



HLC Assurance Argument Evidence Cover Sheet

Document Title: BC Administrator and Staff Handbook

Document Summary:

This document contains information about Barclay College and policies and procedures for administrators and staff.



BARCLAY COLLEGE



Administrator and Staff Handbook

Last Revision: December 2013
Current Revision: March 2014

Barclay College employs personnel without regard to race, color, national or ethnic origin, age, gender, or physical disability. It does not discriminate on the basis of race, color, national or ethnic origin, age, gender, or physical disability in the administration of its employment policies or personnel-related programs.

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DEFINITIONS:

Administrators: Refers to senior management: the vice presidents and the president of the college.

Faculty: Employees of the college whose primary duties are teaching and other faculty affairs.

Full-time: An employee who regularly works at least 40 hours per week for the College. Faculty on nine-month or similar contracts are also considered full-time.

Personnel or Employee: Generic terms referring to any or all employees of the college.

Staff: All employees of the college not employed as senior management or faculty.

Supervisors: All employees having oversight responsibilities for the work of one or more additional employees.

SECTION I: ADMINISTRATORS AND STAFF IN COMMUNITY AT BARCLAY COLLEGE

The trustees, administration, faculty, and staff desire that Barclay College should be an institution characterized by Christian community. At Barclay College, Christian community is viewed not as some unattainable ideal, but as a reachable (if never perfected) goal that can be achieved by diligent pursuit of those biblical principles and practices that result in the development of genuine Christian fellowship. Because we are by design or God's provision a group with diverse perspectives, the pursuit of such community demands constant practice, dialogue, and reaffirmation of the goal. The challenges, differing points of view, and even disagreements we may encounter along the way, however, do not deter us from the goal or indicate failure. Rather, they are marks of a genuine effort to seek the truth and live in it.

In order for the community of Barclay College to function in a Christian manner, it is essential that all the citizens of the community commit and continually recommit themselves to "lead a life worthy of the calling with which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace." (Ephesians 4:1-3)

The community of believers in Christ rests on a foundation of spiritual relationship rather than legal contract. Though some community standards and rules have been adopted at Barclay College in an effort to create a quality institution that provides a high level of service to its students, the emphasis properly remains on mutual submission to one another, mutual encouragement, fellowship, forgiveness, deference to others, speaking the truth in love, and other characteristics of healthy Christian relationships. (Eph. 5:21; 1 Thess. 5:11; 1 John 1:7; Eph. 4:32; Phil. 2:3-4; Eph. 4:15) Biblical standards, principles, and precepts are regarded as directives to be put into practice, and the Barclay College community looks to God and His Scriptures in the Holy Bible as the final authority for faith, life, and practice.

In a Christian community then, handbooks such as this one, contracts, work agreements, and other documents serve not as the foundation for relationships and mutual commitments, but only as tools to record and specify the details of such commitments. The commitments themselves are founded in Christian relationship based upon each individual's commitment to God through Christ, the collective commitment to Christ of the community as a whole, and the shared commitment to the College's mission which each member of the community affirms and works to accomplish. As we noted earlier, the creation of genuine Christian community at Barclay College is regarded not as an idealistic dream, but as a practical reality in which every member of the College will invest and persevere.

SECTION II: STATEMENT OF FAITH

The College's Statement of Faith appears below. All instructors are expected to be in substantial agreement with the statement of faith and are required to affirm such agreement at the time of application for employment.

The Holy Bible: We believe that the Holy Scriptures were given by the inspiration of God; that there can be no appeal from them to any other authority whatsoever; that they are fully sufficient to make one wise unto salvation through faith that is in Jesus Christ; that the Holy Spirit who inspired the Scripture must ever be its true interpreter as He works through the disciplined and dedicated minds of those within His Church; that any professed guidance that is contrary to these Scriptures must be counted as a delusion.

God: We believe in one God, revealed through the Holy Bible in the person of Jesus Christ; that He is both the creator and preserver of all things visible and invisible; that He alone is worthy of worship both now and forevermore; and that in the unity of the Godhead there exist three persons, Father, Son, and Holy Spirit, inseparable in divinity, power, glory and eternity.

Jesus Christ: We believe Jesus Christ to be the only-begotten Son of God; that He was conceived by the Holy Spirit and born of the virgin Mary; that He is the express image of the invisible God; and that He combines within Himself both the nature of God and the nature of man in one perfect and indivisible personality; fully God and fully man.

We believe that He was crucified as an atonement for the sins of the whole world, making provision whereby humanity could find the forgiveness of sins and the power for a new life and be brought back into a perfect relationship with the Father.

We believe that He arose from the dead and then ascended to the right hand of God. He is now making intercession for us and will come to earth again to receive His Church unto Himself and to judge the world in righteousness.

Holy Spirit: We believe the Holy Spirit to be the third person of the Godhead, proceeding from both Father and Son, but equal with them in authority, power, and glory. He convicts the world of sin, imparts life to the penitent believer, sanctifies the child of God, and enables one by His indwelling presence to love God supremely.

Humanity: We believe that God created humans in His own image; that they enjoyed unbroken fellowship with their Maker; and that their whole life is centered in the person of God. We believe that humans fell from this original state by an act of transgression; that in this fall they suffered the immediate loss of their perfect relationship to God, making self the center of life; and that in this act they suffered immediate spiritual death. In this disposition to sin, all people are born. We own no principle inherent naturally in people by which they may be saved, except by the grace of our Lord Jesus Christ as a provision for all humanity.

Salvation: We believe that by the grace of our Lord Jesus Christ and by the direct and immediate agency of the Holy Spirit, a person may be recovered from the fallen state through divine enlightenment, forgiveness of sin, regeneration and sanctification of affections, and the final glorification of the body; that in this life a person may love God with all one's heart, soul, mind, and strength; that one may live in victory over sin and enjoy unbroken fellowship with the

Father; and that once more one's whole life may center in and revolve around one's Creator and Father.

We believe sanctification to be both a crisis and a process. As a crisis, sanctification is accomplished by the baptism with the Holy Spirit in the life of a dedicated and believing child of God, in which the heart is cleansed from an imperfect relationship and state. As a process, sanctification continuously disciplines the life into paths of holiness. We believe that the baptism with the Holy Spirit (entire sanctification) is the work of God's grace by which the affections of people are purified and exalted to a supreme love of God, and the believer is empowered to witness to the living Christ.

We believe that, by the grace and power of God, through faith in the crucified Christ, the believer is assured of eternal life with the Triune God, and that no power on earth or in heaven can sever that relationship against the will of the believer. We believe, however, that by willful choice a child of God can return to that sinful state from which he or she had been lifted. Such apostasy destroys not only his fellowship with God, but also the eternal life with which he had been endued, so that for him remains only the eternal death of the unbeliever. However, such is the grace of God that, so long as life in the body remains, the prodigal may, through repentance, confession and renewed faith, return to the Father's house and be fully restored to eternal life and fellowship with Him.

The Church: We believe that all those persons who repent of their sins and believe in Jesus Christ as their Savior are born again into His kingdom by the Holy Spirit. These constitute the Church universal of Jesus Christ. This Church we believe to be spiritual in nature, universal in scope, holy in character, and redemptive in her life and purpose.

We believe that wherever two or three are gathered together in the name of Christ, He is truly present in the person of the Holy Spirit and that such an assembly is a local church, the visible expression of His body, and the Church universal.

We believe that every believer should be attached to the local and visible body of Christ, being fitly framed together with others into a holy temple in the Lord and built for a habitation of His Spirit.

Christian Work: We believe that in the church, the believer is committed to both the worship and the work of God. This work involves not only personal righteousness as the fruit of a new life, but also the ministry of evangelism and teaching. The commission of Christ for every believer involves the stewardship of the kingdom, which it is fulfilled only by faithful service in and through the fellowship of His Church. This work is continuous until Christ comes again calling the Church unto Himself. We believe that all Christians are called upon to witness by word and deed within a sinful world, not returning evil for evil, but, like Christ, demonstrating love, forgiveness, and the way of peace.

We believe that in the fellowship of His body, the Holy Spirit gives to every member gifts of ministry to be exercised for the mutual advantage of every other member in the body, and for the influence of the Church upon those outside. There is a ministry that is such a gift given to certain ones whom God calls and ordains for leadership in His Church.

Resurrection and Judgment: We believe in the second coming of Christ: that at His coming the dead shall be resurrected, some to everlasting glory and others to everlasting shame; that we shall all stand before the judgment seat of Christ to receive recompense for the things done in the flesh. The judgment of the blessed shall be life everlasting in heaven, and the judgment of the lost life everlasting in hell. We believe that this judgment is in the hands of our compassionate Redeemer, who does all things after the counsel of His wisdom, love, and holiness.

(Adapted from the Statement of Faith of the Evangelical Friends Alliance; approved by the Barclay College Association March 30, 1991)

SECTION III: THE COLLEGE

Historical Sketch

Because the unique personal quality of the Christian faith had evaporated from the spiritual culture of seventeenth-century England, religious life of the time focused on the Church and its traditions rather than upon an individual's relationship with God. Into this barren religious climate, George Fox was born. As an adolescent, he experienced intensely personal religious struggles and sought guidance from the pastors of the state churches. What these persons were unable to give Fox, he was able to discover in a direct, personal encounter with the living Christ. This concern for the individual's worth, potential, and fulfillment in Christ is the genius of Evangelical Friends, as Elton Trueblood has written,

Any uniqueness in Quaker [Friends] religious thought is not to be found in its novelty, but rather in its recovery of...the idea that true religion must be genuinely experiential.

In the late nineteenth century, a group of Quakers migrated to Kiowa county in south central Kansas where the Friends community of Haviland was established. Since there were no secondary schools, Friends established the Friends Haviland Academy in 1892 as the first high school in the county. A concern for a Bible School resulted in a two-year Bible course that was incorporated under the title of Kansas Central Bible Training School in 1917. A two-year Junior College course was added in 1927 and the name was changed to Friends Bible College. In 1968, the Board of Trustees determined that the College would be a single purpose, four-year Bible College offering the baccalaureate degree. The College received accreditation by the Association for Biblical Higher Education, ABHE in 1975.

The name of the College was changed to Barclay College in 1990. Today the college is continuing to promote and enlarge upon the emphasis that gave it birth -- a warm personal relationship with the living Christ, and a firm commitment to the Bible as the final authority for life, faith, and practice. The college closed out the 1990's and entered the twenty-first century with many exciting developments, including a new adult degree completion program begun in 1996, new majors in the traditional program, a larger faculty, a new women's residence hall, a large addition to the dining commons, the renovation of the men's residence hall, a growing computer network that will link all the buildings on campus when complete, improved computer lab facilities for students, greatly expanded access to on-line library resources, and many other improvements to the campus and to the college's programs and services. In 1995, the ABHE reaffirmed the college's accreditation, and in May 2002, Barclay College received candidacy status for accreditation with the Higher Learning Commission of the North Central Association, a regional accrediting body, however in May 2005, the college voluntarily laid down its status with NCA.

The major thrust of the College has been the preparation of Christian servant-leaders. Barclay College graduates serve with mission organizations such as Evangelical Friends International, OMS, World Gospel Mission, and Youth for Christ; minister in churches in various denominations; and provide Christian testimony and influence around the world as educators, musicians, and business persons. The college supports and contributes to the need for Christians to penetrate society through a wide variety of callings. Successful farmers, nurses, denominational leaders, and a wide variety of other professionals have been grounded in Christian work and living through the biblically-centered education they received at Barclay College.

Barclay has always been home to students from many denominations. At present, Evangelical Friends comprise roughly 60% of the total student body. Other denominations represented include Assembly of God, Baptist, Church of Christ, Evangelical Methodist, Free Methodist, Mennonite, United Methodist, and many more. Graduates serve an equally wide range of denominations.

Barclay College is committed to the principle that there need be no division between members of the body of Christ who are committed to excellence in spirit, mind, and labor. The college welcomes all faculty, students, and supporters whose desire is to bring honor and glory to our Lord and Savior, Jesus Christ.

Mission Statement

Barclay College prepares students in a Bible-centered environment for effective Christian life, service and leadership.

To accomplish this mission, Barclay College has been established as a baccalaureate-level Christian institution of higher education which challenges students to explore, understand, and acquire the skills necessary to respond to the call of God upon their lives.

Institutional Goals

Two primary goals guide the development and practices of Barclay College's educational and ancillary programs. Both goals are reflected in elements of the College's mission statement, as noted below.

Prepare students in a Bible-centered environment indicates that the primary undertaking of the College is education with an integrated biblical perspective. Barclay College strives for academic and spiritual excellence by providing an environment that encourages higher levels of inquiry and learning. Bible instruction, the integration of biblical principles across the curriculum, general education, and professional preparation are emphasized to ensure that the College accomplishes the first major goal: **assisting each student in developing a Christian world view and a collegiate level of knowledge appropriate to college graduates generally and to their chosen field specifically.**

Effective Christian life, service, and leadership means that Barclay College views its mission as broader than simple preparation for a career or helping students acquire knowledge. Rather, the college desires to assist students in knowing God, and from that relationship constructing meaning and understanding that will inform all of life's endeavors. The second major goal of the College, then, is **graduating men and women from both the Haviland campus and various extension sites who can be generally characterized as biblically literate, prayerful, mission-minded, servant-oriented, evangelical Christians who are able to provide leadership to the church at large and in various professional fields.**

Philosophy of Education

The college believes that true education must begin with God and His direct revelation to humanity through the Bible. Understanding that all that is has proceeded from God gives meaning and coherence to all other inquiry. Education, then, is a process directed by God in which the individual acquires knowledge or skills that contribute toward a greater understanding of, and ability to accomplish, the purposes of God for the individual and for humanity generally. We believe that effective education contributes to all areas of the individual's life, giving the

educated person increased ability to live a life that is orderly, peaceful, purposeful, productive, and in harmony with God. Education should reveal to the student that God's involvement with humanity and with the physical creation is comprehensive and personal. The formation of this coherent Christian world view produces individuals who are increasingly characterized by a Christ-like love for all people and a desire to be involved as a steward in work which contributes to the management and care of the physical creation and the physical and spiritual welfare of humanity.

Specific Outcomes

In keeping with Barclay College's mission statement, goals, and philosophy of education, specific outcomes are expected which provide both a framework for the design and evaluation of the College's programs and practices, and a basis for assessing student progress. These outcomes are grouped in three areas, as noted below:

Christian Life and Character

- Students will understand the need for, meaning, and practice of a personal relationship with God through Jesus Christ.
- Students will exhibit a developing and increasingly coherent Christian world view that enables them to apply biblical principles to questions of ethics, compassion, and all other life situations.
- Students will have the basic knowledge and ability to minister to others in their own cultural group and across cultural boundaries.

Biblical and Theological Literacy

- Students will have a working knowledge of the Bible and essential Christian doctrine.
- Students will be equipped with the skills necessary for personal Bible-study and spiritual growth.

