

Grace University



Faculty Handbook 2021-2022

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GENERAL INFORMATION

Message from The President

This is the most exciting time I have experienced in many years career as a teacher and administrator in higher education. The world is experiencing exponential growth in education and training in all forms and modalities.

Globalization and the increasing importance of technology in the work place have placed an increasing set of requirements on students and universities to renew knowledge not only in their functional specialties, but in the changing applications of these specialties. This has spurred the growth of programs that enable the working professional to return to the classroom.

This exponential growth is partly fueled by the return to traditional values and respect for education in most of the countries of the world. Is this “Old Wine in a New Bottle” or “New Wine in an Old Bottle”? As an educator, I care about the answer, because the approach taken in our educational programs will differ depending upon which of the above orientations is chosen.

I personally believe that this is “New Wine” and we must structure our courses and programs accordingly. I believe that business and government leaders are being tested on a daily basis with problems and issues unknown and unanticipated a mere five years ago. These leaders cannot know everything they need to know in order to respond to these challenges. Instead, they must utilize their ability to think creatively, make decisions, and communicate to solve problems. Education that enhances these abilities is required by present and future business and government leaders in order to succeed.

Grace University’s BBA program is structured and designed to emphasize and enhance these abilities. Grace University has always provided multi-disciplinary, multi-dimensional education to multi-ethnic, multi-national, multi-cultural students, with the objective of making them multi-talented and valuable contributors to their organizations and society. The complete education of the international, adult, and managerial/executive learner is our focus.

Grace University offers education built upon the pursuit of excellence, integrity, and service. Grace University believes that all education must promote personal and collective responsibility, social justice, respect for all life, and the interdependency of all people.

Grace University is dedicated to the student’s complete education. Our program emphasizes the dissemination of knowledge, the requirement of critical thinking, the necessity of ethical values, and the need for exercise of individual and collective responsibility.



Grace University welcomes you on our mutual quest of personal, academic, and professional excellence.

John Charity
President



Grace University (GU) History

Grace University emerged from two conceptions; first, in 1994, as Ivy University, then in 2001 as California American University. Heeding a call to serve, and motivated by his passion and commitment to excellence in education, John Charity founded the institutions to prepare young leaders to address the needs of society, energized and empowered by the Word of God. Ivy University was located in Norwalk, California and offered degrees in Associate of Business Administration (ABA), Bachelor of Business Administration (BBA) and Master of Business Administration (MBA). During 1994-1997, Ivy University served 80 full time students in day classes.

In 1997, to accommodate growing student enrollment, Ivy University moved to a larger, beautiful campus in Alhambra California. In 2001, Ivy University became California American University (CAU). During the fall of 2001, 32% of students enrolled in the BBA and 68% in the MBA. Ethnic Chinese students comprised 67% of students taking courses and approximately 48% of those students were female. In 2017, to attract and recruit more students in Orange County, CAU moved to Irvine, a blue-ribbon city known for its high quality of life and top-ranked schools and colleges. During 2017-2018, the number of students increased from 34 to 45 in the BBA program and 42 to 55 in the MBA program. With each transition God guided, met our needs abundantly, and led us to the next phase.

Grace University was born out of the desire and calling to declare our mission to provide college education in a Christ-centered community, preparing students for the demands of a changing, challenging world. In 2018 Grace University added a community service component to its BBA program to help students explore their academic interests through a real-world lens. Students engage in their community and develop a richer perspective of the world they live in by volunteering in local organizations. The average age of a Grace University student is 23. The university has over 1,020 alumni. Today, Grace University is located in Santa Ana, a major city in the state of California and the financial and governmental center of Orange County. In 2019, Grace University was granted nonprofit status by the California Secretary of State.

In November 2019 the Board of Directors approved John Charity as President of the university. The same year, the Board voted to submit application for TRACS accreditation.

Expansion plans to add Certificate in Biblical Studies and Master's in Biblical Studies programs were underway when the COVID-19 pandemic hit. Government directives affected all business, including educational institutions. With borders closed and immigration processing tightened, returning and new Grace University students had no choice but to cancel their travel plans. Grace University's winter quarter enrollment dropped to 32. To ensure the institution's survival, the Board of Directors voted to suspend expansion plans, and to eliminate the MBA program, retaining the BBA program only.



Downsizing our program offerings allows us to preserve our financial resources and direct our energies into strengthening the BBA program.

Mission Statement

Grace University exists to integrate Christian values in all academic experiences thereby creating an educational community where its students learn to think and act as ethical leaders and responsible world citizens.

Institutional Objectives

1. Grace University students will understand the principles of business and how to apply them in real world situations.
2. Grace University will provide the whole student's academic, spiritual, emotional and social needs in a multicultural learning environment.
3. Grace University will enhance students' Christian ethics, business skills and management knowledge for future career endeavors.

Vision

Grace University supports environmental awareness and preservation, social justice, respect for diversity, personal and corporate integrity, and the recognition of the interdependency of all peoples. GU advocates intellectual honesty, open communication and the free interchange of ideas.

Institutional Goals

The goals of Grace University, based on our Mission and Statements, are to:

1. Help students integrate biblical principles into the personal, social and professional areas of their lives.
2. Train students to communicate effectively to impact their world with their Christian values.
3. Equip students for successful employment while maintaining their values.
4. Identify fundamental concepts of business and to understand the ethical and behavioral concerns.
5. Demonstrate the skills needed to utilize and leverage technology relevant to the community they live and work in.
6. Stimulate within students a spirit of inquiry, investigation, and critical thinking to promote lifelong learners.



