ADJUNCT FACULTY GUIDE

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WHO WE ARE

PREFACE

Except for the sections of this Guide covering personnel policies, lifestyle expectations, and the affirmation of faith, this Guide is not intended to be binding and is not contractual in nature. This Guide is given to you for general informational purposes only. We hope it will be a useful resource for adjunct faculty.

MISSION AND HISTORY

Bethel University is a Minnesota corporation, and the delegates who represent the churches of the Baptist General Conference at meetings of the Conference are the persons authorized to vote at meetings of the Bethel University Corporation.

Bethel has been associated with the Baptist General Conference since its founding. Its educational mission has gradually evolved until it is now a single institution composed of several schools. The seminary was founded in 1871. An academy founded in 1905 and developed into a junior college in 1931 became a full-fledged, four-year liberal arts college in 1947. It was in the mind of the founder, John Alexis Edgren, to establish a college in connection with the seminary, but this was delayed for six decades. The seminary, however, was associated with a university for many years. It was established in Chicago as a department of the Baptist Union Theological Seminary, a school of the University of Chicago, and with the exception of one brief period, this relationship was maintained until 1914. At that time the seminary was moved to St. Paul, Minnesota, where it was brought together with Bethel Academy on an eight-acre tract at 1480 North Snelling Avenue and renamed Bethel Academy and Theological Seminary.

Thus began an integrated program of education involving the use of two coordinated but distinct schools, one for general education and one for theological education. In 1920 the name was changed to Bethel Institute, which in turn gave way in 1945 to Bethel College & Seminary. With the increasing size of the school, studies were begun in 1956 of the possibilities of developing and expanding the Snelling Avenue campus or of locating an alternate site with more room for growth. This led to the exploration and ultimate purchase in 1961 of a 231-acre site of rolling terrain and oak-studded hills bordering Lake Valentine in Arden Hills. The seminary moved to its new facilities there in October 1965, and the college in September 1972, thus reuniting the liberal arts and theological programs on one campus in the first year of Bethel's second century. Subsequently, in December 1977, the Snelling Avenue campus was sold and the way paved for the completion of the Arden Hills development.

The inauguration of the two-year college program in 1931 meant that the Baptist General Conference had accepted responsibility for the higher education of its young people other than those going into the ministry. The junior college grew rapidly. The academy was discontinued in 1936 and full energy given to the college and seminary programs. The growing demand for a full four-year college came to a critical point shortly after World War II. An increasing number of junior college graduates were finding further education difficult because of peak enrollments in the universities and colleges, and the seminary graduates were discovering it advisable to complete four years of college work either before or after graduation from the seminary. By action of the Conference, therefore, the third year of work was offered for the first time in the fall of 1947 and the fourth year in the fall of 1948. Bethel College graduated its first class of nine students with a Bachelor of Arts degree in 1949. Once again the standards of admission to the seminary were raised so that a college baccalaureate degree was required of all entering students.
It can be seen that the purposes of the college and the seminary had much in common while at the same time distinct educational services were being provided for the constituency. Increasing numbers of students from other evangelical Christian backgrounds chose to prepare at Bethel, providing additional richness in the student body, and broadening the school’s influence in the evangelical world. Bethel’s search for its own ultimate distinctive genius is thus a dynamic ongoing process within the context of the churches it serves.

With the development of a degree completion program and the addition of several graduate degrees in the 1990’s, as well as a merger of Bethel Seminary with Seminary of the East, it was deemed wise to move toward a university model of governance to better serve the purposes of the expanding institution. With the adoption of revised bylaws and articles of incorporation by the delegates to the 2004 Biennial Meeting of the Bethel Corporation, the corporate name was changed from Bethel College & Seminary to Bethel University as of July 1, 2004.

The Baptist General Conference is a fellowship of more than 140,000 members in 900 churches distributed largely across the northern half of the United States. Its first church was organized in Rock Island, Illinois, in 1852 as an outgrowth of the pietistic revival in Sweden and the subsequent emigration of Swedes to the United States for religious freedom and economic well-being. Begun as an ethnic ministry, the denomination is now cosmopolitan in its makeup and serves all people without reference to racial or cultural backgrounds.

Enduring characteristics of the Baptist General Conference include its evangelical theology, its irenic spirit, its evangelistic mission and its conservative lifestyle. Delegates from the churches to the biennial meeting of the Bethel University Corporation elect or confirm members of the Board of Trustees, and ratify the selection by the Trustees of certain officers and teachers who are more directly related to the denomination than others, among them the President, the chief academic officers and teachers in the seminary. This close-working relationship between the churches of the denomination and their school has created a base for widespread personal interest in Bethel and long-term support for its work by the churches.
AFFIRMATION OF FAITH

Bethel University is governed by the Affirmation of Faith adopted by the Baptist General Conference in 1951 and amended in 1998. Since Bethel is sponsored by the churches of the BGC, the affirmation serves also as the doctrinal framework within which the work of the school is conducted. The personal commitment of each faculty member to the Affirmation is a part of his/her employment agreement, except in the case of the College of Arts & Sciences and the College of Adult & Professional Studies and the Graduate School in those details dealing with the ordinances where divergent viewpoints have been previously agreed upon.

The Word of God:
We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit; and that it has supreme authority in all matters of faith and conduct.

The Trinity:
We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection; and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

God the Father:
We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

Jesus Christ:
We believe in Jesus Christ, God’s only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

The Holy Spirit:
We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

Regeneration:
We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

The Church:
We believe in the universal Church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world.
Christian Conduct:
We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ.

The Ordinances:
We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord’s Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord’s Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

Religious Liberty:
We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

Church Cooperation:
We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether it is the Conference or a district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary, independent basis.

The Last Things:
We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.
BECOMING WHOLE AND HOLY PERSONS: A COVENANT FOR LIFE TOGETHER AT BETHEL

Introduction
Bethel University is an educational community committed to integrating evangelical Christian faith with learning and life. As people created in the image of the covenant-making God, we covenant together to discover the mind of Christ and to become like Christ. We pursue this mission as people called by Jesus to live holy lives according to the values, expectations, and goals of the Kingdom of God. A crucial part of our mission is to develop whole and holy persons who will go into the world to serve others.

To be whole and holy means to be dedicated to God with purity of thought and action. It means that we are to serve God using the gifts and abilities we have been given. Our community has a special calling to discover, teach, learn, and live what is true. We strive to understand the world in light of the life, death, and resurrection of Christ. This gives us a distinctive worldview, educational mission, and calling.

Our calling includes a commitment to nurture one another. We strive to elevate Kingdom values over personal agendas. We attempt to measure every decision and priority in terms of our loving submission to the lordship of Christ and our commitment to one another. Christ's power within us and a clear sense of our calling give us a joyful freedom to do God's will.

Jesus taught us that right motives and loving relationships are at the core of whole and holy living. His two greatest commands are to love God with all of our heart, soul, and mind and to love our neighbors as ourselves. These commands connect serving God with serving others. In grace, Scripture also gives us specific rules to guide us in living. Jesus taught that keeping these rules is an expression of love for God. The Bible condemns legalistic rule-keeping. It emphasizes loving relationships and pure motives in living out these rules.

