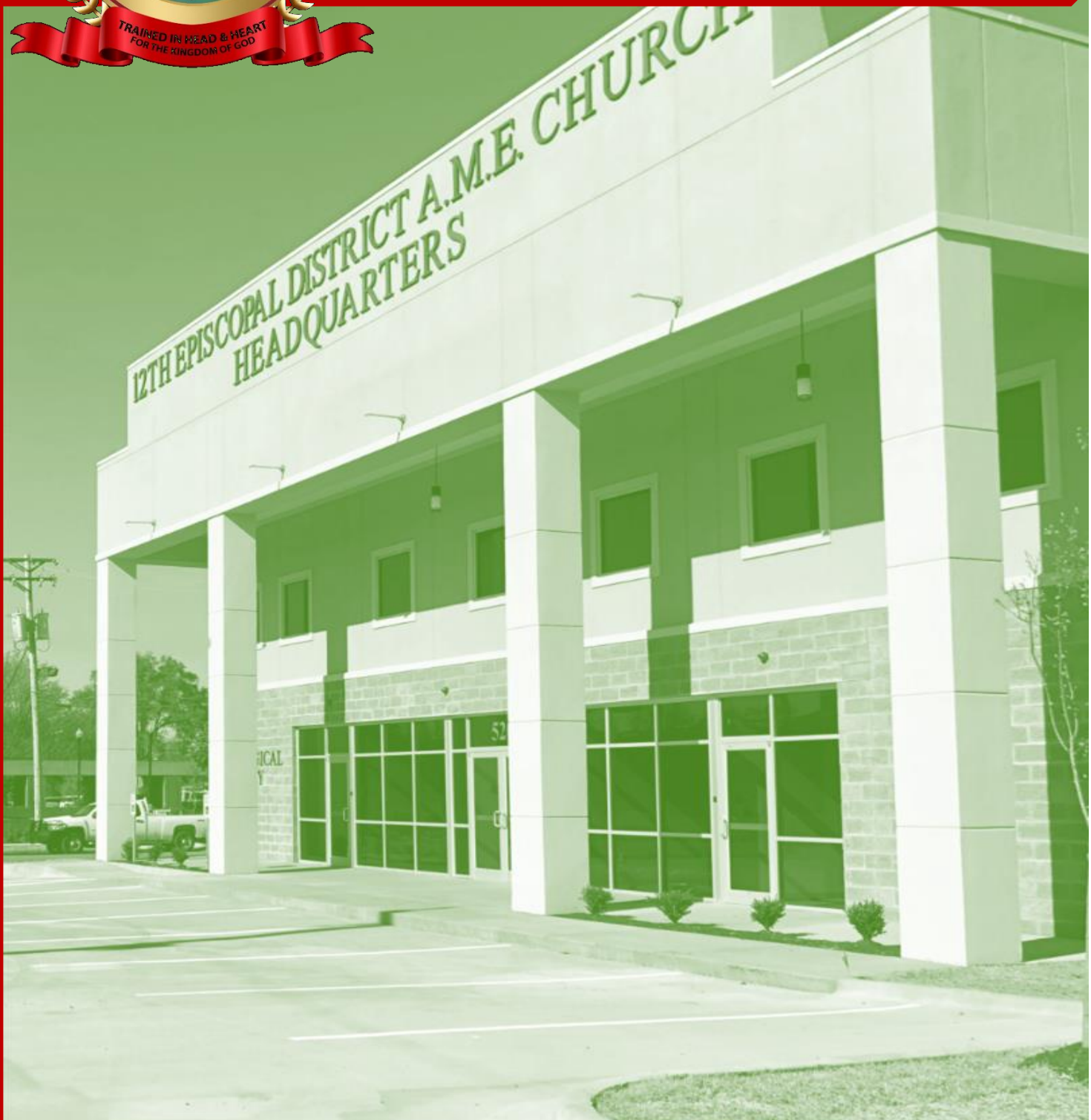


JACKSON THEOLOGICAL SEMINARY



Faculty and Staff Handbook **2018-2019**



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ACCREDITATION

STATEMENT OF TRACS ACCREDITATION STATUS

TRACS has a clear, multi-step process towards accreditation. The overall phases of the process are Application, Candidacy, and Accreditation. After successfully complying with the standards set forth in the TRACS Institutional Eligibility Requirements (IER), their assessment of an institution's accomplishments affords advancement for accreditation. The process takes approximately two years for an institution that is currently in operation. Jackson Theological Seminary is currently in the Application phase having accomplished the foundational requirements for Operational Authority, Organizational Structure, Publications and Policies, Educational Programs, Financial Services, Facilities, and Equipment, establishing a Library and Learning Services, a Faculty and Student Services.

INSTITUTIONAL INTEGRITY

The Board of Trustees, President, administrators, staff and faculty of Jackson Theological seminary will operate with integrity, representing itself accurately and honestly to students, and the public. Furthermore, the institution will maintain honest and open communication with all accreditation, federal and states agencies and will abide by the policies and procedures set forth by each entity.



MESSAGE FROM THE CHAIRMAN OF THE BOARD

Greetings on behalf of the Board of Trustees and welcome to the Jackson Theological Seminary Family!

This is an exciting time for the faculty, staff and especially the students of Jackson. We are entering a new era of educational and academic excellence that will prepare our students to render a higher quality of service to the church and the community. Jackson Theological Seminary is committed to values that promote the welfare and positive transformation of individuals, communities, and societies. The faculty, administration, and staff are committed to producing effective Christian leaders in pastoral and ministerial service. The Jackson faculty excels in teaching and scholarship, sharing with students their passion for the wisdom and understanding of the Word of God, and it's a literal and practical application.

We value ethical conduct, the pursuit of truth and knowledge carried out in the spirit of intellectual freedom, diversity, and community engagement. Jackson is an educational institution that prepares students for service to the church and the community through transformative teaching and training.

Jackson Theological Seminary is on track to become a preeminent institution of higher learning that will serve the Arkansas region at a national level of quality. Offering a commitment to the needs, interests, and goals of our students, we have developed an outstanding curriculum that nurtures and promotes exceptional Christian ministry leadership.

Matriculation at Jackson Theological Seminary also cultivates an atmosphere to challenge us to be all that God intends. A unique balance of ministry preparation, leadership training, and spiritual enrichment awaits all who have fully committed to the call and charge of God on their lives.

Bishop Michael L. Mitchell
Chairman of the Board of Trustees



MESSAGE FROM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER (CEO)

In every generation, inspired people have come forth to meet the challenges of their day. We now face an era that is calling for a new level of Spirit-filled, scholarly leaders. The great Rev. Dr. Benjamin Mays once said that "if religion is to be respectable, challenging and increasingly helpful...we have no other choice than to concern ourselves more in the future with theological education among (our people) than we have in the past." That future calls to us today, and Jackson Theological Seminary is ready to

answer. With your committed support, I believe we can help develop courageous change-agents for the pulpit and the public square, God being our helper. With a robust student body, thoughtful academic rigor, engaging theological scholarship, and an intentional strategy to build the beloved community, we will make a difference in the lives of people and institutions in local and global theatres. Let us challenge each other to be excellent. As our staff and faculty work together with you to train Kingdom-minded leaders, there is no doubt that the Jackson experience will foster deep spiritual formation, integrity, and hunger to tell the old story of a Jesus and his love. Welcome to the next level of preparation in service to "God our Creator, Christ our Redeemer, the Holy Spirit our Comforter and humankind our family.

Rev. Cecil L. Williams, Jr.

President & CEO of Jackson Theological Seminary



MESSAGE FROM THE CHIEF ACADEMIC OFFICER (CAO)

Greetings,

Since the days of pupils studying in the halls of the glorious library of Alexandria, to the first university in the world in Timbuktu, people of African descent have been excelling in scaffolding the pinnacle for higher education and demonstrating what striving for excellence looks like in the world. It is within this backdrop that Jackson Theological Seminary (JTS) enters the fray, founded by members of the African Methodist Episcopal Church (A.M.E.C.) with the sole purpose of educating both head and heart for the kingdom of God, having an ambitious goal of producing leading scholars and practitioners of the faith.

J.T.S. is one of the few seminaries in the world that while holding to an orthodox view of scripture, where we steadfastly believe the Holy Writ to be the infallible and inerrant word of God. Moreover, we also believe that the Bible and the institution of the church have been misused to oppress people all over the world including descendants of the African diaspora. Our goal is to teach students what truly "thus says the Lord" and as Booker T. Washington once said, "lift the veil of ignorance." The founders of the A.M.E.C. while standing firm on their fidelity to scripture went against the majority church's view that blacks and slaves should "stay in their place" and sought social, political, and economic uplift for blacks, the poor and disenfranchised everywhere. We seek to continue that legacy here at Jackson.