What We Believe

Grace University is a non-denominational Christian Institute that holds a charismatic-evangelical theology. Our beliefs are firmly rooted in the theology of the Reformation, while fully embracing contemporary ministry of the Holy Spirit and all His gifts.

1, The Bible: We believe that the Bible is the Word of God, divinely inspired; that it contains no errors in the original manuscripts and was preserved by God for us.

2, The Trinity: We believe that God exists eternally in three persons: Father, Son and Holy Spirit. These three are one God.

3, God: We believe God created the universe by His Power and Word. We believe that God is all-knowing, all-powerful and ever present.

4, Jesus Christ: We believe Jesus Christ was sent by God the Father into the world to save sinners.

5, The Holy Spirit: We believe the Holy Spirit is a person, is God, and has all the divine characteristics.

6, Creation: We believe in the Biblical six literal day account of the creation of the physical universe and man. This account is a literal, historical account of the direct, immediate creative acts of God without any evolutionary process.

7, Human Beings: We believe human was originally created by a direct work of God and not from previously existing forms of life. Man was created perfect and made in the spiritual image of God, to be like Him in character.

8, Redemption: We believe that the saved have been redeemed, in that the price that our sin demanded has been paid. It means that not only did Christ pay the price for our sin but also removed us from the marketplace of sin.

9, Salvation: Salvation is God's free gift to all. We receive this gift through repentance and faith in Jesus Christ alone.

10, Eternal Life: We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal damnation.

11, Historicity: We believe in the full historicity of the Scriptural record of primeval history. We believe the Bible is the Word of God because of its scientific accuracy.



12, Satan: We believe that Satan is a fallen angel, the author of sin, and cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire.

Integrity Statement

Grace University seeks to fill a niche in Christian education. Christ is the center of every action and decision in all areas of our operations. We treat all individuals with dignity. We act honestly and maintain the highest standards of moral and ethical values in our services and programs, and in our dealings with individuals, public and private organizations, businesses, and government agencies.

School Location

1560 Brookhollow Drive. Suite 209, Santa Ana, CA 92705

Contact Information

Tel: 714-486-2318

Website: www.graceuniv.org

School Email: admin@graceuniv.org

President's Email: president@graceuniv.org

Chief Academic Officer's Email: cao@graceuniv.org

GU Organization Structure

Grace University is governed by its President, John Charity. The Chief Academic Officer (CAO), Dr. George Conley Jr., is responsible for Academic Programs and for all university operations in the absence of the President. The university is organized into one college --- Business Administration. The faculty works in conjunction with university administrators in governing the university, and in formulating and enacting academic programs and policies.



GETTING STARTED

Benefits

GU provides the California State mandated benefits. Eligibility for benefits depends upon the type, length, and time base of your appointment.

Book Orders/ Course Materials

Contact the Admissions Office for the requisition forms. The office staff will assist you if you have questions.

Copyright Policy

In the use of materials for classroom, study or research, faculty must comply with federal copyright laws. Contact the Chief Academic Officer for information about how to gain copyright approval.

E-mail

Free E-mail accounts are available to all faculty and staff.

Parking

Faculty parking is free on campus.

Mail and Copy Center

Mail Services is dedicated to supporting all university-related business postal need. Mail Services provides information and preparation assistance for bulk mail, special permit mail, overnight mail, postal forms, and information on USPS Postal regulations.

Payroll

New faculty must first visit the office to complete the requisite paperwork and sign-in process before beginning to teach courses. Faculty members are paid normally at the end of their agreement. It is important that faculty complete and submit the required paperwork promptly



in order to receive their pay. Compensation is determined by current academic rank and placement on the GU Salary schedule.

Emergency/Public Safety

The campus building management office is located on the first floor of Building A10. The building management phone number is 714-662-2799. In case of emergency, call 911 immediately.



FACULTY APPOINTMENT AND EVALUATION

Faculty Appointments

All course instructors are required to undergo credential review by the CAO for the courses they teach. The course an instructor is qualified to teach is based on his/her academic credentials.

Full-time Faculty

A full time faculty member's employment at Grace University generally follows the schedule of quarter appointments. The university reserves the right to change this general schedule, as necessary.

There is currently no tenure at the university. However, continued employment at the university is possible, provided acceptable performance based primarily on the result of annual evaluations and any improvement plans are achieved.

The President makes all final decisions regarding renewal or non-renewal of faculty member appointments. The President's decision is based on recommendations from the CAO. At the beginning of each appointment period, the faculty member will receive a contract letter. The contract letter describes the terms and conditions of the faculty member's appointment, including duration of appointment, position, and salary.

Part-time Instructors

Part time instructors are given university contracts on an as-needed basis to teach specific courses. Part time faculty members may join the Faculty Council and vote in Faculty meetings or may be appointed to ad hoc committees.

Faculty Qualifications

Instructors, regardless of appointment or contract, are required, at a minimum, to have an earned master's degree from an accredited institution of higher education in the discipline of instruction or in a field closely related to the field of instruction, or to have such exceptional non-credential qualifications that the institution can clearly document the instructor's competence.



Instructor

The minimum credentials needed for appointment as Instructor are the following:

A master's degree from an accredited institution in the discipline of instruction.

OR

An earned master's degree from an accredited institution in a discipline closely related to the discipline of instruction plus 16 graduate quarter hours in the discipline of instruction.

