



# **Faculty Handbook**

*Southeastern Baptist College  
Laurel, MS*

**Revised by the Administration/Faculty  
2022-2023**

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## **INTRODUCTION**

### **HISTORICAL SKETCH**

At the 1947 annual session of the Baptist Missionary Association of Mississippi, the messengers unanimously approved the establishment of a church owned and operated college. At a special called, mid-year meeting, a motion was adopted to appoint a sub-committee to draw up a workable resolution to be presented to the messengers at the next annual session.

The resolution of this committee to begin a junior college with a Bible department was adopted by the Baptist Missionary Association of Mississippi on October 19, 1948. Seven trustees were elected and empowered to select a faculty, devise a curriculum, and find appropriate facilities. The first class began September 27, 1949, in the educational facilities of Parkview Baptist Church, Laurel, Mississippi, with the following officers and faculty: President, D. N. Jackson; Dean, L. T. Simmons; Instructors, O. F. Parker, and J. B. Coats.

The first junior college program was offered in 1955. Ten acres of land, located just north of the Laurel city limits on Highway 15, was purchased the same year. The Administration and Library Building, which contains several classrooms, was erected in time for the fall semester. Two dormitories were constructed in 1957 and 1958, respectively. An additional ten acres, adjoining the first ten, was purchased in 1967. In 2007, 5.6 acres adjoining the Southeastern property line was purchased.

Other buildings on campus include the gymnasium/auditorium, constructed in 1965; the campus faculty home (originally, the president's home), relocated and renovated in 1968; the president's home, constructed in 1972; and a new library building completed in 1993. Two faculty homes were added in 2006-2007. This brought the total number of buildings on campus to nine.

On November 25, 1958, Southeastern Baptist College became a member of the Mississippi Association of Colleges and received provisional accreditation by the Mississippi Commission on Accreditation in 1958.

In 1970, a four-year Bible program was instituted in addition to the junior college program which offered a B. A. degree in Bible. The liberal arts junior college was converted to a four-year Bible college in 1974, and the college was granted applicant status for accreditation with the American Association of Bible Colleges in 1979. Southeastern Baptist College, was granted candidate status in 1983, was accredited in 1988, and was reaffirmed in 1994, 1999, 2009, and 2019.

### **PHILOSOPHY**

Bible colleges have at least three definitive distinctions:

- A Bible college exists for the purpose of training Christian workers;
- Bible college training emphasizes practical experience; and,
- The Bible college curriculum emphasizes Biblical studies.

Trustees, administration, and faculty of Southeastern Baptist College are committed to maintaining those distinctions for the institution. Therefore, they consider the spiritual as well as the academic qualifications for students. It is their conviction that a right relationship with God is the first step in the pursuit of knowledge. Therefore, they consider ministering to student's spiritual needs as important as the academic qualifications for students.

Southeastern Baptist College reflects the teachings of the Bible from the Baptist viewpoint as expressed in the state of beliefs below. However, free and open discussion of opposing views by faculty and students is encouraged. The institution recognizes that only those principles which can stand the test in a free market of ideas are worthy of their advocates.

Ministers and professional Christian workers, as well as Christians in all walks of life, can benefit from a Bible college education. They are the leaders and teachers of others. Their responsibility is not only to correctly interpret the truth as expressed in the Bible but also to communicate that truth effectively. Southeastern Baptist College was established because of these convictions and remains dedicated to them.

## **MISSION STATEMENT**

The purpose of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical world-view in a Christian atmosphere.

Training is provided on campus, online, and through extensions to help prepare people for professional ministry and/or business administration. Southeastern Baptist College also seeks to train people who wish to receive the foundational courses of college curriculum in a spiritual academic setting. All courses are taught in such a manner as to integrate faith and learning, thereby giving due recognition to the God of all truth.

Southeastern Baptist College seeks to serve the Christian community by offering a limited number of credit and non-credit courses to those who do not choose to pursue a structured program toward a specific degree, certificate, or diploma.

## **DOCTRINAL STATEMENT**

1. The Trinity of God
2. The infallible and plenary verbal inspiration of the Scriptures.
3. The Biblical account of creation.
4. The personality of Satan.
5. Hereditary and total depravity of man in his natural state involving his fall in Adam.
6. The virgin birth and death of Jesus Christ.
7. Christ's blood atonement for fallen man.
8. His bodily resurrection and ascension back to His Father.
9. The person and work of the Holy Spirit.
10. Justification before God by faith without any admixture of works. All such justified persons are in the family of God.
11. Separation of God's children from the world.
12. Water baptism (immersion) to be administered to believers only and by Divine authority as given to Missionary Baptist churches.
13. The Lord's Supper, a church ordinance, to be administered to baptized believers only and in scriptural church capacity.
14. Eternal security of the believer.
15. The establishment of a visible church by Christ Himself during His personal ministry on earth; and His churches are not now, nor have they ever been, universal or invisible.
16. World wide missions according to the Great Commission which Christ gave His church (Matthew 28:19-20).
17. The perpetuity of Missionary Baptist churches from Christ's day on earth until His second coming.
18. The right of scriptural churches to be held as equal units in their associated capacities, with equal rights and privileges for all.
19. The subjection of all scriptural associational assemblies and their committees to the will of the churches, so that they shall forever remain as servants of the churches originating from them.
20. The separation of the Lord's church from all so-called churches or church alliances which advocate, practice, or uphold heresies and other human innovations which are not in harmony with the word of God. Open communion, alien baptism, pulpit affiliation with heretical churches, modernism, modern tongues movement, and all kindred evils arising from these practices are unscriptural.
21. The only valid baptism is that administered by the authority of a scriptural Missionary Baptist church. Any so-called Baptist church which knowingly receives alien baptism, habitually practices this or other evils as those listed in Statement 20 cannot be a scriptural Baptist church, nor can its ordinances remain valid.
22. The personal, bodily and imminent return of Christ to earth.