Furthermore, we intend to teach students that their ministry does not end at the benediction. In fact, that is where major ministry begins. Theologically and practically we draw heavily on both the Wesleyan and Richard Allen tradition of sound prophetic preaching plus strong spiritually minded community outreach. Our students will learn how to both preach relevant, Christological, biblically based sermons, and also how to tackle social and systemic sins that exist today in our communities, all the while assisting and being an advocate for the "least of these."

J.T.S offers small classroom sizes, a new state of the art building, and highly-trained, accessible professors. Our instructors have experience pastoring churches, leading community outreach and nonprofit efforts. We are open to anyone regardless of denomination, race, socio-economic status, or physical ability. If you want to grow deeper in your knowledge of God, prepare yourself to lead a congregation, fine tune your skills as a pastor, or lay leader, Jackson Theological Seminary is the place for you. I cannot wait to meet you! Let's strive for excellence in head and heart together!!

Rev. Dr. Robert R.A. Turner

Chief Academic Officer of Jackson Theological Seminary

BOARD OF TRUSTEES

NAME	Position	EMAIL
BISHOP MICHAEL MITCHELL	Ex-Officio Chairman	bishopmitchell134@gmail.com
REVEREND CECIL WILLIAMS	Ex-officio/ CEO	
REVEREND CECIL WILLIAMS	Member	rev.cecilwilliamsjr@gmail.com
REVEREND CHESTINE SIMS	Member	chestinesims@gmail.com
REVEREND TRUMAN TOLEFREE	Vice-Chair	trumantolefree@att.net
MRS. TINA GRISSOM	Recording Secretary	grissomtina@gmail.com
REVEREND JOHNNY KELLEY	Member	cjkelley@ipa.net
REV. BILLY R. REDDICK	Member	reddickfuneralhome@sbcglobal.net
DR. SHARON FLETCHER	Secretary	sharonfletcher10@msn.com
REVEREND GERALD PATTERSON	Member	gpatt002@aol.com
REVEREND ANGELA BREWSTER	Member	angelbrewster55@yahoo.com
REVEREND GREGORY C. NETTLES	Chaplain	gcn Nettles@yahoo.com
REVEREND CHARLENE BOONE	Member	cboone7145@aol.com
REVEREND KENT BROUGHTON	Treasurer	Brohamk2000@yahoo.com
MR. CHARLES MOORE	Member	mrcemoore@yahoo.com
REVEREND CLARENCE GUY	Parliamentarian	clarenceguy@sbcglobal.net

HISTORICAL SKETCH

Jackson Theological Seminary (JTS) had its beginning with Shorter College in 1886 and shared many of Shorter's physical facilities and programs. The Seminary is named for the late Dr. Thomas Henry Jackson who served as President 1895-1900 and Dean of the Theological Department 1904 – 1912. Dr. Jackson is a graduate of Wilberforce University. He entered Wilberforce at the age of 14, graduating with the first class, in 1870. In 1865, he was converted and entered the active ministry of the African Methodist Episcopal Church, thus serving 56 years.

Jackson Theological Seminary is owned and operated by the African Methodist Episcopal Church. The Seminary is a valid Servant of the Church. Since the first graduate, Reverend John March Murchison in 1903, the Seminary has been an effective guide to those aspiring to be useful and great. Jackson Theological Seminary (JTS) played a major role in providing theological and religious education to clergy and lay students in the 12th Episcopal District. In order to more adequately serve its basic purpose of educating and training Christian Ministers and Lay Leaders, several Extension Centers were authorized in Arkansas and Oklahoma. At least 30 hours earned in the Extension Centers could be applied toward the 90-hour course providing other academic requirements were met.

JTS offered Bachelor and master's degrees for students who completed their Associate of Arts degree from Shorter College. While the school was not accredited by an accrediting body recognized by the U.S. Department of Education, the administration and faculty modeled the seminary after those that were accredited in the African Methodist Episcopal Church. The leadership of JTS was recognized alternately as either the President or Dean of the seminary.

Some of the individuals who served as Deans during the period of 1960 to 2011 were:

- The Reverend J.M. Watkins
- The Reverend Rufus King Young, SR
- The Reverend Nathaniel Irving
- The Reverend Dr. Colin Lambert
- The Reverend James R. Hooper
- The Reverend Clarence H. Guy
- The Reverend Clarence V. Boyd, SR

Jackson Theological Seminary held classes and taught courses in theology, Christian education, pastoral leadership and preaching continuously from 1960 to 2010. In the spring of 2009, JTS entered into an off-campus distance learning partnership with Florida Center for Theological Studies. The Florida Center for Theological Studies was an accredited seminary and using tele-conferencing technology Jackson was able to offer students the opportunity to take graduate level courses from an accredited school. The partnership lasted four semesters and ended when Florida Center for Theological Studies merged with another school that discontinued the distance learning program. Jackson discontinued holding classes after the 2011 school year because of a need to focus more attention on Shorter College.

Any objective evaluation of its current status should include the primary concern of the original intent and historical mission. The African Methodist Episcopal Church decided to establish, maintain and develop an institution for the Theological Education of both Ministers and Laymen. The African Methodist Episcopal Church takes pride in the

fact that it produces most of her leaders. JTS is a positive expression of the vision and determination to sustain this heritage in a relevant and responsible manner.

Seeing the need to provide a theological education to Clergy and Lay person, the 2th Episcopal District of the African Methodist Episcopal Church, decided to reopen Jackson Theological Seminary and pursue Accreditation Status through TRACS, offering a Bachelor of Arts Degree in Biblical Studies and a Master of Divinity Degree. Under the leadership of the Chair of the Board of Trustees, Bishop Michael Leon Mitchell, in June 2018 Jackson Theological Seminary opened its doors to a brand-new facility for the continued purpose of educating and preparing clergy and lay for ministry from a theological perspective. JTS is in the process of submitting its application for Accreditation.

BIBLICAL FOUNDATION:

We believe our faith statement of the African Methodist Episcopal Church, and Christian foundational faith.

APOSTLE’S CREED

“I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead’ he ascended into heaven and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.”

PHILOSOPHY OF EDUCATION

The seminary students and faculty seek to experience and examine theological training and thought formation centered on the exquisite grace of God, the example of Jesus Christ, and the excellent power of the Holy Spirit. Our philosophy of education emphasizes teaching and learning as an expression of social justice and liberation theology, tempered with service to community, and faith inspired by biblical, scriptural authority and historical Christian beliefs.

STATEMENT OF ETHICAL VALUES

The ethical values and standards of Jackson Theological Seminary seek to exemplify the liberating ministry, the services of sacrifice, and the standards of justice and love of Jesus Christ in ministerial and pastoral Christian service. The seminary is committed to representing the moral, ethical traditions and standards espoused by the Holy Bible (Old and New Testaments) and the African Methodist Episcopal Church.

Enrollment in Jackson Theological Seminary constitutes a recognition and reverence for these ethical values and standards by all students.

CORE VALUES

Biblical/Scriptural Authority: The extent to which the commandments and doctrines within the Old and New Testament scriptures are authoritative for human belief, conduct and destiny.

Historical Faith: Historical belief, trust, and loyalty of Christian Faith as described in the Old and New Testaments and through the Trinity - God the Father, Jesus Christ and the Holy Spirit.

Academic Rigor: Teach conceptual understanding, procedural skill, fluency, and application.

Social Justice: Teach concepts of fair and just relations between the individual and society. This is measured by the explicit and tacit terms for the distribution of wealth, opportunities for personal activity, and *social* privileges. Micah 6:8..... what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?

Liberation: The process to fight the ills of sin and exploitation through the relationship between *Christian theology* and political activism, economic justice, poverty, and human rights.

Service Orientation: The call to serve community, however, especially the least, the weak, poor and the needy. Mark 10:43but whoever wishes to become great among you must be your servant, ⁴⁴ and whoever wishes to be first among you must be slave of all. ⁴⁵ For the Son of Man came not to be served but to serve, and to give his life a ransom for many."

VISION

A Global Academy, providing biblical foundations for Christian ministries that serve, transform and liberate communities.

MISSION

Jackson Theological Seminary is an educational community preparing people for service to the local church and the broader community through transformative teaching and training. The faculty, administration and staff are committed to preparing students for effective Christian leadership in pastoral and ministerial service.

