



# CHAMPION

CHRISTIAN COLLEGE



## Faculty & Staff Handbook

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# Champion Christian College

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# Champion Christian College

## **SECTION I: INTRODUCTORY STATEMENT**

Welcome to Champion Christian College (CCC). We are pleased that you have chosen to serve in His ministry with us. The information provided in this handbook reflects the current policies, procedures, and practices of CCC and applies to all faculty and staff. The President, Board, and/or the Vice President of Academic Affairs are authorized to review, delete, or make changes to policies without prior notification.

Champion Christian College maintains a Biblical view in the employment relationship. Colossians 4:1 admonishes masters (employers) to give that which is just and equal. Hence, it is the goal of CCC to provide such an atmosphere and to treat each employee as Christ treats us. Faculty is expected to maintain a respectful and obedient attitude as Ephesians 6:5-8 expresses. In keeping with these Biblical commands and to ensure that things be done decently and in order, we have designed this faculty handbook for your benefit and to ensure a successful working relationship.

CCC is committed to providing an environment that facilitates personal growth and service. When policies and procedures are clear and understandable, faculty and staff can then perform his/her duties efficiently. This handbook has been prepared with the goal of helping to equip you for service.

The Faculty Handbook provides a description of all official policies and procedures.



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It is our goal to provide a life training center based upon the calling of God, a resource for the pursuit of knowledge and wisdom, and prepare each student to successfully traverse the individualized pathway for which he/she is designed.

The faculty of CCC has many combined years of experience in education contributing to the faculty handbook's policies, procedures, and guidelines.

### **History of the College**

The vision for Champion Christian College emanated from both Pastor Eric Capaci's mind and the congregation of the Gospel Light Baptist Church, which he founded in 1992. In the fall of 2005 the vision became a reality as Champion Christian College began with one-hundred four students and twenty-four faculty members. Most of the students came from other states and from Independent Baptist churches.

The campus for both the Church and College consisted of approximately fourteen acres in the heart of Hot Springs, Arkansas. Gospel Light's support of Champion was strong, and during the very first year a two-hundred bed, state-of-the-art dormitory was built on the property; filled with vibrant students within four years. Although the College experienced exponential growth, it was limited to the connection to the Independent Baptist churches.

As Champion grew, the programs of study increased. Champion now offers an Associates of Arts degree in Professional Studies and the two four-year baccalaureate degrees: Bachelor of Science in Professional Studies and a Bachelor of Arts in Church Ministries. In 2010, following a serious study of the mission of the College and the education needs of students, the Board determined to pursue accreditation. Following a shift in the ministry philosophy of Gospel Light, Champion determined that it would extend its scope of ministry to a broader group of Bible based churches. Sudden changes resulted in a decline in enrollment.

In 2015, Champion determined to take a bold initiative to strengthen its educational programs and improve its response to student's educational needs. Accreditation attainment became the first step in the pursuit of the college's academic excellence.

With the support and goodwill of several local pastors and business professional persons, the College became an independent non-profit corporation, changed its name to Champion Christian College, and elected a board of Directors.

On October 24, 2017, The TRACS Accreditation Commission voted to grant Champion Christian College (CCC) Candidate status. In addition, Champion Christian College has been granted certification by the Arkansas Higher Education Coordinating Board for the following



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programs: Associates of Arts in Professional Studies and Bachelor of Science in Professional Studies. The Bachelor of Arts in Church Ministries will remain exempt from certification for church-related training.

It is a bold venture and challenge in a very calamitous time, but as we observe the erosion of the foundation of our nation and culture, we believe our God is calling out a people to be trained and prepared to complete His mission in a post-Christian era. Champion Christian College is dedicated to educate and to train church leaders, missionaries, lay vocational persons, and even martyrs-for the glory of God thus extending His kingdom, and performing His will on earth, as it is in heaven.

### **Our Mission Statement**

Champion Christian College's mission is to teach and train regenerated servant leaders to excel spiritually, intellectually, and practically in professional ministries and selected lay vocations.

### **Foundational Underpinnings**

The Old Testament Psalmist asked, "If the foundations be destroyed, what can the righteous do?" Psalm 11:3. In America, our historic foundations of education, law, values, ethics, morality, the home, and even the Church are in shambles. Christianity is under siege as we slide into a post-Christian world.

Champion Christian College is committed to the truth as revealed in the Word of God communicated to us in the Judeo-Christian Bible. Furthermore, we reserve the right to discriminate against certain behavioral and lifestyle practices based on the dictates of God's Word. Our foundational and educational underpinnings concerning Truth, Reality, Values, and Authority are rooted deeply in the biblical narrative.

Our Statement of Faith, Core Values, and Educational Philosophies, and Core Values are as follows:

### **Statement of Faith**

We Believe . . . The Bible to be the inspired and only infallible and authoritative Word of God, and that it is inerrant in all it affirms and teaches.



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We Believe . . . That there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We Believe . . . In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule the nations.

We Believe . . . In the deity of the Holy Spirit who convicts, regenerates, indwells, seals all believers in Christ, fills those who yield to Him and gives spiritual gifts to all believers as He wills.

We Believe . . . That mankind was created in the image of God, but that through Adam's sin, all mankind fell, inherited a sinful nature, and became alienated from God. Man has a radical propensity to sin, and of himself is utterly unable to remedy his lost condition. We also believe that humanity is created in the image of God (imago dei), and thus has intrinsic value. This is seen in the reality of Jesus Christ's incarnation, becoming a man, and His willingness to die for humanity. We believe that Jesus' resurrection inaugurated a new kind of humanity, the "One New Man," and that those who are in Christ are being conformed to His image, that is to say they are being restored to the likeness of God from whence mankind fell and will bear fruit in their life before they die.

We Believe . . . That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ and that regeneration through spiritual conception by the Holy Spirit is absolutely essential for personal salvation.

We Believe . . . In the sanctifying power of the Holy Spirit by whom in-dwelling the Christian is enabled to live a holy life evidenced by the Fruit of the Spirit and increasing conformity to Christlikeness in all areas of life.

We Believe . . . That Christ's Church, as represented in the assembly of saints in a local community, is the body of Christ to do His work of evangelizing lost individuals in its community; do the work of spiritual formation in the lives of its members bringing them to full maturity in Christ; and pressing beyond its Jerusalem to plant the church in its Judea, Samaria, and among the uttermost communities of earth thus, endeavoring to complete Christ's Great Commission.





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We Believe . . . That the standard for the Christian life should reflect the original intent of God before the fall of humanity and that standards and behaviors that emerged after the fall should not be considered normative. This view values the importance and inherent worth of both man and woman, and also includes the belief that the covenant of marriage is to be between a man and a woman, and that all sexual expression is rightly kept only within the boundaries of this relationship. This belief is affirmed in the words of Jesus Christ in Matthew 19:4-6.

We Believe . . . In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

### **Philosophy of Education**

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

Even with the revelation of absolute truth as presented in The Word of God (the Bible), man could not by himself comprehend truth since his interpretive system was also reprobate. Therefore, the Spirit of God came for special purposes in the Old Testament era and was given to indwell the believer in the New Testament economy. In both periods, man was dependent upon the Spirit of God to illuminate the revealed truth of God so that man could comprehend its meaning.

Upon these truths, Champion Christian College has constructed its Philosophy of Education. We believe Education is a spiritual teaching/learning activity involving cognitive knowledge interpreted by both revelation and illumination to provide a thorough comprehension of reality.