Personal and Professional Abilities

- Students will be able to find, process, and apply information; thus having the foundation for becoming a life-long learner.
- Students will demonstrate the ability to work productively both independently and in teams.
- Students will communicate articulately in written and verbal forms.
- Students will use technology to learn and to be productive.
- Students will demonstrate initiative and the ability to think critically.
- Students will possess current, baccalaureate-level knowledge and skills in their chosen professional field.

Accreditation and Other Affiliations

Barclay College is accredited by the Association for Biblical Higher Education (ABHE), a national accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA). ABHE may be contacted by writing to Association for Biblical Higher Education; 5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822; by calling (407) 207-0808; or through their website at www.abhe.org.

The college is listed in the current edition of the Higher Education Directory and is approved for the training of veterans. Barclay College is a member of the National Association of Independent Colleges and Universities (NAICU) and the Association of Christian Schools International (ACSI). Other offices and personnel on campus maintain membership in a wide variety of professional organizations appropriate to their work.

Barclay College graduates have found acceptance into leading seminaries and graduate schools. The documents describing the college's accreditation and licensing may be viewed in the Business Office where they are on display. Those desiring further information regarding the accreditation of the college should contact the Vice president for academics at (620) 862-5252.

Philosophy of Public Relations

Public relations programs at Barclay College are based on the Biblical truth and pattern that God proactively seeks to communicate His message to mankind as well as to listen actively to the needs of His followers. We recognize that our relationship to our constituents is not a one-way street and that we must listen carefully, as each constituent has something to teach us. We are called to give generously to them as well as to receive their support. To that end we will actively endeavor to establish and maintain mutual understanding, trust, confidence, respect, and support through effective, reliable, accurate and creative communication with all constituents. All members of the Barclay community play a role in successful public relations and service.

Philosophy of Institutional Advancement

Development programs at Barclay College are based on the Biblical truth that God is the owner and Lord of all. We recognize that God provides for us abundantly and that we are His stewards managing God-given resources for His glory and the benefit of others. We will take our needs to the Lord and while trusting the Holy Spirit to prepare the hearts of our supporters we will make our needs known to God's people clearly and concisely; actively inviting donors to experience God's blessings through generous and cheerful giving.

Standards

1. We will conduct all activities in accordance with accepted professional standards of accuracy, truth, integrity and good faith and always in attempting to glorify God. We will use only those methods of promotion and solicitation that demonstrates the highest ethical and moral standards.
2. Our strategy will be to develop potential donors through building friendships into lasting donor partnerships.
3. Fund-raising personnel/consultants will be compensated by a salary, retainer or fee, not a commission of funds raised.
4. We will not hinder the Fund-raising efforts of other Christian organizations and/or ministries.
5. We will not lend nor sell donor lists.
6. We will practice complete financial disclosure and stand accountable to the Lord, ourselves and our supporters in determining need and raising and spending the Lord's money.

7. Contributions will be used for the reasons they were given.
8. We will receipt all gifts promptly and always use funds as designated or return them if they cannot be used as designated.
9. We will meet professional accounting standards and maintain independent, professional evaluation of all fiscal practices.

SECTION IV: ORGANIZATION AND GOVERNANCE

Ownership

The Board of Trustees is vested with "supreme control" over the College, including all of its colleges, schools, and other units. Trustees have a responsibility to the College as a whole. The Barclay College Association Inc., was incorporated under the laws of the State of Kansas in 1917. Barclay College is authorized by the State of Kansas to grant degrees. The college is also authorized to provide distance education in several other states

Board of Trustees

This corporation is managed by a Board of Trustees which is charged with the management and final settlement of financial and business matters, educational program and physical facilities.

Officers of the Board of Trustees are Chairman, Vice-Chairman, Secretary, the President of the College and such other officers as may become necessary. These officers, with the addition of the chairman of each of the standing committees, constitute the Executive Committee of the Board.

The Board is responsible to:

1. Determine policies that will maintain the moral, spiritual and doctrinal standards set forth in the official, legal documents of the College.
2. Determine the financial policies of the College, approve the budget, and approve policies concerning the raising of funds for operation and expansion.
3. Appoint administrative officers and members of the faculty, determine the period of service and fix salaries upon recommendation of the President.
4. Determine policies to govern faculty in prescribing courses of study and the discipline to be observed.
5. Award degrees, diplomas and certificates under the seal of corporation.

Constitution & By-Laws

At a meeting called for organization at Haviland, Kansas, December 27, 1916, the Kansas Central Bible Training School Association was formed, and the Constitution and By-Laws were adopted. An application for legal charter was made. This application was granted and the Association was incorporated January 20, 1917. An amended charter was filed August 6, 1930, changing the name to Friends Bible College Association. Another amended charter was filed May 24, 1991 changing the name to Barclay College Association. A complete copy of the Barclay College Constitution and By-Laws may be obtained upon request.

Administration

The College is led by an administrative team arranged as illustrated in the attached chart.

All administrators and staff personnel of the college should be able to identify the fields of this organizational structure in which they operate. Any questions regarding the structure of the college should be directed to your supervisor.

While the administrative team governs the overall affairs of the college, the faculty govern the academic program in cooperation with the board of trustees and the administration. Questions or concerns regarding academic programs or policies should be directed to the faculty through the academic dean.

SECTION V. ADMINISTRATOR AND STAFF QUALIFICATIONS, RESPONSIBILITIES, AND BENEFITS

Qualifications

Administrators

Administrators shall consist of maturing Christians who have the appropriate credentials and experience for their responsibilities at the college as determined by the president and the board of trustees. For most administrative positions, the master's degree is the minimum academic credential required. All other qualifications being equal, the candidate with doctoral credentials will be preferred.

Every administrator must be in substantial agreement with the college's statement of faith, and must particularly share the college's commitment to the Holy Bible as the inspired, inerrant scripture of God. Each administrator must be in agreement with and work to achieve the college's mission, goals, educational philosophy, and specific educational outcomes. Each shall have an intelligent appreciation for the distinctive nature of a Bible College education. Each shall be competent at mentoring and directing the work of those in the college community for whom they have responsibility.

Staff

Staff members shall generally consist of maturing Christians who have the appropriate credentials and experience for their responsibilities at the college as determined by their respective supervisors. For most staff positions, a bachelor's degree is the minimum academic requirement, though some staff positions are available to those without college credentials, and others may require a master's degree.

Staff members are expected to be in general agreement with the college's statement of faith, mission, goals, philosophy, and specific outcomes.

Responsibilities

- a. Administrators and staff members agree to abide by the terms of their contracts or work agreements with the college, with the expectations of their current position description, with the provisions of this handbook, and with any and all other official college policy bearing on personnel, and to fulfill those obligations and commitments to the best of their ability.
- b. Personnel agree that they will strive to model committed Christian living to the students and the rest of the campus community and the community-at-large.
- c. Personnel shall honor the work of other members of the campus community by observing requirements for meeting attendance, paperwork, and other processes and procedures as shall be published in various handbooks or announced from time-to-time.
- d. Personnel shall commit to the development of Christian community on the Barclay College campus by agreeing to communicate openly and pursue biblical, mutually edifying, and peaceful solutions and relief in the event of disagreement or conflict.
- e. Personnel shall be responsible to the president through their respective supervisors in accordance with the current organizational structure of the college and all policies and position descriptions.

Benefits

The Barclay College trustees and administration are committed to creating an affirming, supportive environment in which personnel can work. Some of the many non-financial benefits of working at Barclay College are listed below:

- Supportive, collegial working environment
- Cordial interpersonal relationships
- Friendly, personal local community
- Inspiring mission and purpose
- Distinctively Christian campus with firm commitment to the authority of the Holy Bible.
- Receptivity to diverse expressions of the Christian faith and experience within a biblical framework

General information regarding financial compensation and benefits is noted in the following paragraphs; specific compensation will be included in the annual contract or employee work agreement.

Salaried Personnel

Salaried personnel are retained on annual contract, or by other contractual arrangement as established by the president and/or the board of trustees. Salaries for administrators and staff are established by the president in consultation with the VP for Business and/or the board of trustees when appropriate.

Hourly Personnel

Hourly personnel are retained by work agreements which may be revised as needed from time-to-time at the instigation of either the college or the employee. Work agreements may be issued for specified or unspecified periods of time. Hourly wage rates are established by supervisors in conjunction with the president's cabinet.

Employer-Paid Benefits (full-time)

Full-time, salaried personnel enjoy an excellent benefits program at Barclay College which includes the following employer-paid benefits:

- Employer portion of social security taxes
- Health insurance for employee
- Health Savings Account (HSA)
- Dental insurance for employee
- Life and disability insurance for employee
- Retirement plan
- Sick leave
- Paid time off
- Holidays
- Jury duty leave
- Bereavement leave
- Employee grant
- Reimbursement of qualified moving expenses

Employer-Paid Benefits (part-time, 30 hours per week or more))

- Sick leave
- Paid time off
- Holidays
- Jury duty leave
- Bereavement leave

For part-time personnel, vacation, sick, bereavement, jury duty, and holiday leave will be commensurate with benefits for full-time personnel, except that the number of hours paid will be equal to the number of daily/weekly hours employed.

The details of these benefits are delineated in contracts or work agreements, or in other policies or publications available from the human resource or business offices. In addition, full-time personnel may elect to purchase health and/or dental insurance for their families, invest in retirement funds, or purchase additional life insurance through the college's benefits program.

SECTION VI: ADMINISTRATOR AND STAFF EMPLOYMENT

Policies and procedures governing the initial and continuing employment of administrators and staff members at Barclay College are listed in alphabetical order below.

Appointment

Administrators

Administrators are appointed by the board of trustees upon the recommendation of the president. Appointment is typically governed by a one-year contract.

Staff

Staff are hired at the discretion of the appropriate supervisor, who typically will operate in consultation with the president and the president's cabinet. Full-time, salaried staff positions are governed by contracts; hourly positions are governed by work agreements.

Bereavement

Upon the death of any member of his or her immediate family, personnel will be granted three (3) days paid bereavement leave. "Immediate family" is defined spouse, parents, siblings, children, or current father/mother-in-law. Additional unpaid leave may be granted upon request of the employee if the deceased is a spouse or child. An employee attending the funeral of a fellow employee or Barclay College student will be paid up to one full day. Employees attending funerals of family members of fellow employees or Barclay College students must use a personal day or sick leave day to do so.

Breaks (Hourly Staff Only)

Break time is allowed during both morning and afternoon for hourly staff, with a break period allowed during any four-hour work period. The maximum time for each break shall be fifteen (15) minutes. This break is intended to be a short rest period for the employee during the working period and is to be taken approximately at the middle of the morning and afternoon work periods. Break time is not cumulative.

Contracts

Employee contracts at Barclay College are renewed on an annual basis. No system of tenure is used. It is the desire of the college to have personnel remain in the community for extended lengths of time, so the general expectation of the college is that contracts are renewable annually, unless cause for a change in the personnel member's employment status becomes evident.

Contracts include the administrator's or staff member's salary, benefits for the year, and brief statement of expectations. By signing the contract, personnel agree to abide by the terms of their contract and agree to abide by and support all other policies of the college pertaining to employee service. The college in turn agrees to provide the salary and benefits listed in the contract, and to abide by all policies governing personnel, and to follow appropriate procedures where changes to such policies are needed.

Reappointment is indicated by issuing a new contract in the spring. Cause for non-renewal is listed below.

The college expects that personnel view contracts as binding, and expects to hold itself

accountable to the terms of the contract as well. Unusual circumstances that may provoke an administrator or staff member to consider leaving the college before the end of a contract, such as catastrophic change in family situation, must be discussed with the appropriate supervisor. In turn, unusual circumstances such as very low enrollment that would require the college to reconsider the terms of contracts issued will be discussed with personnel in advance of any action taken.

Duration of Employer-Provided Benefits

Benefits provided to personnel by the College are included in the contract or work agreement, and endure until the contract is fulfilled, resigned, declared breached, or terminated for cause. Benefits are described in general categories and are not convertible to dollar amounts. Benefits are paid to personnel on an ongoing, monthly basis beginning with the month employed as long as the administrator or staff member remains on contract or has been offered and has signed a contract for the following academic year.

In the event that personnel resign, breach their contract, or are terminated before the end of the contract date, benefits will end the last day of the month in which resignation, breach, or termination occurred. This policy supercedes all terms and conditions outlined in the insurance benefit booklet in the event of conflict.

Employee Grant

Full-time employees of Barclay College are eligible for a discount for themselves, their spouses, and their children through age 25. The discount will be available to any employee, spouse, or dependent eligible for enrollment at the college. The discount will be applied according to the schedule below. The discount, which includes all other scholarships and grants granted by Barclay College, will not exceed the total tuition and general fees cost for off-campus students, and will not exceed the total tuition, general fees and a 15% discount on room and board for on-campus students.

The employee grant can be deferred by full-time employees at the rate of one semester’s full discount (for one person) for each year employed by the college during which the employee did not use the discount. Deferred discounts can be used for a maximum of five years following the last year of employment.

Non-renewal or termination (see page 21) of the employee shall result in the loss of all deferred employee grants.

	On-Campus Students
The first year of employment	100% of current tuition and 15% of room and board
The second year of employment	100% of current tuition, 25% of general fees and 15% of room and board
The third year of employment	100% of current tuition, 50% of general fees and 15% of room and board
The fourth year of employment	100% of current tuition, 75% of general fees and 15% of room and board
All subsequent years of employment	100% of current tuition and general fees and 15% of room and board

Off-Campus Students

The first year of employment	40% of current tuition
The second year of employment	55% of current tuition and 25% of general fees
The third year of employment	70% of current tuition and 50% of general fees
The fourth year of employment	85% of current tuition and 75% of general fees
All subsequent years of employment	100% of current tuition and general fees charges

Graduate Students

The first nine years of employment 50% of current tuition

Once the employee has worked nine years for the college; the tuition grant increases to 100% for the employee, but remains at 50% for other qualifying family members.

Evaluations

Personnel are evaluated on a regular basis according to the current evaluation practices of the college or of their respective departments. A shortened copy of the college evaluation form is found as an appendix to this handbook. Position descriptions, the provisions of this handbook, and the administrator or staff member's own goals and self-evaluation form the basis of the evaluation process. Spiritual qualities, ability and performance on the job, and support of institutional goals and purposes are all elements of the evaluation. Evaluations are discussed with each personnel member and are intended to benefit students of the college, the administrator or staff member, and the College by promoting improved quality of service to both internal and external constituents. Evaluations also provide a forum for identification of and discussion about any challenges or difficulties that impede quality service and that might lead the supervisor to consider non-renewal of contract or termination of employment.

Copies of evaluation materials are maintained in the personnel member's file in the business office in accordance with the current evaluation policy.