Workload

An Instructor's workload is 32 instructional credits per year or 8 instructional credits per quarter, unless otherwise indicated in the contract letter. Full time faculty members may be offered appointments to exempt them from some of their instructional workload.

Professor

The minimum credentials and years of experience needed for Professor are a terminal degree from an accredited institution in the discipline of instruction and at least five years of service as Associate Professor or higher.

Faculty Orientation

The CAO, assisted by the university Administration Office, is responsible for orienting new faculty members to the university. Orientation includes an introduction to the university's history, mission; faculty rights, responsibilities, and benefits; academic programs; as well as institutional policies and procedures.

Faculty Evaluation

Full-time faculty members are evaluated based upon multiple criteria (see below), while part-time and visiting faculty members are evaluated primarily on their performance as course instructors.

General Criteria

- Evidence of active support of the mission of Grace University



- Adherence to the responsibilities, policies, rules and regulations set forth in the employee and faculty handbook
- Evidence of effective teaching demonstrated by the establishment of assignments and their evaluation
- Evidence of effective teaching demonstrated by levels of student achievement of the stated objectives of those courses
- Evidence of participation in professional development, or ongoing scholarship as an academic professional

Procedures

For each annual evaluation, faculty will establish goals for Teaching, Service, and Scholarship/Professional Development. The CAO will affirm as part of the annual evaluation process that the goals and measures established meet the requirements for successful completion or job responsibilities.



FACULTY RESPONSIBILITIES

Textbooks and Course Materials Policy

Grace University faculty members are responsible for selecting textbooks and or/course materials for the course (s) they are teaching. Faculty members are encouraged to adopt the most appropriate textbook for presenting course content and accomplishing course objectives. The cost and expense of the textbook and other materials also should be considered in the decision process. Faculty may not collect fees from students and/or may not sell any books, or supplies, etc. directly to students.

General guidelines for textbook and course materials adoption are as follows:

1. Textbook and course materials selected for a course must be selected by faculty and approved by the CAO. Other faculty members teaching or familiar with the course may provide input.
2. Textbooks or course materials that are designed for one-time use, such as books with tear out worksheets, access codes, and software, may not be adopted unless the textbooks or textbook packages are considered the "most economical" and the "best buy" for the student. A written justification and explanation from the Instructor, and approved by the CAO, MUST accompany the textbook selection request for any exception to the one-time use books. However, one-time use workbooks that supplement a textbook may be adopted.

Textbooks Authored by Grace University Faculty

A Grace University faculty member may select a faculty-authored textbook for use in classes even if the instructor of the class is one of the authors. The request must follow the procedure for textbook and materials selection. Before requiring students to purchase a textbook or intellectual property for a course that the faculty member authored or developed, the faculty member must obtain prior approval for such use. The prior approval process is not necessary if the faculty member directs any financial gain to a Grace University restricted fund/account or to a recognized 501(c)(3) entity from which that faculty member derives no personal financial benefit.

The royalty funds must be deposited directly to a restricted GU account, and not to any individual faculty member's account. Approval for expenditures from this restricted account must be obtained from the President and GU Board of Directors. Funds may be used for faculty, staff, or student development, or for travel, supplies, or equipment.



Syllabus/Course Outlines

A syllabus is required for every course section, regardless of term, mode of delivery, or regularity of offering.

Syllabi or course outlines must be consistent with approved course proposals and objectives on file in the Administrative Office and with course descriptions in the university Catalog. Syllabi/Course outlines should provide information on material to be covered; grading policy; class assignments; exam dates and make-up policy; required or permissible materials or equipment which may be used in testing situations; and required or permissible materials and/or equipment for the course. Syllabi should be made available to students prior to the first day of the quarter.

Each syllabus must, at a minimum, include the following:

1. Instructor's name and contact information, office hours, telephone number(s), and e-mail address
2. Course number and title
3. Quarter of delivery (winter, spring, summer, fall) and meeting schedule
4. Student learning outcomes (course goals, institutional and program objectives)
5. Required materials, including textbooks
6. Schedule of assignments and activities
7. Grading criteria and grading scale sufficiently explicit to allow students or others to reconstruct how course grades were determined
8. Expectations regarding student participation (attendance, participation in course activities, including in-class activities)
9. Plagiarism policy
10. Information about academic accommodations for students with disabilities

Undergraduate Curriculum

The Faculty Council, along with Professors and Instructors, in consultation with the CAO, coordinates and develops policies of the undergraduate curriculum of the university. The Council and the designees will:

1. Approve additions, deletions, and changes to existing undergraduate program curricula and course listings, based on the recommendation of the CAO. All such additions, deletions, and changes will be reported to the faculty for approval at the next general Faculty meeting for recommendation to the university President.
2. Recommend new undergraduate curricular programs, consistent with the university's mission and strategic plan, to the full faculty for approval for recommendation to the university President.



3. Review and recommend policies that affect the undergraduate curricula of the university.

Approval of New Programs and Curricular Changes

To assure the highest quality and consistency in new program development, proposal of new programs and curricular changes must adhere to the following:

1. The process for all additions or changes to programs, policies, or curriculum revisions, begins with a formal proposal. Depending on the extent of changes or additions, communication with student and faculty members should be included and sufficient meetings should be conducted to ensure broad input for a proposal.
2. Changes to existing curriculum should be based on student assessment and input.
3. New programs should be initiated based on community needs, opportunities, and other academic considerations. Changes that will have significant budgetary consequences should be discussed with the CFO prior to development and presentation.