We believe that the educational design of our curricula must be to foster transformational change within the lives of our students based on the biblical concept of renewing the mind. Thus, our theories of learning must not be limited to the impartation of knowledge to the student, but developing within the student the abilities and methodologies to become a self-directed learner engaged in life-long learning.

Champion Christian College is committed to developing the following Core Competencies within our students:



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### Core Competencies

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

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

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

**Professional Demeanor:** Champion Christian College will strive to usher prepared students into their vocational enterprises vested with appropriate knowledge, abilities, skills, and leadership acumen to achieve success.

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

**Social Awareness and Responsibility:** Graduates will enter their social enclave with a keen awareness of social, moral, cultural, environmental, and biblical perspectives; and demonstrate personal responsibility in relation to each.

**Personal and Professional Ethics:** Graduates from Champion Christian College will demonstrate, in personal relationships and vocational associations, a biblical standard of ethical conduct.

### Core Values

Since values are the foundation for decision making and transformation and are a result of multiple choices and decisions, we have identified core values that must be foundational to a transformational biblical education.

1. The first core value we hold is that God is love; He loves mankind with an unconditional and individual love; and He desires that we love and delight ourselves in Him with all our heart, with all our soul, with all thy mind, and with all thy strength.



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2. The second core value is life. We value the individual life of a human being since its source is God and its dimension is timeless—eternal. Thus, we must value others even as we value ourselves.
3. The third core value is redemption, which has been granted to mankind through the death of Jesus Christ and is available to every human being by placing his faith and trust in this same Christ; who was resurrected and is seated at the right hand of God.
4. Our fourth core value is the role for man, granted by God, to have “dominion” over the physical earth and to be a steward, caretaker of it.
5. Our fifth core value is the spiritual-dominion that Christ has given to the members of His body on earth, to continue and complete His own mission “to seek and save” lost ones, and teach them to be disciples of Jesus Christ.
6. The sixth core value is that God has revealed “truth” to human beings, which they can never discover for themselves; and, that this truth must be studied, learned, mastered, and applied properly to life situations, or man, either individually or in social groups, cannot be obedient to God’s requirements.
7. The seventh core value is that individuals, who have placed their faith in Christ and been spiritually conceived, like a baby in the womb; must be given spiritual nourishment and care, developing through proper spiritual formation, which conforms it to the likeness of Jesus Christ.
8. The eighth core value for the person who has placed his faith in Christ and is being conformed to His likeness, must make every decision of life on how will this glorify my heavenly Father, how will it extend His kingdom, and how can I perform the will of God on earth as it is in heaven.
9. The ninth core value for the person who has placed his faith in Christ and is being conformed to His likeness, is the conviction that as he makes decisions on the basis of the eighth core value, that he can depend on his Father for every provision needed for life and ministry.
10. The tenth core value, for those conceived and empowered by the Spirit of God to live the Christ-life, is that whatsoever that person needs to perform his or her God calling has been promised through the requisition of prayer in Jesus name

### **Defining Our Teaching-task**



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The educational task of Champion Christian College is a serious and planned endeavor based upon Biblical teaching/learning concepts, precepts, and principles. Seeking to design a curriculum for a Christian College in a post-Christian world, we believe this task has four major components:

1. We believe we must provide a balanced foundation of cognitive knowledge for life and professions from the multiple disciplines of human knowledge.
2. We believe that we must enable the transformation of the life of the student by “renewing” the mind as scripture teaches in Romans 12:2. This renewing of the mind emphasizes the value system of God’s word since values are the basis for all decisions of life and vocation. We teach students that the interpretative system of the Christian is a biblical worldview and the authority for all behavior. Transformational education can only be achieved as the Mind of Christ is developed within a student.
3. Our educational outcomes must be designed to build the character of the student through a process of Spiritual Formation; co-laboring with the Holy Spirit in his work of conforming each student into the likeness of Jesus Christ.
4. Our task includes the development of abilities, skills, and understandings enabling the student to achieve success in his/her individual vocation and God-calling.

### **SECTION II: Personnel Policies**

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

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

### **Classification of Employees**

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state



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laws. Exempt employees are excluded from specific provisions of federal and state wage and hours laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee’s exemption status changes during the course of his employment, the employee will be notified of that change in writing.

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

Regular full-time employees are those who are regularly scheduled to work more than thirty-five hours a week, who are not in a temporary or introductory status. Regular full-time employees are eligible for CCC’s benefit package, subject to the terms, conditions, and limitations of each benefit.

Introductory employees are newly hired employees who are being evaluated to determine whether further employment with CCC is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or part-time employees.

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

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

### **Employee Categories (10.13)**

#### **Full Time (Contract)**



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Administrators (12 month)  
Administrative Staff (12 month)  
Full Time Faculty (10 months)  
Coaches

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

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

Part Time (Stated Contract)  
Faculty  
Non-Teaching  
Adjunct  
Coaches

Part Time (No Contract)  
Hourly employees  
Dining Services

## **Employee Benefits (9.10.o)**

Insurance policies for cancer, hospitalization, critical illness, vision and, dental are available through AFLAC. Term and life insurance are also available to all employees. For additional information, please contact Nathan Sellers at human resource office.

## **Immigration Law Compliance (9.10.a)**

Champion Christian College is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCC within the past three years, or if their previous I-9 is no longer retained or valid.



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### **Equal Employment Opportunity (9.10 a)**

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

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

As a religious entity, Champion Christian College is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of Champion Christian College to utilize only staff members of like faith who subscribe without reservation to CCC's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

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

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit CCC's constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics.

Champion Christian College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### **Personnel Files (10.13)**

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



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

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

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own file should contact the Vice President of Academic Affairs. Within a reasonable time after their request, employees will be allowed to review their personnel files in Champion Christian College's offices in the presence of an individual appointed by Champion Christian College to maintain the files.

### **Hiring Procedures (10.13)**

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

Champion Christian College relies on the accuracy of information in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

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

### **Overtime (9.10 p)**

Overtime is defined as all hours worked in excess of forty hours in one week or as otherwise defined by state law. Non-exempt hourly employees are prohibited from working overtime without prior approval from their supervisor. It is Champion Christian College's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, non-exempt hourly employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.





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

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

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

### **Code of Conduct**

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

- a) Drinking or possessing alcoholic beverages, illegal drugs or use of tobacco products
- b) Sexual harassment or misconduct
- c) Falsifying information on application, reports, records
- d) Theft, destruction, defacing or misusing of college or personal property
- e) Viewing or possessing pornography
- f) Gambling, or attending questionable venues should be avoided
- g) Use of vulgar or abusive language to staff, faculty, or students
- h) Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior
- i) Engaging in or threatening acts of workplace violence such as threatening or intimidating a coworker or any other person
- j) Excessive absenteeism or any absence without notice
- k) Unsatisfactorily performing job responsibilities

These examples of prohibited behaviors are not intended to be an all-inclusive list. At CCC’s discretion, any violation of CCC’s policies or any conduct considered inappropriate or unsatisfactory may be subject to disciplinary action. The College expects employees to adhere to the policies and procedures for grievance resolution.



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## **Sexual and Other Forms of Harassment**

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

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

## **Non-discrimination Statement**

Champion Christian College admits faculty, staff and students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. As a religious institution, however, it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies of this organization.

## **Conflicts of Interest**

Champion Christian College expects that each staff and faculty member will use good judgement, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of Champion Christian College. Staff and faculty members have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

## **Dress Code**

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

## **Solicitation and Distribution**

Champion Christian College encourages its faculty members to "exhort one another" by sharing resources such as Christian books, recordings, sermons, and articles with each other that would



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promote spiritual and intellectual growth. Champion Christian College further encourages its staff and faculty members to support college fundraising efforts and allows solicitation of funds for college fundraisers. Faculty members engaging in these activities should ensure that they do not unduly interfere with the staff member's performance of college duties.