Living a Biblical Lifestyle
The Bible frequently speaks about a holy lifestyle. Such passages are found throughout the Old and New Testaments. The Bible describes character qualities and actions that should be present in the lives of believers. These include prayer, kindness, humility, compassion, forgiveness, hospitality, personal integrity, generosity to the poor, care for the oppressed, study of God's Word, accountability to one another, sharing our faith with others, recognition of the rights of others, commitment to justice, regular gathering for worship, and living in harmony.

The Bible also identifies character qualities and actions that should not be present in the lives of believers. For example: destructive anger, malice, rage, sexual immorality, impurity, adultery, evil desires, greed, idolatry, slander, profanity, lying, homosexual behavior, drunkenness, thievery, and dishonesty.

Special Expectations for the Bethel Community
Because of Bethel's commitment to Christ, our unique calling as an educational community, and our understanding of what it means to live in today's world, we want to state clearly some of Bethel's rules and expectations. These are based on:

- our understanding of the Bible and its authority for our faith and life;
- our desire to promote wellness and health in all areas: social, emotional, mental, physical, and spiritual;
- our theological and cultural heritage;
- our understanding of our mission and calling.
We recognize that not all devout Christians share these rules and expectations. However, certain issues are important for our educational mission and our life together at Bethel. They are designed to facilitate our growth, development, and learning as a community.

**We view learning and the pursuit of truth as a special calling.**
- We commit ourselves to integrity, excellence, consideration of different points of view, and collegiality in all of our academic work.
- We will not tolerate plagiarism and other forms of academic dishonesty.\(^6\)

**We believe that life is sacred and people have worth because they are created in God's image.**\(^7\)
- We will value human life in all its diversity and fullness, recognizing that women and men of all races, ages, and ability levels reflect the creative genius of our Maker.
- We view racism and sexism as sinful and reflective of some of the most harmful aspects of our culture. We will abstain from discrimination based on race, ethnicity, gender, age, and disability. We will also abstain from gossip, deliberate divisiveness, and malicious humor.

**We believe that our relationships should reflect our connection in the body of Christ.**\(^8\)
- We affirm mutual respect and promise keeping in relationships between students, colleagues, teachers and learners, spouses, and friends.
- We grieve the hurt and destructiveness of broken relationships, especially those involving divorce and abuse. We will strive to be a community where healing occurs.

**We believe our minds and bodies should be used in God-honoring ways.**\(^9\)
- We will promote the health of our bodies, minds, and emotions.
- We will abstain from illicit or nonmedical use of drugs, narcotics, and other substances. We will also abstain from use or possession of tobacco in any form.

**We view sexuality as one of God's good gifts.**\(^10\)
- We believe that sexual intercourse and other forms of intensely interpersonal sexual activity are reserved for monogamous, heterosexual marriage. We recognize that sexual purity involves right motives as well as right behaviors.
- We prohibit the possession and use of pornographic material. In addition we condemn sexually exploitive or abusive behavior and sexual harassment in any form.

**We value the wise stewardship of resources.**\(^11\)
- We believe all human and natural resources are a trust from God. We value work, creative expression, and wise use of time, ability, and money. We believe in wise use of natural resources. We will use them to do God's work and to benefit God's creation.
- We prohibit gambling and vandalism. In addition we reject materialism and harmful exploitation of natural resources.

**We believe that maturity calls for us to exercise discretion in our behaviors.**
- We believe that God is honored by careful thinking and joyful use of our creativity and imagination. While the media and the arts can be valuable forms of recreation, our commitment to learning calls us to think critically about them and to see them as empowering and liberating ways to understand truth and beauty.
- We believe that certain forms of leisure, entertainment, and recreation are not congruent with holy living. We will make choices that are consistent with our pursuit of holiness in activities such as theater, dance, and music, or in the use of media and technology such as film, television, radio, and computers.
At times we will need to follow the biblical mandate to sacrifice our individual liberty for the good of the community. When differences arise, we will choose the course that demands greater personal restraint and self-discipline. We will strive to resolve those differences in a gracious and just manner.

Conclusions About Community Life
Community life at Bethel should be marked by mutual encouragement, sensitivity, and consideration for others. This is particularly important when dealing with our differences. One of the special values of this community is the opportunity to learn from one another including those within other Christian faith traditions. We celebrate our diversity as well as what we hold in common.

Within committed Christian communities there are diverse views regarding the use of alcohol. Some choose a testimony of abstinence for a variety of legitimate and honorable reasons while others believe they can use alcohol occasionally and moderately without harm to body, spirit, or relationship with others. As a community that honors Holy Spirit-led diversity among Christians, Bethel University employees and students in Seminary, Graduate School, and College of Adult & Professional Studies are not prohibited from using alcohol in moderation when away from campus and not engaged in official Bethel University activities. Further, employees are expected not to drink alcohol in the presence of Bethel students. Because of the special community nature of the College of Arts & Sciences and the ages of the majority of its students, students in the College of Arts & Sciences will abstain from the use or possession of alcoholic beverages during the school year or while participating in any Bethel-sponsored activity.

Living out the call to whole and holy living is challenging. No one does it perfectly. Community members who struggle to follow Bethel's lifestyle expectations and who would like help in living within them are encouraged to talk with appropriate Bethel personnel to seek help in changing.

As a community we recognize that worship, fellowship, spiritual nurture, and Christian service are all essential to our growth in holiness. As members of the Bethel community we are expected to participate in these types of activities regularly. Chapel stands out among these opportunities because it is a unifying spiritual experience for our Christian community. All students, faculty members, and administrative leaders are expected to attend chapel regularly. Chapel is a learning experience that is enriched by the diversity of background and worship styles within the community.

As we join the Bethel community we accept these responsibilities and conditions of membership. We agree to live according to this document and other stated expectations as they are applied to us in the student and employee handbooks. If we find ourselves unable to honor these commitments, withdrawal may be in order. We recognize that we have an obligation to hold each other accountable to biblical standards and to the commitments we have made. Appropriate action will be taken to teach, influence, discipline, or even dismiss those who disregard these community expectations. We will strive to have all disciplinary procedures characterized by Christian love and a redemptive spirit.

As we celebrate this covenant calling to whole and holy living, we encourage and challenge each other with these two verses.

