

*Clear Creek  
Baptist Bible College*



**Faculty/Staff Handbook**

**July 1, 2024 – June 30, 2027**

## **PREFACE**

The Faculty/Staff Handbook provides policies and procedures on personnel relationships at Clear Creek Baptist Bible College. Normally, the book is revised every third year. The next revision is scheduled for 2027.

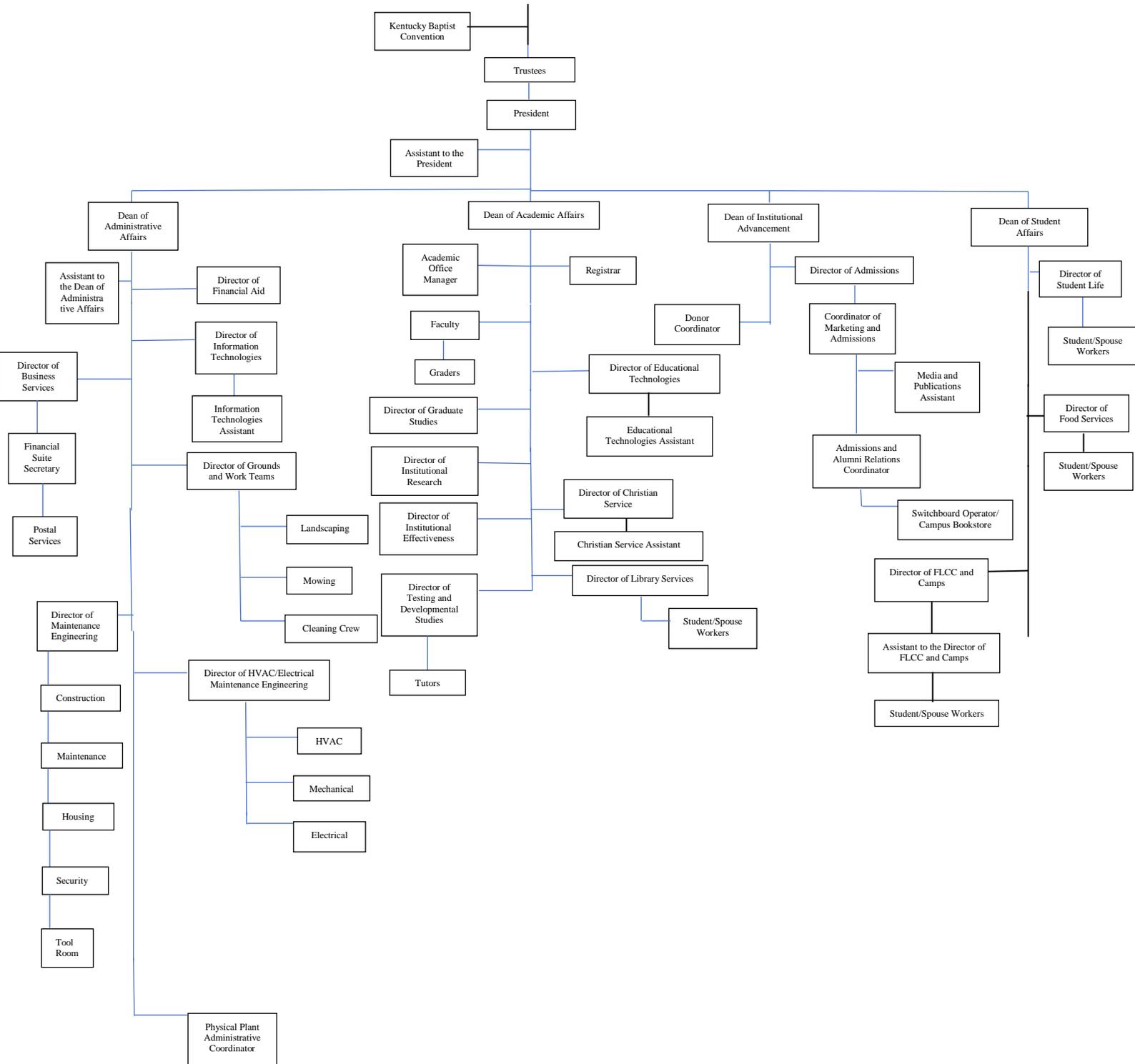
Suggestions and recommendations for change in the document will be requested in September-October of 2026. Faculty submits material to the Dean of Academic Affairs; staff submits suggestions to the immediate supervisor. All material goes to the President who will appoint two persons (one faculty; one staff) to consider the proposals and prepare a draft for the Trustee Executive Committee at the January 2027 meeting. The committee recommends the final document at the April meeting of the Board of Trustees. Upon Board approval, the revised handbook becomes effective on July 1, 2027.

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## Organizational Chart for Clear Creek Baptist Bible College (Revised – July 2024)

Organization is the patterns of relationship between the human resources of the organizations. It maps the lines of responsibility and work assignments. Clear Creek Baptist Bible College can be described by the following organization chart:



## 1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

### 1.1 Introduction

Clear Creek Baptist Bible College, Inc. is a Kentucky Baptist Convention institution in cooperation with the Southern Baptist Convention. The school trains adults for Christian ministry in Southern Baptist churches and agencies.

Located in Southeastern Kentucky, Clear Creek Baptist Bible College is in the heart of the Cumberland Mountains and in the center of the Appalachian Range. It is five miles from Pineville in Bell County and 15 miles from historic Cumberland Gap where the states of Kentucky, Tennessee, and Virginia intersect. The school may be reached by Kentucky highways 190 and 1491, which are the main routes leading to the Kentucky Pine Mountain State Park whose land adjoins that of the college.

### 1.2 Institutional History

Clear Creek Baptist Bible College came into existence through the efforts of Dr. Lloyd Caswell Kelly, pastor of the First Baptist Church of Pineville in the 1920's. He discovered that, of 115 ordained Baptist preachers in the area, only 2 had as much as a high school education. When he first saw the forks of Clear Creek, Dr. L. C. Kelly was inspired to dream aloud, "Surely God must have made this beautiful spot for the moral and spiritual benefit of the mountain people." In 1923 he prevailed upon a group of Baptist laymen of Pineville and Middlesboro to back him in purchasing the Clear Creek Mountain Springs property, consisting then of 450 acres of land and 6 cottages. The enterprise was chartered as Clear Creek Mountain Springs, Inc., "for educational, recreational and religious purposes, with two objectives in mind: (1) to provide grounds for assemblies and encampments and (2) to establish a base for a 'mountain mission program'."

The first two assemblies of 1924 and 1925 were held under a tent. In 1926 the Alice Rains Memorial Auditorium was erected, and the first session of the Preachers Bible School was held in the summer of the same year. Twelve students met in a two-week session with Dr. Robert P. Mahon, who was on the faculty of the Baptist Bible Institute, (now New Orleans Baptist Theological Seminary) as teacher. Dr. Mahon served as teacher every session of the school except one until his retirement in 1949. The school continued to be held one month each summer until 1944. During that year Kelly Hall was completed and the first winter session was held during the school year 1944-45. The founders of Clear Creek thought in terms of Kentucky Baptists in their promotional work but in terms of the Appalachian Mountains, with regard to their school for mountain preachers. The college was founded to train mountain preachers, especially whose average education was below high school level. A more detailed and complete history of the school is recorded in the only written report available, which was made by Miss Helen Royalty and is entitled Pioneering. This report also carries a tract written by Dr. L. C. Kelly affording some historical data. (A copy of Pioneering may be seen in the reference section of the library.)

In 1946 The General Association of Baptists in Kentucky (now the Kentucky Baptist Convention) approved the change in the charter to designate the name of the school as Clear Creek Mountain Preachers Bible School. This change of name was authorized by the charter of 1947 (Article I), dated January 30, 1947. The present name of the college was adopted on October 24, 1987, in an amendment to the charter of 1947 (Article I).

The first graduating class in 1946 had four graduates. The school has since seen consistent growth in the number of students, graduates, faculty and staff, as well as additions to the physical facilities and curriculum.

In 1954 Dr. Dennis Merrill Aldridge, a former faculty member, became President and remained in office for 28 years. As Dr. Kelly was inspired to begin Clear Creek to help meet the spiritual and educational needs of the mountain people, President Aldridge led the school to continue to meet such needs. As the educational level of the general public increased, the Clear Creek curriculum expanded in scope and depth. Students entering school were better prepared academically and continually required a more sophisticated curriculum. As the demand increased for ministry preparation of God-called adults, Clear Creek rapidly grew. The school's reputation spread, and students came from far beyond the mountains of Kentucky.

In 1982 Dr. Leon Simpson assumed the presidency of Clear Creek Baptist Bible College. In the tradition of the strong, insightful leadership of those who founded Clear Creek, he continued to lead the school to meet the educational and spiritual needs of the students. Some of the major accomplishments during his six years as President included achieving accreditation by the Accrediting Association of Bible Colleges, instituting a new academic curriculum, and introducing a three-day, two-day class schedule which permits commuting students to carry as much class work as possible on a limited schedule. Physical improvements during Dr. Simpson's tenure included the construction of a new family life center, extensive remodeling of campus buildings, installation of a new phone system, computers installed for administrative offices, and connecting the entire campus to the water system of the City of Pineville.

Dr. Bill D. Whittaker became President in 1988, climaxing a long-time relationship with the college, which began with the 1969 alumni Christmas turkey project. The college completed reaccreditation with AABC, doubled library facilities, improved faculty support, revised the curriculum to add three new ministry preparation tracks, and launched a major campus building program. In 1992 the school paid all debt on campus facilities. In 1999 the college secured accreditation with the Commission of Colleges of the Southern Association of Colleges and Schools.

Dr. Donald Scott Fox was elected as the fifth President of Clear Creek Baptist Bible College on April 10, 2007. He is the first Clear Creek alumnus to serve the college as President. Dr. Fox's inauguration ceremony was held on October 9, 2007. The first major project under his administration was the building of a new president's home located on campus. The president's residence had previously been located off campus. One million dollars was raised to fund a Student Workship Endowment. A major renovation of Alumni Hall to convert the student housing complex from twelve two-bedroom apartments to six three-bedroom apartments was completed.

Alumni Hall was renamed Melzoni/Alumni Hall in honor of the Melzoni Family who has had a long-standing relationship with the college. A focus on increasing student enrollment was enhanced through the offering of the Bachelor of Arts in Ministry degree completely online. Campus roadways that had never been paved, or were in need of resurfacing, have now been paved and resurfaced all across the campus.

Under his administration, the college completed ten-year accreditation reaffirmations with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and The Association of Biblical Higher Education (ABHE). The college was approved to offer a direct assessment competency-based Master of Arts in Ministry degree in 2020.

Dr. Charles Robert Goodman, former full-time Dean of Student Affairs and full-time Faculty member, was elected as the sixth President of Clear Creek Baptist Bible College on October 11, 2022. Dr. Goodman's inauguration ceremony was held on February 20, 2023. The first two major projects under his administration were the renovation of the Chapel and the renovation of the Administrative Building.

Under his administration, the college launched the Bachelor of Arts in Biblical Studies, Bachelor of Arts in Biblical Counseling, Bachelor of Arts in Christian Apologetics, Bachelor of Arts in Pastoral Ministry, Bachelor of Arts in Worship and Music Ministry, and the Bachelor of Arts in Church Planting degrees.

### **1.3 Denominational Affiliation**

The founders of Clear Creek Baptist Bible College were individuals whose denominational loyalty was with Kentucky Baptists and with the larger Southern Baptist Convention. In 1946 the school became a recognized agency of the Kentucky Baptist Convention. It shares in the money allocated to Christian Education by the Kentucky Baptist Convention.

The college's ministry serves the needs and interests of the denomination. The charter of the college provides that all members of the Board of Trustees and the teaching and administrative staffs shall be members of Southern Baptist churches in good standing. Clear Creek clearly demonstrates and models a vital relationship with the Southern Baptist Convention through its relationship with the Kentucky Baptist Convention. The curriculum and total program of the school enable the students to have a greater appreciation for the denomination.

### **1.4 Doctrinal Statement**

All faculty, staff, and trustees of the college must be committed without reservation to the Bible as the basis of all our faith and practice. The Baptist Faith and Message Statement of 2000 is the adopted statement of faith for the college as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture. All employees will sign annual contracts signifying adherence to the college's statement of faith.

## **The Baptist Faith and Message**

### **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.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

## 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.

### A. 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 purposes 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.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

### B. 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.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### C. 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 Saviour, 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.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **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.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

### **IV. Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Saviour, 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.

- A. 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 to repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.
- B. 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.
- C. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## 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.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## 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.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## 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 Saviour, 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.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

### **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.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

### **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.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

### **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.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## **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.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## **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 any 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.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

## **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.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

## **XV. 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.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

## **XVI. 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, Christians 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.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **XVII. 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.

*Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## **XVIII. 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.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

## **XIX. 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.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

### *1.4.1 Statement on Biblical Authority*

Contracts for teaching staff and executive administrators include a commitment of “continued unreserved agreement with A Statement on Biblical Authority.” This document, approved by the

Board of Trustees on October 19, 1999, affirms the college commitment to the trustworthiness of Scripture so that all who seek our ministry may know the foundational value on which this ministry rests.

### **1.5 Purpose**

The educational philosophy of Clear Creek Baptist Bible college is based on the belief held by the school's founders that, as God calls individuals into church-related vocations, it is also in the providence of God that these persons be thoroughly prepared to effectively carry out this call. In keeping with the basic purpose of its founders, Clear Creek continues to offer a course of study relevant to the student's need for religious training, moral encouragement, increased self-esteem, and educational growth which will prepare him or her to fulfill the ministry needs of Southern Baptist churches and agencies.

This preparation is based on the premise that the Bible is the inspired Word of God through which He has revealed himself to mankind. Its teachings serve to lead individuals to salvation through faith in Jesus Christ and to equip them to follow His commands. It is imperative that today's church leaders have a deep regard for the Bible as the Word of God, and that they have competence both in the understanding of its message and in the ability to communicate that message to others. Thus, the Bible is our rule for faith and practice and our basic textbook.

### **1.6 Core Values**

**Centrality of Christ:** We are a community of Christians brought together by faith in Christ as Savior and Lord and by surrender to His call to service. We are committed to seek His will; to communicate with Him through prayer; to deepen His lifestyle through the indwelling of the Holy Spirit; and patiently work for His unity among us.

**Trustworthiness of Scripture:** We are a community of learners who affirm the total trustworthiness of God's revealed word as the guide for our lives and the foundation for our equipping ministry.

**Evangelism and Missions:** We are a community of individuals redeemed from sin by the death and resurrection of Jesus Christ, and transformed by the power of the Holy Spirit. We affirm He died for the whole world and commissions each believer to take the Gospel into the world. We commit ourselves to the priority of personal evangelism and world missions.

**Servant of the Churches:** We are a community that exists to train individuals sent to us by the churches. We commit ourselves to serve the needs of the churches.

## **2. INSTITUTIONAL PURPOSE**

### **2.1 Mission Statement**

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.

### **2.2 Institutional Objectives**

To fulfill its mission, Clear Creek Baptist Bible College will seek to:

- A. Nurture God-called students as they prepare for the Lord's work.
- B. Provide a quality Bible-based education with an emphasis on practical Christian service.
- C. Initiate and maintain cooperative relationships with Christians, churches, associations, and conventions.
- D. Secure and manage human, physical, and financial resources guided by biblical principles.

### **2.3 Definition of a Program**

Clear Creek Baptist Bible College defines a program as a grouping of courses and connected activities designed to attain ministry-related educational objectives that lead to a certificate or a degree, either undergraduate or graduate.

Ministry is the single major of every student at Clear Creek Baptist Bible College. The College defines a major as a primary study area defined by a set of courses and/or credit hour requirements within a specified discipline.

Thus, every Clear Creek Baptist Bible College undergraduate with a Bachelor of Arts in Ministry must complete sixty-four hours in Bible/Theology/Ministry studies plus twenty hours of electives in the area of ministry. The remaining thirty-six hours consist of General Education Studies.

The Associate of Arts degree requires students to complete forty-three hours in Bible/Theology/Ministry and seventeen hours in General Education studies.

The Certificate in Bible requires a graduating student to complete twenty-eight hours of required Bible courses.

The Bi-Vocational Certificate requires the student to complete eighteen hours in Bible/Theology/Ministry courses.

The Master of Arts in Ministry degree requires students to complete thirty hours of ministry-related courses.

### **2.4 Educational Goals for Graduates**

The men and women who have been called of God into Christian ministry through His churches and are graduates of Clear Creek should demonstrate:

- A. An increase in knowledge and understanding of the Bible and Christian theology.
- B. An improvement in speaking and writing skills in the context of ministry.
- C. An increase in church leadership and communication skills.

- D. A sensitivity to the needs of people and the ability to minister from a biblical perspective.

### **3. INSTITUTIONAL ORGANIZATION**

#### **3.1 Relationship to Kentucky Baptist Convention**

Clear Creek Baptist Bible College is supported by the Kentucky Baptist Convention through cooperative program offerings (in accordance with recommendations as made by appropriate committees of the Executive Board of the Kentucky Baptist Convention). Also, the Kentucky Baptist Convention may be a designated receipt channel for the benefit of Clear Creek. The Kentucky Baptist Convention further acknowledges its support of Clear Creek Baptist Bible College by encouraging students to attend such a school by providing scholarship assistance wherever possible and providing means through its churches for the dissemination of information concerning enrollment at Clear Creek Baptist Bible College. The amount of support given by the Kentucky Baptist Convention is determined by the Convention.

#### **3.2 Appointment of Trustees**

The Kentucky Baptist Convention elects trustees for Clear Creek Baptist Bible College in accordance with a covenant agreement between the Convention and the College. The covenant allows 24 trustees with as many as 4 out-of-state trustees. A term of office for trustees of Clear Creek Baptist Bible College is four years. The President of Clear Creek submits to the Committee on Nominations of the Kentucky Baptist Convention one name for each trustee vacancy, plus one or more alternate names. The Committee on Nominations chooses from the names submitted; but if it does not choose from said names, it confers with the President of Clear Creek Baptist Bible College prior to making such or other nominations. All nominations so submitted state the qualifications of the nominees and the reason for said nominations, and all nominees have given permission for their names to be placed before the Committee on Nominations and subsequent election by the Kentucky Baptist Convention. In case a vacancy occurs on the Board of Trustees, the Executive Committee of the Board of Trustees may appoint an interim trustee to serve until the annual meeting of the Kentucky Baptist Convention.

