Section 4

Conditions of Faculty Employment

Annual Renewal of Contracts

Contracts are issued by the President to non-tenured faculty each spring, generally in March, for the following academic year, Faculty Day through Commencement or as noted on the contract. Two to three weeks are usually allowed for signing and return although extensions may be granted upon request to the President or Vice President for Academic Affairs. At this time, tenured faculty members will receive a letter of understanding concerning their remuneration for the coming academic year. (See sample contract in Appendix IX)

Compensation Policies

The base salary is changed annually upon recommendation of the college administration and subsequent vote of the Board of Trustees. Department and division chairs who are not otherwise compensated in their contracts for these services will receive an additional $300 per year for each of these functions. The Rank and Placement Committee, composed of one elected member of each of the five academic divisions plus one member appointed by the Administration, will determine the placement of newly-appointed faculty on the scale based on the following guidelines:

1. Earned doctoral degree in the teaching or a related field. For degrees other than Ph.D., Ed.D., Th.D. an individual judgment on relatedness will be made by the Placement Committee.

   MA+ will be defined to mean: MA+30 credits, a C.A.G.S., Ed.S., M.S.W., M.Div., All-But-Dissertation status, and similar programs in an approved plan of study.

2. All college level teaching in whatever field will be equated one year for one.

3. Public school teaching experience in the teaching field will be equated one year for one. Note: this applies to the Division of Education only.

4. All professional experience in a related field will be equated one year for one. This will be dealt with by the Rank and Placement Committee.

5. Where estimates of time involved or fractions of full-time teaching load are available, part-time teaching and/or part-time related professional work will be equated on a pro rata basis to the nearest whole number in terms of full-time equivalency.

The salary factor table appears below. Compensation for faculty members who hold positions and are not primarily classroom teachers is reviewed annually by the President in...
consultation with the Administrative Council, and contracts are issued with compensation and benefit statements in the light of available resources in each given year.

### Salary Schedule

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### Professional Development of Faculty

### Professional Memberships
The College will reimburse each faculty member for membership dues in two professional organizations up to a total of $75 annually. Receipts must be submitted along with the names of the memberships.

**Assistance for Graduate Study**

The College will reimburse one-half of the tuition charges of full-time faculty members pursuing graduate degrees related to their teaching field and will subsidize the preparation of doctoral dissertations in the amount of $100.

When the budget permits, the Vice President for Academic Affairs may at his/her discretion subsidize up to full tuition those faculty members who are involved in full-time residency coursework on doctoral programs relating to their teaching assignments or preparing for teaching in a field in which the college has extraordinary need. In the event that such a subsidy is possible, it is mutually understood that the total grant is to be considered a loan, for which no interest is charged while the faculty member is under contract at ENC. One-third of this loan is cancelable for each year up to three years of subsequent full-time faculty appointment. In the event that the faculty member leaves before the loan is fully canceled, the balance of the loan is due and payable. Conditions for repayment including interest rate may be negotiated with the Vice President for Academic Affairs.

The form “Application for Graduate Study Assistance” in (Appendix II) may be copied for application for assistance for graduate study.

**Assistance for Attendance at Professional Meetings**

In order to foster the professional growth of the faculty, ENC encourages their attendance at and participation in academic and professional meetings by subsidizing expenses incurred in connection with such meetings, within the travel guidelines in the Benefits section of the Employee Handbook. Faculty members may gain access to these funds by applying to the Instructional Development Committee.
Leaves of Absence

The College makes provision for leaves of absence for the faculty for the purposes of the protection or recovery of health, for the professional development of the faculty, and for the enhancement of the faculty’s usefulness to the College. (See guidelines for Employee Leaves found in the Benefits section of the Employee Handbook). Included in this provision is a program of sabbatical leaves as well as leaves without salary. Under both circumstances the following policies prevail:

1. Request for leave must be made prior to the first of January of the academic year preceding the one for which leave is sought. Formal request for leave must be made in writing to the Vice President for Academic Affairs. Such request should outline in some detail the proposed program of study or research together with its purposes and expected benefits to the individual and the College.

2. Leaves should generally not be for more than one year plus contiguous summers or come more frequently than one in five years.

3. Leaves for as long as a year will not interfere with salary increases or promotions in rank.

4. The College reserves the right to deny a request for a leave, either for financial or educational reasons, even if the faculty member is eligible and the purpose of the leave is valid. It will strive to deny appropriate leaves as infrequently as possible and, when it must deny them, with as much equity as attainable, considering both the purpose for which the leave is requested and the time since the individual has had equivalent opportunity for scholarly growth.

5. It is expected that the faculty member will submit a written report at the conclusion of the leave outlining the activities and achievements of the leave as they relate to the plans and objectives stated in the proposal.
Sabbatical Leaves

The following policies, in addition to those listed above, govern the granting of sabbatical leaves:

1. All members of the faculty are eligible for sabbatical leaves of absence, including academic administrators holding professorial rank. The faculty member can acquire this benefit by application to the Instructional Development Committee.

