



**HANNIBAL-LAGRANGE UNIVERSITY**  
**Faculty Handbook**

*The four chapters of the Employee Handbook are to be considered an integral part of the Faculty Handbook. The faculty will abide by the requirements of the Employee Handbook as well as those of the Faculty Handbook.*

## **Chapter 1**

### **RELATIONS BETWEEN FACULTY MEMBERS AND UNIVERSITY**

#### **1.1 Recruitment and Relocation**

##### 1.1.1 Recruitment

The President, in consultation with the Vice President for Academic Administration (VPAA) and appropriate department and/or division chairs, leads in the search for elected faculty members. Applicants are given an application that lists the standards of employment. Faculty are expected to adhere to the mission and purposes of the University and to the beliefs stated in the Baptist Faith and Message (2000 edition). It is required that all faculty be persons who have accepted Jesus Christ as Lord and Savior and are active members of a local church. Potential candidates under consideration are invited to the campus at the University's expense for a personal interview. The VPAA—with the approval of the President and upon a vote of a subcommittee (at least three members) of the board of trustees—will offer a contract to the candidate believed to be best qualified for the position.

##### 1.1.2 Relocation

Faculty members must live within a 50-mile radius of HLGU's campus. Any exceptions to this requirement must be approved by the VPAA.

The University provides financial assistance for moving a new full-time faculty member by paying one-half of the amount charged by a recognized, reliable professional mover (this does not include extras such as containers and packing). The faculty member is asked to submit three official estimates to the VPAA; one-half of the lowest estimate will be reimbursed when the invoice is received. The University will present a "not to exceed" letter to a moving company if requested.

#### **1.2 Employment**

##### 1.2.1 Academic Freedom and Responsibility

Hannibal-LaGrange University encourages faculty members, in their quest for knowledge, to interpret their findings according to principles of sound scholarship and the dictates of conscience. However, the University does reserve the right to employ and support only those whose beliefs and teachings are in general accord with the theological and educational position reflected in the resolution adopted by the Missouri

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

Baptist Convention, October 25, 1978, and the Baptist Faith and Message, 2000 (or current edition), the HLGU Statement of Sex and Sexuality, the HLGU standard on sexual conduct (See Employee Handbook 4.16) & HLGU alcohol policy (See Employee Handbook page 44) in the sole discretion of the Board. It is expected that faculty will notify the VPAA of any change of commitment to these standards.

### 1.2.2 Types of Initial Appointment

Hannibal-LaGrange University employs faculty members under five types of appointment: adjunct, instructional, temporary, provisional, and three classifications of elected faculty; temporary, provisional and full. All full-time faculty are contracted for the academic year.

Adjunct (part-time) contracts are for one semester or one term and are for specific classes.

There is no tenure program. Contracts are subject to renewal under the policies set forth below.

*Instructional Appointment* – The President and VPAA shall be permitted to engage Instructional Faculty who serve in supportive roles comparable to recurring adjunct faculty, or adjunct faculty who are primarily based in local church or professional settings. Instructional Faculty ordinarily hold a terminal academic degree and may receive a faculty rank. This category of faculty is distinguished by the fact that its members serve under close supervision by the academic administration and are not engaged in the process of curricular policy or revision, the specification of learning objectives, and the establishment of student performance indicators.

While not eligible to vote in faculty meetings, Instructional Faculty are invited to attend Faculty Workshops, other professional development and campus events, Convocation, and Commencement. As such, they are subject to a written form of the annual faculty evaluation process. Instructional Faculty are confirmed by the President and VPAA and are reported to the Trustee Academic Administration SubCommittee.

*Temporary Appointment of Elected Faculty* – Faculty may be hired on a full-time, but temporary basis, typically for two semesters, without expectation of contract renewal beyond the specified contract term. In these cases, the contract will be marked “temporary appointment.”

*Provisional Appointment of Elected Faculty* – The first year of full-time appointment as a faculty member of Hannibal-LaGrange University will be considered a provisional

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

period with the twin aims of maximizing success for the faculty member and judging the likelihood of continued success. The University will provide mentoring, evaluation, and supervision throughout the provisional period. The faculty member's performance and fit to the University will be evaluated and the results of the evaluation will inform the decision regarding renewal of the contract for the following year. Under the conditions described below, the provisional period may be extended to a second year. Contracts issued to faculty for a second provisional year will bear the designation "provisional appointment: second year."

### 1.2.3 Orientation

The Office of Human Resources, in conjunction with the VPAA, will conduct an orientation for new faculty at the beginning of the academic year.

### 1.2.4 Guidance and Evaluation

The department chair, or other appropriate faculty colleague as assigned by the VPAA, will serve as mentor to the new faculty member. The objectives of mentoring will be to give specific task-related guidance and to support the new faculty member in achieving a good working relationship with colleagues.

During the First Semester:

- The mentor, along with departmental or divisional colleagues selected by the mentor, will give feedback and guidance to the faculty member regarding performance in teaching, advising, and other faculty roles.
- The new faculty member is responsible for using the guidance available from the mentor(s) assigned.
- This guidance will typically include a review of course syllabi, plans for lectures and other teaching activities, examinations and other graded course elements, and other activities specific to the new faculty member's discipline and assigned duties.
- The mentor will use informal and formal visits to class sessions, especially during the first semester, and will give the faculty member a written formative evaluation.
- Any concerns about the new faculty member's performance should be communicated to the faculty member directly and be forwarded to the VPAA. Along with any concerns, a collaboratively developed plan for improvement should be submitted.
- The new faculty member will also participate in the Office of Human Resources 90-day performance review. This will be completed by the department or division chair.
- The new faculty member will also participate in the university's faculty

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

evaluation process including student course evaluations, one colleague evaluation, and self-evaluation.

- The evaluation by a faculty colleague and the self-evaluation by the new faculty member are to be submitted to the VPAA by the end of the first semester.

During the Second Semester:

- The steps above will be repeated during the second semester.
- The purpose will be to assist the new faculty member to achieve expectations.

### 1.2.5 Renewal Decision

By March 15 the mentor, with consultation from departmental colleagues, will give a written recommendation to the department and/or division chair. Then, the department and/or division chair will communicate with the VPAA regarding renewal for the following year. A provisional appointee can be recommended for renewal with full appointment, non-renewal, or continuation of a second year of provisional status. The decision regarding renewal will be made by the VPAA and communicated to the provisional faculty member, typically prior to contracts being issued by the University.

If the decision is to continue provisional status for a second year, the reasons and areas of concern will be stated, after which the faculty member will be asked to develop a plan for addressing the concerns. For faculty continued on a second year of provisional status, the same process outlined above will be used, with the addition that the faculty member's plan for addressing concerns will be used as part of the guidance and evaluation given throughout the year.

If the decision is for non-renewal, it will be specified as without cause, in which case no reasons are given, and the faculty member has no right to file a grievance or to appeal the decision.

### **1.3 Full Appointment – Elected Faculty**

Contracts offered to faculty following the provisional period will be considered “full appointment.” Upon successful completion of the provisional period, faculty whose contracts are renewed will be offered a one-year contract, subject to renewal on an annual basis. The decision of whether to renew contracts rests with the VPAA in consultation with the President.

Full-time faculty employment is considered to be approximately 40 clock hours when classes are in session. Faculty are expected to prioritize a daily presence during times

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

when teaching on campus classes and should be available for other duties as assigned throughout the academic year. Faculty activities outside the classroom include course preparation, grading, advising, committee work, attendance at various levels of faculty meetings, and other common duties of a faculty member.

#### 1.3.1 Subsequent Renewal

Since Hannibal-LaGrange University does not have a tenure system, all faculty contracts have specific durations and are subject to renewal at the contract's end. After the provisional period of appointment – which involves the first year, and in some cases the second year – faculty members are considered for renewal based upon performance as documented in the faculty evaluation process and upon any other factors relevant to the faculty member's performance. Faculty whose contracts are to be renewed will typically receive a new contract by April 1. Contracts are not automatically renewed regardless of the date notice of renewal or non-renewal is given.

#### 1.3.2 Concerns about Renewal

Should significant concerns about a faculty member's performance arise, the VPAA, along with departmental and/or divisional chairpersons as appropriate, will engage the faculty member in discussions of those concerns and will seek to redirect the faculty member toward more satisfactory performance of assigned responsibilities. At the discretion of the VPAA, the faculty member may be placed on probation for a specified period in order to improve job performance.