Under the Constitution of the Convention, board members may serve two terms of four years each in succession, after which they are ineligible to serve until they have been off the Board, a minimum of one year. All board members must be Baptist.

#### **3.3 Role of the Board of Trustees**

The College is a corporate body, chartered under the laws of the Commonwealth of Kentucky. Its legal powers are entrusted to a Board of Trustees who are finally responsible for the fulfillment of its educational mission. It establishes basic rules and regulations, but delegates broad authority to the President, who in turn delegates authority to the faculty and to administrative officers. Students and faculty communicate through the President to the Board of Trustees, and the Board communicates to students and faculty through the President. The Board is composed of volunteer members who have broad experiences, which can contribute to the decision-making process. In all its activities, the authority of the Board of Trustees rests in the Board as a whole and not in its individual members.

The Board constantly seeks to determine that the College affairs are being well managed, rather than attempting to manage these affairs. It receives reports of its committees and from the President

and through these and other sources reviews the operations of the College. It monitors the congruence of aims and procedures of administration, faculty, and students. It provides continuity and perspective.

The Board takes responsibility for upholding the integrity and reputation of the College and interpreting its purpose and procedures to the public. It is responsible for securing and managing the financial resources required for operating the College.

### **3.4 Organization and Functioning of the Board Of Trustees**

The By-Laws of the Board of Trustees defines the trustee officers and describes the functioning of trustee committees. The By-Laws are found in an Addendum to the Faculty/Staff Handbook. The Trustee Dismissal Policy is located in the Addendum of the Faculty/Staff Handbook. Revisions to the Trustee By-Laws follow a different process than the process used for revision of the Faculty/Staff Handbook.

### **3.5 Administrative Personnel**

#### *3.5.1 President*

The President is the chief executive officer of the college and is directly responsible to the Board of Trustees. All other officers of the college are subordinate to the President. It is the responsibility of the President to represent the administration, faculty and staff of the college and its operations to the board of trustees and, in turn, the board and its policies to the administration, faculty and staff.

As chief officer, the President provides leadership for the college as a whole. The President recommends candidates for full-time administrative and faculty positions to the board. The President also reports the filling of staff positions to the board.

Major areas of responsibility are delegated by the President to other administrative officers, but through these officers the President is expected to be kept conversant with the various phases of the operation of the college. This process is facilitated by the executive administrative staff, which includes the President, Dean of Academic Affairs, Dean of Administrative Affairs, Dean of Institutional Advancement, and the Dean of Student Affairs.

#### *3.5.2 Dean of Academic Affairs*

The administration of academic affairs and student personnel services are consolidated in the office of the Dean of Academic Affairs. The Dean of Academic Affairs serves as chief administrative officer in the absence of the President. As much as is practical, decisions will be made in consultation with the executive administrative staff. The Dean of Academic Affairs gives leadership to the educational program and coordinates the duties and activities of the teaching personnel of the college. Directly responsible to the President, the Dean of Academic Affairs supervises the curriculum, advises the President in the selection and promotion of members of the instructional staff, promotes Christian service, and prepares class schedules. The Dean of Academic Affairs supervises the work of the academic office, teaching personnel, Registrar, Director of Library Services, Director of Research, Director of Institutional Effectiveness, Director of Graduate Studies, and Director of Christian Service.

### *3.5.3 Dean of Administrative Affairs*

The business and financial administration of the college is consolidated in the office of the Dean of Administrative Affairs. Directly responsible to the President, the Dean of Administrative Affairs is primarily responsible for preparation and administration of the budget, budget control, all-financial accounting, maintenance of all financial records, purchasing and collections. This officer supervises the work of the Director of Business Services, Director of Financial Aid, Assistant to the Dean of Administrative Affairs, Financial Suite Secretary, Director of Maintenance Engineering, Director of HVAC/Electrical Maintenance Engineering, Administrative Assistant to the Physical Plant, mailroom, and the office of the Physical Plant.

### *3.5.4 Dean of Institutional Advancement*

The administration of institutional advancement is consolidated in the office of the Dean of Institutional Advancement. Directly responsible to the President, The Dean of Institutional Advancement is primarily responsible for advancing the college in the eyes of our various constituencies while securing students and adequate resources. This officer supervises the work of the Development Office, Director of Admissions, and the Campus Store.

### *3.5.5 Dean of Student Affairs*

The administration of student personnel services is consolidated in the office of the Dean of Student Affairs. Directly responsible to the President, the Dean of Student Affairs coordinates orientation, student health services, student activities, intramural athletics, other recreational activities, student government, and discipline. This officer supervises the work of the Director of the Family Life and Conference Center, Director of Food Services, and the Director of Student Life. The Dean of Student Affairs also gives leadership to the spiritual life and activities for the students.

## **4. FACULTY/STAFF ORGANIZATION**

### **4.1 Faculty/Staff Employment Ranks And Definitions**

The criterion followed by the College has been that the teacher should not be burdened with such a heavy load that his effectiveness as a teacher is impaired by inadequate time for research, preparation, recreation and other personal needs. Teachers, who have administrative duties beyond the normal sponsorship of activities, committee work, etc., may be assigned lighter workloads in consideration of their administrative duties.

Instructors who teach Bible, Theology, and other professional studies courses must have at least five years of ministry experience.

#### *4.1.1 Faculty Ranks*

- A. **Rank 1 - Lecturer:** In exceptional circumstances, a person who lacks a baccalaureate degree but is qualified by experience and is clearly competent in a given practical skill may be appointed to the rank of lecturer. This status normally is conferred on those persons asked by Clear Creek Baptist Bible College to teach a specific course only. Thus, lecturers are part-time faculty members who are employed to meet special needs.
- B. **Rank 2 - Instructor:** Persons with a master's degree but no teaching experience at the college level are eligible for this rank.

- C. **Rank 3 - Assistant Professor:** Status requires a master's degree and a minimum of three years of full-time college teaching in the discipline to be taught. Persons with an earned doctorate, but no teaching experience other than that obtained during the graduate program, are eligible for this rank.
- D. **Rank 4 - Associate Professor:** Status requires, at the minimum, a master's degree in the discipline to be taught and seven years of full-time collegiate teaching experience. Persons with an earned doctorate and at least five years of collegiate teaching experience are eligible for this rank.
- E. **Rank 5 - Professor:** Status requires an earned doctorate in the discipline to be taught and at least 10 years of successful full-time teaching at the collegiate level. The rank implies superior teaching ability as reflected by faculty and student endorsement, later success of students, and active interest in the discipline as indicated by publications or other scholarly research.
- F. **Distinguished Professor:** Status involves a working relationship between Clear Creek Baptist Bible College and a professor who has served as a full-time employee at Clear Creek Baptist Bible College for a significant number of years or has served the denomination for an equitable length of time. This status implies continued use of office and faculty privileges.
- G. **Professor Emeritus:** Status involves recognition of past service to the college. This rank honors retired professors. A professor emeritus may be asked to teach a course occasionally and to represent the college in churches, associations, and alumni meetings.
- H. **Adjunct Professor:** This status requires academic and professional achievement equal to the assistant professor rank. The adjunct professor is hired on a semester contract basis and no long-term implications are involved in the relationship.

#### *4.1.2 Special Consideration for Experience*

At the discretion of the administration, vocational ministry experience may be substituted for teaching experience for meeting the requirement of any of the above ranks except Rank 5—Professor. The Professor rank requires a minimum of five years of full-time teaching at the collegiate, graduate, or doctoral levels. Consideration will be given for teaching on a college level at other colleges besides Clear Creek Baptist Bible College.

#### *4.1.3 Special Cases for Competency in Lieu of Degrees*

In certain exceptional cases, unique experiential qualifications in conjunction with demonstrated competence in creative or applied arts and specialized professional, technical or vocational fields might substitute for advanced academic preparation. A candidate for promotion or a new faculty member whose rank is to be affected by this statement may be expected by the Dean of Academic Affairs to provide supplementary evidence of competency and may be asked to give several names of colleagues for the discipline (but not associated with Clear Creek) for references.

#### *4.1.4 Rank Assignment*

In accordance with rank definitions, the Dean of Academic Affairs recommends to the President the initial rank of a new faculty member. All faculty members should be notified by March 1 concerning their employment and rank for the ensuing year which will be proposed to the Board of Trustees for adoption at its spring meeting.

There are no assignments in rank for adjunct faculty.

#### *4.1.5 Criteria for Promotion in Rank*

The Dean of Academic Affairs will consider the following in making recommendations about academic rank to the President. Satisfactory results must be clearly visible in each area for promotion to be considered.

- A. Length of service at the college. Years of teaching in full-time positions will be considered. Time in adjunct positions, teaching assistantships, and similar positions, either at Clear Creek or other institutions will not be a basis for promotion.
- B. Quality of performance as measured by student, peer, and administrative evaluation. These evaluations will be conducted by using accepted evaluation instruments.
- C. Professional development as demonstrated by further graduate studies, participation in professional organizations, attendance at relevant professional conferences (either as leader or participant), and other activities such as contribution to professional publications which will contribute to the faculty member's professional development as a teacher. Ministry involvement is addressed in section D.
- D. Cooperation as demonstrated by the professor's attitude toward the college and participation in accomplishing its goals, including extra duties performed at the request of the administration. A faculty member's involvement in churches, associations, and conventions is a part of the individual's cooperation with the goals of the college as stated in the college Mission Statement.

## **4.2 General Duties of Faculty/Staff**

Every faculty/staff member at Clear Creek Baptist Bible College shall demonstrate professional skill in duties assigned and a mature, Christian spirit in all situations. Their biblical philosophy of education related to their field must be integrated with a strong Christian faith.

Every faculty member is responsible for planning and implementing the course of study of each class he is assigned. They shall participate in all faculty-related activities and meetings. They shall adhere to the guidelines for teaching employees herein stated.

Each faculty member shall be responsible to the President through the Dean of Academic Affairs. Each teaching member will exercise their freedom in the classroom and elsewhere in keeping with the Word of God. The administrative staff member shall be responsible to the President through their immediate supervisor.

Every staff member is responsible for fulfilling the assigned job description and is responsible to their immediate supervisor. The staff member shall participate in all staff-related activities and meetings. They shall adhere to the guidelines for staff employees stated herein.

### *4.2.1 Determination of Additional Faculty Needed*

The mission and goals of Clear Creek Baptist Bible College determine the number and type of faculty that Clear Creek Baptist Bible College utilizes.

Clear Creek Baptist Bible College specifies that the process begins at the administrative level when the President and the Dean of Academic Affairs determine that it is appropriate to seek a candidate for a teaching position. The Chairman of the Trustees and members of the Executive Committee of the Trustees will be informed of this determination by the President or the Dean of Academic Affairs.

The goal of adding faculty for Clear Creek Baptist Bible College is vital to the pursuit of excellence. Clear Creek Baptist Bible College is committed to adding faculty that understands and undergirds the scholastic goals of the College while promoting the practical nature of ministry.

Clear Creek Baptist Bible College seeks to maintain 55% of the faculty as full-time.  
(Revised 12-18-24)

The Dean of Academic Affairs will use the following criteria to determine when an additional faculty position is needed.

1. The Dean of Academic Affairs will produce a complete description of the position needing to be filled.
2. Explain what pressing demands this new position will meet. State how this position strengthens a degree already in place or provides the impetus for a new degree. The Dean of Academic Affairs will consult with the President, the Academic Affairs Committee, and the faculty.
3. Can the addition of a new faculty member be justified? Will the new faculty member assist the academic area in meeting the mission and educational goals of the College?
4. Are all current faculty members serving at their total capacity as class schedules are generated (up to 10-15 instructional hours per semester)?
5. Monitor the faculty-to-student ratios over the past three to five years. Using IPED numbers, is the excellent ratio of 1.15 being exceeded?
6. Review the faculty-generated hours to identify areas where more faculty might be needed.
7. State and explain which area of instruction needs the additional faculty: Bible/Theology, General Education studies, or another area. The Dean of Academic Affairs will consult with the Registrar.
8. Determine if the position originated from student evaluations, accreditation requirements, or other reasons. The Dean of Academic Affairs will consult with the Registrar.
9. If student evaluations play a vital role in the position, what has the student demand/suggestion been over the last two years compared to the last five years?
10. State if the position will be part-time or full-time and how this will affect the budget for the academic area.
11. Determine if the academic area can afford the position or not. The Dean of Academic Affairs will consult with the Dean of Administrative Affairs and the President.

12. Discover by survey or personal interviews if the current faculty supports the new position. If so, why? If there is opposition, why?

13. Can the position be filled by someone with less than an earned terminal degree?

#### *4.2.2 The Procedure of Approving a Person for a Faculty Position*

The mission and educational goals of Clear Creek Baptist Bible College demand that quality faculty be utilized. The employment process details the process for appointing full-time, part-time, adjunct, and distinguished faculty. The Faculty/Staff Handbook 4.4.8 outlines the process for the employment of full-time personnel.

1. A job description must be developed if it still needs to be implemented.
2. The President and the Dean of Academic Affairs meet to decide the qualifications of the person needed.
3. References will be checked by the Dean of Academic Affairs, including pastors, business leaders, and former and present employers.
4. The prospective faculty member must submit a resume or curriculum vita for review by the President and the Dean of Academic Affairs.
5. The President and Dean of Academic Affairs will interview the applicant via Zoom, Teams, etc.
6. Written input related to the candidate may be elicited from current faculty members after a resume or curriculum vita has been shared with the faculty members.
7. Pertaining to full-time faculty, the Board of Trustees is the final authority. The President can hire part-time and adjunct faculty.

#### *4.2.3 Expected Faculty Credentials*

The director of a degree is expected to be academically competent to guide the degree development, curriculum review, assessment of student learning outcomes, and the advising of students. Paramount importance is placed on the highest earned degree.

Because of the narrow focus of Clear Creek Baptist Bible College on Christian ministry, a single course may include students seeking a bachelor's degree, an associate's degree, or a certificate; the College prefers a terminal degree faculty member in the Bible, theology, and ministry disciplines to ensure a quality ministry degree is produced.

1. Faculty teaching in the Bible, theology, and ministry disciplines must have at least five years of ministry experience.
2. General education studies require faculty members to have a terminal or master's degree with a minimum of eighteen hours of graduate study in the field where the instruction is conducted. Proof of the eighteen hours of graduate study will be found in an \*"official" transcript from an accredited institution.

3. Faculty teaching in the graduate degree is expected to hold a terminal degree (Ph.D., D.Min, or other) in the discipline being taught or a closely related discipline, or the curriculum vita must produce evidence of competent experience in previous places of service related to the discipline to be taught.
4. Faculty may demonstrate acceptable qualifications by providing evidence of life experience, additional training or education, technical training, personal skill, honors and awards, licensure or certification, peer-reviewed publications, continuous professional development, or continuous excellence in teaching within the discipline that contributes to effective teaching and student learning outcomes.
5. Part-time and adjunct faculty are required to have the same credentials listed above for the associate professor ranking
6. The respective discipline that the faculty member is asked to teach. Documentation is determined by transcripts and curriculum vita.

\*The College considers an “official” transcript to include the institution issuing the transcripts official seal, a signature of appropriate personnel to issue the transcript, preferably the Registrar, the official letterhead or stationery used for transcripts, a watermark or other identifier, and the date of issue. An electronic transcript can be received as long as the transcript is sent by the institution or by a third party authorized to provide transcripts by the University granting the transcript. The transcript is housed in the office of the Registrar in the instructor’s file.

#### 4.2.4 *The Procedure to Determine Faculty Credentials*

Since Clear Creek Baptist Bible College desires to honor its mission statement and meet its educational goals, the Dean of Academic Affairs (AD) will follow the procedures outlined below.

1. The AD reviews the “official” transcripts the prospective faculty member submitted before assigning a teaching opportunity. The highest degree earned is vital, along with the degree’s discipline. The transcript must be checked in the discipline under consideration for at least 18 hours.
2. The AD reviews the prospective faculty members’ curriculum vita or resume, and is looking for work experience, teaching experience, and practical ministry experience. The AD may request the candidate to produce a list and course descriptions of courses developed and taught and a few syllabi from the courses taught to demonstrate evidence of previous experience.
3. The AD contacts references/institutions listed on the transcript as provided by the candidate if questions arise.
4. The Librarian must hold a Master’s Degree in Library Science or a Master’s Degree in Information Science. Other credentials related to and consistent with such an appointment may be considered.
5. The documents required for determining faculty credentials are housed in the Registrar’s office in a secured room and secured file. Each professor’s credentials will be filed in separate files. Inactive faculty records will be separated from active faculty records each year.

6. Transcripts that are not “official” will not be accepted. This includes copies of a transcript, transcripts marked as “unofficial” or “copy”, scanned, faxed, or with the marking of “issued to the student.”

7. With the use of electronic transcripts by many institutions, including Clear Creek Baptist Bible College, these are accepted if received from the degree issuing institution or through a third-party that guarantees that the transcript originated at the issuing institution and the receiving institution is the intended institution.

#### *4.2.5 Policies and Procedures Related to Verifying Faculty Qualifications*

The prospective faculty member must submit a resume and other pertinent information regarding qualifications, training, and experience. This means that a faculty member’s “official” academic transcripts come from the institutions granting scholastic work. The College relies on the accuracy of other data presented throughout the hiring process.

1. A current curriculum vita will be submitted to the Dean of Academic Affairs. This document proves that a faculty member can teach in a specific area through experience and additional skills.

2. The Dean of Academic Affairs is responsible for collecting credentials documentation and initiating the certification of credentials for each faculty member before service as an instructor of record. The credentials documentation is filed in the cabinets in the Registrar’s office. An *official transcript* notes that the transcript is official.

3. The most qualified employee will be selected on merit, with due attention to experience, educational, technological, and personality qualifications required for the position.

4. A faculty member may be qualified to serve as the instructor of record if transcripts from accredited institutions document proper academic credentials.

