

University of Los Angeles  
College of Divinity

FACULTY HANDBOOK  
2021-2022



Board Approved August 29, 2019

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**Board Members:**

Issac Gordon, MBA, CPA, Board President

Linda Costa, Board Vice President

Dr. Charles Parcell

Dr. Luther Guynes

Kris Wyatt, JD



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University of Los Angeles College of Divinity

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## SECTION I

### INTRODUCTORY STATEMENT

Welcome to The University of Los Angeles College of Divinity College of Divinity. We are pleased that you have chosen to serve Jesus Christ together with us. The information provided in this handbook reflects the current policies, procedure, and practices of The University of Los Angeles College of Divinity College of Divinity and applies to all faculty members. The President, Board, and/or the Vice President of Academic Affairs are authorized to review, delete or make changes to the policies without prior notification and this manual is revised and updated yearly.

The University of Los Angeles College of Divinity College of Divinity maintains a Biblical view in the employment relationship. Colossians 4:1 admonishes masters (employers) to give that which is right and fair. Hence, it is the goal of The University of Los Angeles College of Divinity College of Divinity to provide such an atmosphere and to treat each employee as Christ treats us. Faculty are expected to maintain a respectful and service oriented attitude as Ephesians 6:5-8 expresses. In keeping with these Biblical commands and to ensure that things be done in the proper fashion, we have designed the faculty handbook for your benefit and to ensure a successful working relationship.

The University of Los Angeles College of Divinity College of Divinity is committed to providing an environment that facilitates personal growth and service. When policies and procedures are clear and understandable, faculty and staff can then perform their duties efficiently. This handbook has been created with the goal that it will be helpful in equipping you for service.

It is our goal to provide a life training center based upon the calling of God, a resource for the pursuit of knowledge and wisdom, and prepare each student to successfully traverse their own successful service to the Lord. The current faculty at The University of Los Angeles College of Divinity College of Divinity has hundreds of combined years of experience in education and teaching.

## HISTORY OF THE COLLEGE

The Vision for the University Of Los Angeles College Of Divinity was birthed in the minds of Dr. Alan Miller, Ph.D. and Dr. Cornelius Welch, M.D. in 1982. United States Ecclesiastical Society and Seminary was founded in Santa Monica, CA as a non-denominational Christian educational institution for non-traditional studies to train Christian leaders. The Seminary was originally focused on training for ministry and ordination for church leaders.

As U.S.E.S.S. grew, several programs were added and the number of students increased. Eventually three Doctorate degrees were added to the already vibrant undergraduate program. The Doctorate program in Practical Theology as well as the Doctorate in Divinity proved to be very popular within the Church community. Eventually several certificate programs were added which allowed for beginning students to attend without making a lengthy commitment.

After the leadership of the school passed on the educational programs became dormant until revived by new directors. After a few years and under the direction of Rick Wardell, the school re-opened and started serving students again. By 2014 U.S.E.S.S. was operating in a newly acquired 15,000 square foot building in Compton, California.

In 2015 Dr. Luther Guynes, Ph.D. was named the third President of U.S.E.S.S. and his leadership led to a name change to the University of Los Angeles College of Divinity College of Divinity. While accreditation is not required for a religious institute offering training in the Ministry, the board became aware some students would like to work and minister in a secular setting. With this in mind the board was determined to take new and bold steps to strengthen its educational programs and improve its response to the local community of Compton, Watts and South Central Los Angeles. It was determined that to best serve and minister to the local educational needs we would pursue accreditation.

In 2017 the University of Los Angeles College of Divinity begins the accreditation process in applying to become members in IABCS. International Association of Bible Colleges and Seminaries is the fastest growing, oldest, theological accreditation organization in the United States of America.

Quality Religious Accreditation is the IABCS Passion! The passion for quality religious accreditation began in the early 1950s when Bible college and seminary leaders officially founded the “Southern Accrediting Association of Bible Colleges, Institutes and Seminaries” and chartered under that name in Georgia in 1954. Over the years, the working name emerged to our current name, International Association of Bible Schools and Seminaries (IABCS).

### **Quality Religious Accreditation Standards**

1. Non-Governmental Editorial Control – Bible schools and seminaries welcome appropriate relationships with governmental institutions, such as obtaining 501(c) 3 statuses and such. More and more Bible schools and seminaries want to hold each other accountable for the standards that deliver quality religious accreditation.
2. Peer School Accountability – Accreditation agencies like IABCS have rigorous standards and processes for ensuring that member schools are complying with such things as quality instruction, proper governance, financial stability, accurate record keeping, and much more. Schools in IABCS voluntarily hold each other accountable so that quality religious accreditation is possible for members’ schools.
3. Site Visits – IABCS has implemented site visits where peer leaders actually evaluate member schools to gain a third party opinion on compliance to IABCS rigorous standards.

Utilizing effective educational strategies, IABCS has become a catalyst for many institutions to grow their student body and add credibility to their curriculum. The members promote mutual transferability of academic coursework among all IABCS schools.

In 2018 the University of Los Angeles College of Divinity received full membership and accreditation recognition from IABCS. This successful endeavor prompted the board to undertake the exploration of moving forward with TRACS accreditation. The board, the president and administration, as well as the faculty and staff are fully engaged in taking the bold steps to see accreditation is completed with TRACS.

As part of this process the board has determined it is prudent to focus on the undergraduate mission to best serve our Compton, California community. With the encouragement of many local churches and the support of the surrounding community the several important steps have been taken by in order to best serve God. Firstly, the name of the University has been shortened to the University of Los Angeles College of Divinity and The California College of Divinity was recognized as the arm of the College responsible for certificates and ordination. Secondly, all certificate and ordination courses are countable credit classes that lead to our A.A. and B.A. degrees. This creates the opportunity and encourages students to start small in our programs by earning a certificate in: Bible Studies, Christian Counseling, Christian Education or Religious Studies. These 12 unit certificates then become the first 12 units of an A.A. Degree which in turn can ultimately become a B.A. Degree. Finally as we observe the continued destruction of our society in the major cities in our country, we strive to be a “Christian Oasis of Learning” in the areas of South Central Los Angeles, Watts and Compton locally, while continuing to offer our non-traditional Christian education on-line to the world.

“Blessed are those who hunger and thirst for righteousness, for they will be filled” (Matthew 5:6).

## **Mission Statement**

The University of Los Angeles College of Divinity’s mission is to teach and train servant leaders to excel spiritually, intellectually, and practically in the ministry and selected lay vocations. Our Christian College exists to help build the Church, advance the work of God and impact society through embodying excellence in programs of Christian higher education and development in the Christian faith, thought and practice. The University accomplishes this mission through a comprehensive program of biblical, theological, and general education, Christ-centered service and support, and applied scholarship in practical environments.

- We nurture the talents of each other.
- We inspire a sense of responsibility for each other.
- We challenge each other to embrace diversity.
- We motivate each other to respond compassionately to the needs of others, especially the poor.
- We provide exceptional and unparalleled programs to students of all diverse intellectual and academic backgrounds.
- We set high standards for each student through individualized and an advanced curriculum.

Board Approved July 2018  
Re-Affirmed August 2019

## FOUNDATIONAL UNDERPINNINGS

***Before all else be committed to Jesus Christ - accomplishing his will and advancing His kingdom on earth as it is in heaven.***

- Teach students to read, think, understand and trust the Bible, by grounding them firmly in the truth through a biblical worldview.
- Be devoted to evangelism, discipleship and to prayer without ceasing.
- Be committed to our loving God with all our heart and soul, mind and strength, by pursuing excellence in spiritual guidance, academics, athletics and extracurricular activities, doing all for the glory of God, which will enhance God's glory.
- Teach students to think critically, speak and write clearly and effectively use technology effectively, develop interpersonal skills, and pursue personal and professional ethics through biblical literacy and integration.
- Provide opportunities for students to serve locally and globally, and promote a culture of lifelong commitment to servant-leadership.
- Influence, engage and transform our culture with truth that promotes biblical values that are foundational to Western Civilization, especially truth telling as follows:
  - Support the centrality of family
  - Maintain traditional sexual morality and marriage between one man and one woman.
  - Support the sanctity of life
  - Give compassion for the poor
  - Have a biblical understanding of human nature
  - Support personal, economic, religious freedom and ethical responsibility
  - Support free market compassionate capitalism, and property rights
  - Support natural law, the original meaning of the Constitution and Judicial restraint
  - Protect International human rights and the advancement of freedom throughout the world.
- Prepare students to be leaders of influence in their families, community, state, nation and world through the church, the family, business, government, education, health care, media, the arts, and every aspect of society.

## STATEMENT OF FAITH

**The University of Los Angeles is conservative in its stance regarding the Scriptures, the 66 canonical books as being a historically trustworthy and the authoritative written revelation of God. Its fellowship and discipleship shall be predicated upon the following Declaration of Faith:**

1) We believe in the Scriptures of the Old and New Testaments as being verbally inspired by God and therefore as being inerrant in the original writings.