Processing Curriculum Changes

1. A proposed curriculum change may originate at any level within the university. All proposals shall be presented in writing to the appropriate university authority, or faculty council.
2. Written proposals shall be sent to the CAO for initial review and discussion. The Faculty Council makes a recommendation for approval. The recommendation is forwarded to the university President with explanation.
3. The President presents the proposal to the GU Board of Directors for final review and approval.

All approved new programs and curricular changes will become a part of the university Catalog and Student Handbook.



FACULTY COUNCIL

Function

The Faculty Council is the executive committee of the faculty. The Council (1) coordinates faculty business; (2) represents the university faculty when working with the administration and/or Board of Directors on faculty-related matters; and (3) works with the administration and/or Board of Directors on common interests related to the university.

To fulfill this role Faculty Council will:

- i. Set the agenda for faculty meetings in consultation with the Chief Academic Officer (CAO).
- ii. Act on matters that members of the faculty, administration, or Board of Directors submit to it. Actions may include but are not limited to: (1) providing information on, or interpretations of, matters submitted to it; (2) referring questions to other groups for further consideration or action; (3) referring matters to the full faculty (with recommendation for further action and text of motions, when a vote is required; and (4) issuing its own decision on matters submitted to it as applicable.
- iii. Meet with the CAO to discuss faculty general meeting agendas, and meet separately with the president or the CAO at least twice a year to work on business before the faculty or under consideration by the faculty or administration. The Council reviews academic programs and curricula and makes recommendations for revisions. It may, through its Chair, request additional meetings with the President, the CAO, or other administrators to address matters under consideration.
- iv. As representatives of the university faculty, advise the President, and CAO on administrative appointments and on plans for administrative restructuring related to the academic interests of the university. Discussions regarding appointments and restructuring may be confidential; however, the faculty's expectation is that discussion of these matters will be full and frank and that the President will give due attention to issues raised by the Council.
- v. Serve as the President's, and Board Chair's first point of contact with the university faculty on matters requiring prompt response. The Faculty Council may refer questions to other committees, when appropriate. At the request of the President or Chair of the Board, discussions of matters raised in these meetings may be confidential, with the expectation that eventually they will receive full and open discussion as any resultant decision-making process unfolds.



- vi. Keep permanent records of all Council activities. It will, upon the request of any member, take a Council vote on matters before it.
- vii. Report to the faculty at its earliest faculty general meeting after Council meetings.

Composition

- i. The Council will consist of two full time faculty members, two part time faculty members, and one special appointment faculty member. Full-time and part-time faculty must have completed one year of full-time faculty status at Grace University before his or her elected term begins. Special appointment faculty members are eligible for election if they have contracts extending for at least one year beyond the date of election, and have been a faculty member at the university for at least one year.
- ii. The members of the Faculty Council will elect one of its regular full-time members to serve as Chair. The Chair will run meetings; set Council meeting agendas in consultation with the CAO as appropriate; write reports for the Council; report to the faculty at general meetings; and coordinate work with the chairs of other committees.
- iii. Term of Election: Normally, members of the faculty will serve for two-year terms. A part-time faculty Council member who becomes full time during his or her term will complete the term as a full-time member, and the resulting vacancy in the part-time ranks will be filled by election, as specified below. Changes in the faculty status of special appointment members (e.g., to full-time or part-time status) will be treated in parallel fashion. If changes in faculty status are such that the Faculty Council is no longer composed of two full-time members, two part-time members, and one special appointment member, then the CAO, in consultation with the Faculty Council, will decide which of its members will be excused from Faculty Council prior to the conclusion of his or her term.

Roles and Responsibilities of Faculty Council Members

Chair

- Preside at Faculty Council meetings and assists in setting meetings agendas
- Meet with the CAO and CEO to discuss university issues
- Represent Faculty Council at any university function or meeting
- Serve on the university Strategic Planning committee

**Secretary**

- Attends Faculty Council meetings
- Records proceedings and distributes minutes of the meetings

Election

The names of candidates for the Faculty Council will be sent to all faculty members. In uncontested positions, faculty will be asked to vote to elect the listed candidates. Candidates are considered elected if the candidate receives a majority vote. Please refer to Bylaws of the Faculty Council for detailed election procedure.

Meeting Frequency

The Faculty Council should meet at least four times a year. Special meetings may be called when necessary.

FACULTY PROFESSIONAL DEVELOPMENT

The university will offer faculty members, once a year, opportunity to attend an onsite or offsite seminar or conference. The event must be approved by the CAO and COO to ensure the activity falls within the faculty member's field of expertise.

FACULTY SPIRITUAL DEVELOPMENT

GU faculty members are expected to be models of spirituality for the students, and to demonstrate a growing commitment to the Christian faith in all areas of their lives. Faculty members are given opportunity to attend a conference or workshop once a year for spiritual formation and self-advancement.



FACULTY DUE PROCESS

Grace University desires to meet the needs of faculty in providing due process and grievance procedures.

A faculty member may be dismissed immediately in matters related to moral misconduct, including sexual harassment, theft, embezzlement or submission of forged or misleading documents, or claims related to academic qualifications.