5. Alternative qualifications other than transcripts, such as life experiences and other teaching activities, which would be specific to the course being instructed. The exceptions are considered on a case-by-case basis. The Dean of Academic Affairs will consider competence, effectiveness, and capacity to contribute to meet student learning outcomes. Additional graduate work in the discipline being taught will be considered. If the course changes, this process must be reviewed.

6. Faculty teaching baccalaureate courses should hold, at a minimum, a Master’s degree in the discipline or a closely related discipline. A minimum of 18 graduate semester hours in the teaching discipline is required.

7. Faculty teaching courses at the graduate level must hold a Doctorate, Ph.D., D.Min., or another terminal degree in teaching.

#### *4.2.6 The Instructor of Record Defined*

The instructor of record is responsible for developing and implementing the course syllabus. The instructor delivers the course materials at the appointed times for the class to meet, knows and ensures the course learning outcomes are met and assessed, and issues grades earned by the student. The professor is responsible for assigning and changing grades, if needed, and the person by which students will be asked to evaluate at the end of the term.

The instructor of record ensures the integrity of our academic data by accurately recording student grades, attendance, and other internal data needed across the institution. The professor reports academic plagiarism and assists with grade appeals.

### **4.3 College Committees**

The College seeks to operate much of its affairs through a system of committees in order that there may be a broad base of shared authority by the various groups of the College.

#### *4.3.1 Executive Administrative Staff*

The executive administrative staff meets at the call of its chairman, the President of the college. Membership is composed of the President, Dean of Academic Affairs, Dean of Administrative Affairs, Dean of Student Affairs, and Dean of Institutional Advancement. The executive administrative staff is an advisory group, which reviews recommended decisions from the five administrative areas of the college.

The staff works with the President in drafting and overseeing the annual budget and in fulfilling college objectives.

#### *4.3.2 Faculty Divisions*

##### **A. Organization**

The full-time faculty and part-time faculty can be divided into three divisions as stated below. Adjunct faculty are not assigned to a division and do not have responsibilities or voting privileges in division matters. Each division will elect a chair each academic year at the first meeting of the division. No person may serve as chair for more than two academic years in succession. All members of the division except adjunct professors may be considered for election to the chair.

##### **General Studies**

This division is composed of faculty members whose primary teaching responsibility will be in one of these fields: English, History, Philosophy, Social Studies, Speech, Mathematics, Natural Science, and Physical Education, Fine Arts, Greek, Hebrew, Church History.

##### **Biblical and Theological Studies**

This division is composed of faculty members whose primary teaching responsibility will be in one of these fields: New Testament, Old Testament, Theology, and Ethics.

##### **Professional Studies**

This division is composed of professors whose primary teaching responsibility will be in one of these fields: Practical Theology, Counseling, Music, Religious Education, and Missions/Evangelism, Preaching, Pastoral Ministries.

##### **B. Membership**

Each faculty member will hold membership in one division, although teaching assignments may cross-divisional bounds.

Each faculty member is required to serve on faculty committees in addition to attending division meetings.

A faculty member may change divisions at the request of the President and Dean of Academic Affairs.

### C. Divisional Responsibilities

- ◆ Evaluate outcomes

### D. Meetings

Each division will meet at least once during the school year.

Each faculty member will be expected to attend divisional meetings.

#### 4.3.3 Faculty Committees

The standing committees function on behalf of the faculty in important areas of detailed responsibility. These committees meet in May and December and report in writing the results of their work to the Academic Dean and faculty. Ad hoc committees may be appointed to address any special issue, which arises on a non-routine basis. Adjunct faculty do not serve on faculty committees.

Committee members are appointed by the Dean of Academic Affairs in consultation with the President. If possible, no faculty member should serve on more than one committee except in an ex officio capacity. The President and/or the dean are ex officio members of any committee on which they are not designated members.

Term of Office: One year; renewal without limit, subject to continuous review.

#### A. Admissions Committee

**Members:** Director of Admissions ex officio, Co-Directors of Student Life ex officio, Director of Financial Aid ex officio, Dean of Institutional Advancement ex officio, Registrar, and at least one faculty member.

**Function:** This committee shall be responsible for recommending admission policy and shall decide on the admission of students based on the recommendations of the Director of Admissions.

#### B. Academic Affairs

**Members:** Dean of Academic Affairs ex officio, Director of Graduate Studies, and the chairmen of the three faculty divisions.

**Function:** The primary function of this committee is to exercise purview over the curriculum. In addition, it will provide guidance in areas of graduation requirements and grading policies. This committee will be responsible for recommending to the faculty new academic policies and programs and alterations in existing ones.

### C. Library Committee

**Members:** Director of Library Services ex officio, Dean of Academic Affairs ex officio and at least two faculty members.

**Function:** This committee will seek to enhance the library as a learning resource. It will help establish and evaluate policies relative to organization, operations, and material selection in the library. It will project library growth and expansion of material inventory and facilities. This committee will serve as the ongoing evaluative committee for the library.

### D. Christian Service Committee

**Members:** Director of Christian Service ex officio and at least three faculty/staff members.

**Function:** This committee advises the Director of Christian Service in planning and coordinating the Christian service program.

#### 4.3.4 College-Wide Committees

The President appoints these committee members. Unless otherwise noted, the term of office is one year, renewal without limit, subject to continuous review.

### A. Student Life Committee

**Members:** Dean of Administrative Affairs ex officio, Co-Directors of Student Life ex officio, President of Student Council ex officio, and at least three faculty/staff members.

**Function:** This committee will advise the Directors of Student Life as they coordinate the work of the student advisory board, student organizations and all areas of student life. It will give attention to the spiritual welfare of the campus community. Students may be asked to meet with the committee to give input on matters pertaining to student life.

### B. Institutional Effectiveness Committee

**Members:** The committee is a standing committee consisting of the Co-Directors of Institutional Effectiveness (chairmen), two faculty members, two staff members, and the President of the college (ex officio). The President will appoint one faculty member or one staff member each year to replace one member of the committee that rotates off each year.

**Function:** The Co-Institutional Effectiveness Committee (IEC) works with the Director of Institutional Effectiveness in the collection, compilation, and analysis of data used campus-wide to facilitate effective planning and decision-making.

### C. Technology Resource Committee

**Members:** The Director of Information Technologies (chairman), Director of Educational Technologies, and three faculty/staff members.

**Function:** Annually reviews computer resources, recommends computer needs and policies to the administration and ensures security for campus-wide computers, both academic and administrative.

### D. Scholarship Committee

**Members:** Dean of Administrative Affairs, Director of Admissions, Director of Financial Aid, Dean of Academic Affairs, and the Registrar.

**Function:** Facilitate the development, implementation and ongoing distribution of new and existing scholarships by recommendations to the administration.

## **4.4 Employment Process**

### *4.4.1 Election of the President of the College*

The statements in this section (4.4) do not apply to the office of President. The President is elected by the Board of Trustees, and the members of that body are responsible for procedures governing the search for and appointment of a President in the event that a vacancy in that office occurs.

### *4.4.2 Appointment of Full-Time Teaching Personnel*

Full-time teaching personnel of the college are appointed by the Board of Trustees on the recommendation of the President and the Dean of Academic Affairs of the College. The process of recruitment and appointment begins at the administrative level when the President and the Dean of Academic Affairs determine that it is appropriate to seek a candidate for a teaching position. The chairman of the Board of Trustees and members of the executive committee of the trustees will be informed of this determination by the President or the Dean of Academic Affairs.

The President and Dean of Academic Affairs may conclude that a person already serving the college should be recommended for a position that is open. All things being equal, preference will be shown to present employees. When a present employee is likely to be recommended to the Board of Trustees, the administration will at an appropriate time inform the members of the faculty and invite their individual responses to this proposal in confidential discussions. The President and the Dean of Academic Affairs will consider all remarks from faculty members before determining whether to convey a recommendation to the Board of Trustees for final action.

If at the outset it is not apparent that an opening will be filled by one already employed by the College, the Dean of Academic Affairs will announce an opening, set a deadline for applications and seek recommendations for the post. The chairman of the Board of Trustees and trustees who are members of the personnel committee will be consulted and advised of developments. When all applications and recommendations have been examined, the administration will determine whether it is appropriate to recommend a candidate for the position. A new deadline may be set if it is determined that a suitable candidate has not been found. When a tentative recommendation is ready for discussion, members of the faculty will be informed and will be invited to respond individually in confidential discussions. The President and the Dean of Academic Affairs will take into account all remarks from faculty members before determining whether to convey a recommendation to the Board of Trustees for final action.

### *4.4.3 Appointment of Part-Time Teaching Personnel*

The services of a lecturer, part-time instructor, or adjunct faculty member, may be secured without the approval of the trustees when the Dean of Academic Affairs, with the approval of the President, deems it appropriate. The faculty shall be informed about these appointments.

#### *4.4.4 Procedures for Appointment of Distinguished Professor*

Distinguished Professors at CCBBC support the mission of the college by providing support for quality Bible-based education. Those individuals appointed to hold this position demonstrate the highest commitment to the ideals of Clear Creek. The procedure for election to this position is as follows:

1. The Dean of Academic Affairs nominates an individual by preparing a rationale for the appointment and submits that rationale to the President.
2. The Academic Committee of the faculty reviews the rationale.
3. The Dean of Academic Affairs and President inform the faculty of the nomination and invite their individual responses in confidential discussions.
4. The President and Dean of Academic Affairs will consider all remarks from faculty members before determining whether to convey a recommendation to the Board of Trustees, through the Trustee Academic Committee, for final action.

#### *4.4.5 Appointment of Adjunct Faculty*

The process of securing the services of an adjunct faculty member follows the principles of those established for full-time faculty. After a determination need is established by the Academic Dean and the President, suggestions are secured, recommendations are received and the candidate is interviewed. The interview may be in person, by phone or in some unusual situations by letter or email. Adjunct faculty may be appointed by the Academic Dean with approval of the President.

#### *4.4.6 Appointment of Administrative Staff Personnel*

The recruitment and appointment of administrative personnel follows the procedure outlined in 4.4.2.

The need and proposed job description for new administrative staff will be discussed with other administrators. The President will share his recommendation with other members of the executive administrative staff and will consider all remarks before determining whether to convey a recommendation to the board of trustees.

#### *4.4.7 Appointment of Staff Personnel*

The recruitment and appointment of staff personnel is handled by the President. The Deans of respective divisions can bring recommendations to the President. Staff personnel may be employed without approval by the Board of Trustees; however, the executive committee of the board of trustees will be notified when new staff members are added.

#### *4.4.8 Procedures for Employment of New Full-Time Personnel*

After the determination of a vacancy, a job description shall be developed for the position, if one is not already in existence. A conference will be held between the President and the administrator in charge of the area to decide on the qualifications of the person needed. The applicant will be sought by the area administrator and the President.

All prospective faculty/staff employees of Clear Creek Baptist Bible College should submit resumes to the appropriate administrator.

- A. Resumes will be reviewed by the appropriate administrator and shared with others as deemed appropriate.
- B. Consultation with President concerning a prospective employee.
- C. References on the employee will be checked, including pastor, business leaders, former and present employers. When it is applicable, references will be checked with graduate schools or specialized institutions.
- D. The President and appropriate administrator will interview the applicant. Other persons, including students, may be invited to share in the interview. The college requires a personal interview of all professionals. It is the policy of the college to provide all or part of the travel expenses involved for the applicant by the most economical means available.
- E. Input on the suitability of the applicant will be sought in writing from each person involved in the interview. The area administrator and President will approve the applicant. In case of professional employment (teachers, administrators and other professionals) the Board of Trustees is the final authority. For non-professional applicants the President is the final authority.
- F. If employment is agreed upon, an annual salary and benefit agreement along with a job description is issued.

#### **4.5 Promotion Policies**

A review of each person's rank status is completed each year. If a faculty member believes his case for promotion has not adequately been considered, he may appeal to the Dean of Academic Affairs or President.

##### *4.5.1 Procedure for Promotion*

- A. The Dean of Academic Affairs presents his recommendations to the President. Change in rank shall be based on quality of teaching, cooperation, length of service, and professional development.
- B. The President then presents his recommendations to the Board of Trustees.
- C. The Board of Trustees acts on the President's recommendations at its spring meeting.

##### *4.5.2 Procedure for Appointment to Endowed Chairs*

#### **Appointment to Endowed Chair**

Appointment to an endowed chair of instruction recognizes the highest level of dedication to the principles, which define the character of Clear Creek Baptist Bible College. The person honored by being named to a chair has demonstrated faithfulness in scholarship, dedication to teaching and church ministry. The following guidelines concerning appointment to a chair are based on a commitment to recognize that faithfulness. Appointment to chairs is open to all members of the

community who hold faculty rank. Appointment to a chair does not affect the normal contract process for employment.

A person appointed to a chair at Clear Creek Baptist Bible College should demonstrate:

- A. Scholarship by graduation from an accredited institution with no less than a master's degree. A terminal degree in the area represented by the chair is preferred. A life of continuing study as evidenced by additional graduate study and attendance at professional conferences is expected. Contribution to academic and church life in the form of publications and media productions in either theological or religious journals would be the usual situation.
- B. Dedication to teaching by at least five years in a college or seminary setting. Students of the individual should have a record of success in ministry and/or graduate study. The individual should have a record of good evaluations and show evidence of a commitment to self-improvement in the area of teaching skills.
- C. Church ministry by having a record of ministry before and during time at Clear Creek, which demonstrates the individual's high commitment to the church's ministry and the practical dimension of the subject, taught.

The endowed chairs at Clear Creek have specific requirements peculiar to each. These are guidelines and the college may make exceptions, as it deems necessary to bring quality personnel to the teaching task.

#### **D.M. Aldridge Chair of Missions**

The D.M. Aldridge Chair of Missions expresses the commitment of Clear Creek Baptist Bible College to mission involvement and the teaching of missions. The chair honors Dennis Merrill Aldridge, second President of the school. He served on the faculty in 1946-50, and as President 1954-82. Dr. Aldridge worked to establish mission vacation Bible schools, start new churches, in-service guidance for students, and pioneered in literacy training. He often taught missions and after retirement he and Mrs. Aldridge served in Zambia for two years.

The person named to D.M. Aldridge chair should demonstrate the following:

- A. Long-term commitment to the cause of missions either by service as an appointed missionary or extraordinary support for missions in other ministry positions. Time as an appointed missionary may count as time involved in teaching.
- B. Personal commitment to the principle of reaching all unbelievers with the gospel.
- C. Willingness to continue an active participation in mission projects, teaching, and support of missions.

The faculty member named to the Aldridge Chair of Missions will be expected to lead the college in an awareness of missions and actively promote missions in the following ways:

1. Teach courses on missions in the regular curriculum including mission practicum.
2. Lead in mission awareness on the campus by providing leadership for annual missions emphasis and campus mission fairs. Mission fairs are normally scheduled every five years.

3. Serve as a resource person for students interested in mission service.
4. Work with the Dean of Academic Affairs to secure Missionaries in Residence.

#### **H.C. Chiles Chair of New Testament**

The H.C. Chiles Chair of New Testament expresses the college's commitment to provide a quality Bible-based education for men and women called into Christian service. The chair is named for former distinguished professor of New Testament, H.C. Chiles, who taught at Clear Creek, 1982-90. Dr. Chiles was pastor of FBC, Barbourville and FBC, Murray, Kentucky. He was elected President of the Kentucky Baptist Convention and wrote the Sunday School commentary in *The Western Recorder* for decades.

The individual named to the H.C. Chiles chair should demonstrate commitment to the study of the Bible and especially the New Testament by:

1. Investing a major portion of graduate studies (minimum of 18 hours) in the study of the New Testament and related subjects.
2. Preparation to teach Greek and other special courses related to the New Testament.
3. Serve as a resource person for students seeking more study in New Testament.
4. Being willing to continue in personal and professional growth in the study of the New Testament. This would be evident by continuing to research and study in the subject.

#### **Robert O. Fitts Chair of Old Testament**

The Robert O. Fitts Chair of Old Testament supports the mission of the college to provide a quality Bible-based education. The chair is named for former Old Testament Professor Robert O. Fitts, who taught at Clear Creek, 1963-86. The individual named to the Fitts chair should demonstrate commitment to the study of the Bible and especially the Old Testament by:

1. Investing a major portion of graduate studies (minimum of 18 hours) to the study of the Old Testament.
2. Preparation to lead the study of Hebrew and other special courses related to the Old Testament.
3. Serve as a resource person for students interested in additional study of the Old Testament and related subjects.
4. Being willing to continue in personal and professional development in the study of the Old Testament.

#### **L.C. Kelly Chair of Biblical Interpretation**

The L.C. Kelly Chair of Biblical Interpretation supports the college's mission statement to provide a quality Bible-based education. The chair is named for the founder and first President of Clear Creek. Dr. Kelly came to Pineville as pastor of First Baptist Church. He resigned that position to give full-time to the school. He was President 1926-1954. The person named to the Kelly chair

should demonstrate commitment to the study of the Bible and especially the area of Biblical interpretation by:

1. Investing a major portion of graduate studies in the area of Biblical studies or theology (minimum of 18 hours).
2. Preparation to teach theology and related subjects.
3. Serve as a resource person for students who want to study theology at an advanced level.
4. Being willing to continue in personal and professional development in the area of theology.

#### **LeRoy A. Peterson Chair of Homiletics**

The LeRoy A. Peterson Chair of Homiletics supports the mission of the college by providing training in preaching to those preparing for ministry. The chair is named for former professor LeRoy A. Peterson. He was graduated from Clear Creek in 1948 and after graduate study returned to teach. For many years his specialty was preaching. He also served as Dean of Academic Affairs for eleven years. He retired in 1991 after 29 years on the faculty.

The person named to the LeRoy A. Peterson Chair should demonstrate commitment to the preaching ministry by:

1. Investing a major portion of graduate study (minimum 18 hours) to the study of preaching and related subjects.
2. Having a significant preaching ministry demonstrating ability to motivate and instruct through preaching. Ten years in full-time preaching could count as time in teaching.
3. Serving as a resource person for students interested in additional study of preaching.
4. Being willing to continue to grow professionally and personally in the study of preaching.

