

2025-2026
FACULTY HANDBOOK



VERITAS

BAPTIST COLLEGE

ACCREDITATION

Veritas Baptist College 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], having been awarded Reaffirmation I of its Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 19, 2016. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

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Approved by the Board of Directors on March 18, 2025

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INSTITUTIONAL INFORMATION

MISSION STATEMENT

Veritas Baptist College exists to equip men and women for dynamic Christian service and leadership in Bible-believing churches by providing higher education that emphasizes academic excellence, spiritual development, and preparation for ministry, both lay and professional.

PURPOSE

Veritas Baptist College exists to aid local churches in their task of equipping Christians to fulfill the Great Commission. God has graciously gathered a dedicated and qualified faculty to equip believers to do the work of the ministry in order to build the body of Christ. The goal is more than imparting academic knowledge; rather it is leading each student to spiritual maturity and Christlikeness. The college curriculum is organized to pursue this objective in a four-fold manner.

1. To train leaders and workers to serve in local churches and Christian schools.
2. To train pastors and missionaries to plant and lead local churches.
3. To provide continuing education for pastors and church staff members who are serving in local churches.
4. To provide Christians the opportunity for spiritual growth and spiritual enrichment.

EDUCATIONAL PHILOSOPHY

Observing the random and often contradictory philosophies governing the institutions of this present world, the leadership of Veritas Baptist College believes a truly biblical and genuinely Christian educational philosophy is foundational to the pursuit and achievement of its goals. Indeed, the very formulation of these goals and outcomes must be predicated on such a philosophy. It is for this reason we have chosen to set forth clearly the basic principles which will serve as the philosophical underpinnings for all our efforts, including organizational structure, educational curricula, and instructional methodology.

It is our conviction that philosophy must first and foremost be based on theology. Our understanding of the existence and nature of God and His relationship with and purpose for mankind will necessarily affect every area of human knowledge and endeavor. Our deeply held view at VBC is that the universe in which we live is the direct product of Divine creation. We believe that the God of creation is the Triune God who has revealed Himself to us through the Scriptures of the Old and New Testaments. We believe that the Bible is the inerrant product of divine inspiration and is to be interpreted literally and accepted as God's Word and, therefore, absolute truth. The Scriptures describe mankind as having been morally and spiritually corrupted through the fall and as being incapable in himself of reformation. Redemption has been made possible only through the initiative of God through His Son, Jesus Christ. Salvation and fellowship with God can be attained only through faith in the person and work of Jesus Christ.

These precepts cause us to reject utterly the humanistic educational philosophies. These philosophies are generally characterized by a concentration on the satisfaction of human needs through the pursuit of knowledge derived from human observation by means of the scientific method. The institutions and programs under such a philosophy are guided by the prevailing tenets and mores of human society.

A thoroughly Scriptural philosophy of education begins with the centrality of Christ. All things exist by Him and for Him. From start to finish the primary goal of the educational process is to glorify God. The Christian considers God to be the source of all wisdom and knowledge. The Scriptures, as inspired divine revelation, provide not only the most important body of knowledge available to men, but they also become the filter and the illuminator which allows the Christian to properly evaluate and interpret knowledge stemming from natural revelation or any other source. The Word of God, therefore, must be in fact the foundation stone upon which Christian education is built. Its truths must be the basis of all spiritual training and must also be integrated into every academic discipline. Rather than reflecting the mores of society, the values taught in Scriptures provide the spiritual compass that guides the Christian educational process. The culmination of the process should be spiritually mature graduates who apply the precepts of God's Word to the problems of the real world. In doing so, the Christian brings glory to his Heavenly Father and compassionate help to society.

We are not so presumptuous as to believe that these lofty goals can be achieved through mere human effort. It is essential for everyone involved in the process of Christian education—administration, faculty, and student—to seek and surrender to the empowering Holy Spirit. It is only through His enabling that a truly Christian education can be accomplished.

OUTCOMES

Spiritual Outcomes

1. Each student will display spiritual and emotional maturity.
2. Each student will be able to lead others to a saving knowledge of the Lord Jesus Christ.
3. Each student will be involved in local church ministry, reflecting not only personal convictions regarding the truth, but also a servant's attitude in serving a flock through conscientious, dedicated, and sacrificial labor.
4. Each student will demonstrate a good working knowledge of the inspired, inerrant Word of God and will be able to formulate a Bible-based theology, discern doctrinal truth from error, and support his faith with Scripture.
5. Each student will be able to communicate the practical implications of the Christian faith and to apply them to the ethical issues of the day.
6. Each student will be able to personalize the Word of God through careful research and study.

Educational Outcomes

1. Each student will communicate effectively in speaking and writing the English language.
2. Each student will show a biblical self-understanding as a basis for understanding others, their institutions, and their cultures.
3. Each student will be able to counsel individuals, discern their needs, and help them to grow personally and spiritually.
4. Each student will demonstrate skills and understanding adequate for the work he is to do in lay or professional ministry.
5. Each student will be able to demonstrate analytical thinking and problem solving.
6. Each student will evidence knowledge common to higher education.
7. Each student will demonstrate competence in the use of tools and methods appropriate to the pursuit of higher education and life-long learning.

PERSONNEL STANDARD OF CONDUCT

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God. Veritas Baptist College's Standard of Conduct is based on the teachings and principles of Scripture. Its purpose is to aid in the development of personal holiness and discipline exemplified in a lifestyle that glorifies God.