23. The bodily resurrection of the dead.
24. The reality of heaven, involving Divine assurance of eternal happiness for the redeemed of God.
25. The reality of hell, involving everlasting punishment of the incorrigible wicked.
26. We believe in absolute separation of church and state.
27. Biblical Marriage - God, having created male and female, instituted their union in marriage. God designed marriage as the covenantal relationship of one naturally-born man and one naturally-born woman for a lifetime. It is God's unique gift to reveal the union between Christ and His church. God provides in marriage the context for the only appropriate sexual desires and behaviors and the only means for procreation of the human race. The God-ordained institution of marriage is not subject to redefinition or re-interpretation by human means or practice. Forgiveness and reconciliation are found in God's atonement which is without respect of persons. (Genesis 1:27-28; Genesis 2:18-25; Matthew 19:3-9; Leviticus 18:22-25; Proverbs 5:18-19, Mark 10:6-9, Romans 1:18-32, 1 Corinthians 6:9-11, 16; Ephesians 5:22-23; Hebrews 13:4)

NOTE: The following statements are not to be binding upon the churches already affiliated with this association, nor to require adoption by churches petitioning this body for privileges of cooperation, nor to be a test of fellowship between brethren or churches. However, they do express the preponderance of opinion among the churches of the Baptist Missionary Association of Mississippi.

1. We believe in the premillennial return of Christ to earth, which He shall literally reign in peace upon the earth for a thousand years. Rev. 20:4-6
2. We believe the Scriptures to teach two resurrections: the first of the righteous at Christ's coming; the second of the wicked dead at the close of the thousand-year reign. I Thess. 4:13-17; Rev. 20:4-6, 12-15.
3. Whereas most of our people believe in and use the King James Version as the Word of God, we ask that any speakers at any associational meeting, camp or conference sponsored by any Department of the association use the KJV.
4. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

## **STATEMENT OF GENERAL BIBLICAL OBJECTIVES**

Students who graduate from Southeastern Baptist College shall be able to:

1. State unreservedly that the Bible is the inspired Word of God and that it is the standard of his faith, practice, and conduct.
2. Show that the student has acquired a basic knowledge of the Bible necessary for intelligent Bible study.
3. Demonstrate that the student has gained a degree of maturity in his Christian life and experience as reflected in personal communication, observable behavior, and personal initiative/performance in Student Ministries assignments.
4. Give evidence of having been stimulated toward continued growth in Biblical knowledge, Student Ministries, Christian Citizenship, and Scholarly Competence as reflected in records which give comparative evidence of progress.

# **FACULTY ORGANIZATION AND INFORMATION CONSTITUTION AND BY-LAWS OF FACULTY ORGANIZATION**

## **Article I - Name**

The group shall be called the Southeastern Baptist College Faculty Organization.

## **Article II - Purpose**

The objectives of the Faculty Organization are as follows:

1. Upgrade and improve the members by providing information and interesting programs concerning areas that deal with teaching.
2. Provide opportunity to discuss problems and routine matters that affect all members.
3. Provide fellowship and a spirit of closeness among members.
4. Provide a channel of information through which all members have access to the complete picture of the operation of the college.
5. Prepare a calendar of activities each semester.
6. Approve all candidates for graduation, based on graduation requirements.
7. Contribute to the selection of students to receive the following awards:

Citizenship Award  
Highest Academic Achievement Award  
D. N. Jackson Theology Award  
Delta Epsilon Chi  
Music Award  
Business Award  
Christian Service Award

## **Article III - Organization**

The Faculty Organization is composed of all administrators and instructors of Southeastern Baptist College with the Dean of Academic Affairs serving as chairman. In the absence of the Dean, the President serves as chairman. The President of the college or the Dean of Academic Affairs may call meetings when deemed necessary. A secretary is the only elected officer, being elected by the members at the beginning of the academic year. Faculty committees will be appointed by the President each year.

The standing faculty committees are as follows:

1. Academic Affairs
2. Chapel
3. Student Discipline
4. Student Life and Activity
5. Student Ministries

(Ad Hoc Committees are formed as needed.)

It shall be the duty of the secretary of the faculty organization and of each committee to file copies of minutes of all meetings in the Office of Institutional Effectiveness.