Procedure for Appointment to Endowed Chair:

1. The Dean of Academic Affairs nominates an individual by preparing a rationale for the appointment and submits it to the President.
2. The Academic Committee of the faculty reviews the rationale.
3. The Dean of Academic Affairs and President inform the faculty of the nomination and invite their individual responses in confidential discussions.
4. The President and Dean of Academic Affairs will take into account all remarks from faculty members before determining whether to convey a recommendation to the Board of Trustees, through the Trustee Academic Committee for final action.

#### **4.6 Faculty Contract Guidelines**

The college will offer faculty contracts according to the following guidelines. We follow a rolling three-year contract system, normally running July 1 through June 30, with an annual extension of the existing term of the contract. Faculty members will receive one, two, or three-year contracts depending on their length of service and performance. These contracts are for 10 months teaching responsibilities beginning August 1 and ending May 31. Contracts are issued by May 31 each year contingent upon approval by the Board of Trustees at its April meeting. These contracts will serve as notification from the administration for continued employment.

### **Teaching Faculty**

- A. Faculty members normally will receive a series of one-year contracts for their first three years of employment. Such a person's employment will end with the fiscal year (June 30).
- B. After three years of service faculty members may receive two-year contracts until they have served for a cumulative total of seven years.
- C. After seven years of service, faculty members may receive full three-year contracts. These will be updated annually, and normally a new three-year contract will be issued each year. A new contract ordinarily will be offered each year, replacing the previous year's contract. A person with a three-year contract usually will receive a new three-year contract each year. Occasionally a person with a multi-year contract may not be issued a new contract for reasons clearly communicated to the faculty member, Dean of Academic Affairs, and the President. In such a case, the person will have one or two years remaining on a two- or three-year contract, respectively. Any faculty member who chooses to resign rather than serve the remaining years of his contract must notify the administration in writing within 30 days after the date that subsequent year contracts are issued.

Contracts will state the salary commitment for the first year of a given contract. Contracts will normally run from July 1<sup>st</sup> through June 30<sup>th</sup>.

#### **4.7 Faculty Probation Or Revocation Of Contract**

Teachers whose evaluations reveal serious deficiencies may be placed on probation supervised by the Dean of Academic Affairs, for up to one year.

During that time each class will be evaluated by peer and administrative evaluation. After the first semester of probation a meeting with the Dean of Academic Affairs will be held to evaluate progress. If no progress is determined after the second semester of probation, termination or reassignment to non-teaching responsibilities may result.

The college reserves the right to dismiss faculty (even with multiple-year contracts) who violate the standards of conduct detailed in sections 5.1 and 5.2.

##### *4.7.1 Adjunct Faculty Probation Or Revocation Of Contract*

Deficiencies in teaching methodology, doctrinal beliefs or inability to relate positively to students or other matters may result in immediate revocation of contract. If the deficiency is considered to be manageable, the adjunct faculty members may be placed on probation for the remainder of the contract with appropriate supervision by the Academic Dean.

##### *4.7.2 Adjunct Faculty Contract Guidelines*

The college will offer adjunct faculty contracts according to the following guidelines.

- A. Contracts will normally run from the first day of class until the day grades are due in the Academic Office for each semester.
- B. Adjunct faculty facilitate courses that have already been developed by faculty members. Courses taught by adjunct faculty follow the syllabus for the on-campus course. Requirements are to be the same for the student in a distance education situation as for on-campus students. Adjunct faculty will teach under the guidance of a full-time faculty member.

#### **4.8 Staff Contract Guidelines**

The college will offer staff contracts according to the following guidelines:

- A. The President and the members of the Executive Staff will receive three-year contracts.
- B. Contracts will normally run from July 1 through June 30. All teaching administrators teaching less than nine hours will receive one-year contracts regardless of their length of service at the college. Faculty status of administrators may be removed upon recommendation of the Dean of Academic Affairs and President and approval by the trustee executive committee. Contracts are issued for staff members by May 31 each year. These contracts will serve as notification from the administration for continued employment.
- C. Staff members whose evaluations reveal serious deficiencies may be placed on probation for up to one year. During that time the staff member will be evaluated by the immediate supervisor. After six months, a meeting will be held to evaluate progress. If no progress is determined after the second six months of probation, termination or reassignment may result.

#### **4.9 Code of Ethics**

I Corinthians 10:31-32 suggests that the Christian should do all things for the glory of God. In keeping with this injunction, all faculty/staff agree to abide by the following guidelines:

- (A) To maintain a consistent personal devotional life and an active participation in a local Southern Baptist church. The trustee executive committee, upon recommendation by the president and supervisor, may waive, on a limited basis, the specific requirement of Southern Baptist church for certain positions [except full-time faculty], provided they are active participants in a local like-minded church.
- (B) To express support for the college in all of its rules and policies.
- (C) To accept full responsibility for all statements and actions.
- (D) To keep accurate records and have them available for all those who have a right to their access.
- (E) To cooperate with colleagues in achieving the goals of the college.

- (F) To keep confidential all matters received in faculty/staff relationships.
- (G) To demonstrate discretion in what is said about the college, its personnel, policies, and problems in any public forum.
- (H) To abstain from disparaging criticism or hasty judgment of any fellow worker.
- (I) To be willing to accept constructive criticism and deserved correction. In terms of student relationships; to always hold in confidence information shared, be fair with all students in dealings with them, and respect the student's right to ask questions.
- (J) Clear Creek Baptist Bible College expects all employees to conduct themselves in a Christ-like manner both on and off the job so that their lives reflect Christian values. The reflection of those values is important as employees of Clear Creek assist churches in their ministry to persons in Kentucky, the United States of America and throughout the world. Failure to adhere to this conduct standard may result in disciplinary action up to and including termination of employment.
- (K) Clear Creek Baptist Bible College employs only persons who are engaged in a heterosexual relationship within the confines of marriage as defined by scripture, or persons not married who are celibate.

#### **4.10 Tobacco, Alcohol, Narcotics, and Illegal Drugs**

We are Christ's slaves (Romans 6:13-23) and should not allow ourselves to become enslaved to anything or anyone else. In addition, our bodies are the temples of the Holy Spirit and must be treated as such (I Cor. 6:19). No faculty/staff is permitted to use tobacco, alcohol, intoxicants, narcotics, or illegal habit-forming drugs in any form. In the case of married faculty/staff, this policy extends to include all members of the family who reside on campus. As a condition of employment, each employee must agree to notify the employer in writing of his or her conviction for violation of a criminal drug statute no later than five calendar days after such conviction. In addition to the scriptural standards against such practices, Bell County is a dry local option region. If a member of the college family has a substance abuse problem, the college has certified qualified counselors who can be of help. Other help is available through the local Comprehensive Care Unit.

The purchase, possession, use or distribution of alcohol, tobacco products, narcotics, illegal drugs, or other substance of abuse is strictly prohibited. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement, alcohol, "street drug" or other controlled substance as defined by federal and state law. Purchase, possession, use or distribution of drug paraphernalia, except under the direction of a licensed physician, is expressly forbidden.

## **4.11 Sexual Abuse Policy**

### *4.11.1 Screening*

#### **Paid Positions**

1. All individuals applying for paid positions will provide verification of identification, i.e., driver's license.
2. All individuals applying for paid positions involving the supervision of children and youth will agree to allow Clear Creek Baptist Bible College (CCBBC) to conduct a criminal background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors (individuals under the age of 18).
2. Applicants for staff positions involving the supervision of children and youth must complete a General Employment Application and an Applicant's Certification. CCBBC will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminal convictions shall be considered in determining applicant's qualifications but do not automatically disqualify a person from further consideration. It shall be the applicant's responsibility, if employed; to notify Clear Creek of any change in the representations made by the applicant on the certification.

#### **Volunteer Positions**

1. All individuals applying for volunteer positions will provide verification of identification, i.e., driver's license.
2. All individuals volunteering to serve in a position involving the supervision of children and youth will agree to allow CCBBC to conduct a criminal background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors.
3. Volunteers for positions involving the supervision of children and youth must complete an Applicant's Certification. Clear Creek will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminal convictions shall be considered in determining applicants' qualifications but do not automatically disqualify a person from further consideration. It shall be the volunteer's responsibility, if selected or requested to volunteer by CCBBC of any change in the representations made by the volunteer.

### *4.11.2 Response to Allegations of Abuse*

Clear Creek Baptist Bible College will respond expeditiously to any allegations of sexual abuse.

1. *Initial Tasks in Dealing with Reported Abuse*

- a. *The Kentucky Revised Statutes (KRS 620.030) require that all individuals, including those acting in an official or professional capacity, report immediately any current suspected or actual act of child sexual abuse, perpetrated by any person, to the Kentucky Cabinet for Human Resources-Department for Social Services. Agents of CCBBC are obligated to report to the civil authorities and will do so without delay. Kentucky Revised Statutes 620.050 provides that anyone participating in good faith in making such a report shall be immune from civil or criminal liability. On the other hand, failure to report, when someone is required to do so, can result in a misdemeanor charge. The person making the report and other appropriate personnel in CCBBC will cooperate with civil authorities, while retaining the right to seek guidance and legal counsel from officials of CCBBC and/or its agents.*

b. *Reporting to CCBBC Authorities*

Any employee or volunteer who witnesses an act of child sexual abuse perpetrated by another employee or volunteer, or by any other individual working with or connected with CCBBC, or who suspects that such an act has occurred or receives a report of such an act, must make his or her appropriate supervisor aware of the matter immediately, and will do so without delay. Failure to report immediately will be considered an act of insubordination. If the employee or volunteer is unable to contact his or her appropriate supervisor, the employee or volunteer should contact the Dean of Academic Affairs or in his absence the Director of Student Life. Once the employee or volunteer reports a matter to his or her appropriate supervisor, the appropriate supervisor will immediately inform the Dean of Academic Affairs, or in his absence the Director of Student Life. The Dean of Academic Affairs or the Director of Student Life will then contact the President.

In the event the Dean of Academic Affairs or the Director of Student Life is the subject of an allegation of sexual abuse, the appropriate supervisor will immediately inform the President.

c. *Investigative Procedure Regarding an Allegation of Abuse*

Once an allegation of abuse is reported to the Dean of Academic Affairs, Director of Student Life or the President, the following procedure is enacted. An immediate report by an agent employee or volunteer of CCBBC will be made to the proper civil authority that will be assured of full cooperation. When an allegation of abuse is received concerning any employee, volunteer or student in performance of an assignment, said person would be immediately removed from the position which has permitted contact with the victim.

The Dean of Academic Affairs will form an Investigative Team. The team will be comprised of the Dean of Academic Affairs, the Director of Student Life, the appropriate supervisor, and, where appropriate, an employee, volunteer or agent of CCBBC. In the event the Dean of Academic Affairs or the Director of Student Life is the subject or such an allegation, the investigative team will be formed by the President and the individual who is the subject of the allegation will not participate on the investigative team or in any part of the investigation. The team will act, to the extent possible, in a confidential manner and will distribute information only on a need to know basis. This team will organize any internal investigation as the particular circumstances demand and will speak directly with the accuser and the accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The Investigative Team will cooperate fully with the civil authorities and will keep the President of CCBBC fully informed as to its investigation and the investigation of the civil authorities.

2. *Outcome of Investigation and Effect on Employment/Association*

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with Clear Creek Baptist Bible College.

Any abuse by an employee, volunteer or student may result in termination of employment, volunteer service, or student status with Clear Creek.

*4.11.3 Procedures following and Incident of Domestic Violence, Dating Violence, Sexual assault and Stalking Policy*

The Violence Against Women Reauthorization Act (VAWA) of 2013 amended the Clery Act to require institutions of higher education to comply with certain campus safety- and security- related requirements as related to federal guidelines. The VAWA requires institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include policies, procedures, and programs pertaining to such incidents.

Clear Creek Baptist Bible College will respond expeditiously to any allegations of sexual abuse.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

"Domestic violence" means a "felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,

- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWAI,
- or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

"Dating violence" means "violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship."

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or suffer substantial emotional distress."

### **Procedures Following an Incident of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

Although Clear Creek is a Bible College with a primarily family orientation the administration recognizes the potential for crimes or abuse. Clear Creek is committed to providing an environment free from explicit and implicit coercive behavior used to control, influence or affect the well-being of any member of the college community especially in regards to domestic violence, dating violence, sexual assault, and stalking.

Any incident of domestic violence, dating violence, sexual assault, and stalking will not be tolerated and is expressly prohibited. Violations by faculty members are grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the offence. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

Violation of VAWA is prohibited as stated in the section of this publication entitled Individual Responsibilities and Standards.

- Personal Abuse – any behavior that results in harassment, coercion, threat, disrespect and intimidation of another person, or any unwanted sexual attention towards another person will not be tolerated. Any action or statements that cause

damage or threaten the personal and/or psychological well-being of a person are unacceptable.

Students violating this standard may expect action to be taken corresponding to the guidance and discipline section of this handbook. Severe violations may be cause for immediate expulsion.

Campus women are encouraged to be alert for situations where they might be at risk. The potential for sexual crimes/abuse is discussed in orientation for new students. At least once a semester a handout is disseminated to all women on campus describing safety measures, procedures to follow after an incident and reporting measures.

Any person in violation of school, state, or federal regulations will be subject to the discipline process as outlined under guidance and discipline in this handbook. Violations of a serious nature may result in immediate expulsion. Any sexual crime should immediately be reported to the state police and then to campus security. See Housing Maintenance for emergency numbers. If a rape or attempted rape has occurred the victim should proceed immediately to the hospital.

Any person who has been abused and/or perpetrated by another employee, student, volunteer, or by any other individual working with or connected with CCBBC, or who suspects that such an act has occurred or receives a report of such an act, must make his or her appropriate supervisor aware of the matter.

If the employee or volunteer is unable to contact his or her appropriate supervisor, the employee or volunteer should contact the Dean of Academic Affairs or, in his absence, the Director of Student Life. Once the employee or volunteer reports a matter to his or her appropriate supervisor, the appropriate supervisor will immediately inform the Dean of Academic Affairs or, in his absence, the Director of Student Life. The Dean of Academic Affairs or the Director of Student Life will then contact the President. In the event the Dean of Academic Affairs or the Director of Student Life is the subject of an allegation of sexual abuse, the appropriate supervisor will immediately inform the President.

Once an allegation of abuse is reported to the Academic Dean, the Director or Student Life, or the President, the following procedure is enacted. An immediate report by an agent employee or volunteer of CCBBC will be made to the proper civil authority that will be assured of full cooperation.

When an allegation of abuse is received concerning any employee, volunteer or student in performance of an assignment, said person would be immediately removed from the position, which has permitted contact with the victim.

The victim will be offered assistance in, changing academic, living, transportation, and working situations if requested and reasonably available.

The Academic Dean will form an Investigative Team. The team will be comprised of the Academic Dean, the Director of Student Life, the appropriate Director, and, where appropriate, an employee, volunteer or agent of CCBBC. In the event the Academic Dean, or the Director of Student Life is the subject or such an allegation, the investigative team will be formed by the President and the individual who is the subject of the allegation will not participate on the investigative team or in any part of the investigation. The team will act, to the extent possible, in a confidential manner and will distribute information only on a need to know basis. This team will organize any internal investigation as the particular circumstances demand and will speak directly with the accuser and the accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The Investigative Team will cooperate fully with the civil authorities and will keep the President of CCBBC fully informed as to its investigation and the investigation of the civil authorities.

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with Clear Creek Baptist Bible College.

Any abuse by an employee, volunteer or student may result in termination of employment, volunteer service, or student status with Clear Creek.

**Options and Accommodations for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**

Clear Creek employees a professional counselor on the faculty and would offer the services of the staff counselor to the victim at no charge. In addition, there are several faculty/staff persons qualified for “nonprofessional” counseling. In Pineville and Middlesboro counseling services are available to students through Comprehensive Care. The victim will be offered assistance in changing academic, living, transportation, and working situations if requested and reasonably available.

**Sample of Adjunct Faculty Contract**

Date

Dear \_\_\_\_\_,

Greetings to you in the name of our Lord Jesus Christ. This letter confirms our agreement for you to teach during the (\_\_\_\_\_) term, (Year) at Clear Creek Baptist Bible College. The dates of that term are (dates). You will teach (name of course) and this agreement is contingent on at least five (5) students being enrolled in that course. You will be paid (Amount) for your instruction and (College amount for travel) for miles traveled. Please submit a statement of miles traveled. A check will be issued by the college for your services. You will receive a form 1099 from the college for tax purposes.

You are free to design the courses as you see fit under the supervision of the Academic Dean. You should formulate a procedure for students to have the opportunity to meet with you to discuss their academic concerns and indicate that procedure in the syllabus for the course. The academic office needs a copy of your syllabus ASAP.

If you agree to the above terms, please sign and return to the Academic Office.

Accepted: \_\_\_\_\_

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

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Sincerely,

*(Name of Dean)*  
Academic Dean

## 5. PERSONNEL PROVISIONS

### 5.1 Campus Housing

Limited campus housing is available to faculty/staff personnel. Faculty/staff must submit a request in writing to the Physical Plant office. Housing assignments will be made based on availability, family size, and needs of the college. Students are prohibited from residing with faculty, staff and other students.

Faculty/staff are expected to provide their own furnishings and appliances. Built-in appliances are the responsibility of the college. Personal contents are not covered by the college's property insurance. The college will be responsible for normal upkeep and repair; however, the faculty/staff must cover expenses beyond the normal expectations (such as curtains, window blinds, etc.)

Clear Creek Baptist Bible College will stipulate in individual annual contracts a rental value of each separate house or apartment. Faculty/staff are responsible for reporting necessary information for tax purposes. Included in rental value of campus housing are water/sewer and garbage. There are designated areas for disposing of garbage. Telephone, gas, and electrical services are contracted individually with the particular company.

### 5.2 Continuing Education

#### 5.2.1 *Faculty Study Leave and Sabbatical*

5.2.1.1 **Summer School Exclusion.** Each teacher who has been on the faculty for at least three years may qualify to apply for permission to be excused from teaching in summer school in order to attend continuing education events. Which teacher or teachers are to attend summer school shall be determined by the Dean of Academic Affairs after conference with all eligible faculty members and the President of the college.

5.2.1.2 **Study Leave.** After five years of service, faculty members who qualify may apply for a study leave to extend one semester. After seven years of service, faculty members who qualify may apply for a study leave to extend two semesters. To qualify for leave the teacher must show evidence of acceptance at an accredited school in his or her professional area of study.