Grievance

The expectation of Barclay College is that members of the campus community will be able to resolve any disputes with one another in a mature attitude of Christian love and forbearance, each "consider[ing] the other more important than [them] selves." (Philippians 2:3) In keeping with the college's commitment to follow scriptural principles, faculty members who have a grievance against any other member of the campus faculty or staff must use the following application of Matthew 18:15-18:

Step 1: Complainant talks to the other individual(s) involved. If the issue is not resolved, then

Step 2: File a verbal or written grievance with the appropriate supervisor, and together with the supervisor meet with the other individual(s) involved. Complaints against vice-presidents may be filed directly with the president of the college. If the issue is still not resolved, then

Step 3: The person filing the complaint, the supervisor, the appropriate vice-president, and the

president meet together with any other individual(s) involved. The president at his or her discretion may include the other members of the President's Cabinet. The decision of the president or the Cabinet is final.

If the grievance is against the college president, the complainant, the supervisor, and the appropriate vice-president will meet with the president in accordance with step 2, above. If the issue is not resolved, the aggrieved administrator or staff member may submit a written request to the appropriate vice-president for the matter to be heard at the next scheduled meeting of the executive committee of the board of trustees. The vice-president is obligated to 1) notify the president that the request has been submitted, and provide the president with a copy of the request, and 2) include the request for a hearing in his or her report and/or remarks to the executive committee. The president may take no action which would obstruct the hearing of the complaint. The chairman of the executive committee has final authority over the hearing of the complaint, and may choose to grant or refuse a hearing. Any decision rendered by the executive committee is final.

Written documentation of complaints, minutes of meetings concerning the complaint, and any other relevant documents must be kept, and a copy supplied to each of the parties involved.

Expressing grievances in a manner inconsistent with the guidelines noted above is grounds for the following actions at the discretion of the supervisor and/or the president of the college: 1) Written reprimand, 2) Suspension from duties with or without pay, or 3) termination of employment. Examples of the inappropriate expression of grievances include, but are not limited to, sponsoring or participating in petition or letter writing campaigns against another employee of the college; involving students in disputes; using gossip, rumors, or slander; contacting alumni, trustees (not in accordance with the above guidelines), or other constituents of the institution; causing the disruption of services to students; or other actions which are intended to cause division or harm to the college, the students, or other employees of the institution.

Jury Duty

Administrators or staff members called for jury duty will normally be given time off with pay. As with other absences, personnel must make appropriate arrangements for their work while they are away.

Personnel will receive their regular pay for the duration of jury duty, provided that:

- 1) The employee has been employed on a full-time basis for at least 90 days with the College.
- 2) The employee provides a copy of the Summons to the business manager as soon as it has been received.
- 3) The employee reports for work if he or she is released from jury duty – whether for a whole day or part of a day.
- 4) The employee turns in a time sheet, stamped in the juror's lounge, which reflects the time served.

Maternity and Paternity Leave

Maternity Leave

Personnel are granted two weeks paid leave for the birth of their child, and up to four more weeks of unpaid leave. Additional unpaid leave may be granted upon receipt of proof of

disability from an attending physician. Accumulated Sick Leave may be used to offset unpaid leave time.

Paternity Leave

Personnel are granted 2 days paid leave for the birth of their child, and up to two more weeks of unpaid leave. Accumulated sick leave may be used to offset unpaid leave time.

Personnel must discuss arrangements and plans with their supervisor well in advance of their planned leave. Early planning is expected in order to prevent interruption of critical services of the college.

Moving Expenses

For full-time, salaried personnel who are relocating for service at the college, Barclay will pay for the expenses of a self-haul moving truck, fuel for the truck, and lodging during the move. The expenses must be pre-approved by the business manager. Receipts/bills of expenditures must be submitted before expenses will be reimbursed. Personal expenses such as meals while traveling are not reimbursed.

Non-Renewal or Termination

The college expects that personnel will be consistent contributors to the Christian community that is Barclay College, and will experience joyful, stable, and fruitful careers as employees at this institution. It is appropriate to note, however, that some circumstances or actions on the part of the administrator or staff member would make him or her ineligible for continuing employment at the college:

Non-Renewal

1. Persistent decline in Christian living, habits, morals, commitment and vision, or in the upholding of the college's statement of faith, which the administrator or staff member is unwilling or unable to correct.
2. Persistent weaknesses or inability in job performance which the administrator or staff member is unwilling or unable to correct.
3. Persistent disregard for others in the campus community evidenced by insubordination with authorities, gossip, slander, backbiting, consistently negative attitudes, demeaning remarks, failure to follow proper grievance procedures, etc., which the administrator or staff member is unwilling or unable to correct.
4. Failure to perform duties assigned; persistent failure to perform tasks in a quality manner.

Termination

1. Moral turpitude.
2. Gross insubordination.
3. Failure to perform duties assigned; persistent failure to perform tasks in a quality manner.
4. Willful, intentional harm to the college or its people.
5. Misappropriation of funds or misuse of college's credit cards or other financial instruments.
6. Failure to follow proper grievance procedures.
7. Abandonment of Christian faith and commitment, repudiation of the college's statement of faith, or blatant and unrepentant violation of biblical standards of behavior.

Outside Employment

The college discourages outside employment during the contract period, in order that the administrator or staff member may concentrate his or her full energies on providing high quality services to Barclay College students. Administrator or staff who accept appointments outside the college must insure that such commitments do not in any way infringe upon their work at Barclay College. Approval is required before administrators or staff members provide any services that make use of the college's web-site, that claim any connection with Barclay College, or that use any of the college's technology or other services. (Please see also the current college **Technology Policy**)

Overtime (Hourly Staff Only)

From time to time, overtime work by exempt and non-exempt staff may be required by the College and it is each employee's duty to perform such overtime work. Overtime is considered any time in excess of forty hours in a work week. Non-exempt employees are paid time and one-half for overtime.

Overtime must be requested by your supervisor. It is the employee's responsibility to obtain documentation or required overtime approvals.

Paid Time Off

1. Twelve month, full-time and part-time staff are entitled to 20 days of paid time off per year. (Days paid for part-time employees are pro-rated)
2. Administrators are entitled to 25 days of paid time off per year.
3. The scheduling of paid time off will be requested in writing in advance, and must be approved by the employee's department head or supervisor.
4. Paid time off is subject to whatever adjustments are necessary to maintain the effective operation of the department concerned.
5. Paid time off may be taken in no less than half-day increments or at the discretion of the supervisor. Employees will be paid for regularly scheduled hours to a maximum of 8 hours per day of paid time off.
6. Unused paid time off may not be carried over to the next year.
7. No payment for unused paid time off will be made upon termination.
8. Future paid time off may not be "borrowed".
9. Paid time off can only be used by the identified employee.

Payday

The pay cycle is the 26th of the month through the 25th of the following month. Employee checks are issued monthly on the last day of the month. When payday falls on Saturday, Sunday, or on a bank holiday or College observed holiday, payday will be on the closest work day. Checks will be issued on the 20th only for adjuncts and others who are not paid on the last day of the month.

It is each hourly paid employee's responsibility to maintain his or her time each day using the time clock to record time in and out. It is also each employee's responsibility to inform the Payroll clerk if his or her time needs to be corrected. If his or her time is not corrected by the 26th day of the month the employee may not be issued a check until the next payday, providing that employee corrects his or her time.

Payroll Information

Personnel cannot be paid until W-4 and an I-9 forms have been filled out and copies of two forms of identification (examples: Social Security card, driver's license) have been submitted to the Business Office. The mandatory deductions for State and Federal Income Tax and Social Security will be taken from each check, as well as other deductions requested by the employee in writing.

Retirement

All administrators or staff members shall retire at the end of the year in which they attain age 70, normal retirement age. They may elect to retire at the end of any academic year after attaining age 62.

Retired administrators and staff are granted permission to use the college facilities, enroll in classes without charge, and attend sports and cultural events without cost.

Upon recommendation of the President and approval by the Board, extensions of service beyond normal retirement may be made for definite periods not to exceed one year each.

Emeritus

The board of trustees may grant the title of "Emeritus" to the retiring president or faculty member who has served Barclay College with distinction.

A candidate for this honor should meet the following qualifications:

- i. Be recognized as a committed Christian, possessing such qualities of humility and meekness that the honor will be more for the glory of God and His work.
- ii. Possess a record of excellence in his/her particular academic discipline or administrative work.
- iii. Shall have made a significant contribution to the life of the College.
- iv. Shall have served Barclay College for a minimum of ten years.
- v. Shall have retired from active teaching or administration upon leaving Barclay College.
- vi. For faculty, shall have attained the rank of professor, associate professor, or assistant professor.

The rights and privileges of Emeritus shall be:

- (1) Emeritus president's or faculty member's names shall be included in the college catalog with rank indicated.
- (2) Emeritus personnel shall be invited to walk at the head of academic processions at convocations
- (3) Each shall be invited to attend cabinet or faculty meetings as appropriate as a non-voting member with the right to participate in discussions on all matters.
- (4) Emeritus personnel shall be invited to all administrator or staff social functions.
- (5) They shall be entitled to administrator or faculty privileges with reference to social functions.

Retirement Plan

A retirement program with TIAA/CREF is available to eligible employees who desire to have a retirement plan. Barclay College will match up to 3% of the employee's gross income.

Sexual Harassment

In keeping with efforts to establish an environment in which the dignity and worth of all members of the college community are respected, any form of sexual harassment is absolutely prohibited. Sexual harassment is defined as:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct: leering, making sexual gestures, displaying of sexually suggesting objects or pictures, cartoons, or posters;
5. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words use to describe an individual, suggestive or obscene letters, notes, or invitations; and/or
8. Physical conduct: touching, assault, impeding or blocking movement.

Any incident of possible harassment should be brought immediately to the attention of one's supervisor or the President. All complaints need to be registered in writing.

Sick Leave

1. Full-time administrators or staff members are entitled to one sick day per month for each contract month, for a total of 12 (96 hours) per fiscal year. Part-time employees will have sick leave prorated according to the number of hours worked.
2. Up to 12 days (96 hours) of unused or uncompensated sick leave may be carried forward each year, to a maximum accumulation of 60 days (480 hours). The maximum number of days (hours) that may be accumulated will be prorated for part time employees.
3. Unused or uncompensated sick leave will not be paid to an employee in the event of termination.
4. Administrators or staff members exceeding the number of sick days available in their account may continue on unpaid sick leave with certification by their physician. Such additional unpaid sick days may not be "made up" at a later date.
5. Sick leave will commence on the first day the administrator or staff member is absent from work due to illness or injury.
6. An employee will be paid a maximum of 8 hours per day in no less than 1-hour increments, equal to his/her normal salary, during the lost time, up to the amounts of accumulated sick time. This payment will be reduced by the amount of State Disability Insurance benefits or Worker's Compensation benefits received by the employee for the same time period.
7. Employees may be required to furnish a doctor's certificate before returning to work.
8. Sick leave is only to be used for personal illness, assisting in the care of an immediate family member (parents, spouse, children) who is ill, or for routine personal medical care.

Social Security

The College participates in the Federal Social Security program. All employees are automatically included. The employee and the College pay equal amounts as provided by law.

Part VII: General Personnel Policies

Administrator and Staff Handbook

Specific details concerning administrative and staff responsibilities, procedures, committees, in-service training, etc. are maintained in this Administrator and Staff Handbook, which is developed in consultation with president's cabinet and ratified by the board of trustees.

The policies that follow describe some of the parameters within which the members of the Barclay administration or staff agree to operate. They are a blend of definitions, expectations, rights and responsibilities. The policies are arranged alphabetically. Cross-references have been included where appropriate. These policies are those common to all personnel. Where policies for faculty differ, they are delineated in the current ***Faculty Handbook***.

Absences

All absences, except for sickness, must be arranged in advance with the particular employee's supervisor. When employees are ill and unable to report to work, they must call their supervisor and report the illness within thirty (30) minutes of their scheduled work time. An Employee Absence Request/Report form must be completed by the employee for each absence. The form should be submitted to the employee's supervisor for signature and submission to the Business Office. (See also **Jury Duty; Maternity and Paternity Leave; Paid Time Off; Sick Leave; Bereavement**)

Classroom Technology

No one may use classroom TVs, projectors or multimedia equipment except during class sessions, in preparation for class sessions, department meetings or an approved and supervised STUCO event. Also, no classroom technology or media resources are to be removed from any classroom or any other established location without the permission of the Director of Technology. Noncompliant individuals will be charged a \$50 fine and/or be subject to other disciplinary action.

Confidentiality

General

Administrators and staff are expected to hold in confidence all information of a private nature discussed with them by students or other administrators or staff members. Sharing of such information should only occur when the safety of the individual or other members of the campus community is believed to be at stake, or when demonstrable help is made possible by the limited sharing of such information. To put it plainly: gossip must be firmly resisted.

Proprietary

Most information concerning the business and academic operations of the college is public and may be shared as such. Some information, however, may from time-to-time be considered proprietary and not for public disclosure. Administrators or staff members should be careful to clarify with the appropriate supervisor before publicly sharing information about the internal operations of the college.

Family Educational Rights and Privacy Act

Student educational records are protected by federal law under the Family Educational Rights and Privacy Act (FERPA). The essence of the law is that student's educational records are private and must be protected from release to unauthorized persons. It is important to note that parents of students 18 years of age or older do not have access to their child's educational

records without their child's permission.

The following categories of information have been designated public directory information and may be shared with the College community and with the general public whenever requested: student's name, local and permanent address, phone number, college email address, date and place of birth, marital status, county and state of residence, home church, class standing, major field of study, dates of attendance, degrees and awards (including scholarships) received, participation in officially recognized activities and sports, and weight and height of members of an athletic team.

Students currently enrolled may withhold disclosure of information in any category by requesting this in writing to the Academic Office. Written requests for non-disclosure will be honored for a maximum of one year. Barclay College assumes that failure to complete the request indicates approval for disclosure.

College officials who have legitimate educational interests in a student's education records or disciplinary records are granted access to those records. Access on a routine basis is granted to personnel in the academic and external studies offices for the purposes of creating and updating student records and applying college academic policies such as academic probation. Faculty members may request access in their advisor's capacity in order to facilitate academic program planning for students. Other requests for access by college officials must be approved on a case-by-case basis by the academic dean, and must satisfy at least one of the following criteria:

- The information needed cannot be obtained by any other means, and is necessary for the college official to carry out his or her official duties, or to inform a decision regarding the student or a program or service of the college that might otherwise be biased by a lack of information.
- The information is necessary for assessment of the quality of the college's academic or student service programs, and will be used only in the aggregate and with student's names removed so that specific data cannot be traced to specific students.
- The safety of other members of the campus community is believed to be at stake.
- Accrediting agencies, government agencies with legitimate interest, and the college's auditors may also be permitted access in the course of performing their official duties.

Under FERPA, students have the right to view the contents of their academic record at any time, and to challenge the contents if they believe them to be inaccurate. Students who wish to challenge the contents of their records should inform the Registrar in writing and state exactly the nature of the objection and what they believe would be a satisfactory resolution. The faculty will consider the student's petition, and through the academic dean will inform the student in writing of their decision. A student who is dissatisfied with the faculty's ruling may appeal directly to the FERPA office within the US Department of Education. Personnel should note that FERPA provides for students to challenge the overall accuracy of their records; it does not provide for students to challenge individual grades unless they believe the grade was recorded in error.