## **DUTIES OF THE FACULTY COMMITTEES**

### **A. Academic Affairs Committee**

Members: Provost/Dean of Academic Affairs  
Dean of Student Affairs/Student Ministries  
Admissions Director  
Registrar  
Director of Institutional Effectiveness  
Athletic Director

Person in charge: Provost/Dean of Academic Affairs

Responsibilities:

- Review college admissions practices.
- Implement official policy relative to admitting students.
- Implement and evaluate orientation programs.
- Review graduation requirements annually.
- Approve all candidates for graduation and assist in planning the graduation exercises.
- Collect data for designated reports and present findings to the administration committee for its annual meeting.
- Faculty course reports are due at the same time as grade reports.
- Student evaluations of courses are due two weeks before the end of the semester.
- Evaluations by graduating students are to be handed in two weeks before the final semester exams.
- Review and evaluate the degree programs to determine needed changes in view of college objectives and student needs; prepare an annual report to be completed two weeks following the spring semester - the report to be reviewed by the administration.
- Appraise annually the implementation of educational policies and objectives. Present data to the faculty at the first scheduled meeting before the fall semester begins
- Plan and present one program each semester for the faculty on one of the broader aspects of education such as philosophy, instructional practices, curriculum, or a contemporary issue.
- Present a summary of the committee's annual report to the administration and the administration's decisions to the faculty as the first meeting in the fall semester.

### **B. Student Ministries Committee**

Members: Dean of Student Affairs/Student Ministries\*  
Provost/Dean of Academic Affairs  
Athletic Director  
ABHE Liaison  
Faculty member from the Biblical Studies department  
Representative from the Athletic department

Person in charge: Dean of Student Affairs/Student Ministries

Responsibilities:

- Implement a sound student ministries program.
- Review and evaluate the student ministries program and its administrative practices.

**C. Student Discipline Committee**

Members: President  
Dean of Student Affairs  
Provost/Dean of Academic Affairs  
Athletic Director  
One Faculty Member Appointed Annually by President  
Coaches [as deemed necessary by Athletic Director]

Person in charge: Dean of Student Affairs

Responsibilities: - Serve as a committee on minor misconduct.  
- In cases involving possible dismissal, the committee will serve along with the President and the Dean of Academic Affairs.

**E. Student Life and Activities Committee**

Members: Dean of Student Affairs  
Registrar  
Athletic Director  
Choir Director  
Sponsor of student government  
President of Student Body  
One faculty member appointed by President

Person in charge: Registrar/Sponsor of Student Government

Responsibilities: - Provide programming, facilities and supervision of social activities for students.  
- Prepare a calendar for all campus activities, having been approved by the administration, and make available to faculty, staff, and students.  
- Evaluate all activities and student life events during the next to last week of the spring semester.

**F. Chapel Committee**

Members: President  
Dean of Student Affairs/Student Ministries  
A faculty member appointed annually by the President.  
President of the student body  
Appointed music leaders and musicians

Person in charge: Dean of Student Affairs/Student Ministries

Responsibilities: - Plan and supervise chapel programs. This duty includes electing the types of programs, selecting the speakers, and setting dates for them.  
- Notify students who are negligent in attendance.



## CONDITIONS OF EMPLOYMENT

### A. Screening Process

Appointments to the faculty of Southeastern Baptist College are endorsed by the Board of Trustees upon recommendation of the administration as regulated by ABHE. The majority of the appointments are made for a 9-month period from August through May. The terms of employment of faculty and staff, both full-time and part-time are established at the time of employment. Policies and practices governing the appointment of the faculty are as follows:

1. The Provost/Dean of Academic Affairs keeps a file of resumes from prospective faculty members.
2. A candidate's qualifications are examined and an interview with the candidate follows. An interview by a collegial panel is also optional.
3. All faculty candidates must have an official background check completed.
4. Faculty members who teach in the division of Biblical studies must subscribe to the doctrinal statement of the Baptist Missionary Association of Mississippi. All other teachers must hold to all doctrines held cardinal to the Christian faith: the inspiration of the Scriptures; the creation of the heaven and earth as a direct act of God; the virgin birth of Jesus Christ; the blood atonement as the only way of salvation; the necessity of repentance and faith in order to be saved; the eternal security of the believer; the reality of a literal hell for the unsaved and a literal heaven for the saved; the literal return of Christ to the earth.

### B. Tenure and Dismissal

#### 1. Statement of Policies

Southeastern Baptist College has no provision for granting tenure to faculty members. All contracts are renewable at the discretion of the institution. A faculty member may be dismissed before the end of the contracted term. Such a dismissal may occur for doctrinal heresy, immoral behavior, unwillingness to cooperate with the administration, or any action that is deemed by the administration to bring reproach on the name of the college.

#### 2. Statement of Due Process

In case of termination of employment, the faculty member will be notified in writing by the administration at least fifteen days prior to the dismissal date. The letter will include reasons for dismissal and an explanation of the appeal process. Upon the receipt of the letter of dismissal, the faculty member may appeal to the administration committee consisting of the President and Dean of Academic Affairs. The administration may forego the fifteen-day notice in a situation of reproach upon the name of the college.

#### 3. Declaration of Non-Profit Status

Southeastern Baptist College is a 501C-3 non-profit entity and does not participate in Mississippi unemployment insurance.