*2 Timothy 3:16-17; Psalm 19:7; Isaiah 8:20; 2 Peter 1:20-21*

2) We believe in one God, eternally existing in three personas: Father, Son, and Holy Spirit.

*Isaiah 45:21-22; Jeremiah 10:10; Genesis 1:26; Matthew 28:19; John 1:1-14; Matthew 3:17*

3) We believe that Jesus Christ was conceived by the Holy Spirit, was born of the Virgin Mary, is the true God and true man, and is the only Mediator between God and man.

*Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38; Luke 11:7; John 1:1-14; Galatians 4:4; 1 Timothy 2:5*

4) We believe that man was created in the image of God, but that he sinned and thereby incurred physical and spiritual death which is separation from God.

*Genesis 1:27; 1:31; 2:7:2:6-17; Genesis 3; 1 Corinthians 15:21; Romans 6:23*

5) We believe in the atoning death of the Lord Jesus Christ as a substitutionary sacrifice for our sins, and that all who believe in Him are considered sinless on the grounds of His shed blood.

*1 Peter 1:18-19; 2:24; Acts 16:31; Ephesians 1:7; John 1:7; Ephesians 2:13; Revelation 1:5; 12:11*

6) We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, and baptized by Him into that spiritual body (church) of which Christ is the head.

*John 3:3-7; 1:12-13; 14:16-17; 1 Corinthians 12:12-13; Colossians 1:18,24*

7) We believe in the eternal security of all who trust in our Lord Jesus Christ as personal Savior.

*John 3:16; 10:28-29; Romans 8:35-39; 2 Timothy 1:12; Jude]*

8) We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life as High Priest and Advocate.

*Psalm 16:10; Matthew 28; Mark 16; Luke 24; John 20-21; Acts 2:22-36; /Corinthians 15; Acts 1:10-11; Hebrews 5:1-10; 7:23-28; 1 John 2:1*

9) We believe in "that blessed hope," the personal, premillennial, and pretribulational return of our Lord Jesus Christ to rapture the Church (*John 14:1-6; 1 Thessalonians 4:13-18; Titus 2:11-13*) and His visible Second Coming to earth to establish His kingdom. (*Psalm 2:1-9; Isaiah 9:6-7; Daniel 7:13-14; Zechariah 14:1-9; Acts 1:6-11; Revelation 19:11-20:15*).

10) We believe in the observance of two ordinances by the church: the baptizing of believers in water and the serving of the Lord's Supper in worship.

*Matthew 28:19-20; Acts 8:34-39; Romans 6:1-11; Matthew 26:26-29; /Corinthians 11:20-34*

11) We believe that a local New Testament Church consists of a company of baptized believers who have voluntarily associated themselves for worship, for instruction, and for service to our Lord.

*Acts 2:41-47; 1 Corinthians 14:26; 1 Timothy 3:14-15; Titus 1:5; 2:1-10*

12) We believe that a local New Testament Church is a worshiping body of believers committed to reaching the lost. Moreover, it must be free from interference by any political authority. Therefore, the Church and state must be kept separate as having different functions, each fulfilling its duties free from the dictates or patronage of the other.

*Acts 6:3-6; Acts 4:19-20; Acts 5:29; Acts 13:2-4; Acts 15:2; Acts 15:22-31*

13) We believe in the bodily resurrection of the saved. The saved shall appear in Heaven at the Judgment Seat of Christ to receive rewards and to dwell with Him for all eternity. The lost shall be judged at the Great White Throne and be cast into eternal hell.

*John 5:25-29; 1 Thessalonians 4:13-18; Ephesians 2:8-9; 1 Corinthians 3:11-15; Luke 16:19-31;*

*Revelation 20:11-15; 1 Corinthians 15:35-58; Romans 14:10-12; 2 Corinthians 5:9-10*

14) We believe that every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his or her own conscience.

*Deuteronomy 24:16; Ezekiel 18:1-4; Matthew 22:21; Mark 9:38-40; Romans 14:10-12; Corinthians 10:23-33*

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## EDUCATIONAL UNDERSTANDINGS

We believe that all true knowledge emanates from God, who is the creator, controller, and consummator of the Universe. He has revealed truth to man that man cannot discover for himself, because of man's rebellion against God. This rebellion was triggered, since man did not desire to retain the concept of God in their knowledge system, and God gave them over to be controlled by an undisciplined mind.

Even with the revelation of absolute truth as presented in The Word of God (Bible) man could not by himself comprehend truth since his interpretive system was also undisciplined.

Therefore, the Spirit of God, came for special purposes in the Old Testament era, and was given to indwell the believer in the New Testament economy. In both periods, man was dependent upon the Spirit of God to illuminate the revealed truth of God so that man could comprehend its meaning.

Upon these truths, The University of Los Angeles College of Divinity has constructed its Philosophy of Education. We believe Education is a spiritual teaching and learning activity involving cognitive knowledge interpreted by both revelation and illumination to provide a thorough comprehension of humanity.

We believe that the educational design of our curriculum must be to foster true change within the lives of our students based on the biblical concept of renewing the mind. Thus our theories of learning must not be limited to the impartation of knowledge to the student, but developing within the student the abilities and methodologies to become a self-directed learner engaged in life-long learning. Another objective of The University of Los Angeles College of Divinity is to develop within these life-long learners the following Core Competencies as they complete any of our educational programs.

### VALUES:

Core values as the basis for setting priorities and making each of life's decisions and choices.

### WORLDVIEW:

A biblical worldview which is the basis for interpreting all knowledge.

### COMPREHENSION AND COMMUNICATION SKILLS:

The ability to effectively comprehend, analyze, reflect and respond to oral, visual and written information; and to communicate effectively through spoken, written, and other appropriate forms of expression.

### PROFESSIONAL DEMEANOR:

The University of Los Angeles College of Divinity will strive to usher prepared students into their vocational enterprises vested with appropriate knowledge, abilities, skills, and leadership acumen to achieve success.

### CRITICAL THOUGHT PROCESS AND INFORMATIONAL COMPETENCE:

Students will be able to select, analyze and assess the accuracy, credibility, reasonableness, and relevancy of questions, arguments, or issues, and determine the possibility of a solution.

## SOCIAL AWARENESS AND DUTY:

Graduates will enter their social enclave with a keen awareness of the social, moral, cultural, environmental, and biblical perspectives; and demonstrate personal responsibility in relation to each. Personal and Professional Ethics: Graduates of The University of Los Angeles College of Divinity will demonstrate in personal relationships and vocational associations a Biblical standard of ethical conduct.

## DEFINING OUR TEACHING-UNDERTAKING

The educational task of The University of Los Angeles College of Divinity is a serious planned endeavor based upon Biblical teaching/learning concepts, precepts, and principles. We are seeking to design a curriculum for a Christian College in a post-modern world. We believe this task has four major components as follows:

1. First, we believe we must provide a balanced foundation of cognitive knowledge, for life and professions, from the multiple disciplines of human knowledge.
2. Second, we believe that we must transform the life of the student by “renewing” or literally “refurbishing” the mind of the student. This “refurbishing of the mind must first reprogram the value system of the student with a biblical value system, since values are the basis for all decisions of life and vocation. Secondly we must make certain that the interpretative system of the student is a biblical worldview, since a person’s worldview is the vehicle by which, he interprets all knowledge. Thirdly, we must make certain that the student’s authority system is a biblical authority system since this is the basis for all behavior. Transformational education can only be achieved as the Mind of Christ is developed within the student.
3. Third, our educational outcomes must be designed to build the character of the student through a process of Spiritual Formation; co-laboring with the Holy Spirit in his work of conforming each student to the likeness of Jesus Christ.
4. Fourthly, our task must include the development of abilities, skills, and understandings enabling the student to achieve success in his individual vocation, or God calling.
5. Since values are the drivers for decision, and transformation is a result of multiple choices and decisions, we have identified a core of values that must be foundational to biblical, transformational education.

## UNIVERSITY OF LOS ANGELES COLLEGE OF DIVINITY CORE VALUES

Our core values articulate the ideals that guide the operations of The University of Los Angeles College of Divinity College of Divinity in pursuit of providing a Christ-centered education for character. Our values are a conceptual framework by which our institution holds itself accountable.

### **TRUTH**

Acknowledging that God is the source of all truth, we emphasize a balanced application of scripture, reason, tradition and experience. We use our values as the measure through which we test and approve truth as we explore, study and appreciate God's creation.

### **SPIRITUAL FORMATION**

Granting that God has called every individual to full devotion to Christ, we are committed to providing an environment through which each individual can develop and sustain a maturing relationship with God.

### **COMPREHENSIVE EDUCATION**

Realizing that character is a reflection of the whole individual (spiritual, emotional, intellectual, physical, social, environmental and vocational), we are dedicated to providing a personalized and balanced liberal arts education.