INSTITUTIONAL GOALS AND OBJECTIVES

- The seminary shall prepare students for careers and service in Christian Ministry for local church and global Christian ministry.
- The seminary shall promote and prepare academic and theological excellence and scholarship through teaching and training of students for the Bachelor of Arts Degree Completion and the Master of Divinity degree program.
- The seminary shall educate, encourage, and engage students from varied spiritual, ethnic, cultural, male/female and students with physical handicaps to encourage diversity and inclusiveness at the seminary.
- The seminary staff, faculty and Board of Trustees shall encourage solicitation of grants, aid, federal funding, research procedures and practices to establish and enhance funding and scholarship for deserving students.
- The seminary shall promote and encourage professional development of its faculty and staff to insure relevant, realistic and reliable instruction and training for all students.
- The seminary shall sponsor a wholistic, inclusive and involved teaching, training, and learning environment, where all are encouraged to participate, grow and develop in Christian faith and service.

INSTITUTIONAL POLICIES

CONFIDENTIALITY OF RECORDS

Jackson Theological Seminary has adopted procedures in compliance with the Family Educational Right and Privacy Act of 1974. To preserve strict confidentiality of records, the college does not permit access to or release of educational records or personal information, without the written consent of the student.

DISCRIMINATION FREE ENVIRONMENT

Jackson Theological Seminary does not, in its admission or employment policies and practices, discriminate against individuals based on extrinsic factors such as ethnic or national origin, sex, sexual orientation, age, color, religion, handicap, or status as a veteran of Vietnam War era or as a disabled veteran. The college complies with applicable federal legislation and regulations regarding non-discrimination and equal employment opportunity. Jackson Theological Seminary also reaffirms the principle that its students, faculty, and staff have a right to be free from

sexual discrimination in the form of sexual harassment by any member of the college community. Sexual harassment of students and employees at the college is unacceptable conduct, and it is also unlawful.

DISABILITY SERVICES

Jackson aspires to be an inclusive community. Striving for inclusion of all people is based upon Jackson's educational ideals. Our vision of good education involves community members learning about other members within an everyday context that mirrors the pluralistic world around us. This ideal applies equally to students of the Seminary who may have disabilities requiring reasonable accommodations. To this end, Jackson Seminary is committed to providing reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act. The Academic Services Office offers a variety of services to Jackson students who have documented physical, mental, or learning disabilities:

- assistance with registration
- academic advising/counseling
- physical accommodations
- assistance with note-taking
- extended time
- large-print
- testing accommodations
- oral tests
- distraction-free environment

It is important for students with documented disabilities to identify themselves to the Academic Services Office and their respective professors prior to the beginning of the semester. This will allow arrangements to be made to assure student success and to meet individual needs. Examples of physical disabilities include mobility limitations, sight, hearing, etc. Professors will work individually with students who have learning disabilities.

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

Jackson Theological Seminary complies with applicable federal and state legislation and regulations regarding nondiscriminatory admission and employment policies and practices by providing equal opportunity to all individuals without discrimination based on extrinsic factors such as ethnic or national origin, sex, sexual orientation, age, color, religion, political affiliation, disability, or status as a war veteran. It is, therefore, the institution's policy to accord fair and equitable treatment of every person, always. Jackson Theological Seminary will continue to maintain its policy of providing access to general education and Paraprofessional programs to all persons regardless of race, national origin, sex color, creed, and political persuasions. The College, however, recognizes its institutional responsibility to serve its community by making institutional resources available to assist in the cultural, economic, and spiritual development of the community.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Notice is hereby given that Jackson Theological Seminary has adopted institutional procedures in compliance with the Family Educational Right and Privacy Act of 1974, assuring the right of a student to view his or her educational records upon request.

HARRASSMENT AND BULLYING

We prohibit harassment/bullying of one student by another student, professor, employee or third party for any reason ["protected class"] including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state, or local law. Harassment of third parties by Jackson staff or students is also prohibited. Harassment/bullying thru all social media is also considered a part of this policy.

In Arkansas/Oklahoma, the following are protected classes: race, color, religion, sex, pregnancy, national origin, disability, age (40 or over), ancestry, political affiliation or sexual orientation.

The purpose of this policy is not to regulate the morality of the Seminary. It is to ensure that in any environment, no student, professor or employee is harassed for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form, including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Any student that feels he/she is a victim of such harassment should immediately report the matter to the following member of management who has been designated to receive such complaints: Rev. Dr. Robert R.A. Turner (501) 492.8395 ext. 608) rturner@jtseminary.org

The Seminary will investigate all such reports as confidentially as possible. Adverse action will not be taken against a student because he/she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including dismissal from the Seminary.

SEXUAL HARRASMENT

Jackson Theological seminary has a policy that prohibits sexual harassment or discrimination against any staff, faculty, and student of the college based on sex. Actions related to sexual harassment or discrimination based on sex are also prohibited by law, Section 703, Title VII of the Civil Right Act of 1963 and Title IX of the Educational Amendment Act of 1972.

Any member of the Jackson community who violates any of these Acts faces disciplinary action and potential legal consequences.

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct. The following non-exhaustive list contains forms of sexual harassment:

- (1) Submission to such conduct is, explicitly or implicitly, made a term or condition of an individual's employment or classroom evaluation.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive working or academic environment.

Jackson Theological Seminary shall take necessary steps to maintain a college environment that is free of sexual harassment and discrimination based on sex through programs and workshops developed to prevent such acts. Members of the college are encouraged to report any violation of this policy against an individual on or outside the college campus to the appropriate college authority. Appropriate administrative departmental action(s) will be taken through either informal or formal procedures.

SMOKING, DRUGS, ALCOHOL & TOBACCO USE

The following expectations of employees and students are intended to protect the health, safety and well-being of all individuals associated with the Seminary:

- the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on campus or at Seminary activities off-campus;
- the use of a controlled substance shall be permitted if use of the particular drug is permitted by law and has been authorized as a use for medicinal purposes;
- the Seminary prohibits the use of alcohol at all Seminary-sponsored student events, and on campus grounds, defined as Seminary-owned property and facilities, and including Seminary-owned student housing. The Seminary does not seek to regulate the personal use of alcohol or legal drugs off campus by faculty, students, and staff of legal drinking age.

Violations of the alcohol/drug policy may result in judicial action by the Seminary and/or criminal prosecution. To maintain a safe, clean, healthy and comfortable working environment for nonsmoking Faculty/Staff member and to ensure their right to clean air and to comply with applicable Arkansas OSHA laws and city ordinances, the North Little Rock City Council Enacted Ordinance 6288 dated 1/23/89. Smoking in the Seminary is prohibited.

STUDENT'S RESPONSIBILITIES

Students are responsible for reading the information in the College catalog. They should understand the policies, rules, and regulations and know the organization of the institution.

WEAPON POLICY

It is the Policy of Jackson Theological Seminary that no weapons of any kind be allowed on the grounds or in the buildings of Jackson Theological Seminary premises except in the possession of law enforcement authorities/security officers specifically hired by Jackson Theological Seminary or Shorter College or individuals exempted by the CEO. This policy covers all weapons whether concealed or unconcealed, and whether on the person of the possessor, in a container or in any compartment of a vehicle.

This policy applies to persons who would otherwise be licensed to carry a concealed weapon under Arkansas law pursuant to Arkansas Act 226 of 2013. Jackson Theological Seminary administrative officials shall maintain appropriate signage and other notice on the campus in the buildings and on the grounds, pursuant to Arkansas Act 226 of 2013, and Arkansas Code 5-73-30(19) to give public notice that Jackson Theological Seminary has specifically elected to prohibit all firearms on its campus including persons who are licensed to carry concealed weapons. Per Arkansas Parking Lot Laws, all weapons in privately owned vehicles must always be kept in your locked personal vehicles and are stored in an appropriate locked device. This Policy was adopted by the Jackson Theological Seminary Board of Trustees June 2018. Any faculty, staff or student found in violation of this policy will be subject to disciplinary action, including dismissal.

ABOUT THE CAMPUS

Jackson Theological Seminary is located on the first floor of the 12th Episcopal District Headquarters Building, 520 North Locust Street, North Little Rock, Arkansas.

Jackson Theological Seminary is adjacent to Shorter College's campus. It is collocated in the 12th Episcopal District Headquarters building. The classrooms are located on both ends of the building. It is bounded by Interstate 30 on the west side, Vine Street on the east side, Broadway Street and the Alltel Arena on the south side, and Eighth Street on the north side. Jackson Theological Seminary is a private, faith-based, Seminary that includes a program for the Master of Divinity Program and the Bachelors of Art in Biblical Studies completion program. Sherman-Tyree Hall - the main building for administrative and instructional functions - is a two-story structure. The first floor contains administrative offices, the computer lab, and classrooms. The second floor consists of classrooms, the adult education center, and the science laboratory. Each room has an adjacent office. Jackson Theological Seminary currently utilized Shorter College's AW Young Library for learning and library resources. The library is equipped with a spacious, well-lit reading room, which contains carrels and study tables, two sizeable conference rooms, and two classrooms.