5.2.1.3 **Sabbatical.** After 10 years of service, faculty members may be granted a sabbatical up to 4-1/2 months. This may be delayed until after 15 years (and receive nine months), or delayed until after 20 years of service (and receive one-year sabbatical leave).

5.2.1.4 **Sabbatical and Study Leave Provisions.** Both study leaves and sabbaticals have dual purposes. The intent is the refreshing and development of the faculty member. After a study leave or sabbatical, the faculty member should return rested and refreshed as well as informed and enlightened. Toward this end, the expectation is that the faculty members on sabbatical will use the time to engage in research, writing, study, or travel related to their professional area of study. A successful sabbatical, like a successful study leave, increases the value of the faculty member to the institution.

No one can take both a study leave and sabbatical within a five-year period. All study leave and sabbatical arrangements are recommended by the Dean of Academic Affairs to the President who then will present the request to the Board of Trustees for approval. Funds to

continue salary during faculty study leave and sabbaticals must be included in the appropriate budget. Seeing that budget proposals are submitted in February, application for sabbatical must be made to the Dean of Academic Affairs no later than January prior to the academic year in which the leave is to occur. The trustees will consider the sabbatical at the Spring meeting in which they also consider the budget.

Due to the strain sabbaticals put on the budget and the difficulty imposed on the scheduling of classes, multiple professors will not be granted sabbaticals that overlap in any one period of time.

Any professor for whom a study leave or sabbatical is granted must agree to return immediately afterward to service at Clear Creek for a period of time at least equal to the duration of the leave or sabbatical. Any professor who does not return to service as outlined herein must agree to reimburse the school for funds received as salary in the course of the time off. Study leave and sabbaticals will accrue toward years of experience for consideration in rank appointment.

### **5.3 Faculty Development**

Faculty development consists of single courses, seminars, and training opportunities that relate to improvement in the area of instruction. Limited resources require that funds be allocated to insure the best interests of the college. The following guidelines will be used for consideration:

- A. Training done at the request of the college.
- B. Individuals who have not recently participated.
- C. Individuals should not expect funding on a yearly basis.

Funds for faculty development are included in the budget of the academic office. Requests should be submitted in the fiscal year prior to the year in which the training will take place. College administrative staff who teach part-time may request funding for study that relates to their teaching duties. The nature of the study and a request for the use of funds are submitted for approval to the Dean of Academic Affairs.

Faculty and staff development that earns academic credit that could apply toward an advanced degree is limited to 18 hours. For study beyond 18 hours the individual must submit a request under section 6.6.4.

#### *5.3.1 Procedure to Determine Faculty Development*

Before the end of the academic year, usually in June, the Dean of Academic Affairs will email the Academic Affairs Committee to request brainstorming about faculty development topics and who can best present them in faculty meetings. Faculty will also be surveyed during the end of May or early June.

The Academic Affairs Committee will be asked to recommend “professionals” outside of Clear Creek Baptist Bible College to lead a faculty development session. The Registrar will be asked to offer one or two sessions related to his office and what faculty need. The Director of Information Technologies will be asked to provide technical training for faculty. The President’s ideas and suggestions will be requested. Other personnel may be requested to aid in developing a series of faculty development.

Each Fall, the Academic Affairs Committee will be reminded by the Dean of Academic Affairs that faculty development is required and that opportunities are to be offered. The chairperson of the Academic Affairs Committee will remind the faculty of this requirement and the developmental opportunities to be offered.

The Dean of Academic Affairs will monitor this policy and, if changes and updates are needed, will recommend them to the Academic Affairs Committee to be approved. The Academic Affairs Committee will vote to send the new policies to the faculty for approval or to adjust the suggested policies before sending them to the faculty for approval. Once the faculty approves the policy changes to the Faculty Development policy, it will be sent to those responsible for publishing it in the Faculty/Staff Handbook and the Policy and Procedures Manual.

### *5.3.2 College Support for Faculty Development*

The College recognizes that faculty need to mature in instruction, research, and study and to be able to present such research and study results. The annual budget allocates funds for faculty development. This includes requests made by the faculty for specific training or training the faculty member receives at the request of the College. Conference expenses related to faculty development may be requested by the faculty member prior to the conference. The Dean of Academic Affairs may request that a faculty member attend a conference and the costs will be covered by the College. Related to faculty development are Study Leaves and Sabbatical Leaves. See the Faculty and Staff Handbook section 5.2 for more information on this.

### *5.3.3 The Process of Informing Faculty Members of Faculty Development Opportunities*

Faculty members are notified of opportunities for faculty development via email from the Dean of Academic Affairs. Most of the faculty development training transpires during the monthly faculty meetings. Some development opportunities will be included under the Faculty Communication tab in Canvas. These are recorded video sessions so that distance/adjunct faculty can take advantage of the development training.

## **5.4 Staff Development**

Staff development consists of single courses, seminars, and training opportunities that relate to improvement in the area of employee responsibility. Limited resources require that funds be allocated to insure the best interests of the college. The following guidelines will be used for consideration:

- A. Training done at the request of the college.
- B. Individuals who have not recently participated.
- C. Individuals should not expect funding on a yearly basis.

Funds for staff development are included in the budget of the appropriate department and must be approved by the appropriate dean. Requests should be submitted in the fiscal year prior to anticipated study.

Staff development that earns academic credit that could apply toward an advanced degree is limited to 18 hours. For study beyond 18 hours the individual must submit a request under section 6.6.4

### **5.5 Retirement/Resignation**

A faculty/staff member who is resigning or retiring should notify the President and their immediate supervisor by January 1.

### **5.6 Academic Regalia**

All full-time faculty and staff members are to wear caps, gowns, and hoods for graduation. If part-time faculty and staff members would like to participate in graduation, they can do so if they desire. If needed, the college will provide academic regalia. Information needed for ordering caps, gowns, and hoods will be obtained by the academic office by the first week in February.

### **5.7 Absence from Duties**

Faculty and staff members are expected to assist a colleague who is absent because of illness up to a period of one week per term. Absences due to illness beyond one week must be addressed by the immediate supervisor.

Faculty and staff members may be absent one week each year while conducting revival meetings, conferences, Bible studies, and similar ministry related activities providing satisfactory arrangements have been made for all classes and/or administrative responsibilities. Faculty and staff members may be absent one week each year while attending a conference for professional development if approved by the immediate supervisor.

## **6. FACULTY RESPONSIBILITIES**

### **6.1 Academic Load**

A full-time faculty member usually teaches 10-15 college hours per semester. A course taught live that has thirty or more campus/online students and is streamed counts as one course unless class size justifies having two units. The school may respond to a request for an extension program in several places in the tri-state area, and at various times faculty members may be assigned these teaching responsibilities. On-campus evening classes are held as a regular part of the semester schedule. Professors are expected to teach these courses on a rotating basis. Professors may also be asked to teach one intensive (January, May or summer course each year).

1. If Academic Affairs assigns a full-time faculty member an overload, and the faculty member chooses to accept it, the faculty member will be paid at an adjunct rate of \$500/hour for the number of hours over 30 per contract year.
  - a. If a full-time faculty member teaches an unassigned course above the contracted load because the faculty member chose/wanted to teach that course, no overage will be paid for those hours.
2. If a full-time faculty member is asked by Academic Affairs to teach an online course in addition to the contracted load, the faculty member will be paid at adjunct rate for that course.
  - a. If the course does not put the faculty member over 30 hours, it is part of the contracted load.

- b. If a full-time faculty member chooses to offer online a class that has not been assigned by Academic Affairs, the faculty member will not be paid for that class.
3. If a class has less than five students, that class will be cancelled unless Academic Affairs determines the offering to be necessary.
4. If a faculty member is asked by Academic Affairs to facilitate a directed study, it will count as one hour toward the course load.
5. Overloads and extra courses with adjunct pay will not be assigned at the request of the faculty member. Such assignments will be based solely on the need for the course to be offered as determined by the Academic Dean.
6. Faculty members will be consulted on electives to be offered, but the final decision will be made by Academic Affairs based on student need. (See 1a above)
7. Professors may be asked to teach one intensive (January, May, or Summer Course) each year. If you are asked to do so, the course will be added to the number of hours you teach that academic year and you will be paid for the number of hours over 30 in that total.
  - a. Division Chairs and faculty members will be allowed to use the week of the May term to do assessment in lieu of an intensive.

The adjunct faculty member's teaching load is determined by the contract issued for each semester.

## 6.2 Academic Freedom

Academic freedom for the Christian is the right and responsibility to engage in the search for truth in examining philosophies, theories, methodologies, and behaviors. It includes the right to discuss, to disagree, to evaluate in the light of biblical revelation, and to commit oneself to concepts which one understands to be true. However, academic freedom for the Christian is not absolute, but is a freedom within the bounds of a prior commitment to Jesus Christ and to biblical revelation.

Academic freedom is essential to the accomplishment of the purposes of Clear Creek Baptist Bible College. In its teaching aspect it is fundamental for the protection of the rights of the teachers in teaching and of the student to freedom in learning. The teacher is entitled to freedom in the classroom in discussing his subject, but should not introduce into his teaching controversial matter, which has no relation to his subject. As members of the faculty of Clear Creek Baptist Bible College, faculty members freely commit themselves to teach within and not contrary to the framework of the college statement of faith, as interpreted by the Board of Trustees, and the standards of personal conduct and policies found in the *Faculty/Staff Handbook*.

Since the Christian is called to truthful and loving discourse, faculty members should give special attention to careful research and accurate presentation. Respect for the convictions and the sensibilities of others, especially of Clear Creek Baptist Bible College's various constituencies, should be maintained.

The teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public might judge his profession and his institution by his utterances. Hence, he should make every effort to indicate that he is not an institutional spokesman.

### 6.2.1 Appeal Procedure

1. **Raising a Question:** Anyone may raise questions to a faculty member as to whether his teaching falls within the parameters of institutional standards. Thus the initial approach ought to be personal, direct and conversational. If the difficulty is resolved, well and good; if not, either party may elevate the question by bringing it to the attention of the academic dean.
2. **Initial Mediation:** The academic dean, the faculty member, and the concerned person will meet to discuss the question and investigate the issue. This process should make every effort to maintain confidentiality. The dean will document the discussions and at their conclusion will either dismiss the matter and affirm the faculty member or elevate the question to the attention of the Academic Affairs Committee.
3. **Academic Involvement:** If the matter cannot be resolved by the academic dean, the issue is presented to the Academic Affairs Committee (AAC) for review. The AAC will hear from the faculty member and also from the person raising the issue. Both parties may bring a spokesperson to help present his position. The AAC will report its findings to the academic dean who may affirm, modify, or reject with rationale the recommendation. The dean may then consider the matter resolved or elevate it to presidential level with recommendation. Either the person voicing the concern or the faculty member against whom the concern was leveled has the right to raise the issue to the President if they are dissatisfied with the decision.
4. **Presidential Initiative:** The President retains the prerogative of conducting his own investigation and of dismissing the charges if he is convinced they do not constitute a threat to the theological or moral integrity of the institution. He may also elevate the question to the Board of Trustees with a recommendation for action.
5. **Board Authority:** If the process of appeal results in dismissal of the faculty member, they have the right of appeal before the Board of Trustees. Action of the trustee executive committee is final.

### 6.3 Absence from Class

- A. Professors on assignment for the school during a semester must notify the Dean of Academic Affairs prior to fulfilling the assignment if the professor will be missing classes. The professor should give written communication, which relates the days he will be absent, classes missed, and how the classes will be handled during his absence.
- B. In case of class absences, advance notice, when possible, should be given to the dean in writing. The professor should obtain a substitute approved by the dean. Budget for any expenses for the substitute will be approved by the Dean of Academic Affairs.

- C. Canceling of classes for any reason should be avoided.
- D. Unauthorized absences of a professor from his class duties may be subject to a class-hour penalty against his salary.
- E. In cases of extended absence or emergency the faculty member should consult with the Dean of Academic Affairs.

## **6.4 Classroom Procedures**

### *6.4.1 Orientation*

For the Fall semester, new on-campus students are required to participate in orientation on campus. For the Fall semester, new online students are required to participate in orientation online. For the Spring semester, new on-campus students and new online students are required to participate in orientation online. The Spring semester orientation will be available online only.

Each semester should begin with a time to orient students to each class. This should include distribution of a class syllabus, information concerning use of the texts, and general classroom procedures.

### *6.4.2 Prayer*

In keeping with the college purpose, the professor is encouraged to have a brief prayer time at the beginning of each class.

### *6.4.3 Class Roll*

Each professor must keep an accurate class roll. For online students, the professor is required to post a weekly quiz for attendance purposes.

### *6.4.4 Student Assemblies*

Any extracurricular student assemblies will be held during the assigned chapel time and should not interfere with regularly scheduled classes.

### *6.4.5 Discipline*

Because of the unique nature of Clear Creek Students, discipline is rarely necessary. On such occasions when problems do arise, referrals should be made to the Dean of Academic Affairs for academic matters or the Director of Student Life, as is appropriate.

### *6.4.6 Student Concerns*

The Student Handbook gives details of the Guidance and Discipline Process, which provides students opportunities for behavioral change and to assure due process.

The process includes: 1. Identifying the Problem, 2. Confirming and Reporting the Problem, 3. Confrontation and Encouragement, 4. Behavior Modification and Counseling, 5. Disciplinary Action, 6. Appeal.

The appeal process includes time limits within which a written request for additional consideration must be filed. The process also requires faculty\staff response within definite time limits.

## **6.5 Student Probation, Dismissal, and Readmission Policy**

### *6.5.1 Probation and/or Dismissal Procedure*

A student may be dismissed from school or placed on probation for the following reasons:

- A. Any conduct which may jeopardize the well-being of the campus community, the reputation of the school or their church-related ministry.
- B. Any deviation from the admissions requirements. (This does not apply to students who are members of a different denomination.)
- C. Inability to meet the academic requirements of the courses. A student enrolled in 12 hours or more whose cumulative GPA falls below 1.5 shall be placed on academic probation for a period of one semester. Any student remaining on academic probation for two consecutive semesters is subject to dismissal from classes for a semester. To re-enter after a period of academic suspension, the student must petition the admission committee and submit a full application.
- D. Any evidence of cheating and/or plagiarism in respect to examinations and class assignments.

### *6.5.2 Readmission of Withdrawn and Dismissed Students*

A student who has withdrawn from school or does not return for the next semester because of what has been termed a "hardship" reason or voluntary interruption of study, if absent for less than two years, shall contact their advisor about readmission. If absent for over two years, the full application process is required.

Any student who has been dismissed for disciplinary reasons will not be considered for admission until one year has expired from the date of dismissal.

A request for readmission must be made to the admissions committee before any consideration can be made. Such a candidate for readmission may be subject to completion of the full application process.

A student who applies for readmission and has an outstanding college account balance must settle his account before readmission.

### *6.5.3 Invitation to Continue Study*

The faculty should meet once a year to review the conduct of each student to determine whether the student should be allowed to return for the next academic year.

## **6.6 Classroom (Physical Aspects)**

The Dean of Academic Affairs will assign classrooms each semester. Any routine classroom needs such as markers may be obtained from the Business Services Office. Any special request for supplies should be submitted in writing to the Dean of Academic Affairs.

## **6.7 Class Work**

### 6.7.1 *Syllabi*

A syllabus for each course to be taught must be prepared by the professor in keeping with the guidelines provided by the Dean of Academic Affairs office. All syllabi for Fall courses must be sent to the Academic Dean by May 1. All syllabi for Spring courses must be sent to the Academic Dean by November 1.

### 6.7.2 *Textbooks*

A copy of requested textbooks must be submitted to the Registrar and Academic Dean. All textbook orders must be given to the academic office by the published date before the beginning of the semester in which they will be needed. All texts must be in general support of the doctrinal stance of the college and must be college level texts. Periodical and library resources must be requested through the librarian. Lists of reserve books must be submitted to the librarian at least two weeks before the beginning of the semester.

### 6.7.3 *Assignments*

Major course requirements must be spelled out clearly in the course syllabus. Daily reading assignments should be included in the breakdown of the course outline. Book reports, term papers, etc. must be prepared according to [A Manual for Writers of Term Papers, Theses, and Dissertations](#) by Kate L. Turabian.

### 6.7.4 *Incomplete Work*

An academic alert at mid-term will be issued by the Dean of Academic Affairs to students with incomplete work, failing grades, or excess absences. Except in extenuating circumstances, the student will be placed on academic probation until the deficiencies have been cleared up. A student with a temporary F at the end of a term is given three weeks to complete the work in a specific course before the grade becomes a permanent F. The faculty will assign a temporary I on the report at the time grades are entered electronically for the class. This I will become a permanent F unless the student submits incomplete work according to the procedure above. Permission to submit incomplete work is the responsibility of the faculty leading the class. Permission should only be granted for medical or absolute necessity (never for failure due to student lack of commitment). The Dean of Academic Affairs will deal with these individuals if the problem continues.

### 6.7.5 *Examinations*

Examinations are given at the discretion of each professor. Normally they include midterms, finals and the occasional daily quiz. Professors are aware, however, that many other methods may be used to arrive at a valid grade for a student. Some of these include term papers; reading and outlining related materials, keeping a course notebook, etc. The adjunct faculty member should strive to bring his course into agreement with the on-campus course as much as is possible.

### 6.7.6 *Field Trips and Retreats*

Some faculty members may include field trips and/or attendance at a retreat as a part of the course requirement. Each professor should have prior approval by the Dean of Academic Affairs for all such requirements and he will coordinate with other faculty affected.

### 6.7.7 *Make-up Tests*

Make-up tests are left to the discretion of the professor.

#### 6.7.8 *Curriculum Review*

The following process is followed for changes in curriculum.

1. Proposed change is brought to the Academic Affairs Committee by a member of the faculty.
2. If the Academic Affairs Committee turns down the proposal, the faculty member may go on to the faculty.
3. If the Academic Affairs Committee approves, the proposal goes on to the faculty.
4. If the Faculty rejects the proposal, they should explain their decision and return the proposal to the Academic Affairs Committee for possible revision.
5. Substantial changes to degrees go to the Academic Committee of the Trustees for final approval.