### **EXCELLENCE**

Appreciating that excellence provides an opportunity to honor God and inspire people, we promote an environment of innovation, where people are equipped and encouraged to serve with distinction.

### **PRAYER**

Recognizing God's invitation, we continually and consistently utilize prayer as the primary means through which we seek guidance and counsel, articulate our praise and thanksgiving, and ask for God's action and intervention.

### **COMMUNITY**

Understanding that God has uniquely created every individual, we seek to provide an environment where each person is treated with love, respect and dignity.

### **INTEGRITY**

Believing that our actions reflect on the character of Christ, we adhere to the highest moral and professional standards for all personal and corporate interactions.

### **SERVICE**

Knowing that God has challenged every individual to active service, we foster an environment where we can develop our leadership expertise in order to effectively minister.

### **LEADERSHIP AND FOLLOWERSHIP**

Trusting that effective leadership and followership is an outcome of humble service and spiritual gifting, we strategically sustain an environment where each person can excel in response to God's wisdom and

leading for their lives.

## **SECTION II**

### **PERSONNEL POLICIES**

The University of Los Angeles College of Divinity relies upon the accuracy of information contained in the employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

In processing employment applications, The University of Los Angeles College of Divinity may obtain a background check. The University of Los Angeles College of Divinity takes an adverse employment action based on the background check, a copy of the report and other documents required by law will be provided to the employee.

### **CLASSIFICATION OF EMPLOYEES**

Each employee is designated as either nonexempt or exempt from Federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of Federal and state wage and hours laws, including the provisions requiring overtime pay. Non-exempt employees are generally referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether they are considered a non-exempt or an exempt employee. If the employee’s exemption status changes during the course of his employment, the employee will be notified of that change in writing.

In addition to the exempt classification, each employee will be classified in one of the following employment categories.

Regular full-time employees are those who are regularly scheduled to work more than thirty-five hours a week, who are not in a temporary or introductory status. Regular full-time employees are eligible for The University of Los Angeles College of Divinity benefit package, subject to the terms, conditions, and limitations of each benefit. Introductory employees are newly hired employees who are being evaluated to determine whether further employment with The University of Los Angeles College of Divinity is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or part-time employees.

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any initially stated period of time does not change the employee’s temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as Social Security, but are ineligible for all of The University of Los Angeles’s other benefits, unless there is a specific written agreement to the contrary between the employee and The University of Los Angeles College of Divinity.

University faculty (unless primarily employed as hourly employees in a non-faculty position) will be considered exempt (salaried) employees. This applies regardless of the number of classes taught, as they are not paid on a basis of hourly wages.

## EMPLOYEE CATEGORIES

### FULL TIME (CONTRACT)

Administrators

(12month)

Administrative Staff

(12 month)

Full Time Faculty

(10 months)

Coaches-TBD

Teaching Personnel under full time contract will be considered full time when teaching and average of at least 12 semester hours or performing equivalent work as approved by the Vice President of Academics Affairs during the fall and spring semesters.

Non-teaching personnel under full time contract will be considered full time when employed at least 1,000 hours during a 12-month period. (A nine-month employee working 30 hours a week for 36 weeks equal 1,080 hours worked.)

### Part Time (Stated Contract)

Faculty

Non

Teaching Adjunct Coaches

### Part Time (No Contract)

Hourly employees

## EMPLOYEE BENEFITS

At this time health insurance policies are not available. Term and life insurance are available to all employees. For additional information, please contact Mr. Isaac Gordon, the Director of Business and Human Resources.

## IMMIGRATION LAW COMPLIANCE

The University of Los Angeles College of Divinity is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control

Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with The University of Los Angeles College of Divinity within the past three years, or if their previous I-9 is no longer retained or valid.

## EQUAL EMPLOYMENT OPPORTUNITY

University of Los Angeles College of Divinity believes that spiritual unity among all its employees is essential to the fulfillment of our mission (1 Cor. 1:10; Eph 4:1-4, 16). The University of Los Angeles College of Divinity further believes that all are created equal in the image of God (Gen.1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The University of Los Angeles College of Divinity will be based on merit, qualifications, and abilities. The University of Los Angeles College of Divinity does not discriminate in employment opportunities or practices on the basis of race, color, gender, national origin, age, disability or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below:

As a religious entity, The University of Los Angeles College of Divinity is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of The University of Los Angeles College of Divinity to utilize only staff members of like faith who subscribe without reservation to The University of Los Angeles College of Divinity Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives.

Furthermore, The University of Los Angeles College of Divinity is legally permitted to make employment decisions concerning its employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics.

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit The University of Los Angeles College of Divinity's constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics.

The University of Los Angeles College of Divinity will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to The University of Los Angeles College of Divinity. This policy governs all aspects of employment as follows:

- Selection
- Job Assignment
- Compensation
- Discipline
- Termination
- Access to Benefits and Training.

## PERSONNEL FILES

The University of Los Angeles College of Divinity maintains a personnel file on each employee. Files are kept in the human resource office. The personnel file includes such information as the employee's job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should notify the Vice President of Academic Affairs in writing of any changes, including the following: name, address, telephone number, marital status, number of dependents, and persons to be notified in case of an emergency.

Personnel files are the property of The University of Los Angeles College of Divinity, and access to information they contain is restricted. Only members of the administration, who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own file should contact the Vice President of Academic Affairs. Within a reasonable time after their request, employees will be allowed to review their personnel files in The University of Los Angeles College of Divinity's offices in the presence of the Director of Human Resources at The University of Los Angeles College of Divinity.

## HIRING PROCEDURES

All applicants must submit an application to the Vice President of Academic Affairs. It is the policy of The University of Los Angeles College of Divinity to check the employment and personal references of all applicant to ensure that individuals who join The University of Los Angeles College of Divinity are spiritually, professionally, and personally qualified for the position to which they have applied.

The University of Los Angeles College of Divinity relies on the accuracy of information in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

To complete an application, please visit our website at [universityoflosangeles.org](http://universityoflosangeles.org)

## OVERTIME

Overtime is defined as all hours worked in excess of forty hours in one week or as otherwise defined by state law. Non-exempt hourly employees are prohibited from working overtime without prior approval from their supervisor. It is The University of Los Angeles College of Divinity's desire not to require overtime work

of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, non-exempt hourly employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.

Overtime compensation is paid to all nonexempt hourly employees in accordance with Federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off, on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The practice of granting hour-for-hour compensatory time, often referred to as “comp” time, for overtime hours worked is prohibited.

Failure to work scheduled overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

## CODE OF CONDUCT

Faculty members are expected to uphold the highest standards of Christian behavior as well as the mission of The University of Los Angeles College of Divinity. The University of Los Angeles expects all faculty members to uphold its doctrines and standards set forth. Faculty must uphold and set an example in the highest Christian virtue and personal decorum, serving as a genuine Christian role model. Faculty members are expected to conduct themselves in a Christ-like manner in order to present a good personal and Christian testimony. The following are examples of conduct that are not in harmony with the consecrated Christian life. Faculty members engaging in such conduct or similar conduct will be subject to discipline, up to and including termination of service

- Drinking or possessing alcoholic beverages, illegal drugs or use of tobacco products
- Sexual harassment or misconduct
- Falsifying information on application, reports, records
- Theft, destruction, defacing or misusing of college or personal property
- Viewing or possessing pornography
- Gambling, or attending questionable venues
- Use of vulgar or abusive language
- Engaging in sex outside of a legal marriage
- Engaging in or threatening acts of workplace violence such as threatening or intimidating a coworker or any other person
- Excessive absenteeism or any absence without notice
- Unsatisfactorily performing job responsibilities
- Lying
- Behaviors rooted in hatred and malice

These examples of prohibited behaviors are not intended to be an all-inclusive list. At The University of Los Angeles College of Divinity’s discretion, any violation of The University of Los Angeles College of

Divinity's policies or any conduct considered inappropriate or unsatisfactory may be subject to disciplinary action. The College expects employees to adhere to the policies and procedures for grievance resolution.

## SEXUAL AND OTHER FORMS OF HARRASSMENT

The University of Los Angeles College of Divinity seeks to promote a productive work environment in which all faculty and staff members reach their full spiritual and professional potential. The University of Los Angeles College of Divinity will not tolerate verbal or physical conduct by any staff or faculty member or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a staff member's race, national origin, disability, pregnancy, age or sex. No faculty or staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

## CONFLICTS OF INTEREST

The University of Los Angeles College of Divinity expects that each staff and faculty member will use good judgment, Biblical and ethical standards, and honesty in all business dealings with and on behalf of The University of Los Angeles College of Divinity. All Staff and faculty members have a responsibility to avoid any **conflicts of interest** or the appearance of conflict of interest.

## DRESS CODE

All University of Los Angeles College of Divinity employees are expected to exhibit professionalism in their dress. The image presented by The University of Los Angeles College of Divinity employees should be one of moderation, neatness and good taste. Any question about appropriate dress must be addressed with the employee's supervisor.