Reasons that contracts may be terminated include the following:

1. Budget difficulties
2. Willful dereliction of duty
3. Professional incompetence
4. Behavior, attitudes or theological positions that do not conform to GU's written policies, standards, and ethical practices

Except for the reason of budget difficulties, a faculty member who feels that there are grounds for a possible grievance should discuss it with the CAO. If the grievance is not resolved, the aggrieved person should submit a written statement describing the grievance, actions taken to date with the CAO, and the remedy requested.

This formal grievance should be filed with the university President who will then investigate; try to mediate; and resolve the grievance if possible. The President shall have fifteen (15) working days to make a final decision in the matter.

The President shall determine if there is a grievance and recommend a solution to the parties involved. The parties have ten (10) working days to accept or reject the findings of the President.

All proceedings above and below will be closed and confidential to protect the parties and the university.

If the aggrieved faculty member rejects the President's findings, he/she may request a hearing.

Grievance Hearing

The Hearing Committee will be the university President, two members of the GU Board of Directors and one faculty member chosen by the aggrieved faculty member. The aggrieved faculty member will meet with the committee to discuss the grievance. The committee will propose, write and vote by secret ballot on a solution. The President will present the



committee's decision to the aggrieved faculty member within 5 days. Minutes of the committee meeting will be kept (along with records of all the proceedings) and filed in the Administration Office. These records will be made available, upon request, to the appropriate licensing and/or credentialing agencies, e.g., Bureau of Private and Postsecondary Education (BPPE).

If a faculty member has grievances that he or she cannot resolve with the school, he or she may contact:

Bureau for Private and Postsecondary Education
1747 North Market Street, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0810 mailing
Website: www.bppe.ca.gov Telephone (888) 370-7589 or (916) 574-8900



ACADEMIC ADVISING

The purpose of academic advising is to help students in their growth and development by creating meaningful educational plans that are compatible with their life goals. Effective academic advising is an important aspect of fulfilling our institutional goal to provide for the whole student at Grace University. The best academic program will not accomplish the desired outcome if students are not properly guided and counseled. The whole student is a motivated, responsible decision-maker guided to the successful completion of degree requirements and timely graduation.

Roles and Responsibilities of Advisors

The advisor's role should focus on the following objectives:

- Help students define and develop realistic educational career plans.
- Meet with freshmen advisee during orientation to assist him/her with initial adjustment to university academic life. Sessions should be scheduled throughout the first academic year.
- Meet at least once each quarter with continuing students to plan for the coming quarter and to review/revise long-range academic program schedules.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals and meet at least once each quarter to review the progress to discuss grades and other performance issues.
- Explain institutional policies, procedures, and requirements.
- Follow up with the advisee on any report of unsatisfactory work (e.g., notice of class probation for poor attendance, failing grades, and incomplete grades from past quarters(s)).
- Review designated educational transactions (e.g., registration schedule, drops/adds, withdrawals, change of major and advisor, waivers, graduation requirements).
- Try to make informal outside class contacts to show personal interest in the student as an individual.
- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (e.g., grade reports, transcript, and requirements completed), session dates, and notes of special circumstances.
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (e.g., Student Services Director and Student Counselor).
- Contact and be available for student advisees on a regular basis. Post office hours and give to the advisee early in the quarter.



Characteristics of Effective Advisors

Effective GU advisors:

- Are interested in advising
- Demonstrate a concerned and caring attitude towards advisees
- Have effective interpersonal and communication skills
- Are available to advisees
- Have knowledge of GU's regulations, policies, offerings, and procedures
- Monitor student progress
- Use appropriate information sources and refer when necessary

Advisee Responsibilities

The advisee plays an equally important role in the advising process. The advisee is expected to:

- Clarify personal values, abilities, interests, and goals for academics and life.
- Contact and schedule regular appointments with advisor each quarter as required or when assistance is needed.
- Maintain an educational plan. Prepare for advising sessions and bring appropriate resources or materials.
- Know and adhere to institutional policies, procedures, and requirements.
- Access and use GU website for academic updates, information updating, registration, and other purposes.
- Read email and other important communications from the university and advisor.
- Accept final responsibility for all decisions made and graduation requirements.



JOB DESCRIPTIONS

Chair, BBA Program

The Chair is responsible for teaching, contributing to the program teams, curriculum adaptation, curriculum development, adjunct faculty-related support, and serving on academic committees. Additionally, the Chair is expected to maintain his/her own professional development in the appropriate academic area and in higher education administration.

Duties include, but are not limited to the following:

- Assist in developing curricula consistent with the university's stated mission, as well as responsive to the needs of GU students.
- Teach and supervise courses and instructors within his/her academic area.
- Recruit top-quality instructor candidates; review the credentials of instructors and prospective instructors; and recommend teaching appointments.
- Review faculty performance by various means of evaluation and ensure a creditable, system-wide level of instruction.
- Assist faculty in their professional growth and development.
- Supervise and mentor in his/her academic discipline.
- Manage the development and administration of standardized syllabi and remote learning guides.
- Recommend, as well as manage the review and evaluation of, textbooks and other instructional materials for adoption in his/her curricula.
- Manage the review, evaluation and dissemination of professional articles and other information to appropriate faculty.
- Maintain liaison with professional and occupational groups and organizations, and act as conduit for information to and from the professional fields related to his/her curricular areas.
- Serve on committees and sub-committees of the university as appropriate.