ADMINISTRATION, STAFF & FACULTY

President & Chief Executive Officer

Rev. Cecil Williams Jr.

cwilliams@jtseminary.org

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Chief Academic Officer

Dr. Robert R. A. Turner

rturner@jtseminary.org

Chief Financial Officer

Mrs. Shelia Washington

swashington@jtseminary.org

Director of Admissions and Academic Records

Charles Frost, Sr.

cfrost@jtseminary.org

Faculty (Master of Divinity)

Daniel Johnson

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Faculty (B.A. of Biblical Studies Program)

Charlene Boone

cboone@jtseminary.org

INTERNET AND ELECTRONIC RESOURCES POLICY

RESPONSIBLE USE OF TECHNOLOGY POLICY

Jackson Theological Seminary provides students, faculty and staff with access to technology resources. This includes but is not limited to computers, telephones, printers, fax machines, PDAs, digital cameras, copiers, TV/VCRs, DVD/CD-ROM, flash drives, video and audio cassettes, scanners and access to information via the Internet and the Seminary network. These technologies are intended for instructional, research, and administrative activities of the institution and are designed to facilitate communication and learning.

Members of the Jackson community, i.e., all employees, students and Board members, are expected to use technology in a manner consistent with state and federal laws, the mission of the Seminary and other official Seminary documents such as the policy and procedures of the Seminary, the Seminary Catalog, the Student Handbook, etc.

Users of the SEMINARY TECHNOLOGY RESOURCES agree to:

- Comply with all federal, state, other applicable laws, and Seminary policies and procedures
- Use resources responsibly
- Protect the integrity of the physical and software facilities

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- Respect the rights and privacy of other users
- Respect data belonging to others
- Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized
- Protect the integrity of their own user accounts

Illegal activities of any kind shall not be tolerated. Such activities include but are not limited to:

- Acquiring, uploading, downloading or possessing any material that is considered child pornography
- Harassment
- Libel
- Any act that violates copyright laws
- Unauthorized access to the network (“hacking”)
- Impersonating other individuals
- Creating, using or distributing virus programs or programs that attempt to scan or exploit network security and/or other vulnerabilities

Failure to Comply

Violation of any of the Jackson Responsible Use of Technology Policies and Procedures may result in disciplinary action. Violators of these regulations may be ejected from Jackson owned or controlled property, and subject to criminal prosecution and/or Seminary discipline.

INSTITUTIONAL PURPOSES

This Jackson Theological Seminary policy is intended to allow for the proper use of online computing and network resources and other electronic devices. Effective protection of individual users, equitable access, and proper management of those resources.

ACCEPTABLE USE POLICY

The use of Jackson Theological Seminary’s online Computing resources and other electronic devices and access to the Online Learning System is a privilege, not a right. All Seminary students, faculty and staff are responsible for using these resources in an effective, ethical, and lawful manner. The Seminary’s Computing resources and other electronic devices (software and hardware) are to be used to advance the Seminary’s mission in an atmosphere that encourages access to knowledge and sharing of information. The Seminary provides many computing network resources for use by students, faculty, and staff. All are encouraged to

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use electronic mail, or e-mail and other social networks for Seminary related activities and to facilitate the efficient exchange of useful information. Access to emails and other social networks is accompanied by user responsibilities.

Users are expected to be ethical and responsible in their use. The use of the Seminary's online resources for commercial purposes is permitted only by arrangement with the Seminary. This policy is to assure that the technology provided for the students, faculty and staff use is always available for everyone, and that no single individual will prevent, interrupt, or deter another individual from equal opportunity, nor violate another individual's rights to the online use.

Throughout this policy, an "individual" refers to the Seminary's students, faculty and staff. "Network" refers to the entire online learning system of the Seminary.

UNACCEPTABLE USE POLICY

Legal Use:

- a. Computing resources and other electronic devices and other electronic devices and other electronic devices may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to the following:
 - i. Harassment of other users
 - ii. Libeling or slandering other users
 - iii. Destruction of or damage to equipment, software, or data belonging to the Seminary or other users
 - iv. Disruption or unauthorized monitoring of electronic communications
 - v. Unauthorized copying of copyright-protected material
 - vi. Sending, receiving or viewing inappropriate communications, i.e. Pornography, profanity, vulgarity etc.
 - vii. Concealing or misrepresenting your name or affiliation in e-mail messages.

Ethical Use

- a. Computing resources and other electronic devices and other electronic devices should be used in accordance with the ethical standards of the Seminary's community. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to the following:
 - i. Violation of network security, hacking, pirating, etc.
 - ii. Setting up servers and software that are against the Seminary's policies or which invite an exceptional amount of network access traffic

- iii. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- iv. Use of computer communications in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, etc.)
- v. Use of computing network for private business purposes unrelated to the mission of the Seminary
- vi. Academic dishonesty (plagiarism, cheating, copy/paste others works, etc.)
- vii. Violation of software agreements
- viii. Violation of network usage policies and regulations
- ix. Violation of another user's privacy
- x. Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist on any network location where it may be deemed offensive to other individuals
- xi. Use of profanity, obscenity, or other language that may be offensive to other individuals.

Confidentiality

- a. The right to privacy of all individuals is also to be upheld. Jackson Theological Seminary will do everything within its power to protect the confidentiality of the network and its users. However, individuals must also do their part to assist in this process. Electronic data of any type on the network, including e-mail, is not confidential. While the Seminary does everything in its power to keep data confidential, the Seminary cannot make guarantees. Individuals are expected to abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Jackson Theological Seminary, but due to the nature of the Internet, no guarantees can be made.

Cooperative use

- b. Computing resource users can facilitate computing at the Seminary in many ways by:
 - i. Regular deletion of unneeded files from one's accounts on Computing resources and other electronic devices
 - ii. Refraining from overuse of connect time, information storage space, printing, or processing capacity
 - iii. Refraining from overuse of interactive network utilities (Chat)
 - iv. Refraining from use of sounds and visuals which might be disruptive to others
 - v. Refraining from use of any computing resource in an irresponsible manner
 - vi. Refraining from initiating or forwarding e-mail "chain letters" or "broadcast" and spam messages.

Consequences

- c. Violators of computing network use policies will be subject to disciplinary procedures of the Seminary. Violations of the policies described above for legal and ethical use of computing network will be dealt with in a serious and appropriate manner. Illegal acts involving computing network may also be subject to prosecution by local, state, or federal authorities.

