



# **Faculty Handbook 2024-25**

This "Faculty Handbook" has been prepared as an addendum to the TBS Student Catalog to provide specific information relative to faculty.

Thus, for faculty purposes, the "Student Catalog" should be considered Part I, and this handbook as Part II of a continuous document.

The most recent version of this document is available for viewing and printing on the TBS website under "About – TBS Documents."

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## Introduction



The Bible Seminary (TBS) is an independent, non-denominational, 501(c)(3) charitable institution of higher education incorporated in Texas in 2010 to offer training for laity and vocational ministry professionals. On-campus and Distance Education programs include a non-degree certificate program, as well as Dual Degree Completion, Master of Arts, and Master of Divinity degree programs.

The seminary is an accredited member of the Transnational Association of Christian Colleges and Schools (TRACS), a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) approved to offer Distance Education, a member of the Council for Higher Education Accreditation (CHEA), an approved CEU provider for the Association of Christian Schools International (ACSI), and an accredited member of the Evangelical Council for Financial Accountability (ECFA).

TBS aims to glorify God by impacting multitudes of souls for Christ and to help fulfill the Great Commission by the power of God's Spirit. Our mission is to foster biblical literacy through comprehensive and strategic studies of all 66 books of the Bible, cultivate professional leadership skills for life and ministry, and deploy Christian disciples in service worldwide. Faculty integrate studies of the Bible with historical, theological, and practical disciplines and engage in experiential education through classroom instruction, study tours, hands-on ministry training, and community-based training with ministry professionals.

Leadership includes Dr. K. Lynn Lewis, President; Dr. Scott Stripling, Provost and Vice-President of Donor Relations; Dr. Craig Evans, Distinguished Research Professor; and Dr. Israel Steinmetz, Academic Dean and Associate Professor; staff; numerous adjunct faculty members, ministry professionals, and mentors who serve as part of the teaching team; and a Board of Trustees.

## Accreditation



The Bible Seminary is a [member](#) of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on October 26, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). For more information, visit [TRACS.org](https://tracs.org).



TBS is an Accredited [member](#) of the Evangelical Council for Financial Accountability (ECFA). Based on the ECFA Seven Standards of Responsible Stewardship™, including financial accountability, transparency, sound board governance and ethical fundraising, ECFA accredits leading Christian nonprofit organizations that faithfully demonstrate compliance with the ECFA Standards pertaining to financial accountability, fundraising, and board governance. For more information, visit [ECFA.org](https://ecfa.org) or call 1-800-323-9473.



The Bible Seminary participates in the State Authorization Reciprocity Agreements (SARA), a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. For more information, visit [NC-SARA.org](https://nc-sara.org).

TBS is a member of the Council for Higher Education Accreditation (CHEA), the only national organization focused exclusively on accreditation and quality assurance in accredited colleges and universities throughout the United States.

TBS is listed on [GuideStar](https://www.guidestar.org) and holds a GuideStar Platinum Seal of Transparency. Foundation Center, formerly the largest source of information about global philanthropy, and GuideStar, formally, the largest source of information on U.S. nonprofit organizations joined forces to become Candid in 2019 to help connect people who want to change the world to the resources they need to do it. For more information, visit [Candid.org](https://www.candid.org) or [GuideStar.org](https://www.guidestar.org).



For additional information, visit TBS profiles on the following websites:

- [Council for Higher Education Database of Accredited Institutions](#)
- [Great Nonprofits Top-Rated list](#)
- [U.S. Department of Education Database of Accredited Institutions](#)

## Admission Policy

The Bible Seminary admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Covenantal Documents

The Bible Seminary requires all administration and staff, Board members, faculty, and certificate and degree students to read and indicate agreement with these covenantal documents that define the ideological, relational, and theological parameters of the seminary community. Generally, everyone signs these documents annually in conjunction with their employment, enrollment or re-enrollment, and service contracts.

### Vision, Mission, and Key Verse

*Vision:* The Bible Seminary (TBS) exists to glorify God by impacting multitudes of souls for Christ and to help fulfill the Great Commission by the power of God's Spirit.

*Mission:* Our mission is to foster biblical literacy through studies of all 66 books of the Bible, cultivate professional and lay leadership skills, and deploy trained Christian disciples in service worldwide.

*Key Verse:* "They read from the book of the Law of God, making it clear and giving the meaning so that the people could understand what was being read." – Nehemiah 8:8

### Core Values

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## Institutional Objectives

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## Doctrinal Statement

- **We believe in the inspiration and authority of Scripture** – The Bible is the only inspired Word of God, fully true, and our sole authority for all that we believe and do (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18). We hold to the inerrancy of Scripture, as outlined in the [“Chicago Statement on Biblical Inerrancy.”](#)
- **We believe in one God** – There is only one true God who exists eternally in three Persons: God the Father, God the Son, and God the Holy Spirit (Genesis 1:26; Deuteronomy 6:4; Matthew 28:19; John 14:9; Acts 5:3-4,9; 2 Corinthians 3:17; 13:14; Hebrews 1:1-3, 1 John 5:7).
- **We believe in the deity and humanity of Christ** – Jesus Christ is Lord, being fully God and yet fully Man, born of a virgin, as affirmed in the Nicene, and Apostles’ Creeds (Matthew 1:18-23; Luke 1:26-38; John 1:1-2,14; Philippians 2:5-8; Colossians 1:13-20; Hebrews 1:8).
- **We believe in substitutionary atonement** – Jesus Christ died on the cross as our substitute – taking upon Himself the penalty of the sins of fallen humans (John 1:29; Romans 3:25-26; 5:8, 12-19; Galatians 3:13; 2 Corinthians 5:21; 1 Peter 3:18).
- **We believe in the resurrection of Christ** – Jesus rose from the dead in a bodily resurrection defeating sin and death (Romans 6:4-9; 10:9; 1 Corinthians 15:3-6).
- **We believe in salvation by grace through faith alone** – A person is saved from eternal separation from God as a free gift when that person places their faith in Jesus Christ who is the only way to the Father (John 1:12; 3:16; 5:24; 14:6; Acts 4:12; Romans 1:16-17; Ephesians 2:8-9; Revelation 21:27).
- **We believe in the Second Coming of Jesus Christ** – Jesus Christ will come again to judge the living and the dead (Matthew 24-25; Acts 1:9-11; 1 Thessalonians 4:13-18; Revelation 19-21).
- **We believe in heaven and hell** – Believers in Jesus Christ will be resurrected to everlasting blessedness and joy in eternal fellowship with God (1 Corinthians 15:35-57; 2 Corinthians 5:1-9; Philippians 3:20-21; 1 Thessalonians 4:13-17; Revelation 21:1-7; 22:1-5). Unbelievers will be resurrected to conscious separation from God and eternal punishment (Matthew 25:41,46; Mark 9:43-48; 2 Thessalonians 1:7-9; Revelation 14:9-11; 20:10-15; 21:8).

## WHERE WE STAND ON SOME CONTROVERSIAL SOCIAL ISSUES

We acknowledge that the following social issues generate much pain and division in some churches, and we do not approach these issues lightly or glibly. But we also acknowledge that at the heart, these are authority of Scripture issues. We believe the Bible is clear about the following:

- **Abortion** – We believe human life inside a mother’s womb begins at conception and that at conception, a real human being is created in the image of God (Psalm 139:13-16; Jeremiah 1:4-5; Luke 1:39-45) and, therefore, that abortion is murder and wrong/sin (Exodus 20:13). We believe God offers full forgiveness to an abortive mother/father who has turned to Jesus Christ (Colossians 2:13-15; Ephesians 1:7).
- **Celibacy, Marriage, and Sexuality** – We believe God created humans in His image, intentionally and immutably male and female, each bringing unique and complementary qualities to sexuality and relationships (e.g., Genesis 1:27; 2:18, 21-24; Matthew 19:4-5; Ephesians 5:22-33). Celibacy, marriage, and sexuality in general are gifts from God to be expressed: (1) within specific boundaries He designed for our safety and pleasure, and (2) within the confines of His purposes, which include gratefully honoring the Lord with our bodies and minds (e.g., Proverbs 6:20-7:27; Romans 12:1-2; 1 Corinthians 6:19-20; 7:19-20; Ephesians 4:17-5:21).

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## Ethos Statement

It is a high honor and privilege to represent God to people by training for and serving in ministry. When people see someone “in the ministry,” they see that person as representing Christ’s church. It is for this reason that the Bible outlines in 1 Timothy 3 some of the expectations and qualifications of a leader in the church. It is very important for each member of the seminary community (no matter what their position) to seek to live up to these standards (with God’s help and empowerment). Thus, we ask each member of the seminary community to covenant to lead a life that is “above reproach” as defined by the following Ethos Statement. The heart of this document is healthy community full of grace and truth (John 1:17).

As a member of the seminary community, I agree, with God’s help and empowerment, to live by the following ideals to the best of my ability:

1. I will seek to walk with God through a personal relationship with Jesus Christ (Genesis 5:22; John 17:3; Mark 12:29-31; Ephesians 2:8-9).
2. I will seek to have no other gods than Jesus Christ (Exodus 20:3-6; 1 Peter 3:15). I will seek to keep myself from idolatry (1 John 5:21) by not making idols out of money, sex, power, people, material things, school, or ministry success.
3. I will work as “unto the Lord” (Colossians 3:23-24). I will give God my best in my family, in my job performance, and in my training for ministry.
4. I will refrain from sexual immorality (1 Thessalonians 4:3-5). If I am married, I will be faithful to my spouse (Exodus 20:14). If I am single, I will remain celibate in my singleness. I will not engage in homosexual practice (1 Corinthians 6:9-11).
5. I will refrain from drunkenness or the use of illegal drugs (Ephesians 5:18). I will not allow a substance to control me, rather I will seek to be controlled by God. If I choose to “drink socially,” I will do so in a way that does not cause other people to stumble (1 Corinthians 8).
6. I will practice biblical conflict resolution. If someone hurts or offends me, I will go to that person and speak the truth in love (Ephesians 4:15,25) and forgive them (Ephesians 4:32). If this does not resolve the issue, I will then involve a second person as prescribed in Matthew 18:15-17. I will not slander another person by talking negatively about him/her (Ephesians 4:31). I will seek to build others up with my words (Ephesians 4:29). If I cannot bring resolution through these steps, I will seek counsel.
7. I will be respectful of those in authority over me and submit to their leadership (Hebrews 13:17) unless they were to call me to do something contrary to Scripture (Acts 5:27-29). I will seek humbleness in my life (1 Peter 5:5-6).

The purpose of this Ethos Statement is to maintain order (1 Corinthians 14:40) and to uphold integrity, respect, honor, and character (2 Timothy 2:20-22). There is plenty of grace in this community for mistakes (James 5:16), whereas there is not room in this community for blatant and unrepentant rebellion (1 Corinthians 5). I agree to do my best to live by this Ethos Statement with God’s help and power through Jesus Christ and for His glory.

## Academic Freedom Statement

The Bible Seminary (TBS) provides academic instruction and vocational training for Christian ministers to perform as pastors, counselors, missionaries, church planters, and leaders. Supporting this mission are the seven adopted Core Values of TBS and basic Christian convictions stated in the TBS Covenantal Documents and the Faculty Handbook.