Factors other than the faculty member's performance that may affect decisions of renewal include reductions in force due to program reductions, program discontinuance, or financial exigency.

#### 1.3.3 Non-renewal

In the event of a decision of non-renewal, the VPAA will communicate to the faculty member in writing prior to contracts being issued by the University. A notice of non-renewal is not a dismissal for cause. The reasons for non-renewal will not be given unless requested by the faculty member, and then will not be given in writing unless specifically requested. Upon notification of non-renewal, the faculty member may request reconsideration. The VPAA will reconsider the case based on its merits, but if claims are made of discrimination, then the procedures given below should be followed.

All members of the faculty are entitled to protection against illegal or unconstitutional discrimination by the Institution. A faculty member who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

action of any University employee should submit a written complaint to Human Resources in the Office of Business Services.

### 1.4 Separation

Faculty members may sever their relationship with the University voluntarily through resignation or retirement, or the University may take action through non-renewal of contract, dismissal, or termination as explained below.

#### 1.4.1 Resignation

Faculty who wish to resign shall submit a written letter of resignation to the VPAA at the earliest possible opportunity. In consideration of the welfare of students, faculty should make their resignations effective with the end of their contract period.

Caution: The faculty member may not terminate his or her signed contract without prior written consent of the President. If the contract is terminated by the faculty member, he or she shall only be entitled to salary accrued but unpaid as of the date of termination. Further, if terminated without consent in writing by the President, the faculty member will be responsible for all expenses and costs incurred by the university due to the termination of the contract to replace the faculty member, including any attorneys' fees and expenses to recover such costs.

#### 1.4.2 Retirement

Full-time faculty who intend to retire shall submit a letter giving the effective date of retirement to the VPAA at the earliest possible opportunity. In consideration of the welfare of students, when possible faculty should communicate their intent to retire no later than the October prior to the effective date of retirement in order to allow for a timely search to fill the created vacancy.

#### 1.4.3 Dismissal

Dismissal is a severance action by which the University, for adequate cause, ends its employment of a faculty member before the end of the term specified by the current contract. Dismissal is an extreme action and is to be used only under extreme circumstances and when less extreme actions are either not appropriate or have not been effective. A decision to not renew a faculty member's contract for the following year involves different considerations and is governed by the policies for contract renewal. Adequate cause for dismissal is outlined in the annual faculty contract.

Also, if a faculty member adopts a point of view so seriously out of harmony with either the Institution's purposes and policies or with the theological and educational



## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

stance of the sponsoring constituency that he/she resists and criticizes the same, that faculty member is obligated – in the name of academic responsibility – to terminate employment with the university, so as to not adversely affect the welfare of Hannibal-LaGrange University.

#### 1.4.4 Counseling and Guidance

Upon becoming concerned with a faculty member's fitness to fulfill contract expectations, the VPAA will have private discussions with the faculty member in order to explore the possibility of adjustments in the faculty member's performance or other conditions affecting the faculty member's fitness to teach. Every effort will be made to give guidance and redirect the faculty member's efforts to successful fulfillment of the contract. Discussions at these meetings will be documented and signed by both the VPAA and the faculty member being counseled.

If, as a result of conferences between the VPAA and the faculty member, the concerns are not resolved, then the faculty member will be given the opportunity to resign as another option for resolving the concerns. If the faculty member chooses not to resign, then the next step will be an appeal to the President by the faculty member.

#### 1.4.5 Dismissal Proceedings

Formal dismissal proceedings begin with a written statement of grounds for dismissal which is formulated by the VPAA and the Office of Human Resources in consultation with the President. The VPAA will notify the faculty member of the statement and inform the faculty member of his/her right to request a hearing before the executive committee of the board of trustees or a sub-committee of their designation at a specified time and place. In setting the date of the hearing, sufficient time will be allowed, but no less than twenty days following receipt of the statement-of-grounds letter, to allow the faculty member to prepare an appeal of the dismissal.

The faculty member may be suspended during the proceedings especially if there is a reasonable expectation of immediate harm to the faculty member, others, or the University's program by the faculty member's continuance. Alternate assignments may be considered, and the suspension will be with pay.

If the faculty member requests a hearing before the trustee committee, he/she should appeal, in writing, the statement of grounds no later than one week before the date of the hearing. If the faculty member waives the hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause for dismissal, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.



# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

At the trustee committee hearing, the University will be represented by the VPAA or the president's designee. Both the faculty member and the VPAA will be allowed to question witnesses and speak before the committee. The hearing committee is not bound by the strict rules of legal evidence and may admit any evidence which it deems useful in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available including the testimony of witnesses. Hearing proceedings will be transcribed and made available at no cost to the faculty member upon request.

The burden of proof that adequate cause exists rests with the Institution and will be satisfied only by clear and convincing evidence in the record considered as a whole. If the charge is professional incompetence, the testimony will include that of qualified faculty members from this or other institutions of higher education. The committee will make its decision in conference, on the basis of the hearing, and may do so immediately after the hearing or may wait until the hearing transcript is available. It should make explicit findings and formulate a reasoned opinion with respect to each of the grounds of dismissal presented. The VPAA, the President, and the faculty member should be notified of the decision in writing and should be given a record of the hearing.

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, all public statements about the case should be avoided so far as possible until the proceedings have been completed. This caution applies to the faculty member, administrative officers, trustees executive committee members, those called to testify, and anyone else involved. Announcement of the final decision should be made through the Office of the President.

### 1.4.6 Termination

Termination is a means of separation by which the University terminates the service of a faculty member for reasons specified in the annual contract.

## **1.5 Faculty Ranking Policy**

### 1.5.1 Initial Assignment of Rank

The initial rank of a new full-time faculty member shall be determined by the VPAA and shall be subject to the approval of the president and the board of trustees. In determining initial rank, the following factors will be considered:

- Previous rank held at another college or university
- Earned degrees at regionally accredited institutions
- Years of full-time contracted post-secondary teaching experience

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

- Adjunct teaching may be credited on a two-to-one basis of credit hours taught within the previous ten years, for up to a three-year maximum equivalency to university teaching experience.
- Professional experience closely related to the teaching field may be credited on a three-to-one basis for up to a three-year maximum equivalency to university teaching experience.
  - This would include high school teaching in which the subject taught matches the university teaching assignment
  - For teacher education faculty, it would also include secondary, elementary, and early childhood school teaching experience.
- Any recommendations of the department chair and/or division chair.

The initial rank is specified in an offer letter or hire in agreement, as well as the contract, at the time of provisional faculty appointment with the University. Additional years of experience are also articulated in the offer letter or hire in agreement and may be credited against the minimum standard for promotion to the next rank level

### 1.5.2 Rank Categories

The faculty ranking system for full-time faculty includes four levels that are attained by application: instructor, assistant professor, associate professor, and professor. Adjunct faculty are given the rank of instructor. Instructional faculty rank is according to the initial assignment of rank policy above (1.5.1).

Full-time faculty may be nominated for an honorary rank of distinguished professor by the President in consultation with the president's executive cabinet and approved by the trustees. This rank is not available for the faculty application process.

### 1.5.3 Criteria for Determining Rank

The following criteria are the minimum requirements for each rank; but their attainment does not automatically ensure advancement in rank. For a degree to count in the requirements listed below, it must be in the same content area for which the faculty member has been contracted to teach. The requirement for "university teaching experience" always refers to full-time teaching or its equivalency in experience as stated above.

The minimum standards for a rank are as follows:

#### *Instructor*

Master's degree with no teaching experience

Special technical skill or substantial, qualified teaching experience

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

Individuals at the *Instructor* rank who complete a Ph.D. or other terminal degree are automatically eligible to advance to Assistant Professor by notifying the VPAA. They are not required to complete additional Rank Advancement requirements.