Qualifications

- M.B.A. in the relevant field
- 3-10 years of experience teaching in an academic setting
- A Christian with an active Christian lifestyle
- Strong teaching and mentoring skills
- Excellent presentation, interpersonal communication skills
- A growth mindset and excellent networking abilities

Professor

The professor is a well-organized, resourceful academician whose responsibilities include but are not limited to the following:



- Assist with developing curricula and delivering course material
- Present lectures
- Conduct and publish research, and write reports
- Attend conferences, deliver presentations, and network with others in the field
- Travel to other universities or academic settings to participate in learning opportunities and gain experience
- Participate in committee, departmental, and faculty meetings
- Review methods and teaching materials and make recommendations for improvement
- Assist with student recruitment, interviews, and academic counseling sessions
- Provide subject-related and management advice to the faculty
- Contribute to the creation of an environment that promotes growth, equality, and freedom of speech

Qualifications

- A Ph.D. in the relevant field
- 3-10 years of experience teaching in an academic setting
- Published articles and proven experience as an academic
- A Christian with an active Christian lifestyle
- Strong teaching and mentoring skills
- Excellent presentation, interpersonal communication skills
- A growth mindset and excellent networking abilities

Instructor

The Instructor is a well-organized professional who inspires students and demonstrates superior communication skills. Responsibilities include but are not limited to the following:

- Prepare and deliver lectures, tutorials, workshops, and seminars
- Assist in developing curricula and course material
- Collaborate with other academics and instructors to improve teaching methods and expand knowledge base
- Set and grade assignments, tests, and exams
- Attend and participate in meetings, conferences, and other GU events
- Participate in training opportunities and initiatives at the university
- Provide support to students and other colleagues
- Stay current with developments in subject area

Qualifications:

- Master's in the relevant discipline
- Previous teaching experience



- Believes in the Christian faith and lives by it
- Ability to inspire and engage students
- Flexible, and willing to contribute to the growth of students and the university
- Strong interpersonal communication, and presentation, skills



TEACHING AND ACADEMIC POLICIES AND PROCEDURES

Classes should meet on the days, at the times, and in the locations listed in the university Class Schedule. If you are unable to notify the office before missing class, you must notify the office as soon as possible. Faculty who miss class should work with the administration to find a qualified colleague to meet the class, or try to reschedule the missed class session.

Academic Appeals

A student who alleges capricious or prejudicial treatment by a faculty member in the assignment of a course grade has a right to file an appeal of that grade. Students in these cases assume the burden of proof and must provide evidence to support the charge. Students should contact the Chief Academic Officer to initiate an appeal.

Academic Freedom

All GU faculty have the right to speak and write free of institutional censorship or discipline. Faculty are free to ask difficult and meaningful question in their effort to discover different truths. Faculty should make clear that they are speaking as individuals and not representing the university. Faculty must also be careful to avoid abusing or abridging the rights of others.

Plagiarism

Faculty members can penalize students whom they perceive to have engaged in an act of academic dishonesty (cheating, fabrication, facilitating academic dishonesty or plagiarism). Students can contest faculty allegations and/or the penalty. In such cases, the faculty member assumes the burden of proof and must provide evidence that supports the charge that dishonesty has occurred. For detailed description of the university's plagiarism policy consult the GU Catalog or contact the Chief Academic Officer.

Adds/Drops and Withdrawal

Procedures for adds/drops and withdrawal are described in the Catalog and Class Schedule. Students who withdraw from class or stop attending must note their last date of attendance in order to be properly assigned the final class grade at the end of the course.

Administrative Drop/ Withdrawal



Instructors are not required to drop students for failing to attend the first class meeting. Hence, students should be informed that failing to attend the first class meeting does not automatically result in their being dropped from the course. Students who wish to drop a class should follow the usual process to withdraw from a course.

Class Roster Verification

Faculty are responsible for verifying the accuracy of their class roster every time they meet in the quarter. For the first two weeks of class, faculty should advise the Registrar's office of discrepancies in their roster. The third class verification is required for formal reporting of university headcount. Faculty will receive a reminder from enrollment services to confirm their class roster for the quarter. If no changes are reported, the Registration and Records Office will report the last known roster as final.

Class Disruptions and Security

Although rare, some students might engage in disruptive behavior (e.g., arguing; asking frequent, irrelevant questions; making insulting remarks or comments). If this occurs, faculty should attempt to professionally address these issues with the student. If this fails to produce the desired results, the faculty member should inform the office and contact the Chief Academic Officer. GU has a zero tolerance policy on acts or threats of violence. Such incidents should be reported to the GU Safety Coordinator.

Class Lengths and Breaks

Lecture and discussion format classes require 50 minutes per week of instruction for each unit of student credit awarded. Faculty members are expected to utilize the full class period, to begin and end classes on time, and to be punctual. All four-unit classes that meet once per week are to be scheduled for a minimum of 200 minutes and allow for a thirty-minute break approximately in the middle of class.

Classroom Emergency

All faculty should know and communicate the following information to students at the beginning of the quarter: (a) identify the location of fire alarms; (b) review evacuation maps, identify at least two exits and establish an outside meeting place; (c) review emergency procedures for different types of emergencies; (d) invite students with special needs to communicate any special requirements to you so appropriate arrangements can be made; and (e) identify the location of the nearest phone. Any phone may be used to call 911 for



emergencies requiring police, fire, or medical assistance.

Course Cancellation

The Chief Academic Officer (CAO) has the final authority and responsibility for compliance with established class size minimums. Classes may not be cancelled, modified or moved without the permission of the department and CAO.