Diversity of education and religious viewpoint is available to society through the plurality of global academic institutions. At TBS, we invite the richness of interpretation and study of the Bible as we seek its deepest meaning and truth. TBS is to be distinguished as an academic institution that shares a basic set of Core Values among its students, faculty, administrators, and Board of Trustees. Instruction, research, and academic investigation are to uphold and respect the positions provided in the Core Values, the Ethos and Doctrinal Statements, and the Faculty Handbook. For example, the following statement from the TBS Faculty Handbook summarizes one of our institutional doctrinal positions that we expect all TBS faculty to uphold:

### Creationism versus Evolution

God created the heavens and the earth (Genesis 1:1); God set the land to produce seed-bearing plants and trees (Genesis 1:11-12); God created all living things in the sea and on land, and the birds of the sky (Genesis 1:20-25); and God created man, male and female (Genesis 1:26-27). Scientific observations make obvious that God's creation is uniquely enabled by God to adapt to its environment, making subtle changes over time to survive and thrive in the world – a process often described as “micro-evolution.” Humans have also adapted and diversified, as indicated by the many races, peoples, and societies that have developed through the ages. However, this ability to adapt is not a substitution for the absolute truth that God created humans in His image (Genesis 1:27), breathed life into man (Genesis 2:7), and, after the discovery of sin by the first humans, Adam and Eve, God dispatched mankind to the less-than-perfect circumstances in which we live life today (Genesis 3:14-24). Therefore, while we acknowledge the phenomena of micro-evolution, we reject the macro-evolutionary theory of how plants, animals, and humans came to exist. Rather, we embrace the biblical view of creation that God created the heavens and the earth and all that is within it, including humans. We are open to either a young earth view of creation (where “yowm” = 24-hour period) or an old earth view of creation (where “yowm” = an age).

In general, Academic freedom means individuals have rights to engage in intellectual debate, research, and speech, through written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. This freedom encompasses rights to maintain academic standards and gives faculty members reasonable latitude in deciding how to teach assigned courses; encourages intellectual integrity; sustains pedagogical approaches consistent with disciplines taught; and informs evaluations of student work, all exercised within the shared boundaries defined by the TBS Covenantal Documents.

Academic freedom does not involve expressions that substantially impair the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the TBS community. Academic Freedom does not provide protection of faculty who demonstrate professional ignorance, incompetence, or dishonesty with regard to their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

All members of the TBS community have a right to due process. Anyone alleging or responding to a potential breach of academic freedom should follow the TBS Grievance Policy.

## Nondiscriminatory Policy

The Bible Seminary admits students of any race, sex, color, disability, age, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Seminary. It does not discriminate on the basis of race, sex, color, disability, age, or national or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## Philosophy of Education

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# Facts

## Incorporation and Licensing

- Independent and non-denominational
- Registered Domestic Non-Profit Corporation in the state of Texas (Feb 2010)
- Registered IRS 501(c)(3) Charitable Institution of Higher Education (Aug 2010)
- Exemption by Texas Workforce Commission (Mar 2011, Oct 2018, Aug 2020)
- Exemption by Texas Higher Education Coordinating Board (May 2011)
- Affiliate Member of the Association for Biblical Higher Education (2012 - Jul 2021)
- Approved CEU provider by the Association of Christian Schools International (Oct 2015)
- Approved by the Transnational Association of Christian Colleges and Schools (TRACS) for Applicant Status (Jan 2018), Candidate status (Apr 2019), Accredited status (Oct 2020), and to offer Distance Education (Apr 2021)
- Approved accredited member of ECFA (Sep 2019)
- Approved member of the National Council for State Authorization Reciprocity Agreements (Dec 2021, Aug 2023, Aug 2024)

## Founders

- Dr. James E. Leggett, *Founding President* (2010-13)
- Rev. Paul Helbig, *Bible Institute Co-founder and Lead Faculty* (2008-16)
- Mr. Dan Dunham, *Founding Board of Trustees Chair* (2010-13)
- Grace Fellowship Church, *Seed funding for launch* (2010-11)

## Executive Officers

- *President*, Dr. K. Lynn Lewis (2014-present), Executive Vice-President/Provost (2011-13)
- *Provost*, Dr. Scott Stripling (2017-present)
- *Vice-President of Finance and Administration*, Mr. Rick McCalip (2010-present)
- *Board of Trustees*, Mr. Adam Peters (Chair) with 7 total members

## Programs

- *Master of Divinity* (84-credit hours)
- *Master of Arts* (four majors, 48 to 60-credit hours)
- *Dual Degree Completion (Bachelor of Arts in Christian Ministry* in conjunction with a TBS MA or MDiv)
- *Certificate of Theological Studies* (27-credit hours)

## Faculty

- Two full-time administrators who also teach
- Two full-time faculty members and 15+ adjunct professors and teaching assistants
- 50+ professionals who serve as mentors and visiting teachers

## Unique Features

- All programs cover all 66 books of the Bible
- Comprehensive, relevant education and training for 21<sup>st</sup> century leadership
- Local mentoring and training opportunities throughout the graduate degree programs
- Educational experiences in classrooms, on-site visits to regional locations and international locations, especially in Israel

## Special Program Elements

- Distinctively clear core values, doctrine, and ethos statements
- Holy Land Study tours and archaeological excavation opportunities
- Technological study and resource tools
- Multiple experiential learning opportunities
- Strong commitment to helping students graduate with ZERO (\$0) seminary debt

## History

The Bible Seminary's passion for vibrant Bible-based, Christ-centered, mission-focused leadership training began with Dr. James E. Leggett, founder and senior pastor of Grace Fellowship Church in Katy, Texas. Under the leadership of Teaching Pastor, Paul Helbig, the church established a Bible Institute in 2008 teaching all 66 books of the Bible. A team led by future Board Chair, Dan Dunham, and Vice-President of Finance and Administration, Rick McCalip, helped incorporate The Bible Seminary (TBS) in 2010 as an independent, non-denominational, charitable 501(c)(3), educational institution of higher education. The Board named Dr. Leggett as volunteer President and Grace Fellowship raised \$1,100,000 from 260 donors to help launch the seminary.

In 2011, the Board hired Dr. K. Lynn Lewis as full-time Executive Vice-President and Provost; received exemptions for its Master of Divinity program by the Texas Workforce Commission and Texas Higher Education Coordinating Board; transferred the Bible Institute from Grace Fellowship to TBS; and graduated the first 12 students from the Bible Certificate program in December 2011.

In 2012, TBS received approval for Affiliate status with the Association for Biblical Higher Education (ABHE). The graduate program launched on September 4, 2012 with 12 inaugural students. In 2014, Dr. Leggett resigned as volunteer President, the Board named Dr. Lewis as President, and TBS hired a full-time Provost.

In 2015, TBS established a Master of Arts program, a Dual Degree Completion program, a Licensed Professional program (now Certificate of Theological Studies) consisting of core graduate courses, awarded its first graduate degrees (seven Master of Divinity and one Master of Arts), launched a Spanish Bible Certificate program, and received approval from the Association of Christian Schools International (ACSI) to provide continuing education.

In 2016, TBS began offering courses in regional locations. In 2017, the seminary hired Dr. Scott Stripling as Provost and Dr. Douglas Petrovich as full-time faculty member, revised the Bible Certificate program, and received recognition by the *Knowledge Review* as one of the 10 Most Preferred Divinity Schools for Religious Studies 2017. In 2018, TBS added four new Master of Arts programs, reduced Master of Divinity credit hours from 96 to 84, revised the Licensed Professional program, received approvals of exemption from the Texas Workforce Commission, and added new remote instructional locations.

In 2019, TBS hired Dr. J. Paul Nyquist as Dean of Graduate Programs and became an accredited member of the Evangelical Council for Financial Accountability (ECFA). In 2020, TBS named Dr. Doug Petrovich Dean of Graduate Programs and Mrs. Carousel Pieterse Director of the Bible Certificate Program, renamed the "Licensed Professional" program the "Vocational Ministry" certificate program, and earned Accredited Status with the Transnational Association of Christian Colleges and Schools (TRACS). In 2021, TBS received approval from TRACS to offer Distance Education and became a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

In 2022, TBS added four Master of Arts concentrations (since placed in abeyance), formed a publishing division (Nehemiah Press), opened the 3J Archaeological Museum, hired Dr. Israel Steinmetz as Graduate Dean, and expanded Dr. Scott Stripling's role to include Vice-President of Donor Relations.

In 2023, TBS transformed the non-degree Bible Certificate and Vocational Ministry Certificate programs into the non-degree Certificate of Theological Studies program. In partnership with the Grace and Mercy Foundation, TBS launched Public Reading of Scripture (PRS) weekly on Mondays from Noon to 1 PM on campus (with a free meal) and online.

In 2025, TBS hired Dr. Craig A. Evans as Distinguished Research Professor and Director of Master of Arts in Biblical History and Archaeology (MABHA) and Master of Arts in Biblical Languages and Culture (MABLC) Graduate Programs.

## Employment

The Bible Seminary educational team may include various full-time, part-time, or adjunct faculty who possess specific knowledge or ability needed for instructional purposes.

### Employment Inquiries

Faculty employment inquiries may be submitted to the Provost by interested parties, or TBS may invite select persons to consider employment. A submitted inquiry or invitation for exploration does not constitute an offer or a commitment of any kind.

### Faculty Contracts

- Faculty titles include “Professor” (persons with an advanced degree, such as a D. Min. or Ph.D., in their subject area of teaching) or “Instructor” (persons without an advanced degree or with an advanced degree in process). Seminary staff may also be named to any of these positions.
- Contracts are contingent upon presentation of satisfactory documentation of credentials, including an original transcript from the institution awarding the highest degree.
- All faculty must sign agreement with the Covenantal Documents of The Bible Seminary (see pages 7-13). Initial employment will involve signing agreement with the full text of these documents. Continued employment contracts usually contain an all-inclusive signature opportunity for expediency, although we do expect all faculty to review these documents at least once annually.
- TBS typically offers adjunct faculty contracts on a semester by semester and course by course basis.
- Contracts include the Name and Number of the course contracted to teach and/or develop, as well as the time period(s) – including the Semester(s), Year(s), Date(s), and daily Time(s) – Location(s), Description, and Terms – including whether or not the contract is renewable and information about remuneration.

### Job Descriptions

Adjunct faculty contract terms detail specific course assignment(s) and include a job description. Full-time faculty contracts include job descriptions as part of their annual contract. Job descriptions are reviewed with the Provost as part of annual and/or post-semester evaluations, as well as during contract negotiations. In general, the job descriptions below apply.

#### *Full-time Faculty Members*

A full-time faculty member should cultivate a healthy relationship with God and a healthy family life. This position reports to the Provost and serves as an extension of that office. The primary responsibility of a full-time faculty member is to teach a full load (4 graduate courses per semester or the equivalent thereof). Additionally, a faculty member maintains regular office hours, serves on committees as assigned, and assists with course and policy development through the Faculty Association. Finally, faculty members assist with accreditation, student advising, marketing, and publishing.

#### *Adjunct Faculty Members*

An adjunct-faculty member should cultivate a healthy relationship with God and a healthy family life. This position reports to the Provost and serves as an extension of that office. The primary responsibility of an adjunct-faculty member is to teach courses as assigned. Additionally, adjunct-faculty members may serve on committees and assists with course and policy development through the Faculty Association.