#### *Assistant Professor*

Ph.D. or other terminal degree with no teaching experience, or  
Master's degree + 30 hours with three years of university teaching experience, or  
Master's degree with five years of university teaching experience

#### *Associate Professor*

Must complete a minimum of two years full-time college teaching experience at the assistant professor rank before applying for associate professor rank.  
Ph.D. or other terminal degree with six years of university teaching experience, or  
Master's degree + 30 hours with ten years of university teaching experience

#### *Professor*

Must complete a minimum of two years full-time college teaching experience at the associate professor rank before applying for professor rank.  
Ph.D. or other terminal degree with twelve years of university teaching experience – at least three of those years being at Hannibal-LaGrange University

#### *Distinguished Professor*

The distinguished professor rank is an honor bestowed on a person by the President and Trustees. The candidate does not apply for this rank. This rank requires a Ph.D. or its equivalent with a minimum of fifteen years of college or university teaching experience with at least ten of those years being at Hannibal-LaGrange University. An eligible candidate must already hold the rank of Professor, distinguish oneself as a classroom instructor, have established a writing and/or research career, and provide extraordinary service to the University.

#### *Professor Emeritus*

Hannibal-LaGrange University may periodically confer the rank of Professor Emeritus upon individuals who have proven to be outstanding members of the university community. Following retirement as an elected faculty member (or its equivalent), to obtain the rank of Professor Emeritus, the individual must have served a minimum of 20 years, with at least 10 of those at the rank of Professor. They must have demonstrated exceptionalism in all aspects of their conduct both inside and outside the classroom. Promotion to the rank of Professor Emeritus is

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

not automatically conferred merely by meeting the above requirements for time of service and rank, but should be awarded to those who have consistently given of themselves above and beyond the minimum requirements to make a positive impact on the campus and the Hannibal community.

To be considered for this rank, the individual should be nominated by the Chair of the Division in which the member served to the Academic Administration Committee (AAC). Alternatively, the AAC, President, or Vice President of Academic Administration can also make such nominations. Following an affirmative vote by the AAC, the nominee will be forwarded to the President for consideration and final approval by the Board of Trustees. There is no financial compensation or a guaranteed dedicated office space on campus associated with this rank and the member will not be considered a voting member of the faculty.

The phrase “Ph.D. or other terminal degree” refers to the terminal degree in one’s primary teaching field. A non-academic, professional degree (such as the D.Min. or J.D.) will be counted for ranking purposes as a master’s degree plus 30 hours. For faculty members whose primary teaching area is in the fine arts or in studio art, the MFA shall be considered a terminal degree.

For unusual or exceptional cases, these standards may be waived. Usually any such waiver will be with the joint approval of the faculty ranking committee, the President, and the Board of Trustees.

#### 1.5.4 Rank Advancement

An eligible faculty member who seeks advancement in rank shall submit a portfolio of supporting evidence to the Office of Academic Administration by February. The portfolio should address all of the criteria used for determining rank. Upon receiving a complete portfolio for consideration and recommendations from the division chair and VPAA, the rank advancement request will be presented to the faculty rank committee. The faculty rank committee is comprised of the AAC plus two faculty members elected by the faculty, one of whom is designated by faculty vote as the chair of the committee.

Upon the committee’s approval, the request is forwarded to the President and then to the board of trustees. Upon trustee approval, the faculty member will move to the new rank at the beginning of the next academic year.

#### *Rank Advancement Portfolio Requirements*

Provide documentation confirming your eligibility for rank advancement to the VPAA’s office by February 1. Your portfolio is to include materials relating to five

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

different areas: 1) Educational Attainment, 2) Teaching Experience and Effectiveness in the Classroom, 3) Professional Development and Proficiency, 4) Service to Hannibal-LaGrange University, and 5) Service to the Church and Community. Each of HLGU's Core Values will be addressed. It must also contain two letters of recommendation (see 1.5.4.6 for specifics) and a current curriculum vitae. The required materials for each of these areas are listed in detail below:

- 1) Educational Attainment (updated curriculum vitae fulfills this requirement)
  - Listing of all academic degrees earned from accredited institutions of higher learning (include the name of each degree, granting institution, and year awarded)  
NOTE: To be eligible for rank advancement, official transcripts of all post-high school academic work completed must be on file in the Office of Academic Administration.
  - Listing of any continuing education: further university study/certifications/ webinars/etc.

- 2) Teaching Experience and Effectiveness

Teaching Experience (updated curriculum vitae fulfills this requirement)

- Listing of number of years of full-time teaching experience. Include:
  - names of institutions of higher learning where you taught full-time
  - number of years of full-time teaching at those institutions
  - teaching experience in public or private elementary and secondary schools; include names and locations of schools, years of employment, and subjects taught
- Listing of number of years of part-time teaching experience. Include:
  - names of institutions of higher learning where you taught part-time
  - number of courses taught per academic year at those institutions
  - number of years of part-time teaching at those institutions
  - teaching experience in public or private elementary and secondary schools; include names and locations of schools, years of employment, and subjects taught
  - teaching experience in corporate settings; include names and locations of companies, years of employment, and subjects taught
- Listing of courses taught. For each course include:
  - course ID and name
  - earliest and most recent semesters when you taught the course

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

Effectiveness in the Classroom (peer and yearly self-evaluations since last rank advancement fulfills this requirement)

- Copies of the three most recent years of student course evaluation data (yearly self-evaluations since last rank advancement fulfill this requirement)
- Copies of two recent syllabi for in-seat courses you teach
- A copy of your most recent Faculty Peer Evaluation

### 3) Professional Development and Contributions

Professional Development (yearly self-evaluations since last rank advancement fulfill this requirement)

- Listing of professional organizations of which you are a member
- Listing of professional meetings which you have attended since your previous rank advancement request (for each meeting indicate the name of the professional organization and date of meeting)
- Listing of other activities which contribute to your professional development (for each activity indicate type of activity, date, and how it contributes to professional development)

Professional Contributions (yearly self-evaluations since last rank advancement fulfill this requirement)

- Listing of any articles, book chapters, and/or books published since your previous rank advancement (for each publication indicate name of the article, book chapter, or book, publication information, date, and a copy of the publication if possible)
- Listing of any blogs you have posted to the Internet since your previous rank advancement (for each blog posting provide the date of posting and a weblink to the blog)
- Listing of any professional papers, addresses, or presentations you have delivered at professional meetings since your previous rank advancement (for each paper or talk indicate the title, meeting location, date, and include a copy of the paper or presentation)
- Listing of other professional contributions (e.g., recitals, art shows, poster presentations) you have made since your previous rank advancement (for each contribution indicate the nature of the contribution, venue, date, and include material evidence of the contribution)

**HANNIBAL-LAGRANGE UNIVERSITY**  
**Faculty Handbook**

---

- 4) Service to Hannibal-LaGrange University (yearly self-evaluations since last rank advancement fulfill this requirement)
- Listing of departmental or divisional planning or program development activities in which you participated (indicate the departmental- or divisional academic program changes you helped to develop and institute)
  - Listing of committees on which you have served since the previous rank advancement request
  - Copies of three years of Advisor Evaluations
  - Representative listing of university activities you have attended/supported
  - Other service to the University

- 5) Service to the Church and Community (yearly self-evaluations since last rank advancement fulfill this requirement)

Service to the Church and Christian Community

- Listing of the name of the church of which you are a member
- Listing of ways in which you serve in your local church
- Listing of ways in which you serve in the larger Christian community

Service to the Civic Community

- Listing of the names of civic or service organizations of which you are a member
- Listing of service-related activities in which you are involved that contribute to the local or regional community

- 6) Two Letters of Recommendation for Rank Advancement
- Include a letter from a Hannibal-LaGrange University colleague addressing professional performance
  - Include a letter from someone outside the University addressing Christian character, conduct, and commitment

- 7) A Current Curriculum Vitae



# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

### 1.6 Faculty Salaries

Salary is oriented to rank, which is based upon academic degrees earned, experience, and other factors as outlined in the previous section. Raises are dependent on rank advancement or other substantial changes in responsibility. Faculty full-time contracts are for twelve months.

#### 1.6.1 Overload Pay Policy

Overload pay will include all courses that are over and beyond the specific faculty member's assigned teaching load, normally 27 credit hours (or equivalent work) for the academic year. The combined load for both semesters will be used in determining what constitutes an overload. For instance, if the contract load is 27 hours for the year and if the faculty member has 16 hours in the fall semester, but will only have 11 in the spring, then no overload pay would be paid.

