimate interest and concerns of our students, staff members, and faculty.

Section C: ACADEMIC POLICIES

1. ACADEMIC CALENDAR

The seminary's academic calendar is the responsibility of the Senior Vice President for Academic Administration. A summary of the academic calendar is printed in the *Catalog*, and the full calendar and information about changes are available in the Office of the Senior Vice President for Academic Administration.

Special calendars related to administrative deadlines or degree requirements are also offered through various offices, and inquiries about these should be made to these offices.

2. DEGREES

All candidates for seminary degrees must be approved by the seminary faculty for a degree to be awarded. For information on current degrees, see the *Catalog*.

3. DEGREES AWARDED POSTHUMOUSLY

A deceased student may be recommended for a posthumous degree or a posthumous memorial certificate for presentation to the family in recognition of the academic work completed by the student prior to his death. In either case, the seminary faculty must approve the action.

4. CONVOCATION

The Opening Formal Convocation is usually the first chapel service of each semester, at which time faculty members recently granted tenure sign the original copy of the Abstract of Principles. Members of the faculty wear academic regalia for formal convocations.

A. Faculty Attendance

All of the members of the faculty who are entitled to participate in the academic procession are expected to be present for all commencement exercises. Faculty members who cannot be present at a regular commencement exercise should report this fact to the Senior Vice President for Academic Administration well in advance of the date of commencement.

B. Reception for Graduates

All faculty members are invited to attend the reception for graduates given by the President.

5. ACADEMIC PROCESSION

Academic processions of the seminary ordinarily include all voting members of the seminary faculty. Visiting Professors, instructors, and adjunct professors may also participate.

The order of procession is determined by the President with the understanding that usually all seminary faculty members march in order of faculty seniority by ranks.

Professors normally provide their own gowns for all academic processions. Academic regalia may be obtained on a rental basis through the Office of Academic Records on at least a one month notice.

All arrangements for academic convocations, including commencements, are under the direction of the President. The Supervisor for Transfer of Credit and Academic Standing and the Office of Academic Records are responsible under the direction of the President for the planning and implementation of commencement exercises.

Addendum A

Confessional Statements

The Abstract of Principles

This Abstract of Principles was originally prepared for and adopted by the Southern Baptist Theological Seminary, founded in 1859.

I. The Scriptures.

The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience.

II. God.

There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience.

III. The Trinity.

God is revealed to us as Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence, or being.

IV. Providence.

God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not in any wise to be author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

V. Election.

Election is God's eternal choice of some persons unto everlasting life—not because of foreseen merit in them, but of His mere mercy in Christ—in consequence of which choice they are called, justified, and glorified.

VI. The Fall of Man.

God originally created man in His own image, and free from sin; but through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

VII. The Mediator.

Jesus Christ, the only begotten Son of God, is the divinely appointed Mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the Universe.

VIII. Regeneration.

Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

IX. Repentance.

Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things.

X. Faith.

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

XI. Justification.

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith.

XII. Sanctification.

Those who have been regenerated are also sanctified by God's word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

XIII. Perseverance of the Saints.

Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

XIV. The Church.

The Lord Jesus is the Head of the Church, which is composed of all his true disciples, and in him is invested supremely all power for its government. According to his commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which he hath appointed. The regular officers of a Church are Bishops or Elders, and Deacons.

XV. Baptism.

Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of his giving himself up to God, to live and walk in newness of life. It is prerequisite to church fellowship, and to participation in the Lord's Supper.

XVI. The Lord's Supper.

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and wine, and to be observed by his churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate his death, to confirm the faith and other graces of Christians, and to be a bond, pledge and renewal of their communion with him, and of their church fellowship.

XVII. The Lord's Day.

The Lord's day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted.

XVIII. Liberty of Conscience.

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His word, or not contained in it. Civil magistrates being ordained of God, subjection to all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.

XIX. The Resurrection.

The bodies of men after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

XX. The Judgment.

God hath appointed a day, wherein he will judge the world by Jesus Christ, when everyone shall receive according to his deeds: the wicked shall go into everlasting punishment; the righteous, into everlasting life.

The Baptist Faith & Message 2000

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy.

It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion.

He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of

judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation.

Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1

Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead.

Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth.

The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge.

Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute.

The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people.

Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others

Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.

Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.