## Materials and Procedures

For contractual purposes, tentative employees need to provide Name, Address, Phone, E-mail Address, and Academic/Professional Credentials (a full copy of a CV and/or resume is preferred), as well as personal information for the Background Check Authorization.

Upon acceptance of a contract, employees should also plan to provide:

- A high-quality headshot photo for filing and marketing purposes (at least 300 dpi, a full head and shoulders pose with a non-distracting background). If you do not have one, TBS can assist you. Visit “About – About Us – TBS Faculty” on the [TheBibleSeminary.edu](http://TheBibleSeminary.edu) for examples.
- Official transcripts from all degree programs completed
- An up-to-date CV/resume
- Other documentation as needed

All employee application materials must be completed and contracts returned with all documents signed as requested. Following due process and satisfactory completion of all requirements, final contract approval resides with the appropriate administrative head of The Bible Seminary, who must sign a contract to make it valid and enact the provisions therein.

## Salary and Benefits

Remuneration is typically paid semi-monthly, on the 15th and the last day of each month. If one of these days falls on a weekend or holiday, TBS will pay on the nearest business day prior to the scheduled pay date. The semi-monthly payment amount is calculated by dividing the total remuneration amount by the number of semi-monthly pay dates in the contract period. TBS offers Direct Deposit as the preferred method of payment. TBS does not release paychecks prior to payday and does not grant pay advances.

TBS benefits generally available to full-time faculty members includes the following:

- Salary
- Health Insurance\* – 100% of Employee coverage plus \$3,000 toward HSA account
- Dental Insurance\* – \$100 per month paid by Employer, balance paid by Employee
- Life Insurance – 100% paid by Employer (\$50,000 of coverage is provided, the maximum allowable without the premium paid being taxable.)
- Long-term Disability – 100% paid by Employer (Long-term disability requires evaluation prior to determining benefits and only begins after the period of short-term disability. Generally, the benefit is 60% of base earnings up to a maximum benefit of \$7,500 per month. If disability begins prior to age 62, benefits are payable to age 65; lesser lengths of benefits if the disability begins at or after age 62; and, if disability at age 69 or after, the benefit duration is one year.)
- Short-term Disability – 100% paid by Employer (Short-term disability pays 60% of weekly base earnings to a maximum benefit of \$1,500 per week for up to 13 weeks of disability.)
- Retirement Plan – TBS matches 100% of contributions up to 3% of salary, and 50% of contributions over 3% and up to 5% of salary.
- Vacation – (varies as agreed upon)
- Holidays – 11 holidays, including New Year’s Day, Martin Luther King, Jr., President’s Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Thanksgiving (2 days), and Christmas Day.

\* Optional for employee, if needed or desired. No Spousal or Family coverage is offered.

## Performance Evaluations

Faculty performance-evaluation policies and procedures may include scheduled and/or random classroom observation by TBS leadership, student evaluation(s), peer assessment(s), Employer assessment(s), and Employee self-assessment(s). Evaluation records will be kept on file as part of the Employee's professional record, with information therein subject to the confidentiality rules and regulations according to the laws of the state of Texas.

All courses include a "Course Evaluation" opportunity provided to all enrolled students at the end of each semester. Students receive a hard copy evaluation or an e-mail link to complete an evaluation for each class in which they were enrolled. This procedure is initiated and managed by the TBS administration, so faculty have no responsibilities related to initiating, managing, or processing these evaluations. Following each semester, faculty will be given an opportunity to review the compiled results from their class(es) and will be expected to sign and date the review kept on file.

Random or scheduled classroom observations are followed by an e-mail summary of what was observed. End of year evaluations for full-time faculty members typically occur in April. These involve faculty self-assessment, direct supervisor assessment, and opportunities for professional growth. These signed evaluations are kept on file and precede the letting of a renewed employment contract.

## Termination

Employer reserves the right to terminate a contract if:

- a. There is insufficient enrollment at the determination of the Employer, in which case Employer agrees to notify the Employee within two (2) business days of the decision. Teaching contract cancellation prior to the beginning of class instruction incurs no financial obligation on the behalf of the Employer. For contracts terminated after the beginning of teaching a class, terminated Employees will be entitled to a prorated remuneration based strictly on the day(s) of a class actually held in session as scheduled and taught by the Employee.
- b. The performance of the Employee is not deemed satisfactory by the Employer.
- c. Employee fails to comply with any of the terms, covenants and conditions set forth in this contract.
- d. Employee commits an illegal or immoral offense under Federal, State, local, or institutional laws or ordinances or policies, or engages in conduct which causes the Employee to be held in public ridicule or scorn to such an extent as will, in the opinion of the Employer, have a detrimental effect on the Employee, the Employee's services, or Employer in part or in whole. The use of an illegal controlled substance shall result in immediate termination.

Adjunct employment does not count toward consideration of tenure, and adjunct faculty are not eligible for employment benefits. Adjunct employment places no obligation on Employer to renew a contract or to specify any cause(s) for non-renewal and does not constitute a right to full-time employment. TBS employment contracts shall be governed according to the laws of the state of Texas.

*(For more information about faculty employment, see the TBS "Faculty Employment Policy" in the TBS Policy Manual)*

## Absences and Substitutes

Faculty are expected to teach or arrange teachers for all class sessions for which they are contracted to teach. If faculty arrange for a guest or substitute during a time in which the faculty member is contracted to receive compensation (most class sessions), payment of an honorarium or other compensation is left up to the discretion of the faculty member.

However, if the seminary arranges for a special guest to teach a class session or sessions, then any payments of honorariums or other compensation will be the responsibility of the seminary, not the faculty member. In emergency cases, faculty members should contact the Provost and seminary office at the earliest possible time.

## Academic Advising Procedures

Faculty are expected to be available to students for academic and spiritual advising outside of actual class time. Maintaining availability at least 15 minutes both before and after classes is recommended as a minimum. Additional time(s) of availability and contact information should be noted in course syllabi and posted on office doors if possible.

Full-time faculty and employees may utilize their own office space on campus, anyone may use available classrooms and library/conference room spaces, and adjunct faculty may utilize the adjunct faculty workspaces noted previously. Appropriate off-campus advisement is also acceptable, for instance in association with teaching sites and remote instructional locations, at an adjunct's regular office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.

## Course Resources

TBS faculty are expected to produce and/or compile their own syllabus, grading criteria, and class resources (graphics, handouts, notes, etc.) for their classes. TBS administration may assist with book and resource orders. If faculty need assistance finding or preparing resources, contact the seminary office. We do have some design, graphics, research, audio/video, and web capabilities that can be of assistance, if needed. A complete syllabus – including a list of required books and resources that need to be ordered – must be submitted to the Provost for approval at least two months prior to the start of a class.

### Bible Software

Graduate students often have access to digital Bible software program(s). If a faculty member does not have a personal subscription or access to Logos Bible Software or another program available to students, he or she should discuss this with the Provost.

### Email Address

Faculty typically use their own e-mail address. In some cases, TBS may provide an email address according to the following convention: `firstname.lastname@TheBibleSeminary.edu`.

### Information Management System

All faculty and students should have access to the TBS information management system. Formerly OasisSIS, the seminary transitioned to Populi as of Fall Semester 2024. All course records and most resources should be accessible through this portal. The TBS Communications Director and Registrar can help you access, set-up, and maintain your class(es), personal profile, and other data on this system. Additional help is available utilizing the excellent articles and training videos within Populi.

## Privacy Policy for Distance Education Students

It is the policy of The Bible Seminary (TBS) to ensure that the privacy of students utilizing distance education technologies for courses, programs, seminars, or other online academic activities shall be protected.

1. Privacy of student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
2. For premier protection, students should submit course assignments within the password-protected, multi-factor-authenticated student management system (Populi). Alternatively, distance education students may submit course assignments directly to the course/event professor of record by private email or other designated secure repository.
3. Student postings to group discussion threads (Populi chat, Zoom chat, or other class forums) are accessible by invitation only to course enrollees, course instructors, and others specifically authorized for pedagogical and/or assessment purposes, as well as institutional administrators for evaluation and review.
4. Grades and grading notes are confidential and accessible to individual students, course instructor(s), and others specifically authorized for pedagogical/assessment purposes, as well as institutional administrators for evaluation and review.
5. Online examinations are accessible to course instructor(s) and anyone specifically authorized by a course instructor if such authorization is for pedagogical purposes, as well as institutional administrators for evaluation and review.
6. Course materials are regularly reviewed by course instructors and administrators to ensure that they do not include personal information identifying individual students without their prior permission.
7. Personally identifiable information of students is kept in an encrypted format.
8. Course instructors are required to keep student user names, as well as submitted assignments notes and grades, confidential. The institution does not provide students access to other student's records, and students should not share login and password information with others.
9. All TBS personnel are required to follow these and FERPA guidelines for sharing any information contained in student records with other persons within or outside of the institution.

## Proctored Exams

The Bible Seminary (TBS) seeks to ensure the integrity of individual academic achievement in association with the institution of TBS as a whole and national educational standards in general by verifying the identity of all students submitting course work for grades, including the taking of exams.

The identity of all graduate students is verified through the degree application process, which includes submission of an application (accompanied by a recent photo and a valid form of identification, such as Driver's License, Passport, or other government issued ID), background check, official transcript reviews, interactions with references, personal interviews, resume vetting, and financial transactions.

Matriculated students receive secure log-in credentials to personally and privately access Populi. All agree to adhere to the TBS Covenantal Documents, including the TBS Ethos Statement that includes commitments to "uphold integrity, respect, honor and character (2 Timothy 2:20-22)" and "do my best to live by this Ethos Statement with God's help and power through Jesus Christ and for His glory."

If students are not physically present for a quiz or exam, they may arrange in advance with the professor to take the assessment via designated proctor. Students are responsible to follow up and ensure that they make up the exam within one week. Exceptions may be granted on a case-by-case basis. Students not physically present for an assessment are required to show their driver's license to the proctor to verify their identity before taking the assessment.

### Populi Proctored Exams and Quizzes

Here's a clear, step-by-step breakdown of what to expect when an online exam is proctored through Populi with your proctor in attendance:

**Step 1: Student Logs in to the Test:** The student accesses their exam through Populi by logging into the platform with their credentials.

**Step 2: Populi Requests Proctor Information:** Populi will prompt the proctor to provide the following personal information – Name, Phone Number, and Address.

**Step 3: Proctor Responds to the Proctor Statement:** The proctor is required to read and respond to the **Proctor Statement** provided by Populi, agreeing to their responsibilities and the rules of the exam.

**Step 4: Proctor Receives a Security Code:** After responding to the Proctor Statement, the proctor receives a **text message** containing a 6-digit **security code**.

**Step 5: Student Inputs the Code:** The student inputs the 6-digit code they receive from the proctor into the exam system on Populi.

**Step 6: Student Gains Access to the Exam:** Once the student enters the correct code, they are granted access to start their exam.

**Step 7: Student Completes the Exam:** The student works through the exam questions. After completing it, they **press SUBMIT** to finish the exam.

**Step 8: Proctor Receives a Second Security Code:** After the student submits the exam, the proctor receives another **text message** with a new 6-digit **security code**.

**Step 9: Student Inputs the Code:** The student inputs this second 6-digit code from the proctor into the Populi system.

**Step 10: Student Accesses Test Grade:** Finally, once the student enters the second security code, they are granted access to view their **test grade**.