Overloads will be paid per credit hour over the expected 27-hour load according to the current overload credit hour pay rate. It will be paid in three installments (April, May and June). Summer courses that are not being used to fulfill the 27-hour load requirement will be paid according to the overload credit hour pay rate.

The VPAA and the division chairs will assign all faculty approximately 9 hours of overload each academic year. Faculty who teach their fully assigned load will not be prorated below their contracted load.

#### 1.6.2 Course Pay and Small Class Size Policies for Elected and Instructional Faculty

When class size is below 8 students, credit load or overload pay is prorated. Load calculation/overload pay is reduced by 1/8 for each student a course enrollment is below 8.

Courses with enrollment below 4 students are subject to cancellation according to the non-standard course policy related to independent studies and directed study courses.

Independent study and directed study courses are considered to be non-standard courses. An independent study is a course normally taught in a classroom, but taken outside of regular class meeting times due to special student circumstances. A directed study is a course not in the established curriculum, such as a Special or Advanced Topics course.

Non-standard courses require a high level of self-discipline and academic ability. The student must cover the same material as those who attend regular class but without

classroom interaction. Consequently, extra library research and projects are normally used to compensate for lost classroom instruction. Since each credit hour of an average non-laboratory course requires one hour in the classroom and at least two hours of outside preparation each week, the student taking a non-standard course should expect 42.5 hours of coursework for each credit hour (127.5 hours for a three-credit-hour course).

Although not required to attend regular classes, the student will be required to meet with the instructor at specified intervals for guidance and evaluation. Non-standard courses usually involve:

- A list of readings selected or approved by the instructor.
- The completion of a project or a paper.
- Written examinations covering the student's readings.
- Other assignments appropriate to the topic as determined by the instructor.

Some courses may not be approved as a non-standard course because they require guided lab experience, essential classroom interactions, classroom training in skills, or a lack of resources.

Faculty have the right to decide if a given course is appropriate to be taught in a non-standard format. The Office of the Registrar has the authority to approve or deny a non-standard course request. Non-standard courses are not recommended for freshman and faculty should consider a student's skill and ability, class level, and academic standing before agreeing to offer a non-standard course. The student must meet the qualifications for taking a non-standard course according to the rules stated in the "Academic Policies" section of the current HLGU catalog.

#### 1.6.3 Adjunct Faculty Pay Policy

For on-campus courses, adjuncts are paid on a per credit hour basis at the current adjunct credit hour rate subject to potential prorating for course enrollment below 10. For online courses, adjuncts are paid on a per student basis at the current online rate. Adjuncts may not teach more than 9 credit hours in a semester and are contracted on a course by course basis. Adjuncts are paid for a course in the last two pay periods of the term.

### **1.7 Sabbatical Leave**

The faculty sabbatical program provides support for a structured leave for faculty who have served at Hannibal-LaGrange University on a full-time appointment for at least six

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

years. Sabbatical has these purposes: professional growth of the faculty member, improvements in the academic program of the University, and scholarly or artistic contributions to the disciplinary field. Appropriate sabbatical activities may include but are not limited to formal study, research projects, or artistic work.

Applicants for sabbaticals for any given year will be considered based upon seniority. There shall be no accrual of sabbatical leave.

Sabbatical leave may be structured as one full year of leave with one-half of contract salary or one semester leave with full contract salary. However long, in most cases, the sabbatical leave arrangements are expected to be budget neutral.

#### 1.7.1 Application Process

The following steps should be followed when applying for a sabbatical.

- 1) The faculty member shall communicate to the VPAA a letter of intent to apply for a sabbatical.
- 2) Before submitting an application for sabbatical the faculty member should consult with the VPAA to confirm eligibility (years of service, years since previous leave, and satisfactory completion of all previous grant or leave projects).
- 3) The faculty member shall submit a letter of application to the VPAA prior to December 1 of the year preceding the academic year in which the leave will be taken. The application letter must include:
  - a. description of the specific objective(s) to be achieved during the leave (e.g., anticipated manuscript submissions, publications, performances, or exhibitions);
  - b. detailed plan and schedule to be followed for any independent study;
  - c. description of any research programs, courses of study, or other responsibilities to be assumed as part of the sabbatical project;
  - d. description of any additional grants to be sought for support of the sabbatical, along with complete information about the stipulations of the grant;
  - e. description of the expected improvements to the academic program of the university as a result of the project, particularly with regard to the long-range goals of the applicant's department;
  - f. detailed course schedule of the applicant's usual teaching assignment for the sabbatical period and a recommendation for whether each specific course and class section could be omitted from the schedule or staffed by an adjunct instructor. The applicant should work with the department chair and the VPAA to arrange all matters concerning the care of the

## **HANNIBAL-LAGRANGE UNIVERSITY**

### **Faculty Handbook**

---

academic program during the leave period.

Applications receiving approval of the academic department, VPAA, and President shall be presented through the President to the Board of Trustees.

#### **1.7.2 Post-sabbatical Responsibilities**

At the end of the sabbatical leave the recipient shall submit a report documenting completion of all projects and stipulations that were contracted to the VPAA, who will confirm satisfactory completion of the terms of the contract. A copy of the confirmation becomes part of the permanent personnel records of the university.

The recipient shall be expected to share his or her experiences with the faculty and/or staff in an appropriate setting, such as a workshop or public lecture. It is understood that publications and products developed during the sabbatical are the property of the faculty member but should acknowledge the university's support and the recipient's faculty status.

If the project as defined in the contract cannot be completed by the stipulated deadline, the recipient must submit a formal request in writing to the VPAA asking for an extension of the deadline or proposing an alteration in the terms of the contract. The recipient will be ineligible for any future sabbatical grants unless the terms of the sabbatical contract – as originally defined or as altered – are satisfied.

The recipient of a sabbatical leave shall resume his/her duties on the faculty at the expiration of the leave and agrees to remain at the university for at least two academic years.

### **1.8 Professional Development**

In order to assure a highly productive and efficient faculty, HLGU encourages and supports the continuous acquisition of knowledge and skills by encouraging membership in professional organizations and attendance at professional conferences. Full-time faculty members are encouraged to apply for funding for expenses related to professional meetings, dues, and memberships. Funding for such expenses is limited. Those who apply first will receive first consideration as long as funds last. When exact amounts are not known, estimates of cost may be used in making application.

#### **1.8.1 Professional Membership Dues**

Full-time faculty members requesting funds to pay for membership dues in professional

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

organizations will be funded up to \$150 contingent on the availability of funds. The request process is described below.

1. Send an email to [academics@hlg.edu](mailto:academics@hlg.edu) with the subject line: Request for Professional Organization Membership.
2. In the body of the email include the name of the organization, amount & membership period, and a description of the organization, and benefits/importance of joining.
3. Based on the current status of the budget, the cost of the membership, and the number of requests, the VPAA will make a decision regarding approval and at what specific dollar amount. This decision will be communicated back to the requestor via email.
4. The Office of Academic Administration will then initiate a purchase order for the specified amount.
5. The requestor is responsible for paying for the membership fee using personal payment methods and submitting a receipt for that payment to the Office of Academic Administration.
6. Once a receipt has been received, and the purchase order approved, a reimbursement check will be issued.

#### Example Email

**To:** academics@hlg.edu

**Email Subject:** Request for Professional Organization Membership

I am requesting to join the following for the 2020-2021 academic year.

**Name of Organization:** American Society of Church History

**Amount & Membership Period:** \$80 per year

**Description:** "The central purpose of the American Society of Church History, founded in 1888, is the scholarly study of the history of Christianity and its relationship to surrounding cultures in all periods, locations and contexts. Through publications conferences, awards, research support, and other means, the Society encourages the study of the Christian church and faith, its figures and movements, in institutional and non-institutional settings. We welcome scholars and practitioners of all backgrounds who employ traditional or newly developing methods, disciplines, and approaches to the study of religion. The ASCH cooperates closely with the American Historical Association and other scholarly societies and organizations in joint annual meetings (from the website)."

**Importance:** The ASCH is the main professional organization for religious historians living in the USA. Membership allows me to receive the journal, which helps me

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

keep up with recent scholarship, new books published, etc. It also allows me to network with colleagues about content and pedagogy matters which strengthen my work here at HLGU.