Faculty members may not solicit donations or sales to non-Champion Christian College-related cases on the college premises without the prior approval of the President.

The posting of written solicitations on Champion Christian College's bulletin board is restricted. These bulletin boards display important announcements and memoranda concerning college and employment information and should be regularly reviewed by all faculty members. If faculty members have a message of interest to the entire faculty, they may submit it to the Vice President of Academic Affairs before posting.

### **Workplace Violence Prevention**

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

CCC administration allows the licensed conceal-carry of a firearm by authorized staff within the laws of the state of Arkansas.

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

Faculty members who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to the Administration as soon as possible. This includes threats by faculty members, as well as threats by visitors, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incidents to the administration.

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

Champion Christian College will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of individual



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making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Champion Christian College may place employees on administrative leave, either with or without pay, pending investigation.

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

### **Drug and Alcohol Testing**

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

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and Champion Christian College's use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes, or testing positive for alcohol or illegal drugs, are subject to disciplinary action up to and including termination of employment.

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

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

### **Procedures for Addressing Grievances (9.10.J) (10.18) (10.19)**

- A. An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Examples of matters that may be considered appropriate disputes under this policy include:
  - 1. A belief that faculty staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to faculty members;
  - 2. Treatment considered unfair by a faculty member, such as coercion, harassment, or intimidation;
  - 3. Alleged discrimination because of a legally protected status such as race, color, gender, age, national origin, or disability;



## Champion Christian College

4. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.
- B. Faculty members should notify the administration in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for faculty members with appropriate complaints. As used in this policy, the term “timely fashion,” “reasonable time,” and “promptly” will generally mean five working days.
- C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the faculty member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a faculty member does not file a timely appeal or when a decision is made in the final step and the right of the appeal no longer exists.
- D. Staff members who feel they have an appropriate dispute should proceed as follows:
  1. Step One-Promptly brings the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the faculty member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file (if applicable).
  2. Step Two-Appeal the decision to the Vice President of Academic Affairs, if dissatisfied with the supervisor’s decisions, or initiate the procedure with the Vice President of Academic Affairs if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor’s version of the dispute and decisions will then be submitted using a similar written form. The Vice President of Academic Affairs will, in a timely fashion, confer with the faculty member, the supervisor, and any other members of the administration’s leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
  3. Step Three-Appeal an unsatisfactory department head decision to the Executive Vice President. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Executive Vice President will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.



## Champion Christian College

- E. Final decision on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as a policy. When appropriate, the decisions will be retroactive to the date of the faculty member's original dispute notification.
- F. Information concerning an employee dispute should be confidential. Supervisors, Vice President of Academic Affairs, and the administration who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- G. Time spent by employees in dispute discussions during their normal working hours will be considered hours worked for pay purposes.
- H. Faculty members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a faculty member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a faculty member does not limit the right of the college to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, faculty members and supervisors are prohibited from retaliating against a faculty member who properly uses the dispute resolution procedure.
- I. The college may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.
- J. If a staff/ faculty member feels that he/she has not been treated fairly in the process outlined or that the issue has not been resolved, then he/she may report the incident to TRACS. Directions for filing are found at:  
<http://www.tracs.org/documents/2.ComplaintPolicyandProcedures.pdf>
- K. Documents from grievances proceedings are placed in the faculty/ staff member's file and kept securely in the human resource office.

### **Return of Property**

All faculty and staff members are responsible for the care and upkeep of all of CCC's property, materials, or written information that has been issued to them or that is in their possession or control.

Staff and faculty must return all CCC property immediately upon request or upon termination of service. Where permitted by applicable laws, CCC may withhold from the employee's check or

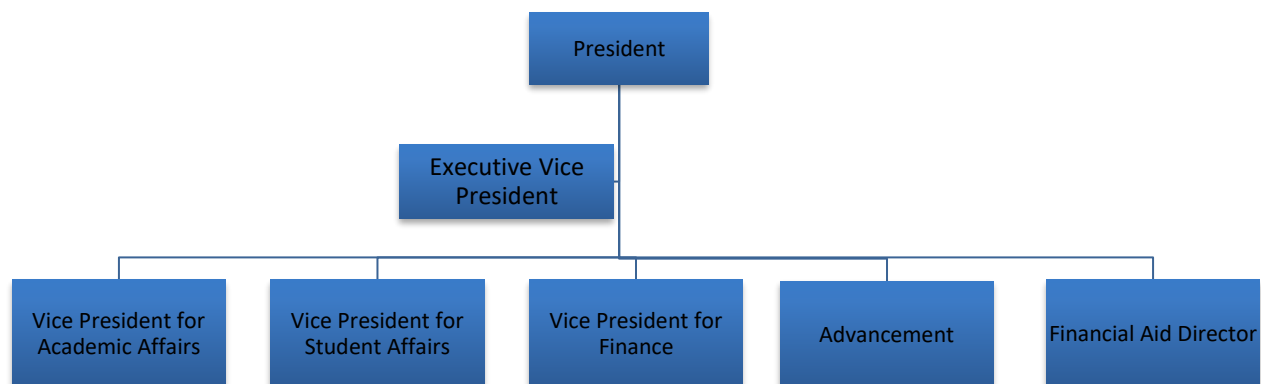


## Champion Christian College

final paycheck the cost of any items that are not returned when required. CCC may also take all action deemed appropriate to recover or protect its property.

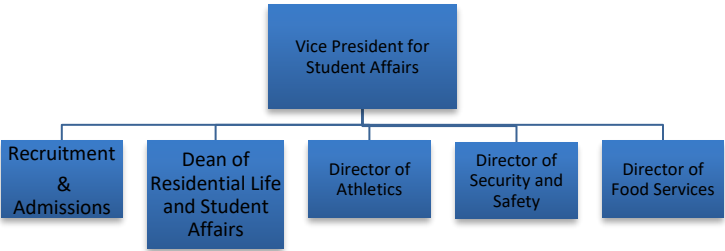
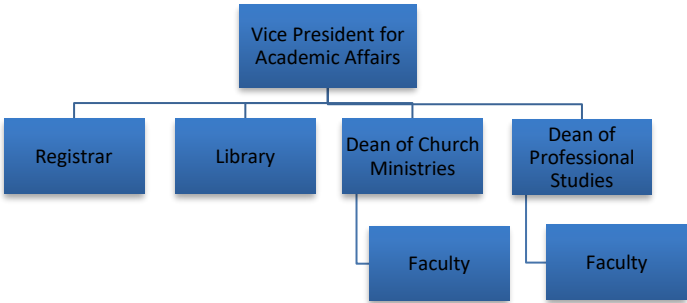
### **SECTION III: Faculty Employment Procedures (10.13)**

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





# Champion Christian College



## **Faculty Rank Policy (10:13)**

### **Minimum Educational Preparation and Experience for Promotion Eligibility**

**Instructor**- Master’s degree from a regional accredited institution.

**Assistant Professor** –Master’s degree from a regional accredited institution. To be eligible for the rank of assistant professor the faculty member should have a minimum of three years of College teaching or other appropriate experience.