2. Sabbatical leave shall consist of one academic year’s leave of absence at half-salary or a semester’s leave at full salary. During such leave normal fringe benefits (College contribution to the retirement annuities, medical and group life insurance) will be continued.

3. Sabbatical leave normally is given with the expectation that the faculty member will return following his/her leave.

4. Since only two sabbatical leaves can normally be awarded for any academic year, the administration will be guided by points assessed by the faculty members serving on the Instructional Development Committee in the granting of leaves. Points will be assigned for years of service and for the quality of the written proposal of the proposed sabbatical activity to the professional development of the faculty member and to the enhancement of the faculty member’s usefulness to the College. The following point schedule will be used for ranking Sabbatical Leave proposals:

- **Years of service to Eastern Nazarene College. (up to 20 points)**

  a. Years of Service (Initial sabbatical)

     | 10 - 13 years or 14 - 17 years or 18 - 21 years or Over 21 years or |
     | 6 - 9 years as Assoc./Full Prof. 10 - 13 years as Assoc./Full Prof. 14 - 17 years as Assoc./Full Prof. over 17 years as Assoc./Full Prof. |
     | 5 10 15 20 |

  b. For subsequent sabbaticals, the faculty member shall be eligible for subsequent sabbatical leaves every seventh year after the granting of the initial leave.

     | 6 - 9 years 10 - 13 years 14 - 17 years over 17 years |
     | 5 10 15 20 |

• Explain the purpose to be achieved during this sabbatical leave: give the major idea. (up to 10 points)

• Explain the specific objectives for fulfilling this purpose: (up to 30 points)
  a. Specific areas of study/research/writing/teaching/involvement.
  b. Specific activities within these identified areas.
  c. Proposed timeline/target dates for accomplishing these specific activities.

• Explain the impact of your proposed sabbatical on Eastern Nazarene College and on your personal and professional development. (up to 35 points)
  a. For sabbaticals other than the first one, up to 10 points will be based on the written evaluation of the previous sabbatical. (up to 10 points).

• What is it that motivates or excites you about this proposed Sabbatical experience? (up to 5 points)

**Reporting Professional Development Experiences**

Faculty are encouraged to report their professional development experiences to the Vice President for Academic Affairs for several reasons, primarily because he/she is concerned and interested but also because such experiences should become part of a faculty member’s personnel file and because they provide good publicity for the College. Written reports are the most accurate and detailed and may be filed in personnel files. See (Appendix III) for a form which may be photocopied, but any written format is welcome.

**Professional Development of Administrative Faculty**

**Assistance for Graduate Study**

The College will reimburse one-half of tuition charge of administrators pursuing graduate or professional degrees either in an area where they have continuing teaching responsibility or in an area directly related to their administrative duties.

**Assistance for Attendance at Professional Meetings**

Administrative faculty may attend professional meetings subject to the availability of funds within their teaching department or within the budget for their administrative areas. For guidelines and procedure on travel see Employee Handbook, page 30.
Leaves of Absence (Administrative Faculty)

Administrative faculty are eligible for sabbatical leaves provided under the policies for teaching faculty. Many times, however, the administrative role makes it practically impossible to provide sabbatical leaves on the same basis as teaching faculty. An alternative available to administrative faculty members is a thirty-day leave at intervals of approximately three years for the purpose of expanding the individual’s professional usefulness through study, travel, or the personal development program. The administration of this leave program is under the supervision of the Administrative Council.

Leaves Without Pay

1. During leaves of absence without pay, the College will normally continue group medical and life insurance coverage but will not contribute to retirement programs. Faculty members may continue to contribute to their retirement annuities either through the Business Office or directly to TIAA.

2. If a faculty member on leave without pay becomes a full-time employee of another institution or organization, it is reasonable to expect the employing institution to assume the cost of institutional contributions to the individual’s retirement and group insurance coverage.

3. The conditions of leaves of absence without salary are so varied that it is impractical to try to anticipate all exigencies. Each leave must be arranged individually between the faculty member and the administration. The details of the agreement shall be spelled out in writing to prevent possible misunderstanding.
Tuition Remission/Grants

Tuition Waiver at ENC

(See Tuition Remission in the Benefits section of the Employee Handbook)

Tuition Waiver at Other Nazarene Colleges

By reciprocal arrangement, the children of faculty members receive tuition grants at other Nazarene Colleges. The above policies apply. In addition, if a student attends more than one Nazarene institution the total hours given without charge will not be more than those required for the normal undergraduate degree, including hours previously taken at other institutions. Students may receive free tuition for courses leading to one degree at Nazarene Theological Seminary. Such students may be married, but not over 23 years of age. Please contact the Office of Human Resources for current information.