Personnel may also note that some disciplinary records are not protected under FERPA and may be released to parents or law enforcement authorities without the student's consent. However, this provision is limited and any requests for such disclosure should be referred to the dean of student's office. The college must also release records to government agencies or the courts if subpoenaed to do so.

Credit Cards

Credit cards may be issued to employees as an alternative and efficient means of payment for approved expenses.

1. Credit cards will be issued to employees only upon approval of the VP or Provost in charge of the employee's area and the VP for Business Services.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed. In the event of accidental use of the College card for personal use, the employee is expected to immediately report the incident to the Business Office and make restitution.
3. Cash advances on credit cards are not allowed without approval from the VP for Business
4. Receipts for purchases must be attached to an appropriately filled in purchase requisition and turned into the business office within three days of making the purchase or when traveling within three days of returning. In the case of meals and entertainment, each receipt must include the date, time, names of persons involved in the purchase and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
5. Cardholders should make effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the business office.
6. Individuals that do not adhere to these policies and procedures risk revocation of their credit card and/or disciplinary action.

Credit hour definition:

Part of the role of faculty is exercising authority over the rigor of courses and expectations of student learning. A significant aspect of this process is making appropriate credit-hour determinations for each course and each program. To this end, faculty should understand the definition of a credit hour.

First, though, it is important to note that the concept of the credit-hour designation comes from the Carnegie Unit, which was developed in the late-19th and early-20th century as a basis for measuring the time high school students spent on a certain subject. This concept forms the basis of the modern definition of a credit hour.

The United States Department of Education (USDE) [defines](#) a credit hour as:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Furthermore, the USDE has traditionally asked that institutions receiving financial aid use the following guideline when considering credit hours: "A semester hour must include at least 37.5 clock hours of instruction" (as found in the Code of Federal Regulations, [section 668.8](#)).

However, this definition is not meant to be overly prescriptive, particularly as technology has presented new ways of delivering instruction and engaging students. Understanding the changes in education brought on by technology, the USDE offered a broader guiding definition of a credit

hour in its [Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010](#). The letter refers to a credit hour as an “institutionally established equivalency that reasonably approximates some minimum amount of student work,” and goes on to note:

There is no requirement that a 3-semester hour course meet 3 hours per week during a semester or a 3-quarter-hour course meet 3 hours per week during a quarter. The requirement is that the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter hour. For example, an institution with a semester-based calendar has a graduate seminar for which it awards 3 semester hours. The class meets only one hour per week over a 15-week semester with the students expected to perform a substantial amount of outside research that is the equivalent of 8 or more hours of student work each week of the semester. For purposes of the Federal definition, the institution would be able to award up to 3 semester hours for the course.

It is important to keep these guidelines in mind when designing courses, coursework, course schedules, and program expectations. These guidelines reflect both best practices and federal requirements.

Disability Policy

Newer construction on the Barclay College campus is substantially compliant with the provisions of the Americans with Disabilities Act; however, two of the older buildings (Phillips and Coppock Halls) are not. While the college looks forward to bringing all facilities into compliance as they are renovated or replaced, in the meantime, accommodations are made as necessary to assist persons with full access to all of Barclay’s facilities and programs. Accommodations may include personal assistance from staff or other students, contracted special services from third parties, temporary modifications to physical facilities or normal policies, or other means agreed upon by the college and the person needing assistance. It is the intention of Barclay College to both accommodate disabled persons and continually improve the college’s ability to do so through careful and intentional campus development as appropriate and fiscally responsible. Persons with disabilities should inform the Registrar of their needs and he will propose a plan for relocating classrooms and providing for other services.

Dress Guidelines

The purpose for dress guidelines for personnel at Barclay College will be to contribute to a spirit and atmosphere of excellence and professionalism on campus.

Men: Appropriate dress for class, chapel, and offices shall generally include a collared shirt and tie, slacks, and appropriate dress shoes. Sweaters and dress coats are appropriate as well according to the weather and the occasion. Men should wear sport or suit coats for special occasions.

Women: Appropriate dress for class, chapel, and offices shall include dress slacks, skirts, or dresses, with appropriately modest blouses, dress shirts, jackets, sweaters, and other accessories.

All: Shorts, athletic shoes, t-shirts, and jeans are not appropriate for class, chapel, and office attire. When representing the College off campus, care should be taken to dress in a neat, clean, professional manner that is appropriate to the occasion. Faculty and staff may use more

casual dress (but not including shorts) at their discretion on Fridays, with Barclay College attire suggested. Civic organization or church appearances require class/chapel dress. Consistent adherence to appropriate dress guidelines will be an expectation of all faculty and staff.

Equipment Use

The college does not make its equipment available for personal use.

Gasoline Purchases at Haviland COOP Service Station

Authorized drivers of College vehicles driven on College business may charge gasoline purchases at the Haviland COOP Service Station. Such purchases require a signed charge slip at the station.

Holidays

Holidays given to all staff members are New Year's Day, Good Friday, Memorial Day, Fourth of July, Thanksgiving (Wednesday through Friday), Christmas Day and other days during the Christmas Holiday period as designated each year by the President's Cabinet. Holidays are earned by being an eligible employee the day prior to and the day after the holiday. No earned but unused holidays may be carried forward between fiscal years. Unused or uncompensated holidays will not be paid to an employee.

Hours of Work

The workweek of all employees begins on Sunday at 12:01 a.m. and extends to the following Sunday, 12:01 a.m. The normal workday for a full-time employee consists of 8 ½ or 9 hours – 8 hours for work and ½ to 1 hour for mealtime break, unless stated differently in their contract. The normal workweek consists of 5 days.

Inclement Weather Policy

The Haviland campus will close or alter normal operations if weather conditions indicate that employees may be unable to reach the campus in a safe and timely manner. The college president, in consultation with other administrators, will determine the need for closure and whether the closure affects the entire college or only certain departments. The president will notify the vice presidents when a decision to close has been made. In case the president is absent from the college, the decision will rest with the next person in line within the normal pattern for delegating authority when the president and other officers are absent from the campus.

Barclay will publicize Haviland campus closure on KJIL at 91.9 FM (Haviland translator – KJIL can also be heard in other communities at other FM frequencies: check local listings), KGLS at 93.1 FM, KWLS at 1290 AM, and KSN NBC TV. Announcements posted on KSN will also be available at their website: www.ksn.com. Normally the VP for Institutional Advancement will be the media contact and should check with the Associate Dean for External Studies to ensure that accurate information is communicated with respect to the College's off-campus programs.

Commuter students coming to Haviland campus, staff, and faculty are responsible to monitor the media outlets noted above to determine the status of the College. Commuter students or personnel who have questions regarding closure should call the dean of students or the academic dean, or for staff employees, the vice president who supervises their department(s). When the college closes due to inclement weather, the resulting absence of full-time, salaried personnel is considered administrative leave with pay. If some departments remain open, personnel required to work are not eligible for extra compensation or compensatory time off.

Administrators or staff who wish to work when their department has been officially closed must have approval from their supervisor. Normal support functions such as heat, technical support, telephone answering, etc. may be available only at a reduced level or not at all.

Administrators or staff may choose to leave work early or refrain from coming to work due to inclement weather if they believe their safety is threatened. They must discuss the matter with their supervisor before leaving the office or as soon as possible after making the decisions to stay home. Employees who make a personal decision to remain at home or leave early when the college is open will be considered to have used personal leave.

Inventory

Each employee is responsible to file with the Registrar or Business Manager an annual inventory of equipment and supplies under their jurisdiction.

Keys

Appropriate keys will be issued to personnel upon employment. Administrators and staff are responsible for all keys issued to them. Keys may not be copied, and may not be loaned to students or other employees. Transfer of keys from one person to another must be done only through the appropriate office in order to keep key records in order. Employees are charged \$25.00 for lost keys.

Personnel who need access to areas not afforded by their normal key(s) should contact the business office for access, or, if the need is a recurring one, may request that an additional key be issued.

It is crucial for the security of the campus facilities that keys be handled carefully and kept only in the hands of those who are authorized to have them.

Lunch

Full-time and part-time hourly employees must take a lunch break. The length of the lunch break (1/2 hour to 1 hour) should be agreed upon with the supervisor.

Maintenance Services

The College operates a maintenance department that is charged with upkeep and repairs on all college property and buildings. The College is not able to furnish services such as those of an electrician, plumber or carpenter to personnel except in matters pertaining directly to College-owned property where the College has a specific responsibility. No staff employee should accept assignments or requests for maintenance services for personal projects of any personnel during College working hours.

Office Supplies

Office supplies are ordered through the business office on a periodic basis and the expenses posted to each department's budget. Personnel are asked to be good stewards of all office supplies, and to conserve wherever possible. Office supplies are for official college business only and should not be used for personal business.

Prayer Meetings/Employee Chapels

Corporate prayer and worship shared with fellow employees is an important element of the work at Barclay College. All administrators or staff are expected to attend these functions.

Punctuality

Good attendance and punctuality are an important element of work at the College. In the event you are unable to report to work for any reason or will arrive more than fifteen minutes past your agreed-upon start-time, you must notify your supervisor as soon as possible.

Purchasing

All purchases relating to Barclay College are to be ordered through requisition forms, which can be obtained in the Business Office. These requisitions must be signed by the proper authorized person, must include the correct account number, and be given to the Business Office. The order will then be processed by the Business Office if there are sufficient funds in the department budget.

Under no circumstances are purchases to be made and charged to the College without prior authorization. The College Business Office will not honor such charges; they will, instead, be paid by the person who made the charge.

When a faculty member requests materials for the library, requests are sent first to the librarian.

Repair or Maintenance Requests

Requests for repairs to buildings, equipment, and grounds are to be made on forms provided by the business office. They should then be submitted to the Business Manager and not to the maintenance personnel.

Safety

The safety of all member's of the campus community is everyone's responsibility and concern. Good safety practices are encouraged. Any injury incurred on the job must be reported immediately to the Business Manager.

Security and Facility Stewardship

Administrators and staff members are responsible for helping insure that offices, classrooms, and buildings on campus are cared for and kept secure.

Classrooms: If administrators or staff members use classrooms for meeting or other functions, they must be sure to leave the rooms clean and neatly arranged for the next professor. Boards should be erased, audio-visual or computer equipment switched off or readied for the next user, and furnishings positioned for the next class. Personnel should ensure that windows are closed, and, if the room is vacant, ensure that lights are off. Classroom building exterior doors are left unlocked until after the last class of the day.

Offices: To protect the privacy of files, student records, and personal material, employees office doors should be left closed and locked whenever personnel are away for more than a few minutes. Administrators or staff members must remember that an expectation of due diligence exists in regard to student records, personnel records and information, and privacy. When leaving for the day, employees should ensure that office lights and computers are turned off, windows closed, and doors locked.

Service

All personnel are expected to provide quality service to students, their parents, other members of the campus community, and various external constituents a consistently high priority. Barclay

College exists to serve. Every member of the campus community must commit and recommit to providing a high level of courteous, friendly, helpful, professional service to every person with whom they come into contact in the course of their duties at Barclay College.

Telephone Service

The College phones should normally to be used only for institutional calls. Personal long distance calls placed from the College should be documented and reported to the business office at the end of each month. The business office will notify the administrator or staff member of the amount due.

Tobacco and Alcohol Products

In order to assist each member of the college community in maintaining good health and a vital Christian testimony, and to assist with developing the overall well-being of the campus community, Barclay College is a tobacco and alcohol-free college on the main campus and at all extension sites.

Travel

Administrators or staff who travel on college business must retain receipts of all expenses. Meal expenses which will be reimbursed by the college are limited to \$25.00 per day. Travel expenses for employees are charged against the appropriate departmental budget.

The following types of travel expenses are reimbursable when employees are on business for the college:

1. All transportation expenses
2. All lodging expenses
3. Meal expenses up to \$25.00 per day*
4. Conference registration fees
5. Special workshop fees if pre-approved

Incidental personal expenses that employees incur while traveling are not reimbursed by the college.

Principles to observe when planning travel include the following:

1. Be a good steward: research several different travel and lodging possibilities in order to secure the best combination of price and service. Begin planning early.
2. Remember that nearby hotels may be substantially cheaper than convention hotels. Check convention policies to see if any penalties are imposed for lodging at a different hotel.
3. Look for hotels that include breakfast in the price of the room.

Procedures for administrators or staff to follow when planning travel or away from the college:

1. Plan your travel and requisition needed funds well in advance for each trip. Include a request for cash if desired, or plan how incidental trip expenses will be covered.
2. Discuss payment options for conference fees, transportation, lodging, and meals with the business office (cash, check, or credit card).
3. Reserve vehicles well in advance of the date needed.

* For most trips. Trips to certain metropolitan areas may qualify for a larger per diem allowance. Employees should check with their supervisors.
check with their supervisor.

4. Upon return, supply receipts for overnight accommodations, registration fees, meals, transportation tickets, etc. ALL EXPENSES must be accompanied by a receipt! Fill out the correct forms and return them to the business office.

Prior approval must be obtained before travel arrangements are made.

Vehicles

College vehicles may be checked out for College approved travel. Arrangements to use a College vehicle are to be made at least three days in advance of the expected usage. Anyone driving a College vehicle must be approved and placed on the College insurance policy. Cell phones are not to be used while driving a college vehicle.

Job Descriptions

PRESIDENT

JOB SUMMARY: The President is the Executive Officer of the College, elected by the Board of Trustees, and charged with authority to operate the College according to the policies of the Board. He/She is the sole official channel of communication between the professional staff and the Board. He/She represents the Board to all College personnel and also represents the faculty and staff to the Board.

RESPONSIBILITIES

- Implement the policies of the Board and be responsible to it for satisfactory administration of the college
- Be responsible for harmonious, progressive and disciplined organization
- Establish effective contact between the College and its constituencies
- Represent the College where it is necessary
- Provide an annual report to the Board on the condition of the College
- Recommend faculty appointments, benefits, and conditions of service
- Secure, in cooperation with the Board, funds for operation and development.
- Submit an annual budget to the Board
- Assign duties to and supervise the activities of the Administrative officers and determine if these duties are performed properly
- Assume leadership in the development of the College's spiritual, academic, and financial integrity, and foster a campus climate that facilitates such growth
- Establish performance objectives, develop and implement plans to achieve objectives, and appraise the progress
- Secure the Board's endorsement for changes in policy adopted by the faculty, and delegate to appropriate officers the implementation of such policies
- Time permitting, serve as exofficio member of all College and Faculty committees and be available for faculty conferences as time may be available
- Assess effectiveness of institutional goals, personnel, and operations
- Other Duties as assigned by the Board

VICE PRESIDENT FOR ACADEMIC SERVICES

Job Summary

Guide the educational program of Barclay College by providing leadership and management expertise in all areas of academic services both on campus and for distance education. The Vice-President for Academic Services supervises all academic services personnel and academic affairs, serves on the President's Cabinet, serves as temporary CEO when the President is absent from the campus, and serves as consultant on academic affairs to the Board of Trustees. The Vice President for Academics is a senior administrative position with faculty privileges who reports to the President.