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

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

## **Remuneration (10.13) (10.19)**





## Champion Christian College

### Champion Christian College- Salary Schedule 2018-19

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

### Appointment and Retention (10.13)

Appointments to the faculty of Champion Christian College are made by the Board of Trustees upon the recommendation of the President of the College. Notifications of appointment and reappointment by the Board of Trustees is conveyed in the form of a written contract which is administered by the President's office. An appointment is considered complete when the contract has been signed by the President and the appointee.

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

### Reassignment

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

### Promotion and Tenure (9.10.1)

Promotions in rank will normally be initiated by the individual faculty or staff member applying for the positions. The individual must obtain an official application form from the Vice-President for Academic Affairs. In addition to the application, the candidate must submit a letter of recommendation from the Department Chair.

Champion Christian College has no provision for granting tenure to faculty members at this time.

### Advancement (10.13)



## Champion Christian College

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

### **Dismissal of Faculty (10.13)**

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

Champion Christian College is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, Champion Christian College will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice.

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

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

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing



## Champion Christian College

contained in this policy in any way alters the employment-at-will relationship between employees and Champion Christian College.

### **Faculty Council and Officers (9.10b)**

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

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

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

The Faculty Council may make suggestions for activities for instructional development, motivational, and educational policies.

### **Work Policies**

#### **Work Schedules (9.10 p)**

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

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

### **Job Descriptions and Responsibilities of the Administration**

#### **College President**

1. Execute the objectives and policies of the College Board of Trustees.
2. Serve as an ex officio member of the College's Board of Trustees.



## Champion Christian College

3. Plan, develop, implement, and execute the College's strategic plan and related outcomes that are aligned with the College's mission, vision, and spiritual beliefs.
4. Provide spiritual leadership for campus and student development.
5. Cultivate and strengthen the College's fundraising efforts.
6. Serve as the College's chief campus spokesperson.
7. Oversee the College's budgetary process and fiducial responsibilities.
8. Oversee all academic and administrative functions of the College including but not limited to operational procedures and activities governing students, faculty, and staff; fiscal matters; and campus development, planning, and execution.
9. Provide spiritual leadership for the development and implementation of high-quality educational programs and student-centered academic and support services to promote student success and spiritual growth.
10. Cultivate new strategic partnerships and strengthen existing relationships in support of the College's spiritual and academic mission.
11. Perform other duties as assigned by the College Board of Trustees.

### **Executive Vice President**

The Executive Vice President (EVP) is the chief operating officer (COO) for the College and is responsible to the President for the creation and implementation of the College's priorities and the allocation of support resources approved by the Board of Trustees. The EVP works closely with the President, faculty, students, and administration to provide the highest quality of educational programs and student support services. The EVP is responsible for the day-to-day operations of the College.

### **Duties and Responsibilities**

1. Facilitate and maintain the College's mission, vision, and spiritual beliefs.
2. Provide leadership and assistance to the Vice Presidents of Academics, Student Services, and Finance.
3. Provide leadership for strategic planning, assessment, and accreditation.



## Champion Christian College

4. Provide direction to the Vice Presidents, directors, and officers of the College in planning, procuring, and expending budgetary resources.
5. Recruit, interview, and recommend personnel to be hired in all positions under his or her purview.
6. Facilitate an annual assessment and evaluation of all activities, programs, and personnel of the College.
7. Provide spiritual leadership for the development and implementation of high-quality educational programs and student-centered academic and support services to promote student success and spiritual growth.
8. Cultivate new strategic partnerships and strengthen existing relationships in support of the College's spiritual and academic mission.
9. Assist the President as requested and exercise the duties of the President in the event of his absence from campus.
10. Perform other duties as assigned by the President and the College Board of Trustees.

### **Vice President of Academic Affairs**

The Vice President of Academic Affairs reports directly to the Executive Vice President and is a member of the Administrative Council. The VPAA serves as the Associate Chief Academic Officer and is responsible to the EVP for all the College's instructional and academic programs through leadership, planning, policies, budget development, and management in a holistic manner.

### **DUTIES AND RESPONSIBILITIES**

1. Ensure the Academic Affairs division facilitates and maintains the mission of the College.
2. Oversee the management and administration of the policies, procedures, and regulations of the College in providing instructional and academic programs, including the following:
  - o Curriculum evaluation and development
  - o Academic support services
  - o Library services
  - o Institutional effectiveness



## Champion Christian College

### o Registrar functions

3. Supervise the recruitment, hiring, orientation, and evaluation of both full-time and part-time Christian faculty.
4. Assist with the development of new academic programs and supervise all instructional activities while maintaining accreditation standards and Board policy.
5. Provide leadership and vision to strengthen and implement new and existing academic programs.
6. Collaborate with Student Affairs to promote student success, retention, and graduation.
7. Provide oversight of program review, program viability, student success initiatives, student learning outcomes, institutional effectiveness, and accreditation processes.
8. Supervise the publication of college schedule of classes, catalog, and academic information.
9. Assist the College in developing and implementing an enrollment management plan, including recruitment, retention, continuing education, and advancement.
10. Provide educational leadership to the College and assume responsibility for articulating the values of a Christian liberal arts education to students, faculty, the campus community, and the larger college constituency.

### **Vice President of Student Services**

The Vice President of Student Services (VPSS) is the chief student officer of the College and reports to the Executive Vice President of the College. The VPSS is a member of the Administrative Council and is responsible for the creation and maintenance of a safe, healthy, supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development and diversity of our students in a holistic way.

### **DUTIES AND RESPONSIBILITIES**

1. Ensure the Student Services division facilitates and maintains the mission of the College.



## Champion Christian College

2. Oversee the management and administration of the policies, procedures, and regulations of the College in providing student support services including the following:
  - Campus safety
  - Student health
  - Student counseling and advising
  - Food services
  - Events and activities
  - Student housing
  - Student judicial affairs
  - Enrollment management
  - Student learning resources
3. Develop co-curricular services and activities to augment academic programs and advance the personal growth and development of students.
4. Ensure a student culture where diversity is embraced.
5. Assume responsibility for development, implementation, and evaluation of policies and regulations pertaining to student admissions, student life, student conduct, and student residencies.
6. Assume responsibility for compliance with applicable state and federal laws and submission of necessary reports, including the Clery Act, the annual Campus Security and Crime Report, etc.
7. Serve as the Title IX Officer for the College.
8. Supervise and manage financial aid services for students.
9. Serve as ambassador for the college to alumni, parents, students, neighbors, community leaders, and professional colleagues.

### **Dean of Church Ministries**



## Champion Christian College

The Dean supervises all of the Church Ministries faculty members, serves as a primary liaison with the Vice President of Academic Affairs. The Dean also works with a wide array of external constituents including alumni, community agencies and businesses, and other collegiate programs. The Dean reports directly to the Vice President of Academic Affairs and the Executive Vice President.

### **DUTIES AND RESPONSIBILITIES**

1. Develop academic policy and maintain academic quality.
2. Recruit and hire diverse and highly competent faculty and staff members.
3. Coordinating curricular development with the School's faculty.
4. Develop and maintain the School's budget.
5. Evaluate the School's personnel according to policy and contracted timelines, including making recommendations for renewal and permanent appointment.
6. Facilitate the development and implementation of enrollment management strategies of the institution.
7. Maintain partnerships with schools and other agencies within the region, and develop new partnerships in support of student success and academic quality.
8. Maintaining appropriate external accreditation of the programs of study.
9. Serve the College on various committees.
10. Develop and implement strategic plans for the School based on the assessment of student learning outcomes, effectiveness of curricula, and efficient use of resources.
11. Remain current in state and federal policies impacting the preparation of students.
12. Work with Human Resources and labor management, as appropriate, in resolving issues related to personnel.
13. Maintain strong relations with student organizations and fostering formal and informal engagement with students.
14. Working with the Alumni Office to maintain positive and productive relations with the School's alumni.