Let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

Because of its crucial role in influencing the ethos of the school, this statement of expectations is subject to change only by action of the Board of Trustees. The Board holds these standards to be binding for all who voluntarily choose to become a part of the Bethel community.
NOTES

1. Matthew 22:37-40
2. John 14:15, 21
4. Examples of such passages are: Exodus 20; Proverbs 6:16-19; Matthew 5-7; Galatians 5:13-25; Ephesians 4:22-5:21; Colossians 3:1-17
5. Colossians 3:5-8; 1 Corinthians 6:9-10. Employees will not practice, advocate, or affirm these and other biblically proscribed behaviors.
6. Exodus 20:15; Romans 13:9; 1 Corinthians 13:5-6; 1 Peter 1:22
8. Romans 12:3-21; 1 Corinthians 12:12-31; Ephesians 4
9. Romans 12:1-2; 1 Corinthians 6:14-15; Ephesians 5:18; 1 Timothy 4:8
11. Genesis 1:28-31
12. Romans 14:1-23; 1 Corinthians 6:12, 10:23-24
13. See the Student Handbook of the College of Arts & Sciences for information on Bethel's Non-Disciplinary Policy. These students may find the staff in the Office of Student Life, the Office of Campus Ministries, and the Counseling Center to be particularly helpful. Seminary students may find help in the Office of Student Life. In addition, many faculty are willing and able to assist. Employees may find help from peers, the Office of Human Resources, and administrative staff.
14. Colossians 3:15-17
### DEPARTMENT CHAIRPERSON CHECKLIST for New Faculty

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<thead>
<tr>
<th>FULL-TIME FACULTY</th>
<th>ADJUNCT FACULTY</th>
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<tbody>
<tr>
<td><strong>Office of Academic Affairs “TO DOs”</strong></td>
<td><strong>Adjunct Faculty Guide</strong></td>
</tr>
<tr>
<td>Generates new Bethel ID#, if needed</td>
<td>Generates new Bethel ID#, if needed</td>
</tr>
<tr>
<td>Sends employment agreement</td>
<td>Sends employment agreement, and</td>
</tr>
<tr>
<td>Provides New Faculty Orientation in August</td>
<td>Summary of Academic Policies &amp; Procedures</td>
</tr>
<tr>
<td>Provides Academic Advising Workshop in August</td>
<td>Adjunct Faculty Guide</td>
</tr>
<tr>
<td>Arranges group session with Human Resources during the New Faculty Orientation</td>
<td>Syllabus format information</td>
</tr>
<tr>
<td>Gives initial access to Bethel systems (Banner)</td>
<td>Vehicle Registration form</td>
</tr>
<tr>
<td>Assigns faculty office</td>
<td>Gives initial access to Bethel systems (Banner)</td>
</tr>
<tr>
<td>Arranges for basic office furniture, nameplate, and phone/voice mail - notifies chair</td>
<td>Assigns faculty office</td>
</tr>
<tr>
<td>Submits copy of signed employment agreement to Human Resources</td>
<td>Submits copy of signed employment agreement to Human Resources</td>
</tr>
<tr>
<td><strong>Chairperson “TO DOs”</strong></td>
<td></td>
</tr>
<tr>
<td>Keeps in touch by phone on a regular basis after person accepts position</td>
<td>In Preparation:</td>
</tr>
<tr>
<td>Is available (or arranges for another member of department) when person moves into office</td>
<td>Verifies office assignment (Office of Academic Affairs)</td>
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<tr>
<td>Communicates office assignment and phone number</td>
<td>Requests office key and gives to faculty member (Facilities Management)</td>
</tr>
<tr>
<td>Requests office key and gives to faculty member (Facilities Management)</td>
<td>Communicates office assignment and phone number</td>
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<tr>
<td>Verifies computer preference (MAC or PC) and requests it via ITS KnowledgeBase - Article #218</td>
<td>At End of Term:</td>
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<td></td>
<td>Collects office and PO keys if not returning</td>
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<td></td>
<td>If returning, checks with dean’s assistant, x6144, to confirm use of same office</td>
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<tr>
<td><strong>Chairperson Discusses with New Faculty</strong></td>
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<tr>
<td>New Faculty Orientation and Faculty Retreat</td>
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<td>Time and location of class(es)</td>
<td>Final exam schedule and expectations</td>
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<td>Final exam schedule and expectations</td>
<td>Grading policy/philosophy in department</td>
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<td>Grading policy/philosophy in department</td>
<td>AESC, Writing Center, Student Life, Counseling, and other help for students</td>
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<td>AESC, Writing Center, Student Life, Counseling, and other help for students</td>
<td>Office hours (in syllabus and posted on door)</td>
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<td>Office hours (in syllabus and posted on door)</td>
<td>Cost center budget number to be used for</td>
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<td>Cost center budget number to be used for</td>
<td>Campus Store and Print Services charges</td>
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<td>T.A. help</td>
<td>Copy card and forms from Print Services</td>
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<td>Copy card and forms from Print Services</td>
<td>Instructions for voice mail as sent by</td>
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<td>Instructions for voice mail as sent by</td>
<td>Telecommunications</td>
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<td>Telecommunications</td>
<td>General orientation to the college (chapel, library, etc.)</td>
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<td>Academic Regalia/Graduation Ceremony</td>
<td>Questions about the policies and procedures received with employment agreement</td>
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<td>Academic Regalia/Graduation Ceremony</td>
<td>Accessing class lists and grades online</td>
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<td>Accessing class lists and grades online</td>
<td>FERPA guidelines</td>
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<td>FERPA guidelines</td>
<td>Academic Regalia/Graduation Ceremony</td>
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<td><strong>New Faculty Member “TO DOs”</strong></td>
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<tr>
<td>Meets with Human Resources (W-4 form, etc.)</td>
<td>Meets with Human Resources (W-4 form, etc.)</td>
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<tr>
<td>Obtains ID# from Human Resources, if needed</td>
<td>Obtains ID# from Human Resources, if needed</td>
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<tr>
<td>Opens PO Box (Post Office) - must have ID#</td>
<td>Opens PO Box (Post Office) - must have ID#</td>
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<tr>
<td>Submits Vehicle Registration form to Office of Security and Safety (HC 112)</td>
<td>Submits Vehicle Registration form to Office of Security and Safety (HC 112)</td>
</tr>
<tr>
<td>Obtains ID Card (ID pictures taken in Office of Student Life, CC 314) - must have ID#</td>
<td>Obtains ID Card (ID pictures taken in Office of Student Life, CC 314) - must have ID#</td>
</tr>
<tr>
<td>Responds to voice mail sign-up information</td>
<td>Responds to voice mail sign-up information</td>
</tr>
<tr>
<td>Sets up My Computer Account</td>
<td>Sets up My Computer Account</td>
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ACADEMIC POLICIES AND PROCEDURES

COURSE SYLLABI

At the beginning of each term teachers are expected to submit to the Office of Academic Affairs (col-syllabus@bethel.edu) an electronic copy of a syllabus for each course to be taught. Such syllabi should provide students with the following information:

Required Information
- Term (i.e. Fall 2013)
- The course number and title (as printed in the catalog)
- Name of instructor, office location, and office hours
- Prerequisites, if any, or other screening devices required for enrollment in this current course as printed in the catalog
- Course texts and materials
- Evaluation and grading procedures—students need to have a clear understanding how you will evaluate them; for instance, what their tests will cover, and what type of tests will be used. Specify the relative weights of the grading factors you use. If you employ the Bethel policy on academic honesty, state that you do.
- Attendance policy
- Accessibility procedures
- Complaint procedure (may refer to website for syllabus policies)
- Final examination date and time
- Course schedule of readings and assignments
- Another item, which will help your students, is a list of objectives: what skills they will gain, what knowledge they will gain, by completing the course

OUTSIDE RESOURCES FOR CLASSROOM USE

Teachers are encouraged to enrich their classes through the use of films, tapes, and other media. Often these can be secured at little or no cost. When rental fees are required, these should be cleared in advance through the department chairperson.