GENERAL RESPONSIBILITIES

LEADERSHIP

Provide leadership for all areas of academic services. Seek to maintain harmony, unity of purpose, vision, and cooperation among faculty and other academic services personnel. Serve as chief spokesperson for academic services and the educational mission of the college. Serve as member of the president's cabinet, and act as chief advisor to the president. Represent academic services to the president's cabinet and the board of trustees. Serve as officer-in-charge when the president is absent from the campus.

EFFECTIVENESS AND PLANNING

Establish and maintain a plan for assessing the effectiveness of academic services and student learning for Barclay College in coordination with the Committee for Assessment and Planning. Supervise the development and review of key performance indicators for academic services. Supervise the development of the college's student learning assessment plan. Regularly assess performance with respect to the indicators and use resulting information to inform decision making and the development of more effective programs and policies in academic services. Serve on the Committee for Assessment and Planning, and participate in college-wide strategic planning and development.

GENERAL DUTIES

Manage all facets of academic services, including, but not limited to, the following specific elements: Manage the vice president for academic services and instructional budgets. Oversee budget management by others in academic services, and supervise correspondence with Business Services to ensure integrity in the business operations of academic affairs. Participate in budget planning for the college and oversee budget development in academic services on an annual basis.

Oversee faculty recruiting, orientation, development, work, evaluations, and promotion. Recommend faculty candidates to president and board. Recommend changes in rank and faculty salaries to president. Supervise and coordinate instructor assignments in conjunction with the Vice President for Registration and Records and coordinate curriculum development, and instruction in all divisions of the college.

Oversee the implementation and administration of faculty policies.

Maintain faculty personnel files including application, transcript, and evaluative data.

Oversee recruiting, orientation, work, evaluation, and promotion of other academic services staff, specifically including director of library services. Assist other supervisors in academic services with management issues.

Serve as chief arbiter in faculty-student disputes over academic matters.

Oversee of academic publications. Publish academic catalog when scheduled. Review faculty handbook regularly with faculty, incorporate revisions, and present to Board for approval.

Supervise the provision of teaching equipment and resources in all classrooms.

POLICY

Work with others in academic affairs to develop academic services policies as needed. Maintain academic services policy and procedure manual

OFFICE HOURS

In the process of engaging in the work of the vice president for academic services, establish regular and sufficient office hours that are open to students and other staff and post schedule or otherwise indicate availability.

ACADEMIC ADVISING

Counsel and advise students on their academic programs and progress when requested. Assist the Vice President for Registration and Records in ensuring that faculty on campus have adequate resources for academic advising.

COLLEGE CALENDAR

Communicate dates to the Vice President for Registration and Records for the college calendar and assist with coordinating input from all campus personnel.

CONDUCT

Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the *Personnel and Faculty Handbooks*.

CAMPUS POLICIES

Publicly uphold campus policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well to the cabinet.

PUBLIC RELATIONS

Aid Barclay College in its efforts to create new friendships, enlist prayer support, attract young people as students, and encourage financial support. Manage public relations and customer service for all of academic services.

FACULTY MEETINGS

Attend and chair all faculty meetings. Prepare agendas and maintain the official file of faculty minutes. Disseminate related information to faculty.

FACULTY COMMITTEES

Serve as ex-officio member of all faculty committees. Actively serve on some committees as assigned. Committee work is considered to have priority over other appointments.

FACULTY DEVELOPMENT

Assume leadership in planning faculty workshops, retreats, in-service training, and other means for the professional development of the faculty.

CHAPEL AND OTHER SERVICES

Regularly attend chapel and other spiritually related activities. See faculty and personnel handbooks for specific criteria.

BACCALAUREATE AND COMMENCEMENT

Assist the Vice President for Registration and Records with planning and coordinating Baccalaureate and Commencement ceremonies in coordination with the president of the college. Attend and participate in both services whenever held.

OTHER

Perform other duties as assigned by the President

PROFESSIONAL DEVELOPMENT

SET GOALS

On a yearly basis, establish goals for personal development in various aspects of academic leadership.

PROFESSIONAL GROWTH

Attend professional meetings or seminars, do research, write articles, give presentations, create new presentation materials, or engage in other activities that lead to accomplishing the yearly goals. Stay current in academic leadership and in specific content areas related to academic services.

PEER CONSULTING

Actively seek knowledge sharing, consultations, and professional networking with peers at other academic institutions.

EVALUATION

Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.

VICE PRESIDENT FOR BUSINESS SERVICES

JOB SUMMARY: Direct the business and support services of Barclay College by providing leadership and management expertise in all areas of business and support services. The Vice President for Business Services supervises all business and support services personnel, serves on the President's Cabinet, serves as financial aid officer of the College, and serves as a consultant on business and support services to the Board of Trustees. The Vice President for Business Services is a senior administrator appointed by and reporting to the President of the College.

GENERAL RESPONSIBILITIES

LEADERSHIP

- Provide leadership for all areas of business and support services.
- Seek to maintain harmony, unity of purpose, vision and cooperation among personnel.
- Serve as chief spokesperson for business and support services of the college.
- Serve as member of the President's Cabinet, and act as chief advisor to the President in matters concerning business and support services.
- Represent business and support services to the President's Cabinet and the College's Board of Trustees.

EFFECTIVENESS AND PLANNING

- Supervise the development and review of key performance indicators for the College's business and support services, in addition to broader indicators of the College's financial status and performance.
- Serve on the Committee for Assessment and Planning, and participate in college-wide strategic planning and development.

GENERAL DUTIES

- Keep an accurate and true record of all receipts and disbursements of all funds, which accrue, to the College.
- Act as treasurer of the College. In this capacity, he/she shall receive and disburse all funds, and sign (or cause to be signed) all checks, vouchers, purchase orders, purchase requisitions and other budgetary control devices. He/she shall invest funds to gain maximum advantage to the College, in accordance with the investment policy of the College.
- Prepare the annual budget in cooperation with the President.
- Facilitate necessary relationships and lead in the operation of student financial support, including financial aid, scholarship-granting, account billing, and related. Work with assigned staff/vendors as necessary to assure effective delivery of services.
- Insure that College records are audited annually by an outside Certified Public Accountant.
- Insure conformance to approved budgets through expenditure control.
- Manage and control all assets of the College and keep appropriate records.
- Report regularly on the financial condition of the College.
- Supervise the Business Office, Maintenance, Technology and the Kampus Bookstore. Select and appoint personnel for these departments and insure proper performance by them.
- Act as Director of Human Resources and represent all non-faculty, non-administrative employees.
- Compose and update personnel policies and procedures to protect employees and insure compliance with various regulatory agencies.
- Maintain records of vital statistics on all employees.
- Act as Safety Director to insure that a safe work, study and living environment is maintained for faculty, staff, students and visitors.
- Maintain various insurance coverages as authorized by the Board of Trustees. Recommend changes as needed.
- Fulfill the functions of the Fiscal Officer, as defined by the U.S. Department of Education in the Blue Book.
- Work with the Financial Aid Director as necessary regarding student accounts.

POLICY

- Work with others in business and support services and in the college community to develop policies as needed.

OFFICE HOURS

- In the process of engaging in the work of the Vice President for Business Services, maintain regular and sufficient office hours that are open to students and other staff.

CONDUCT

- Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the Personnel and Faculty Handbooks

CAMPUS POLICIES

- Publicly uphold campus policies, and act to enforce them when required. Note and report for discussion policies or procedures that do not serve the students or the mission of the College.

PUBLIC RELATIONS

- When appropriate, aid Barclay College in its efforts to create new friendships, enlist prayer support, attract young people as students, and encourage financial support.

FACULTY MEETINGS

- Attend staff meetings on a regular basis and function as consultant to the faculty/staff in matters of business and support services.

CHAPEL AND OTHER SERVICES

- When possible, attend chapel and other spiritually related activities.

OTHER DUTIES

- Other duties as assigned by the President or the Board of Trustees.

PROFESSIONAL DEVELOPMENT**SET GOALS**

- Establish goals for professional development in various aspects of business and support services leadership.

PROFESSIONAL GROWTH

- Attend professional meetings, seminars, or engage in other activities that lead to accomplishing the set goals.

PEER CONSULTING

- Actively seek knowledge sharing, consultations, and professional networking with peers at other academic institutions.

EVALUATION

- Participate in self and supervisory evaluations as scheduled.
- Use knowledge gained to adjust goals, modify methods, or clarify purposes.

Vice President for Development

JOB SUMMARY: The VP for Development is the administrative officer responsible for the interpretation of the College to the public for raising of funds, both present and future, for the College. He/She is appointed by the Board upon recommendation of the President.

RESPONSIBILITIES

- Serve as a member of the President's Cabinet
- Plan, staff and promote ways of finding capital and development funds for the operation of the College.
- Plan, staff and promote ways to secure grants and gifts from foundations, businesses, individuals and industry
- Plan, staff and promote a program of public affairs, which will result in a positive public image for the College.
- Plan, staff and promote a program of deferred giving through annuities, trusts, wills, bequests and other future gift contracts.
- Work with the President in identifying and approaching major donors.
- Maintain adequate donor records, acknowledge all gifts to the College, and maintain listings of prospective donors.
- Direct, coordinate and assign duties to the staff working under his/her direction.
- Submit an annual departmental budget to the President and supervise its expenditure.
- Write reports as requested by the President to share with the Board of Trustees.
- Create, edit and publish the Progress.
- Prepare all news releases for the College. Keep local papers updated on events happening at the College. Submit articles to various publications. Prepare hometown news releases about students.
- Coordinate and oversee, with the President, the annual Barclay College Association Dinner.
- Assist in the organizing and promoting of the Alumni Banquet, Auxiliary Auction, Christmas Concert and Graduation Program.
- Coordinate and work with the Director of Christian Service in developing a Speakers Directory (Bureau), etc.
- Supervise the office of the Director of Alumni and Church Relations.
- Other duties as assigned by the President

VICE PRESIDENT FOR REGISTRATION AND RECORDS

JOB SUMMARY

Support teaching and learning for Barclay College by providing leadership and management expertise in the area of enrollment, academic records, planning and accreditation. The Vice President for Registration and Records manages all functions of the registration and records office, including the annual budget; serves as the college archivist; and functions as a consultant to the campus community on all matters of academic record. The Vice President for Registration and Records is a senior administrative position with faculty privileges who reports to the President.

GENERAL RESPONSIBILITIES

EFFECTIVENESS AND PLANNING

Establish and maintain a plan for assessing the effectiveness of the registration and records office in coordination with the vice president for academic services and the Committee for Assessment and Planning. Formulate key performance indicators for the registration and records office. Regularly assess performance with respect to the indicators and use resulting information to inform decision making and the development of more effective programs and policies in the registration and records office.

GENERAL DUTIES

Manage all facets of the registration and records office, including, but not limited to, the following specific elements:

1. Manage annual budget and supervise correspondence with Business Services to ensure integrity in the business operations of the registration and records office.
2. Prepare and post class schedules and classroom assignments.
3. Maintain all student academic records for Barclay College in its current and former states, report grades to students in a timely fashion, and supply transcripts when needed.
4. Establish student classifications and standings, and prepare the initial audit for students entering the college's distance education programs.
5. Provide enrollment verifications or reports to outside entities.
6. Track student academic progress and supply timely reports on both high and low performance to the vice president for academics in accordance with policy or as requested.
7. Evaluate transfer hours from other institutions.
8. Compile enrollment statistics each semester.
9. Manage and compile reports as needed for accrediting and government agencies.
10. Oversee the validation of government documents for veterans, foreign students, and others as required by law.
11. Maintain adequate supplies in classrooms and in the registration and records office of basic academic materials such as chalk, dry-erase markers, gradebooks, transparency forms, etc.
12. Work in coordination with the vice president for academic services to insure that all classroom teaching equipment is functioning properly.
13. Serve as consultant to other staff and faculty and supply data as appropriate to others' duties on campus
14. Maintain a library of college catalogs and general academic reference materials.
15. In coordination with the vice president for student services, develop policies for student registration, and supervise the academic phase of the student registration process.
16. Supervise the registration database including updates, training for staff, and coordination with other departments on campus as appropriate.
17. Coordinate academic testing such as ACT, Bible Knowledge, CLEP, DAN TES, etc.
18. Supervise college relationships with accrediting agencies. Provide expertise and guidance to the college community on matters of accreditation. Supervise the production of reports and documents for accreditation purposes. Regularly attend accreditation meetings.
19. Maintain, or cause to be maintained, a file of all syllabi for all courses taught at Barclay_College.

POLICY

Develop all policies and procedures for the registration and records office in collaboration with the vice president for academic services and the faculty.

OFFICE HOURS

Be present on campus and primarily in the registration and records office a minimum of 40 hours per week. Establish office hours that are open to students and post schedule or otherwise indicate availability.

ACADEMIC ADVISING

Counsel and advise students on their academic programs and progress. Provide credit analysis reports and other data to other faculty advisors on campus each semester in a timely fashion.

FACULTY AWARDS

Prepare and tabulate ballots for the annual faculty awards and assist the college chaplain in planning the annual awards chapel.

COLLEGE ARCHIVES

Supervise the college archives and function as chief archivist in collaboration with the director of library services. Periodically consult with the president, the vice president for academics, and the director of library services regarding the contents of the archives.

COLLEGE CALENDAR

Maintain the official college calendar in coordination with all other offices and personnel on campus. Assist the vice president for academics services with the scheduling of the calendar. Assist technology services personnel in maintaining accurate calendar information on the college website.

CONDUCT

Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the *Personnel and Faculty Handbooks*.

CAMPUS POLICIES

Publicly uphold campus policies, and enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.

PUBLIC RELATIONS

Aid Barclay College in its efforts to create new friendships, enlist prayer support, attract young people as students, and encourage financial support. Manage public relations and customer service for the registrar's office.

FACULTY MEETINGS

Attend all faculty meetings. If an absence is unavoidable, learn missed information.

FACULTY COMMITTEES

Serve on faculty committees as assigned. Committee work is considered to have priority over other appointments.

CHAPEL AND OTHER SERVICES

Attend chapel and other spiritually related activities. See Faculty Handbook for specific criteria.

BACCALAUREATE AND COMMENCEMENT

Plan and coordinate all aspects of Baccalaureate and Commencement ceremonies in coordination and collaboration with the president of the college and the vice president for academics. Check credentials of candidates for graduation, and provide lists for faculty and board approval in a timely fashion prior to each commencement exercise. Develop checklist and timeline for ceremony planning. Notify students of obligations and responsibilities in timely fashion. Assist in the selection of presenters at both ceremonies. Supervise ordering of regalia, diplomas, awards, decorations, etc. Supervise planning committees or work teams. Attend both ceremonies each time they are held. Assist students and faculty in the proper use and etiquette of academic apparel. Coordinate with the office of student services in planning the post-commencement reception.