This process ensures secure proctoring for the exam, and both the student and the proctor are required to confirm actions with security codes throughout the process.

## Facilities and Equipment

TBS facilities are commonly identified using the nomenclature of “TBS@XYZ” to denote the primary location, plus additional “Classroom ###” to identify a specific location on that particular campus.

TBS@Katy is the seminary’s main campus at 2655 S Mason Road, Katy, TX 77450. Part of the Great Southwest Equestrian Center (GSWEC) business offices complex, it includes exterior visible signage, parking access (including designated handicapped parking spaces), handicapped entry areas, covered and lighted sidewalks between exterior doors, and outdoor seating. Interior spaces include posted emergency plans, fire extinguishers, doors to both interior and exterior spaces, access to GSWEC restroom facilities and water fountains (both handicapped accessible), access to TBS drinks and refreshments, as well as access to electrical power, coffee machines, microwaves, refrigerators, Wi-Fi, copier services, and other basic classroom and office supplies. Campus suites include the following:

### **Suite 250 – Museum, Production Studio, and Student Lounge (3 rooms)**

- Museum – The Joshua, Judges, and Jesus (3J) Museum includes archaeological artifacts and displays with a standing-room capacity of approximately 40 persons. Built-in audio and video projection enhances the museum exhibit and offer campus overflow capabilities.
- Production Studio – Desk storage, seating, production equipment, and adaptable staging space.
- Student Lounge – Study desk and meeting space with a table and four chairs.

### **Suite 263 and 599 – Reception, Offices, and Library/Conference Rooms (8 rooms)**

- Reception – Seating, office manager’s desk and other office storage units, and copy machine.
- Six offices with bookcases, desks, and various seating arrangements.
- Library/Conference Rooms – Two rooms of books on built-in wall shelving, including one room with three tables with arrangements that can comfortably seat 14 to 20 people for meetings or individual or group study.

### **Suite 265 – Storage (1 room)**

- Includes moveable shelving and access to interior and exterior doors.

### **Suite 270 – Classroom (1 room)**

- Comfortable classroom seating with four rows of desks and chairs arranged to accommodate up to 40 people, with expansion space for up to 56. Each seated participant has reachable access to at least two electrical sockets, as well as wireless access to campus-wide Wi-Fi.
- Two video projectors with software that allows for dual or split projection.
- Two remote-controlled conference cams, one facing the front of the classroom from the rear and the other facing the rear of the classroom from the front.
- Built-in, wireless, ceiling microphone and speaker array that helps facilitate high-quality, interactive communication between classroom and remote participants.
- Built-in video monitor in the rear of the classroom that allows audience-facing speakers to see and interact with online participants.
- Built-in integrated wall switch that provides one-button control for turning on and off all cameras, microphones, speakers, and video monitors/projectors.
- One large dry erase marker with markers, as well as a speaker-controlled camera and software system that “erases” speakers from online view for better visibility when a speaker physically blocks writing on the board from the view of online participants.
- A production computer system with software to manage presentations and connect online.
- Small kitchen area with cabinets, coffee makers, a microwave, a standard upright refrigerator and freezer (no ice maker), and a water cooler, along with tables for serving food and drinks.
- Movable shelving accommodating the campus bookstore, periodicals, and free book giveaways.

## **Other Classrooms**

For the most current information about other TBS@XYZ locations, see the TBS Student Catalog under “Campus Resources – Instructional Locations” or contact the Registrar.

## **Campus Offices**

The seminary’s main campus offices are located in the Great Southwest Equestrian Center office complex just north of The Mansion on the Grace Fellowship campus, as noted on the campus map.

## **Campus Study Space(s)**

The TBS classroom and library can be available for independent or group study when not otherwise in use. All areas offer power and wireless Internet. The adjacent Porch area in front of the Grace Fellowship worship center is also available when not in use by the church.

## **Campus Technology**

Access to electrical power and wireless Internet are available in seminary classrooms, offices, the library, and some outside areas on campus. Additional technology assistance may be available from seminary staff, and, if necessary, can be arranged for a fee from an outside contractor associated with the seminary.

Laptops and other portable devices are welcome in classrooms as long as they are used for educational purposes and their use is not disruptive to other students or instructors. Cell phones should be set on silent during class, and phone calls should never be conducted in the classroom during class time. In case of an emergency call, please exit the classroom to answer.

## **Disability Access and Use**

The TBS main campus includes designated handicap parking spaces, ramp access available for all three main entrances, and handicap-accessible restroom facilities. Other instructional sites also have handicap-accessible parking, entry/exit access, and restroom facilities available. For equipment availability and use by those with disabilities, please contact the TBS office for assistance. For more specific details, see the “Building Use Policy” in the TBS Policy Manual available on at [TheBibleSeminary.edu](http://TheBibleSeminary.edu) under “About – TBS Documents.”

## **Great Southwest Equestrian Center Campus**

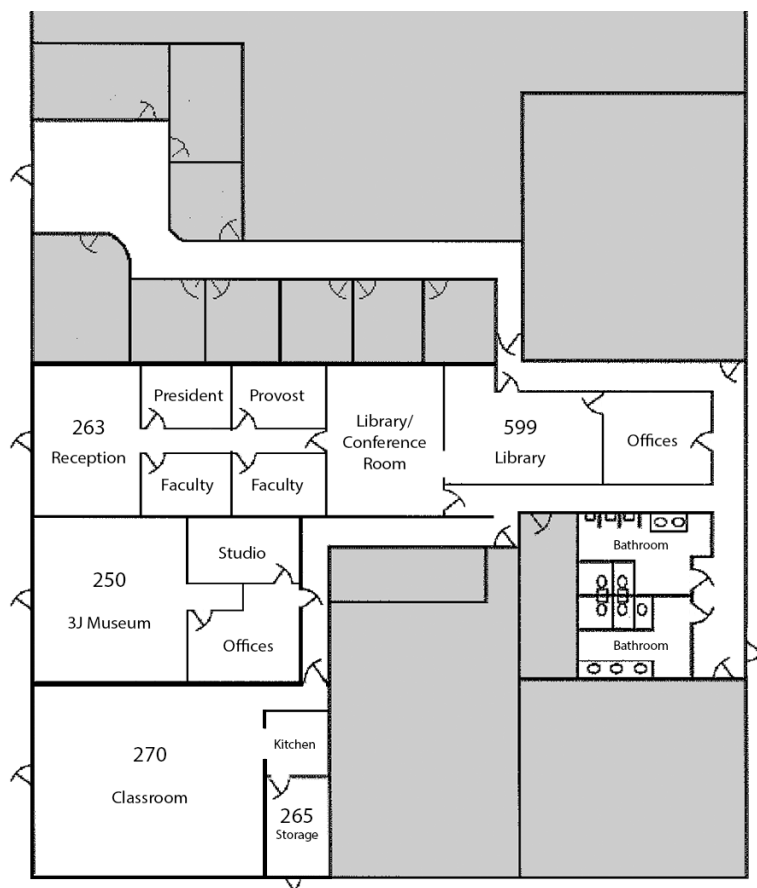
The seminary is located on the 80-acre Great Southwest Equestrian Center (GSWEC) campus. Exterior common space includes paved and grass parking areas. Primary student parking for the main campus is located in the paved parking lot in front of the seminary offices and classrooms (the west side of the buildings). Interior facilities available for seminary use include common restroom facilities and a water foundation. Also, most GSWEC events are free and open to the public.



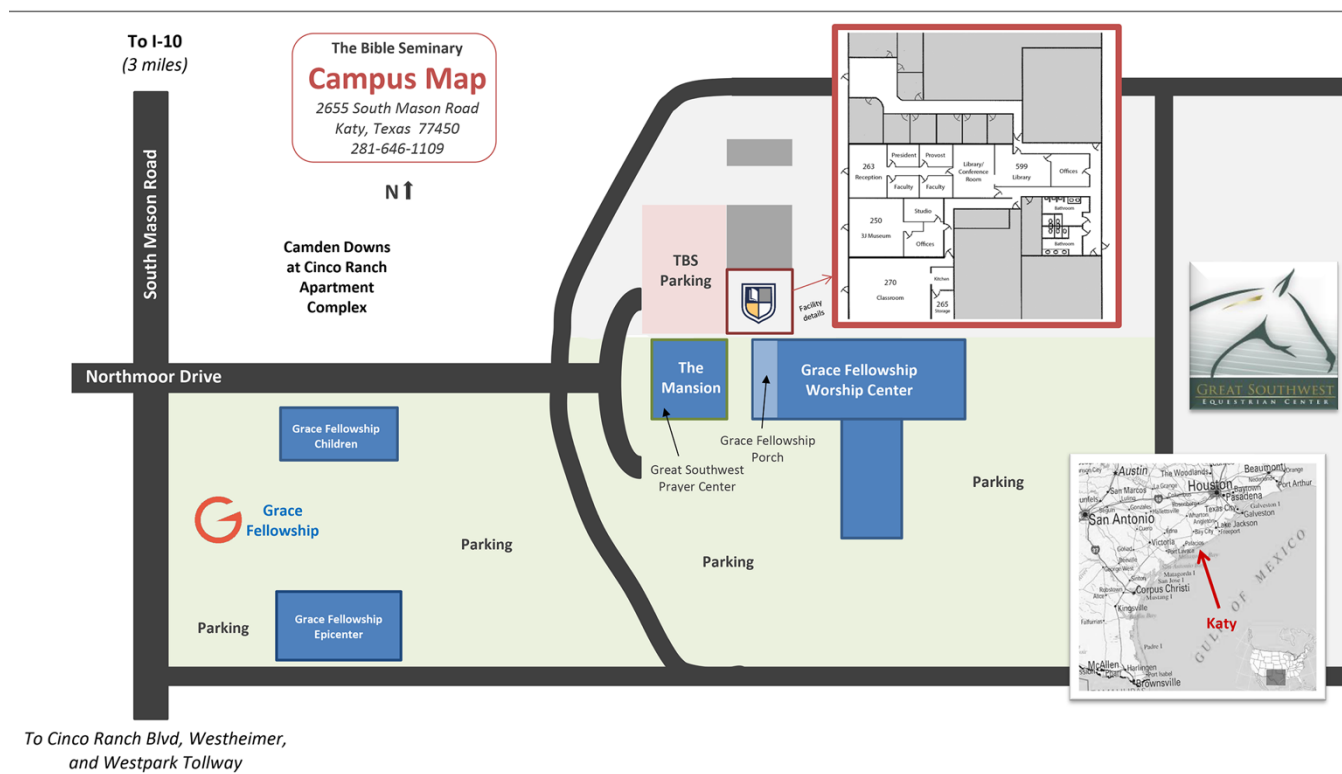
## Grace Fellowship Campus

The seminary is located in close proximity to the 30-acre Grace Fellowship campus, which includes ample additional parking south and southwest of the seminary facilities, a large worship center, and a number of various sized meeting facilities. For access to these facilities, please contact the seminary office to help facilitate necessary arrangements.

*Parking*



*Building inset detail*





## Libraries

The TBS main campus library contains high-quality materials covering many subject areas. The library has approximately 4,500 volumes and 1,200 issues of academic journals, as well as a special collection inherited from Trude Dothan, a celebrated biblical archeologist, of more than 350 archaeological articles. Facilities include tables, chairs, book carts, library stools, electric outlets, and Wi-Fi access.