Disclaimer

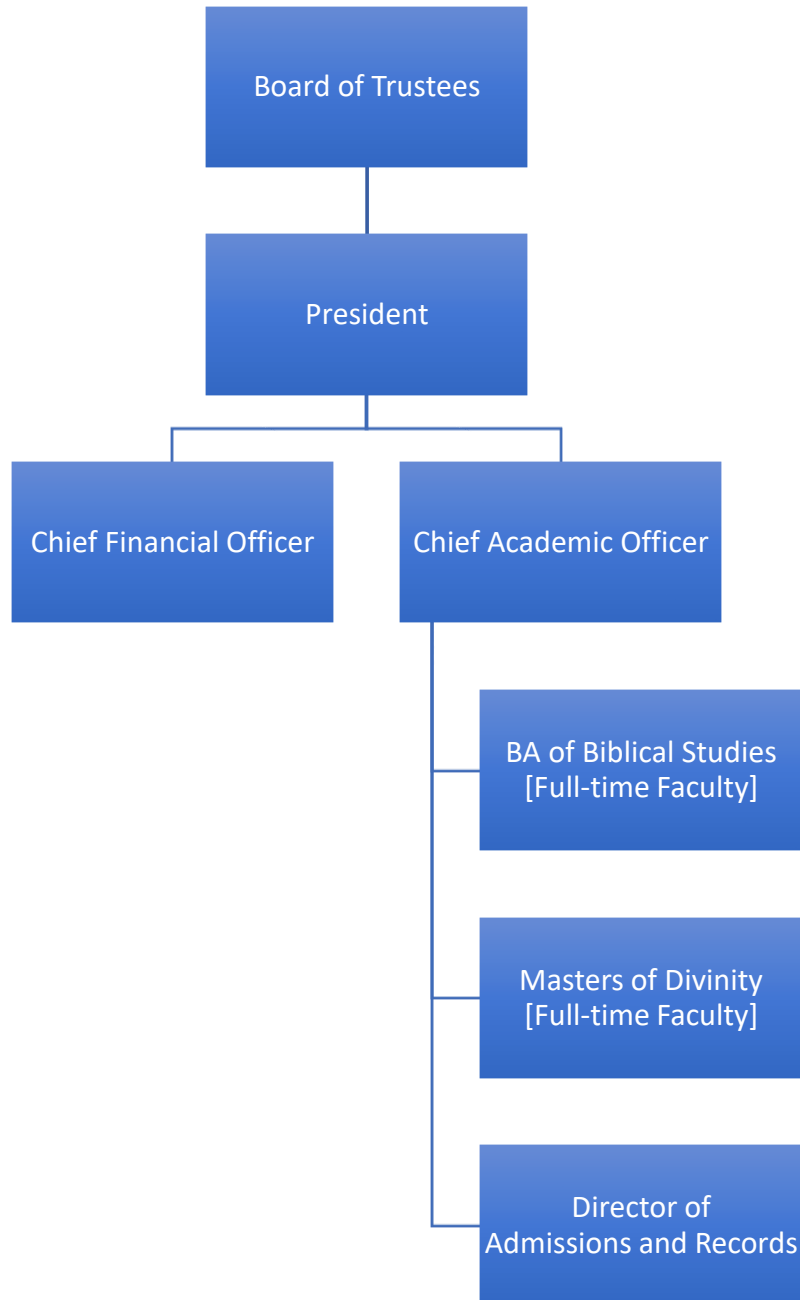
- d. As part of the services available through Internet, the Seminary provides access to many conferences, lists, links and bulletin boards. Inadvertently, some of these lists may contain objectionable material and the Seminary is not to be held liable.

CAMPUS COMMUNICATIONS

EMAIL AND STUDENT INFORMATION SYSTEM

The communication system at Jackson Theological Seminary is two-fold: #1. school generated emails and #2 POPULI, which is the internal online Student Information System (SIS). Populi has been expanded to incorporate internal emails from students; the sharing of documents (homework, forms, information, etc. A student can log into Populi and view their assignments/grades etc. They can also upload their written assignments to the system for their instructor's review.

ORGANIZATIONAL CHART



JOB DESCRIPTIONS

PRESIDENT & CHIEF EXECUTIVE OFFICER (CEO)

The Chief Executive Officer/President of Jackson Theological Seminary is responsible for the overall execution of administration, academics, and operations for the seminary. The position of CEO is responsible for, finance, governance, leadership, admissions, academic standards and the relationship of the CEO to staff, faculty, student body and all the constituencies in theological education.

Qualifications

Jackson Theological Seminary CEO/President should be

A mature, devoted Christian servant who adheres to and accepts the Christian principles, practices, and service to Jacksons Theological Seminary mission and vision and a scholar among African Methodist Episcopal constituencies and the church at large.

Jackson Theological Seminary CEO should have:

- Undergraduate and preferred a graduate (Master of Divinity) degrees and, a Doctor of Ministry and/or an academic doctorate in a theological field;
- Must possess current ecclesiastical endorsement, dated within the past 12 months, from the designated national endorsing official of his/her faith group or denomination. Ecclesiastical endorsement is the written official statement of the endorsing body certifying that the applicant is in good standing with the faith church;
- Experience in the academic community, and in the larger church;
- Excellent written and verbal communication skills, with the ability to advance the mission of the seminary;
- Excellent leadership skills and interpersonal communication skills;
- Demonstrated ability to manage a budget and attend to administrative matters in a timely, effective manner;
- Experience in leading short, medium, and long-range strategic planning processes and the implementation in the development and realization of the vision, goals, and objective in leading the seminary.

Position Description

The CEO/President of Jackson Theological Seminary is directly accountable and responsible to the Board of Trustees for all aspects of the operation and administration of the school. The CEO/President's responsibilities include:

I. Maintaining Focus on the Mission

- Plan for and implement the vision and goals of the school as adopted by the Board of Trustees, involving the seminary.
- Maintain and continually develop, in close collaboration with the faculty and board, a curriculum that is biblical in substance, contextually relevant to the life and ministry of the African Methodist Episcopal Church to challenge and *serve the present age*.
- always Represent Jackson Theological Seminary and in all places with poise, dignity, and grace.
- Oversee the academic, spiritual, and pastoral health of the school, including that of its students, staff, and faculty.

II. Coordinate and Accomplish the Mission

- Develop and maintain strong relationships with and among the board, faculty, staff, student body, and alumni for a collaborative sharing in the work of the school; the 12th Episcopal District, the surrounding community, and all prospective external supporters.
- Coach, motivate and develop the faculty and staff to a higher level of excellence.
- Translate ideas into operational plans that will guide Jackson Theological Seminary into the future.
- Develop strong supportive relationships between the school, its faculty, and staff, the student body.

III. Resource Management and Stewardship

- Continually recruit and develop a faculty of the highest caliber.
- Attract students called to faithful ministry and service within the African Methodist Episcopal Church tradition and the Church at large and provide them with biblically grounded Christian education and formation.
- Manage and participate in raising funds for Jackson Theological Seminary.
- Oversee the operations and management of the faculty, staff, campus, and budget serving as a faithful steward of all physical and financial resources.

CHIEF ACADEMIC OFFICER (CAO)

The Chief Academic Officer/President of Jackson Theological Seminary is responsible for the overall execution of academic administration and operations for the seminary. The position of CAO/Dean is responsible for admissions, registration and academic standards and the relationship of the CAO/Dean to staff, faculty, student body and all the constituencies in theological education.

Qualifications

Jackson Theological Seminary CAO should be:

A mature, devoted Christian servant who adheres to and accepts the principles, practices, and polity of the African Methodist Episcopal Church and to service Jacksons Theological Seminary mission and vision, and a scholar among African Methodist Episcopal constituencies and the church at large.

Jackson Theological Seminary CAO should have:

- Undergraduate and graduate (Master of Divinity) degrees and a Doctor of Ministry and/or an academic doctorate in a theological field;
- Must possess current ecclesiastical endorsement, dated within the past 12 months, from the designated national endorsing official of his/her faith group or denomination. Ecclesiastical endorsement is the written official statement of the endorsing body certifying that the applicant is in good standing with the faith church;
- Experience in the academic community, and in the larger church;
- Excellent written and verbal communication skills, with the ability to advance the mission of the seminary;
- Excellent leadership skills and interpersonal communication skills;
- Demonstrated ability to assist in managing a budget and attend to administrative matters in a timely, effective manner;
- Demonstrated success in modeling and employing a functional leadership style that emphasizes qualities of loyalty, respect, integrity, flexibility, humility, collaboration, and accountability;
- Experience in leading short, medium, and long-range strategic planning processes and the implementation in the development and realization the vision, goals, and objective in leading the lead the seminary.

Position Description

The CAO of Jackson Theological Seminary is directly accountable and responsible to the CEO/President. The CAO's responsibilities include:

I. Primary Responsibilities:

- Oversight of Educational Programs, Policies, and Procedures, including Budgeting and other Resourcing;
- Leadership and Oversight of the Faculty, including,
 - Faculty Search Committees
 - Annual Reviews
 - Salary, Promotion, and Tenure
 - Student Grading and Advisement
 - Discipline and Dismissal
- Development and Support of Curriculum;
- Effective administration of the academic affairs of the seminary
- Seminary's Accreditation Liaison Officer and Maintenance of Accreditation;
- Student Life;

II. Additional Responsibilities

- Oversight of Teaching and Academic requirements;
- Membership and Participation in professional associations;
- Coach, motivate, and develop the academic faculty at a higher level of excellence;
- Translate academic ideas into operational plans that will guide Jackson Theological Seminary into the future
- Assist in the development of strong supportive relationships between the school, its faculty and staff, the student body, the 12th Episcopal District, the surrounding community, and all prospective external supporters
- Continually recruit and develop a faculty of the highest caliber
- Assist in recruiting and attracting students called to faithful ministry and service within the African Methodist Episcopal Church tradition, to the Church at large and provide them with biblically grounded Christian education and formation.
- Assist in the management and acquisition of research grants.

DIRECTOR OF ADMISSIONS & ACADEMIC RECORDS

The member of the Jackson Theological Seminary and administrative staff position with primary responsibilities for maintaining and managing accurate academic and enrollment records for current and former students; understanding, ensuring compliance, and interpreting government, accreditation and institutional policies; monitoring and evaluating services to students.