OTHER

Perform other duties as assigned by President.

PROFESSIONAL DEVELOPMENT**SET GOALS**

On a yearly basis, establish goals for personal development in information and records management, or in some other aspect of the registrar's duties.

PROFESSIONAL GROWTH

Attend professional meetings or seminars, do research, write articles, give presentations, create new presentation materials, or engage in other activities that lead to accomplishing the yearly goals. Stay current in discipline and in specific content areas related to the registration and records office.

PEER CONSULTING

Actively seek knowledge sharing, consultations, and professional networking with peers at other academic institutions.

EVALUATION

Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.

VICE PRESIDENT FOR STUDENT SERVICES

JOB SUMMARY: The Vice President for Student Services is the chief student development officer for Barclay College. This role serves in four key leadership areas: Enrollment, campus life, Christian vocation, and community expansion.

RESPONSIBILITIES

- Leads in the development of enrollment strategies encompassing all aspects of leading a comprehensive admissions program for both on- and off-campus programming
- Actively works to recruit students through contact/coordination with guidance counselors, schools, churches, ministries, college fairs, alumni, families, special events, etc.
- Monitors and holds admissions staff (including student employees) accountable for day-to-day implementation of enrollment strategies
- Supervises staff involved in welcoming/coordinates contact with the College, including the College's reception staff, student ambassadors, etc.
- Hires, trains, and evaluates all staff involved in this leadership area
- Leads and supervises facilitation of Christian community in the following areas:
 - On-campus:
 1. Residential Life – all elements of dorm-life, programming and use of the student center, supervision of staff operating the Bear's Den, etc.
 2. Athletics – supervision of the Athletic Director.
 3. Student Council – serves as staff liaison
 4. Chapel Services / Chaplain – serves with Chaplain to facilitate chapel services
 5. Health Services – serves as primary contact for students needing physical and mental health services
 6. Discipline – serves as convener/facilitator of the College's discipline process, including work with the Discipline Committee and through subsequent appeal if desired
 7. Leads efforts concerned with student retention
 - Off-campus:
 1. Explores, develops, and implements programming to establish/increase community among students attending off-campus (i.e. *ADVANTAGE!*) programming.
 2. Leads efforts concerned with student retention
- Hires, trains, and evaluates all staff involved in this leadership area
- Serves as the lead faculty member with responsibility for helping students explore their callings through the College's Christian Service program. Efforts to include: student and site-staff orientation as needed, assistance with identifying service opportunities, monitoring and recording service hours, and in the critical work of helping students reflect on their service experiences.
- Hires, trains, and evaluates all staff involved in this leadership area
- Explores and leads in the development of efforts to help the College better serve its alumni and various publics. Efforts could include the development of placement services, conferencing and events, community assistance initiatives, etc.
- Hires, trains, and evaluates all staff involved in this leadership area
- Other duties as assigned

FACULTY

JOB SUMMARY: Provide expertise, instructional services, and leadership for the College's academic program by teaching undergraduate students in assigned courses, serving as consultant to the Office of External Studies when needed, and serving in other faculty-related roles on campus.

CLASSROOM AND CAMPUS RESPONSIBILITIES

TEACHING

Teach classes as assigned using a variety of appropriate methods to appeal to various learning styles and retain student interest. Manage classroom behavior effectively. Integrate biblical principles with subjects taught. Follow syllabus and cover content required to meet stated objectives.

TEACHING LOAD

Teach approximately twelve (12) to fifteen (15) credit hours per semester or equivalent classroom hours as interpreted in the Faculty Handbook.

CLASS ATTENDANCE

Attend all class periods or arrange for a suitable substitute. Convene classes on time. Record student attendance.

CONDUCT

Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the *Personnel and Faculty Handbooks*. Instruct students in proper classroom decorum, if necessary.

COURSE AND SYLLABUS DESIGN

Establish measurable objectives for each course, determine means for evaluating whether objectives are met, and design a course plan and schedule that will facilitate student learning and mastery of the course objectives. Select textbooks that will significantly contribute to student learning. Publish a syllabus and course schedule for each class (see faculty handbook for specific elements to be included), and distribute to each student in the course, the Vice president for academics, and the library.

CLASS WORKLOAD

Assign work appropriate to the class level so that the average student spends approximately two hours of study outside class for every hour in class to earn an average grade.

EVALUATION

Establish assignments, quizzes, tests, or other means of evaluating whether students are progressing, mastering the material, and meeting stated objectives. Tests should require no longer than the scheduled class period to complete. Give comprehensive final exam during exam week. Check all written assignments for both form and content. Return corrected material promptly to students.

GRADING

Clearly explain the method of grading to students. Assign each student the grade he/she deserves, based on work received. Refrain from allowing students to do extra work or take a test to redeem a poor grade. Refrain from assigning incomplete grades unless clear extenuating circumstances warrant. Record grades in grade book provided by the college.

OFFICE HOURS

Establish and maintain open office hours that number no fewer than 1/2 the number of teaching hours per week. Post office hours for students and provide a copy for the academic office. Be on campus no fewer than 2.5 times the number of teaching hours each week, to a maximum of 36 hours required.

CAMPUS POLICIES

Publicly uphold campus policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.

PUBLIC RELATIONS

Aid Barclay College in its efforts to create new friendships, enlist prayer support, attract young people as students, and encourage financial support. If possible, submit a list of names of people who would likely be interested in Barclay College.

FACULTY MEETINGS

Attend all faculty meetings. If an absence is unavoidable, learn missed information.

FACULTY COMMITTEES

Serve on one or more committees as assigned. Committee work is considered to have priority over other appointments. See Personnel Handbook for function and make-up of committees.

ACADEMIC ADVISING

Assist students with academic planning and performance. Evaluate on a regular basis the progress of students participating in the contracted field of study. Be prepared to offer personal counseling to students who voluntarily seek guidance.

CHAPEL AND OTHER SERVICES

Attend chapel and other spiritually related activities. See Faculty Handbook for specific criteria.

BACCALAUREATE AND COMMENCEMENT

Attend Baccalaureate and Commencement ceremonies. Full academic regalia is required.

OTHER

Perform other duties as assigned by the Vice president for academics

PROFESSIONAL DEVELOPMENT**SET GOALS**

On a yearly basis, establish goals for personal development in the areas of teaching, academic advising/student mentoring, and scholarly activity.

PROFESSIONAL GROWTH

Attend professional meetings or seminars, do research, write articles, give presentations, create a new course or new presentation materials, or engage in other activities that lead to accomplishing the yearly goals. Stay current in discipline and in specific teaching subjects.

PEER CONSULTING

Participate in peer evaluations, share knowledge and techniques with peers.

EVALUATION

Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.

Adjunct Faculty

JOB SUMMARY: Provide expertise and instructional services in courses or programs for which hired, represent the College in a positive manner to students and other constituents, accurately communicate information regarding College programs and policies when asked, and perform other duties as noted in contracts or other agreements.

CLASSROOM AND CAMPUS RESPONSIBILITIES

TEACHING

Teach classes as assigned using a variety of appropriate methods to appeal to various learning styles and retain student interest. Manage classroom behavior effectively. Integrate biblical principles with subjects taught. Follow syllabus and cover content required to meet stated objectives.

TEACHING LOAD

Teach number of semester hours assigned, not to exceed nine per (4 month) campus semester, or 18 per (6 month) degree completion semester.

CLASS ATTENDANCE

Attend all class periods or contact supervisor to arrange for a suitable substitute. Convene classes on time. Record student attendance.

CONDUCT

Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the *Faculty Handbook* or *ADVANTAGE! Instructor's Handbook*. Instruct students in proper classroom decorum, if necessary.

COURSE AND SYLLABUS DESIGN

Establish measurable objectives for each course, determine (On-campus courses) means for evaluating whether objectives are met, and design a course plan and schedule that will facilitate student learning and mastery of the course objectives. Select textbooks that will significantly contribute to student learning. Publish a syllabus and course schedule for each class (see *Faculty Handbook* for specific elements to be included), and distribute to each student in the course, the Vice president for academics, and the library.

COURSE AND SYLLABUS DESIGN

Use the syllabus and textbook(s) provided as a guide to facilitate (External Studies courses) student learning and mastery of course objectives. Make minor modifications as needed to ensure published objectives are met. Inform the External Studies office if changes are needed in course content or syllabus design or content.

CLASS WORKLOAD

Assign work appropriate to the class level so that the average student spends approximately two hours of study outside class for every hour in class to earn an average grade. In External Studies courses, use pre-determined assignments.

EVALUATION

Establish assignments, quizzes, tests, or other means of evaluating whether students are progressing, mastering the material, and meeting stated objectives. Tests should require no longer than the scheduled class period to complete. In the degree completion program, tests should require no more than one hour to complete. On-campus adjunct faculty should give a comprehensive final exam during exam week. Check all written assignments for both form and content. Return corrected material promptly to students.

GRADING

Clearly explain the method of grading to students. Assign each student the grade he/she deserves, based on work received. Refrain from allowing students to do extra work or take a test to redeem a poor grade. Refrain from assigning incomplete grades unless clear extenuating circumstances warrant. Record grades in grade book or on grade forms provided by the college.

ACCESS TO STUDENTS

Be available to students for short periods of time (10-15 minutes) both before and after the scheduled class session. Establish and maintain means by which students may contact the instructor. Adjunct faculty must at minimum publish a phone number to which they will respond. E-mail addresses are strongly suggested. Instructors are generally expected to respond to student requests or contacts within 24 hours, and are expected to provide assistance to students outside of class whenever asked. Instructors who feel that students' demands outside of class are unreasonable should contact the vice president for academics.

COLLEGE POLICIES

Publicly uphold College policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.

PUBLIC RELATIONS

Aid Barclay College in its efforts to create new friendships, enlist prayer support, attract students, and encourage financial support.

FACULTY MEETINGS

Adjuncts are invited but not required to attend all regular faculty meetings. Faculty meeting schedules are published each semester and are distributed to all adjuncts. Adjuncts may be required to attend specially scheduled meetings from time to time.

BACCALAUREATE AND COMMENCEMENT

Adjunct faculty are invited but not required to attend Baccalaureate and Commencement ceremonies. Full academic regalia is required for those who wish to march in the procession and be seated with the faculty.

OTHER

Perform other duties noted in contracts or other agreements with the College or with supervisors.

PROFESSIONAL DEVELOPMENT**PROFESSIONAL GROWTH**

Adjunct faculty who wish to continue teaching for the College are expected to stay current in their discipline and in specific teaching subjects.

PEER CONSULTING

Participate in peer evaluations when scheduled, share knowledge and techniques with peers.

EVALUATION

Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.

LIBRARIAN

JOB SUMMARY: Support teaching and learning on the Barclay College campus by providing leadership and management expertise for all facets of library services. The Director of Library Services manages the Worden Memorial Library, and develops, promotes, maintains and evaluates library services to faculty, staff, a varied student population, and the community at large. The Director manages the library budget, chairs the Library Committee of the faculty, trains and supervises support staff and student employees, supports the curriculum through active collaboration with faculty and staff, collects and provides data on library use and accomplishments, and provides instruction in library-related matters. The Director of Library Services is an academic staff position with faculty privileges who reports to the Vice president for academics.

GENERAL RESPONSIBILITIES

LIBRARY MISSION

In coordination with the faculty of the college, formulate the mission, purposes, and goals of library services on the Barclay College campus, including key performance indicators.

GENERAL LIBRARY SERVICES

Manage all facets of library operations, including, but not limited to, the following specific elements:

1. Manage annual library budget and supervise correspondence with Business Services to ensure integrity in the business operations of the library.
2. Provide circulation services to students, faculty, and other patrons of Worden Memorial Library, including those at a distance from the college and in coordination with available inter-library loan programs. Maintain circulation records.
3. Serve as custodian of all elements of the library collection, including books, periodicals, audio-visual materials, reference works, computer-based tools, etc.
4. Perform routine upkeep and care for the library's catalogues and catalogue systems.
5. Maintain current licenses for all software used in conjunction with library services.
6. Assist patrons with research or other library-related needs.
7. Hire, schedule, supervise, and evaluate student employees of the library.
8. Handle all library correspondence.

COLLECTION DEVELOPMENT

Supervise the development and implementation of the library acquisitions policy. Add materials to the library in accordance with the acquisitions policy and in collaboration with faculty. Maintain regular weeding program and perform annual inventory.

LIBRARY POLICY

Develop all policies and procedures for the library in collaboration with the faculty.

LIBRARY ASSESSMENT AND PLANNING

Establish and maintain a plan for assessing the effectiveness of library services in coordination with the faculty and the library committee. Report assessment data to the faculty in a timely fashion. Engage in a systematic program of library planning that uses assessment data to inform decision making and the development of library programs and policies.

LIBRARY REPORTING

Maintain all permanent records of the library. Provide an annual report on the library, including circulation statistics, when requested by the Vice president for academics or no later than July 31st of each year. Supply information to the Registrar and the Vice president for academics as needed for the completion of accreditation and other reports. Supply the network administrator with timely information when needed for network and other technology issues.

LIBRARY AND OFFICE HOURS

Determine library hours of operation to best meet student needs; ensure adequate staffing during open hours. Be present on campus and primarily in the library or library office a minimum of 40 hours per week. Establish office hours that are open to students and post schedule or otherwise indicate availability.

LIBRARY INSTRUCTION

Instruct students in availability and use of library resources in both formal and informal settings. Provide instruction to faculty and other members of the community as needed. Prepare user aids such as library handbooks, library resource listings, updated website information, etc.

LIBRARY FACILITIES

Supervise the operation and care of the library building in coordination with the Vice President for Business Services and the Director of Maintenance. Report maintenance or other physical plant needs in a timely fashion.

CONDUCT

Conduct oneself professionally at all times and in accordance with the instructions and guidelines noted in the *Personnel* and *Faculty Handbooks*. Instruct students in proper library decorum when necessary.

CAMPUS POLICIES

Publicly uphold campus policies, and act to enforce them when required. Note and report for discussion policies or procedures that seem not to serve the students or the mission of the College well.

PUBLIC RELATIONS

Aid Barclay College in its efforts to create new friendships, enlist prayer support, attract young people as students, and encourage financial support. Manage public relations for the library.

FACULTY MEETINGS

Attend all faculty meetings. If an absence is unavoidable, learn missed information.

FACULTY COMMITTEES

Chair the Library Committee. Schedule committee meetings on a regular basis, and prepare a written agenda for each meeting. Oversee the keeping and distribution of minutes for Library Committee meetings. Serve on additional faculty committees as assigned. Committee work is considered to have priority over other appointments.

CHAPEL AND OTHER SERVICES

Attend chapel and other spiritually related activities. See Faculty Handbook for specific criteria.

BACCALAUREATE AND COMMENCEMENT

Attend Baccalaureate and Commencement ceremonies. Full academic regalia is required.