### C. Description of Rank/Structure

The present rank and structure for faculty members of Southeastern Baptist College are as follows:

**Professor** - full-time faculty member who has a master's degree or higher

**Instructor** - any faculty member who is part-time or adjunct

*\*Any faculty member teaching a course(s) outside their area of academic preparation must complete additional coursework/receive certification for that field of study in order to comply with accreditation expectations: 15-18 hours of coursework. Faculty members have five years to comply with the expectations in order to be academically qualified.*

#### **D. Salary Schedule**

Five basic considerations determine the salary of a faculty member: academic credentials; prior experience; length of service at Southeastern Baptist College; salary base; and responsibilities beyond teaching. Faculty salaries are paid twice a month - on the fifteenth and the last working day of each month. Payments for the summer semesters are paid once at the close of the semester. Deductions are made from the salary for federal withholding tax and social security, except for ministers who are self-employed. The Board of Trustees review the overall salary structure annually and take into consideration additional factors, including cost of living increases and academic improvement.

#### **TO BE NOTED:**

**Faculty absences should be reported immediately to the Provost/Dean of Academics. Proper arrangement for class work missed is the responsibility of the instructor. The teacher pays the substitute on the basis of the part-time faculty pay. If the instructor can design meaningful assignments to compensate for his absence, a substitute instructor is not necessary. However, expenses incurred by the provision of a substitute will be deducted from the instructor's salary.**

**Faculty members on social security are subject to social security withholdings from their paychecks; however, ministers considered as self-employed are responsible for paying their own social security. That portion of the social security normally paid by the college on an employee shall be paid directly to the minister.**

**Permission for authorized travel which may be reimbursed from college funds must be obtained from the president of the college. Receipts for lodging, meals, and other travel expenses should be filled with the financial secretary when one applies for reimbursement. Mileage will be reimbursed with approval.**

#### **F. Public Relations Responsibilities**

Faculty should engage in SBC service, which may include committee assignments, work with student organizations, administrative duties, and so forth. Committees provide opportunities for shared governance. SBC Faculty are expected to project a positive and professional, Christ-like attitude in all forms of public engagement to represent themselves and the college in the best way possible. As part of their SBC service, faculty should participate fully in the life of the college. Their participation includes, but is not limited to, the following:

**Commencement:** Faculty are expected to participate in the line of march and attend commencement exercises. Faculty wishing to be excused from the ceremonies may apply to the SBC President, who makes the final ruling on the requests.

**Communication:** Faculty are expected to sign up for SBC email accounts and should check their email regularly, as e-mail is an important vehicle of campus communication. Prompt response to students is expected.

**Meeting Attendance:** Faculty are expected to attend departmental, college, and campus-wide meetings.

**Collegiality:** Faculty are expected to promote a collegial environment and uphold professional standards.

**Special projects and initiatives:** Faculty should participate in activities that include, but are not limited to, outcomes assessment, program review, and recruitment and retention activities. In addition to college service, faculty should engage in community service where their expertise, standing, and leadership may make a contribution and through which college-community relations will be enhanced. Faculty are encouraged and invited to attend SBC athletic events on and off campus, art shows, choir concerts, praise and worship events,

church services led by students and so forth.

On occasion, the faculty and staff may be asked to participate in various activities for the promotion of the college. Due to the size of the school, it is expected that all members of the staff be active in fund-raising and recruiting. Such activities may require one to:

- Serve on the Ad Hoc committee for promotional planning for special events.
- Make personal contact with prospective students by letter, by telephone, through calling campaigns, or as counseling necessitates.
- Serve as host/hostess for campus special events.
- Represent the college as guest speaker in the event there is conflict in schedule of the administrators.

### **G. Teaching Responsibilities**

Instructors are considered to be an extension of the administration, however subordinate to the administration, and shall, in addition to their respective subject content, help minister to the students' spiritual needs in conjunction to SBC's doctrine and tenants.

Teaching, which is central to the mission of SBC, is the single-most important faculty duty. Thus, faculty should exercise great care in managing their classrooms.

**Syllabi:** Faculty must provide syllabi for all their courses in accordance with SBC Policy and utilizing the SBC syllabus template. Each instructor is required to prepare a syllabus complete with objectives for each course assigned to him/her. The syllabus must be approved by the academic dean and a copy kept on file in the administration office. ***Each syllabus must be updated every time the course is taught.*** Content should be designed in such a manner as to reflect the emphasis of a Biblical Worldview as is described in the SBC Mission Statement.

The following items shall be included in each syllabus:

- Number and name of the course.
- Name and author of textbook(s)
- Course description (from catalog).
- Course objectives (with notations of which program objectives they address)
- Course requirements (library work, reading assignments, completing all quizzes, exams, etc.)
- Course procedure (how the objectives will be accomplished – lectures, student reports, exams, etc.)
- Teaching plan (board outline of course and suggested schedule for each week, exam dates, etc., should be put on a separate page.)
- Course grading (exactly how the final grade will be figured)

***[SEE THE SYLLABUS TEMPLATE found on Populi, top of screen under Files]***

**Textbooks** - Any requests for textbooks are to be submitted and approved by the academic dean. Each course's textbook information is posted on its *Populi* course portal. Students are responsible for purchasing their own textbooks online through avenues such as Amazon, Christian Book Distributors, etc., or by the rental process offered by the college.