Course Fees and Sale of Materials

Course fees are regulated by administration. Students may not be charged for materials or services used in classes without formal campus review and approval. Faculty may not sell textbooks or course materials for classes directly to students.

Disputes/Problems

Faculty should attempt to resolve disputes (grades, evaluation, assignments, etc.) with students in a professional, considerate and timely manner. Faculty who are unable to resolve a dispute with a student may direct the student to the CAO.

Examinations

Each member of the faculty is responsible for preparing examinations and assigning grade. Exam grade should never be posted in a way that divulges the privacy of students. If a final exam is given, it must be scheduled at the time scheduled by the university, unless it is a take-home exam, in which case it shall be due no earlier than the day and time scheduled for the final exam for the class. Once established, the scheduled day and time for a final exam may not be changed unless approved by the CAO. No make-up final exams will be given, except for reasons of illness or other verified emergencies. An instructor may not shorten the academic quarter by scheduling an in-class final exam in lieu of a final exam before the week scheduled for the final.

Grade Changes

In general, all grades are final when filed by the instructors in the end-of-term course grade report. Grade changes may only occur in cases of clerical error or when the instructor made an error in calculating or recording the grade. Grades may not be changed as a consequence of the instructor accepting additional work or re-examination beyond the specified course



requirements.

Grading System

The university uses the traditional A through F grading system. Plus/minus grading can be used at the discretion of the instructor. The grades of A+, F+ and F- are not issued. Additional information on grading and nontraditional grading options can be found in the Catalog.

Injuries/Hazardous Conditions

All injuries are to be reported to the Administration Office, regardless of the perceived seriousness of the injury. Serious injuries must be reported to the GU Safety Coordinator or a member of the Emergency Response Team.

Office Hours

Faculty members are expected to make themselves available to their students for one office-hour per week for each four-unit course.

Privacy Rights of Students in Education Records

Federal regulations protect the privacy of students' education records maintained by the campus. Federal statutes restrict access to and the release of student education records. GU has developed a set of policies and procedures concerning the implementation of privacy statutes and regulations. Copies of these policies and procedures may be obtained through the office. The law generally requires that the student's written consent be obtained before releasing personally identifiable data from student records. Hence, faculty may not post grades by identification number, or place students' papers or exams outside their office, unless written permission was obtained from each student.



UNIVERSITY POLICIES AND PERSONNEL PROCEDURES

Equipment and Supplies Procurement

Faculty and staff may request materials and services by submitting a request to the university Administration Office. The request form is for purchase of budgeted services, equipment and supplies not stocked or available in the Administration Office.

Requests must include the following information:

1. Brief description of items requested, including brand name, make, and model
2. Size of item
3. Color
4. Quantity
5. Optional services required from supplier; e.g., assembly, installation, and training manuals
6. Information regarding equipment utility requirements; e.g., electrical voltage, and compressed air
7. Sources of supply for the required materials or services

A separate form should be submitted for each type of purchase (equipment, supplies, services).

Alcohol

GU is committed to an alcohol policy that promotes responsible approaches and considerations of alcohol use through education, counseling support, and regulation enforcement.

Drug-Free Environment

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs by employees of the university is strictly prohibited. Federal regulations require that all recipients of and employees on federal grants and contracts acknowledge this policy and notify the university if they are convicted of drug violations in the workplace. Education materials, employee assistance and drug counseling are available in the Administration Office.

Faculty-Student Evaluations



Faculty members who have taught a course will be evaluated by students at least once a year. The CAO shall discuss each course evaluation with the faculty member. The course evaluation must be conducted during the last class for each course. In the last class before the end of the term, faculty members should receive packets from the office containing the evaluation instructions. The evaluation forms may be administered during class (15-20 minutes are required) or may be distributed in advance to allow students time to consider the items and provide typewritten responses to the open-ended questions. Instructors must leave the room during the in-class evaluation process and should appoint two student volunteers to distribute and collect the form. Once the forms have been collected and turned in, the evaluation process is complete. Students cannot ask for an evaluation form at a later date or ask to change their forms once they have been submitted. Instructors will receive summaries of the student ratings from the office four to six weeks after classes end and grades have been submitted.

Nondiscrimination Policy

GU does not discriminate on the basis of race, gender, disability, color, national origin, age, religion, sexual orientation, pregnancy, marital or veteran status in education programs and activities, access and admissions. No person shall be denied benefits or subjected to discrimination (including harassment) on the grounds of race, gender, disability, color, national origin, age, religion, sexual orientation, pregnancy, marital or veteran status. Questions regarding these protections can be referred to the Administration Office.

Separation

Most instructor appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any other appointment rights. No other notice will be provided.

Sexual Assault

Sexual assault is any involuntary sexual act in which a person is threatened, coerced, or forced to comply against her/his will. A variety of education materials about sexual assault and rape are available in the Library. Persons involved in or who witness a campus-related sexual assault should call 911.

Sexual Harassment

Sexual harassment is illegal under Title VII of the 1964 Civil Rights Act, Title IX of the



Higher Education Amendments of 1972, the California Education Code. Sexual harassment is unwelcome and /or objectionable verbal or physical conduct of a sexual nature that adversely affects and intimidates the victim. Sexual harassment can occur when blatant or subtle pressure for sexual activity is connected to the evaluation of students. Sexual harassment can also occur when frequent jokes of a sexual nature are presented or through unwanted physical contact.