This library is open for borrowing privileges to TBS faculty, staff, students, and other constituents, as well as members of local churches and schools. Library Hours are Monday through Friday, 9:00 AM to 4:00 PM, except in cases of special events or private reservations.

Regional faculty and students have access to the Lanier Theological Library ([LanierTheologicalLibrary.org](http://LanierTheologicalLibrary.org)), one the premier biblical research libraries in the United States. Located in Houston, Texas approximately 40 minutes from the TBS campus, this library houses a comprehensive collection of more than 100,000 books, as well as periodicals, magazines, artifacts, and historical documents designed to aid the serious study of Scripture. The library contains several private collections of noted scholars that have been kept intact, and regularly hosts events with noted authors, guest lecturers, and researchers. The library covers the following research areas: Ancient Languages, Ancient Near Eastern Studies, Biblical Studies, Church History, Classics, Dead Sea Scrolls, Egyptology, Monasticism, Patristics, and Theology.

### Lanier Theological Library

14130 Hargrave Rd

Houston, TX 77070

281-477-8400

[LanierTheologicalLibrary.org](http://LanierTheologicalLibrary.org)



The seminary pays for access for all faculty and graduate students to research and study resources that include [Galaxie](#), [JSTOR](#), and NEAS (*Artifax*, *Bible & Spade*, and *NEAS Bulletin*). The seminary offers Student Technology Scholarship Grants of up to \$400 to graduate students to help purchase Bible software programs such as [Accordance](#) or [Logos Bible Software](#). Other resources include [Academia.edu](#), [Archive.org](#), [GoogleScholar.com](#), and seminary-provided access to RightNow Media ([RightNow.org](#)), the world's largest video-streaming library of Biblical resources.

## Parking and Use of Automobiles on Campus

Parking on campus is available as noted on the campus map. No parking registration or decals are required, and there are no restrictions for the use of automobiles on campus other than related general state and private property laws in the state of Texas.

There are designated handicap parking spaces, and the main TBS campus does have ramp access available for all three main entrances. Additional assistance may be available upon request.

Primary parking for the main campus is located in the paved parking lot in front of the seminary offices and classrooms (the west side of the buildings). Overflow parking is available in the south and southwest parking areas on the Grace Fellowship campus. For more main campus and other location parking, see the TBS Student Catalog under "Campus Resources – Instructional Locations," the web site under "Academics – Campus" or contact TBS.

## Restroom Facilities

The main campus has handicap-accessible restroom facilities available down the back hallway. Other instructional sites also have handicap-accessible restroom facilities available.

Safety and Emergency Response Plan

Introduction

This plan describes the general actions to be taken in response to undesirable incidents and emergency circumstances that may be encountered at the TBS main campus on the grounds of the Great Southwest Equestrian Center in Katy, Texas. The purpose of this plan and of the actions that may result from its implementation is intended to achieve these basic objectives:

- Protection of life and prevention of personal injury,
- Protection of property and equipment,
- Avoidance of increased exposure to risk as a result of response actions, and
- Rapid recovery and return to full, normal operations.

The TBS campus consists of one classroom, offices, library, and a small kitchen and storage area, identified by the Great Southwest Equestrian Center as, north to south, Suites 263 (reception, offices, library), 250 (museum, offices, and studio), and 270 (classroom, kitchen/storage). These facilities are located in the southwest corner of a single story, wood frame, metal-roofed building shared with other tenants, with common areas that provide hallway access, basic utilities, and restrooms. Utilities include electrical service, water, and telephone/internet. There is no natural gas utility connection to the building. No cooking is provided for or allowed in any of the facilities, including the kitchen (posted “House Rules”). Smoke detectors are mounted above each exit door in all three suites. Fire extinguishers are located near the east (hallway) exit doors in all three suites.

Organization

Due to the small size of TBS and limited staffing, response to emergencies will require a strong dependence on local authorities. Members of TBS staff or adjunct faculty may be the sole individuals on site to assure an appropriate initial response to emergency circumstances according to the procedures described in this plan. Cooperation and assistance by students and volunteers are encouraged and appreciated.

TBS is located at the southern boundary of Harris County and is therefore in the jurisdiction of the Harris County Sherriff. Fire, ambulance, and emergency medical services are provided by Harris County Emergency Services District (HCESD) #48. 911 service is available and should be the primary method of contacting response services in case of emergency circumstances.

NON-EMERGENCY Phone Numbers	
Harris County Sheriff	713-221-6000
Fire and EMT’s (HCESD #48)	281-578-2518
Memorial Hermann Katy Hospital	281-644-7000
Poison Control Center	800-784-7661
Primary TBS Emergency Contacts	
Lynn Lewis	832-525-5244
Rick McCalip	281-793-4561

## Orientation, Training, Exercises

Employees, volunteers, adjunct professors, and instructors will be provided copies of this plan and a discussion of the plan's provisions will be included in the process for developing employee performance agreements. The plan will be reviewed with students at the beginning of each semester's classes. A poster summarizing general response actions and evacuation plans will be posted near the hallway doors at the eastern end of each suite.

Fire evacuation exercises will be conducted once per semester, during a time of greatest number of class attendance.

## Procedure for Notifying Emergency Response Agencies

In case of emergency circumstances requiring response assistance, a TBS staff member, adjunct faculty, or designated student should call 911. The caller should remain as calm as possible and provide the following information to the 911 operator. If the incident is described below as a circumstance requiring evacuation, this call should be made by someone who has completed evacuation, while evacuation is continuing.

### 1) Describe the emergency

- Injury of Illness Requiring Medical Attention or Evaluation
- Number of ill or injured individuals
- Fire or Possibility of Fire
- Terrorism or Violent Threat
- Life Threatening Situation

### 2) The Bible Seminary location

The Great Southwest Equestrian Center  
2501 South Mason Road (Physical address)

Facilities directly north of Grace Fellowship Mansion  
Suite 263 (Offices), 250 (Museum), and 270 (Classrooms)

### 3) Answer the operator's questions but respond "I don't know" if not sure.

Unless necessary to protect life, students should not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that the person feels confident in what to do and how to do it.

IN CASE OF EMERGENCY REMAIN CALM CALL 911	
<b>PROVIDE INFORMATION TO THE 911 OPERATOR</b>  1) Describe the emergency <ul style="list-style-type: none"><li>• Injury of Illness Requiring Medical Attention or Evaluation<ul style="list-style-type: none"><li>◦ Number of ill or injured individuals</li></ul></li><li>• Fire or Possibility of Fire</li><li>• Terrorism or Violent Threat</li><li>• Life Threatening Situation</li></ul> 2) The Bible Seminary location The Great Southwest Equestrian Center 2501 South Mason Road (Physical address) Facilities directly north of Grace Fellowship Mansion including Suite 263 (Offices), 250 and 270 (Classrooms) and 265 (Storage)  Answer the operator's questions, but respond "I don't know" if you aren't sure.  Unless necessary to protect life, do not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that you feel confident in what to do and how to do it.	<b>SEVERE WEATHER</b>  If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway suite doors and take refuge in the inner hallways outside the hallway doors of the offices and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notifications of severe weather warnings from the National Weather Service.  KTRH radio (740 AM) and <a href="http://www.weather.gov">www.weather.gov</a> are the best sources of reliable weather information. To confirm open/closed status of the offices and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1109.
<b>VIOLENCE OR THREATENING CIRCUMSTANCES</b>  If the threat is outside the offices or classrooms, lock the exterior doors and doors to the hallway, call 911, and remain inside away from windows and doors until the authorities arrive. If the threat is inside the offices or classrooms, remain calm and attempt to do nothing to incite action by the intruder/perpetrator. Individuals should hide, use furniture as protection, and do whatever is necessary to minimize risk of confrontation and harm. If at all possible, exit the involved offices or classroom areas. 911 must somehow be called as promptly as the situation will allow.  Provide the 911 operator as accurate a description of the person or persons(s) as possible. Note the type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or area entered. Upon arrival of responding authorities, follow their instructions and assist as requested.	<b>FIRE EMERGENCY</b>  If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with the available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here.  In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, immediately evacuate the building, using the main front (exterior) doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, as long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Gather in the shaded area immediately behind the Great Southwest Equestrian Center sign, due west of the building, at the corner of Champions Way and Northmoor Drive (southwest corner of the parking lot).  If any student, faculty, or staff vehicles are parked along the front of the building or near the building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, please lock vehicles and return to the gathering point.  If, for any reason, the front doors are blocked or the parking area appears unsafe for evacuation, check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the restrooms, exiting the building through the exterior door immediately across the hall from the restrooms. If this route is used, the gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assure safe passage through the hallways to the exit.  As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been also evacuated. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.
<b>BOMB THREAT</b>  If a bomb threat is received either by phone or other means, consider it real and an impending threat. Call 911 and report the threat. Classes should be cancelled, students, adjunct faculty, visitors, and volunteers should quickly gather their personal belongings, visually survey their area for anything appearing unusual or unfamiliar, reporting any such issues to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.  If you receive a bomb threat by phone, stay as calm as possible and attempt to gain information from the caller: <ul style="list-style-type: none"><li>• Where is the bomb?</li><li>• What does it look like?</li><li>• When is it to detonate?</li><li>• How will it be detonated?</li><li>• Why are you doing this?</li><li>• What is your name? Where are you?</li><li>• Can I pray for you?</li></ul> While on the call, listen for background noise, note the characteristics of the caller's voice, and try to evaluate the emotional state of the caller. Note any caller ID information about the caller. Immediately following the call, write down, as completely and accurately as possible, the statements made by the caller, answers provided to any questions you were able to ask, noted circumstances of the call and caller, and all caller ID information.  If the threat is received by mail, immediately reduce, and avoid as much as possible, handling of the paper and envelope, preserving all materials for inspection by authorities. Write down the names of any individuals who handled the materials and write down a description of how the item was received (regular mail, express delivery, found in mailbox, etc.).	<b>NON-EMERGENCY Contacts</b>  Harris County Sheriff 713-221-6000 Fire and EMT's (HCESD #48) 281-578-2518 Memorial Hermann Katy Hospital 281-644-7000 Poison Control Center 800-784-7661  <b>PRIMARY TBS EMERGENCY Contacts</b>  Lynn Lewis 832-525-5244 Rick McCallip 281-793-4561

### *Violence or Threatening Circumstances*

If the threat is outside the offices or classrooms, students should lock the exterior doors and doors to the hallway, call 911, and remain inside away from windows and doors until the authorities arrive.

If the threat is inside the offices or classrooms, remain calm and attempt to do nothing to incite action by the intruder/perpetrator. Individuals should hide, use furniture as protection, and do whatever is necessary to minimize risk of confrontation and harm. If at all possible, exit the involved offices or classroom areas. 911 must somehow be called as promptly as the situation will allow.

Students should provide the 911 operator as accurate a description of the person or person(s) as possible. Note the type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or area entered. Upon arrival of responding authorities, follow their instructions and assist as requested.

### *Severe Weather*

If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway suite doors and take refuge in the inner hallways outside the hallway doors of the offices and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notifications of severe weather warnings from the National Weather Service.

KTRH radio (740 AM) and [www.weather.gov](http://www.weather.gov) are the best sources of reliable weather information. To confirm open/closed status of the offices and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1109.