FINAL EXAMINATIONS

Bethel’s policy on final exams is that every regular academic course must include a final exam or other final appropriate academic exercise within the final exam schedule. In lieu of a final exam which covers the entire course, the following have been declared to be “appropriate academic exercises”: a paper due at the time of the regularly scheduled final exam period; a unit test similar to others given during the term which covers only a part of the course; or a class meeting or academic exercise required during the regularly scheduled final exam period. Final exams should not be advanced into the last week of classes because this impacts negatively on student performance in other classes.

Final exams are to be given at the time scheduled by the Office of the Registrar. The college catalog includes the following policy on the exam schedule:
“At the close of the fall and spring semesters, one week is provided for final examinations. Two hours are allowed for each examination. The examination schedule is prepared by the registrar and published at the time of registration. Students are required to take examinations at the indicated time. Exceptions necessitated by conflicts with an established work schedule, severe personal hardships, or academic hardship (in the form of having three examinations on one day) must be approved by the faculty member. Exams will not be rescheduled merely for the economy and/or convenience of the student.

Final examinations are usually given in interim and summer school courses, but no special days are specifically set aside for this purpose.”

COURSE PROGRESS REPORTS

Course Progress Reports can be a very effective way to alert students about the need for improved academic performance. For Freshman, it is particularly important to send these Course Progress Reports early in the term when the difficulty is evident. Course Progress Reports can be sent throughout the semester. Report forms are available in the Office of the Registrar or online. You can access the course progress report forms through the direct link as well: https://banner.bethel.edu/prod8/ywscprg.P_ViewCrse.

Once the completed form is returned to the Office of the Registrar, a copy is sent to the student and the academic advisor. Call x8734 if you would like the Office of the Registrar to send you Course Progress Report forms through intercampus mail if you are not on campus during the day.

ACADEMIC FREEDOM

Bethel University subscribes to the following excerpts from the “Statement of Principles on Academic Freedom and Tenure” adopted by the American Association of University Professors (AAUP) in 1940 and published in the Spring 1957 Bulletin of the Association:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other claims of the institution should be clearly stated in writing at the time of appointment.

The college or university teacher is a citizen, member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a person of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show his respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesperson.

For additional information on classroom application see Appendixes A and B.
FACULTY ORGANIZATIONS

Adjunct faculty issues regarding policy, procedures, and structure should be directed through three representatives to a faculty standing committee on adjunct faculty concerns. This committee will operate under the auspices of the Faculty Personnel Policy Committee and will act as liaison between adjunct faculty, full-time faculty, and administration.

USE OF ACADEMIC REGALIA

All teachers are invited to participate in annual fall and spring commencement activities, and they may take part in the academic processions associated with these events. Faculty members should provide their own academic regalia or rent it through the Campus Store.

ACADEMIC HONESTY

Since Bethel University is a Christian academic community, its fundamental purpose is the pursuit of knowledge and the development of growing Christian persons. Essential to the success of this educational mission is a commitment to principles of ethical academic integrity. Every member of the college community is responsible for upholding the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty. Violation of honesty standards can result in denial of credit (U or F) in a course, as well as dismissal from the college. Penalties are given at the discretion of the faculty member, and offenders may be referred to the Vice President and Dean. Students charged with a violation have the right to appeal any disciplinary action. Contact the Office of Academic Affairs for details on the appeal process.

Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

A. **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

B. **Plagiarism:** Using the ideas, data, or language of another without specific and proper acknowledgment. Example: misrepresenting another’s work (paper, lab report, article, or computer work) as one’s own original creation and submitting it for an assignment; using someone else’s ideas without attribution, failing to cite a reference or to use quotation marks where appropriate, etc.

C. **Fabrication:** Submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent or irrelevant articles, etc.

D. **Multiple submission:** Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: Submitting the same paper for two different classes.

E. **Misrepresentation of academic records:** Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to Bethel University. Example: Forging a registration form or a change of grade slip, tampering with computer records, etc.

F. **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this Code. Example: Working together on a take-home exam or other individual assignment, etc.
G. **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: Gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library material; etc.

H. **Computer crimes:** Damaging or modifying computer programs without permission. Example: Software piracy, hacking, constructing viruses, introducing viruses into a system, copying programs and data belonging to others, etc.

**Procedure:**

**Institutional Intervention in Addressing Habitual Academic Dishonesty**

A central clearinghouse is located in the Office of Academic Affairs. This involves the following:

**First Violation**
A faculty member is strongly encouraged to send a brief statement of a violation of our Academic Honesty Policy to the Dean of Academic Programs. This statement simply gives the student’s name, the date, and the fact that the faculty member has taken some action. This will be put in a central file in the Office of Academic Affairs with no action taken. Notification will be sent to the student indicating receipt of this violation and the procedure that would be followed in the event of future occurrences. None of the above information will go in the student’s academic file.

**Second Violation**
When a student’s name comes in for a second violation of the Academic Honesty Policy, an assessment person will meet with the student. That person will then make recommendations to address the problem to the student and the advisor. These recommendations might include:

- Meeting with the advisor.
- Involvement with a counselor.
- Meeting with the teachers involved.
- Etc.

The advisor will monitor the student’s progress on the recommendations and submit a report to the Dean of Academic Programs at the end of the academic year. None of this information will go in the student’s academic file.

**Third and Subsequent Violations**
When a third violation occurs, the Dean of Academic Programs will review the case and take appropriate action.

**Appeals**
Students charged with academic dishonesty have the right to appeal any disciplinary action. Appeals related to a first or second occurrence should be submitted in writing to the Dean of Academic Programs. Appeals related to the third or subsequent occurrences should be submitted in writing to the Academic Appeals Committee.

This plan is not intended to be punitive but to be positively developmental in helping the student deal with a pattern of academic dishonesty. A central clearinghouse is a way to identify and help students who have made a habit of academic dishonesty. Without this central clearinghouse, individual faculty members may not be aware of the pattern but may think that it is a one-time problem for the student.

Approved by AAC 12/12/96
EMPLOYMENT POLICY AND PROCEDURES

ADJUNCT FACULTY CLASSIFICATIONS

Regular Adjunct Faculty

1. The faculty member is hired by the Office of Academic Affairs in conjunction with the chairperson of the respective academic department.

2. The faculty member is assigned a rank (Inst., Asst., Assoc., etc.) based upon his or her education and experience consistent with the criteria used for full-time faculty.

3. Minimum academic preparation for adjunct faculty is considered to be a masters degree. Exceptions may be made in individual cases, but such exceptions will rarely be continued beyond a three-year period.

4. Monetary compensation is paid on a per course basis consistent with the Adjunct Teaching Salary Schedule.

5. An adjunct faculty load will generally be a maximum of five courses per year (maximum of two courses per term) in a combination of the College of Arts & Sciences, the College of Adult & Professional Studies and the Graduate School.

6. Additional compensation may be provided for authorized assignments in addition to normal teaching responsibilities.
ID CARDS

You will receive a Bethel ID number. This number is on the contract you receive from Academic Affairs. Contact the Office of Student Life to arrange to have your ID card picture taken.