#### 6.7.9 *Credit Hour Definition*

The standard unit of measure for academic work at Clear Creek Baptist Bible College is the “semester hour.” One semester hour of academic credit is defined as one hour of contact time accompanied by two hours of personal study per week for a 15-week semester. Clear Creek Baptist Bible College adheres to the Carnegie unit for contact time (750 minutes for each credit awarded). The following practices will be observed in order to maintain this standard for all credits awarded by the institution.

1. All faculty will plan instruction and out-of-class assignments to meet the criteria above. This applies to all courses delivered in all formats. For Distance Education, the contact hour portion of the semester hour is considered to be the lecture, discussion board, or other online activity that students are assigned to complete outside of his or her time independently studying. Also, faculty must ensure that the amount of work required in internships for credit or practical where contact time is reduced is equivalent to the work expected in a course meeting on a traditional schedule.
2. The Dean of Academic Affairs will establish the Academic Calendar each year to accommodate the delivery of courses consistent with the college’s definition of the semester hour.
3. At the time of course schedule formation, the Registrar will assign class meeting times to reflect the number of minutes appropriate to the contact hours of each course. This applies to all courses scheduled in any configuration (16-week term, 8-week term or other intensive format).
4. The Dean of Academic Affairs, with the cooperation of the Director of Technology, will monitor on-campus and online instruction and syllabi in order to ensure compliance with the semester hour standard.
5. When considering the approval of new courses to be added to the catalog or at the time of curriculum review, the faculty will consider the appropriate number of semester hours assigned

or to be assigned to the course based upon the amount of work expected to successfully achieve the course's intended outcomes.

#### *6.7.10 Acceptance of Academic Credit*

In order to avoid duplication of academic credit and ensure the integrity of the degrees at Clear Creek Baptist Bible College, the acceptability of academic credit for transfer from other institutions will be restricted to the following circumstances.

1. For credit earned at an institution that is accredited by a CHEA-recognized body, the credit must be of like nature and parallel in content and quality and graded as "C" or better.
2. No credit will be awarded for life experience or professional certificates.
3. No credit for courses in doctrine will be accepted from non-Baptist institutions.
5. Credit earned at an institution that is not accredited by a CHEA-recognized body may still be accepted if the above criteria are met and if at least three accredited institutions have accepted transfer credit from the unaccredited institution in question.
6. Credit may be awarded for the satisfactory completion of Advanced Placement (AP) examinations. Satisfactory completion is considered a score of "3" or better. For all natural science AP examinations scored "3" or above three (3) semester hours of lecture credit and one (1) semester hour of laboratory credit will be awarded. For all history AP examinations scored "3" or above six (6) semester hours of credit will be awarded. For all other discipline AP examinations, three (3) semester hours of credit will be awarded in the respective discipline.
7. Credit may be awarded up to a total of 30 hours for an associate's degree and 60 hours for a baccalaureate degree, with the exception of the B.A. in Church Ministries and Leadership (Christian Service Emphasis) where up to 96 hours may be accepted.

The responsibility for the enforcement of this policy is assigned to the Registrar. Upon receiving an official transcript of an applicant or student the Registrar will use the criteria outlined above to prepare a transcript evaluation. In the case of transcripts from unaccredited institutions, the individual seeking to transfer the credit must submit course syllabi (including booklists) and course catalog (including the credentials of the course instructor) for review to determine "like nature" and "parallel content and quality." The Registrar will present the evaluation for review to the Dean of Academic Affairs. Upon approval, the Registrar will inform the applicant or student and his or her advisor of the approved transfer and enter it upon his or her transcript with a grade of "S," excluding it from GPA calculation.

#### *6.7.11 Course Credits*

**Course Levels / Course Numbering:** Courses numbered 1000-4999 are considered undergraduate-level, with the 1000-2999 sequence classified as lower-level (freshman/sophomore) and the 3000-4999 sequence classified as upper-level (junior/senior). Courses numbered 500-and-above are at the post-baccalaureate or graduate-level. As the course number increases, there is typically a corresponding increase in content complexity, course rigor, amount of course related reading/work, and the expectation for more advanced and independent student work.

The determination of the appropriateness of semester credit hour allocation is based on a number of factors, including; Contact Hours, Course Workload, Preparation Time, Course Type, Level and Amount of Discipline Literature associated with the course, and assessment information specified for the course as well as the appropriateness of the level of credit being awarded (i.e., undergraduate work and content for an undergraduate-level course (a course numbered 1000-4999), or graduate work and content for a graduate-level course (a course numbered 500-and-above). The Dean of Academic Affairs must approve of any significant change to these guidelines.

Level: The determination of the level of credit to be awarded (1000, 2000, 3000, 4000, or 500) is made by the College faculty, which will make a professional judgment based on consideration of the criteria they determine appropriate, including the following:

1. The course student learning outcomes.
2. The amount/level and quality of work required by the student learning outcomes for the course.
3. The sophistication of course content relative to the content of:
  - (a) other courses in the discipline,
  - (b) the same or comparable courses in the discipline at other institutions, and
  - (c) other courses in the curriculum in general.
4. Any recommendation that may come from the Dean of Academic Affairs, or an academic department.
5. Any relevant guidance that may be available from sources such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Association for Biblical Higher Education (ABHE).

Normally, the above review will be conducted by the Academic Affairs Committee, and the results of the review will be reported to the faculty for action. (All members of the Academic Affairs Committee hold terminal academic degrees and are approved for instruction at both the undergraduate and graduate levels.)

This policy is intended to establish that the level of academic credit awarded for a course is determined by the faculty in a manner consistent with sound academic practice in the discipline, considering the level of prior knowledge and skills needed for success in the course. Generally,

- 1000-level courses (numbered 1000-1999) are introductory and survey courses, usually requiring few or no prerequisite courses, and designed to be suitable for first-year undergraduate students.
- 2000-level courses (numbered 2000-2999) are also introductory and survey courses, usually requiring few or no prerequisite courses, that are designed to be suitable for first-year students or sophomores.

- 3000- and 4000- level courses (numbered 3000-4999) are designed to be suitable for juniors and seniors; they are more advanced and may require prerequisite course work. The 3000-level courses are normally designed for juniors, while 4000-level courses are designed for seniors.
- 500-level courses (numbered 500-599) are designed to be suitable for graduate students. These courses are designed for master's degree students.

#### *6.7.12 Substantive Change Reporting*

##### Substantive Change Policy

Clear Creek Baptist Bible College understands that substantial change involves a significant modification or expansion of the nature and scope of its programs. Substantive changes may involve high-impact, high-risk changes that could significantly impact the educational programs and services of the college. It is the policy of Clear Creek Baptist Bible College to adhere to SACSCOC Substantive Changes Policy and Procedures.

The executive-administrative staff of the college shall be responsible for determining if any change which may be in planning or in process may possibly constitute a substantive change as defined by SACSCOC and may therefore require notification according to SACSCOC Comprehensive Standard 14.2. In the normal planning process of the college, plans or proposals for changes are presented from the appropriate department to the executive-administrative staff by the appropriate dean. If the executive-administrative staff determines that the change may constitute a substantive change as defined by SACSCOC, the Dean of Academic Affairs shall inform the accreditation liaison as soon as is practicable following that meeting of the executive-administrative staff. The accreditation liaison shall be responsible for reporting or coordinating the reporting of that substantive change to SACSCOC according to SACSCOC guidelines.

#### **6.8 Program Coordinator Responsibilities**

The Program Coordinator responsibilities include, but are not limited to, the following.

1. Provide visionary leadership for the program.
2. Maintain standards consistent with the Mission Statement and the Educational Goals of the College.
3. Ensure quality evaluation, modification, and development of the program.
4. Assist the Dean of Academic Affairs with identifying budget needs, faculty development, and effective use of physical resources.
5. Suggest to the Dean of Academic Affairs the need for additional faculty as the need arises.
6. Assist faculty with annual assessment assignments of Student Learning Outcomes.

### 6.8.1 *Delegation of Program Coordinator Responsibilities*

The responsibilities of a Program Coordinator may be given to a faculty member at the request of the Dean of Academic Affairs as long as the faculty member possesses adequate credentials.

### 6.9.1 *Program Coordinator Qualifications*

The College considers Program Coordinators academically qualified if their academic qualifications match that of the program they are being asked to coordinate. Thus, the faculty member should have a terminal degree in the particular field of study, or a terminal degree in a field closely related to the particular field of study, or additional experience in the particular field of study, or specific training in the particular field of study.

## 7. GRADING POLICIES

Students naturally are grade conscious and teachers should be also. A statement explaining grading philosophy should be included in each syllabus. It is always helpful if the student understands the process by which final grades are determined.

### 7.1 Grading

The faculty has agreed to use the following grading scale. All professors are asked to use this scale and these letter grades in preparing their grades each term.

A	96-100	4.0
A-	91-95	3.7
B+	88-90	3.3
B	84-87	3.0
B-	81-83	2.7
C+	78-80	2.3
C	74-77	2.0
C-	71-73	1.7
D+	68-70	1.3
D	64-67	1.0
D-	61-63	0.7
F	0-60	0.0

Following is a list of grade definitions:

Grade	Points	Status	Explanation
A	4.0	Exceptional	This should be used to designate only outstanding work.
B	3.0	Above Average	This should be used to designate work which is decidedly better than average.

C	2.0	Average	This is used to designate work, which like that of the middle group of the class.
D	2.0	Below Average	This designates work which is decidedly below average, but sufficiently acceptable to make it advisable for the student to repeat the course.
F	0.0	Failure	This designates work which is so unsatisfactory that it must be repeated if the student is to receive credit. This designation may also be used to indicate that work has not been submitted.
I	Not Calculated	Incomplete	This signifies that the student has not finished all work for the completion of the course. This designation is only used for medical problems or other serious circumstances.
WP	Not Calculated	Withdrew Passing	Student withdrew before the end of the semester, however, was passing at the time of withdrawal.
WF	Not Calculated	Withdrew Failing	Student withdrew before the end of the semester, however, was failing at the time of withdrawal.
P	Not Calculated		Pass given for participation in Chapel, Experiencing God, How to Study, and Internship.
S	Not Calculated for Credit		Transfer credit from another institution.
F	Not Calculated	Fail	Fail given for non-participation in the activities listed above under Pass.

## 7.2 Calculating Grade Point Average

Grade point average (GPA) is determined by first multiplying the grade points by the number of hours for a given class and then dividing the total number of grade points earned by the total number of semester hours completed.

### **7.3 Grading Procedures**

Grading procedure is at the discretion of the professor. These suggestions may be helpful in determining final grades. Only letter grades are submitted to the academic office for recording on student academic records.

Faculty expectations include grading and returning the graded assignment for all written assignments within seven days of the assignment due date.

Comments are expected for all written assignments. Canvas permits inline grading for comments directly in the paper, in the grading rubric, and a summative comment for the assignment.

In grading, every attempt should be made to be as fair and objective as possible. Professors should always be careful not to make any class top-heavy with high grades.

Occasionally, the academic office will distribute grade surveys. Examination of these will help determine whether a professor's grading is too severe or too easy.

If questions arise concerning grading, it is always appropriate to discuss such matters at faculty meetings or with an experienced colleague.

### **7.4 Recording Grades**

Faculty (full-time and adjunct) should record all grades in Sonis for each class. These reports should be submitted to the Academic Office and become the official record of the grades for that class.

### **7.5 Reporting Grades**

Grade reports are recorded electronically with paper Grade Reports submitted to the Academic Office following the procedure in 8.4. Faculty (full-time and adjunct) should print out and sign the Grade Report page in Sonis for each class. These reports should be submitted to the Academic Office and become the official record of the grades for that class. Reports are due by the time designated by the dean, usually within a week after the semester or summer term is completed.

### **7.6 Changing Grades**

When grades have been submitted on Sonis they may be changed only by written notice from the faculty to the Registrar. No grade may be changed at any time without the permission of the Dean of Academic Affairs.

### **7.7 Mid-Term Alerts**

Any student who has a grade of D or F should be given a mid-term alert. Mid-term alerts are also issued if a student has accumulated too many absences. These reports are given to teaching personnel to complete and return to the academic office. The academic office will notify the student's advisor and the advisor will consult with the student.

### **7.8 Failing/Incomplete**

A student receiving an F, as a course grade must repeat the course the next time it is offered in a regular semester if it is a required course. With special permission a student may substitute one elective course for another of the same emphasis if a grade of "D" or "F" is received. The substituted course will be used to calculate the student's GPA. A grade of I must be made up within three weeks following the last day of the semester in which that grade is received or, with the consent of the professor, it will become an F.

### **7.9 Cheating and Dishonesty**

Any evidence of cheating and/or plagiarism in respect to examinations and class assignments may lead to failure in the class, probation and/or dismissal from school or probation.

## **8. FACULTY/STAFF RELATIONSHIP**

### **8.1 Faculty/Staff Meetings**

Regular monthly faculty/staff meetings are conducted by the President in conjunction with the executive administrative staff. Each faculty/staff member is expected to attend. Adjunct faculty may attend the regular monthly meetings but they do not have a vote. Called meetings shall be held at the discretion of the President.

After the regularly scheduled monthly faculty/staff meetings, a faculty meeting is held for all teaching personnel to discuss current academic matters, schedules, curriculum, etc.

### **8.2 Faculty/Staff Retreats**

Semi-annual faculty/staff retreats shall be held at the discretion of the President and Dean of Academic Affairs. Attendance is mandatory for all faculty/staff members. Adjunct faculty are not required to attend retreats for faculty/staff.

The President and/or Dean of Academic Affairs may also schedule one or two retreats a year for teaching personnel only. Such retreats are mandatory for all faculty members. Requirements for adjunct faculty are determined by the President and/or Dean of Academic Affairs on an individual basis.

### **8.3 Faculty/Staff Ad hoc Committees**

Ad hoc committees may be appointed at the discretion of the Dean of Academic Affairs and/or President.

### **8.4 Extra-Curricular Responsibilities**

Each full-time faculty/staff person will be expected to attend all dinners, receptions, etc. hosted by Clear Creek Baptist Bible College as deemed necessary by the President and notified by the appropriate office.

### **8.5 Faculty/Staff Concerns**

In times of need of any faculty or staff member, the other members shall minister to them in an appropriate manner. The women usually organize this ministry and ask the campus community to help.

### **8.6 School Calendar**

Faculty/staff members receive a calendar for the next school year at the fall retreat. Additions or changes must be made through the student life office. First, check to see if date is available, and then talk to the supervisor of the area (i.e. academic to Dean of Academic Affairs, student activities to the Director of Student Life, etc.) for approval. Some requests may need approval of the executive administrative staff.

Once approval is obtained, the date will be placed on the calendar in the Student Life Office. Each year the calendar will be distributed at the fall retreat to be attached to the faculty/staff handbook.

## **9. RESPONSIBILITIES TO STUDENTS**

### **9.1 Relationship to Students**

The faculty and staff are to help benefit the students in any way possible. They should make every effort to meet the needs of the students. They should continually be professional in all matters of academic and personal relationships with the students. This would include being careful to keep confidential matters as well as using proper ways of addressing other faculty members.

### **9.2 Office Hours**

All full-time faculty members should have posted office hours. If the faculty member must leave during office hours, he must notify the switchboard. In case of extended absences or emergencies, the faculty member should consult with his immediate supervisor. Adjunct faculty should establish a time in which to meet with students. This time may be immediately before or after class. Interaction through electronic means should also be established.

### **9.3 Program Advising**

Faculty/staff personnel may be asked to serve as program advisors to students as assigned. This advising process shall guide students in their academic pursuits. The advisor shall direct the student each semester as he registers to assure he is progressing appropriately toward his ultimate program objective. The catalog and advising guide sheets should be consulted for specific information. A careful record shall be kept of each student's progress. No changes shall be made for any student's course of study without the consent of the student's program advisor.

Adjunct faculty do not serve as official advisors but they are in a unique position to answer student's questions and are encouraged to become familiar with the school and its mission in order to better serve the student. They should be familiar with the on-campus personnel in order to be able to guide the student to the right source for advice.

### **9.4 Student Counseling**

Non-academic counseling is coordinated by the Director of Student Life; academic counseling is coordinated by the Academic Office. Faculty and staff members should be available to do academic and some personal counseling for students. Long-term counseling needs will be referred to the

Director of Student Life who can make the proper referrals. It is the policy of Clear Creek Baptist Bible College to avoid unobservable one-on-one counseling.

### **9.5 Christian Service**

Each faculty member should be available for counseling with students on matters of Christian service. This relationship may continue when a student becomes an alumnus. Faculty should report as a routine matter Christian service rendered by the student as a part of class work. Faculty in-put for improving this program should be directed to the Director of Student Life.

### **9.6 Student Governance Procedures**

All student organizations are formed with the permission of the Dean of Institutional Advancement, the Director of Student Life and the President. The Dean of Institutional Advancement and the Director of Student Life supervises the various organizations in matters involving by-laws, objectives and methods of operation. All student organizations must have faculty sponsors or advisors.

#### *9.6.1 Organizational Advising*

Any organization of students meeting on campus is required to have an active faculty advisor. The advisor should be available for periodic meetings of the group, should guide the group in its various activities, and should accompany it on all official travels. The advisor should also see that the Dean of Academic Affairs and the Director of Student Life receives an annual report.

#### *9.6.2 Collection of Special Offerings*

All special offerings to be taken for any student or student project must first be approved by the Dean of Institutional Advancement and the Director of Student Life. When a special offering is taken up for a specific person or need; this money will be put in the Agape Fund and either a check or cash will be given from this fund.

#### *9.6.3 Agape Fund*

The Agape Fund is an emergency fund maintained for student emergency financial needs that may arise. Normal financial responsibilities must be met through other means. The student advisory member from the housing area will handle any request(s) for grants necessary for this fund. The Dean of Institutional Advancement, the Director of Student Life and the chairman of the agape committee will act upon the request(s).

Students may borrow limited amounts of money from the Agape Fund and agree to repay the loan by the end of the semester interest free, or that amount will be added to the student's college account.

## **10. SPIRITUAL RESPONSIBILITIES**

### **10.1 Goals**

Faculty/staff members should provide a role model of spiritual leadership for students by their lips and by their living. Spiritual maturing is an ongoing process and should be exemplified by all faculty and staff.