## SOLICITATION and DISTRIBUTION

The University of Los Angeles College of Divinity encourages its faculty members to "exhort one another" by sharing resources such as Christian books, recordings, sermons and articles with each other that would promote spiritual and intellectual growth. The University of Los Angeles College of Divinity further encourages its staff and faculty members to support college fundraising efforts and allows solicitation of funds for college fundraisers. Faculty members engaging in these activities should ensure that they do not unduly interfere with the staff member's performance of college duties.

Faculty members may not solicit donations or sales to non-University of Los Angeles College of Divinity related causes on the college premises without the prior approval of the President.

The posting of written solicitations on The University of Los Angeles College of Divinity's bulletin board is restricted. These bulletin boards display important announcements and memoranda concerning college and employment information and should be regularly reviewed by all faculty members.

If faculty members have a message of interest to the entire faculty, they may submit it to the Vice

President of Academic Affairs before posting.

## WORKPLACE VIOLENCE PREVENTION

The University of Los Angeles College of Divinity is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, The University of Los Angeles College of Divinity has adopted the following guidelines to deal with intimidation, harassment, and threats and incidents of violence that may occur on its premises.

Conduct that threatens, intimidates, or coerces another staff member, visitor, or a member of the public at any time, including off duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by Federal, State, or local law.

Faculty members who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to the Administration as soon as possible.

This includes threats by faculty members, as well as threats by visitors, or members of the public. The report should be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incidents to the administration.

Faculty members should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

The University of Los Angeles College of Divinity will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, The University of Los Angeles College of Divinity may place employees on administrative leave, either with or without pay, pending investigation.

Any faculty member determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of service.

## DRUG and ALCOHOL TESTING

Faculty members must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of alcohol or drugs.

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and The University of Los Angeles College of Divinity use of the test results for purposes of administering its discipline policy. Employees refusing consent for these

purposes or testing positive for alcohol or illegal drugs are subject to disciplinary action, up to and including termination of employment.

The test will be paid for by The University of Los Angeles College of Divinity. The records of the examination will be the property of The University of Los Angeles College of Divinity and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee's designees, public agencies, and relevant insurance companies.

Faculty members must report to the administration their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

## PROCEDURES FOR ADDRESSING GRIEVANCES

- A. An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Examples of matters that may be considered appropriate disputes under this policy include:
1. A belief that faculty staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to faculty members.
  2. Treatment considered unfair by a faculty member, such as coercion, harassment, or intimidation.
  3. Alleged discrimination because of a legally protected status such as race, color, gender, age, national origin, or disability.
  4. Improper or unfair administration of employee benefits or conditions of employment such as such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.
- B. Faculty members should notify the administration in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for faculty members with appropriate complaints. As used in this policy, the term "timely fashion," "reasonable time," and "promptly" generally will mean five working days.
- C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the faculty member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a faculty member does not file a timely appeal or when a decision is made in the final step and the right of the appeal no longer exists.
- D. Staff members who feel they have an appropriate dispute should proceed as follows:
1. Step One-Promptly brings the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the faculty member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel

file (if applicable).

2. Step Two-Appeal the decision to the Vice President of Academic Affairs, if dissatisfied with the supervisor's decisions, or initiate the procedure with the Vice President of Academic Affairs if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose.

(TRACS 9.10.J 10.18 10.19)

The supervisor's version of the dispute and decisions will then be submitted using a similar written form. The Vice President of Academic Affairs will, in a timely fashion, confer with the faculty member, the supervisor, and any other members of the administration leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

3. Step Three-Appeal an unsatisfactory department head decision to the Executive Vice President. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Executive Vice President will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

- E. Final decision on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as a policy. When appropriate, the decisions will be retroactive to the date of the faculty member's original dispute notification.
- F. Information concerning an employee dispute should be confidential. Supervisors, Vice President of Academic Affairs, and the administration who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- G. Time spent by employees in dispute discussions during their normal working hours will be considered hours worked for pay purposes.
- H. Faculty members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a faculty member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a faculty member does not limit the right of the college to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, faculty members and supervisors are prohibited from retaliating against a faculty member who properly uses the dispute resolution procedure.
- I. The college may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.
- J. If a staff/ faculty member feels that he/she has not been treated fairly in the process outlined or that

the issue has not been resolved, then he/she may report the incident to TRACS. Directions for filing are found at : <http://www.tracs.org/documents/2.ComplaintPolicyandProcedures.pdf>

Documents from grievances proceedings are placed in the faculty/ staff member's file and kept securely in the Human Resource office.

## RETURN OF PROPERTY

All faculty and staff members are responsible for the care and up keep of all of The University of Los Angeles College of Divinity's property, materials, or written information that has been issued to them or that is in their possession or control.

Staff and faculty must return all The University of Los Angeles College of Divinity property immediately upon request or upon termination of service. Where permitted by applicable laws, The University of Los Angeles College of Divinity may withhold from the employee's check or final paycheck the

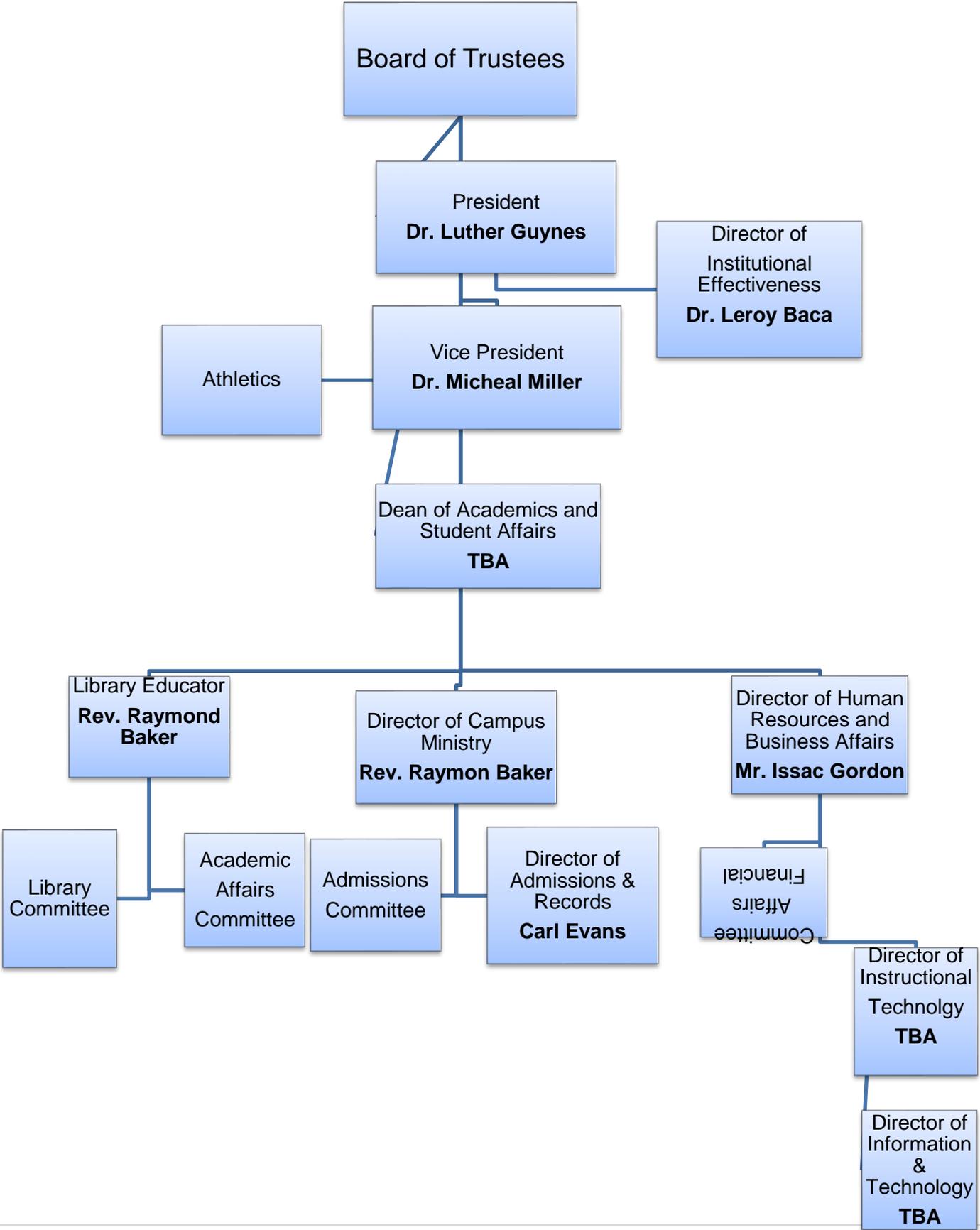
cost of any items that are not returned when required. The University of Los Angeles College of Divinity may also take all action deemed appropriate to recover or protect its property.