General Job Description:

I. Director of Admissions/Academic Records Qualifications:

- Bachelor's degree required;
- Demonstrated organizational skills; ability to manage multiple projects and priorities and give careful attention to detail;
- Strong interpersonal, written and verbal communication skills; prior supervisory experience; general;
- Familiarity with higher education; proven ability to handle confidential material accurately and with sensitivity;
- Apt and adept working flexibility in a team environment;
- Proficiency with computers and office technology; experience with working in databases;
- Experience with website maintenance.

II. Additional Desirable Abilities:

- Previous experience and knowledge of student management systems;
- Proficiency with MS Office applications;
- Ability to be proactive and self-directed to complete necessary tasks.

II. Primary & Essential Job Functions:

- Prepare, distribute and update as needed academic calendar, course listing and schedules;
- Develop and maintain website pages associated with registration;
- Maintain and update master course file;
- Maintain and ensure accurate records and data for registration;
- Maintain secure academic records and files for current and former students; oversee the processing of transcript requests;
- Assist in planning and implementing New Student Orientation (fall and spring).

JACKSON THEOLOGICAL SEMINARY FACULTY

The members of the Jackson Theological Seminary Faculty shall constitute a collaborative community of faith and learning, crucial to the scholarly activities of teaching, learning, and research in the seminary. The faculty is comprised of full-time teachers, continuing part-time teachers, and teachers who are engaged occasionally for one time.

I. Faculty Qualifications (Master of Divinity Instructor):

- Faculty members shall possess the appropriate credentials for graduate theological education;
- Undergraduate and graduate (Master of Divinity) degrees and a Doctor of Ministry or an academic doctorate in a theological field;
- Must have a letter of reference and endorsement from the designated leader of his/her group or denomination, dated within the past 12 months, certifying that the applicant is in good standing with the church;
- Experience in the academic community, and in the larger church;
- Excellent written and verbal communication skills, with the ability to advance the mission of the seminary;
- Excellent leadership skills and interpersonal communication skills;

II. Faculty Qualifications (Bachelor of Science Degree Completion Instructor):

- Faculty members shall possess the appropriate credentials degree completion education;
- Undergraduate and graduate (Master of Divinity) degrees required and, a Doctor of Ministry or an academic doctorate in a theological field recommended;
- Must have a letter of reference and endorsement from the designated leader of his/her group or denomination, dated within the past 12 months, certifying that the applicant is in good standing with the church;
- Experience in the academic community, and in the larger church;
- Excellent written and verbal communication skills, with the ability to advance the mission of the seminary;
- Excellent leadership skills and interpersonal communication skills;

III. Faculty Primary Responsibilities

- Shall be involved in the assessment and evaluation of students learning by identifying appropriate outcomes and learning goals of courses and degree programs.
- Ensure the quality of learning, faculty shall be appropriately involved in the development of the library collection, educational technology, and other resources necessary for student learning.
- Participate in practices and procedures that contribute to students' learning, including opportunities for regular advising and interaction with students and attentiveness to the learning needs of diverse student populations.

- Foster integration of the diverse learning objectives of the curriculum so that students may successfully accomplish the purposes of the stated degree programs.
- Maintain a role in theological research
- A minimum of 12 hours per semester and 6 six hours during each summer session of instruction if classes develop and any additional duties and responsibilities will be defined by the Chief Academic Officer. Any hours in excess of those states will be considered overtime.
- Responsible for supplementary activities related to the educational program of the Seminary as articulated contractually.

PERSONNEL POLICIES AND PROCEDURES

RIGHTS AND RESPONSIBILITIES

FACULTY & STAFF ADMINISTRATION RIGHTS

Jackson Theological Seminary is an academic community in which all persons—students, faculty, staff, and administration—share responsibility for its growth and continued welfare. Jackson Theological Seminary encourages all members of the Seminary community to endorse, support, and abide by the Seminary’s values, which this community has deemed fundamental to its mission and integral to its growth.

NON-DISCRIMINATION

Faculty/Staff/Administration have the right not to be discriminated against by any agent or organization of Jackson Theological Seminary for reasons of race, creed, religion, ethnic or national origin, gender, sex, age, disability, marital status, political or social affiliation, or sexual orientation. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

ACADEMIC PURSUITS

Faculty/Staff/Administration/Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and to know their appropriate academic requirements.

QUALITY ENVIRONMENT

Faculty/Staff/Administration/Students have the right to expect a reasonably safe environment supportive of the Seminary's mission and their own educational goals. Faculty/Staff/Administration/Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

GOVERNANCE / PARTICIPATION

Faculty/Staff/Administration/Students have the right to establish representative governmental bodies and to participate in Seminary governance in accordance with the rules and regulations of the Seminary. Students who accept representative roles in the governance of the Seminary have the obligation to participate responsibly.

CONFIDENTIALITY

Faculty/Staff/Administration/Students have the right to access and control access to their academic/education records as provided in the federal Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. These include the right to review and challenge the content of educational records, control disclosure of personal and academic information to third parties and limit the routine disclosure of all or some information defined as "directory information" by the act.

PERSONNEL FILES

The Seminary maintains personnel files on each employee in the administration office. These files contain documentation regarding all aspects of the employee's work history with the Seminary, such as (but not limited to) performance appraisals, training records, documentation of oral counseling and warnings, beneficiary designation forms, disciplinary actions, commendations, and payroll documents. have the right to review their personnel file. If an employee is interested in reviewing his/her file, contact the **CEO or the HR Officer** to schedule an appointment. If an employee desires copies of any material in his/her personnel file, the request must be submitted in writing. Faculty/Staff member who wants previously copied items recopied and terminated Faculty/Staff member will be charged a fee per page which must be paid to the Trustee treasurer at the time of receipt of the copies.

ACADEMIC ETHICS

Jackson Theological Seminary trusts the students who enroll at Jackson, to be honest seekers of truth and knowledge. This trust is extended to all students by other students and teachers and is manifested in a variety of forms.

Student Rules of Conduct

Jackson Theological Seminary is committed to providing educational opportunities that promote academic, professional and personal growth in students. Students are expected to behave as responsible members of the Seminary community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in ministry; such activities are considered a violation of the Student Rules of Conduct and are therefore prohibited.

Students must be mindful that, although Jackson encourages cooperative and collaborative, rather than competitive, modes of learning, one's work must still be one's own, unless explicitly assigned to a group. Giving or receiving aid inappropriately on assignments and tests or plagiarizing by using another person's words or ideas without credit, constitutes a serious breach of our trust in one another and in the integrity of the search for truth.

Plagiarism

The use of another person's work as if it were one own is deemed as plagiarism. If the work of another is used, acknowledgment of the original source must be made using a recognized referencing practice. If another's words are borrowed in whole or in part or merely recast in the student's own words, the proper acknowledgment must be made.

Penalties for Academic Dishonesty

The minimum penalty for dishonesty in an interim paper or examination shall be a mark of zero. The minimum penalty for dishonesty in a research paper or final examination shall be a grade of "F" for the course. For a flagrant or repeated violation of academic integrity, additional penalties may be imposed through referral of the matter to the Office of the Academic Dean. The maximum penalty for academic dishonesty is dismissal from the Seminary. Those who believe they have witnessed violations of academic integrity should feel the obligation to speak about this to the suspected offender.

The witness should also feel obligated to report the suspected offender to the professor if the person fails to offer a satisfactory explanation and refuses to report him or herself.

CODE OF CONDUCT CODE OF ETHICS

Gifts, Gratuities, Rewards: No employee will accept tips, gifts, rewards or other forms of remuneration (payment) in addition to regular compensation from any source for the performance of academic services for which one is regularly employed.

Employment and Political Activity: Seminary Faculty/Staff member shall not be hired, promoted, retained, reduced, suspended or discharged based on their political activity. Faculty/Staff member is expected and encouraged to exercise their legal right to vote.

Faculty/Staff member shall ensure that all their activities with students of the Seminary are above board and proper. Fraternization with students is forbidden (Dating, Unaccompanied Social Events or any other activity that can be construed and or misconstrued to be improper).

No employee in any department shall engage in the solicitation of any subscription funds or assessments for contributions while at work. No employee may use seminary time or property for political purposes. Failure to follow the above policies may result in disciplinary action.

PLAGIARISM

The use of another person's work as if it were one own is deemed as plagiarism. If the work of another is used, acknowledgment of the original source must be made using a recognized referencing practice. If another's words are borrowed in whole or in part or merely recast in the student's own words, the proper acknowledgment must be made.

ATTENDANCE

Staff/factuality is required to be at work on time and always scheduled, unless authorized or unless an emergency exists. Staff/factuality are required to attend designated training unless excused by the CEO.