CONTRACTS AND PAYCHECKS (W-4 AND I-9 FORMS)

Paychecks are issued on the last workday of each month. If you have an emergency and need funds in advance, you may request such payment up to twice a year and receive this check in one or two days by contacting staff payroll. In order for you to be paid, a copy of your signed contract, as well as completed W-4 and I-9 forms need to be on file. Contact the Office of Human Resources for copies of the W-4 and I-9 forms. Return your signed contract to the Office of Academic Affairs.

Every effort will be made to contract adjunct faculty members after registration when we know the classes are definitely being offered. There may be a rare occasion when unforeseen circumstances due to student enrollment necessitates the cancellation of a class that either directly or indirectly affects an adjunct faculty member’s load. Every effort will be made to avoid this situation.

DISABILITY DISCRIMINATION

Bethel University complies with the American with Disabilities Act and the applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. Bethel College and Seminary also provides reasonable accommodations for such individuals in accordance with these laws. If an employee has a handicap or disability, which requires specialized accommodations either for a current job or for jobs for which the employee is otherwise qualified and wishes to apply, the employee should contact his or her supervisor or the Office of Human Resources. These individuals will work with the employee to try to arrange reasonable accommodations. Reasonable accommodations may not be available in all cases. Employment opportunities may be limited for individuals who cannot perform the essential functions of a job. (Statement modified by Human Resources, 19 April 2000.)
POLICY ON SEXUAL HARASSMENT

Sexual harassment is a form of discrimination in violation of Title VII of the Federal Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Chapter 363 of the Minnesota Human Rights Act, and Bethel policy. Such behavior has the potential of threatening an individual’s academic performance, economic livelihood, career advancement, psychological and spiritual well-being, and the very fabric of our community life together. According to Federal Equal Employment Opportunity Commission guidelines:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual;
c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment can take many forms:

a. Verbal harassment may include sexual innuendo, humor and jokes about sex or gender-specific traits, implied or blatant verbal threats.
b. Physical harassment may include offensive contact (patting, pinching, brushing against the body, etc.), blocking movement, attempted or actual fondling or kissing, or any other form of coerced sexual conduct.
c. Nonverbal harassment may include suggestive or insulting whistling, gestures, or leering, offensive written messages (including e-mail) of a sexual nature, and misuse of technology to display, download or transmit obscene electronic images or other inappropriate material.

If you feel you are being sexually harassed, or believe you have witnessed an incident of sexual harassment, talk to a sexual harassment grievance officer immediately, or you may contact the Director of Human Resources/Compliance Officer. Retaliation for reporting harassment is illegal and will not be tolerated at Bethel.

This is a policy summary only. The complete sexual harassment policy and procedures are available for review in the Office of Human Resources as well as the offices of executive vice presidents and vice presidents. Brochures summarizing the policy are distributed annually to faculty, staff, and students. Grievance officers are listed in the brochure.

POLICY ON SEXUAL VIOLENCE

Sexual violence is a physical act of aggression and is the highest violation of the Sexual Harassment Policy. Sexual violence includes someone:

- exposing his or her genitals to you;
- touching your genitals, buttocks, upper or inner thighs, or breasts either above or beneath your clothing;
- directing sexual threats at you;
- attempting to or actually raping you.

The central issues of sexual violence are aggression and lack of consent.
If you have been sexually assaulted, seek help immediately. You may be in shock, and should not be alone. There are people who have been designated by Bethel as individuals trained to help you. Whomever you choose to contact will join with one other person trained to help you. At least one of the persons will be female. Together they will offer support and counsel.

POLICY ON RACIAL HARASSMENT

Bethel University is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. Bethel seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States and the world. Bethel is committed to eliminating all policies and practices that work to the disadvantage of individuals on the basis of race. We are working diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and indirectly feed the destructive forces of racism.

Bethel is therefore committed to consistent effort toward maintaining a Christ-centered community free of all forms of racial harassment and has adopted a racial harassment policy and procedures as a basis for community guidance, education and complaint resolution.

Racial harassment is behavior that intentionally or unintentionally reflects racist attitudes. It means verbal or physical behavior that explicitly demeans the race, color, ethnicity, ancestry, or national origin of an individual or individuals, and (1) has the purpose or effect of interfering with the education, work, or other activity of a student, employee, official, or guest; or (2) creates an intimidating, hostile, or demeaning environment for education, work, or other activity.

Racial harassment may include:

a. Physical contact or attacks for racist and discriminatory reasons;
b. Intimidation through the threat of force or violence, directed toward an individual’s body possessions, or residence;
c. Verbal assaults (such as name-calling, racial slurs, slang references, or jokes) that demean a person’s color, culture, or history and perpetuate stereo-typical beliefs about the attitudes toward ethnic groups;
d. Nonverbal behavior (such as gestures, portrayals, graffiti, or acts of exclusion) that demean a person’s color, culture, or history and perpetuate stereo-typical beliefs about the attitudes toward ethnic groups.

DEALING WITH RACIAL HARASSMENT

If you believe you have been the victim of a racist or discriminatory act, the situation may be addressed through an informal or formal grievance process. The degree of formality is determined on a case-by-case basis. An informal process, based on interpersonal conflict resolution and education, is preferred to a formal process whenever appropriate. Know that retaliation for reporting harassment is illegal and will not be tolerated at Bethel.

Attempts to take retaliatory action or to influence the normal conduct of the process, or of persons involved in it, will be considered a serious offense and may be subject to disciplinary action. Any employee or student who knowingly or maliciously makes a false allegation of racial harassment may be subject to discipline.
This is a policy summary only. The complete racial harassment policy and procedures are available for review in the Office of Human Resources as well as the offices of executive vice presidents and vice presidents. Brochures summarizing the policy are distributed annually to faculty, staff, and students. Grievance officers are listed in the brochure.

CHAPEL SERVICES

All members of the Bethel community are encouraged to attend and actively participate in chapel. Chapel services are on Monday, Wednesday, and Friday from 10:20 a.m. – 11 a.m. Please do not schedule office hours, student appointments, discussion groups, media presentations, or any other activity during this time. You will find that most offices are closed during this time. If you would like to share in testimony, special music, or participate in any other element of worship, please let the Campus Ministries office know. Feel free to stop by to talk with Campus Ministries about the specifics concerning their exciting ministries.

FACULTY RETREAT

A retreat is held near the beginning of each school year for the members of the college faculty. All full-time members are required to be in attendance unless campus duties make this impossible. Adjunct members are also invited to participate. The objectives of this retreat are to:

a. become acquainted personally with new members of the Bethel Community;
b. strengthen the sense of solidarity with colleagues in other disciplines;
c. become oriented to the human, financial, and organizational resources of Bethel at the outset of the year;
d. explore in depth some aspect of professional growth;
e. renew commitment to the mission of Bethel University in the world.

You should receive information in the mail during the summer.

OFFICE SPACE, FURNISHING, AND KEYS

Adjunct faculty members share office space and computers or temporarily use the office of a faculty member on leave-of-absence. A desk, chair, filing cabinet, and shelving are provided in each office. Other equipment is to be furnished by the faculty member personally. In some instances, additional equipment may be provided with institutional funds.