## **SECTION III**

### FACULTY EMPLOYMENT PROCEDURES

1. The position will be advertised and will be notified to the current staff and faculty through correspondence.
2. Applications for employment are received and examined by Vice President of Academics Affairs and the Department Chair.
3. References of potential candidates are checked
4. Candidates are selected for interviewing.
5. The Vice President of Academic Affairs and the Department Chair make a recommendation to the President.
6. The President approves the faculty appointment.
7. A new faculty member is appointed to an academic rank that is justified by training, experience and education.

TRACS 10.13)



(TRACS 9.10.b)

## University Faculty Ranking Policy

### Minimum Educational Preparation and Experience for Promotion Eligibility

**Instructor-** Masters degree from a regional accredited institution.

**Assistant Professor-** Masters degree from a regional accredited institution. To be eligible for the rank of assistant professor the faculty member should have a minimum of five years of College teaching or other appropriate experience.

**Associate Professor-** Earned Doctorate or equivalent from regional accredited institution. To be eligible for the rank of associate professor the faculty member should have a minimum of six years of College teaching or other appropriate experience.

**Professor-** Earned doctorate or equivalent from a regional accredited institution. To be eligible for the rank of professor the faculty member should have a minimum of twelve years of College teaching or other appropriate experience.

(TRACS 10.13)

## REMUNERATION

### UNIVERSITY OF LOS ANGELES COLLEGE OF DIVINITY-SALARY SCHEDULE

POSITION	12-month	10-month	9-month	Part-time
Professor	\$48,000.00	\$40,000.00	\$36,000.00	\$1,200.00
Associate Professor	\$32,000.00	\$26,700.00	\$24,000.00	\$800.00
Assistant Professor	\$28,000.00	\$23,335.00	\$21,000.00	\$700.00
Instructor	\$24,000.00	\$20,000.00	\$18,000.00	\$600.00
Non-ranked	\$20,000.00	\$16,700.00	\$15,000.00	\$500.00

(TRACS 10.13 10.19)

## APPOINTMENT AND RETENTION

Appointments to the faculty of The University of Los Angeles College of Divinity are made by the Board of Trustees upon the recommendation of the University President. Notifications of appointment and reappointment by the Board of Trustees is conveyed in the form of a written contract which is administered by the President's office, or the President's designee. An appointment is considered complete when the contract has been signed by the President and the appointee.

The terms of employment of faculty members are established at the time of employment. Upon initial appointment, faculty members agree that they are in agreement with the doctrinal statements of The University of Los Angeles College of Divinity. Each year faculty members will reaffirm their agreement with the doctrinal statement by the signing of their annual contract.

(TRACS 10.13)

## REASSIGNMENT

The college reserves the right to reassign faculty members to other courses or other professional activities when it becomes necessary to cancel offerings because of insufficient enrollment or other reasonable causes.

## PROMOTION AND TENURE

Promotions in rank will normally be initiated by the individual faculty or staff member applying for the positions. The individual must obtain an official application form from the Vice-President for Academic Affairs. In addition to the application, the candidate must submit a letter of recommendation from the Department Chair. The University of Los Angeles College of Divinity has no provision for granting tenure to faculty members at this time.

(TRACS 9.10.1)

## ADVANCEMENT

The University of Los Angeles College of Divinity desires to promote employees to more responsible and higher paying positions where possible. A supervisor may consider promoting from within the department before hiring from outside; however, he or she may also seek qualified applicants outside the college based on the needs of the college. To complete a career advancement application, visit our website at: [www.universityoflosangeles.org](http://www.universityoflosangeles.org). Employees applying for open positions are not guaranteed preferential treatment, but will typically be considered based on management's selection of the most qualified candidate.

(TRACS 10.13)

## DISMISSAL OF FACULTY

An employee's employment with The University of Los Angeles may be terminated because of the employee's resignation, discharge, or retirement; the expiration of an employment contract; or as result of a reduction in The University of Los Angeles College of Divinity workforce. Discharge may be for any reason not prohibited by law. Since employment with The University of Los Angeles College of Divinity is based on mutual consent, both the employee and The University of Los Angeles College of Divinity have the right to terminate the employment-at-will relationship, with or without cause, at any time.

The University of Los Angeles College of Divinity is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, The University of Los Angeles College of Divinity will endeavor, in its sole discretion, to give the employee advance

notice of the discharge or pay in lieu of notice.

Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory and managerial employees should give at least six weeks' notice. All other employees should give at least two weeks' notice to The University of Los Angeles College of Divinity to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

The University of Los Angeles College of Divinity may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits. The departing employee may voice suggestions complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable State law. All accrued, vested benefits that are due and payable at termination will be paid.

If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and The University of Los Angeles College of Divinity.

(TRACS 10.13)

## ACADEMIC SENATE AND OFFICERS

The Academic Senate may include all full and part-time instructional personnel as well as Librarians, Director of Student Affairs, and the Registrar. The college administrators may be invited to attend meetings of the Academic Senate at the discretion of the President.

The Academic Senate officers will consist of President, Vice-President and Secretary, and shall be elected by the members of the Senate each fall semester. The Senate will meet during the week of registration to elect officers and determine when meetings will be held. After being elected, the Senate President will preside at all meetings, unless absent; in which case the Vice President shall preside. The Secretary will maintain concise minutes of meeting.

The Academic Senate will serve as a means of communicating concerns and recommendations of the Senate to the Administration and to submit written reports to the Board of Trustees through the President of the College.

The Academic Senate may make suggestions for activities for instructional development, motivational and educational policies.

(TRACS 9.10b)

## WORK POLICIES and WORK SCHEDULES

Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor.

All full-time exempt employees are required to attend meetings designated for them unless special arrangements are made with your supervisor. Designated meetings include but are not limited to weekly faculty meetings, monthly faculty meetings, and the annual in-service. (TRACS 9.10 p)

## JOB DESCRIPTION AND RESPONSIBILITIES OF FACULTY

- Faculty members are to abide by the mission, goals, objectives, standards and doctrine set forth by the University of Los Angeles College of Divinity.
  - Develop a syllabus for each course taught and ensure that it meets college and department standards
  - Provide effective instruction and remain current in the subject matter of the course taught.
  - Assess student learning outcomes progress by grading papers, tests, and other work.
  - Give exams according to the schedule provided by The University of Los Angeles College of Divinity.
  - Enforce student attendance policy by maintaining proper records.
  - Attend regularly scheduled meeting.
  - Faculty members must not be absent from a class without the approval of the Academic Dean.
  - Faculty members are expected to post their office hours and conference periods.
  - Work with colleagues to develop or modify the curriculum periods.
  - Serve on academic and administrative committees that review and recommend policies, make budget decisions, or advise on hiring and promotions within their department.
  - Each faculty member will participate in the academic advising of students.

(TRACS 9.10a 9.10c 9.10p 10.14)

## JOB DESCRIPTION & RESPONSIBILITIES FOR PART-TIME FACULTY

- Faculty members are to abide by the mission, goals, objectives, standards and doctrine set forth by The University of Los Angeles College of Divinity.
- Develop a syllabus for each course taught and ensure that it meets college and department standards.
- Provide effective instruction and remain current in the subject matter of the courses he/she teaches.
- Assess students' progress by grading papers, tests, and other work.
- Give exams according to the schedule provided by The University of Los Angeles College of Divinity.
- Enforce student attendance policy by maintaining proper records.
- Faculty members must not be absent from a class without the approval of the Academic Dean.
- Faculty members are expected to post his/ her office hours and conference periods.
- Serve on academic and administrative committees that review and recommend policies, make budget decisions, or advise on hiring and promotions within their department.

(TRACS 10.19 9.10A 9.10C)

## FACULTY WORKLOAD REQUIREMENTS

Each faculty member will be supplied with a job description of his or her work responsibilities which will summarize the job requirements, particular duties, compensation, and benefits.

The instructional assignments will be determined by the chair of the department and the individual faculty member with the approval of the Vice President of Academic Affairs and the President of the college.

Teaching Personnel under full time contract will be considered full time when teaching an average of at least 12 semester hours or performing equivalent work as approved by the Vice President of Academic Affairs during the fall and spring semesters.

(TRACS 9.10.P 10.14)

## TEACHING LOAD POLICY FOR FULL-TIME AND PART-TIME FACULTY

The instructional assignments will be determined by the chair of the department and the individual faculty member with the approval of the Vice President for Academic Affairs and the President of the college. The normal teaching load for a full-time faculty member without administrative duties is considered to be 15 credit hours per semester. The normal teaching load for a Department chair is 12 credit hour per semester. Adjustments in load may be made by the administration when deemed necessary. A faculty member teaching less than 12 hours will be considered part time.

(TRACS 10.13)

## OFFICE HOURS FOR FULL-TIME AND PART-TIME FACULTY

-Full-time faculty are responsible for posting and maintaining a schedule of regular office hours amounting to at least eight hours above their class time. Some of this time might be designated as "by appointment only."

-Part-time faculty members need to be accessible to the students in their classes before and/or after each class. They should also be available by appointment.