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## **Dean of Professional Studies**

The Dean supervises all of the Professional Studies faculty members, serves as a primary liaison with the Vice President of Academic Affairs. The Dean also works with a wide array of external constituents including alumni, community agencies and businesses, and other collegiate programs. The Dean reports directly to the Vice President of Academic Affairs and the Executive Vice President.

### **DUTIES AND RESPONSIBILITIES**

1. Develop academic policy and maintain academic quality.
2. Recruit and hire diverse and highly competent faculty and staff members.
3. Coordinating curricular development with the School's faculty.
4. Develop and maintain the School's budget.
5. Evaluate the School's personnel according to policy and contracted timelines, including making recommendations for renewal and permanent appointment.
6. Facilitate the development and implementation of enrollment management strategies of the institution.
7. Maintain partnerships with schools and other agencies within the region, and develop new partnerships in support of student success and academic quality.
8. Maintaining appropriate external accreditation of the programs of study.
9. Serve the College on various committees.

## **Advancement Officer**

The Advancement Officer reports directly to the President and is responsible for cultivating and soliciting gifts and donors to support the College's interests and mission. The Officer represents the College to a wide spectrum of constituents and potential donors in pursuit of securing resources to the College in a holistic and Christian manner.



## Champion Christian College

### **DUTIES AND RESPONSIBILITIES**

1. Support and maintain the Mission of the College.
2. Play a major role in procuring financial resources and gifts to support the College's educational endeavors.
3. Articulate the mission, needs, and aspirations of the College to its many constituent groups as well as to current and prospective corporate and philanthropic donors.
4. Lead and participate in development activities, including individual meetings with donors, prospects, and campus constituent groups.
5. Assume responsibility for all forms of private resource development including annual, capital, planned giving, and events.
6. Develop relevant and innovative fundraising messages for diverse demographic and geographic supporters.

### **Vice President of Finance**

The Vice President of Finance reports to the Executive Vice President and works closely with the EVP in planning, budgeting, managing, and reporting the financial condition of the College. The VPF also serves as a member of the Administrative Council. Following is a list of general responsibilities for this office.

1. Be responsible for the receiving, managing, protecting, distributing, and accounting of all College funds.
2. Develop and implement efficient and clearly defined policies, procedures, and processes to achieve each of the functions identified in the above statement, including a procurement system for requisitioning, ordering, invoicing, and paying for required items or services.
3. Oversee the preparation and timely filing of all local, state, and federal taxes and financial reports as required by the state and federal governments and accreditation agencies.
4. Prepare and present monthly financial budget reports including income by fund account, expenditures by fund account, their relationships to the budget, and all receivables and liabilities.



## Champion Christian College

5. Supervise each month-end and fiscal year ending processes.
6. Establish and maintain bank accounts with systems for depositing, reconciling, and reporting to the Executive Vice President.
7. Participate in the annual budget creation process, in concert with the President and the Executive Vice President, to provide guidance to the various divisions and departments of the College.
8. Establish and maintain annual auditing processes and procedures, including recommending an auditor, providing materials as required by the auditor, and recommending approval or non-approval of the audit along with the rationale for the recommendation.
9. Assess the financial performance of the College and provide recommendations with regard to short-term and long-term operational goals, student revenue, budgets, and forecasts.
10. The Director, in concert with the Vice President of Student Services, shall establish and maintain financial assistance and counseling for students to help them formulate a personal financial plan and budget to assure that they will be responsible for their school bills in a timely fashion.

### **College Registrar**

The College Registrar is the Chief Student Records Officer (CSRO) for the College and reports to the Vice President of Academic Affairs. The College Registrar provides daily operational management and academic leadership for the College's records office and its functions. The College Registrar works closely with faculty, student services, and staff to provide a coordinated approach to academic affairs and enrollment support services for the College, including institutional assessment and effectiveness in a holistic manner.

### **Duties and Responsibilities**

1. Ensure the Records Office facilitates and maintains the mission of the College.
2. Oversee the registration process and ensure the integrity of student records including the issuance and certification of student grades, transcripts, and enrollment certifications.



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3. Collaborate with the Vice President of Academic Affairs and Vice President of Student Services in the production of class schedules.
4. Supervise and manage student registration into classes, in compliance with academic policies.
5. Provide training and ensure compliance with applicable state and federal laws pertaining to student records, including college-wide FERPA compliance.
6. Coordinate the collection and maintenance of data and statistics for planning and reporting purposes, including institutional effectiveness, strategic goals, and assessment activities.
7. Collaborate with the Vice President of Academic Affairs and Vice President of Student Services to ensure compliance with accreditation requirements, graduation requirements, curriculum changes, and academic policies.
8. Coordinate with the Vice President of Academic Affairs regarding the graduation ceremony and degree conferral.

### **Athletic Director**

The Athletic Director reports to the Vice President of Student Services and is responsible for the oversight, promotion, and overall development of the College's athletic programs. The Athletic Director operates with the mentality that athletes are first and foremost Christians and pursues a goal of producing Christian student athletes.

### **Duties and Responsibilities**

1. Ensure the Athletic Department facilitates and maintain the mission of the College.
2. Oversee the management and administration of the policies, procedures, and regulations of the College's Athletic Department
3. Assume responsibility for planning, organizing, and managing events, games, and practices.
4. Ensure student support services for athletes in pursuit of their educational goals.
5. Oversee and coordinate with the collegiate coaching staff, including planning, organizing, and development of the Athletics Department.
6. Supervise the maintenance and care of athletic facilities and equipment.



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7. Assist all coaches in the recruitment process of quality Christian student athletes.
8. Assume responsibility for the record-keeping, budgeting, and resource management for the Athletics Department.
9. Ensure that all of the College's sports programs remain in compliance with league rules and institutional requirements.
10. Provide leadership to the Athletic Department in articulating the values and beliefs inherent in a Christian athletic department to students, faculty, the campus community, and the larger college constituency.

### **College Librarian**

The College Librarian reports directly to the Vice President of Academic Affairs and ensures the library and its holdings, facilities, and resources are aligned with the mission, goals, and objectives of the College. The College Librarian participates in the planning, implementation, and evaluation of learning resources that contribute to the educational growth of the College's students, faculty, and staff. The College Librarian is responsible for leadership, planning, policies, budget development, and management of the Francis Grubbs College Library in a holistic manner.

### **DUTIES AND RESPONSIBILITIES**

1. Ensure the Library Department facilitates and maintains the mission of the College.
2. Direct and provide reference services to students, faculty, and staff using both print and electronic sources.
3. Implement the collection development process, including cataloging materials and access.
4. Collaborate with faculty and students on changes or acquisitions of library resources and subscriptions.
5. Keep faculty and staff informed of available library resources and suggestions for use.
6. Train and supervise library staff, including explaining circulation duties and policies.
7. Participate in College activities, including accreditation, program development, and strategic and assessment planning.



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8. Maintain records and statistics and submit reports as needed.

### **Campus Security Officer**

Under the direction of the Vice President for Student Services, the Campus Security Officer is responsible for maintaining a safe and secure environment for Champion Christian College students, faculty, staff, visitors, and guests. The Campus Security Officer performs duties associated with public safety and policy enforcement in a holistic manner.