**Office Hours:** Teaching faculty should keep regular **virtual office hours** for responding to and assisting students. These should be posted on the course syllabus and *Populi* page for the course.

**Record Keeping and Attendance:** Faculty should keep careful course records, including attendance and grades. Faculty **must report** attendance via Populi. Taking daily class attendance is mandatory and is needed for financial aid accountability, athletics, and more. Additionally, faculty must submit midterm and final grades in a timely manner as is dictated on the Populi Calendar.

**Course Evaluations:** At the end of every semester, students should have an opportunity to evaluate faculty and courses. Faculty should use the evaluation results to make appropriate improvements.

**ADA:** SBC complies with the requirements of the Americans with Disabilities Act of 1990 (ADA) and other federal and state laws prohibiting discrimination on the basis of disability. Students with disabilities who wish to receive reasonable accommodations should identify themselves to the Dean of Academic Affairs in a timely fashion to initiate the accommodations process. Faculty members are expected to work with the student to implement approved accommodations plans.

## **H. Standards of Personal Conduct**

### **1. Code of Ethics:**

An instructor or professor will seek to:

- Follow the rules of conduct required of students.
- Be consistent in one's personal devotional life and church attendance.
- Strive to follow the teaching of Scripture in order that one's life and ministry may result in a consistent living example and a classroom teacher of the highest level.
- Realize he/she is a representative of the college in all personal contacts.
- Express one's allegiance to the college by knowing and following its rules and policies.
- Produce mature Christian leadership by cooperating sympathetically and actively with his colleagues.
- Promote a positive workplace by supporting & encouraging fellow workers.
- Keep friendly relations with students while carefully preserving the dignity of one's position.
- Recognize the student's right to receive a full class period of profitable instruction.
- Respect the right of the student to ask questions.
- Strive for a just and unprejudiced appraisal of student work in terms of the school's grading system.
- Hold in confidence information one receives in student interviews, faculty meetings, correspondence, etc., except as such information may be required in his/her line of duty.
- Devote time consistently to research and exploration in one's own field of accomplishments.

**Communication:** Faculty should not divulge sensitive information that violates the Family Educational Rights and Privacy Act (FERPA) or college guidelines.

**Social Relationships:** Faculty should approach all relationships with college constituencies with honesty, respect, and cooperation, even in stressful or difficult situations. Faculty also should show tolerance towards others and should not allow personal biases to interfere with their teaching or SBC service.

**Responsibility:** Faculty should conduct SBC business dependably, accurately, and efficiently and should promote the safety of self and others. Caution should be exercised when posting sensitive or unprofessional material in a public domain, including personal websites and social media pages.

**Professionalism:** Faculty should show professionalism in their personal appearance, attitudes, and conduct at all times.

### **2. Outside Employment:**

Outside employment of employees is permitted at the discretion of the administration when it is believed that such employment will not interfere with the satisfactory performance of duties of the college. The faculty member is expected to consult the college administration when committed to or before committing to outside employment.

### 3. Extra-Curricular Responsibilities:

All faculty members are expected to attend & participate in **at least two** on-campus events during a semester (such as chapel, athletic events, etc.), as required in the faculty contract. Such responsibilities have to do with student life and activities or institutional development. Opportunities to participate will be provided by the Academic Dean (some assigned & some volunteer options, at the Dean's discretion).

## **I. Academic Load**

The policy of the college is to make full use of its teaching staff in order to provide the greatest quantity of instruction possible. Eighteen credit hours shall be considered the maximum load a teacher shall carry (the normal load is 15), counting two hours of laboratory instruction as one credit hour. If faculty members have other duties, the teaching load is reduced.

## **J. Faculty Grievance Policy**

As a member of the Southeastern Baptist College faculty, you have the right to fair and reasonable treatment. This treatment extends to all aspects of your relationship with the College, including adjudication of grievances, disciplinary action, and dismissal. Should you believe that you as a member of the Southeastern Baptist College faculty have been unfairly treated by the college or any administrator thereof, the following process should be utilized in an effort to address the problem.

1. Initial contact in most cases should be made with the Provost. The grievance should be explained and an opportunity given to investigate and attempt to bring satisfaction. If the problem is with the Provost, initial contact should be made with the President.
2. Should the Provost be unable to settle the situation to your satisfaction, contact the President of the SBC.
3. If attempts by the President to alleviate the problem fail, contact the chairman of the Board of Trustees of the College. His name, address, and phone number can be obtained from the President of the College and/or from the annual yearbook of the Baptist Missionary Association of Mississippi. The Board of Trustees is the final source of appeal in matters pertaining to the College.

## **FACULTY RESPONSIBILITIES**

### **Classroom Procedures**

#### 1. **Attendance**

Faculty members are expected to:

- a. Maintain complete and accurate records of student attendance and punctuality in class.
- b. Inform students at the beginning of each semester that, in the event of an emergency and the instructor is unable to attend class or notify the dean, they are required to remain 15 minutes and sign an attendance sheet.
- c. Online course attendance will be taken by the completion of weekly assignments required of the students.
- d. At any time throughout the semester, a request may be made by the instructor to the Registrar to have a student removed due to excessive absence, at which time, the student will be contacted to complete the proper withdrawal procedure.