-Both full-time and part-time faculty need to list their hours in their course syllabi and give a copy to the Vice-President for Academic Affairs each semester. Any changes during the semester should be sent to the Vice-President for Academic Affairs and be made known to their classes.

-In case of an emergency absence, notice of office hours to be missed or appointments that need to be cancelled, should be posted as soon as possible on the office door.

(TRACS 9.10E 10.19)

## ACADEMIC ADVISING SERVICES

Academic advising is essential and plays a key role in students' academic success. All faculty members are spokespersons for the College program; thus every instructor influences student program planning through their personal contacts.

The University of Los Angeles College of Divinity faculty members are of paramount importance in academic advising. Each department head is tasked with being knowledgeable with academic programs offered at The University of Los Angeles College of Divinity this includes all concentrations and specializations. The chair of each program assigns faculty members to serve as academic advisers and give positive directions to the students. Faculty members who serve as class advisers provide additional and vital service to students in planning their programs. At the beginning of each semester, students meet with an assigned academic advisor to ensure that the student is staying on track with their chosen program.

(TRACS 9.10.D 10.14)

## EARLY INTERVENTION

Early alert intervention is designed to identify students who exhibit behaviors that could possibly lead to academic difficulty, course/program failure, and attrition. A student identified by a faculty or staff member is referred to the Vice President of Academic Affairs who compiles the appropriate documentation and contacts the student to set up a meeting. The Vice President of Academic Affairs assesses need, takes action, or refers the student to a specific resource.

The University of Los Angeles College of Divinity, the Student Services staff guides students to use college resources, encourages them to believe in themselves, and challenges them to meet and exceed their career and spiritual expectations. They guide students toward success by implementing strategies that engage them in classroom discussions, by supporting them in using campus resources, and by allowing them to step out of their comfort zone and to reach higher than they thought possible. The work of the Student Services staff provides a safe, nurturing environment in which The University of Los Angeles College of Divinity students can learn and grow.

## ABSENCE POLICY

Instructors must provide adequate notice to the Vice President of Academic Affairs of their intent to miss class. The instructor must make arrangements for a substitute or provide adequate work for each class missed.

- 1) Sick Leave: The Vice President of Academic Affairs should be notified as soon as possible of illness so that arrangements can be made for a replacement for the classes.
  
- 2) Personal Days: A faculty member must have prior approval from Vice President of Academic Affairs for a personal day. If a faculty member fails to communicate and/or receive prior approval from the Dean, he/she will have a deduction from his/her pay on a prorated basis.

3) Professional Leave and Illness: Instructors are expected to teach their classes at the scheduled times. Classes will begin and end at the scheduled time. In case of illness or emergency, the instructor must notify the Vice President of Academic Affairs as soon as possible. If an instructor is absent due to attending a professional conference, it is his/her responsibility to make arrangements for their classes to be covered during the absence. The instructor must notify the Vice President of Academic Affairs of the arrangements.

(TRACS 10.19)

## FACULTY EVALUATIONS

As part of our continuing effort to evaluate and improve the quality of our educational programs, we ask the students to complete a questionnaire on your class. The responses from this questionnaire are tabulated; one copy of the tabulations is sent to the instructor, and one copy is retained by the administrative offices. Supervisors and faculty members meet to discuss the faculty member's professional development, job performance, and educational goals. Additional formal performance evaluations may be conducted to provide both supervisors and faculty members the opportunity to discuss job tasks, identify the correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

(TRACS 9.10q)

## FACULTY DEVELOPMENT

The University of Los Angeles College of Divinity aims to enhance the skills of our faculty. It is our mission to provide our faculty with the necessary tools to enhance each individual intellectually and spiritually. Professional development is encouraged through yearly In-service, weekly chapel services, church sponsored conferences, and committee meetings. In addition, faculty members are encouraged to take a class each semester at no additional cost.

(TRACS 9.10.N 10.16)

## COPYRIGHTED MATERIALS FOR INSTRUCTIONAL USE

The University of Los Angeles College of Divinity recognizes that in order to fulfill its mission the use of works created by others may be used. It is the policy of The University of Los Angeles College of Divinity that students, faculty and staff, and all employees recognize the accomplishments of others by respecting the intellectual property and using these works in accordance with the law.

This policy applies when making copies on campus or at any commercial copying center. Students, faculty and staff, and all employees shall adhere to all copyright laws and secure permission to use or reproduce any and all copyrighted material and/or pay royalties when such payment is required.

Students, faculty and staff, and all employees are expected to maintain integrity and to obtain permission from the copyright owners if and when necessary, unless the intended use is permissible under the doctrine of “fair use”. The University of Los Angeles College of Divinity does not condone illegal copying of copyrighted works. Copyrighted materials include any work or intellectual property which may be subject to the copyright laws of the United States. The following are examples of works and intellectual property: literary/scholarly works which includes computer programs and compilations; musical works, dramatic/theatrical works which includes music, choreography works; graphic, pictographic, and sculptural works; motion pictures; audiovisual works; and sound recordings. This policy applies to any and all photocopying intended for classroom use, use of video or audio recording, and use of computer-software.

In the event of any violation, this policy is not intended to waive rights, solutions, immunities, or defenses available to The University of Los Angeles College of Divinity.

(TRACS 9.10.K)

## INTELLECTUAL PROPERTY, AND COPYRIGHT OWNERSHIP

Trademarks, patents, copyrights, and property created by an individual are known as intellectual property. In accordance with copyright laws of the United States, The University of Los Angeles College of Divinity shall own copyright under the following circumstances:

1. The University of Los Angeles College of Divinity has directed a faculty member to create a specific work.
2. The faculty member has voluntarily given copyright permission to the college.
3. Under the Copyright Act, The University of Los Angeles College of Divinity has contributed to “joint work”. This means that The University of Los Angeles College of Divinity has provided the facilities and other specialized services or the faculty members is acting under contractual arrangements for commissioned works.

This guideline applies to all The University of Los Angeles College of Divinity’s faculty and staff members, students.

(TRACS 9.10.K)

## ACADEMIC FREEDOM

Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. College faculty are representatives of The University of Los Angeles College of Divinity. When faculty speak or write as citizens, they are free from institutional censorship or discipline, but their position as a member of The University of Los Angeles College of Divinity imposes special obligations. As teachers, they should remember that the public may judge their profession and the College by their utterances and behavior.

(TRACS 10.15)

## DISPUTE RESOLUTION WITH STUDENTS

The University of Los Angeles College of Divinity recognizes that disagreements are inevitable. The important thing is not the fact that disagreements exist, but the manner in which staff or faculty express and resolve them. The University of Los Angeles College of Divinity believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict. The University of Los Angeles College of Divinity thus requires faculty and staff with grievances to use the following procedures for dealing with their grievances. The University of Los Angeles College of Divinity will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

All complaints against a faculty or staff member, grades disputes, or disciplinary action taken against a student must be in writing. A formal appeal to the President must have the following information:

- a) Nature of complaint or dispute
- b) Date of the alleged dispute or problem
- c) Names of individuals involved
- d) Copies of all relevant information

The President's office assumes a neutral role in order to resolve the conflict. The office is available for discussion of the matter with the employee. The University of Los Angeles College of Divinity will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

## **SECTION IV**

### CLASSROOM POLICIES AND

### PROCEDURES

### COURSE SYLLABUS

Each instructor is required to turn in a syllabus for each course taught. The syllabus must be submitted to the Vice President of Academic Affairs at the beginning of each semester. Syllabi are subject to the approval of the administration.

The syllabus must contain the following information:

1. Your contact Information-provide students with your phone number, email address and time to contact you.
2. Course Description –a one paragraph description of your course
3. Prerequisites- list any prerequisites required for your class.
4. Resources-list of all textbooks and materials needed for the class. List textbook information in bibliography format.
5. Measureable Student Learning Outcomes-list all measureable objectives of what the student will be able to do after he/she finishes the course of study.
6. Course Requirements and Assignments- calendar of topics to be covered which

- includes major assignments and due-dates.
7. Course Grading and Policies-Indicate how the student's grade will be calculated. Include attendance policy, policy for late assignments and policy for academic honesty.

(TRACS 9.10.e)

## OBTAINING SUPPLIES

Faculty members may obtain classroom supplies from the office of the Vice President of Affairs.

(TRACS 9.10.M)

## ATTENDANCE AND GRADE SHEETS

Attendance and grade sheets will be distributed at the beginning of each semester. After registration, a preliminary attendance sheet will be placed in your box. After the drop and add period, all teachers will receive a revised attendance sheets.

(TRACS 9.10.m)

## STUDENT HANDOUTS

Required handouts such as the syllabus and final exam schedule must be distributed during the first week of each semester.

## STUDENT EXPECTATIONS

Students must also be notified of attendance, dress, punctuality, class participation or any items that may affect a student's grade.

## REPORTING EMERGENCIES

Medical Emergencies- in the event of a medical emergency, the faculty member should call 911 first then notify the present member of the Administration.

