

Eastern Nazarene College

The Faculty Manual

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PREFACE

This edition of the Faculty Manual of Eastern Nazarene College is produced by the office of the Provost and Chief Operating Officer (Provost). It is a collection of approved policies of the Board of Trustees, the Administrative Council and the Faculty Meeting. It is designed to be included as the third section of the Employee Handbook. Many sections of former editions which dealt with the history of ENC, the Institutional Mission Statement and employee benefits can now be found in the documents produced by the Department of Human Resources. Every attempt has been made to avoid duplicating information in these documents. Errors and omissions should be noted in writing (or E-Mail) and referred to the office of the Provost in order to expedite updates to this rapidly changing document. Policy changes to this Faculty Manual must be approved by a vote of the Board of Trustees before they go into effect. Changes proposed and endorsed by faculty and/or administration shall be brought to the board for approval by the Academic Standing Committee of the board at the next regular board meeting.

Although we may have made use of other materials produced by outside organizations, we only subscribe to the specific statements as expressed within this document. Thus, we do not subscribe to all of the policies of AAUP, ACE, or other Higher Education associations.

Introduction

The *Faculty Manual* represents an attempt by an academic community to put into print its policies, practices and procedures as related to faculty hiring, employment expectations, and engagement with students. Its purpose is to communicate expectations, responsibilities and privileges of faculty and administration. The manual works best when all parties work together in good faith to use its contents in a way that facilitates quality education in a Christian community.

We are very careful about the contents of this manual because it says a great deal about who we are while serving to guide how we conduct ourselves as a Christian community. The 2017 edition represents the latest step in the evolution of the *Faculty Manual* at Eastern Nazarene College. Sections of this document derive from diverse sources including minutes of the Board of Trustees, minutes of Faculty Meetings, minutes of the Administrative Council, and other various handbooks and procedure documents. Most matters that relate specifically to faculty members and their relationship to the College are found in Sections 3 and 4. Most of the benefits policies which relate to staff as well as to faculty appear in the Employee Handbook and other documentation produced by the Office of Human Resources.

Although the editors have worked to bring this document up-to-date, we recognize that policies and procedures within an academic institution are fluid and can change as part of the normal ongoing work of the college. The work of committees is ongoing and a manual of this nature can only represent one moment in time. Therefore, this Manual is in electronic PDF form so that new material may be substituted for obsolete matter in the intervals between major revisions. Minutes from committee meetings are filed with the Office of the Provost so that revision of the *Faculty Manual* may be ongoing and comprehensive.

As the Provost, I will do my best to uphold the contents of this manual in a way that treats every faculty member as a person of dignity and worth, while protecting the rich heritage of excellence in Christian higher education at Eastern Nazarene College .

Provost and Chief Operating Officer

Accreditations and Memberships

Eastern Nazarene College is accredited by the following agencies:

New England Association of Schools & Colleges

Eastern Nazarene College is accredited by the New England Association of Schools & Colleges. ENC was first accredited by this agency in 1943 and has been periodically reviewed and approved since that date. The next full review by the New England Association is scheduled for 2020. Such accreditation indicates that the institution meets or exceeds criteria for the assessment of institutional quality as determined by periodic review.

Council on Social Work Education

The Social Work Program at Eastern Nazarene College has been continuously accredited by the Council on Social Work Education since 1979. It was one of the first undergraduate programs in Massachusetts to earn this distinction. The Council accredits all undergraduate and graduate social work programs in the United States. The ENC program was unconditionally reaccredited in 2009 for a full eight- year cycle.

Massachusetts Department of Education

Eastern Nazarene College is an approved member of the Interstate Certification Compact (ICC) and offers educational programs in early childhood, elementary, middle and secondary education, special education, and reading for the state of Massachusetts. The teacher education program exceeds the certification requirements for the state of Massachusetts. Graduates will receive certification in Massachusetts, and since ENC is a member of the ICC, upon application, they are eligible for provisional certification in at least thirty (30) other states.

Memberships

Eastern Nazarene College is a member of numerous organizations. The following list includes those organizations which relate primarily to the academic aspects of the college:

American Association of Presidents of Independent Colleges and Universities
American Council on Education
American Association of Higher Education
American Association of Colleges for Teacher Education
American Association for Adult and Continuing Education
Association of Business Administrators of Independent Christian Colleges
Association of Governing Boards of Universities and Colleges
Christian Higher Education Commission of the National Association of Evangelicals
Council for Christian Colleges and Universities
College Board
Commission on Higher Education of the Christian Holiness Association
Council for the Advancement and Support of Education
Council for Independent Colleges
Council on Social Work Education
Massachusetts Association of Colleges for Teacher Education
National Collegiate Athletics Association (Division III)
National Association of Independent Colleges and Universities
National Association of Student Personnel Administrators
National Association of College Broadcasters
National Association for Developmental Education
National Association of College and University Business Officers
National Association of Advisors for the Health Professions
National Association of Christian College Admissions Personnel
National Association of College Admissions Counselors