#### 1.8.2 Professional Meetings

Full-time faculty members requesting funding to attend professional meetings will be partially funded according to the faculty member's status as a presenter or participant, contingent on the availability of funds. The request process is described below.

1. Send an email to [academics@hlg.edu](mailto:academics@hlg.edu) with the subject line: Request to Attend a Professional Development Meeting.
2. In the body of the email include the name of the meeting name, sponsoring organization, purpose of attending (presenting vs. attending), benefits/importance of attending, and costs associated with attendance.
3. Based on the current status of the budget, the anticipated cost, and the number of requests, the VPAA will make a decision regarding approval and at what specific dollar amount. This decision will be communicated back to the requestor via email.
4. The Office of Academic Administration will then initiate a purchase order for the specified amount.
5. The requestor is responsible for paying for all expenses using personal payment methods and submitting a receipt for that payment to the Office of Academic Administration.
6. Once a receipt has been received, and the purchase order approved, a reimbursement check will be issued.

Example Email

**To:** academics@hlg.edu

**Email Subject:** Request to Attend a Professional Development Meeting

**Meeting name:** Biennial Conference on Faith & History (*Fides et Historia*)

**What professional organization (related to your academic field) sponsors the meeting (if applicable):** The Conference on Faith & History (*Fides et Historia*)

**Purpose of attending meeting/conference/etc.:** I am presenting a paper entitled, "Snoopy's God: How the Changing Representation of Religion in Charles M. Schulz's *Peanuts* Reflects the Increasing Diversity of Post-War Religion in America."

**How attending relates to professional development consistent with position at HLGU:** Attending the Biennial Conference on Faith & History allows me to learn from other historians who share similar (although not always identical) faith commitments. This results in both information sharing along the lines of research,

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

writing, and pedagogy and creates an environment in which my own craft is sharpened through interaction with colleagues, some of whom approach history in a methodologically different manner than I do. I always come home from this conference with renewed vigor for teaching and writing, as well as clearer thinking on my own ideas because I have been forced to answer questions from my colleagues and think about them from different perspectives and diverse bases of knowledge.

**Cost of Conference:** \$150

**Cost of Travel:** \$300 air fare + \$30 public transportation

**Cost of Lodging:** \$400 (Doubling up with friend from Grove City College)

**Cost of Meals:** \$120 (free continental breakfast at hotel is saving us some money)

**Other costs:** N/A

### 1.9 Graduate Study

Full-time, elected faculty members who have been granted a “full-appointment” contract will be reimbursed for tuition for graduate study beyond the master’s degree. This includes study for doctoral degrees (or the commonly accepted terminal degree in a given field). Note: Only tuition, not fees, is reimbursed and the University requires specific terms of employment or repayment as specified below.

#### 1.9.1 Application for Graduate Study Tuition Reimbursement

Application for assistance is to be submitted in writing to the VPAA and written approval received prior to enrollment. The request should include the credit hours, and expected tuition for each term – fall, spring, and/or summer – for the entire program. Those applying will receive notification from the VPAA of the financial contribution HLGU is able to commit.

NOTE: After all course work is completed, the University will continue its support for a maximum of one year until approval of a dissertation proposal and for a maximum of two years following the semester in which the proposal was approved.

#### 1.9.2 Tuition Reimbursement

The University will reimburse tuition only at the current University of Missouri-Columbia’s standard graduate tuition rate per credit hour. To receive the tuition reimbursement, the faculty member must adhere to the following stipulations:

- Courses are sufficiently related to the field of instruction and/or are being used toward a specific degree in the teaching area of the faculty member’s



appointment.

- A grade of B must be earned for a course to qualify for reimbursement.
- The graduate work is pursued at an accredited institution.
- Enrollment does not exceed six semester hours of credit during a semester.
- Employment at the university continues for three years following the end of the last semester for which financial assistance was received. Should a faculty member terminate employment with the University earlier, the pro rata part of the assistance received during the previous 36 months must be repaid.

## **Chapter 2**

### **THE WORK OF THE FACULTY**

#### **2.1 Organization**

The VPAA, gives overall guidance to the University's academic program. However, the VPAA works collaboratively with specific individuals and committees to accomplish the academic work of the University.

##### 2.1.1 Faculty Representative

Each year a faculty representative is elected by peers to represent them on the Drug/ Alcohol Review Committee, Facility Request Committee, Strategic Planning Team, and attend open sessions of Trustee Meetings, as well as in other aspects of University business.

##### 2.1.2 Academic Divisions

There are five academic divisions at Hannibal-LaGrange University. They are: Fine Arts & Humanities, Science and Mathematics, Nursing and Allied Health, Teacher Education and Professional Studies.

Each academic division has a division chair who is responsible for academic work within the division, including supervision of faculty members, budget control, course scheduling, and faculty development. Some departments have a chair who works under the supervision of the division chair and gives direct guidance to other personnel within the department.

##### 2.1.3 Academic Administration Committee

The VPAA oversees the Academic Administration Committee (AAC). AAC includes

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

each division chair, the registrar, and additional faculty, as needed. AAC reviews and votes on all changes to program requirements and all academic policies (see Request for an Academic Program/Policy Change form).

## 2.2 Faculty Responsibilities

A faculty member at Hannibal-LaGrange University is responsible to students, professional colleagues, the Institution, and the community in a wide range of areas, including the following requirements.

### 2.2.1 Advisement

A major responsibility of every faculty member is the advisement of students. In addition to advising students enrolled in classes, each faculty member serves as the official faculty advisor to students assigned by the Office of the Registrar. The faculty member is expected to help advisees make wise decisions concerning their programs of study and semester course schedules.

Advisors assist their advisees in:

- evaluating their progress toward the realization of their goals,
- making decision based on accurate information, including class schedule development,
- comprehending intuitional policies and procedure, and
- understanding institutional support services available to them.

Academic advisors encourage advisees to maintain high standards of academic and personal excellent in a biblically based Christian environment, thus encouraging the highest development of the total person – intellectually, physically, socially, and spiritually.

### 2.2.2 Office Hours

To facilitate advisement and other work with students, elected faculty members are required to schedule a minimum of 6 to 8 office hours each week at times convenient for advisees and students enrolled in their courses. This will, of necessity, include both morning and afternoon hours and 4 to 5 days of the week. Faculty members should make every effort to be in their offices during posted hours. These office hours should be in addition to regular committee meetings for which the faculty member is required to attend. Office hours should be posted on the faculty member's office door and submitted to the Office of Academic Administration at the beginning of each semester. Instructional Faculty members should have at least two hours per week of on-campus

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

office hours and respond to students via email within twenty-four (24) hours of receipt.

#### 2.2.3 Communication and FERPA

Faculty are expected to communicate with students through official HLGU communication methods which includes, but is not limited to: email, U.S. Mail, learning management system (Canvas), and the University portals (Self-Service). Doing so reduces the risk that faculty would inadvertently communicate FERPA-protected information to an unauthorized user. The HLGU FERPA policy can be found at <https://www.hlg.edu/ferpa>.

HLGU expects students to read the communication in a timely fashion. A student's failure to read official University communications in a timely manner does not absolve the student from knowing and complying with consent of the official communication.

#### 2.2.4 Teaching Load

The normal teaching load for a full-time, elected faculty member is 27 credit hours per academic year. The academic year includes the fall, winter, spring, and summer terms.

Other factors which may be considered in determining teaching loads include the nature and number of preparations, number of new preparations, number of students, nature and quantity of grading required, amount of field work required, and/or the amount of time given to assigned duties not directly related to the classroom, such as athletics, drama, counseling, and music.

Faculty members who do not accrue a total teaching load of 27 credit hours over the course of the academic year may have additional duties assigned to meet the contracted responsibilities by the VPAA. Instructional faculty will teach at least 12 credit hours and are eligible for up to 10 additional hours of overload.

#### 2.2.5 Instructional Standards

An instructor is expected to deal seriously and conscientiously with teaching assignments — including selection of textbooks, careful planning, creation of syllabi, thorough preparation, regular and prompt meeting of scheduled classes, clarity in informing students of course requirements, fair and impartial grading, and careful adherence to institutional standards and policies. Failure to comply with these expectations will be considered professional negligence or dereliction of duty.

#### *Professional Dress Code*

The appropriate professional dress for faculty and instructors in the classroom is business casual.