Christian College Coalition Tuition Waiver Program

Eastern Nazarene College participates in a tuition waiver exchange program with the Christian College Coalition. Under the terms of this program one full-time dependent of a faculty member or administrator at Eastern Nazarene College per year may receive tuition waiver at another Christian college which is participating in the coalition’s program. Each participating college will agree to accept at least one new student per year, each of whom must meet the normal admissions standards of the receiving institution. Students admitted into the program are automatically renewed for up to four years as long as the student remains in good standing with the receiving institution. Participating students are charged normal fees for room, board, student fees and other customary fees, other than tuition. In general, the receiving school treats the incoming student, with regard to tuition waiver, in the same way it treats dependents of its own employees. For a current list of participating institutions and other information on how this program is administered, contact the Office of Human Resources.
Section 5

Administrative and Financial Policies of Interest to the Faculty

Faculty Offices

Faculty offices are assigned each summer by the Vice President for Academic Affairs. Full-Time faculty are provided private offices, but because space is at a premium, part-time faculty are asked to share an office.

Keys to offices, classrooms, academic buildings and the Faculty Lounge are available from the office of the Vice President for Academic Affairs. A request may take two or three days to fill if keys need to be made. Faculty are asked to keep careful control over keys issued to them, and to turn in keys when they vacate an office. The loss of a key should be reported immediately to the Vice President for Academic Affairs office.

Keys are issued to employees by the Business Office with authorization from the respective Vice President. Keys are returned to the Business Office as a part of the exit interview process.

Emergency Closing, Class Cancellation (See also Employee Handbook)

In the event of bad weather that makes traveling difficult for some faculty and commuting students, the Vice President for Academic Affairs will determine whether classes must be canceled and leave an appropriate recorded telephone message which may be consulted by dialing 617-745-3900.

Faculty members who otherwise find themselves hindered unexpectedly from meeting classes should call their department chairs or the Vice President for Academic Affairs to give word to their classes. Further policies regarding staff services and reporting regulations are found in the Employee Handbook.

Textbooks

Textbooks for classes should be ordered through the College Store in the Mann Student Center. Whenever possible, two months' lead time should be allowed to assure timely and complete filling of orders. Elaborate syllabi, supplementary paperback books, and other special materials and supplies required of students should be best distributed through the College Store.
Equipment and Supplies

Teacher supplies, such as blue books, and absence report cards may be obtained from the office of the Vice President for Academic Affairs. Faculty are cautioned to obtain blue books for early morning exams the day before. Also, since there is a security consideration involving blue books faculty are asked to pick them up personally at the Dean's Office and to store them securely.

When it is necessary to purchase equipment or supplies from an outside source, the faculty member should fill out a purchase form in duplicate and submit it to the Mailing and Materials Office. A copy of the form is found in (Appendix IV) and may be copied for use. The requisition must be approved by the department chair who is responsible for the cost of the purchase in the departmental budget. When the requisition is approved, a copy will be returned to the department chair along with a copy of the purchase order. When the item(s) are received, the faculty member should so indicate on the purchase order and return it to the Business Office so that proper payment can be made. Any invoices that come to the College without a purchase order number are returned to the vendor.

Travel (See also Employee Handbook)

Generally speaking, The College will plan to allocates $150 per year as funds for each full-time faculty member for expenses connected with attendance at a conference in the northeastern section of the country. In addition, it will plan to allocate funds which are reserved for the expenses of faculty members attending academic meetings in which they are official participants as speakers or officers of the organization. Departments allocate this money to individuals according to their own policies and practices. Allocations not spent for departmental travel may be accumulated for up to three years, provided the department manages its total support allocation under budget by that amount. After the third year, the unused portion of the allocation will revert to general funds. Final approval for attendance at such conferences is the responsibility of the appropriate Department Chair.

Faculty members planning to attend an academic conference for which departmental funds have been allocated must submit a “Request” form (Appendix A), whether they wish an advance or not, approved in advance by the appropriate supervisor. The same form may be used for authorization of travel by the Vice President for Academic Affairs in connection with institutional representation.
Faculty members are asked to plan necessary trips, to estimate expenses, and to request reimbursement within the following guidelines:

- Each faculty member should choose the most expeditious and economical means of transportation available for the purpose of the particular trip. For a trip between major cities this would usually be air coach travel (excursion fare where applicable). When automobile transportation is advisable, a college-owned vehicle is to be used rather than one's own car, if one is available. If not, the faculty member will be reimbursed at the IRS rate. When more than one faculty member attends the same conference, they should travel together to reduce travel expense, one of them reporting automobile expense on his/her voucher but otherwise each accounting for his/her own expenses on a separate voucher.

- There is no per diem allowance. Only actual expenses incurred are to be reported. Cost of meals should be restrained to what the individual would spend himself/herself, and tips should be given with discretion.

**Secretarial Service**

Secretarial assistance in the typing of correspondence, syllabi, examinations, etc., may be obtained by faculty members from secretaries assigned to one's department or, in some cases, through the courtesy of the secretary stationed most conveniently to the faculty member's office. One full day's lead time should normally be allowed for secretarial services. In times of heavy demand, priority among faculty requests shall be assigned by the department chair to whom the secretary is responsible.