All school furniture assigned to the offices is numbered and the numbers are carried in the school inventory file. No equipment is to be moved from one office to another without securing permission from the Vice President and Dean. All classrooms are equipped with overhead projectors. Some classrooms have additional electronic equipment. If you need specific equipment, and your classroom does not have it, call A.V. at x6227 to order it.

Insurance coverage ($250 deductible) is carried by the school on equipment and books in faculty offices. Rare or non-replaceable books or periodicals are not covered at market value, but special insurance can be purchased by teachers who have an interest in such coverage. Each faculty member will be asked to record annually the estimated replacement cost of his/her office furnishings in the event of a fire.

Keys: Faculty members are responsible for office keys. Keys are obtained from the department chairperson or Academic Affairs in conjunction with the Facilities Management Office.
SECRETARIAL AND SUPPORT SERVICES

Secretarial service for duplication of materials for classroom use, administration of special off-schedule examinations, duplicating minutes of faculty committees, and correspondence is limited. Administrative assistants for departments or divisions may be available for some of these tasks, but the department or division chair should be consulted. Consult Print Services for information on submitting materials electronically for duplication.

All ordinary paper supplies needed for school-related activities will be provided by the school. These supplies are obtainable from the campus store and are charged to the appropriate department.

STUDENT ASSISTANTS

The services of student assistants may be available to some adjunct faculty members to provide assistance in their courses. Costs of all student help, irrespective of the kind of service performed, are part of the departmental budgets. Check with your department chairperson for more information.

INCLEMENT WEATHER OR OTHER EMERGENCIES

When possible, decisions regarding class cancellations due to winter weather or other dangerous weather situations will be made by 6 a.m. the morning of classes or 2 p.m. for evening classes. There are situations where cancellations may need to be made at a later time due to changing weather situations.

When classes are cancelled, students and employees will be notified in the following ways:
1. A Bethel Alert will be distributed via Bethel email, to the office phones of Bethel employees, and to other phone numbers at which students and employees have opted in to receive such alerts.
2. A posting on the Personal Announcements channel in BLink.
4. For students in the College of Adult & Professional Studies and Graduate School, there will be a message on the Emergency/Weather Hotline at 651.638.6038.
5. A voice mail will be left at 651.638.6400. The main greeting will be changed to reflect closing.

FACULTY ABSENCE FROM CAMPUS

Faculty members are expected to meet all of their classes regularly and punctually. If they are unable to meet their classes because of illness or unexpected emergency, they should inform their department chair as soon as possible. Faculty who plan to be absent from scheduled classes for activities such as professional meetings or school business should inform these individuals as soon as possible and recommend a plan for the meeting of classes and/or for other appropriate educational activity in lieu of classes. If the planned absence is longer than one week, CAS faculty should notify the appropriate divisional dean as well as the department chair, in order to develop a plan for classes during the faculty member’s absence.

Faculty members should have a plan for notifying students that their class will not meet in cases of illness or emergency. A departmental administrative assistant, the associate deans’ administrative assistant, or a student worker may be able to assist with this process.
BENEFITS

GENERAL STATEMENT OF BENEFITS

1. All adjunct faculty receive the employee discount on the purchase of books and supplies in the Campus Store.
2. Upon meeting the standard Bethel employment conditions, adjunct faculty with at least 4/7 load are included in the Bethel retirement plan.
3. Adjunct faculty with at least a 5/7 load are eligible for the following:
   a. Health and disability insurance benefits.
   b. Tuition benefit for spouse and dependent children after two consecutive qualifying years of employment. (See employee handbook for details.)
4. Adjunct faculty with at least a 4/7 load during the previous 12 months and who have been employed at Bethel for at least 12 months are considered eligible for benefits under the Family Medical Leave Act (FMLA).

For further information on these benefits contact the Manager of the Employee Benefits in the Office of Human Resources.

WORKERS’ COMPENSATION

Bethel employees are covered by Workers’ Compensation Insurance in case of any injury due to an accident while on the job. This insurance is paid completely by Bethel. Any injuries that occur at work, regardless of severity, must be reported to the Office of Human Resources immediately. A First Report of Injury report must be completed and submitted to the Office of Human Resources within 24 hours. Should you lose work time or incur medical expenses because of a work-related accident you will be compensated by this insurance program according to Minnesota Law.

VOLUNTARY TAX SHELTERED ANNUITY

You may want to tax shelter dollars for your retirement on a voluntary basis. Tax sheltering is a retirement planning method which allows a reduction from your salary before state and federal taxes are taken.

You may tax shelter part of your earnings through salary reduction, within limits prescribed by the Internal Revenue Service. You may purchase tax sheltered annuities through TIAA-CREF, Mutual of America, or other companies authorized by Bethel. For further information contact the Manager of Employees Benefits, in the Office of Human Resources.

LEGAL LIABILITY INSURANCE

All teachers are protected by insurance against legal suits instituted against them because of injuries that may be sustained by students under their jurisdiction up to $500,000 per occurrence.
PROFESSIONAL MEETINGS

Every faculty member is encouraged to attend regularly the meetings of appropriate learned and professional societies. To foster this professional involvement, adjunct faculty members with extended status are funded on a pro-rata basis (i.e., 5/7 load for two years = 5/7ths of the established amount).

In addition, but only as budget resources permit, faculty members who are presenting a paper at a professional conference may apply for an additional $600 per biennium to cover travel expenses at the conference where the paper will be presented. The professional paper must be accepted for reading at a national meeting of a learned or professional association before requesting these funds. Generally, workshop leadership or panel (track) discussant roles does not make one eligible for this additional funding. Application for the funds must be made at least 30 days prior to the conference. A request form is found on the Academic Affairs webpage and should be submitted electronically to the associate dean of General Education and Faculty Development.

In all cases, expense-saving strategies for hotel accommodations and automobile transportation should be followed. In addition, air transportation should be booked well in advance of the planned trip.

Occasionally faculty members will be asked by the administration to represent Bethel at professional workshops which have significance for the school as a whole. All expenses involved will be paid by the school.

RECOGNITION FOR LENGTH OF SERVICE

Recognition for length of service is honored through Human Resources. For adjunct faculty, length of service is first recognized after an accumulation of five consecutive years of a 4/7 teaching load. You are then recognized after each additional five consecutive years of a 4/7 load.
OFFICES/DEPARTMENTS TO KNOW ABOUT

ACADEMIC ENRICHMENT & SUPPORT CENTER (AESC) AND WRITING CENTER

Of the many services provided to students, the two that you should probably be most aware of are the Academic Enrichment & Support Center (AESC) and the Writing Center. These services provide support to both you and students as they give regular individual or small group tutoring to those who are struggling with a variety of skills. For further explanation of these services and others, refer to the Bethel College Student Handbook, which is available online.

BUSINESS OFFICE

The Business Office is located in CC 208. A Bethel ID card must be presented to conduct any business with the Business Office. The Business Office provides two banking windows - the Student/Staff Accounts window and the Cashier window. The Cashier window is designated for check cashing, request for payment, and deposits to your department budget. There is a daily check cashing limit of $100.00.