#### 2. **Discipline**

Instructors shall command the respect of the students. Order and discipline are to be maintained at all times. Any disciplinary problem shall be handled by the instructor. Serious cases should be reported to the academic dean. Faculty are to be reminded that cell phones, earbuds, and Apple watches are to be strongly monitored.

#### 3. **Dismissal from classes**

Any student who continuously disrupts the class may be asked to leave and be counted absent at the

discretion of the instructor.

#### 4. **Assignments**

Instructors shall seek to make assignments appropriate to the level of the subject, with rigor but attainable. The quality of the assignment is as important as the length of time required to complete it. It is important that all work, especially written work, be of high caliber in respect to content and form. Students are expected to turn in assignments on times, with negative consequences administered for late assignments. All formal papers are to be in MLA format, a requirement within all junior and senior level courses; MLA format is not to be required or requested in freshman courses, and it is to be allowed (but not required) in sophomore courses. Formal papers are to be graded according to form, grammar, content, and the level of critical thinking.

#### 5. **Extra Work**

At the discretion of the instructor, extra work may be assigned to students who desire to make up absences, enhance grades, or for any reason that the instructor feels is appropriate to a given situation.

#### 6. **Incompletes**

Late work should receive an automatic reduction in grade at the discretion of the instructor. Additional grade units will be deducted according to the extent of lateness. (This does not apply to work that is incomplete at the end of the semester.)

#### 7. **Field Experiences**

Careful planning should be invested in proposed field experiences to prevent serious disruption of other learning experiences occurring at the same time. Each instructor must clear all plans with the Academic Dean and other instructors whose classes would be affected. Students missing classes due to field experiences will be counted absent, but evidence will be recorded that the absence was due to a field trip. Absences related to any college-approved trip will not be counted when determining excessive absences.

#### 8. **Assessments**

Daily, weekly, or monthly assessments may be given by instructors at their discretion and expressed in the syllabus. Each faculty member should use a variety of assessment procedures, and provide review as an effective teaching device. Avoidable absences from assessments should count as failures. Unavoidable absences place an obligation upon the instructor to arrange a make-up assessment. Final examinations are given in all courses and are expected to represent an evaluation of the work of the entire course. A copy of all final exams are to be submitted electronically to the Director of Instructional Effectiveness at the end of the semester.

#### 9. **Grading System**

The college uses a four quality point grading system.

A (90-100) - Superior Scholarship, 4 points

B (80-89) - Above Average, 3 points

C (70-79) - Average, 2 points

D (60-69) - Below Average, 1 point

F - Failure, 0 points

WP or WF - Withdrew (either passing or failing), 0 points

I - Incomplete, 0 points

IP - In Progress (coursework not complete yet)

#### 10. Changing Grades

Once a semester grade has been reported to the academic dean, it is considered final. The only valid reason for a change or computational errors on the instructor's part or the replacement of an incomplete grade.

#### 11. Incompletes

A student who is unavoidably absent for a final examination may be given a grade of "incomplete." An avoidable absence from a final examination shall count as a failure. An additional 2-3 week period may be given to do make-up work made necessary because of an illness or excused absence. At the end of the make-up period the instructor must submit a final grade based upon the work completed. An "incomplete" grade can be issued only when the student works out proper arrangements with the instructor before final exams. Any incomplete work must be completed within one semester, or the grade becomes an "F" at that time.

#### 12. Cheating and Dishonesty

Each instructor should follow the recommendations below to guard against possible cheating:

- Take precautions to avoid giving an opportunity for dishonesty.
- Remain in the classroom when examinations are given.
- Collect tests that will be re-used after examination.
- At the end of the period, erase questions written on whiteboards.
- For online courses, make sure approved proctors are being utilized.
- Place all electronic devices (cell phones, Apple watches, earbuds, etc.) in the provided container or personal purse/backpack until the end of class.

*If a student is discovered cheating/plagiarizing, the instructor shall give him an "F" on the work involved and refer the student to the discipline committee for other action should it be necessary.*

#### 13. Recording/Reporting

Each faculty member is required to keep a detailed and accurate record of student grades and attendance on the campus management system, *Populi*. Faculty members should be punctual in posting attendance and grades, as the Dean will be reviewing these course records regularly. At the close of the semester, instructors are expected to have final grades in *Populi* by the deadline designated by the *Populi* calendar.

#### 14. Graduation

All faculty members are required to attend graduation exercises, as stated in the faculty contract. Caps and gowns will be ordered by the office of the academic dean.

### C. Evaluation Procedures

The Dean of Academics evaluates faculty members by utilization of the following, developed by the administration and faculty. Faculty members are expected to cooperate with administrative personnel to complete these evaluation instruments.

1. *The Faculty Member Direct Observation Checklist* is completed by the Academic Dean throughout a semester. The Academic Dean directly observes the faculty member in the classroom setting and at on-campus events. This Checklist evaluates teaching effectiveness, course syllabi observance/application, and extra-curricular (volunteer and/or required) participation.

2. *The Faculty/Staff Questionnaire* is given out by the Director of Institutional Effectiveness once every two years to each instructor; results are then submitted to the Academic Dean. This questionnaire is filled in anonymously; it asks for general information concerning administrative leadership, faculty activities, faculty welfare, and physical plant resources.