### **Duties and Responsibilities**

1. Gain an understanding of and familiarity with the mission and policies of the College.
2. Collaborate with the Vice President for Student Services to ensure adherence to the College's security and safety policies.
3. Assist the Vice President for Student Services, Executive Vice President, and the President in the administration of security and safety-related operations.
4. Patrol and monitor campus buildings, including dormitories, parking areas, and security systems.
5. Provide recommendations for enhancement of campus security and safety.
6. Attend ongoing training, awareness, and seminars to improve campus security and safety.
7. Respond to emergency and disaster situations in a timely manner.
8. Provide routine documentation to support state and federal crime-reporting requirements.
9. Assume responsibility for nightly student check-in to the dormitories.
10. Assist dormitory staff and administration in conducting inspections and searches as needed.

### **Job Description and Responsibilities of Faculty (9.10 a) (9.10 c) (9.10p) (10.14)**



## Champion Christian College

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

### **Job Description and Responsibilities for Part-time faculty (10.19) (9.10a) (9.10c)**

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



## Champion Christian College

### **Faculty Workload Requirements (9.10.p) (10.14)**

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

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

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

### **Teaching Load Policy for Full Time and Part Time Faculty 10.13**

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

### **Office Hours for Part Time and Full Time Faculty (9.10.e) (10.19)**

- Full-time faculty are responsible for posting and maintaining a schedule of regular office hours amounting to at least eight hours above their class time. Some of this time might be designated as “by appointment only.”
- Part-time faculty members need to be accessible to the students in their classes before and/or after each class. They should also be available by appointment.
- Both full-time and part-time faculty need to list their hours in their course syllabi and give a copy to the Vice-President for Academic Affairs each semester. Any changes during the semester should be sent to the Vice-President for Academic Affairs and be made known to their classes.
- In case of an emergency absence, notice of office hours to be missed or appointments that need to be cancelled should be posted as soon as possible on the office door.





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### **Academic Advising (9.10.d) (10.14)**

Academic advising is essential and plays a key role in students' academic success. All faculty members are spokespersons for the College program; thus, every instructor influences student program planning through his/her personal contacts. CCC faculty members are of paramount importance in academic advising.

Each department head is tasked with being knowledgeable with academic programs offered at Champion including all concentrations and specializations. The chair of each program assigns faculty members to serve as academic advisers and give positive directions to the students. Faculty members who serve as class advisers provide additional and vital service to students in planning their programs. At the beginning of each semester, students meet with an assigned academic adviser to ensure that the student is staying on track with his/her chosen program.

### **Early Intervention**

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

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

### **Absence Policy (10.19)**

Instructors must provide adequate notice to the Vice President of Academic Affairs of his/her intent to miss class. The instructor must make arrangements for a substitute or provide adequate work for each class he/she misses.



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- 1) Sick Leave: The Vice President of Academic Affairs should be notified as soon as possible of illness so that arrangements can be made for a replacement for the classes.
- 2) Personal Days: A faculty member must have prior approval from Vice President of Academic Affairs for a personal day. If a faculty member fails to communicate and/or receive prior approval from the Dean, he/she will have a deduction from his/her pay on a prorated basis.
- 3) Professional Leave and Illness: Instructors are expected to teach their classes at the scheduled times. Classes will begin and end at the scheduled time. In case of illness or emergency, the instructor must notify the Vice President of Academic Affairs as soon as possible. If an instructor is absent due to attending a professional conference, it is his/her responsibility to make arrangements for classes to be covered during the absence. Instructor must notify the Dean of Academics of the arrangements.

### **Faculty Evaluations (9.10 q)**

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

### **Faculty Development (9.10.n) (10.16)**

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

### **Copyright Infringement Policy (9.10.K)**



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As an institution of higher education, Champion Christian College strongly believes in intellectual property. As such, Champion Christian College respects intellectual property and has made it a priority to ensure all employees and students respect the copyrights of others. Every employee and student of Champion Christian College is required to comply with copyright law. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal as well as a company liability and will result in disciplinary action including dismissal from the school. Champion Christian College's copyright policy does not allow for the application of "fair use." Please make sure you have permission from the author before using ANY copyrighted material.

The following information regarding copyrights was obtained by Copyright Clearance Center. For more information, please visit [www.copyright.com](http://www.copyright.com).

### **What is Copyright?**

The purpose of copyright law is to provide authors and other creators (and those who obtain rights through such persons) with an incentive to create and share creative works by granting them exclusive rights to control how their works may be used. Among the exclusive rights granted to those authors are the rights to reproduce, distribute, publicly perform and publicly display a work. These rights provide copyright holders control over the use of their creations, and an ability to benefit, monetarily and otherwise, from the exploitation of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a piece in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. If you are not the copyright holder, you must ordinarily obtain permission prior to re-using or reproducing someone else's copyrighted work. Acknowledging the source of a work, for instance, is not a substitute for obtaining permission. However, permission generally is not necessary for actions that do not implicate the exclusive rights of the copyright holder, such as reviewing, reading or borrowing a book or photograph.

### **What is Protected by Copyright?**

The rights granted under the U.S. Copyright Act (embodied in Title 17 of the U.S. Code) are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across in readable or viewable format, including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials; unpublished materials, such as analysts' reports and consultants' advice; and non-print materials, including websites, computer programs and other software, databases, sound recordings, motion pictures, video files, sculptures and other artistic works are almost certainly protected by copyright.



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### **What is NOT Protected by Copyright?**

Not everything is protected by copyright. This includes: works that are not fixed; titles, names, slogans; ideas, facts and data; listings of ingredients or contents; natural or self-evident facts; and public domain works (more on this below). Some of these things may, however, be protected under other areas of law, such as patent or trademark law, or by contract. It is important to be sure that no other form of protection restricts the use of such materials before using them.

### **How Long Does Copyright Protection Last?**

In the U.S., a work created on or after January 1, 1978 is ordinarily protected for a term equal to the author's life plus 70 years after the author's death. This is called the “life-plus-70” rule. Works created by companies or other types of organizations have a copyright term of 95 years. For works created before 1978, the duration of protection depends on a number of factors. For comprehensive information on duration, see: <http://www.copyright.gov/circs/circ1.html#hlc>.

### **Fair Use**

Fair use is a defense under U.S. law that may be raised by the defendant in a copyright infringement case. Fair use recognizes that certain types of use of other people's copyright protected works do not require the copyright holder's authorization. The fair use doctrine is codified in Section 107 of the U.S. Copyright Act. See: [www.copyright.gov/title17/](http://www.copyright.gov/title17/). Although there are no absolute rules around fair use, generally the reproduction (photocopy or digital) or use of someone else's copyright-protected work is more likely to be found to be a fair use if it is for one of the following purposes: criticism, comment, news reporting, teaching, scholarship or academic research.

To determine whether a particular use qualifies as fair use, the statute requires a fact-specific analysis of the use, based upon four factors:

1. The purpose and character of the use (for example, whether for commercial or nonprofit educational use).
2. The nature of the copyright-protected work (is it primarily factual or highly creative?).
3. The amount and substantiality of the portion used.
4. The effect of the use upon the potential market for or value of the copyright-protected work.

All four factors must be considered and balanced against the other factors as part of each fair use analysis. Although some see fair use as a solution to many of their reproduction activities, the scope of the fair use doctrine is much narrower than most people assume. Further, fair use is an ambiguous notion and the law does not state exactly how, or how much of, a work may be used



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without obtaining permission. As a consequence, even copyright law experts often have a difficult time predicting the outcome in cases involving fair use.