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

### *Syllabus Preparation*

Faculty members are expected to prepare syllabi for courses taught. HLGU provides a syllabus template and faculty are expected to format syllabi according to this standardized tool which includes all the required information, including items such as: course number and title, course credit hours, instructor's name, semester, course objectives, attendance policies, required textbooks, course schedule with assignments and due dates, grading scale, and methods of evaluating student progress. Faculty should submit syllabi to department chairs for review and approval. Faculty should check that syllabi follow the HLGU standard syllabus template and include all of the required elements. They are responsible for electronically submitting all course syllabi for the semester to the Office of Academic Administration within the first two weeks of any given semester or term.

It is expected that faculty post the course syllabus in the HLGU learning management system (Canvas). It is recommended that faculty give a printed copy to students on the first day of class.

### *Grading Scale*

Although all faculty are urged to seriously consider the following percentage scale for their courses, the adoption of this scale for all courses is not mandatory. Some HLGU academic departments/divisions have chosen to adopt a grading scale specific to the discipline. Faculty must follow department/division expectations and must disclose in course syllabi all grading practices and the precise grading scale used in determining a student's letter grade. Letter grades may be interpreted in percentage figures as shown in the following percentage grade scale:

Letter Grade	Percentage Grade Scale
A+	100-99
A	98-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

D-	62-60
F	59-0

### *Use of Learning Management System (Canvas)*

At a minimum, faculty are expected to use the learning management system (Canvas) to post the course syllabus. All courses are to be published and accessible to students. It is highly recommended that faculty use the learning management system for grading and facilitating instruction.

### *Textbook Approval and Orders*

The instructor is responsible for selecting textbooks for courses and for submitting the selected textbook information as instructed by the bookstore manager well in advance of the date the textbooks are needed. Departments may collaborate in the selection of common courses. The bookstore will give current instructions for online ordering of books. Instructors must contact the publishers personally to obtain desk copies.

### *Course Schedules*

All classes are expected to meet according to the assigned day and time of the published schedule. If there is a reason to change, faculty should submit that request in writing to the academic department chair who will then communicate with the VPAA. If approved, official schedule changes take place through the Office of the Registrar.

### *Evaluation of Student Work*

Beginning early in the semester, students should be given regular opportunities to evaluate their progress in a course. It is recommended that faculty use the HLGU learning management system (Canvas) gradebook to help students see their academic progress in each course. All student work should be evaluated promptly. Clear and timely feedback is an essential part of the learning process and therefore an indispensable part of instructional practice.

### *Final Grades*

Final course grades will be assigned to each student. The instructor should submit these grades through Self-Service according to the schedule set by the Office of the Registrar.

Once a final course grade has been submitted to the Office of the Registrar, it may be changed only by the instructor. The appropriate form for this process

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

may be obtained from the Office of the Registrar or submit and email the contains all the information requested on the form.

#### 2.2.6 Student Attendance

HLGU encourages, but does not require, instructors to keep an accurate record of each student's class attendance. Both Self-Service and Canvas allow faculty to record attendance electronically. One benefit of using Self-Service for electronically recording attendance is that students can view their attendance record.

Instructors establish their own class attendance policies, and they are expected to make these policies an integral part of their course syllabi so that students are properly informed at the beginning of each semester or term. Instructors are required to confirm the class enrollment in every class by returning a signed roster on a date set by the Office of the Registrar. This confirmation must indicate any deviation from the printed roster including students who have not attended or students who are attending but are not listed on the roster. This step is essential to avoiding legal issues later with students who fail to complete the registration process or students who subsequently insist that they did not enroll in the course. This rule applies to all courses.

If there are concerns about a student not attending class, instructors should use the student alert system or email the dean of students. Appropriate offices and personnel will be notified and an investigation on the well-being of the student will take place.

The Office of Academic Administration can authorize an excused absence for class periods missed due to athletic events, field trips, etc. Excused absences are only given for university sponsored trips. The HLGU personnel member in charge of the sponsored trip should submit ahead of time information about day(s) and time(s) in addition to a list of the names (in alphabetical order) of all students to be involved.

#### 2.2.7 Field Trips

The Office of Academic Administration encourages academic field trips when it will contribute to the learning experience. Academic field trips can qualify for an excused absence. Departmental budget lines should be used to cover the cost of academic field trips. If the course regularly requires this trip, a course fee should be considered to offset the cost.

#### 2.2.8 Visiting Speakers Policy

Faculty members are encouraged to invite guest speakers to their classes either in person or virtually. Generally, instructors do not need permission to do so. Before inviting a controversial speaker, however, the faculty member should seek approval of

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

the department chair and notify the Office of Academic Administration. Faculty should consult with their division chair as to any funds available for honoraria. If recording a guest speaker, please be sure to obtain the guest's permission. Documenting this permission can be done on a Hannibal-LaGrange University Recording Licensing Agreement document available through the library director.

#### 2.2.9 Faculty Absences

All faculty absences from the classroom or stated office hours must be registered with the Office of Academic Administration. Additionally, all absences, planned and unplanned, must be submitted to the Human Resources Office using the absence software submission system.

##### *Planned Absences*

When an instructor wishes to miss a regularly scheduled class for any purpose, a brief written request should be submitted in advance to the VPAA indicating the date and purpose of the proposed absence and explaining the provision to be made for the class during the absence. The VPAA will promptly inform the faculty member of approval or disapproval. Additionally, the instructors should include alternate classroom teaching/learning plans in the syllabus if it is known from the start of the semester. If the planned absence occurs after syllabus publication, instructors should notify students of this class cancellation and alternate classroom teaching/learning plans using official HLGU communications methods (email, Canvas, etc.). Failure to follow this procedure may result in the faculty member's not being reimbursed for expenses incurred (when applicable).

##### *Absences Due to Illness or Emergency*

In the case of illness or emergency, a faculty member is expected to notify the VPAA prior to the class meeting times if at all possible, and to suggest alternative arrangements. Instructors should also notify students of this class cancellation and alternate classroom teaching/learning plans using official HLGU communications methods (email, Canvas, etc.). If the instructor will miss more than one week of classroom instruction, arrangements for a temporary instructor to fill the position will be collaboratively decided upon with the help of the division/department chair.

##### *Leaves of Absence*

Leaves of absence are arranged between instructors and the VPAA in collaboration with the division/department chair; provision varies according to the circumstances.



## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

#### 2.2.10 Assessment

Student Learning Improvement Leadership Team members oversee the assessment effort under the direction of the Vice President of Academic Administration. Division/Department Chairs, and other assigned faculty, are members of the Student Learning Improvement (SLI) Committee. This committee directs the assessment efforts at HLGU. Each department completes Academic Department Review every three to five years.

Faculty members are required to assess course learning objectives that are listed on each syllabus. If a program objective is measured in a specific course, the instructor is required to report that data during May Assessment Days each year. Division/Department Chairs notify instructors of the reported measure. Each May, all faculty members are required to meet with their departments to complete assessment tasks.

Faculty or staff members will schedule freshmen or senior students to take the California Critical Thinking Skills Test (CCTST). Testing sessions are scheduled through HLGU's Director of Assessment, the office manager to the Vice President of Academic Administration, and the Director of the Library.

#### 2.2.11 Other Faculty Responsibilities

In addition to the above-mentioned responsibilities, faculty are also asked to attend chapel and other regular meetings, take part in assigned committee work, engage in University life outside of the classroom, and stay engaged in their academic field.

##### *Chapel*

All full-time faculty are expected to attend chapel on a regular basis. It serves as a time of personal renewal and as an example to students. Faculty should not schedule or hold meetings, conferences, classes, makeup exams, or other such activities during scheduled chapel services.

##### *Committee and Organizational Assignments*

Each year the Office of Academic Administration, assigns each faculty member to one or more standing committees and occasionally to ad hoc committees. Faculty members may also be assigned to sponsor a student organization.

##### *Employee Meetings*

Meetings for all full-time faculty and staff are normally held once each month, usually on the fourth Monday, with the President (or, in his absence, the VPAA) presiding. Attendance at these meetings is required. Additional meetings may be called by the President or the VPAA as needed.

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

#### *Departmental/Divisional Meetings*

Departments and divisions are expected to hold regular meetings to discuss instructional practices, curriculum revisions, and other departmental issues. Official meeting minutes are expected to be taken and submitted to the Minutes folder on the S:Drive for record keeping.