## RETURNING TEST AND GRADED MATERIALS

Graded course work must be returned to students in a timely fashion. Grades should not be posted publicly. Student's grades must be turned in to the Vice President of Academic Affairs after midterm and final exams.

## MIDTERM AND FINAL GRADES

Class grades will need to be turned in to the office of Vice President of Academic Affairs the Friday after midterm and final exams. Report grades on the grade reporting form that is supplied to you from the Vice President of Academic Affairs' office.

## MAKING COPIES AND CHAPEL ANNOUNCEMENTS

Faculty will be assigned a code for the copier at the beginning of the year. Faculty members are free to use the copier to duplicate all class related materials. For higher volumes, faculty should contact the college secretary. All announcements made in chapel must be approved by the administration. Faculty may submit an announcement to the college secretary.

## GUEST SPEAKERS IN THE CLASSROOM

Teachers must obtain approval from the Vice President of Academic Affairs prior to engaging guest speakers for classes or any other clubs or groups associated with The University of Los Angeles College of Divinity.

## TEXTBOOKS

The selection of the textbook is a joint effort between the department chair and the teacher. The faculty member must discuss the selection of textbook/s with the Vice President of Academic Affairs for approval.

Ordering textbook must be submitted to the office of the Vice President of Academic Affairs. However, each teacher is encouraged to register with the publisher to ask for a complimentary copy.

It is the instructor's responsibility to adequately document the correct textbook information on the syllabus. This includes providing the name of the book, author/s, ISBN number and any other pertinent information. Any textbook ordered through The University of Los Angeles College of Divinity must be returned at the end of the semester.

(TRACS 9.10.g)

## GRADING SCALE

Letter Grade	4.0 Scale	Percent Grade	
A	4.0	90-100%	
B	3.0	80-89 %	
C	2.0	70-79 %	
D	1.0	60-69 %	
F	0.0	0-59 %	
W AU	0	0	
	0	0	

(TRACS 9.10.I)

## GRADE APPEAL

The grade achievement of the student is based on the discretion of the instructor. Students who wish to appeal their grade must submit the appeal in writing to the instructor who distributed the grade, and to the Vice President of Academic Affairs within sixty days of the last day of the semester.

## COMMENCEMENT PARTICIPATION

Commencement exercises are held annually at the conclusion of the spring semester. Participation in these exercises is mandatory for all faculty members.

## EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

# **SECTION V**

## STUDENT POLICIES

### COURSE REGISTRATION PROCEDURES

The schedule for course registration is listed at the top of the handbook under *Main Dates* and in the catalog under *Main Dates*. It is the responsibility of the student to ensure registration of courses during the set times. Failure to complete registration by the due dates may result in not being registered for classes and therefore not being admitted to classes.

### CHANGES IN REGISTRATION

Once a student registers for classes, any and all change involves specific process. See below for adding a course, dropping a course, change of program, and change of status.

(TRACS 9.11a)

### ADDING A COURSE

There are certain dates within a semester in which you may add classes to your schedule. Official forms must be completed in order to drop and add a class from your transcript.

For further information, refer to the Main Dates in the student handbook and the catalog or call or visit the Office of the Vice President of Academic Affairs or the Registrar.

## DROPPING A COURSE

Students are expected to successfully complete the courses for which they register. If a class change becomes necessary, the student should schedule an appointment with the Vice President of Academic Affairs. A class may be dropped up to the deadline specified in the official college calendar each semester. Whenever a student stops attending class or is absent excessively and does not complete the necessary forms to drop the class during the drop time frame, an “F “ (failing grade) may be recorded by the instructor.

Students may add or drop a course within one week after the college classes have begun without academic penalty. Any such change must be approved by the Vice President of Academic Affairs.

## CHANGE OF PROGRAM

A student may choose a different academic program by arranging to meet with the Vice President of Academic Affairs.

## CHANGE OF STATUS

A student may choose to change their status from full-time to part-time or vice-versa during the drop/add period. No changes will be made after the drop/add period. Fees may apply if applicable.

## WITHDRAWING FROM A COURSE

Students who drop a course after the official add/drop period will be considered either WP (withdrawn passing) or WF (withdrawn failed), depending on their grade at the time of withdrawal.

## WITHDRAWAL FROM COLLEGE

Prior to making a decision to withdraw from classes, talk to your instructors and/or a counselor to explore other options. We do understand that there are times you may see class withdrawal as your best or only option. In those cases, you must see the Vice President of Academic Affairs.

## CREDITS

The University of Los Angeles College of Divinity defines one credit hour as: Fifteen contact hours of class-time with a minimum of two hours of out-of-class work each week equals to one semester credit hour. An equivalent amount of work is required for all practicums and internships. All students who registered for The University of Los Angeles College of Divinity courses earn credits for each class completed.

## ATTENDANCE

Students are expected to attend every scheduled class session of the course in which they are enrolled. Attendance and class participation are extremely important components in course and program success. The University of Los Angeles College of Divinity has adopted a rigorous attendance policy.

The student is encouraged to arrange doctor, dentist, legal, and other appointments during their free time, not during class time. If you must be absent from class, it is your responsibility to contact your instructor and to make up missed course assignments. Students are solely responsible to complete any coursework missed due to an absence.

Excluding administrative absences, students whose total number of absences exceeds twice the amount of days in class per week will lose credit and may receive an "F" grade for the class.

In order for an absence to be considered administrative, it must meet one of the following criteria:

The Vice President of Academic Affairs approved an absence that was requested by the college administration.

- A funeral in the immediate family
- Personal hospitalization (documentation needed)

It will be the student's sole responsibility to adequately document administrative absences and to secure approval from the Vice President of Academic Affairs.

A student will be considered absent if he has entered the classroom fifteen minutes after the class has begun. A student is considered tardy if he has entered the classroom after the class has begun. Four tardiest will equal one absence. Academic penalties will not be assessed for absences or tardiest. Absences may not be taken during the week of final exams.

## CLASSIFICATION OF STUDENTS

A student who registers for 12 credit hours per semester will be considered a full-time student. Student athletes must be registered for a minimum of 12 credit hours to be eligible to compete in the athletic program. No student may register for more than 18 credit hours per semester without permission from the Vice President of Academic Affairs.

Students transferring to The University of Los Angeles College of Divinity from other colleges are required to earn a minimum of forty five University of Los Angeles College of Divinity credit hours in order to qualify for graduation from The University of Los Angeles College of Divinity. All other graduation requirements will be also in effect. This policy may be waived only after consultation with and approval from the Vice President of Academic Affairs. Students may be allowed to obtain up to twelve correspondence credits toward a University of Los Angeles College of Divinity degree. The school offering the correspondence courses and the courses themselves will need to be approved by the Vice President of Academic Affairs.

## ACADEMIC HONESTY

Academic integrity is a vital element of any learning community. The University's faculty are held to the highest standards in this regard and expect their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the college. A violation of academic honesty may include, but is not limited to, the following:

- Cheating on written examinations, quizzes, or other written work
- Plagiarizing—using another's intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased
- Giving or receiving unauthorized assistance during a test
- Falsifying, forging, or altering academic records
- Obtaining or attempting to obtain copies of a non-circulating examination

Penalties for breaches of academic integrity may include receiving an F for the assignment in question, receiving an F for the course, and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the college.

## ACADEMIC PROBATION

A 2.00 cumulative grade-point average (GPA) is required for successful completion of all degree and certificate programs. Any student who falls below a 2.00 cumulative GPA after the first semester will be placed on academic probation by the administration for the next semester. Students must regain a 2.00 to be removed from probation. At the end of the probationary status, if improvement has not been shown, students will be assigned a mentor and advised to enroll in a reduced number of courses for the following semester.

## ACADEMIC APPEAL

The scope of The University of Los Angeles College of Divinity's Academic Appeals Policy includes issues of improper grade assignment, charges of plagiarism, charges of cheating, discriminatory treatment of students, and instructor inconsistency with the written grading criteria. University students have the right to appeal the above mentioned academic issues within nine weeks after the official termination of the course. Students are encouraged to initiate contact with the instructor and try to resolve the academic issue. If the issue cannot be resolved informally, then a student can initiate an appeal.

To appeal:

1. A student meets with the Vice President of Academic Affairs, to discuss the issue. This meeting also ensures that the student has thought out the complaint and has exhausted any hope of resolving the matter informally with their instructor.
2. The student files a complaint.
3. The Vice President of Academic Affairs will investigate the matter.
4. Once the matter has been investigated and all parties involved contacted to discuss the issue, the Vice President of Academic Affairs will write a letter stating the outcome of the issue. All records are kept in the student's file in the office of the Registrar.

## AUDIT A CLASS

You may change from a credit to an audit status at the time indicated on the published schedule of classes each semester. An audit status, though not accepted by universities, gives you the right to benefit from all instructional privileges associated with a course; however, it does not impose any attendance, homework, or testing responsibilities. An audited course will not be included on the student's official transcript.