The bottom line is that fair use requires an appropriate risk assessment as to whether re-use under certain circumstances may be considered fair use. In order to avoid any copyright risk, [Company] permits uses of short quotes from works. Otherwise, permission procedures as set out in this policy should be followed and the advice of [Company's] Copyright Officer should be sought in instances where a fair use determination may be necessary.

### **Copyright and Foreign Works**

The U.S. is a member of two major copyright treaties, the Berne Convention and the Universal Copyright Convention. As such, when [Company] uses a copyright-protected work from almost any other country, U.S. copyright law applies to the use of that work, assuming the use takes place in the United States. Similarly, the copyright laws of other participating countries apply to the use of U.S. works in those countries. While these treaties establish certain conventions that render the laws of participating countries consistent to some degree, there are differences in each country's law and [Company's] Copyright Officer should be consulted if there are questions regarding the use of materials by employees or others outside the U.S. Licensing intermediaries such as Copyright Clearance Center offer agreements that allow the use of materials from other countries as well as the use of materials across borders, which can simplify the permission process a great deal.

### **Copyright and Digital Works**

Any non-digital content that is protected by copyright is also protected in a digital form. For example, print books are protected by copyright law, as are electronic books. A print letter is protected by copyright law, as is an e-mail letter. In both cases, the copyright is generally owned by the author, regardless of who has received the letter. Whenever you wish to use material found on a website, it is always important to review and understand the terms of use for that site because those terms will tell you what use, if any, you can make of the materials you find there. When obtaining permission to use works on the Web (such as posting them on [Company's] public-facing corporate website), always attempt to obtain worldwide rights, as most Web uses of content are on a global basis.

### **Peer-to-Peer**

The reproduction and distribution of copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks is illegal. The Digital Millennium Copyright Act (DMCA) presents a clear set of procedures that Champion Christian College must follow when we receive notice that an individual using the College network may be violating copyright laws. When the College receives official notice of a violation from a copyright holder



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or their official designee, the Director (in cooperation with IT manager) notifies the individual of that complaint. We do this by forwarding the notice of infringement to the individual via email and asking that the infringing material be removed within 48 hours. If we do not hear back from the individual within 48 hours we terminate network access for the computer in question. This is done both to protect the individual from continuing to violate the law and to protect the College. The DMCA also requires the College to establish procedures for repeat offenders. In such a case, the Director, in conjunction with IT Manager will immediately terminate network access and refer the matter to the President for further action.

HJC does not monitor the specific content of the information that travels across the College network or through the College's connection to the Internet. However, the College does monitor the type of information that travels across the College network and through our connection to the Internet.

In response to normal notices of infringement, Champion Christian College will not release to the copyright holder the names of any individuals, or any other personally identifiable information. Recently, however, copyright holders have been seeking subpoenas to obtain the names of individuals sharing copyrighted information. If the College does receive such a subpoena, we are required to release the name of the individual violator(s).

The sharing of materials protected by copyright is a serious matter. People caught sharing music files illegally have been subpoenaed and subjected to substantial fines. If you share copyrighted materials illegally you put yourself at risk of losing computer access, of facing College action including dismissal, and of facing prosecution under civil and criminal laws.

You should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject community members to civil and criminal penalties as follows:

- In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).



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### **Intellectual, Property, and Copyright Ownership (9.10.K)**

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

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

This guideline applies to all CCC faculty and staff members, students and other persons using the college's entities.

### **Academic Freedom (10.15)**

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

### **Dispute Resolution with Students**

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

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

- a) Nature of complaint or dispute





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

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

### **Fraud, Waste, and Abuse Policy**

Champion Christian College has established the following fraud, waste and abuse policy.

#### Scope and Applicability

This policy applies to all employees of Champion Christian College.

#### Policy Statement

CCC promotes honesty and integrity as values and foundational beliefs. CCC works to earn the trust of the public, its students and its employees. In order to fulfill this task, all employees must perform their duties to the highest degree of professionalism, honesty and ethical manner and in all ways that honor the Christian faith. Therefore, all CCC employees should avoid situations that would be considered fraudulent, wasteful or abusive of the College assets. CCC expects all employees to behave with all honesty and exercise biblical ethical judgment in all of their duties.

#### **A. Responsibility for Detection and Prevention**

1. The administration and all employees have the responsibility to be aware of activities that are wasteful and abusive within their department and to establish regulations to prevent them.
2. If fraud is suspected, the administrator, supervisor, or employee shall cooperate in full with all authorities investigating the activity. If fraud is discovered, appropriate actions shall be taken.

#### **B. Discipline and Restitution**

1. Employees found in violation of this policy may be subject to any disciplinary action which may include termination. The severity of the discipline imposed will depend on the violation and circumstances. If appropriate, CCC will report any activity in violation of local, state, or federal law to the appropriate authorities.





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2. CCC may seek restitution from individuals or parties if the fraud, waste or abuse involves a financial loss to the College.

### Definitions

1. **Abuse** – behavior that is lacking or improper and does not align with biblical principles that is promoted by Champion. It includes misuse of authority or position for personal financial interest.
2. **Fraud** An intentional act to deceive, steal or cheat, usually for the purpose of causing a detriment to another and/or bringing about some benefit to oneself or others.
3. **Waste** An act resulting in the spending, consumption, mismanagement, and use or squandering of institutional assets or resources to the detriment or potential detriment of the college. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices.

### Investigation

1. If an allegation of fraud, waste or abuse is reported, the office of the Executive Vice President will begin an approach to resolving the concern. The Executive Vice President will investigate and coordinate with the appropriate people needed to carry out an accurate investigation. This may include legal counsel, financial professionals and other experts.
2. The investigation may include the interviewing of colleagues, reviewing activities of the employee in question, examining all paper and electronic documents. This includes checking all College computers including email, offices and/or other work areas.
3. The Executive Vice President may in consultation with the College's legal counsel recommend the suspension of the employee during the investigation.

### President's Decision

1. Upon completion of the investigation, the Executive Vice President will prepare a written report. This report will be shared with any person needed for consultation in order to determine appropriate discipline.
2. If the investigation determines that fraud, waste or abuse has occurred, the report will include a recommendation of disciplinary action discussed. It may also include suggestion to help prevent future fraud. The report will be submitted to the President within 5 calendar days after



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the investigation has ended. The President will review the report and may make modifications. The President holds the final decision.

### **Discipline and Restitution**

1. Any employee of CCC who violates this policy may be subject to disciplinary action including termination of employment. The discipline imposed will depend upon the severity of the violation. If appropriate, CCC will report any activity in violation of local, state, or federal law to the appropriate authorities. CCC may seek restitution from individuals or parties if the fraud, waste or abuse involves a financial loss to the College.

**Contact:** Shane Robertson  
Executive Vice President  
shane.robertson @championchristiancollege.com  
501-623-2272

## **SECTION IV: Classroom Policies and Procedures (10.19) (10.14)**

### **Course Syllabus (9.10.e)**

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

The syllabus must contain the following information:

1. Your contact Information-provide students with your phone number, email address and time to contact you.
2. Course Description –a one paragraph description of your course
3. Prerequisites- list any prerequisites required for your class.
4. Resources-list of all textbooks and materials needed for the class. List textbook information in bibliography format.
5. Measurable Learning Outcomes-list all measurable objectives of what the student will be able to do after he/she finishes the course of study.
6. Course Requirements and Assignments- calendar of topics to be covered which includes major assignments and due-dates.
7. Course Grading and Policies-Indicate how the student’s grade will be calculated. Include attendance policy, policy for late assignments, and policy for academic honesty.