The Student/Staff Accounts window is for paying charges on your personal account and asking routine questions about your account. You may drop off payments or deposits in the drop box located by the Business Office (CC 208) or by sending them through intra-campus mail. Be sure all payments have your Bethel faculty ID number written on them clearly. All deposits must have a purple deposit slip attached with your correct budget number, description, your name and ID number. Please do not send cash through the mail. The window hours during the school year are 9 a.m. – 3 p.m. Monday – Friday. Closed during chapel.

The Business Office also houses the payroll and accounts payable departments. If you have questions concerning your paycheck or any accounts payable items contact the payables supervisor (x6208). The Financial Planning Office (x6241) handles all student payroll questions. If you have guest speakers you need to pay or other questions concerning honorariums, please contact your department chairperson.

CAMPUS STORE

The Bethel Campus Store is located on the first floor of Brushaber Commons. The store carries a selection of office supplies, snacks, and novelty items in addition to books. It also provides for film processing and ordering of academic regalia. During the academic year the Campus Store is open Monday through Friday from 9 a.m. to 4 p.m., and is closed during chapel. Employees of Bethel receive a 20% discount on all regularly-priced items.

Textbook ordering information should be obtained from your department chairperson. Use the department’s budget number to purchase items for classroom use. Textbook selections/adoptions must be submitted by the respective due date each term. For more specific directions on how to order your textbooks, visit the Campus Store website.

NOTE: Contact Purchasing (x6249) for items not carried in the Campus Store. See section on Computer Sales under the Information Technology Services section for information related to computers in the Campus Store. The above guidelines may not be true in the Computer Village.
Charging Purchases
Faculty are allowed to charge purchases through the Bethel Campus Store (and also the Purchasing Office). All charges are then payable through the Bethel banking window no later than 30 days from the date of the charge.

Any charges not repaid with 30 days will be subject to a finance charge of 1% per month. This is an ANNUAL PERCENTAGE RATE OF 12%.

If an account becomes more than 60 days past due the Campus Store and Purchasing Office will be notified by the Business Office to withhold charging privileges. If there are special circumstances which temporarily preclude repayment, contact the Business Office to make special arrangements for payment.

PRINT SERVICES
Print Services is located in AC300A and offers a range of services and materials: copying, stapling, folding, 3-hole punching, as well as making transparencies and sending faxes. [NOTE: faxes are received in the Post Office and will be placed in your box.] Orders must be submitted online. Before submitting your first order you will need to register at bethelnet. Ample time—at least two days—should be given to the Print Services office to process duplicated materials. Such scheduled work will be given priority. Last minute requests should be avoided.

There are three copy machines which are available 24 hours a day for personal or department use. They can be operated by either coin or magnetic card and are located on the HC 1st floor, AC 2nd floor, and AC 3rd floor.

Federal Copyright Law
Under the “fair use” section of the federal copyright law, which became effective January 1, 1978, faculty are granted limited rights to duplicate copyrighted material for research and instructional purposes. Unless advance permission has been granted in writing by the copyright holder, duplication privileges are narrowly restricted. Guidelines for such copying are available at the circulation desks of the libraries and at the copying service in the Academic Center. For further details on Bethel’s policy see Appendix C.

FOOD SERVICE
During the school year, all employees are eligible for reduced noon lunch rates Monday through Friday in the Monson Dining Center, located on the 3rd floor of the Brushaber Commons. 3900 Grill is also on the 3rd floor of Brushaber Commons and offers a limited menu. Common Grounds offers coffee and snacks and is located on the second floor of Brushaber Commons.

HEALTH SERVICE
The Health Service has been established primarily for students. The nurse will treat medical emergencies, however, of faculty or staff caused by injury or illness occurring during working hours, or minor ailments such as colds. Students, faculty, and staff are expected to make their own arrangements for medical needs of their dependents and not to use the Bethel Health Service for this purpose.
Reporting Accidents
Faculty injured while working for Bethel University should report immediately to Health Services for treatment, and the department chairperson should be notified.
[See information on “Worker’s Compensation” under “Benefits.”]

INFORMATION TECHNOLOGY SERVICES (ITS)

A campus-wide network that connects every office, classroom, public lounge, and residence-hall room is in place. This network is connected to the Internet. Resources available through the network include Bethel Library’s electronic card catalog, Bethel’s web servers, personal productivity and instructional software, e-mail, laser printing, and an extraordinarily large number of resources over the Internet.

Personal Computers
ITS supports Windows systems, Macintosh systems, and UNIX work stations for faculty, staff, and student use. Public computers are housed in several locations including CC 120, CC 325, AC 203, the Library, and residence-hall lounges.

Only equipment that has a Bethel University Information Technology Inventory Sticker will be supported by ITS.

User Services
User support is provided through both professional and student staff. A help desk (x6500) is available for all authorized users. The Director of User Services may be reached at x6297. Services available in the main computer lab (CC 120) include scanning of text and images. Scanning and grading of tests and check out of LCD projectors are available in CC 432. Forms for computerized testing are available in the Natural Science Division office, AC 248 (x6289).

Computer Sales
Macintosh and Windows computer systems, notebooks, and software for both Macintosh and Windows systems are available at educational pricing to all students, faculty, and staff through our Computer Village store. The sales location is in the back of the Campus Store.

E-mail Address
To create an e-mail account, connect to https://directory.bethel.edu/ via a web browser and follow the instructions.

Training
Training is currently offered during summers. Notice of the options and schedules is provided to all faculty, usually during the month of May.

Ethics
A copy of our Computing Acceptable Use Policy is presented to you when you create your account. It is also available on our website at http://www.bethel.edu/its/policies/index.html.

LIBRARY

The Bethel University Library’s website (http://library.bethel.edu) serves as a portal to:

- 170,000+ volumes located in the library including books, music CDs, and over 7,000 videos/DVDs;
- Interlibrary loan access to 2,000,000+ volumes within the consortium;
• 13,000+ full-text periodicals online and 1,100 hardcopy journal titles;
• 65+ online databases;
• An online bibliographic manager available to all faculty, staff and students
• E-mail reference service;
• Instructional tools such as the "Research Wizard" and interactive tutorials.

General services in the library include:
• Wireless access to the Bethel network
• Laptops for check-out
• Full service Audio-Visual department
• Individual and small group study areas (may be reserved in advance)
• Listening/viewing rooms (may be reserved in advance)
• Individual reference assistance in person, via telephone or e-mail
• Interlibrary loans for books, articles, theses/dissertations, documents, etc. from U.S. and international libraries – all requests can be made from the web page with articles delivered via e-mail, fax, or hard copy.

Library services specifically for faculty:
Services and resources specifically for faculty use are available on the Library homepage under Library Info/User Services: Faculty Services.

Instruction & Reference
Reference librarians are eager to
• Work collaboratively with you to design information literacy sessions, assignments etc.
• Provide workshops for individual faculty or departments on new databases, resources, services, etc.
  We do make office calls!
Please call the Reference Desk at x6224 to make arrangements.

Reserves
How to place materials on reserve:
• Collect items to be placed on reserve from the library shelves. Items from other libraries can NOT be placed on reserve.
• Request copyright permission if necessary. See Copyright Determinations or pick up a copy at the Circulation Desk.
• Correct citation information must be marked on each copy, whether or not copyright permission is required. A full citation includes: title of book/journal, author, volume, issue number, date.
• Bring all items to the Circulation Desk in the Library.
• Pink Reserve forms are available at the Circulation Desk. Fill out one form per course each time you bring in items. Provide complete information, please.
• Do the above steps before announcing library reserve items or distributing a course syllabus that lists items on reserve.
• Allow 1–2 days for processing at the beginning of the semester. During the semester most reserve materials can be processed the same day as received.