**Student Assistants**

Assistance of advanced students in the scoring (not grading) of papers, quizzes, and examinations may be provided for large courses by permission of the Vice President for Academic Affairs and subject to limitations. Similarly, laboratory assistance in science courses by advanced students may be obtained by permission of the Vice President for Academic Affairs and subject to budget limitations.

**Janitorial Service**

Janitorial service is supplied for every building under the supervision of the Director of Plant Services. Minor requests for service may be made of the custodian in charge of the building. Major requests and complaints concerning service in academic buildings should be communicated through the Vice President for Academic Affairs. Damage to buildings should be reported as quickly as it is discovered to the Director of Plant Services.
Faculty Lounge

The Pauline Vinnell Faculty Lounge has been presented to the faculty of Eastern Nazarene College for the purpose of creating an atmosphere of relaxed fellowship. Faculty and administrators may obtain keys for the lounge in the office of the Vice President for Academic Affairs. Free coffee is provided in the lounge kitchen. Faculty and administrators are asked to cooperate in the maintenance and the security of the Lounge. Particular assistance is requested in keeping all the lounge doors locked at all times so that the only access is via personal key.

Faculty and administrators may hold meetings in the lounge, but regular faculty use on school days is not to be preempted. The lounge may be reserved through the office of the Vice President for Academic Affairs for social events or during evening hours or on non-school days. It is not available for use by students, staff or building residents other than faculty. The faculty member reserving the lounge should take responsibility for clean up and security of the room after the meeting.

The lounge may sometimes be used during prime time for meetings of college-wide significance as determined by the Administrative Council. Notices of such meetings will appear on the lounge door.

The Instructional Development Committee has accumulated, with the support of a federal grant, a collection of books and other resources which are kept on bookshelves in the lounge and are available for faculty to assist them in their teaching. This functions on the honor system: faculty are asked to sign-out materials which they take from the Lounge and not to keep such materials longer than two weeks. If you are aware of such materials which have a general faculty appeal and would be appropriate additions to this library, please suggest them to any member of the Instructional Development Committee.

Archives

Archival records of official College publications, minutes, and other documents pertinent to the history of the College are maintained in the Archive Room (#204) of Young Apartments by the Archivist appointed by the President. Faculty members are asked to preserve for the archives such documents and memorabilia as may enhance the record.
Section 6

Academic Policies and Services of Interest to the Faculty

The ENC catalog contains the majority of the academic policies which directly affect the progress of students through the curriculum. The faculty member is urged to become familiar in detail with the catalog. The following sections of the handbook are designed to amplify and clarify regulations from the point of view of the faculty.

Classroom Policies

Statement of Principle on Class Attendance

Students and faculty have a mutual responsibility for contributing to the academic environment and learning experience of the classroom.

Statement of General Attendance Policies

- All faculty must include a statement of their attendance policy in the syllabus. If attendance is included in the grading formula, a specific description must be included in the syllabus. The statement should include a description of the need for attendance and the results of poor class attendance for the student.

- Faculty are strongly urged to keep attendance records sufficient to document attendance patterns of students, especially in lower division courses. These records may be useful for student counseling and in the event of student petitions, grade appeals hearing, etc. Since there is a correlation between absence, lack of motivation, and attrition, faculty should note excessive absences and report them to the freshman advising office or Vice President for Academic Affairs' Office. This serves as an early alert system for students suffering academic difficulty.

- Provision must be made for excused absences in the case of (a) incapacitating illness, (b) serious illness or death in the family, (c) official representation of the College (in drama and music performances, athletic contests, etc.) or departmental field trips involving class membership for which proper permission has been obtained by the instructor from the Academic Dean/Vice President for Academic Affairs. In the case of official college representation or an academic field trip, the faculty member or athletic director in charge should submit a list of all students involved to the office of the Academic Dean. The Academic Dean's office will forward this list to the professors of the absent students.
• It is recommended that the professor issue a written warning to any student who exceeds the maximum allowance of missed classes in a course. The professor should retain a copy of this written warning in personal records. If any further absences occur, the student will be asked to confer with the Academic Dean/Vice President for Academic Affairs and may be required to drop the course without a refund and with a W or F grade, depending upon his or her standing at the time of the last absence.

Rationale for Institutional Guidelines for Faculty Development of Attendance Statements

• Our institutional attendance statements are expressed as guidelines rather than as policies because certain courses are affected by poor attendance more than others.

• Some type of emphasis on attendance will remain in our literature which the students receive and in the literature used by faculty to style their attendance requirements.

• Our guidelines recognize the importance of an attendance emphasis which relates to the specific needs and environment of each course. Since the importance of attendance for learning varies depending upon the course structure and goals, attendance policies are most effective when developed by the individual instructor.

Guidelines for Faculty Use in Developing Individual Attendance Statements

• The general guideline for the number of missed classes acceptable in one semester should not exceed the number of times the course meets during a week.