### *Fire Emergency*

If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with an available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here.

In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, students should immediately evacuate the building, using the main front doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, as long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Gather in the shaded area immediately behind the Great Southwest Equestrian Center sign, due west of the building, at the corner of Champions Way and Northmoor Drive (southwest corner of the parking lot).

If any student, faculty, or staff vehicles are parked along the front of the building or near the building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, students should lock vehicles and return to the gathering point.

If, for any reason, the front doors are blocked, or the parking area appears unsafe for evacuation, students should check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the restrooms, exiting the building through the exterior door immediately across the hall from the restrooms. If this secondary route is used, the initial gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assure safe passage through the hallways to the exit.

As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been also evacuated. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. If the secondary evacuation route to the covered storage area is used, as soon as conditions appear safe, evacuees should walk to the north, around the north end of the buildings in the area, progressing west then south, returning to the parking area and the primary assembly point at the southwest corner of the parking lot. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.

### *Bomb Threat*

If a bomb threat is received either by phone or other means, students should consider it real and an impending threat. Call 911 and report the threat. Classes should be cancelled, students, adjunct faculty, visitors, and volunteers should quickly gather their personal belongings, visually survey their area for anything appearing unusual or unfamiliar, reporting any such issues to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.

If a bomb threat is received by phone, stay as calm as possible and attempt to gain information from the caller:

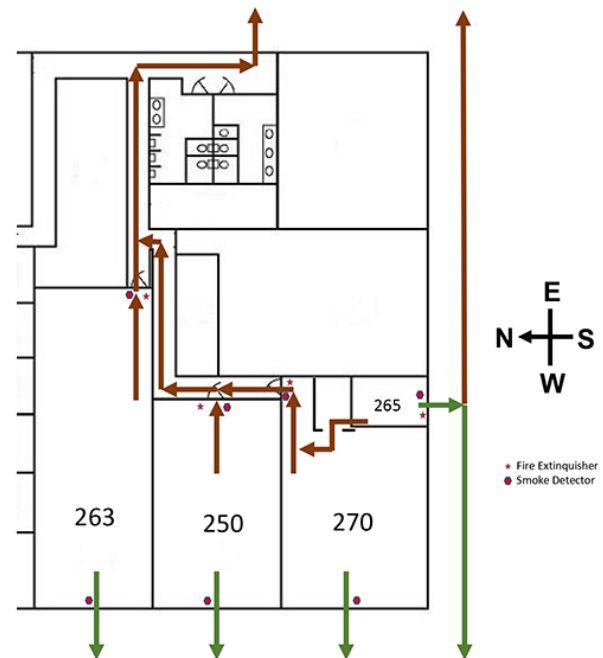
- Where is the bomb?
- What does it look like?
- When is it to detonate?
- How will it be detonated?
- Why are you doing this?
- What is your name? Where are you?
- Can I pray for you?

While on the call, students should listen for background noise, note the characteristics of the caller's voice, and try to evaluate the emotional state of the caller. Note any caller ID information about the caller. Immediately following the call, write down, as completely and accurately as possible, the statements made by the caller, answers provided to any questions you were able to ask, noted circumstances of the call and caller, and all caller ID information.

If the threat is received by mail, students should immediately reduce, and avoid as much as possible, handling of the paper and envelope, preserving all materials for inspection by authorities. Write down the

## **TBS Fire Evacuation Routes**

**Contingent Route: Assemble In The Covered Storage Area, Across the Courtyard \***



**Preferred Route: Assemble Behind GSWE Sign, at SW Corner of Parking Lot**

\* After evacuation by contingent route is verified as complete, walk northward around the building, then across the parking lot to the preferred assembly location.



names of any individuals who handled the materials and write down a description of how the item was received (regular mail, express delivery, found in mailbox, etc.).

### *Inspections, Review, and Documentation*

Inspections of fire extinguishers, smoke detectors, evacuation pathways, and assembly areas are performed monthly and documented according to the TBS Facility Inspection Procedure. A written record of each fire drill and noted suggestions for improvement is to be prepared by the TBS staff member coordinating each drill.

In the event of notification of 911 or an evacuation, a written record of the circumstances surrounding the event should be prepared cooperatively by the TBS staff members, volunteers, adjunct faculty, or assisting students. Included in this record should be any identified difficulties or opportunities for improvement that are identified as a result of the event.

At least annually, the TBS President shall lead a review of any incidents, reports, and of this plan, assuring completion of any necessary refinements and corrections.

### **Use of Facilities**

The buildings, grounds, and equipment (facilities) of The Bible Seminary (TBS) shall be confined to religious, educational, social, service, and other character-building functions. Educational activities will always have priority over outside requests. No meeting may be scheduled by any group that will conflict with any regular or special events involving the faculty, students, and administration of TBS. All classes and other events associated with TBS programs are routinely scheduled. Any additional requests for use of the facilities are to be approved and scheduled by the President and/or Vice-President of Finance and Administration.

### *Prohibitions*

- Alcoholic beverages, illegal drugs, or drug paraphernalia are strictly prohibited from being present or being used on or in any TBS facility. Appropriate action will be taken to safely remove anyone in possession of such materials or who may appear to be under the influence of alcohol or illegal drugs. Any suspicious materials will be removed. Appropriate authorities may be contacted to assure enforcement of federal, state, and local laws and ordinances.
- The use of tobacco products in any form is not permitted inside any TBS facilities.
- With the exception of seeing-eye dogs or other medically-required service animals, no pets are permitted in TBS facilities.
- Sponsoring groups who violate this Building Use Policy may be subject to the loss of facility privileges and/or immediate termination of the subject activities or events.
- Concerning firearms, TBS complies with Texas Government Code, Chapter 411, Subchapter H, Section 411.2031, in that those individuals licensed by the State of Texas to carry a handgun are not prohibited from carrying a handgun on the TBS campus. However, according to the Texas Penal Code, Chapter 46, Section 46.035 (a-1), while on the TBS campus, with the exception of law enforcement and peace officers, license holders may only carry handguns in a concealed manner (not partially or wholly visible). All other firearms are prohibited inside TBS facilities.

*For additional details about use of facilities, see the “Building Use Policy” in the TBS Policy Manual.*

## **Faculty Association**

The TBS Faculty Association affords faculty members the opportunity to share in the governance of the seminary. The Faculty Association helps process the hiring of full-time faculty members and curriculum review and development. Furthermore, the Faculty Association systematically reviews policies and makes recommendations to the Board through the administration for policy changes. Likewise, the Faculty Association facilitates faculty awards and recognition and plays a role in the grievance and appeals process. Full-time faculty members comprise the Faculty Association and are eligible to serve as officers. Adjunct faculty members may also serve on the Faculty Association. The Faculty Association meets at least once per semester.

## Faculty Complaint Policy

Faculty of The Bible Seminary with a complaint should follow the rule of Matthew 18:15-16 as their primary model and as outlined in the TBS Grievance Policy. This includes speaking directly and confidentially with the person most responsible for the situation in a timely manner (within 14 days) in attempt to resolve the problem with dialogue through calm, rational dialogue and Christ-like demeanor. If the conversation does not bring a satisfactory response, or if it is not appropriate for the student or prospective student to speak with the person, the student or prospective student should speak confidentially with the Provost, who can assist in resolving his or her informal complaint. If this process proves unsatisfactory, a formal complaint may be filed to allow both parties due process in resolving an issue not able to be settled informally. The Provost serves as the Complaint Officer for TBS, will advise persons through the formal complaint process outlined in the next section, and keep documentation of formal academic complaints in a locked file in the Provost's office.

### *Complaint Notification Process*

1. It is advisable (although not required) for a faculty member to meet with his or her academic dean to discuss the matter prior to writing a complaint letter.
2. Official complaints should be submitted in writing to Provost either by e-mail or letter.
3. Complaints should clearly denote date(s), facts, person(s) involved, and specific details.
4. Except in extenuating circumstances, complaints must be signed and dated by the complaining party. Anonymous complaints, or complaints on behalf of persons not directly involved but submitted on behalf of someone else, will not be accepted or reviewed.

### *Complaint Review Process*

1. The Provost will review the complaint and notify the appropriate person(s) for further action.
2. The appropriate person(s) will investigate the complaint and, as necessary, meet with the complainant and/or other parties to determine an appropriate course of action and response.
3. A report of the investigation and results will be submitted to the Office of the Provost, and a written response to the complainant will be provided, typically within two business weeks of receiving the complaint.
4. If the written response does not resolve the complaint, the Provost will bring the parties together for a conference where the two parties can talk face to face (or if this is not practical, over the phone) in an atmosphere of fairness and cooperative problem solving. This meeting will include the faculty member, the respondent, and the Provost. The respondent may bring an advocate if desired.

### *Appeal*

1. Complainants desiring to appeal a decision may submit a signed statement of appeal within two business weeks of the decision to The Bible Seminary, Office of the President, 2655 S Mason Rd, Katy, TX 77450.
2. The Office of the President or designee will review all documentation related to the situation and review the appeal and may choose to meet with the complainant and/or other parties.
3. The Office of the President will respond in writing concerning the disposition of the appeal within two business weeks of receiving the appeal.
4. If the issue is still not satisfactorily resolved, a final court of appeal in the form of a Judicial Panel may be appointed by the President, and consist of the President, a representative of the Student Government, and a member of the Board of Trustees. Their decision is final and binding.

After exhausting each procedural step of the above complaint procedures, persons still not satisfied with the outcome may file a complaint with the appropriate agency as outlined below. To the extent in which TBS has control, TBS ensures that all administrators, faculty, staff, and students will fully cooperate with the agencies listed below in the event of any complaint proceedings involving TBS.



*Transnational Association of Christian Colleges and Schools (TRACS)*

1. An individual may make an inquiry to the Transnational Association of Christian Colleges and Schools (TRACS) regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at [www.tracs.com](http://www.tracs.com) with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet. A formal complaint is one that is: submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation); signed; and sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
2. Once the complainant has filed a complaint on the TRACS Complaint Processing Form, the following procedures will be followed for review and consideration of the complaint:
  - a. TRACS will acknowledge receipt of the complaint within 15 working days.
  - b. Within 30 working days of receipt of the complaint, the TRACS staff will review the complaint and its documentation and determine:
    - i. Whether it is within the jurisdiction of TRACS and is related to one or more of the TRACS Standards;
    - ii. If there is adequate documentation in support of the allegations; and
    - iii. Whether the complaint raises questions regarding the institution's compliance with the TRACS Standards sufficient to require the institution to submit information and documentation regarding the complaint.
3. By the end of the 30 working days review TRACS will inform the complainant regarding one of the following dispositions of the complaint:
  - a. The complaint will not be processed further because it is not within the jurisdiction of TRACS (not related to a TRACS Standard) or there is inadequate documentation to raise questions concerning the institution's compliance with the TRACS Standards.
  - b. Documentation is inadequate and additional documentation may be necessary from the complainant.
  - c. The institution will be asked for information regarding the complaint.
4. If information is required from the institution, TRACS will forward a copy of the complaint to the institution's President who will be asked to respond and provide all documentation to TRACS within 30 working days of receipt of the complaint.
5. Within 20 working days of receipt of the institution's response, the President of TRACS will make one of the following determinations regarding the complaint:
  - a. There is insufficient evidence of significant non-compliance on the part of the institution and the complaint will not be processed further. The decision of the President of TRACS is final.