OTHER

Perform other duties as assigned by the Vice president for academics

PROFESSIONAL DEVELOPMENT

SET GOALS

On a yearly basis, establish goals for personal development in library services and information management

PROFESSIONAL GROWTH

Attend professional meetings or seminars, do research, write articles, give presentations, create new presentation materials, or engage in other activities that lead to accomplishing the yearly goals. Stay current in discipline and in specific content areas related to library services.

PEER CONSULTING

Actively seek knowledge sharing, consultations, and professional networking with peers at other academic libraries.

EVALUATION

Participate in self- and supervisory evaluations as scheduled. Use knowledge gained to adjust goals, modify methods, or clarify purposes.

Associate V.P. for Undergraduate Academics

JOB SUMMARY

The Associate Dean for Academic Services provides clerical support to the Vice President for Academic Services and the Vice President for Registration and Records through word processing, data processing, filing, and overall organization and support for office functions. This position reports directly to the Vice President for Academic Services.

RESPONSIBILITIES

- Delivers mail to local post office daily.
- Picks up, sorts, and delivers mail for the Vice President for Academic Services and the Vice President for Registration and Records.
- Assists with the typing, editing, and publication of academic documents including but not limited to the college's academic catalogs, curriculum, and the faculty handbooks.
- Writes letters or other correspondence as requested, prepares outgoing mail, schedules appointments when requested, makes travel arrangements, reservations.
- Accepts and dispatches incoming calls for the college during designated times. Welcomes visitors to academic offices.
- Manages information related to enrollments, academic reports, college statistics, student status, student records, student awards, etc. Generates reports as needed.
- Performs duties related to Home College including but not limited to the following:
 - 1) Grades exams, documents same in database and forwards to Registrar.
 - 2) Orders textbooks and materials for students and instructors.
 - 3) Receives requests for Home College information and sends as requested.
 - 4) Maintains adequate supply of Home College information.
 - 5) Maintains Home College files.
 - 6) Completes purchase requisitions for payment to Home College adjunct instructors.
 - 7) Sends monthly letters to students enrolled in Home College.
- Maintains correspondence log of all incoming and outgoing correspondence relating to Home College.
- Maintains office files for Vice President for Academic Services and Vice President for Registration and Records on a regular basis.
- Types modules. Proofreads for spelling and formatting errors and makes corrections.
- Coordinates the input of on-line material into the Moodle program and manages Moodle for on-line classes.
- Maintains files for current syllabi.
- Types papers, assists with faculty grading or other duties as available.
- Offers support to other institutional units if routine duties and assignments are complete. Support is offered to others in the following order:
 1. Enrollment secretary
 2. Network Administrator
 3. Faculty
 4. Other college offices

ACCOUNTS PAYABLE/PAYROLL CLERK

JOB SUMMARY: The role of Accounts Payable/Payroll Clerks is responsible to the V.P. for Business Services for the handling of all aspects of the Accounts Payable process along with all payroll processes for Barclay College and its *ADVANTAGE!* Program.

RESPONSIBILITIES

- Handling of all Purchase Requisitions and filing of same
- Working with the Human Resources Aid to assure all information concerning benefits, contract information/raises, etc. are maintained in the Accounting System
- Daily entry of all payables in the accounting system and proper filing of same
- Review of Cash Requirements report at weekly Business Meetings
- Processing of all check requests and payables as directed by the V.P. of Business Services
- Proper filing of all checks, payables, vendor information and correspondence, etc.
- Preparation of all payroll on a bi-monthly basis with review by the V.P. for Business
- Preparation of all payroll reports and presenting same to the V.P. for Business Services for filing with the various government agencies
- Preparation of all journals as directed by the V.P. for Business Services
- Assist with handling of phone answering
- Handling of office supplies which shall include ordering, receiving , securing, and distributing
- Oversee vehicle assignment and usage which shall include preparation of reports, handing out keys, etc.
- Coordination of banquets with food service
- Coordination of room rentals with Women's Dorm
- Issue credit cards
- Process student refunds as approved by the VP of Business
- Draw down student funds—student workers on GAPS and student load funds (Sallie Mae, US Bank) with VP approval
- Set up and maintain all workers in time clock system/making corrections as needed
- Prepare items for auditors as directed by VP for Business
- Enroll students in the fall and spring
- Handle all A/P and vender calls under direction of VP for Business
- Maintain and update all A/P address changes in Shelby
- Contact for Consortium drug testing

ACCOUNTS RECEIVABLE/HUMAN RESOURCE AIDE

JOB SUMMARY: The role of Accounts Receivable / Human Resources Aid is responsible to the Business Office Coordinator for the handling of all aspects of the Accounts Receivable process along with assisting the Director of Human Resources (V.P. for Business) with all human resource processes for Barclay College and its *ADVANTAGE!* Program.

RESPONSIBILITIES

- Processing of all income and making daily deposits to the appropriate bank accounts
- Daily billing of all receivables in the accounting system and proper filing of same
- Working with the Registrar's office to assure students (both on and off campus) are billed for all services provided
- Working with the Financial Aid Director concerning all financial aid, deposits of financial aid, work-study billings, etc.
- Working with the Accounts Payable Specialist to assure all information concerning benefits, contract information/raises, etc. are maintained in the accounting system
- Review of Accounts Receivable Analysis report at weekly Business Meetings
- Assisting the Business Office Coordinator with contacts to students/parents concerning outstanding balances, etc.
- Proper filing of all student information as appropriate
- Preparation of all journals as directed by the Business Office Coordinator or the V.P. for Business and Support Services
- Coordination of efforts with the Director of Human Resources which shall include:
 - Updates to Employee/Faculty Handbooks
 - Preparation of correspondence for H/R
 - Maintaining all personnel files
 - Preparation of contracts/memorandum of agreements and job descriptions as directed by the Director of Human Resources
 - Dispensing of H/R information to various staff members as directed
 - Processing of all benefit applications/information as needed
- Participate in weekly Business Office Meeting
- The Accounts Receivable / Human Resources Aid will be responsible to the Business Office Coordinator for assisting with various communication processes within the Business Office.
- Communication shall also include the assisting with the processing of correspondence, handling of phone calls/messages in the absence of the Business Office Coordinator, assisting in the preparation of memos, etc.
- Other duties as assigned

STUDENT FINANCIAL SERVICES DIRECTOR

JOB SUMMARY: The Student Financial Services Director provides support to Barclay College through:

- ❑ The complete processing of requests for on and off-campus student financial aid (as described above)
- ❑ Working with students (and family members) assisting each through the financial aid process giving all diligence to support in all areas to the completion of the process
- ❑ Working with the Admissions Department to effectively coordinate financial aid concerns and by providing necessary correspondence to prospective students regarding Financial Aid
- ❑ Working closely with the Registrar's office, gathering required academic information on student financial aid recipients, tracking scholarship and general aid recipients not making satisfactory progress, communicating their status both to the student and parent and reducing financial aid accordingly based upon recommendations by the Financial Aid committee
- ❑ Coordinating with the Business Office through the attendance at regular business meetings, providing information regarding student-workers, status of financial aid submissions, etc.

RESPONSIBILITIES

- Review all student files giving care to make sure all pertinent information is contained in each as well as historical items for the length of time the student has been at Barclay College in either the on campus program or *ADVANTAGE!*
- Manage contacts with all appropriate Federal and Education websites. These sites include (but are not limited to): COD, CPS, Sallie Mae (Open Net), NSLDS
- Maintain familiarity with all Federal regulations ("the blue book" and FSA Handbook) and reporting weekly, at the Business office meeting, where the college stands concerning these guidelines
- Immediately report any conditions that would jeopardize Barclay College's compliance standings, or other financial aid issues that would or could adversely affect the finances of the college
- Assist in the evaluation of applicants as it relates to financial eligibility
- Assist in the determination of the amount and combination of financial aid to be awarded to each applicant
- Be responsible for the processing and awarding of all financial aid applications within the budgeted funds and in compliance with all federal, state, institutional, and private agency regulations
- Notify applicants in writing of their eligibility to receive financial aid (award letter) copying the Admissions Department and the Business Office along with keeping a copy for the appropriate student file
- Disseminate information to students, who are eligible, to participate in special programs such as VA, SS, ADC, rehabilitation, etc.
- Administer the processing of all Stafford, Plus, SLS loans, etc.
- Complete the verification process of all the Title IV recipients selected for verification by the federal edits (or 30%- whichever is more)
- Verify the independent status of students in the areas of budget, costs, finances, economic hardships, etc.
- Process enrollment verification forms (loans), requests for financial aid transcripts
- Work with student advisors to help advise and counsel students in the areas of budget, costs, finances, economic hardships
- Prepare payment rosters and summary reports for the agencies of state and federal governments
- Serve on the Student Financial Aid and Scholarship Committee which regulates and formulates institutional financial aid policies and serves as a hearing board for special student appeals
- Assist in the development of financial aid brochures, application forms, and correspondence
- Assure adequate up to date record-keeping for reports to federal and state agencies, and maintain and store financial aid records according to college policy
- Work with Business Office in the development and management of the annual Financial Aid budget
- Conduct all Stafford Loan entrance and exit interviews and assure that these are filed and mailed out accordingly
- Attend regional and state Financial Aid meetings as assigned
- Work with the H R Department concerning student workers

- Perform all other duties as deemed appropriate by the supervisor
- Provide financial aid information for all college surveys as requested
- Administer default prevention program for student loan records
- Assist students in outside job placement by researching employment opportunities
- Correspond with other schools on student's behalf for Consortium agreements and verifications
- Maintain record of policies and procedures surrounding the delivery of financial aid
- Assist students in researching outside scholarships

DIRECTOR OF TECHNOLOGY

JOB SUMMARY: The role of the Director of Technology is to oversee all aspects of technology for Barclay College. This shall include the intranet network, all computers, computer hardware, audiovisual equipment, the telephone system, etc.

RESPONSIBILITIES

- Acts as systems administrator for campus computer network
- Maintains Barclay College web page
- Maintains all Barclay College computer equipment in good working order and makes recommendations for upgrades and replacements
- Maintains all Barclay College audiovisual equipment in good working order and makes recommendations for upgrades and replacements
- Maintains all Barclay College computer peripherals (printers, etc) in good working order and makes recommendations for upgrades and replacements
- Maintains the Barclay College phone system and makes recommendations for upgrades, repairs, and replacements
- Maintains an up to date inventory of all technology equipment; computers, audiovisual, telephone, etc.
- Maintains all Barclay College software, assuring at all times that the College is in compliance with licensing agreements and laws
- Procuring of all technology purchases (including printer supplies) based upon approval purchase policy of Barclay College
- Assists with development of and is responsible for implementation of all technology standards, protocols, and procedures
- Assists with all technology training needs as required
- Development and implementation of software as needed in order to enhance various areas of the Barclay College campus productivity
- Oversees all technology security issues
- Supervises, trains, and evaluates all student workers assigned to work in the Technology Department
- Monitor network traffic to maintain efficiency and enforce computer usage agreement
- Assists in the preparation of the annual Technology budget
- Responsible for the technology budget and the expenses paid on behalf of the technology department based upon purchase approval policies
- Reviews budget with V.P. for Business as needed
- Assists with all planning committees for Barclay College that would entail the planning for technology issues or as required
- Serves as a member of the Barclay College CAP committee
- Provides written/verbal reports concerning Barclay College campus technology needs, concerns, etc. as needed directly to the V.P. for Business
- Reports to VP for Student Services and VB of Business any violations of campus technology agreement
- Other duties as assigned by the supervisor

MAINTENANCE DIRECTOR

JOB SUMMARY: The Operations Manager provides supervision of student maintenance, grounds, and housekeeping workers and is responsible for contracting jobs that need to be outsourced all in an effort to maintain the high standard of appearance and repair of the physical plant and grounds of the college.

RESPONSIBILITIES

SUPERVISE MAINTENANCE OF PHYSICAL PLANT

Repair of buildings and equipment.

- Receive maintenance request forms from VP for Business Services and evaluate the need for repair.
- Regularly monitor buildings and equipment for needed repairs.
- Assign student workers to complete the tasks and monitor performance.
- Document repair solution on maintenance request form and return to supervisor.
- Develop, maintain, and implement a schedule of routine maintenance tasks to be completed by student workers and employees. Provide supervisor a copy of schedule monthly.

Order supplies

- Regularly monitor need of and collect requests for supplies to maintain buildings and equipment.
- Complete a purchase requisition and obtain approval for expenditure prior to purchase from VP for Business Services. For emergencies approval can be obtained later.
- Ensure supplies are delivered and available when needed.
- Submit receipt(s) to Business Office.
- Maintain a file of purchase requisitions in the maintenance office.

SUPERVISE MAINTENANCE OF GROUNDS

Lawn, tree and flower bed care.

- Develop, maintain and implement a schedule for routine care and monitor conditions for needed additional care. Provide supervisor a copy of schedule monthly.
- Assign Student worker(s) to complete the task(s) and monitor performance.

Repair and maintenance of grounds equipment.

- Develop, maintain and implement a schedule for routine maintenance of equipment. Provide supervisor a copy of schedule as requested.
- Assign student worker(s) to complete the task(s) and monitor performance.

Order supplies.

- Regularly monitor need of and collect requests for supplies to maintain lawns, trees and flowerbeds.
- Complete a purchase requisition and obtain approval for expenditure prior to purchase from VP for Business Services. For emergencies approval can be obtained later.
- Ensure supplies are delivered and available when needed.
- Submit receipt(s) to Business Office.
- Maintain a file of purchase requisitions in the maintenance office.

SUPERVISE MAINTENANCE OF VEHICLES

Maintenance and repair of vehicles.

- Receive request for repair of vehicle from Administrative Assistance/President's Office.
- Regularly monitor vehicles for needed maintenance and repairs.
- Assign student worker(s) to complete the task(s) and monitor performance.
- Maintain a log of maintenance and repairs completed on all vehicles.
- Regularly clean vehicle interiors and exteriors.

SUPERVISE STUDENT WORKERS

Direct, monitor and evaluate student work.

- Assign Student worker(s) within the parameters of individual abilities, awarded work study hours, and maintenance budget.
- Monitor quality and timeliness of work
- Ensure that students who are clocked in are engaged actively in work activities.
- Regularly inspect work done by students and assist him/her with continuous quality improvements.

SUPERVISE HOUSEKEEPING

Cleanliness of facilities.

- Develop, maintain, and implement a schedule for routine housekeeping in all facilities on the Barclay campus. Provide supervisor a copy of schedule as requested.
- Assign student worker(s) to complete housekeeping task(s), assigning each student to an area. Monitor student performance.
- Monitor restroom cleaning on a weekly bases through use of Restroom Cleaning Records. Maintain a file of these records.

Order supplies.

- Regularly monitor need of and collect requests for supplies.
- Complete a purchase requisition and obtain approval for expenditure prior to purchase from VP for Business Services. For emergencies approval can be obtained later.
- Ensure supplies are delivered and available when needed.
- Submit receipt(s) to Business Office.
- Maintain a file of purchase requisitions in the maintenance office.