• Specific guidelines for number of absences acceptable should relate to course content and class activities. For example, in a lecture course, penalties for excessive absences may not be necessary as the missing of class sessions should be evident during exams and other graded work. Instead, the attendance statement should offer guidelines concerning the effect of absences upon academic success. Professors must respect excused absences involving major exams or assignments and provide for make-ups, but are under no obligation to allow for making up unannounced or minor assignments.
• Rather than develop direct punitive measures for excessive absence, other methods can be used. Unannounced quizzes over small amounts of reading or class work can be effective, particularly if an unspecified number are given and several can be dropped based upon the number of allowed absences. Rather than subtract points for missed classes, points can be given for classes attended. This is particularly effective when grades are based upon total number of points.

• Students should be told what is expected of them as well as the consequences for not meeting expectations. This is most effective when explained in very specific terms at the beginning of the semester.

• Special care should be devoted to the structure of attendance policies in lower division courses. This is essential as it presents a needed guideline indicating the relationship between class attendance and academic success.

Assignment Policies

The term “theme” is applied to papers between 500 and 1500 words in length, while “term paper” refers to documented papers longer than 1500 words involving the use of several sources other than reference works such as encyclopedias. Instructors are asked to specify which of several standard style books students should follow in preparing term papers.

It is the policy of the faculty to lighten day-to-day assignments somewhat and to avoid major examinations, reports, or due dates for term papers during periods of religious emphasis or immediately thereafter.
Final Examinations

A final examination or major paper is required in all courses. Essay examinations are to be taken on “blue books”, which may be obtained in quantity from the Vice President for Academic Affairs' Office. Instructors are to be present at all final examinations or to make suitable arrangements for their substitutes. Final examinations are scheduled by the Registrar; no deviation may be made from the official schedule unless full consent is obtained by all who are involved in the examination. Seniors are exempt from taking final examinations in the Spring term prior to their graduation. Faculty members will determine and announce alternative requirements for such seniors.

In case of unavoidable absence from a final examination, the student must petition the Committee on Admissions and Academic Standing for permission to take a substitute examination at another time. Incomplete course work, including missed final examinations, must be made up by the third week of the next semester in which the student is enrolled.

Recognition of valid excuse for missed examinations other than final examinations is left to the discretion of the faculty member. Students may not, of course, make up examinations which they miss for unexcused absences. Excused absences are defined in the last paragraph on the first page of this section.

Senior Comprehensive Examinations

Comprehensive examinations for candidates for the Bachelor's and Master's degrees are organized within the scope of the subjects of the major field. Each department is to provide an examination or develop another culminating activity which has as its purpose the demonstration of knowledge and/or skills acquired in the major and the integration of content in the major. A culminating activity other than a comprehensive examination shall be subject to the approval of the Committee on Academic Policy. Results in the form of pass/fail shall be forwarded to the Registrar no later than May 1 for candidates for May Bachelor's degrees.
Advanced Placement and Credit by Examination

Eastern Nazarene College will award and/or waive requirements based on scores on the College Board Advanced Placement Examinations according to the following policy:

- Any student who meets the admission standards of ENC and who is admitted for classes will be granted credit automatically for appropriate core courses and for elective courses where a grade of 4 or 5 has been earned on the Advanced Placement exams. Automatic waiver will be granted for a grade of 3. Please see the Registrar for a listing of available AP exams and their course equivalents.

- Respective departments may determine what credit, if any, would be awarded toward major and cognate courses for AP exams.

The College will also award credit based on scores in the of the College Board according to the following policy:

- Any student who meets the admissions standards of ENC and is admitted for classes will be granted credit automatically for appropriate core and for elective courses where a grade has been earned that is equivalent to the American Council on Education credit recommendations for CLEP on general and subject matter examinations.

- Such credit will be awarded for appropriate core courses and for free electives but not for courses applying on majors (excluding cognate courses). Please see the Vice President for Academic Affairs or Registrar for a listing of exams, acceptable scores, and equivalent courses. Respective departments may determine what credit, if any, would be awarded towards majors for CLEP examinations.
Grading Procedures and Policies

Grading System

Letter Grades: Verbal descriptions of the meaning of letter grades agreed upon by the faculty are as follows:

- **A**  A- Distinctly superior work
- **B+**  B  B- Meritorious work.
- **C+**  C  C- Average work.
- **D**  Unsatisfactory work, but passing.
- **F**  Failure.
- **NC**  No credit

Indicates non-passing work done by any student designated as a freshman (23 semester hours or less recorded on transcript). Carries no quality point value and thus has no effect on quality point average.

- **W**  Withdrawal while passing

Provided that the student withdraws within one week following the issue of Mid-Term grades or by permission of the Committee on Admissions and Academic Standing.

- **X**  Incomplete for lack of final examination

Provided the student was up to date in the courses at the time of his/her absence. Permission of the Committee on Admissions and Academic Standing is required for removal of this grade by make-up examination.