- b. TRACS is unable to determine compliance at that time and the case will either be included in an upcoming scheduled visit to the institution or a special Focus Team will be sent to the institution to examine documents, interview appropriate individuals, make a determination regarding the compliance of the institution, and prepare a report with recommendations for bringing the institution into compliance.
  - c. No response was received from the institution or evidence suggests the institution is not in significant compliance with one or more of the TRACS Standards and what steps will be taken to correct the issues up to and including possible Adverse Action.
- 7. If either b. or c. above occurs, within 20 working days the President of TRACS will notify the complainant that the complaint is settled and which of those options TRACS will pursue and also notify the institution which of those options TRACS will pursue.
  - 8. The President of TRACS will present the findings of any team report to the Commission along with a recommendation at the next scheduled meeting; at which time the Commission will make a decision regarding the disposition of any non-compliance. The decision of the Commission is final.
  - 9. Following that meeting, the complainant and institution will be notified of the decision of the Commission.

For more information on TRACS complaint policies, a complaint information sheet, or to obtain a complaint form, visit “Resources – Publications and Information – Complaint Packet” at [TRACS.org](http://TRACS.org). Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, Virginia 24551; Phone: 434-525-9539; Fax: 434-525-9538; Email: [info@tracs.org](mailto:info@tracs.org); Website: [www.tracs.org](http://www.tracs.org).

For complaints related to the Texas Higher Education Coordinating Board, complainants may contact the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788.

For complaints related to Title IX—Office of Civil Rights, U.S. Department of Education, 1999 Bryan St., Suite 2600, Dallas, TX 75201.

For additional information about filing complaints through other governmental agencies, visit [DOL.gov](http://DOL.gov), [EEOC.gov](http://EEOC.gov), or [TWC.Texas.gov](http://TWC.Texas.gov).

# Faculty Employment Policy

The Bible Seminary (TBS) exists to glorify God by impacting multitudes of souls for Christ and to help fulfill the Great Commission by the power of God's Spirit. Our mission is to foster biblical literacy through studies of all 66 books of the Bible, cultivate professional and lay leadership skills, and deploy trained Christian disciples in service worldwide.

A 501(c)(3) institution of higher education incorporated in the state of Texas in 2010, TBS offers curriculum that integrates studies of the Bible with standard historical, theological and practical disciplines critical to developing professional skills for ministry in the 21<sup>st</sup> century. In conjunction with educationally integrated vocational experiences in local churches and ministries throughout our programs, TBS works to launch highly trained, biblically prepared ministry leaders into vibrant ministry worldwide to exponentially grow the Kingdom of God.

The educational team employed to help carry out this mission includes full-time and part-time faculty with relevant education, experiences, knowledge and/or abilities beneficial for instructional purposes that align with the courses, certificates, and degrees offered by TBS.

TBS faculty titles include the designations of either "Professor" (persons who generally have an advanced degree, such as a DMin or Ph.D., in their subject area of teaching) or "Instructor" (persons without an advanced degree or with an advanced degree in process). Titles may also include the terms "Full-time" (persons employed full-time by TBS) or "Adjunct" (persons hired part-time by TBS as independent contractors).

Faculty employment is contingent upon presentation of satisfactory documentation of credentials, including an original transcript from the institution awarding the highest degree.

Faculty contracts or performance agreements include the following documents requiring signature agreement:

- TBS Covenantal Documents – Vision, Mission, Key Verse, Core Values, Doctrinal Statement, Ethos Statement, Academic Freedom Statement, Non-discriminatory Policy, and Philosophy of Education.
- Course Development Addendum (if applicable)
- Background Check Authorization Form
- Payroll Information Form

Full-time and part-time faculty members are recruited, hired, and contracted at the discretion of the Provost and/or President.

## Full-time Faculty Policies and Procedures

1. *Availability* – Full-time faculty opportunities are advertised on the TBS web site and designated job boards.
2. *Selection* – Faculty applications are reviewed by a selection committee headed by the Provost. Applicants with appropriate credentials and academic and ministry experience may be interviewed by phone, then, if selected for further consideration, asked to submit a comprehensive questionnaire. Top candidates are invited for a personal interview (face-to-face or online). All active candidates are notified of their status in a timely manner throughout the process.

3. *Hiring* – The selection committee ranks the finalists and presents them to the President in the form of a recommendation. The President, at his discretion, may choose to personally interview the top candidate(s) prior to making a final decision. Once the President ratifies the recommendation, an offer is tendered to the candidate.
4. *Remuneration* – Remuneration reflects the education and academic and ministry experience of the faculty member. See the Payroll and Benefits Policy for more details.
5. *Appointment* – In the event that a faculty position must be filled due to an emergency such as death, illness, resignation, or firing, the Provost will recommend qualified and available applicants to the President for short-term hire as guest professor for a period not to exceed two years.
6. *Retention* – Similar to all other TBS full-time employees, full-time faculty members are hired under a contract executed annually as one-year performance agreements. In the absence of offenses worthy of termination, as noted in #8 below, and assuming good annual evaluations and adequate finances to continue funding the position, faculty members are retained. TBS does not offer tenure to faculty members.
7. *Advancement* – Faculty members who perform their duties in an exemplary manner are eligible for advancement as TBS grows. For example, faculty members may be asked to serve as department heads or to fill administrative openings.
8. *Dismissal* – Faculty members who violate the TBS Covenantal Documents, including the Ethos Statement, may be subject to immediate dismissal. Faculty members may also be dismissed for unrepentant insubordination. Failure to demonstrate growth on performance concerns on faculty evaluations may also serve as grounds for dismissal or non-renewal of contract. Except under extreme circumstances, the Provost will inform a faculty member at least one month prior to the end of contract term if TBS does not plan to renew his or her contract.
9. *Complaints and Grievances* – Faculty members with complaints or grievances should follow policies and procedures outlined in the TBS Faculty Complaint Policy and TBS Grievance Policy.
10. *Teaching Load* – Full-time faculty members teach an average of four graduate-level courses per semester or the equivalent thereof. Two Bible Certificate courses equal one graduate course. Teaching loads may be reduced for faculty members who are assigned significant projects. Faculty members must obtain written administrative approval to teach courses for other colleges, universities, or seminaries.
11. *Student Advising* – Students should have access to faculty for academic and spiritual advising outside of actual class time. Faculty should maintain availability at least 15 minutes both before and after classes as a recommended minimum. Additional time(s) of availability and contact information should be noted in course syllabi. Full-time faculty may utilize their own office space on campus or other available classrooms and library/conference room spaces. Off-campus advisement is also acceptable, for instance at remote instructional or teaching sites, at another office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.
12. *Faculty Association* – Full-time faculty members comprise the Faculty Association and are eligible to serve as officers (see the Faculty Association Bylaws for details).
13. *Personal, Professional, and Spiritual Development* – (see the Continuing Education Reimbursement Policy for details).

## Part-time Adjunct Faculty Policies and Procedures

1. *Availability* – Part-time, adjunct opportunities are not generally advertised but recruited directly.
2. *Remuneration* – Remuneration reflects the education and academic and ministry experience of the faculty member. See the Payroll and Benefits Policy for more details.
3. *Institutional Role(s) and Responsibilities*
  - a. Adjunct faculty members will teach no more than 25% of graduate courses and 75% of certificate courses.
  - b. Adjunct faculty members must attend an orientation session at least once each academic year and must follow all TBS policies.
  - c. Adjunct faculty members serve as independently contracted employees whose rights and responsibilities are spelled out in their employment contracts.
4. *Supervision* – The Provost or designee, normally an academic dean, supervises adjunct faculty members.
5. *Dismissal* – Faculty members who violate the TBS Covenantal Documents, including the Ethos Statement, may be subject to immediate dismissal. Adjunct faculty members may also be dismissed for unrepentant insubordination. Failure to demonstrate growth on performance concerns on faculty evaluations may also serve as grounds for dismissal or non-renewal. Except under extreme circumstances, the Provost will inform a faculty member at least one month prior to the end of contract term if TBS does not plan to renew his or her contract.
6. *Complaints and Grievances* – Adjunct faculty members with complaints or grievances should follow policies and procedures outlined in the TBS Faculty Complaint Policy and TBS Grievance Policy.
7. *Student Advising* – Students should have access to adjunct faculty for academic and spiritual advising outside of actual class time. Adjunct faculty should maintain availability at least 15 minutes both before and after classes as a recommended minimum. Additional time(s) of availability and contact information should be noted in course syllabi. Adjunct faculty may utilize campus office space as available or other available classrooms and library/conference room spaces. Off-campus advisement is also acceptable, for instance at remote instructional or teaching sites, at another office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.
8. *Faculty Association* – Active Adjunct faculty members who have taught at least one course in the previous three semesters may participate on faculty committees and as voting members of the Faculty Association. Adjunct faculty members may not chair committees or hold offices.
9. *Personal, Professional, and Spiritual Development* – (see the Continuing Education Reimbursement Policy and Faculty Handbook for details).

## **Faculty Rights and Responsibilities**

This Faculty Handbook spells out the rights and responsibilities of faculty members. TBS assures faculty members fair compensation and benefits, a safe and stress-free work environment, administrative support, and due process. TBS expects faculty members to teach in accordance with the Covenantal Documents, offer students superb educational experiences, live exemplary lives which inspire ethical and academic excellence, meet administrative deadlines, respond promptly to all e-mail correspondence and phone calls, maintain reasonable accessibility to students, serve on committees as assigned, participate actively in the Faculty Association, and practice biblical conflict resolution.

## **Faculty Workload Requirements and Restrictions**

Full-time faculty members teach an average of four graduate-level courses per semester or the equivalent thereof. Teaching loads may be reduced for faculty members who are assigned significant projects. Faculty members must obtain written administrative approval to teach courses for other colleges, universities, or seminaries.

## Institutional Grading System

The seminary uses the following grading system based on a 4.0 scale:

Letter	Minimum Points	Grade Points	Comments
A+	97.00	4.00	Exceptionally well done
A	94.00	3.75	Excellent
A-	90.00	3.50	
B+	87.00	3.25	
B	84.00	3.00	Above average
B-	80.00	2.75	
C+	77.00	2.50	
C	74.00	2.25	Satisfactory
C-	70.00	2.00	
D+	68.00	1.50	
D	65.00	1.00	Acceptable, but below standards
D-	62.00	0.80	
F	0.00	0.00	Fail, no credit
CR			Credit
NC			No credit
AUD			Audit
WD			Withdrawn
IP			In progress
I			Incomplete

- Incomplete Work** – A student may receive an “I” (Incomplete) in a course if all work for that course is not submitted to the professor or other designated person by 5:00 p.m. on the last day of Final Exam week each semester. Except for unavoidable emergencies, this circumstance requires pre-approval from the professor and the Provost. Students will generally have up to the end of ten weeks into the following semester to complete the work, or the “I” (Incomplete) will be converted to an “F” (Fail). Students with an active “I” (Incomplete) in two or more classes will not be allowed to enroll in a new semester.
- Pass/Fail Option** – Students enrolled in an accelerated degree completion program may elect to take a maximum of six credit hours as pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of “P” and those students unsuccessfully completing the course will receive a grade of “F.” A grade of “P” is not calculated in a student’s grade point average. A grade of “F” is calculated in the student’s GPA.
- Repeating Courses** – Students may repeat a course for which they receive a grade of “F.” Students are permitted to re-enroll one time in a course for which they previously earned a grade of “D” or higher. The grades and credit hours from all courses, not just the re-take, impact students’ cumulative grade point average.
- Grade-Point Average** – The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student’s grade point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken.
- Academic Honor Roll** – The Academic Honor Roll includes students who earn a semester GPA of 3.25 or higher while taking 9 or more graduate credit hours.