SUPERVISE SET UP FOR SPECIAL EVENTS

Ensure timely set up for events.

- Receive maintenance request forms from VP for Business Services indicating set up needs for special event.
- Assign student worker(s) to complete the task(s), monitor performance and ensure set up is complete by date needed.
- Document completion of set up on maintenance request form and return to Business Office.

OTHER DUTIES

- Other duties as assigned by the Vice President for Business Services

DIRECTOR OF ADMISSIONS

JOB SUMMARY: The role of Director of Admissions serves to support the College by overseeing and participating in all recruiting for on-campus students. The Director of Admissions is under the supervision of the Vice President for Student Services. He is responsible for the coordination and implementation of Admissions and Recruitment of the College

RESPONSIBILITIES

- Oversee the Admissions Department
- Hire, train, evaluate, and supervise staff and office personnel, including student workers
- Recruitment of students for the Barclay College on-campus program
- Oversee and supervise various college fairs, high school and church visits, and other events to promote Barclay College
- Travel to various events
- Be responsible for all preview weekends
- Serve on the following College committees:
 - Financial Aid Committee
 - Scholarship Committee
 - Integrated Marketing Committee
 - President's Cabinet (in the absence of a V.P. for Student Services)
 - Other Committees as assigned
- Be responsible for all preview weekends
- Recruitment of international students
- Establish annual and semi-annual goals for Admissions Department along with the V.P. for student Services
- Assist in the preparation of the yearly departmental budget and monitor expenses accordingly
- Prepare all Board of Trustees reports as requested
- Prepare weekly and monthly reports for supervisor
- Other duties as assigned by the VP for Student Services

ADMISSIONS RECRUITERS

JOB DESCRIPTION: The role of the Admissions Recruiter is to increase the attendance of on-campus and off-campus educational programs by the purposeful activity of student recruitment. The recruiter is expected to maintain contact with the prospective student until an application is received or the prospect requests to be removed from the database. Travel is required within the assigned area (approximately 10-12 weeks per year). The Admissions recruiter is charged with representing the college professionally in behavior and attire. Daily work hours will vary. The recruiters will make sure things are ran smoothly in keeping daily contact with prospective students.

RESPONSIBILITIES

STUDENT RECRUITMENT

- Receives prospective students information from database and accepts calls/requests from prospective students/families. Follows-up and maintains contact until prospect submits an application. Works at least two evenings per week.
- Attends scheduled recruiting activities (i.e. college fairs, church events, high school events, camps, business/career events, civic and community events, etc...) within the designated territory as well as locates and attends new events that will enhance the recruitment effort in coordination with the Director of Admissions.
- Assists in planning and conducting on-campus preview weekends.
- Organizes and conducts informational adult education program meetings on site.
- Meets with prospective on-campus and ADVANTAGE! students on a regular basis.
- Schedules and conducts campus tours/site visits with prospective students and families.

GOALS

- Director of Admissions will set yearly goals for the department and recruiters.
- Meets each month with eth Director of Admissions to set goal for number of applications to acquire. Is expected to meet and/or exceed monthly goals in order to meet/exceed yearly goal

PLANNING

- Prepares a weekly schedule of recruitment activities and submits to supervisor every Friday afternoon for the following week.

COMMUNICATION

- As application paperwork (i.e. transcripts, references, test scores) is received, distributes to Enrollment Services Assistant
- Communicates on a regular basis with Enrollment Services Assistant when recruitment materials need to be sent to prospective students.
- Meets with Director of Admissions every other week (scheduled) to discuss progress toward goals, new ideas, and challenges.
- Documents communication with prospects in database on a regular basis.
- Maintains a tickler file to determine next call date (approximately one week for ADVANTAGE! students and two weeks for on-campus students).

OTHER DUTIES

- Other duties as assigned by the Director of Admissions.

ATHLETICS/ACTIVITIES DIRECTOR

JOB DESCRIPTION: The role of the Athletic Director is to over see the athletic programs, intramural sports and help aid in recruiting athletes. Athletic Director will spend 75% in the area of athletic events and 25% in recruiting athletes. Travel is required within the assigned areas, in attending school events, tournaments, and recruiting. The Athletic Director is charged with representing the college professionally in behavior and attire.

RESPONSIBILITIES

ATHLETIC PROGRAMS

- Supervise the intercollegiate athletic program of the college.
- Supervise the up keep of athletic facilities and reporting of maintenance needs.
- Evaluate and supervise the eligibility requirements of athletes.
- Take part in the hiring and evaluating of coaches.
- Coordinate and schedule the on-campus intramural programs.
- Coach two sports throughout the year.

STUDENT RECRUITMENT

- Receives prospective athletes information from database and accepts calls/requests from prospective students/families.
- Attends scheduled recruiting activities (i.e. high schools, churches, and tournaments).
- Assists in planning and conducting on-campus preview weekends.
- Meets with prospective athletes on-campus o a regular basis.

GOALS

- Director of Admissions will set yearly goals for the department and recruiters.
- Meets each month with the Director of Admissions to set goals for number of application to acquire. Is expected to meet and/or exceed monthly goals in order to meet/exceed overall yearly goal.

PLANNING/SCHEDULING

- Schedule athletic contests in cooperation with eth carious coaches and in accordance with College polices.
- Coordinate the scheduling of facilities for all athletic events.
- Work with Business Office in preparing and administering the budget for athletics.
- Prepare reports for supervisors and board as requested.
- Develop a regular program for assisting athletes with spiritual and academic development.
- Plan ahead at least 2 months for the use of school vehicles and putting in travel budgets for trips.
- Prepares a weekly schedule of recruitment activities and submits to supervisor every Friday afternoon for the following week.
- Maintain memberships in and represent the College at athletic associations with which the College is affiliated.
- Assess effectiveness of athletic program in contributing to the mission and goals of Barclay College.

COMMUNICATION

- Communicates on a regular basis with Enrollment Services Assistant when recruitment materials need to be sent to prospective students.
- Meets with Director of Admissions every other week (scheduled) to discuss progress toward goals, new ideas, and challenges.
- Documents communication with prospects in database on a regular basis.
- Maintains a tickler file to determine next call date (Approximately two weeks for on-campus students).

OTHER DUTIES

- Other duties as assigned.

Security Director

JOB SUMMARY: The role of Security Director is to oversee and facilitate the security function for the Barclay College campus. The Security Director reports to the V.P. for Student Services and must exemplify dependability and the personal integrity required of Barclay College employees. Due to the nature of the position, a background check is required for any person holding this position.

RESPONSIBILITIES

- Performing a physical check of all Barclay College campus buildings on a daily basis
- All facility checks to be done in the evening, unless otherwise needed and requested
- Securing all Barclay College campus buildings each evening, which shall include checking all rooms to assure they are secure, turning off all lights, closing and locking all windows, adjusting thermostats (as needed), and locking all exterior doors (attached is a detailed list specific to each building)
- Security personnel will not turn off any computers/hardware as these may need to be running 24 hours per day, unless otherwise instructed by the Director of Technology or the V.P for Business Services
- All doors should be locked by the following schedule:
 - Sunday – Thursday (12:00 midnight)
 - Friday & Saturday (1:00 a.m.)
- Report all problems to the V.P. for Business Services with copies to Maintenance and the V.P. for Student Services
- Security personnel are not allowed to loan out any keys at any time to any person (student or staff)
- Report all emergencies immediately (i.e. fire, medical, security issues requiring law enforcement officials, etc.) to the appropriate authority and then to the V.P. for Business Services
- Security personnel are to be familiar with the operation of all alarm monitoring systems, especially concerning disabling each, and work with fire personnel to assure buildings are clear of problems in those instances where an alarm is sounded
- Security personnel are to immediately respond in the event of a tornado alert (siren) and make sure Phillips Hall is open for anyone needing shelter
- Responsibility for issuing vehicle identification stickers for all incoming students and staff members

All other items as deemed necessary by supervisor.

BOOKSTORE

RESPONSIBILITIES

- Customer service
- Stock and merchandise inventory
- Assist in quarterly inventory
- Must be available to work during Barclay Auction, Sporting Events, Gap, and Breakaway

All other items as deemed necessary by the Supervisor

BEAR'S DEN (MANAGER)

RESPONSIBILITIES

- Help Hiring student workers
- Working at least 3-4 shifts a week
- Weekly scheduling shifts
- Weekly ordering of food, pop, etc.
- Making daily deposits
- Monthly meeting with employees
- Coming up with new ideas to help increase business
- Sending weekly reports to business office
- Update the menus
- Send out necessary flyers

All other items as deemed necessary by the Supervisor

HOUSEKEEPING

RESPONSIBILITIES

Bathrooms-must be done everyday

- Clean sink
- Clean toilet
- Clean mirror
- Mop floor
- Dust vanity
- Dump trash
- Clean shower (if applicable)

Building

- Dust
- Clean windows
- Vacuum carpets
- Sweep and mop tile
- Empty trash
- Pick up exterior trash
- Sweep sidewalks when weather permits

All other items as deemed necessary by the Supervisor

BARCLAY COLLEGE

1. The evaluation should encompass the entire period of time since the last appraisal. The supervisor and employee should have a common understanding of the job description and acceptable performance standards for the job. **The job description is to be reviewed annually.**
2. **Meaningful comments are essential to an appraisal.** Comments should be used to explain ratings and to make specific suggestions for improvement and development or to explain specifically what the employee is doing *well* in that area.
3. Sections II, III, and IV are of particular importance to the supervisor and the employee. Before an employee can improve his/her job performance, he/she must know what developmental needs are present. **Furthermore, in order for the employee to grow and learn, it is imperative that job-related goals be set with a definite time frame defined.**
4. A blank evaluation form should be given to the employee to be reviewed previous to the scheduled review time so that the employee can come to the meeting prepared to discuss each item as well as share their personal perspective and goals.
5. Please remember that this is a shared evaluation. The employee's input is very important to the process.

PERFORMANCE LEVEL

<u>Ranking</u>	<u>Definitions</u>
1 Unsatisfactory	Performance results fail to meet job requirements Performance improvement plan must be submitted
2-3 Marginal	Performance results show inconsistent achievement
4-6 Commendable	Performance results consistently meet job requirements
7-8 Exceeds Standards	Performance results consistently exceed job requirements
9 Exceptional	Performance results are exemplary

I. PERFORMANCE FACTORS:

A. JOB PERFORMANCE:

QUANTITY OF WORK	Produces an acceptable volume of work.
QUALITY OF WORK	Produces an acceptable quality of work (accurate, neat, thorough, complete)
TIMELINESS OF WORK	Completes work assignments on or ahead of schedule
JOB KNOWLEDG	Possesses and applies knowledge of job effectively. Is familiar with governing policies and procedures.
JUDGMENT	Judgments are good ... logical thinker

B. FACTORS AFFECTING JOB PERFORMANCE:

INITIATIVE	Performs assigned jobs in an independent, resourceful manner. Uses proper discretion.
ATTITUDE	Shows interest, enthusiasm, self-confidence and cooperation.
ADAPTABILITY	Learns new duties and adjusts to new situations.
COMMUNICATION	Effectively presents facts and ideas both orally and in writing. Keeps supervisor and others informed of pertinent information.
RELATIONSHIP WITH OTHERS	Effectively works and deals with others, including co-workers, superiors, external contacts.
ATTENDANCE/PUNCTUALITY:	

C. OTHER FACTORS:

DRESS/PERSONAL APPEARANCE Maintains standard of college dress code.

CARE OF COLLEGE PROPERTY Shows stewardship in caring for equipment/furnishings provided by college and in particular work area

D. OVERALL PERFORMANCE SCORE: Total Score:

Describe the results achieved compared with the expected results:

APPENDIX: Conflict of Interest Policy/Process

Barclay College Employee Conflict of Interest

A Conflict of Interest is any situation in which a Barclay College employee, their spouse or immediate family member, has or may be perceived to have, (by a reasonable person in all the circumstances), a direct or indirect, private or personal interest which could result in:

- ✚ The objective exercise of his/her duties being influenced, and /or
- ✚ The person receiving or being in a position to receive a gain or advantage or preference because of the position of the employee.

An inquiry about a conflict of interest is not an accusation and does not imply that an employee's judgment has been compromised. Avoidance of conflicts requires constant sensitivity to the issue and a willingness to disclose potential conflicts for review and appropriate resolution. Central to this policy is the belief that the declaration of a possible conflict of interest by the individual is the single most important step required in its resolution. In order to properly resolve any possible issue of conflict, employees should make candid disclosure to all relevant facts (direct/indirect/and extent). If unsure about a potential conflict, employees are encouraged to contact their supervisor or College President for clarification.

CONFLICT OF INTEREST PROCESS

Employees will sign and submit a new Conflict of Interest form for each contract year. When any real or potential conflict is declared, the employee may be instructed to be absent from the room during certain meetings or contracts and/or job descriptions may be altered.

CONSEQUENCES

Where it has been determined that an employee has not declared and /or satisfactorily resolved a conflict of interest situation, the supervisor will consider the extent to which the duty of honest, loyal and faithful service has been breached in consideration of the need for redress. Any failure to comply with this policy, including the failure to disclose possible conflicts of interest or the refusal to cease activities that are determined to be in conflict with Barclay College's best interests, may be grounds for disciplinary action and may lead to termination.

REPORTING

Every declaration of conflict of interest will be recorded in the employee's personnel file.

See form below.

Conflict of Interest Form

I hereby certify that I have read, understand, and agree to adhere to the Conflict of Interest Policy above.

Signature _____ Date _____

Printed Name _____

Please list potential Conflicts of Interest:

APPENDIX: Nepotism Policy

- A. Individuals who are related by blood or marriage are permitted to work at Barclay College provided no direct reporting or supervisory relationship exists.
- B. Barclay College shall monitor and adjust employee placement within the facility to help prevent:
 - 1. Situations which might result in unfair or preferential treatment to any employee.
 - 2. Business decisions which might be disadvantageous to the College.
 - 3. Any member of an employee family from being in a position to supervise or to control another member of the same family and/or when a significant potential for incompatibility exist between positions.

Family members are considered to be:

- 1. Spouses and children (natural, adopted, or step-children)
- 2. Brother/sister or Brother/sister-in-law
- 3. Parents or mother/father-in-law
- 4. Grandparents and grandchildren

Guidelines

- A. Family members will not be placed/assigned to work under direct supervision of another family member. If two (2) staff members within a department marry, a reasonable effort will be made to transfer one (1) of the employees to another department without loss of pay or seniority or permit Department Directors to establish specific working rules/guidelines governing issues relating to the operations of the college where relatives may be involved.
- B. Where there is a marriage or other change which causes an employee to become related to a co-worker or supervisor after they have been employed, the case will be reviewed by the President or designee of the President and an appropriate Cabinet member, who may choose to report the matter to the Board of Trustees for additional direction. The decision of the President and/or Board will be binding.
- C. If the situation involves a family member of the President, the Board of Trustees should evaluate the situation and make a decision.