Quality Points

Numerical values, called quality points, are assigned to letter grades according to the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td></td>
</tr>
</tbody>
</table>

Pass/Fail Grading.
Pass/Fail grading shall be used in instances of withdrawal from a course or from the College and by prior arrangement under the following guidelines: Students may choose to take elective (courses outside of required core or their major field) on Pass/Fail grading. Arrangements for exercising the pass/fail option require him/her to take a course on a pass/fail basis at the time of final registration. Changes from regular grading to pass/fail grading or vice-versa may not be made after the first full week of classes. A grade “S” (Satisfactory) shall be recorded if the instructor turns in a grade ranging from “A” to “C-” while “U” (Unsatisfactory) shall be recorded for a “D” or “F”. Quality point average shall not be affected under the Pass/Fail option.

**Mid-Term Grades**

Mid-Term notice of students' standing in all courses up to the sixth week in the semester in the form of unofficial grades is due for all freshmen and all students who are on academic probation as requested by the Registrar. These grades are not made a part of students' permanent but are used for counseling and advisement. All students should be apprised of their standing in each course by the sixth week by appropriate feedback from instructors, including grades in all course work to date.

**Final Grades**

A final grade is required for every student in every course. Final grades are due in the Registrar's Office forty-eight hours after the course final examination. Exceptions to this policy may be made by prior arrangement with the Registrar in the case of courses with large enrollments. Grades for all seniors must be in the Registrar's office by noon on the Tuesday prior to graduation.
Issuing of Grades

Faculty are not to issue final grades to students; final grades are issued by the Registrar's Office. There is no objection to returning examinations and papers after they have been read and evaluated. Faculty are asked, however, when posting scores to use a code that guarantees the privacy of the student's grade. Similarly, blue books and papers with grades and comments in plain view should not be left lying around for indiscriminate perusal.

Faculty members are urged to keep detailed records of the performance of students in permanent class record books provided by the Vice President for Academic Affairs. Subsequent use of such records is frequently necessary.

Grade Changes

The only reason normally for a faculty member to change a final grade (other than a grade of X) is the discovery of a computational error. Changes for any other reason must be approved in writing by the Vice President for Academic Affairs.

Faculty members, however, should not refuse a student request for re-computation of a course grade or for the rationale behind the grading in a course or on a given piece of work. Care and fairness in evaluation of student work is the best preventive against pressure for reconsideration of grades.
Grade Grievance Procedure

The grade grievance procedure provides each student with the opportunity to appeal formally the final grade in a course because he or she believes that the grade has been awarded arbitrarily or capriciously. This procedure is not intended to handle disputes which may arise about the grading of individual exams or assignments during the semester. When such disputes arise, the student should contact the instructor immediately, rather than waiting until the end of the semester. Each Grade Grievance submitted according to this procedure must be an individual action by an individual student, and “class action” grievances by one student on behalf of several students or an entire class are not permitted.

Step I -- Instructor and Student (Informal)

If a student wishes to appeal a final grade, the student must contact the instructor within five (5) working days after the start of the next semester; i.e., the semester following the one in which the disputed grade was given (see general notes for the spring-summer policy). If the instructor is teaching on campus the next semester, but is temporarily unavailable or simply cannot be reached during this five-day period, then the student should deliver written request for an appointment with him/her, stating the reason, to the division head/program director no later than the final day of the five (5) day period. With the aid of the division head/program director in scheduling an appointment, the instructor and student must then meet as soon as possible and discuss the disputed grade privately. Whenever possible, conflicts over grades should be resolved informally between the instructor and the student as a result of this STEP I discussion.

If the instructor has left the college permanently, or is not available for a period of sixty (60) days or more (e.g., if the instructor is away on sabbatical leave, or medical leave), then the division head shall act in his/her behalf and make a decision either in support of or against the grievance. In making this decision, the division head/program director shall review all available grade records, discuss the matter with the student, and, with the written consent of the student, request and evaluate a written statement submitted within ten (10) working days by the instructor concerning the disputed grade. The division head/program director cannot act in this manner on behalf of the instructor during the spring-summer period simply because the instructor is not teaching during either spring or summer session, unless the disputed grade affects the student's plans to graduate either in December of that year.
STEP II -- Division Grade Grievance Committee (Formal)

If the grade dispute is not resolved in Step I to the student's satisfaction and he or she still believes that the grievance has merit based on the facts of the case, the student has the right to file a formal written grievance to the division head/program director who will forward it immediately to the Division Grade Grievance Committee. Guidelines for filing a formal grievance are as follows:

A grievance must be based on evidence that the instructor has been arbitrary and/or capricious in awarding a grade. The written grievance must describe specifically the perceived arbitrary or capricious action of the instructor. The student should also present all other evidence or documentation in support of his/her allegations. Disagreement with an instructor's judgment in and of itself is not basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class. A grievance must be filed within fifteen (15) working days after the start of the next semester following the one in which the disputed grade was given.