Abandonment of Job

An employee remaining absent from the seminary for any reason for a period of three (3) consecutive work days without notifying the seminary, is considered to have abandoned his or her job and the member shall be terminated.

OFFICE HOURS

Each employee's office hours are set by the CAO and or times listed in employee contracts. Changes in hours can be made due to inclement weather and other emergency situations. These changes must be coordinated with the CAO.

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT

Performance appraisals are used to document job performance, and successful completion of probationary periods (periodic performance appraisals). It should be noted that a performance evaluation does not necessarily mean a salary adjustment. It is important that an employee is recognized for good performance and that the member receives appropriate suggestions for improvement when necessary. Consistent with this goal, the member's performance, conduct, and attendance will be observed, documented and evaluated by the supervisor on an ongoing basis. The member may also receive periodic written evaluations.

Annual performance appraisals shall be conducted on all full-time Faculty/Staff member members who have been employed as a full-time employee for three (3) months as of October each year.

If a member is transferred to a new position, he/she will receive a periodic evaluation after the member has been in the new job for three months, but this may also occur more frequently if the supervisor or department head feels it is necessary. The releasing supervisor will provide a complete performance appraisal. This appraisal will be averaged with the new position if the employee meets requirements for an annual appraisal.

All written performance reviews will be based on the employee's overall performance in relation to the job responsibilities and will also consider conduct, demeanor, and record of attendance and punctuality.

When a supervisor is aware of a problem concerning a subordinate member's job performance, conduct, attendance or other problems, it is the supervisor's responsibility to privately counsel the employee regarding the problem(s), advising the employee of the standards that must be met, setting time limits in which to meet them if necessary, and the consequences for not meeting them. Any members who refuse to, or otherwise does not, perform the duties of his or her assigned position, in a manner acceptable to the seminary is subject to disciplinary action, including termination. This applies to faculty/staff's conduct and attendance as well.

When a supervisor completes any type of evaluation on an employee, the employee is asked to sign the form. The purpose for this is to assure the Chairman of the Board that the employee has been counseled, has been informed of the contents of the evaluation and that the employee has received a copy. The signature of the employee is in no way an indication of approval or disapproval of the contents of the evaluation.

Periodically the Chairman of the Board will undertake specific, targeted instruction in such matters regarding equal employment opportunity matters, administrative procedures, and internal supervisory and

disciplinary practices. All training should be documented, and the original forwarded to DAR's office for filing. All Faculty/Staff member should avail themselves to outside training opportunities. Job-related training opportunities can be supplemented by the Seminary if they are job-related and approved by the Board.

HEALTH SERVICES

Jackson Theological Seminary will ensure that student/faculty/staff alike are notified of the availability of two Urgent Care Facilities near the Seminary:

- Baptist Health Urgent Care, 3530 Spring Hill Dr. North Little Rock, AR (4/2 Miles) or North Little Rock, AR
- MedExpress Urgent Care located at 5505 John F. Kennedy Blvd, North Little Rock, AR (6.1 Miles)

Both centers are open 8:00 AM to 8:00 PM, M-F. Baptist is open 8 AM to 6 PM on Saturdays and MedExpress is open 8:00 AM to 8:00 PM. All emergencies will be directed to Baptist Health Medical Center 3333 Spring Hill Dr. North Little Rock, Arkansas.

COMPLYING WITH APPLICABLE INTELLECTUAL PROPER AND COPYRIGHTS

Copyright Compliance Policy

The purpose of the Jackson Theological Seminary Copyright Compliance Policy for the Library and the Classroom is to provide a summary of United States Copyright Law as it relates to the use of copyright-protected works in the classroom and library at Jackson Theological Seminary. This policy covers copyright issues including but not limited to photocopying, traditional and online classrooms, print and electronic holdings, Interlibrary loans and document deliveries. This policy is not intended to be a substitute for legal advice. Specific rights are granted to students and faculty for their individual creative work. U.S. Copyright Act (Title 17, U.S. Code). Among the exclusive rights granted to "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works. These works may include books, magazines, journals, newsletters, maps, charts, photographs, other printed materials, and non- printed materials. These rights provide copyright holders control over the use of their creations and an ability to benefit monetarily and otherwise, from the use of their works. Non-copyright holders, as determined by the law, must generally obtain copyright permission prior to using or reproducing that work. Exceptions in the Copyright Act are for certain academic uses; for example, permission is not required for actions such as reading or borrowing original literary works or photographs from a library collection. See Fair Use Provision (Copyright Act, Section 107).

Under the Fair Use Provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching,

scholarship, and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon these four factors:

- Purpose and character of the use
- Nature of the copyright – protected work
- Amount and substantiality of work used
- Effect of the use on the market or potential market value of the work

To minimize the risk of copyright infringement, Jackson interprets the following as fair use of copyrighted works:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Spontaneous one-time use or reproduction of material for classroom use.
- Use in parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages.

If the user does not meet the above criteria and the work is protected by copyright, permission from the copyright holder or agent needs to be obtained.

Classroom Handouts fall into two categories; one that requires permission and one that does not. If the handout is spontaneous and new work that permission could not be obtained in a timely manner, the work may be used without obtaining permission. If the handout is planned, repeated from semester to semester, or involves works that have existed long enough to obtain permission in advance; the work cannot be used without permission.

Copies of a publication that the Library owns may be placed on reserve in the library without obtaining copyright permission. However, the library cannot reproduce additional copies and place them on reserve for students to review, in either paper or electronic format, without obtaining copyright permission.

Photocopying by students is subject to a fair use analysis as well. Photocopying all the assignments from a book recommended for purchase by the professor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require copyright permission.

Photocopying in the Jackson Library is permissible without obtaining permission from the copyright owner, under the following circumstances:

- Library user requests one copy of an article from a periodical or short excerpt of any other work.
- The reproduction must become the property of the library user.
- The library staff must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship, and research.
- The library must display: The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction not be "used for any purposes other than private study, scholarship, or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
- Up to three reproductions of any unpublished work owned by the library may be made for preservation, security or for a deposit for research use in another library or archives, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format.

PROCEDURES FOR PROCUREMENT OF EQUIPMENT AND SUPPLIES

All requests for Equipment and supplies shall be submitted in writing to the CEO. Purchases and or the promise to purchase items shall not be made without prior approval. Request for heavy ticket items should be submitted as a part of your annual budget.

EMPLOYEE BENEFITS

Faculty/Staff/Administration benefits are to include paid time off for all holidays; Spring Break, Reading Week, etc. At present all benefits are limited to the items listed on everyone's contract.

FACULTY WORKLOAD REQUIREMENTS AND RESTRICTIONS

Faculty and Staff's workload will be conducted per each individual contract. JTS reserves the right to temporarily modify the workloads on as needed basis.

FALSE STATEMENTS

False statements made by any Seminary employee pertaining to obtaining employment, obtaining benefits, use of leave, absences or tardiness, or during any lawful, duly-authorized investigation of theft, wrong-doing or criminal activity relating to the workplace is prohibited. Falsification of any Seminary document, computer

tape, computer entry, or other records, written or taped, is prohibited. Any employee found to have violated this policy shall be subject to disciplinary actions up to and including discharge.

DRESS CODE

The Board of Trustees may require a reasonable dress code for their Faculty/Staff members depending on the needs of the seminary for appropriate public image and safety.

Faculty/Staff member is expected to obey the dress code set by the board. If no dress code is in place, the member is expected to use good judgment in grooming and in choosing the type of clothing appropriate for the job site and job duties they are required to perform (Business Casual).

Faculty/Staff member is always expected to practice acceptable standards of personal hygiene. Failure to follow normal standards of hygiene or reporting to work in an unacceptable condition of personal hygiene may result in disciplinary actions.

DISCIPLINARY ACTIONS:

Faculty/Staff members have the responsibility and the authority to instruct, counsel, correct and (if necessary) to take disciplinary action for all matters relating to the workplace. Disciplinary action is intended to be corrective, not punitive, and shall be administered in a fair, consistent, non-discriminatory manner.

Disciplinary action may consist of discharge, suspension without pay, demotion, reduction in pay, written warning, or oral warning, depending on the circumstances. Progressive disciplinary actions should be considered in most cases. However, certain offenses, events, incidents, or acts of incompetence considered serious enough by the CEO shall result in immediate suspension or discharge and immediate removal from the workplace.