#### *Community Involvement*

Faculty members are expected to be involved in community development, especially in areas of professional expertise.

#### *Library Development*

Faculty members are responsible for staying abreast of current books, periodicals, and audio-visual materials in their subject area, and for recommending appropriate acquisitions for the library. Additionally, library staff ask faculty to be involved in weeding the collection.

#### *Out-of-Class Activities*

Faculty members are encouraged to give a reasonable amount of time to attending athletic events, plays, recitals, and other student-oriented social activities. They are also encouraged to attend faculty and staff functions to which they are invited. Moreover, there are certain occasions throughout the year for which faculty members are required to be present, such as the Booster Gala in November and graduation in May. If a faculty member needs to miss one of these required events, approval must be granted by the VPAA.

#### *Recruitment Efforts*

Faculty members are also expected to assist the Office of Admissions during University sponsored student visit days and individual student visits to the campus. Faculty are encouraged to assist in other recruitment efforts such as reaching out to prospective students when asked by the Office of Admissions.

#### *Professional Development*

Faculty members are expected to continually improve instructional effectiveness through study of current materials, participation in professional organizations and meetings, and further graduate study; a modest amount of institutional funds may be available to assist faculty members in these areas.

#### *Setting a Challenging Example*

Faculty members are expected to model high standards of Christian commitment, academic excellence, professional ethics, and personal integrity.

## 2.3 Evaluation

In order for Hannibal-LaGrange University to be an effective Christian education institution, it is essential to maintain a wholesome and vital faculty and an effective support for that faculty through a program of ongoing faculty evaluation. There are annual requirements in the evaluation process, special first-year evaluation requirements, and then ongoing three-year evaluation requirements. Among the purposes for faculty evaluation are the following:

- To enhance the ongoing effectiveness of the individual faculty member
- To maintain accountability
- To promote faculty development
- To provide common assurance (faculty and institution) that the goals of the institution are being met
- To serve as a basis for a variety of personnel actions; e.g., rank advancement, salary increases, contract renewal, and/or professional development opportunities
- To develop personal and profession goals on the Annual Faculty Self-Evaluation form

### 2.3.1 Annual Evaluation Requirements

The annual evaluation process includes the following:

#### *Student Course Evaluations*

Students are asked to evaluate instructors near the completion of each course. This evaluation data is collected through the HLGU learning management system (Canvas) and all instructors have access to view their own evaluation results through Canvas.

#### *Advisor Evaluations*

Advisees are asked to evaluate their advisor at least once per academic year. This evaluation data is collected through the HLGU learning management system (Canvas) and all instructors have access to view their own evaluation results through Canvas.

#### *Self-Evaluation*

Elected faculty use the above-mentioned evaluation data to complete a formal self-evaluation and write goals for the next year. Faculty members should discuss the completed Self-Evaluation and goals with the department/division chair and obtain a formal signature for approval. This meeting should take place

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

by September 30. This form will be submitted to the department/division chair along with an updated Curriculum Vitae.

#### *Curriculum Vitae*

Elected faculty are asked to annually update their curriculum vitae and submit it to the department/division chair. It is to be completed yearly in September.

#### *Annual Departmental/Divisional Faculty Review*

Department/Division chairs should schedule an appointment with the VPAA by October 1<sup>st</sup> to review the completed self-evaluations with goals, and updated curriculum vitae of the department/division faculty. During this scheduled meeting, division chairs should bring completed paperwork and items for discussion (faculty achievements, personnel concerns, future requests, etc.). These meetings should take place by October 31. Information and/or feedback given during this meeting should be disseminated by the department/divisional chair back to individual faculty members.

### 2.3.2 Special First-Year Faculty Evaluation Requirements

During the first year of full-time employment, an elected faculty member will be assigned a faculty mentor. The mentor and division chair will perform evaluations in the first and second semesters.

#### *During the First Semester*

The mentor and division chair should schedule an in-seat instructor evaluation within the first two months. The mentor and division chair should provide both verbal and written feedback to the new faculty member using official evaluation forms.

All evaluation forms should be given to the division chair. The division chair should bring all documentation to the summative first-year evaluation meeting with the VPAA.

Any concerns about the new faculty member's performance should be communicated to the faculty member directly and be forwarded to the VPAA. Along with any concerns, a collaboratively developed plan for improvement should be submitted.

The new faculty member will also participate in the Office of Human Resources 90-day performance review. This will be completed by the department chair.

*During the Second Semester*

The mentor and division chair should schedule an in-seat instructor evaluation within the first two months. The mentor and division chair should provide both verbal and written feedback to the new faculty member using official evaluation forms.

The division chair should schedule a summative first-year evaluation with the VPAA, mentor, and faculty member. This summative meeting should be scheduled by either November 15th or April 15th of the second semester. At this meeting documentation will be reviewed and reflective discussions about the first-year experience will take place. Suggestions for improvement, ideas for future professional development, and recommendations will be made regarding the faculty member's move from provisional to full-appointment status.

Division Chairs should bring the following items regarding the first-year faculty member:

- All first-year evaluation forms
- First semester, student and advisor (if applicable) evaluation data from Canvas
- Any documented concerns and improvement plans
- Faculty Self-Evaluation including goals

2.3.3 Ongoing Third-Year Evaluations Requirements

Once an elected faculty member has been moved to a full-appointment, the evaluation process is moved to a three-year rotation cycle. The Office of Academic Administration determines the cycle, and Division chairs are responsible for administering the cycle and reporting the results to the VPAA.

*During the Designated Evaluation Semester*

The elected faculty member should request an in-seat instructor evaluation by a peer and division chair within the first two months of the designated evaluation semester. The peer evaluator and division chair should provide both verbal and written feedback to the faculty member using official evaluation forms.

All evaluation forms should be given to the division chair. The division chair should bring all documentation to the summative evaluation meeting with the VPAA.

Any concerns about the elected faculty member's performance should be communicated to the faculty member directly and be forwarded to the VPAA.

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

Along with any concerns, a collaboratively developed plan for improvement should be submitted.

The division chair should schedule a summative evaluation meeting with the VPAA. This summative meeting should be scheduled by either November 15th or April 15th of the designated evaluation semester. At this meeting documentation will be reviewed and recommendations for continued employment will be made.

Division Chairs should bring the following items regarding the evaluated faculty member:

- Evaluation forms completed on the faculty member during this evaluation cycle
- Faculty Self-Evaluation(s) of the evaluated faculty member from the last three years documenting course and advisor evaluation data and goals
- Any documented concerns and improvement plans

The evaluation results are considered strictly confidential. Those having access to evaluation results include the following personnel: the evaluated faculty member, the department/division chair, the VPAA, and the President.

An elected faculty member who disagrees with information found in the evaluation is encouraged to record his/her position of disagreement and the rationale for that position. This statement will be placed in the evaluation file in the VPAA office.

NOTE: Using the above procedure, division chairs should be evaluated by a peer of their choosing and another division chair. Division chairs will schedule their own summative evaluation meeting with the VPAA and bring the documentation designated above.

## **2.4 Library**

The library operation is under the direct guidance of a library director. The library director has faculty status and works under the immediate supervision of the VPAA.

### 2.4.1 Acquisitions

Books, periodicals, and audio-visual aids in specific subject areas may be requested in writing by faculty, staff, or administrators to the library director. Items that are designed for general use are acquired at the library director's discretion. Online

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

resources and equipment will be selected by library personnel, though faculty may make requests.

#### 2.4.2 Other Library Resources

Roland Library is a member of the MOBIUS consortium, which is comprised of over seventy-five academic libraries throughout the United States. Hannibal-LaGrange University personnel may participate in direct patron borrowing through the online catalog and have visiting patron privileges at participating member libraries. For more details see the following website: [searchmobius.org](http://searchmobius.org).

Additional materials are also available through traditional interlibrary loan through participating OCLC libraries all over the world.

Faculty, staff, and students may receive a library card at the Hannibal Free Public Library as well.