Within TEN (10) WORKING DAYS after receipt of the written grievance, the division head/program director must schedule a hearing before the Division Grade Grievance Committee. The division head/program director cannot simply make a personal judgment that the grievance is without merit, and thus refuse to give it to the Division Grade Grievance Committee. However, after scheduling the hearing, the division head/program director may request a closed three-person meeting in his/her office with just the instructor and the student, to discuss informally the disputed grade one final time. If either the instructor or the student refuses to attend such a meeting, the division head/program director cannot require his/her attendance, and the grievance hearing is then held as previously scheduled. If the closed meeting is held, the division head/program director shall act only as a facilitator or mediator. His/her role is restricted solely to promoting further discussion, not to imposing his/her judgment and/or making a decision in the case. If the dispute is resolved in this meeting, the written grievance shall be withdrawn and the scheduled hearing canceled. If the dispute is not resolved, the grievance hearing is then held as previously scheduled. In such cases, the division head/program director shall not communicate his/her opinions/judgments regarding the grievance and/or the discussions in the closed meeting to the members of the Division Grade Grievance Committee.
The Division Grade Grievance Committee shall be composed of three (3) faculty members and two (2) students, selected by appropriate division procedures. The student grievant, however, may request in advance in writing that the two (2) students be excused and that his or her grievance be heard only by the three (3) faculty members. The committee shall conduct a hearing according to the following guidelines:

- A detailed record shall be kept of the hearing, preferably a taped sound recording.

- Both the student and instructor shall be permitted an adviser/advisers must be members of the college community, i.e., students or full-time faculty or staff members.

- The hearing shall be a closed hearing.

- Both the student and the instructor may call witnesses, and the student, instructor, advisers, and committee members all have the right to question any witnesses that are called; and the deliberations of the committee shall be in executive session.

Within FIVE (5) WORKING DAYS of the date of the hearing, the Division Grade Grievance Committee shall present its decision/recommendations in writing to the division head/program director for immediate distribution to the student and the instructor.

Either the student or the instructor may appeal the decision/recommendations of the Division Grade Grievance Committee to the College Grade Grievance Committee, under the conditions listed below. This appeal must be filed within five (5) working days of receipt of the decision.
Step III -- College Grade Grievance Committee (Appeal)

Either the instructor or the student grievant may submit a written appeal of the prior decision at STEP II by the Division Grade Grievance Committee within FIVE (5) WORKING DAYS of written receipt of that decision, if one of the following conditions is met:

- There was at least one dissenting vote at the STEP II level; or
- New evidence or new witnesses not previously considered or heard at STEP II become available.

In the absence of at least one of the above conditions, simple disagreement with the decision rendered at STEP II is not a sufficient basis for an appeal. In other words, there is no automatic right of appeal in every case requiring that the College Grade Grievance Committee reconsider the entire grievance case. If the appeal is based on new evidence or new witnesses, the written appeal statement must explain precisely how this evidence or testimony relates directly to the alleged arbitrary or capricious awarding of the disputed grade. The appeal shall be submitted to the Office of the Registrar with a copy to the division head/program director.

The College Grade Grievance Committee shall be chaired by the Registrar and shall have the following additional members: division head/program director or his/her designee; two (2) faculty members, one of whom is from the involved division, but not from the department in which the grievance originated; and one (1) student appointed by Student Government/Graduate Student Representative. The two faculty members shall be selected by the Registrar from an available pool of nominees representing all departments.

The College Grade Grievance Committee shall review all written documents which were available to the Division Grade Grievance Committee, the tape recording of the STEP II hearing, and the final report and decision of the STEP II Committee. The College Grade Grievance Committee may reconvene the participants in the STEP II hearing to answer questions, if desired.

Within twenty (20) working days of the receipt of the appeal, the College Grade Grievance Committee shall issue a written STEP III decision to both the instructor and the student. This decision shall be final; no further appeal is possible.
Records

When the Grade Grievance Procedure results in an instructor's grade being changed without his or her agreement, then all College records containing that grade in which the name of the instructor appears shall be identified with an asterisk (*). On these records, the asterisk will be footnoted with the following statement: “This grade is the result of an appeal procedure.” On those records in which the instructor's name does not appear, the grade will not be marked with an asterisk, nor will there be any other indication that the original grade was changed.

General Notes Regarding Grade Grievance

- The time limits/deadlines for submitting grievances/appeals, holding meetings, and making decisions are to be followed by all parties. However, extensions of the time limits not to exceed five (5) working days may be requested in writing by any of the involved parties. Such requests must originate prior to the expiration of the stated time limit. The division head/program director of the involved division/program will make the decision to approve or to deny each request for a time limit extension at STEP I or STEP II. Decisions regarding STEP III time limit extensions will be made by the Registrar. “Working days” are defined as Monday through Friday while classes are in session.