3. *The Faculty Course Report* is submitted to the Director of Institutional Effectiveness (and results are given to the Academic Dean) at the end of each semester by each instructor. This form causes the instructor to

evaluate his methods of training, his grading system, the textbook(s) used, and course relationships to program objectives.

4. *The Student Course Evaluation* allows the students to evaluate the instructor. These forms are filled in anonymously by the members of each class near the end of the semester electronically, sent to the Director of Institutional Effectiveness, who then submits them to the Academic Dean, who later counsels with the instructor concerning the results. Faculty members are encouraged to look at the Student Course Evaluation Form as soon as possible after the grades are mailed out.

5. *The Assessment of Student Learning Dean/Faculty Member Conference* is conducted at the end of the academic year. Applicable course evaluation information (student course evaluations, faculty course reports, etc.) is reviewed by the Dean and the instructor is provided a final report; observations and plans for improvement are recorded.

## **GENERAL INFORMATION**

### **A. Calendar of Activities**

A calendar of all college activities is located in the workroom. Any person or organization planning activities must check the calendar before scheduling any event and post the scheduled activity on the calendar in advance to avoid possible conflicts. The designated place for the activity must also be specific.

### **B. Classroom Attire**

An instructor should be discreet in his/her choice of clothing, whether on or off campus, including trips made for college. Business casual is expected.

### **C. Maintenance**

Each instructor is expected to leave his classroom in an orderly condition at the end of each class period. There will very possibly be another class meeting in your classroom immediately following yours.

- Erase whiteboards
- Push chairs under tables (have students do this before they leave)
- Place all trash left in trash cans (have students do this before they leave)
- Turn off lights

### **D. Parking**

Faculty decals are required for all faculty (will be provided).

### **E. Purchasing Procedures**

Faculty requests for purchases must be made to the administrative offices.

1. Request purchase order form from the Business Office.
2. Gain approval from the Academic Dean or President.
3. Any purchase or service over \$1,000 must have a minimum of 3 bids in reference to equipment, supplies, or services.
4. Recipients must verify that such contractors and subrecipients are not suspended, debarred, or otherwise excluded pursuant to 31 CFR 19.300.
5. Return all purchase receipts for the approved purchases to the Business Office.

### **F. Intellectual Property**

The materials created by faculty members for courses (both traditional and online) are owned by those faculty members: they own the copyright to those materials and retain right of use. However, upon the *initial development of a new course* by a faculty member, the college will pay the faculty member a one-time payment for the future use of the materials (if the faculty member resigns from teaching at the college).

Likewise, students will own the copyright for all work done for a course. However, students should be informed in the syllabus of an online course that student participation will be recorded through various



mediums, and they will be required to post some work electronically. Others (specifically fellow students) may have access to that posted work.

#### **E. Real Property**

Faculty and/or employees[or relatives] are prohibited from profiting from SBC students. This includes solicitation or rental of property of any type to SBC students. Should any faculty member or employee be found to participate in this provision or manner which is deemed a conflict of interest or power differential, termination of employment is immediate.

## **POLICY ON ACADEMIC FREEDOM FOR SOUTHEASTERN BAPTIST COLLEGE**

### **Introduction**

A specific policy on academic freedom is made necessary because the general education core curriculum contains materials of a secular nature which might on occasion conflict with Christian beliefs or standards. In addition the library contains many books of a religious nature which contain points of view adverse to Baptist doctrine and practice.

The college policy on academic freedom presented below is based on certain assumptions.

### **Assumptions**

First, those times and places where the most restrictions on academic freedom have been imposed are the same times and places where historically the environment has been most unfavorable to the best interest of Christianity and truth.

Second, God is the Author of all truth and He has revealed that truth not only in the Bible but in all that He created. The Bible is 100 percent true but does not contain 100 percent of all truth. A study of the arts and sciences is beneficial to a Christian. A study of the Bible can help the Christian better understand the arts and sciences and help him or her distinguish the good from the bad. A study of the arts and sciences can help the Christian better explain and communicate Biblical truth.

Third, the primary concern of the supporting constituency of Southeastern Baptist College is the Christian character of the teacher in the classroom, as opposed to book censorship. The Baptist Missionary Association of Mississippi has historically exercised control over classroom activity not by restricting academic freedom through book censorship but by establishing criteria for teacher qualifications. The college policy on academic freedom is developed with the assumption that the Association continues to be comfortable with this historical approach to academic control without invoking any other restrictions on academic freedom.

Fourth, since Christian truth as presented in the Scripture has no worthy competitor and is in no danger when challenged or placed under scrutiny; since it can stand unshaken in the marketplace of ideas, then academic freedom can never lead to the demise of Christian truth, but to the contrary will serve to enhance the appearance of its glory.

### **Policy**

The faculty and students of Southeastern Baptist College shall be free to examine and discuss all sides of an issue and material resources relating thereto. Since faculty membership at Southeastern Baptist College is by constitution limited to Christian men and women of high moral standards who hold to doctrinal truths consistent with Christian beliefs, it is expected that those teaching secular courses shall use discretion whenever materials are encountered which contain language or concepts which may be offensive to Christian conscience and have

proper respect for such sensitivity in a student.