## 10.2 Church Attendance

Regular church attendance is expected.

## 10.3 Conferences and Conventions

Attendance and participation in denominational meetings and conferences is encouraged.

## 10.4 Chapel and Special Convocations

Every faculty/staff member is expected to attend chapel and special convocations as a part of their duties.

## 10.5 Adherence to Doctrinal Statements

Adherence to the doctrinal statements, The Baptist Faith and Message and A Statement on Biblical Authority is required of each faculty member. Adherence to these doctrinal guidelines in classroom teaching and daily life is expected of each faculty member.

# 11. SUPPORTING FACILITIES

## 11.1 Secretarial Services

The purpose of the secretarial pool is to serve the faculty and staff with quick, accurate work. Following are the procedures for using the Secretarial Pool:

### Secretarial Pool Guidelines:

The principal function of the secretarial pool includes:

1. Providing clerical service for faculty and staff
2. Monitoring use of the equipment
3. Assisting other office personnel as requested

To allow optimum efficiency of both time and equipment these guidelines should be followed:

1. Faculty and staff should turn in and pick up all work at the secretarial pool. Any work submitted when the pool secretary is not available should be designated on an appropriate form and deposited in an inter-department envelope.
2. All academic work (tests, course syllabi, class helps, etc.) will be copied. Please allow at least two days to complete the task. Any regular publications should be in no later than 8:15 a.m. in order to be in the mail by 9:30 a.m.
3. Students requesting copies for professors must have a written notice signed by the professor.
4. When on duty, the pool secretary will operate all machinery. Other office workers may request the pool secretary to process needed copies. Work requested will be prioritized and completed. Other workers also have the option of processing their own copies.

5. When the pool secretary is not available the key will be at the switchboard or in the academic office. All equipment should be left clean, turned off, and covered when appropriate.
6. Any break down in equipment or needed maintenance should be reported to the Registrar.
7. No copies will be made for students. If a professor wishes to reproduce one student's work for the whole class, the professor must make the request.
8. No copies of copyrighted material will be made without the approval of the Dean of Academic Affairs and then only the amount allowed by law.

## 11.2 Library

College employees are encouraged to develop and realize to the greatest extent the value of the library both personally and to the students.

- A. **Reserve Books:** Faculty members may ask the Director of Library Services to place books “on reserve,” as they deem advisable.
- B. **Checkout:** Employees may check out books without limits on the number of times. They are asked to use discretion.
- C. **Reference Checkout:** Faculty members may check out reference books or periodicals as needed for classroom preparation.
- D. **Book Selection:** Faculty needs will always receive priority consideration by the Director of Library Services.

## 11.3 Bookstore

The campus bookstore is a service to students, faculty and staff. It is owned and operated by the college for the purpose of selling bibles, greeting cards, CCBBC apparel/merchandise, school supplies and related materials to our students and faculty/staff, and as a service to the community.

The following guidelines will be followed concerning the bookstore:

- A. Hours of operation for the bookstore will be posted each semester.
- B. Faculty/staff personnel are given a 15% discount on all purchases from the bookstore. Since CCBBC is tax exempt, any bookstore purchase that is for the college business is considered a nontaxable purchase.

### 11.3.1 Special Orders

The bookstore will be glad to place special orders upon the approval of the dean of administrative affairs. A deposit of at least 10% is required for all orders if the total amount is known prior to placing the order and \$5.00 if the amount is not known. If you decide not to purchase the merchandise, the deposit is forfeited.

## **12. INSTITUTIONAL AND EXTERNAL RELATIONS**

### **12.1 Public Relations Goal**

The office of college relations at Clear Creek seeks to keep the college's name before the public in the best possible light. This work is assisted by all faculty/staff members who furnish newsworthy information concerning Clear Creek Baptist Bible College. We work together so the world is made aware of God's hand and movement at Clear Creek Baptist Bible College.

### **12.2 Faculty/Staff Public Relations Duties**

- A. Positive representation of the college at churches where each faculty/staff member supplies interim or otherwise speaks.
- B. Positive representation of the school at conventions, associational meetings, conferences, committees and boards of the denomination.
- C. Serve in the civic community in service clubs, boards and agencies of the municipality, the county, the state and the nation as opportunities arise.
- D. Assist in planning of special and annual events in the life of the college.
- E. Furnish news releases about CCBBC events of wider interest than just local.
- F. Assist by supplying information concerning alumni such as address changes, achievement, marriages, deaths, births, etc.
- G. Assist in enlarging the mailing list of potential supporters of the school from church contacts through supply preaching, interim pastorates, and special speaking engagements.

### **12.3 Resource Development Programs**

Clear Creek Baptist Bible College is primarily dependent upon the revenue from services rendered and donations from individuals and churches. Faculty members are encouraged to influence individuals and churches to give financial support to the college.

### **12.4 Alumni Affairs**

In addition to attending the annual Alumni Conference, faculty members are encouraged to build good relationships with alumni and to support the work of the Alumni Association.

## **13. GENERAL INFORMATION**

### **13.1 Retirement**

In accordance with applicable laws and regulations, Clear Creek Baptist Bible College Faculty and Staff employees are not required to retire but become eligible to retire with full Social Security benefits at the age designated by the Department of Social Security. Full retirement age (also called "normal retirement age") had been 65 for many years. However, beginning with people born in 1938 or later, that age gradually increases until it reaches 67 for people born after 1959. Executive Staff members who plan to retire should notify the President as early as possible so the search for a replacement can begin. Faculty members who plan to retire should notify the Dean of Academic

Affairs and President as early as possible so they can begin the search for a replacement. Staff members who plan to retire should notify their immediate supervisor as early as possible so a search for their replacement can begin.

### **13.2 Intellectual Property Rights**

Intellectual Property Rights Policy (Adopted by the faculty October 14, 2002)

#### **A. Internet Course Materials**

The Academic Affairs Committee recommends that the following policies be approved and implemented in relation to the internet/online courses at Clear Creek Baptist Bible College.

1. Clear Creek Baptist Bible College will enter into a contractual relationship with the professor who is asked to produce an online course in order to protect the intellectual property of the professor and the ability of Clear Creek Baptist Bible College to provide continuous, quality online courses in the event of the professor's leaving the College for whatever reason. It is understood that the intellectual material (content-lecture notes, charts, etc.) is the intellectual property of the professor and the course (the vehicle of offering/presenting the material online) belongs to the College. Thus, it is intended that both be protected in mutually satisfying and beneficial ways.

This contract will strive to guarantee that the intellectual materials presented on the online course will not be changed or modified without the permission and knowledge of the professor so that it remains his materials. As one professor on the committee put it, "This keeps the professor who may hold to one eschatological viewpoint from having his materials changed so that he holds another viewpoint." The content of the course will guarantee the College has access to this material as long as the College deems it needful and useful to accomplish its goals and as long as the professor is serving under a current contract.

2. The annual contract of each professor who is asked to produce an internet course will indicate the renewal of first rights for the college on the course(s) the College selects to use for the current year and the following year as a safeguard for the College's ability to offer the particular online course. In essence, this will be a two- year contract that is renewable each year the professor's contract is renewed. This contract will also protect the college from having the same course offered at another institution or as the professor's personal online course(s) simultaneously.
3. Should the professor leave for whatever reason the second year's option of the online course could be exercised by the school by virtue of the previous year's contract. This ensures that the college would not find itself in a place needing to offer an online course and not having access to one. For example, the professor signs a contract for the year 2002-2003. His contract will stipulate that the online course he has produced could be used by Clear Creek the years of 2002- 2003 and 2003-2004. Should his contract be renewed another year (2003-2004), then his contract would indicate that the online course would be renewed for 2003-2004 and 2004-2005.
4. If the professor has left the College and if the school needed and/or wanted to utilize the same online course the second year after the professor left, then the College and the

professor would enter into negotiations for the use of the course. It is assumed that the school would allow its new professor to develop his course(s) as soon as possible and that the former professor's course would no longer be needed and utilized in the online courses offered. For example, the professor had a contract for 2002-2003 and then left, his contract would guarantee that the College could use the online materials for 2002-2003 and 2003-2004. If the school needed and wanted to use it the 2004-2005 terms, then they would negotiate with the professor for the use of the course.

5. The College and the professor recognize that when he is requested to develop an online course, he will be credited with either two hours or three hours of teaching load during that semester. So, if a professor is teaching a 12-hour load and is developing an online course that semester, he will receive credit for 14 hours. If it is a three-hour course, then his load would be fifteen hours.
6. When the professor is teaching the online course, he receives credit for teaching the two-hour course as if it was another scheduled extension or campus course. For example, he teaches 12 on-campus hours and one two-hour online course; then he would receive a total of 14 instructional hours.
7. The professor might be asked to teach the online course a second time and this may be counted as part of his normal teaching load. Should he be asked to teach above the normal load, he could request to teach the online course as an adjunct and then receive the normal adjunct stipend. If he chooses not to teach the course as an overload, then the course will be offered to current faculty. If no one on the current faculty desires to teach the course, then it will be offered for outside adjunct instructors to teach as the Academic Dean would recommend.
8. Clear Creek Baptist Bible College acknowledges that technology is increasing rapidly and Artificial Intelligence (AI) needs to be addressed. The purpose of this Artificial Intelligence policy is to delineate between acceptable and unacceptable use of Artificial Intelligence for the faculty, staff, and employees of Clear Creek Baptist Bible College.

For the purpose of efficiency, the use of Artificial Intelligence by faculty, staff, or employees is allowed for repetitive tasks, but permission must first be approved by your dean or supervisor. **WARNING:** Any and all identifiable student, faculty, staff, employee, or constituent data must be protected in accordance with privacy and FERPA laws—and must never be connected to Artificial Intelligence databases or programs.

If you have a question about the use of Artificial Intelligence and Clear Creek Baptist Bible College data, please see the Executive Director of Technologies.

While a professor's course materials are owned by the professor, Clear Creek Baptist Bible College expects the course materials to be original to the instructor with attribution/credit properly applied—and no impersonation or facsimiles are permitted. Artificial Intelligence is prohibited to be used to create Clear Creek Baptist Bible College content for: the classroom, social media, promotional content/advertising, or other external communications. When Clear Creek Baptist Bible College communicates/interacts with the world, all hearing our message can be assured real, God-called Christians are speaking.

**B. Workbooks and Other Academic Materials**

1. The Academic Dean may request that a professor produce certain workbooks, syllabi, and other academic materials on school time and equipment for Clear Creek's courses. These requested materials will remain the property of the College as long as it continues using the specific text and workbook approach for the extension accreditation policies. Once the course is dropped by the College, another workbook or other academic materials are produced, then the workbook or other academic material becomes the property of the producing professor. It is agreed that this workbook cannot be altered or revised without the permission of the professor who produced the workbook.
2. Materials produced at the individual discretion and initiative of the professor will remain that professor's intellectual materials. The professor will retain all rights and privileges for this material.
3. In the event that faculty and staff should develop an electronic or any other format of a published journal, Clear Creek Baptist Bible College, would be allowed to obtain first rights to publishing the materials as requested by the journal's editors or publishers. Second and/or later publishing rights would be retained by the producing professor or staff person unless otherwise stated in a written contract.
4. Should the article or material discussed in number three be revised or republished for any other journal, periodical or similar published material, the name of Clear Creek Baptist Bible College should be removed from the revised and/or republished manuscript.
5. Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student.

Addendum (approved by Board of Trustees as amended July 14, 2014)

Staff members present a situation unique to both faculty and students. All materials, designs, articles, audio/visual presentations, and other intellectual or creative property produced in connection with Clear Creek Baptist Bible College is produced in fulfillment of a contractual agreement with Clear Creek Baptist Bible College or in the course of employment compensated on a "per hour" basis. All intellectual or creative property produced by staff members in the course of their employment at Clear Creek Baptist Bible College is and remains the property of Clear Creek Baptist Bible College.

This policy is not limited to copyrights and materials mentioned in specific above, but also includes all intangible assets such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs. In effect, all intellectual property produced by an employee of Clear Creek Baptist Bible College in the role of that employment is and remains the property of Clear Creek Baptist Bible College until and unless otherwise noted by this policy or by another binding agreement. Compensation, royalties, and other revenue derived from those intellectual properties are therefore the property of Clear Creek Baptist Bible College to be used as the leadership of the college sees fit.

**14. ACADEMIC POLICY APPROVAL PROCESS**

Any proposed new policy must show a relationship to the mission and educational goals of the College. All policies fall under the authority of the board of trustees as indicated in the [2020-2023 Policy and Procedures Manual](#). There are specific Academic policies already approved by the Board of Trustees that determine the day-to-day operations of the faculty, academic staff, and student life. The goal of this section is to describe an acceptable method of creating and approving new policies touching the academic life of the College so that the mission and educational goals are successfully met.

1. The process of proposing a new academic policy may begin with the President, the Dean of Academic Affairs, the Academic Affairs Committee, or a faculty member.
2. Any new policy proposals must be evaluated by the Academic Affairs Committee, if they are not the originators of the proposed policy.
3. The Academic Affairs Committee submits the proposal to the President of the College for his for input to the revised proposed policy.
4. Once the Academic Affairs Committee receives a response from the President, the Academic Affairs Committee presents the proposal new policy to the faculty for review and comments.
5. If a majority of the faculty disapprove the proposed policy, the policy may be a) dismissed by vote of the faculty, b) returned to the Academic Affairs Committee for suggested revisions.
6. If the Academic Affairs Committee was tasked with a revision, they may a) request additional input from the President, b) conduct additional research into the issue at hand, c) ask a faculty committee to offer additions to the new policy.
7. Then the revised policy would be returned to the faculty for another discussion and vote. If the policy is rejected, it may be dropped. If the proposal is approved, it will be forwarded to the registrar for inclusion in the appropriate new Undergraduate Course Catalog, Student Handbook, Christian Service Handbook, Graduate Course Catalog, Policy and Procedures Manual, Faculty-Staff Handbook, for approval by the Board of Trustees during a bi-annual meeting. The new policy will be pointed out to the Board of Trustees at the appropriate meeting.
8. A copy of the proposed policy will be presented to the Dean of Academic Affairs for filing and for implementation as directed.
9. If the student body is affected by the policy, the Dean of Academic Affairs will email all students with the goal of informing the student body of the new academic policy. If another group, is affected, like student life or student success, the Dean of Academic Affairs will notify those individuals as soon as may be possible.

10. The Academic Affairs Committee will review all the Academic prior to the revised Faculty-Staff Handbook review which is done every three years.

## **Addendum A**

### **By-laws of The Faculty of Clear Creek Baptist Bible College**

#### **ARTICLE I: NAME**

The name of the organization is The Faculty of Clear Creek Baptist Bible College.

#### **ARTICLE II: PURPOSE**

##### **Section 1: General Purpose**

The Faculty of Clear Creek Baptist Bible College is organized to formulate academic policy, to advise in spiritual matters, to counsel in academic and vocational affairs, and to instruct in various professional ministries the students enrolled in this institution.

##### **Section 2: Specific Purpose**

The specific purposes for which this organization is formed are:

- (a) To unite in a common organization the educational operations of Clear Creek Baptist Bible College not otherwise assigned to another agency of the institution.
- (b) To provide Clear Creek Baptist Bible College with a duly authorized body to administer and direct its educational operations so as to accomplish the advising, counseling, and teaching objectives established by its charter.
- (c) To remain abreast of the current developments in the field of education and to implement academic programs that will enable Clear Creek Baptist Bible College to fulfill its purpose.

##### **Section 3: Function**

- (a) The faculty shall prescribe, under the academic dean and the President, requirements for admission, courses of study for all academic programs, and other regulations and procedures for the conduct of the academic work of Clear Creek Baptist Bible College.
- (b) The faculty shall determine the content of all academic programs for all earned awards through the Academic committee of the Board of Trustees.
- (c) The faculty shall make such rules or procedures and provide for such committees as may be required.

**ARTICLE III: MEMBERSHIP AND QUORUM****Section 1:**

The members of the organization shall consist of the college President, academic dean, director of library services, full-time teaching faculty, teaching administrators, and part-time teaching faculty.

**Section 2:**

A written notice stating the agenda of each meeting shall be sent from the office of the academic dean to each member of the organization.

**Section 3:**

The voting faculty consists of the college President, academic dean, director of library services, full-time faculty, teaching administrators, and part-time faculty.

**Section 4:**

At any meeting of the members of the organization the presence of a majority of voting members shall constitute a quorum.

**Section 5:**

The academic calendar of Clear Creek Baptist Bible College will designate the day and hour for each faculty meeting.

**ARTICLE IV: OFFICERS****Section 1:**

The officers of this organization shall be the academic dean as chairperson, an assistant chairperson, and a secretary.

**Section 2:**

The assistant chairperson is appointed by the chairperson for a one-year term. A person may serve in this capacity for more than one term.

**Section 3:**

The secretary is appointed by the chairperson for a one-year term. A person may serve in this capacity for more than one term.

**Section 4: Duties of the Officers**

- (a) Chairperson: The chairperson shall preside at all meetings of the organization and shall perform the duties usually vested in such office.
- (b) Assistant Chairperson: In the absence of the chairperson, the assistant chairperson shall preside at all the meetings of the organization and shall perform the duties usually vested in such office.
- (c) Secretary: The secretary shall be responsible for a record of proceedings of all meetings in a book provided for that purpose, to be preserved and always remaining the property of its organization. The Secretary shall also prepare and

distribute minutes of each meeting to all members of the organization and be responsible for any correspondence, which the organization may undertake.

## **ARTICLE V: COMMITTEES**

### **Section 1: Standing Committees**

The organization may appoint such standing committees as it deems necessary for the proper execution of its work. Such committees may consist of the following:

Admissions	Library
Academic	Christian Service

### **Section 2: Membership On Committees**

Each committee shall consist of one chairperson and at least two other members. The chairperson shall be appointed annually by the officers of the organization. The other members of the committee will be voted on by the faculty. A faculty member may be assigned to a particular committee by virtue of his position.

### **Section 3: Committee Function**

The function of the committee is to study and make possible recommendations to the faculty and to carry out policy as delegated by the President. Committees shall meet on a regular basis as prescribed in the academic calendar and keep minutes of their meetings. Copies of the minutes will be filed regularly in the office of the academic dean. All standing committees shall report to the faculty at least once a semester.