- Each academic division shall select a Division Grade Grievance Committee at the beginning of the academic year in September. This committee will hear all grade grievances during the next 12 months, rather than selecting a different committee for each grade grievance. Substitute members shall be selected to replace any committee member who is himself/herself involved in a grade grievance. Also substitute members shall be selected to replace any committee member (faculty or student) who is unavailable for an extended period of time (e.g., spring and/or summer).

- Each Division shall select a maximum of two (2) faculty members plus one alternate who are available over a 12-month period for assignment to the College Grade Grievance Committee. These selections shall be made by the appropriate faculty advisory council/committee at the beginning of the academic year in September. Unlike the Division Grade Grievance Committee, this STEP III College Grade Grievance Committee may of necessity have a different membership for each grievance.
• Grievances relating to grades awarded for the spring semester ending in May shall normally be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester in September. However, if the instructor is teaching on campus during the summer session and the student is enrolled on campus during that same session, then with their mutual agreement, the grievance can be pursued during the summer. However, should either the instructor or the student prefer to wait, then action of the grievance will be postponed until the fall semester. The only exception in which the grievance shall be pursued during the summer session without the consent of an instructor who is teaching on campus, is for any case in which the disputed grade affects the student's plans to graduate in August of that year. In such cases, if the instructor is unwilling to participate, the division head/program director may act on his/her behalf.

• Throughout this procedure, the title “division head” shall be interpreted to include “program directors” or “program coordinators” for appropriate academic units, including Graduate and Professional Studies.

• Students are discouraged from seeking counsel or “off the record” opinions from division heads, program directors or other senior administrators (particularly the Registrar who may become involved later if there is a STEP III appeal) while action is still pending on a grade grievance at the department level.

• This policy is effective September 1, 1993. Situations out of the normal grading process will be considered on an individual basis by the Office of the Registrar.

• Students desiring retroactive grade appeals must initiate an appeal by September 1, 1994.
Dishonesty in Academic Work

Dishonesty on the part of students in assignments, papers, examinations, etc., is a serious offense and chronic cheating is so disruptive to the academic community that drastic disciplinary action is called for. Faculty members who discover clear-cut evidence of student dishonesty are advised to deal with it by failing the student on the piece of work in which it occurred, by annotating the class record book to that effect, and by reporting the incident to the Vice President for Academic Affairs. The Dean will call the offending student into his/her office for a candid discussion of the incident and the implications of chronic cheating, should further incidents occur.

Faculty members have an even greater obligation to forestall cheating than they have to deal with it, although obviously it cannot be totally prevented. Care should be taken to avoid mechanical “make-work” assignments and to structure the rationale for assignments through a syllabus or other method to make their relevance meaningful to the student. Some control should be exercised in term paper assignments in large courses, and the ethics of documentation should be stressed to avoid unintentional plagiarism. Whenever space permits, examinations should be given with the students spaced a seat apart; when this seating arrangement is not possible, special care in proctoring examinations should be taken, and alternative forms of objective examinations used for adjacent students. Objective tests used from year to year should be kept secure under lock and key, and essay examinations should be varied from year to year. It would be a good idea for copies of essay examinations from previous years to be made available to students during the course. All these precautions and any others that are appropriate to the circumstances, however, should be handled in a way that indicates that they are routine and for the protection of the student, not an expression of a faculty member's suspicions of a class or individuals in the class.

Withdrawals

From Courses. Any student desiring to drop a course must first make application in writing on a form specified for this purpose with the signatures of the advisor and instructor. Failure to do so will result in an "F" for that course. Withdrawal from courses is considered to be a change in registration for which a fee is charged.

From College. A student who finds it necessary to withdraw from college before the close of the semester must file a Leave of Absence form which may be obtained in the Office of Enrollment Services. Once the student has met with an enrollment counselor and signed the form, the counselor will inform all necessary offices of the withdrawal.

Honors

Honor Roll
Students enrolled for a minimum of three semester courses including matriculation subjects, making an average of 3.2 quality points, are listed on the Honor Roll.

Dean's List

Students who have carried three or more semester courses, making an average of 3.7 quality points qualify for the Dean's List.

Phi Delta

Students who have been listed on the Dean's List for two consecutive semesters are awarded membership in Phi Delta, the undergraduate honor society. Such students may maintain their membership in Phi Delta provided they continue to make the Dean's List.

Faculty Scholarship

A scholarship is provided each year by the faculty to honor the achievement of the full-time student with the highest quality point average for the academic year. This award may not be given to the same person for two consecutive years. The scholarship may be divided, augmented, or suspended at the discretion of the faculty.

Graduation Honors

To graduate Cum Laude, the student shall have maintained an average for the four years of at least 3.5 quality points per semester course; Magna cum Laude, an average of at least 3.7 quality points per semester course; Summa cum Laude, an average of at least 3.9 quality points per semester course.

Phi Delta Lambda. Fifteen percent of those graduated each year may be elected to membership in the national honor society of the colleges of the Church of the Nazarene, Phi Delta Lambda.