Since students enrolled in degree programs at Southeastern Baptist College must be born again Christians before being enrolled, it is expected that they shall be discreet whenever such objection materials may be encountered. It is expected that they shall allow for academic freedom while being themselves selective as to what is good and bad.

Students and teachers in Bible and Bible related courses shall be free to discuss all sides of doctrinal issues and examine all materials related thereto. Since the teachers in Biblical courses must by constitution adhere to the doctrinal statement of the Baptist Missionary Association of Mississippi, it is expected that they shall advocate no other view. However, they are free to examine, explain, discuss, refute, or question any material or views.

It should be understood that academic freedom does not include the use at any time of materials not recognized by the academic world as legitimate literature appropriate for use in an institution of higher learning or the use of materials which would be universally rejected by the Christian community because of their immoral nature.

## **POLICY ON BEHAVIORAL CONSTRUCTS**

### **Sexual Misconduct**

SBC is committed to providing a working environment that is free from all forms of discrimination and harassment, including gender-based discrimination and harassment. Sexual harassment, which includes sexual violence, is a form of harassment. SBC provides support and resources to students, faculty and staff to address concerns related to gender-based discrimination and harassment, including sexual misconduct.

### **Consensual Relationships**

The educational mission of SBC is promoted by professionalism in faculty-student and supervisor-employee relationships. This professionalism is fostered by an atmosphere of mutual trust and respect. Actions of students and faculty members and supervisors and their employees that tend to harm this atmosphere undermine professionalism and hinder fulfillment of SBC's mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse their power in such a context violate their duty to the academic community.

Faculty members exercise power over students and supervisors exercise power over their employees, whether in giving grades or promotions, praise or criticism, evaluations or recommendations for future employment, or conferring other benefits on them. Amorous relationships between students and faculty members or employees and their supervisors are obviously inappropriate when the faculty member or supervisor has professional responsibility for, and thus power over, the student or employee. These situations greatly increase the probability that the faculty member or supervisor will abuse this power and sexually exploit the student or employee.

Given the fundamentally asymmetric nature of, and the "power differential" inherent in such relationships, any appearance of voluntary consent on the part of the student or employee is suspect. Moreover, others in the department may be affected by the unprofessional behavior because it places the faculty member or supervisor in a position to advance or favor one student's or employee's interests at the expense of others, and implicitly makes obtaining benefits contingent on amorous or sexual favors.

A consensual relationship between a supervisor and an employee in the reporting line to the supervisor is viewed by SBC as inappropriate and unethical, regardless of whether both parties appear to have consented to the relationship.

Consensual Relationships Within the Instructional Context - No faculty member shall have an amorous

relationship (consensual or otherwise) with any student who is enrolled in a course being taught by the faculty member, or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

Consensual Relationships Outside the Instructional Context - Amorous relationships between students and faculty members, even those occurring outside the instructional context, are suspect by nature and may lead to difficulties. Particularly when the student and the faculty member are in the same academic unit or in units that are academically allied, relationships viewed by both parties as consensual may appear to others to be exploitative. If a complaint of sexual harassment is made in such a situation, it will be exceedingly difficult to defend the faculty member's conduct on grounds of mutual consent.

Further, in such situations (and in others that may occur in the future, which neither party can anticipate,) the faculty member may face serious conflicts of interest. In certain instances, it may be necessary for a faculty member to withdraw from participation in activities or decisions that tend to reward or penalize the student involved. A faculty member who fails to recognize these conflicts of interest and withdraw accordingly may reward or penalize a student with whom the faculty member has had an amorous relationship. In these cases, the faculty member has violated her or his ethical obligations to the student, to colleagues, and to the institution. Moreover, actions that occur after the breakup of these relationships may cause problems. For example, the lack of a favorable recommendation for the student from the faculty member may be viewed as retaliation for "breaking up" and may be actionable.

For all of these reasons, therefore, SBC considers consensual relationships between faculty and students, even if outside the instructional context, as unwise and strongly discourages these relationships.

(As used in this policy, the term "faculty" or "faculty member" includes all instructional staff, including graduate students with teaching responsibilities.)

### **Minor Compliance**

No person age 18 years or older shall have one-on-one contact in a non-public area with a minor. A minor is defined as any person under the age of 18 who is not enrolled at SBC. An adult is any person 18 years of age or older. One-on-one contact is defined as personal, unsupervised interaction between a minor and an adult without at least one other adult, parent or legal guardian present. A non-public area is defined as any place where one would not normally anticipate others to be present or an area that is out of view of others.

#### **Duty to Report**

You are required to immediately report any known or suspected abuse or neglect of a minor.

1. Call the Mississippi Department of Human Services (800-222-8000) and provide them with written notification of who is believed to be involved and what was observed.
2. Inform local police (911); and
3. Inform the Office of the President (662-426-6346).

Failure to comply with the reporting requirements of this policy may result in disciplinary action, up to and including termination of employment. Additionally, anyone who fails to notify the Department of Human Services may be subject to criminal penalties pursuant to Mississippi Code Annotated §43-21-353.

### **Requirements for Covered Programs**

Hosting minors on campus for events and special presentations requires advance permission from SBC leadership. Please contact the Office of the President for more information.