- *Graduation Honors* – The provost certifies students for graduation honors according to the following standards:

Summa Cum Laude	3.75 – 4.00
Magna Cum Laude	3.50 – 3.74
Cum Laude	3.25 – 3.49

Students who violate the Academic Integrity policy more than once are ineligible to receive graduation honors.

- *Change of Grade Policy* – In the event that a student has a concern that a grade is inaccurate, he/she should approach the faculty member and provide documentation for the alleged inaccuracy within thirty (30) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Provost up to 90 days after the grade was originally submitted.
- *Policy on Returning Student Assignments* – Returned work should be retained by the student in case it is required for a grade appeal. It is the responsibility of the student to collect work from the TBS faculty member. In the event that a student is unable to obtain the work directly from the professor and desires to have assignments returned by mail, a self-addressed stamped envelope with sufficient postage should be included with the assignment when it is turned in. After a period of one semester, TBS and its faculty members reserve the right to destroy any unclaimed work. In the event the professor is willing to accept an assignment via email, it is the student's responsibility to ensure the professor received the e-mailed assignment. TBS faculty are only required to keep emails with assignments for six months from the date the assignment was originally sent to the faculty member.

## Intellectual Property Policy and Copyright Information

TBS course(s) that faculty are paid by the seminary to develop are owned by the seminary. However, developers retain creator's right in perpetuity to course materials wherever and whenever they want without paying the seminary any royalties or fees and are free to alter the course and accompanying materials at their sole discretion.

Likewise, TBS maintains owner's rights in perpetuity to course materials without paying the developer any additional royalties or fees beyond the original contract, and the seminary is free to alter a course and accompanying materials at any time and any way.

Any books, articles, or other materials such as PowerPoint presentations that are written or created by a faculty member during his or her employment at The Bible Seminary, and not related to employment responsibilities, belong to that faculty member in perpetuity and shall bear his or her copyright. The Bible Seminary shall own the copyright for any joint writing assignments and articles which appear in the institutional publications, unless otherwise agreed upon.

### *Respect copyright laws*

The Bible Seminary and its faculty, staff, and students are expected to respect copyright law (Title 17 of the United States Code, <http://www.copyright.gov/title17/>) for both print and electronic content that is created, copied, distributed, performed, or used in our community.

Respect for copyright includes but is not limited to:

- All formats of text, pictures, sound, and video including music and dramatic works
- Materials produced by the seminary's faculty, staff, and students



- Materials available electronically or distributed in print
- Materials restricted to students in a particular class
- Materials duplicated or scanned for personal research use

### *Considerations Before Using Copyrighted Materials*

If you have not obtained permission before copying, consider the:

- Purpose of the Use
- Nature of the Copyrighted Material
- Amount Copied
- Effect on the Market for the Original

Does the cumulative weight of your choices favor fair use? Is your decision reasonable? Is fair use justified? Should you obtain permission before making copies of the work?

### *Copyright policy*

The Bible Seminary facilities, equipment, staff, and student workers shall only be used to copy, scan, stream, record, and/or distribute materials for which:

#### 1. Copyright fair use analysis or permission is not needed

- To link to materials that are freely available through the Web or available through a licensed database
- Materials in the public domain which are typically published prior to 1923 (see <http://librarycopyright.net/resources/digitalslider/> for additional nuance)
- Materials offered freely under a [Creative Commons](#) license (being sure to observe the terms of the specific license). Creative Commons (a nonprofit) helps you share your creativity and knowledge – Free, easy-to-use copyright licenses provide a simple, standardized way to give the public permission to share and use your creative work. Creative Commons licenses are not an alternative to copyright. They work alongside copyright and enable you to modify your copyright terms to best suit your needs.
- Performance and display of videos and other works within the limitations of [Section 110](#) of the Copyright Act
- Materials needed for the print-disabled when accessible copies are not readily available (as described in [Section 121](#) of the Copyright Act)

#### 2. Copyright Fair Use Analysis

When copyright is active and permission has not been obtained, the only way to use copyrighted materials is through fair use. Within the parameters of copyright law, provisions have been made for use of materials by non-copyright holders including “[fair use](#)” as codified in section 107 of the copyright law.

“...the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- a. the **purpose** and **character of the use**, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b. the **nature** of the copyrighted work;
- c. the **amount and substantiality** of the portion used in relation to the copyrighted work as a whole; and
- d. the **effect of the use upon the potential market** for or value of the copyrighted work.”

The Association of Research Libraries describes further applications and examples of fair use in the academic community within its [Code of Best Practices in Fair Use for Academic and Research Libraries](#) (January 2012).

ORDINARY FAIR USE ANALYSIS: Fair use will generally be assumed when involving a small, appropriate quantity (single chapter, journal article, or less than 15% of the whole work), with restricted access for personal research or distributed to students in a class, and with a non-profit, educational purpose.

EXTRAORDINARY FAIR USE ANALYSIS: When not within the parameters of the simple analysis, fair use **must** to be demonstrated by use of the attached Copyright Fair Use Analysis Checklist in consultation with a librarian or the Academic Dean’s Office. Any duplication or electronic posting request relying upon fair use beyond the ordinary analysis above must include a completed checklist, which will be retained as added pages to the copyrighted materials.

### 3. Obtaining permission

When the Copyright Fair Use Analysis does not favor use, permission is required from the copyright holder. In some cases, the author, publisher, or distributor can be contacted directly or the Copyright Clearance Center (<http://www.copyright.org>) can usually assist in obtaining and collecting fees for the necessary authorization. Modest fees for instructional purposes may be paid for by the library.

### *Questions and concerns*

Questions regarding these guidelines or other copyright issues should be directed to the TBS librarian or Faculty Department Chair. Concerns about or violations of this policy should be referred to the Office of the Provost.

## Office Hours

Full-time faculty members maintain regular office hours a minimum of ten hours per week. Office hours appear in syllabi and are posted on the faculty member’s door. Ideally, faculty are available to students 15-20 minutes before or after class meetings, especially at remote instructional locations. Faculty should notify the Provost if they are unable to maintain their scheduled office hours.

Similarly, adjunct faculty members should be available to students 15-20 minutes before and after class meetings and by appointment.

## Orientation

All employees are expected to attend a departmental and/or institutional orientation session prior to beginning work. In lieu of a group session, an individual orientation in person, by phone, or e-mail may be arranged. Orientation may include, but is not limited to:

- Information on policies, requirements, and goals for the seminary as a whole and specific courses in particular, along with access to examples of past course syllabi (if available).
- Official schedule of classes, including academic calendar and time frame(s) of classes.
- Information and assistance regarding textbook(s), ancillary materials, and supplies, as well as a review of educational and professional services available to assist with course preparation, teaching, and reporting, and employee needs/requirements.
- Instructional technology orientation, including institutional email account, computer and Internet access, telephone access, and media resources and tools.
- Orientation of the teaching location and environment, as well as appropriate place(s) and parameters for meeting with students outside of class.

## Procedures for the Procurement of Equipment and Supplies

Basic supplies are available without requisition in the supply cabinet in Room 263. Equipment requests should be made in writing to the Provost. If approved, all equipment requests are consolidated into a line-item request to the president as part of the annual budgetary cycle. With approval of the annual budget, the request becomes eligible for funding.

## Promotion and Tenure

TBS annually considers full-time faculty members for promotion. Factors that drive promotion in rank include annual evaluations, publications, and work done above and beyond the stated job description. TBS only offers annual contracts to full-time faculty, or semester contracts to adjunct faculty, and does not offer tenure to faculty.

## Provisions for Faculty Development

Faculty development is important to a healthy academic institution. TBS typically allocates funds to enable full-time faculty members to attend the annual meeting of the Evangelical Society and encourages all faculty to attend the typically annual Summit Prayer Retreat. Other conferences that directly impact faculty development may be funded or partially funded as well. Specific faculty development needs and opportunities are discussed as part of the annual evaluation process. For more information, see the Continuing Education Reimbursement Policy in the Policy Manual.

## Student Attendance Requirements

The process of learning and discipleship comes from reading and studying in conjunction with meeting regularly with classmates, faculty, and other professionals. The Bible Seminary expects in-person

and online students to attend all regularly scheduled classes, and asynchronous students to regularly engage in course discussion threads. Excused absences caused by illness or other justifiable reasons may be permitted to a limited extent. Students may not accrue more unexcused absences than the number of course credit hours (e.g., 9 class hours or 3 unexcused absences for a 3-credit hour course) without a resultant reduction of course grade or possible removal from the course. Unexcused absences may also result in a student being placed on academic probation.


## **Textbook Adoption and Management**

Faculty members drive the adoption and management of textbooks. Except in rare circumstances, faculty members select their own required and optional textbooks and supplemental materials for the courses they teach. From time to time, the Provost may ask for input from the Faculty Association on proposed textbooks.

In conjunction with syllabus and course review processes detailed in the TBS Comprehensive Assessment Plan (CAP), copies of course textbooks scheduled for use are made available in the TBS library and may also be made digitally available. Although TBS staff work to make sure all required resources for all currently scheduled semester courses are available in the library, faculty should double check to make sure prior to the launch of the semester in which the course resources are required.

# Sample Course Syllabus

(Request an actual sample syllabus for any previous course from the TBS Office.)

	<b>THE BIBLE SEMINARY</b> <small>LIFE • LEADERSHIP • LEGACY</small>	<small>(Professor name) (Professor email) (Day or days, Class times)</small>	<small>Course Name (Course #), X hrs (Semester Year) (Location)</small>
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**COURSE NAME – Bible books**

*SYLLABUS*

**I. COURSE DESCRIPTION**  
(Description of course as described in the Student Catalog and on the website).

**II. COURSE OBJECTIVES**  
(*Learning objectives*) – (list and describe)

**III. COURSE RESOURCES**  
(List all required and suggested course resources)

**IV. COURSE POLICIES AND REQUIREMENTS**  
*Class Attendance and Participation* – (description)  
*Course Assignments* – (general statement)  
*Grading* – (list basis of grading).

**Grading Scale**

A+ 97-100	B+ 87-89	C+ 77-79	D+ 68-69	F 0-61
A 94-96	B 84-86	C 74-76	D 64-67	
A- 90-93	B- 80-83	C- 70-73	D- 62-63	

**V. COURSE OUTLINE**

#	Date	Texts	Activities/Assignments
Holidays or breaks (description)			
	4/27		Final Exam information

**VI. GRADED ASSIGNMENTS – NUMBER, DATE DUE, PERCENTAGE OF TOTAL GRADE, TITLE, DESCRIPTION**

#	Date	%	Title and Description

**VII. RECOMMENDED RESOURCES/BIBLIOGRAPHY**

1

The Bible Seminary, 2655 S Mason Rd, Katy, TX 77450 • 281-646-1109 • [TheBibleSeminary.edu](http://TheBibleSeminary.edu)

For more information, contact:

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