Reserve Videos /DVDs for Class Showing
Bethel University Library has a substantial collection of over 7,000 videos/DVDs, others are available for loan through CLIC (library consortium), and others may be rented. Rentals or purchases must be approved by your department chair.
Reservations must be made in advance of show date:
- 1 week for Bethel University videos
- Minimum of 2 weeks for all others

Reserve it on the web form or call x6063

AV Equipment
Order at least 24 hours in advance x6227

Selection and Acquisition of New Materials
Consult your department chair for authorization. Forms are available on the web for:
- Book Purchase
- Video/DVD Purchase
- Reports of Items Ordered

Copyright Information & Permissions
- Permission slips are available at Print Services.
- Allow adequate time for obtaining permission.

For more information, check the link on the library website or call x6224.

Faculty Circulation Periods
- Bethel and other CLIC library books: 4 months (Items from non-CLIC libraries vary by institution.)
- Videos at Circulation: 3 day, 1 day, or restricted to the library or classroom use
- Other videos: 1, 3, or 7 days

POST OFFICE

The Bethel Post Office provides services that include stamp sales and money orders as well as insured, registered, special delivery, and express mail. Window hours for postal sales are Monday through Friday 8:30 a.m. - 3:30 p.m. (closed for chapel). The Post Office also receives faxes sent to Bethel (to send a fax see Print Services) and informs you of a fax arrival via voice mail before placing it in your mailbox.

To return student papers through post office boxes, it is important not to insert papers from the outside. A faculty member or T.A. can come inside the post office to put papers in boxes between 8 - 10 a.m. or 12 – 4:30 p.m. In emergency situations, the post office staff will return the papers; however, the papers must have a box number clearly visible and be in numerical order. For more detailed information, see the Post Office section in the Student Handbook.

Each faculty member is assigned a post office box number at the beginning of each school year and all mail is directed through this box. Official communications are channeled through this facility. Check your box at least once a week. Post Office regulations prohibit the use of campus mail for advertising for personal or business matters. Permission to circularize the student mailboxes must be secured from the Office of Student Life.
PURCHASING

The Purchasing Office can assist you in purchasing supplies not available in the Campus Store. Talk to your department chairperson for instructions and further information.

United Parcel Service (UPS) is available to all employees through Bethel’s Purchasing Office. You will be charged a small service fee in addition to the regular UPS shipping charge. The Purchasing Office may also be able to assist you with personal purchases by obtaining lower prices. Personal purchases are charged to your personal account through the Business Office. You may direct your questions regarding these services directly to Purchasing (x6249).

SECURITY AND SAFETY

You are encouraged to assist in securing Bethel property. Please make sure that you follow Bethel regulations concerning the locking of doors. If you see anything that might present a security risk, such as a broken window, an unlocked door that should be locked, or someone acting suspiciously, please report it immediately to the Office of Security and Safety. If you have been issued building or departmental keys, you must not lend them to anyone without permission from your supervisor. Only the Department of Facilities Management may make copies of keys to Bethel property.

All employees are expected to secure their personal valuables. Report any suspected theft immediately to the Director of Security and Safety.

Bethel intends to provide a safe working environment with your assistance. Please observe safety regulations, wear safety equipment if your job requires it, and immediately report any unsafe conditions or work procedure to your department chairperson or the Director of Security and Safety.

Escort services are available 24 hours a day, seven days a week. When entering campus, stop by the Security station and make your request to the officer on duty. If leaving campus, call x6055, and an officer will be dispatched to your location.

VEHICLE REGISTRATION AND PARKING

All motor vehicles must be registered with Security and Safety. Registration forms are available online at http://bethelnet.bethel.edu/security-safety/forms or in the Office of Security and Safety (HC114, x6055). The Bethel parking permit must be displayed on the driver’s side, side back window at all times. When faculty use personal automobiles for authorized school business, reimbursement will be made at the current rate per mile.

Overnight parking is not permitted in the first four rows of the east (RC) parking lot and the north section of the west (CLC) lot. These spots are designated by the blue parking lines and are intended for use by commuters.
GENERAL INFORMATION

CAMPUS EVENTS

Each year Bethel offers a large variety of special events that you can attend free of charge or at reduced rates. Previous events have included music concerts, guest speakers, art exhibits, films, and plays performed by students.

At the beginning of each academic year, employees are invited to receive passes to all home athletic events. These passes entitle the employee and family member to free admission to varsity games. Your support for Bethel athletics is welcomed, and you are encouraged to take advantage of these opportunities for enjoyment and personal enrichment.

CASH MACHINE

A cash machine is located by the Campus Store on the second floor of Brushaber Commons.

CHILD CARE

Child care for adjunct faculty members may be available on a fee basis at the Child Development Center. Call x6147 for further information.

FACULTY LOUNGE

The faculty lounge is located on the second floor of the AC building. A microwave, refrigerator, table, coffee maker, newspapers, and current issues of journals are there for your use. Many faculty members and administrators join together there for lunch and coffee breaks each day.

TELEPHONE

It is not necessary to dial the entire phone number when making an on-campus call, simply dial the 4-digit extension. When making outside calls, dial “9” before dialing the number you are calling. Long-distance calls require a long-distance access code. See your department chairperson to find out the access code for your department. For long distance rates please contact Telecommunications (x6280). Personal long distance calls may only be made with the use of a personal calling card.

During the academic year, a Bethel operator is on duty from 7:30 a.m. – 10 p.m., Monday through Thursday, 7:30 a.m. – 7 p.m., Friday, and 9 a.m. – 7 p.m., Saturday. On Sunday an operator is on duty from 3 p.m. – 10 p.m. All other times the guard at the Bethel Security Post will act as a contact point for emergencies, but not as an information point.

If you wish to use the Bethel voice mail system, you will need to request a voice mail number from Telecommunications. The form to request voice mail is posted on the Telecommunications website: www.bethel.edu/its/telecom.

The Roster (the directory for students, staff and faculty at the college) comes out during the fall semester. Pictures are taken for the Roster in the Student Life Office through mid-September.
The following appendixes are also a part of the Faculty Handbook and can be viewed online through bethelnet on the Academic Affairs website.

Appendix I: Organizational Chart  
Appendix II: University Faculty Committees  
Appendix III: Fair Use and Photocopying  
Appendix IV: Academic Freedom and Classroom Procedures  
Appendix V: Maternity Suggestions and Faculty Maternity Advocate Position  
Appendix VI: The Family Educational Rights and Privacy Act  
Appendix VII: Suggestions for Using Inclusive Language  
Appendix VIII: General Policy on Intellectual Property  
Appendix IX: Patriot Act Policy  
Appendix X: Equal Employment Opportunity Policy

Some of the material in this guide has been excerpted from:

Community Commitments  
Sexual Harassment Policy  
Racial Harassment Policy  
Library: A Guide for the Faculty