### **Obtaining Supplies (9.10.m)**



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

### **Attendance and Grade Sheets (9.10.m)**

Attendance and grade sheets will be distributed at the beginning of each semester. After registration, a preliminary attendance sheet will be placed in your box. After the drop and add period (one week after the college classes have begun), all teachers will receive revised attendance sheets.

### **Student Handouts**

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

### **Student Expectations**

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

### **Reporting Emergencies**

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

### **Returning Test and Graded Materials**

Graded course work must be returned to students in a timely fashion. Grades should not be posted publicly. Student's grades must be turned in to the Registrar's office a week after midterm and final exams.

### **Midterms and Final Grades**

Class grades will need to be turned in to the Registrar's office the Friday after midterms and final exams. You must report grades on the grade reporting form that is supplied to you from the Registrar's office.



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## **Making Copies and Chapel Announcements**

Faculty will be assigned a code for the copier at the beginning of the year. Faculty members are free to use the copier to duplicate all class related materials. For higher volumes, faculty should contact the college secretary, Carie Cuneo.

All announcements made in chapel must be approved by the administration. Faculty may submit an announcement to the college secretary.

## **Guest Speakers in the Classroom**

Teachers must obtain approval from the Vice President of Academic Affairs prior to engaging guest speakers for classes or other clubs associated with Champion Christian College.

## **Textbooks (9.10.g)**

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

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

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

## **Grading Scale (9.10 I)**

Letter Grade	4.0 Scale	Percent Grade	
A	4.0	90-100%	
B	3.0	80-89 %	
C	2.0	70-79 %	
D	1.0	60-69 %	



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F	0.0	0-59 %	
W	0	0	
AU	0	0	

### **Grade Appeal**

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

### **Commencement Participation**

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

### **Emergency Closings**

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

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

## **SECTION V: Student Policies**

### **Course Registration Procedures**

The schedule for course registration is listed on the website and a copy may be obtained through the Registrar's office. It is the responsibility of the student to ensure registration of courses during the set times. Failure to complete registration by the due dates may result in not being registered for classes and therefore not being admitted to classes.



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### **Changes in Registration (9.11a)**

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

#### **Adding a Course**

There are certain dates within a semester in which you may add classes to your schedule. Official forms must be completed in order to drop and add a class from your transcript. For further information, refer to the Main Dates in the student handbook and the catalog or call or visit the Office of the Vice President of Academic Affairs or the Registrar.

#### **Dropping a Course**

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

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

#### **Change of Program**

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

#### **Change of Status**

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

#### **Withdrawing from a Course**



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

### **Withdrawal from College**

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

### **Definition of a Credit Hour**

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

### **Attendance**

Students are expected to attend every scheduled class session of the course in which they are enrolled. Attendance and class participation are extremely important components in course and program success. CCC has adopted a rigorous attendance policy. The student is encouraged to arrange doctor, dentist, legal, and other appointments during your free time and not during class time. If you must be absent from class, it is your responsibility to contact your instructor and to make up missed course assignments. Students are solely responsible to complete any coursework missed due to an absence.

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

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



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- The Vice President of Academic Affairs approved an absence that was requested by the college administration.
- A funeral in the immediate family
- Personal hospitalization (documentation needed)

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

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

### **Classification of Students**

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

Students transferring to Champion from other colleges are required to earn a minimum of forty-five CCC credit hours in order to qualify for graduation from CCC. All other graduation requirements will also be in effect. This policy may be waived only after consultation with and approval from the Vice President of Academic Affairs.

Students may be allowed to obtain up to twelve correspondence/online credits toward a Champion degree. The school offering the correspondence/online courses and the courses themselves will need to be approved by the Vice President of Academic Affairs.

### **Academic Honesty**

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

- Cheating on written examinations, quizzes, or other written work
- Plagiarizing—using another's intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased





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- Giving or receiving unauthorized assistance during a test
- Falsifying, forging, or altering academic records
- Obtaining or attempting to obtain copies of a non-circulating examination

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

### **Academic Probation**

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

### **Academic Appeal**

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

To appeal:

1. A student meets with the Vice President of Academic Affairs, located on the 2nd floor of Champion Hall to discuss the issue. This meeting also ensures that the student has thought out the complaint and has exhausted any hope of resolving the matter informally with his/her instructor.
2. The student files a complaint.
3. The VP of Academic Affairs will investigate the matter.
4. Once the matter has been investigated and all parties involved contacted to discuss the issue, the VP of Academic Affairs will write a letter stating the outcome of the issue.



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All records are kept in the student's file in the office of the Registrar.

### **Audit a Class**

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

### **Transfer of Credits**

It is the practice of most colleges and universities to accept or reject credits based on their own criteria. CCC will consider courses earned at another college for transfer. Courses must be similar in content to those replaced in the chosen concentration. The registrar's office is responsible for evaluating transfer credits. CCC does not count grade points earned at other colleges or universities. CCC reserves the right to not accept credits received at any college or university that does not meet reasonable academic standards. Students transferring to Champion from other colleges are required to:

- 1) Submit official transcripts to the Registrar's office;
- 2) Earn a minimum of forty-five junior or senior CCC credit hours in order to qualify for a bachelor's degree;
- 3) Earn a minimum of fifteen hours in order to qualify for an associate's degree.

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

### **Textbooks**

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

### **Make up Tests Policy**



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Students who miss class on the day of a test will have one week from the scheduled test day to make up the test. The teacher should make individual arrangements for students to make up a test. Students should be instructed to take their tests within one week of their return to class. Specify on your course syllabus that the penalty for failure to complete the make-up test within one week will result in 0%. If the teacher will not be available to proctor the exam, the teacher must write the student's name and "taken by due date" on the test paper and place test in Mrs. Kemp's box.

### **Grades**

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

### **Grade Point Average (GPA)**

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

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

Grades and credits for transfer courses are not used in computing the GPA. If a student fails to maintain a GPA of at least 2.0, they may be placed on academic probation. Academic probation and the consequences thereof will be decided upon by the college administration.

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

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



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

President's List—3.86-4.0

Dean's List—3.5-3.85

### **Grade Changes**

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

### **Incomplete Grades**

The following information applies to incomplete grades:

- Instructors submit grades at midterms and finals. CCC does not accept incomplete grades as a grade assigned to a student, unless prior approval has been made by the instructor and student and has been approved by the Vice President for Academic Affairs.
- If a student fails to submit all the required work at the assigned time and date set by the instructor, the instructor has the right to accept or decline the work.

### **Make-Up Homework**

It is the student's responsibility to contact their instructor at his or her office regarding make-up work. Each instructor provides information on the syllabus, given at the beginning of the course, on how and when to contact them. Faculty hours are also posted outside their office doors.

### **Repeating a Course**

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

### **Transcripts and Records**



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

### **Spiritual Life**

#### **Personal Devotions**

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

#### **Chapel**

Chapel is a vital aspect in the spiritual growth of each student attending Champion Christian College. Chapel is held on Mondays, Wednesdays, and Fridays from 11:00-11:45 a.m.

Students:

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

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

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

#### **Church Attendance**

It is encouraged for college students to attend the services of Gospel Light Baptist Church or another local church. Students should attend whichever Sunday church service does not interfere with their hours of ministry. Students enrolled in CCC who members of a nearby church are may attend their home church services.

Students are expected to be on time to church and ministry responsibilities.



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Students will submit a weekly activity report (attendances, evangelism, etc.) on Monday listing the previous week's attendance.

### **Evangelism**

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

### **Commencement Exercises**

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

Revised 8/11/18