## TRANSFER OF CREDITS

It is the practice of most colleges and universities to accept or reject credits based on their own criteria. The University of Los Angeles College of Divinity will consider for transfer, courses earned at another college. Courses must be similar in content to those replaced in the chosen concentration.

The registrar's office is responsible for evaluating transfer credits. The University of Los Angeles College of Divinity does not count grade points earned at other colleges or universities. The University of Los Angeles reserves the right to not accept credits received at any college or university that does not meet reasonable academic standards. Students transferring to The University of Los Angeles from other colleges are required to: 1) Submit official transcripts to the Registrar's office; 2) Earn a minimum of forty-five junior or senior University of Los Angeles College of Divinity credit hours in order to qualify for a bachelor's degree; 3) Earn a minimum of fifteen hours in order to qualify for an associate's degree.

All other graduation requirements will be also in effect. This policy may be waived after consultation and approval from the Vice President of Academics. Credit hours for courses offered by may or may not transfer to other post-secondary institutions. Acceptance of The University of Los Angeles College of Divinity course credits for transfer is at the discretion of the receiving institution.

## TEXTBOOKS

It is the responsibility of the student to purchase the required textbook for each class. The student will have two weeks from the first day of class to have the required textbook. Students may not share textbooks.

## MAKE UP TESTS POLICY

Students who miss class on the day of a test will have one week from the scheduled test day to make up the test. The teacher should make individual arrangements for students to make up a test. Students should be instructed to take their tests within one week of their return to class.

Specify on your course syllabus the penalty for failure to complete the make-up test within one week will result in 0%. If the teacher will not be available to proctor the exam, the teacher must write the student's name and "taken by due date" on the test paper and place test in Rev. Baker's box in the library.

## GRADES

Grades are used to inform the student of progress in the course and is related to mastery of content. Students with an unpaid account balance will not receive their diploma or official transcripts until the bill has been satisfied.

## GRADE POINT AVERAGE (GPA)

Academic achievement will be summarized by the cumulative grade point average (GPA). The grade-point average is computed by adding the total point values for all courses and dividing by the total number of credit hours attempted during the same period of time; in other words, it is an average of grade points weighted by credit hours.

Each letter grade awarded to a student for a course is assigned a point value as noted above. A student may determine the grade points for each course by multiplying the number of points the grade is worth times the number of credit hours the course carries. Thus, a B letter grade (worth three points) in a three-credit-hour course is worth nine points, and an A (worth four points) in the same three-credit-hour course is worth twelve points.

Grades and credits for transfer courses are not used in computing the GPA.

If a student fails to maintain a GPA of at least 2.0, they may be placed on academic probation. Academic probation and the consequences thereof will be decided upon by the college administration.

A student is required to earn a grade of a C or higher in order to receive credit for a class directly tied to their major or other chosen area of emphasis.

Students are required to attain a final GPA of 2.0 or higher in order to satisfy the grade point requirement for graduation.

Students who meet the following GPA criteria may qualify to be named on the college dean's list or president's list for a given semester.

Dean's List—3.5-3.85

President's List—3.86-4.0

## GRADE CHANGES

Grade changes are initiated by the student with consultation of the instructor, and must be approved by the Registrar. Grade changes will be permitted within a year of when the original grade was awarded.

## INCOMPLETE GRADES

The following information applies to incomplete grades:

- Instructors submit grades at midterms and finals. The University does not accept incomplete grades as a grade assign to a student, unless prior approval has been

made by the instructor unless prior approval has been made by the instructor and student and has been approved by the Vice President of Academic Affairs.

- If a student fails to submit all the required work at the assigned time and date set by the instructor, the instructor has the right to accept or decline the work.

## MAKE-UP HOMEWORK

It is your responsibility to contact your instructor at his or her office. Each instructor provides information on the syllabus, given at the beginning of the course, on how and when to contact them. Faculty hours are also posted outside their office doors.

## REPEATING A COURSE

If a student chooses to repeat a course, both grades earned for the course will be reported on the student's transcript. However, only the latter grade shall be used in determining the GPA. Students who fail and/or drop a course may repeat the course twice. If a third attempt is necessary, the student must seek permission from the Vice President of Academic Affairs prior to re-enrolling in the course.

## TRANSCRIPTS AND RECORDS

Request forms to obtain official copies of your transcript and/or records are available in the Registrar's office or on the college website: [universityoflosangeles.org](http://universityoflosangeles.org)

# **SECTION VI**

## SPIRITUAL LIFE

### PERSONAL DEVOTIONS

Students who attend The University of Los Angeles College of Divinity will gain many opportunities to grow spiritually. One of the best ways to mature as a Christian is to ensure that each student daily take some time to commune daily with the Lord. Developing a habit of daily devotions is vital to growth as a Christian.

### CHAPEL

Chapel is a vital aspect in the spiritual growth of each student attending The University of Los Angeles College of Divinity. Chapel is held on Mondays and Wednesdays from 10:00-10:45 a.m. Students:

- \* must be on time to chapel.
- \* may not leave before the conclusion of chapel without administrative approval.
- \* must sign in before chapel to validate attendance. Signature by proxy will not be permitted.
- \* arriving late to chapel will need to sign in on the late sheet.
- \* will be considered absent for failing to sign-in.

Students missing chapel more than twice will meet with the Vice President of Student Services. If absences continue to happen, student will then meet with the college President.

Students are to secure permission from the Vice President of Student Services prior to missing chapel. Students will be permitted up to five excused absences from chapel per semester.

### ATTENDANCE TO CHURCH

It is required for college students to attend the services of a local church or home church. Students should attend whichever Sunday church service does not interfere with their hours of ministry. Students enrolled at The University of Los Angeles College of Divinity who are members of a nearby church may attend their home church services. Students are expected to be on time to church and ministry responsibilities. Students will submit a weekly activity report (attendances, evangelism, etc.) on Monday for the previous week.

### CHURCH/SMALL GROUP RESPONSIBILITIES

All students are required to attend a church service during the week and are encouraged to participate in small group. Students found not in compliance with this policy will meet with the Vice President of Student Services. The Vice President of Student Service will counsel the student and make arrangements to ensure compliance of this policy. If necessary, a mentor will be assigned to the student.

### EVANGELISM

Students should spend time each week in all facets of the Great Commission as outlined in Matthew 28:18-20, which would include presenting the Gospel to the lost, explaining the ordinance of baptism to the saved, and connecting the believer to the teaching of the Word through the local church. All students will need to be intentional as well as relational in their efforts to present the Gospel to as many people as possible. Students should set aside times to intentionally present the Gospel as well as be sensitive to speak to those they encounter in the course of daily life.

### COMMENCEMENT EXERCISES

Undergraduates are required to attend the college commencement exercises unless prevented by their regular employment. Any other (rare) exceptions will need to be approved in advance by the Vice President of Academic Affairs.



The University of Los Angeles  
College of Divinity

**EMPLOYMENT APPLICATION**

The University of Los Angeles College of Divinity is an affirmative action/equal opportunity employer; women, protected group members, and persons with disabilities are strongly encouraged to apply. It is the policy of the Board that applicants for employment shall not be discriminated against on the basis of their race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record.

**INSTRUCTIONS TO APPLICANTS:** Please complete the application in its entirety, including personal information, educational background, employment, salary history, references and certification.

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip Code

TELEPHONE \_\_\_\_\_  
Home Cell E-MAIL ADDRESS

COLLEGE TO WHICH YOU ARE APPLYING \_\_\_\_\_  
Full-time

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_  
Part-time Either

**EDUCATIONAL BACKGROUND**

It is the policy of the Board to recognize only those degrees granted by accredited institutions of learning. If the institution of higher learning is located outside the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign educational equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

Dates From - To	Institution	Location (City, State)	Degree Awarded (e.g.BA,MBA)	Major/Area of Concentration

Please list any license or professional designation (e/g P.E. C.P.A.)

**EMPLOYMENT HISTORY**  
(List in reverse chronological order beginning with your current/last position)

Dates From - To	Organization and Location	Position	Annual Salary	Reason for Leaving

**SUPERVISORY REFERENCES**

Please list three persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present and prior places of employment.

Name	Title/Occupation	Address / E - Mail Address	Telephone

*Applications must be emailed or postmarked no later than the posted closing date. All required documents must be submitted to be considered for position.*

Certification and Signature of Applicant

I hereby certify that the information provided on this application and all information provided throughout the pre-employment process is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I agree to have official transcripts of all my undergraduate and graduate studies submitted when requested by the employer and hereby authorize The University of Los Angeles College of Divinity and its agents to contact references and former employers relative to my

application for employment. Finally, I understand that employment, if offered, is contingent upon proof of citizenship or employability under the requirements of the Immigration Reform Control Act (IRCA).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# EMPLOYEE ACKNOWLEDGMENT

Received and accepted on \_\_\_\_\_ by \_\_\_\_\_

Signed \_\_\_\_\_