Disabled Student Services

GU is committed to supporting and providing reasonable accommodations to students with disabilities whenever it is appropriate and possible. Students with documented temporary or permanent disabilities may qualify to receive reasonable accommodations and support services. The Administration Office is responsible for assisting enrolled students with disabilities to fully participate in the university's academic programs. Students must register with the office in order to be eligible to receive reasonable accommodations. The office has the authority and necessary expertise to determine which reasonable accommodations a student may qualify for based upon a complete review of all existing documentation.

Faculty members may need to modify their methods of instruction, make special accommodations for exams or take other steps in order to reasonably accommodate qualified students with disabilities. Faculty are not required, however, to provide a student with an accommodation that will result in a substantial and fundamental change in the way in which their course is taught. Discrimination on the basis of disability is illegal under the Rehabilitation Act of 1973 and the American with Disabilities Act.



APPENDIX - Bylaws of the Faculty Council

Article I: Meetings

1. Schedule of Meetings

The Council shall meet on the first Wednesday of the quarter. The members may vote to cancel one or more meetings during June, July, and August.

2. Attendance at Meetings

The Council meetings shall be open for observation by eligible faculty members of the university. The eligible faculty shall be defined as and full- and part-time faculty, irrespective of title or department. Any person other than eligible faculty desiring to attend a meeting as a visitor must obtain permission from the presiding officer at least one day in advance. The right to address the Council is restricted to Representatives and others who receive permission from the presiding officer.

3. Open Meeting

One of the regular Council meetings shall be conducted as a general meeting of the entire university faculty. The agenda shall provide for an open discussion of issues, for the presentation of Council or other reports, and for questions for the Council from any faculty member in attendance.

4. Special Meetings

Special meetings of the Council, including special open meetings, may be called by request of one-fourth of the Representatives or by request of one-fourth of the eligible university faculty.

5. Agenda and Minutes

The officers of the Council shall set an agenda for each regular meeting and distribute it to the Representatives at least four working days in advance of the meeting. Those calling a special meeting shall also set and distribute an agenda at least four working days before the meeting.

Minutes shall be taken by the Secretary, or a designated substitute, at each meeting. They are subject to approval at the next meeting of the Council and shall be distributed with the agenda.

6. Quorum



A simple majority of the voting members of the Council constitutes a quorum. In the absence of a quorum, no action shall be taken although informational items may be presented.

7. Voting

Only Representatives in attendance may vote on motions or present them from the floor.

8. Executive Board

At the last meeting of the Spring Quarter, a three-person Executive Board will be designated to act on behalf of the Council in cases where the full Council cannot meet. The Executive Board will ordinarily consist of the officers unless one or more of them cannot serve due to other summer commitments.

Article II: Elections

Names of all nominees from shall appear on the ballot. Ballots will be sent out by the Secretary to faculty by March 5 (to be returned by March 20). Notification of results by the Secretary to the Council and new Council members will be by March 27. Voters may vote for a maximum number of candidates equal to the number of vacancies in their voting that year.

Voting is nonreferential. Votes will be counted by the officers. Nominees receiving the largest number of votes are elected.

The candidates receiving the largest number of votes will fill regular two-year terms; the next largest, one-year replacement terms. Ties will be broken by a run-off ballot. Tie-breaking elections may be conducted and reported early in the fall quarter if necessary.

Article III: Committees

There shall be standing and/or ad hoc committees as the business of the Council shall require.

Article IV: Parliamentary Authority

Roberts' Rules of Order Newly Revised shall govern meetings of the Council.

Article V: Amendments to the Bylaws

The Council shall adopt such Bylaws as it considers necessary to the conduct of its business. Bylaws may be adopted or amended by majority vote of the Council at any regular meeting,



provided that the proposed Bylaws or their amendments have been submitted in writing to the Council at a prior meeting.

Article VII: Officers

Chair

1. The Faculty Council Chair shall:
 - a. preside over all meetings of the faculty, the Faculty Council, and the Executive Committee;
 - b. report Faculty Council actions to the faculty at regular and special meetings of the faculty;
 - c. prepare the agenda for Faculty Council meetings in consultation with other members of the Faculty Council;
 - d. serve in an advisory role as past-Chair at the discretion of the Chair.

Vice Chair

1. The Faculty Council vice chair shall:
 - a. perform the duties of the chair when the Chair is unable to do so;
 - b. serve as parliamentarian of the Faculty Council.

Secretary

1. The Secretary of Faculty Council (hereinafter the "Faculty Council Secretary") shall:
 - a. chair the Faculty Council's Elections Committee;
 - b. preside over the election of officers;
 - c. keep an accurate list of current voting members;
 - d. assume the duties of the Recording Secretary in the event that the Recording Secretary is unable to fulfill the duties.

Recording Secretary

1. There shall be a Recording Secretary (not necessarily a member of the Faculty Council) who is selected at the discretion of the Chair of the Faculty Council. The Recording Secretary shall:
 - a. keep, distribute, and preserve accurate minutes of meetings of the Faculty Council;
 - b. distribute agendas, proposed motions, resolutions, and actions of the Faculty Council;
 - c. keep an up-to-date record of the status of all resolutions and actions taken by the Faculty Council or the Executive Committee;
 - d. maintain the official files of the Faculty Council and the Executive Committee.

Concurrent Terms of Office



1. Persons holding a Faculty Council office shall hold only one Faculty Council office at any one time.

Article VIII: Effective Date

The Bylaws and any amendments thereto shall become effective immediately upon their adoption by the Council.