Full-time, regular Faculty/Staff members who have completed a six-month period of probation, in the case of promotion (after the initial six-month probationary period has been successfully completed), have the right to appeal reduction in pay, demotion or suspension to the Chairman of the Board within ten days from the date of receipt of such action. Appeals must be filed in writing, stating the reasons why the reduction in pay, demotion or suspension should not have been imposed. Such written appeal must be filed with the Chairman of the Board. Oral or Written Warning/Reprimand is not subject to appeal; however, the employee may attach a written rebuttal. Full-time, regular Faculty/Staff members who have not completed the required period of probation for appointment or promotion do not have appeal rights regarding the above matters.

TERMINATION OF EMPLOYMENT

Arkansas is a "Right-To-Work" state; therefore, the Seminary and the Employee recognize that either party may terminate the employment relationship at any time for any reason regardless of the date of final

compensation or regardless of any language contained herein to the contrary. Neither is bound by any contractual agreement, except for Faculty/Staff member classified as “contract Faculty/Staff member”.

A. Resignation:

Faculty/Staff member wishing to leave the Seminary’s service in good standing shall file with the Department Head a written resignation at least ten (10) working days prior to leaving the Seminary’s service. The Department Head may authorize the employee to leave sooner.

All resignations from Faculty/Staff member should contain the reasons for the resignation to assist the Seminary in meeting unemployment compensation restrictions.

Written notice of intent to resign should be given to the employee’s supervisor or Department Head. Proper notice generally allows enough time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies except pension refunds in the final paycheck when possible.

FACULTY & STAFF COMPLAINT/GRIEVANCE POLICY

The core values of Jackson Theological Seminary embrace:

- Excellence
- Tolerance
- Servant Leadership
- Spiritual Formation, Growth, and Transformation

These values are demonstrated by a passion for high standards, which include: respect, honesty, justice, integrity, and accountability. Tolerance is demonstrated through an unreserved acceptance of the concepts of love, justice, forgiveness and a capacity for openness to difference. Further, Jackson believes in a servant leadership that is lived out through being a responsible steward who serves with care, humility and strength of boldness as he/she articulates his/her vision and inspires others. With this in mind, we are committed to an on-going process of spiritual formation, growth, and transformation through honest self-reflection and prayer.

It is recognized that disagreements and misunderstandings will occur within the human community. Therefore, this grievance policy is guided by the above values and behaviors and a desire for conflict resolution within a spirit and atmosphere of love and tolerance.

This policy covers all faculty/staff/ admirations/student grievances, except those infractions covered by the law, such as sexual harassment and gender and age discrimination, which apply to the whole community. These areas are covered in the different policy and will require a different process.

Process

If a student has a disagreement with a faculty member, another student, staff member, or a member of the administration, he/she will follow the following process:

Step 1

Complete the first section of the Grievance Form and try to resolve the issue with the individual. If the issue is resolved here, the two parties sign the form that the issue is resolved and the grievance stops here. If it is not resolved here, the parties will sign (only the aggrieved party needs to sign) that the issue is not resolved and the reasons it is not resolved.

Step 2

The second section of the form must be completed and sent to the Chief Academic Officer. The CAO will meet with the aggrieved parties and attempt to resolve the issue. If the issue is resolved here, both parties and the CAO will sign and date the form and state the resolution. The process stops here. If the issue is not resolved here, the parties will sign and date that the issue is not resolved, and the reason it was not resolved.

Step 3

The third section of the form will be completed by the aggrieved party: A Petition to the

Grievance Committee. This Petition is addressed in a hearing held by the Grievance Committee. The decision of the Grievance Committee is final. The Petition is signed and dated by the chair of the Grievance Committee and a letter sent to the aggrieved party stating the decision and the rationale for the decision. A copy of the letter is attached to the Grievance Form, which is filed in the Grievance File by the chair of the Grievance Committee.

It is recognized that some students may not be satisfied with the decision of the Grievance Committee. In this case, the petition and an attached decision of the Grievance Committee can be appealed to the Chief Executive Officer (CEO). The CEO will make a decision based upon the documentation and write a letter to the aggrieved party informing her/him of the decision. A copy of the letter will be attached to the previous papers and placed in the Grievance File.

In the event that a student has an issue with a member of the Grievance Committee, that person should remove himself/herself from the committee for the hearing and be replaced by another person from his/ her area.

A Grievance Form can be obtained in the Academic Services office

Complaint / Grievance Committee

A faculty-staff grievance committee consists of the following:

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Three to five members of the Board of Trustees appointed by the Chair of the Board and one Faculty/Staff/Administrative member appointed by the Chief Executive Officer.

Once appointed by the Chair, the committee will organize to select the president, the secretary, and the parliamentarian. The committee representatives will be selected by the groups they represent: for example, Board members will be selected by the Chairman of the Board.

The Chair shall appoint all member of the Grievance committee on an annual basis.

FACULTY GOVERNANCE

The Board of Trustees for Jackson Theological Seminary governs the employment performance and parameters of the Chief Executive Officer (CEO). While the Chief Executive Officer is responsible for the performance for all administrative and faculty staff, the Chief Academic Officer (CAO) is the direct report for all faculty. All performance evaluations, recommendations, and counseling is conducted by and submitted to the CEO by the CAO. The CAO will make hiring and termination recommendations to the CEO, who will make final decisions for faculty employment.

FILING A COMPLAINT WITH TRACS

Staff may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on http://tracs.org/TRACS_Publications.html and submitting it to President Transnational Associations of Christian Colleges and Schools 15935 Forest Rd. Forest, VA 24551

ACADEMIC POLICIES AND PROCEDURES

STUDENT ATTENDANCE

Students attendance requirements vary per course. Each course has a rubric that consistently lets the student and instructor know what the limitations are.

ACADEMIC ADVISING & REGISTRATION

The Chief Academic Officer (CAO) will assign a faculty advisor to assist each student with their academic decisions as they matriculate their graduate and undergraduate experience. In addition, the Registrar's Office will work with students on registering for courses and monitoring degree audits. The cost and payment of each student's education must be completed by the end of each semester.

Open registration occurs at the following times each year:

Fall semester registration June

Spring semester registration November

Summer term registration April

Students can register through the student information system (SIS). If a student registers following the close of the open registration period, a Drop/Add form must be completed, and the student will be assessed a \$50 late registration fee.

The Course Schedule is published each semester via the website at www.jtseminary.org. It provides information on all courses offered during that semester and important semester dates. The Director of Administration and Records (DAR) will work with new students individually to register them for their first semester (no late fees will be assessed for the first semester). Following the first semester, students are responsible for registering themselves during the open registration period defined above. Tuition is due at the time of enrollment.

TEXTBOOK ADOPTION AND MANAGEMENT

Jackson Theological Seminary is committed to ensuring that textbook adoptions promote a high-quality educational experience. The Seminary is also committed to:

1. Minimize the costs of textbooks for its students.

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2. Faculty should carefully consider the appropriateness of textbooks and other supplemental materials for each course (content, pedagogy, and teaching in the discipline), the cost to students, and factors that determine the cost.
3. Early Adoption: To ensure textbook adoptions are made with sufficient lead time to confirm availability and, where possible, ensure maximum availability of used textbooks, faculty members (or textbook coordinators) should submit textbook and course material adoption information to CAO on the following schedule: Fall Semester and Summer Session adoptions by May 1 Spring Semester and Winter Term adoptions by December 1 Faculty members assigned to a course after the deadlines above should make textbook selections on a timely basis. Early adoption of textbooks enables the students to secure they're in time for the start of classes.
4. Faculty should carefully consider the content of new versus existing editions of textbooks. Repeated use of the same textbook in a course provides opportunities for students to acquire used textbooks, which can often save students significant costs. In choosing between a new version and an existing edition, faculty should consider whether content revisions warrant the cost differential that is often associated with using a new edition.
5. Use of Required Items: Faculty members should ensure that a significant portion of each assigned textbook will be used in the course. If supplemental materials are sold with the textbook (a practice called bundling), faculty members should be aware of the variance in price between the bundled and unbundled items. They should consider whether all parts of the bundle are intended for use in the course. Faculty may ask the bookstore whether it can obtain from the publishers only a subset of the bundled items.
6. Alternative Approaches: Faculty members may want to consider permitting students to purchase electronic versions of textbooks when available or to incorporate the use of online resources into course instruction wherever feasible or prudent. The CAO will have the final word on books to be used.

Acknowledgment OF RECEIPT

JTS Faculty/Staff Handbook

I have received a copy of this handbook for my information and use. It is my responsibility to read it and to comply with the requirements therein.

PRINT NAME HERE

SIGNATURE

____/____/_____
DATE

JACKSON THEOLOGICAL SEMINARY
FACULTY/STAFF HANDBOOK

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