## **ARTICLE VI: PROCEDURE AND PARLIAMENTARY PROCEDURE**

### **Section 1:**

Any policy change introduced in a faculty meeting must be laid on the table until the next regular meeting in order to give time for full discussion.

### **Section 2:**

Robert's Rules of Order, Newly Revised will be used.

## **ARTICLE VII: AMENDMENTS**

These bylaws may be amended, altered, or changed by a two-thirds (2/3) vote of the voting membership present at any regular or special meeting. A copy of the proposed amendment, alteration or change, and notice that action will be taken thereon, shall be given each member at least ten (10) days prior to the date of the meeting. Before any by-law change can become effective, however, the proposed amendment must be carefully checked in order to determine if it is consistent with the charter and by-laws of Clear Creek Baptist Bible College, and with the Articles of Faith which govern its operation.

## **ARTICLE VIII: SUSPENSION OF RULES**

The faculty may vote to suspend the rules of these by-laws. A two-thirds (2/3) vote of those present and voting is required.

## **Addendum B**

### **By-Laws For The Board Of Trustees Clear Creek Baptist Bible College, Inc.**

#### **I. Definitions.**

As used in these By-Laws, unless otherwise clearly stated, "Board" means the Board of Trustees of the Clear Creek Baptist Bible College, Incorporated, which is provided for in the Articles of Incorporation. "College" means the Clear Creek Baptist Bible College, Incorporated. "Executive Committee" means the Executive Committee of the Board of Trustees of the Clear Creek Baptist Bible College, Incorporated.

#### **II. Confessions of Faith.**

The Board must be committed without reservation to the Bible as the basis of all our faith and practice. Historically, Baptists have used various confessions of faith to better explain their understanding of the Bible.

### **The Baptist Faith and Message**

#### **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.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

#### **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.

### A. 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 purposes 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.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

### B. 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.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### C. 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 Saviour, 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.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **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.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, 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.

A. 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 Saviour.

- B. 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.
- C. 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.
- D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## 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.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## 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.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **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 Saviour, 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.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

## **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.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

## **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.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

## **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.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14- 18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## **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.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18- 30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## **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 any 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.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

### **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.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12:16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

### **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.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4:8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

### **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, Christians 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.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **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.

*Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## **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.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

### **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.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

### **III. Selection and Terms of Service**

The Board shall have 24 Kentucky members and up to four out-of-state members. They shall be members in good standing of a Southern Baptist church and in full accord with the college confessions of faith. A Kentucky trustee must be a member of a church aligned with the Kentucky Baptist Convention. Members are elected for a four-year term and are eligible for reelection. At the conclusion of two full terms the member is ineligible for re-election until one year has elapsed.

Trustees for Clear Creek Baptist Bible College shall be elected in accordance with the constitution and bylaws of the Kentucky Baptist Convention and the college Charter. The President of the college submits nominations to the Committee on Nominations of the Kentucky Baptist

Convention. If the Committee on Nominations does not choose from the submitted names, it will confer with the President prior to making other nominations.

#### IV. **Responsibilities**

Board members accept the responsibility to maintain, foster, and operate the College as an institution to teach the Bible and all other subjects needed for the training and improvement of ministers of the Gospel and any others who desire Christian training for their life work. As the governing Board of the College the trustees function in policy-making and assigns to the administration and faculty the responsibility to administer and implement policy. The Board elects a President who directs the administration of the college. The Board is responsible for securing financial resources to support adequately the institutional goals. No member of the Board of Trustees shall have any pecuniary interest in any of its property, nor shall any member derive any pecuniary profit or benefit from service on the Board.

Each trustee will sign the following, Conflict of Interest Statement at the beginning of their term of service.

#### **Conflict of Interest Statement for Trustee Board Members Clear Creek Baptist Bible College**

No board member or board committee member, or any member of their family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with Clear Creek Baptist Bible College, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any Clear Creek Baptist Bible College supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of their family should have any beneficial interest in, or substantial obligation to any Clear Creek Baptist Bible

College supplier of goods or services or any other organization that is engaged in doing business with or serving Clear Creek Baptist Bible College unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the President for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration. If for any reason a conflict of interest occurs, I will remove myself from the Board of Trustees of Clear Creek Baptist Bible College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### V. **Removal from Office**

A trustee may be removed from office pursuant to the following procedure. The college President shall present information reflecting non-performance or misconduct of a trustee to the trustee executive committee. Upon recommendation of the executive committee, the trustees by vote of a majority of the trustees in office may ask for removal of one or more trustees prior to the expiration of the trustee's term. The Board's action shall occur after the trustee to be removed has been given written notice of the Board's intention to seek the trustee's removal and after the trustee has been afforded the opportunity to be heard by the Board of Trustees on the subject of the trustee's removal. The decision of the Board shall be referred to the Kentucky Baptist Convention Committee on Nominations for final action according to Convention policy.

#### VI. **Officers**

Officers of the Board shall be a Chairman, a Vice-Chairman, and a Secretary to be elected from among the members of the Board at the regular fall meeting to serve through the next regular fall meeting. In case of absence of one of these officers from a regular or a duly called meeting of the Board, the members present shall choose from their group a Chairman pro tempore and/or a Secretary pro tempore to serve for that meeting only. The Chairman shall preside over all meetings of the Board and of the Executive Committee, appoint all committees, except in cases wherein the action of the Board calls for the appointment or election of a committee in some other way. In case of a vacancy of the Chairman, the Vice-Chairman shall serve until the next regular fall meeting of the Board. The Secretary shall keep a record of all the meetings of the Board and of the Executive Committee and shall produce it and have it available for use in the Board at all times. In case a vacancy occurs on the Board of Trustees, the Executive Committee shall appoint an interim trustee to serve until the annual meeting of the Kentucky Baptist Convention.

#### VII. **Meetings**

There shall be two regular meetings of the Board each year, a "Spring Meeting" to be held in April and a "Fall Meeting" to be held in October at an hour to be designated by the Chairman. The Chairman may alter the date for any given regular meeting so long as the new date is within 30 days before or after the date as set herein and provided that notices of the new date are mailed to the Trustees at least 40 days prior to the new date. Special meetings may be called by the Chairman of the Board or President of the College; to be held at such time or place as specified in the call, provided notices are given or sent out 10 days in advance. A quorum for the transaction of business at any regular or duly called meeting of the Board shall be a majority of the members of the Board. In case a quorum is not present at a regular or duly called meeting but at least 40-percent of the

Board is present and vote unanimously to proceed with such meeting, the same will be considered as if a quorum were present.

#### VIII. **Officials of Administration**

The Board of Trustees shall elect a President of the College; and the Board or the Executive Committee shall elect on nomination of the President such other officials of administration, as the Board may deem necessary or wise. These may include but are not limited to a Dean of Academic Affairs, a Dean of Student Affairs, a Dean of Institutional Advancement, and a Dean of Administrative Affairs. When a position is vacant, another administrator may be designated to administer the responsibilities of that position. The President shall be an employee of the corporation and the chief executive officer of the College. He shall be elected by the Board at such a time and on such terms and conditions as the Board may determine. He shall devote his whole time and talent to the general welfare of the College, including the work of securing funds for the College. The President is the official point of communication between the Board and the professional staff, not to be circumvented. He shall be answerable to the Board in all matters. The President shall not be the presiding officer of the Board.

The Dean of Academic Affairs shall be elected on nomination of the President to the full Board at such a time and on such terms and conditions as the Board may determine. In consultation with the faculty he shall plan and recommend courses of study and requirements for graduation. He shall keep or have kept the scholastic records of all students. He also may recommend the employment phases of academic work. He shall be responsible for academic organization and conduct of the school and is answerable to the President in all matters.

The Dean of Institutional Advancement shall be elected on nomination of the President to the Board at such a time and on such terms and conditions as the Board may determine. He shall give leadership in the areas of development, and planned giving, admissions, college relations, and all areas of student life and Family Life Center and Camps. He shall be responsible to generate and cultivate all sources of revenue for the College. He assists the President in administration, planning and implementing general fund-raising activities and is answerable to the President in all matters.

The Dean of Administrative Affairs shall be elected on nomination of the President to the Board at such a time and on such terms and conditions as the Board may determine. He shall be directly responsible in seeing that all business functions of the college are carried out. He will assist the President in preparation and administration of the budget. He is responsible for all financial accounting, maintenance of all the financial records, and control of all the purchasing for the College. He shall execute bond with surety and in such amount as may be determined and required by the Board and is answerable to the President in all matters.

#### IX. **Standing Committees**

The Standing Committees shall be as follows: (1) Executive, (2) Academic, (3) Administrative, (4) Institutional Advancement and (5) Student Life. These Committees shall be appointed annually as soon as practical after the annual meeting of the Kentucky Baptist Convention. The members of the Board shall be notified in writing of their respective appointments.

The Executive Committee: The Executive Committee shall be composed of the Chairman of the Board, the Vice-Chairman of the Board, Secretary of the Board and Chairman of each standing committee. The Executive Committee shall be the Board's Personnel Committee.

The Academic Committee: The Academic Committee shall advise with the President and the Dean of Academic Affairs concerning the courses of study offered, the standards of work, the requirements for graduation, certificates, diplomas, and other emoluments granted those who complete the courses. They shall review all nominations for faculty made to the Board.

The Administrative Committee: The Administrative Committee shall advise the President and the Dean of Administrative Affairs concerning all financial affairs and all matters concerning the budget. It shall review the annual audit and report the same to the Board at its annual fall meeting. The Administrative Committee shall also advise the President and the Dean of Administrative Affairs concerning operation of the physical plant and improvements, additions, and deletions to the college facilities. They shall review physical plant plans and make appropriate recommendations to the Board.

The Institutional Advancement Committee: The Institutional Advancement Committee shall advise the President and the Dean of Institutional Advancement concerning development and planned giving, admissions and college relations. The Committee shall review all projects and programs of these areas and make appropriate recommendations to the Board.

The Student Life Committee: The Student Life Committee shall advise the President and the Dean of Student Affairs concerning all areas of student life outside the academic setting. The Committee shall review all student programs and activities, family life, and spiritual matters at the College and make appropriate recommendations to the Board.

#### X. **Amendments**

These By-Laws may be amended by the affirmative vote of two-thirds (2/3) of the members of the Board of Trustees of Clear Creek Baptist Bible College, Inc. present at two consecutive regular or called meetings of the Board. All members of the Board shall be notified in writing of the proposed amendment 30 days in advance of each meeting at which the vote is to be taken. Any amendments so ratified shall become effective on the date of the final ratification.

#### XI. **The By-Laws**

These By-Laws, in their entirety, hereby replace and supersede all former By-Laws of the Board of Trustees of Clear Creek Baptist Bible College, Inc.

October 2012

## Addendum C

### Trustee Dismissal Policy Clear Creek Baptist Bible College, Inc.

#### 1. Purpose

This policy provides guidelines for dismissing trustees of Clear Creek Baptist Bible College to ensure the integrity, effectiveness, and accountability of the Board of Trustees.

#### 2. Grounds for Dismissal

Trustees may be subject to dismissal if they engage in actions or behaviors that are detrimental to the mission, reputation, or operations of the organization, including but not limited to:

- Serious breaches of fiduciary duty or conflict of interest.
- Violations of the organization's by-laws policies, or code of conduct.
- Failure to fulfill their duties and responsibilities as a trustee.
- Conduct that is unethical, illegal, or contrary to the values and principles of the College.
- Any action that undermines the trust and confidence of stakeholders in the organization.

#### 3. Process of Dismissal

**A. Initiation:** Dismissal proceedings may be initiated by any member of the Board of Trustees or by the President/CEO.

**B. Investigation:** Upon receiving a complaint or allegation against a trustee, the Board Chair or a designated committee shall conduct a thorough and impartial investigation.

**C. Notice and Opportunity to Respond:** The trustee in question shall be provided with written notice of the allegations against them and an opportunity to respond to the claims before any decision is made regarding their dismissal.

**D. Board Review:** The Board of Trustees shall review the investigation findings and consider all relevant information before making a decision regarding the trustee's dismissal. A majority vote of the remaining trustees is required for dismissal.

**E. Confidentiality:** All proceedings related to the dismissal of a trustee shall be conducted with strict confidentiality to protect the privacy and reputation of all parties involved.

#### 4. Notification

Upon the decision to dismiss a trustee, the Board Chair or designated representative shall notify the trustee in writing of the decision and the reasons for dismissal.

### **5. Succession Planning**

In the event of a trustee's dismissal, the Board of Trustees shall implement appropriate succession planning measures to fill the vacancy and ensure continuity of governance.

### **6. Review and Revision**

This policy shall be reviewed periodically by the Board of Trustees and may be revised as necessary to reflect changes in the organization's governance structure or legal requirements.

## **Addendum D**

### **Faculty Governance Policy Clear Creek Baptist Bible College, Inc.**

This policy outlines the privileges that Clear Creek Baptist Bible College faculty possess as the chief educational division of the College. The policy affirms the mission statement and the College's academic goals as it seeks to prepare adults called into Christian service.

The governance of Clear Creek Baptist Bible College is a shared enterprise among the Board of Trustees, the Executive Staff, the faculty, the staff, and the students. Clear Creek Baptist Bible College recognizes and seeks to operate much of its affairs through committees. Thus, a broad base of shared authority by various groups across the College aids the College in accomplishing its mission and educational goals. These groups participate in developing policies and decisions that affect the College and are intended to benefit the College.

Shared governance recognizes that each constituent, the Board of Trustees, the President, the Executive Administrative Staff, Faculty, Support Staff, and Students, possesses certain rights and responsibilities over various aspects of the life of the College.

#### **The Board of Trustees**

The Board of Trustees is charged with maintaining, fostering, and operating the College as an institution to teach the Bible and all other subjects needed to train and improve ministers of the Gospel and others who desire Christian training for their life work. As the College's governing Board, the trustees function in policy-making and assign the administration and faculty the responsibility to administer and implement policy. The trustees establish basic rules and regulations but delegate broad authority to the President, who in turn, delegates authority to the faculty and administrative officers.

#### **The President**

As chief executive officer, the President provides leadership for the College. The President is responsible for the daily administration of the College by the Board of Trustees. The President directs planning, managing, and evaluating the total work of the College. He coordinates the evaluation and planning process, resulting in the annual revision of the college strategic plan. He serves as chair of the executive administrative staff composed of the Dean of Academic Affairs, Dean of Administrative Affairs, Dean of Institutional Advancement, and the Dean of Student Affairs.

#### **The Executive Administrative Staff**

The Executive Administrative Staff is an advisory body to the President. Although each administrator has delegated authority to administer a division of the College, administrators utilize the staff meeting to consider policy changes, share concerns of the college community, and agree on approaches to implement trustee actions.

### Faculty

The Academic Affairs Committee represents the faculty and exercises its purview over the curriculum. In addition, it guides in the areas of graduation requirements and grading policies. The committee is responsible for recommending new academic policies and programs to the faculty and alterations to existing ones. At least three faculty serve on the AAC.

Faculty members serve on the admissions committee, which is responsible for recommending admission policy and shall decide on the admission of students based on the recommendations of the Director of Admissions. At least three faculty serve on the committee.

Faculty members serve on the Library Committee, which seeks to enhance the library as a learning resource. The committee helps establish and evaluate policies relative to the library's organization, operations, and material selection. The committee projects library growth and expansion of material inventory and facilities. The committee serves as the evaluative committee for the library. At least three faculty serve on the committee.

Faculty serve on the Christian Service Committee in planning and coordinating the Christian service program. At least three faculty members serve on this committee.

Faculty are designated to serve on two campus-wide committees. Faculty serve on the Student Life Committee, which advises the Director of Student Life as he coordinates the work of the student advisory board, student organizations, and all areas of student life. It gives special attention to the spiritual welfare of the campus community. Students may be asked to meet with the committee to provide input on matters about student life. At least three faculty members serve on this committee.

The Institutional Committee is a standing committee that includes two faculty members. The IEC works with the Director of Institutional Effectiveness to collect, compile, and analyze the data used campus-wide to facilitate effective planning and decision-making.

Faculty are organized into three divisions to serve the academic needs of the College. The General Education Studies division comprises faculty whose primary teaching duties relate to History, English, Philosophy, Social Studies, Speech, Mathematics, Natural and Social Sciences, Fine Arts, Greek, Hebrew, and Church History.

A second division is the Biblical and Theological Studies division. This committee comprises faculty with teaching responsibilities in New Testament, Old Testament, Theology, and Ethics.

The third division is the Professional Studies division. Faculty primarily teach Practical Theology, Counseling, Music, Religious Education, Missions/Evangelism, Preaching, and Pastoral Ministries.

Each full-time faculty member holds membership in one of the three divisions, although teaching assignments may cross subdivisional bounds. Faculty members may request to change from one division to another by appealing to the Dean of Academic Affairs or the President.

About planning for the future, the faculty has at least one member on the College Strategic Planning Committee, who meets once a year to discuss and explore activities related to the College's educational future.

### **Academic Freedom**

The Board of Trustees, the President, and the Dean of Academic Affairs affirm the faculty's right to academic freedom as outlined in the Faculty-Staff Handbook. Faculty are responsible for searching for truth in examining philosophies, theories, methodologies, and behaviors. Faculty members academic freedom rights are bound to the prior commitment to Jesus Christ.

### **Support Staff Governance**

Support staff and faculty are represented on various committees. Staff serves on the Student Affairs Committee, Institutional Effectiveness Committee, the Technology Resource Committee, the Title IX Committee, and the Scholarship Committee. These committees add valuable input to the life of the College as related to policies and procedures related to each committee. Support staff participate in faculty/staff meetings scheduled each month of the academic year. Support staff are provided surveys from time-to-time to express opinions on issues involving the life of the College.

### **Student Governance**

The Student Advisory Council serves as liaison between students and the administration of the school. The function of the Student Life Advisory Council is purely advisory. The Council will recommend to the faculty and administration and/or the student body the consideration of student suggestions, concerns or problems which may need attention. Occasional electronic surveys are offered to the student body for their input on issues involving them.

This policy will be reviewed each time the Faculty/Staff Handbook is reviewed in relation to its effectiveness and attendant procedures.