## Chapter 3

### CONFESSIONS AND BELIEFS OF THE UNIVERSITY

Hannibal-LaGrange University adheres to the confessional statement of the Southern Baptist Convention – The Baptist Faith and Message (2000 edition), believes the doctrine sets for the in a resolution adopted by the Missouri Baptist Convention on October 25, 1978, and holds to those policies adopted by its board of trustees and found within its employee handbook including addressing matters of sex, sexuality, gender identity, and sexual conduct.

#### 3.1 Baptist Faith and Message 2000

##### **Preamble**

The 1999 session of the Southern Baptist Convention, meeting in Atlanta, Georgia, adopted the following motion addressed to the President of the Convention:

“I move that in your capacity as Southern Baptist Convention chairman, you appoint a blue ribbon committee to review the *Baptist Faith and Message* statement with the responsibility to report and bring any recommendations to this meeting next June in Orlando.”

President Paige Patterson appointed the committee as follows: Max Barnett (OK), Steve Gaines (AL), Susie Hawkins (TX), Rudy A. Hernandez (TX), Charles S. Kelley, Jr. (LA), Heather King (IN), Richard D. Land (TN), Fred Luter (LA), R. Albert Mohler, Jr. (KY), T. C. Pinckney (VA), Nelson Price (GA), Adrian Rogers (TN), Roger Spradlin (CA), Simon Tsoi (AZ), Jerry Vines (FL). Adrian Rogers (TN) was appointed chairman.

Your committee thus constituted begs leave to present its report as follows:

Baptists are a people of deep beliefs and cherished doctrines. Throughout our history we have been a confessional people, adopting statements of faith as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture.

Our confessions of faith are rooted in historical precedent, as the church in every age has been called upon to define and defend its beliefs. Each generation of Christians bears the responsibility of guarding the treasury of truth that has been entrusted to us [II Timothy 1:14]. Facing a new century, Southern Baptists must meet the demands and duties of the present hour.

## HANNIBAL-LAGRANGE UNIVERSITY

### Faculty Handbook

---

New challenges to faith appear in every age. A pervasive anti-supernaturalism in the culture was answered by Southern Baptists in 1925, when the *Baptist Faith and Message* was first adopted by this Convention. In 1963, Southern Baptists responded to assaults upon the authority and truthfulness of the Bible by adopting revisions to the *Baptist Faith and Message*. The Convention added an article on “The Family” in 1998, thus answering cultural confusion with the clear teachings of Scripture. Now, faced with a culture hostile to the very notion of truth, this generation of Baptists must claim anew the eternal truths of the Christian faith.

Your committee respects and celebrates the heritage of the *Baptist Faith and Message*, and affirms the decision of the Convention in 1925 to adopt the *New Hampshire Confession of Faith*, “revised at certain points and with some additional articles growing out of certain needs . . . .” We also respect the important contributions of the 1925 and 1963 editions of the *Baptist Faith and Message*.

With the 1963 committee, we have been guided in our work by the 1925 “statement of the historic Baptist conception of the nature and function of confessions of faith in our religious and denominational life . . . .” It is, therefore, quoted in full as a part of this report to the Convention:

1. That they constitute a consensus of opinion of some Baptist body, large or small, for the general instruction and guidance of our own people and others concerning those articles of the Christian faith which are most surely held among us. They are not intended to add anything to the simple conditions of salvation revealed in the New Testament, viz., repentance toward God and faith in Jesus Christ as Savior and Lord.
2. That we do not regard them as complete statements of our faith, having any quality of finality or infallibility. As in the past so in the future, Baptists should hold themselves free to revise their statements of faith as may seem to them wise and expedient at any time.
3. That any group of Baptists, large or small, have the inherent right to draw up for themselves and publish to the world a confession of their faith whenever they may think it advisable to do so.
4. That the sole authority for faith and practice among Baptists is the Scriptures of the Old and New Testaments. Confessions are only guides in interpretation, having no authority over the conscience.
5. That they are statements of religious convictions, drawn from the Scriptures, and are not to be used to hamper freedom of thought or investigation in other realms of life.

Baptists cherish and defend religious liberty, and deny the right of any secular or religious authority to impose a confession of faith upon a church or body of churches. We honor the principles of soul competency and the priesthood of believers, affirming together both our liberty in Christ and our accountability to each other under the Word of God.

Baptist churches, associations, and general bodies have adopted confessions of faith as a witness to the world, and as instruments of doctrinal accountability. We are not embarrassed to state before the world that these are doctrines we hold precious and as essential to the Baptist tradition of faith and practice.

As a committee, we have been charged to address the “certain needs” of our own generation. In an age increasingly hostile to Christian truth, our challenge is to express the truth as revealed in Scripture, and to bear witness to Jesus Christ, who is “*the Way, the Truth, and the Life*.”

The 1963 committee rightly sought to identify and affirm “certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified.” Our living faith is established upon eternal truths. “Thus this generation of Southern Baptists is in historic succession of intent and purpose as it endeavors to state for its time and theological climate those articles of the Christian faith which are most surely held among us.”

It is the purpose of this statement of faith and message to set forth certain teachings which we believe.

## **I. The Scriptures**

The Holy Bible was written by men divinely inspired and is God’s revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

## II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

1. **God the Father:** God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purpose of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.
2. **God the Son:** Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.
3. **God the Holy Spirit:** The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by His Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

1. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
2. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
3. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
4. D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

## **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ, and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.



The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

### **VIII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

### **IX. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

### **X. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

### **XI. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.



## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in an orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

## **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means, cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

## **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no

violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

### **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christian should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

### **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

### **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The

church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

### **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church, and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

### **3.2 Missouri Baptist Convention Resolution from 1978**

- Believes the doctrines set forth in the following resolution adopted by the Missouri Baptist Convention on October 25, 1978:

# HANNIBAL-LAGRANGE UNIVERSITY

## Faculty Handbook

---

- WHEREAS, Missouri Baptists cherish dearly our abiding conviction that the Bible is a perfect treasure of divine instruction, which has God for its author, salvation for its end, and truth, without any mixture of error, for its matter; and
- WHEREAS, we believe academic freedom should be balanced with academic responsibility and doctrinal integrity; and
- WHEREAS, we acknowledge not only the right but the responsibility of this Convention to give explicit guidelines and directions to the governing bodies of our various institutions;
- THEREFORE, be it resolved that we exhort the trustees of the colleges affiliated with or supported by the Missouri Baptist Convention to faithfully discharge their responsibility to carefully preserve the doctrinal integrity of our institutions, and to assure that colleges receiving our support only employ or continue the employment of faculty and staff members who believe in the inspiration of the whole Bible, the inerrancy of the original manuscripts, the existence of a personal devil and a literal Hell, the actual existence of a primeval couple named Adam and Eve, the literal occurrence of the miracles recorded in the Bible, the virgin birth and bodily resurrection, and the personal return of the Lord Jesus.

### 3.3 HLGU POLICY ON SEX, SEXUALITY, AND GENDER IDENTITY

HLGU's policy regarding sex, sexuality and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the University's confessional commitments and the Baptist Faith & Message 2000. This policy is intended to address transsexualism, transgenderism, and related gender identity issues. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experiential perception of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will. With this foundational understanding of creation, fall, and redemption, we do not support or affirm the resolution of tension between one's biological sex and one's experiential perception of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, we will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters. **STANDARD OF SEXUAL CONDUCT** Hannibal-LaGrange University upholds the traditional biblical view that it is God's intent that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage. This expression of a self-giving love is viewed as a gift from God. All

# **HANNIBAL-LAGRANGE UNIVERSITY**

## **Faculty Handbook**

---

members of the University community should abstain from behavior which may lead to a violation of God's standards on sexual activities. Misuses of God's gift will be understood to include, but will not be limited to, sexual abuse, sexual harassment, sexual assault, homosexual actions, incest, adultery, fornication, and sex outside of marriage as defined by the State of Missouri is prohibited.

### **3.4 STANDARD OF SEXUAL CONDUCT**

Hannibal-LaGrange University upholds the traditional biblical view that it is God's intent that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage. This expression of a self-giving love is viewed as a gift from God. All members of the University community should abstain from behavior which may lead to a violation of God's standards on sexual activities. Misuses of God's gift will be understood to include, but will not be limited to, sexual abuse, sexual harassment, sexual assault, homosexual actions, incest, adultery, fornication, and sex outside of marriage as defined by the State of Missouri is prohibited.