Involvement in, or preparation for, Christian work requires personal commitment to the Lord Jesus Christ and separation from sin. All students and employees represent the Lord Jesus Christ and the local church, as well as Veritas. Scripture denounces specific sins and attitudes that must be avoided entirely. Certain activities have been determined by the college to be questionable and should be avoided for testimony's sake. Each member of the Veritas Baptist College family must purpose, by God's grace, to follow Scriptural principles in order to protect against destructive influences, false philosophies, and Satanic temptations.

Attendance at VBC is a privilege and not a right. Students choosing not to conform to the spirit or standard of conduct of the College forfeit their privilege of attending classes. It is the policy of the College to ensure equal treatment without discrimination or harassment on the basis of race, color, national origin, sex, age, disability, marital status, or any other characteristic in accordance with the VBC Doctrinal Statement and the Holy Scriptures.

All students and faculty are required to sign the following Standard of Conduct:

1. I believe that the ultimate priority in life is to know and love the Sovereign God. I purpose to glorify Him in all that I do and to seek to build my goals around His priorities as they are taught and revealed in His Word.
2. I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use.
3. I regard marriage to be a biblical and holy institution between a man and a woman, and I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me.
4. I purpose to guard my tongue and keep my words in harmony with the Word of God. I will not take God's name in vain or use profanity. I further intend to avoid gossip and unkind speech which is neither helpful nor necessary.
5. I commit to be faithful to my local church in the areas of prayer, attendance, service, and scriptural giving.
6. I aspire to use my life as a positive, godly testimony before those who do not know Christ as Savior.

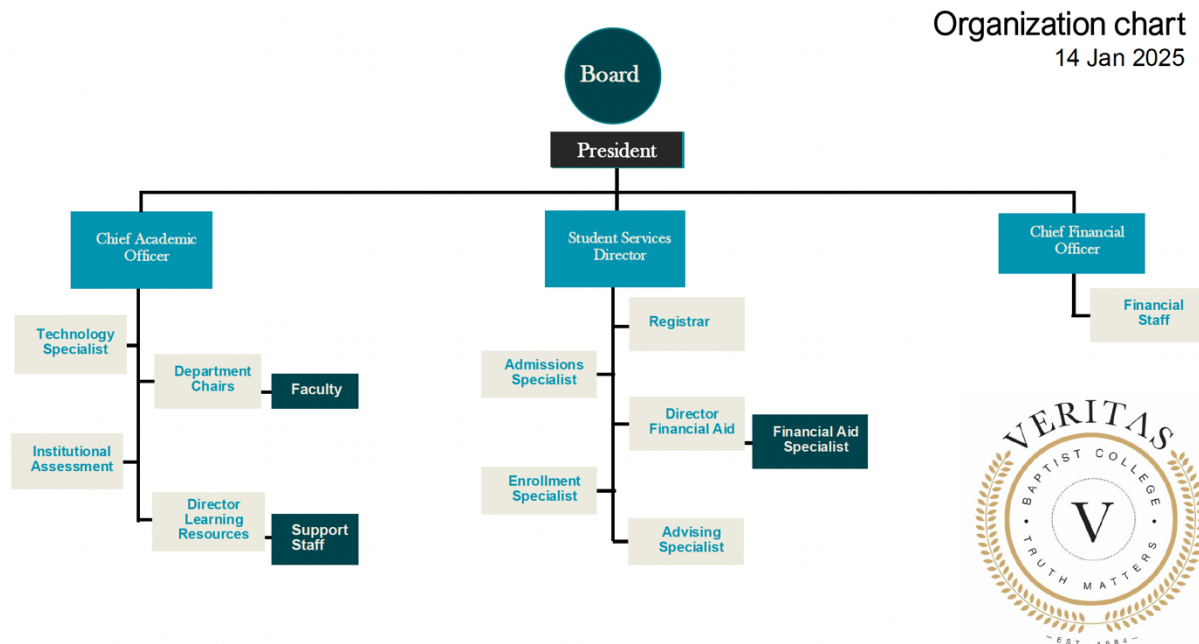
7. I respect God-ordained authority and pledge to submit to and pray for those in authority that they might function according to the principles, standards, and doctrines of God's Word.
8. I purpose that my conduct will foster encouragement and growth in other believers and will in no way weaken their biblical convictions and/or hinder their spiritual progress.
9. I acknowledge that, even under the best of conditions, differences of opinion and misunderstandings occur. I, therefore, purpose to communicate openly, honestly, and lovingly with those whom I have offended or those who have offended me. I commit to follow the principles given in the Scriptures regarding such situations.
10. I understand the importance of maintaining a godly testimony for Jesus Christ regarding one's appearance. I will abide by the dress code as described in the faculty or student handbook.
11. I refuse to defile my mind with sinful or questionable media. I will abstain from pornography in any form. I further promise to refrain from the use, possession, or distribution of harmful substances and illegal drugs. I promise to refrain from gambling, inappropriate dancing, and all forms of sexual immorality.
12. I believe the Bible is God's inspired, infallible Word and is, therefore, the ultimate guide and the final authority for my life.

I understand that the STANDARD OF CONDUCT is the guide to my behavior for the time I am enrolled in or employed by Veritas Baptist College. Although personal preferences may differ and every member of the Veritas community may not agree with every detail of these standards, I must honorably adhere to them. Such an attitude develops Christian discipline, exhibits Christian maturity, and demonstrates Christ's love in its consideration for others and the integrity of the College. I understand that failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action and/or possible dismissal.

ORGANIZATIONAL CHART

The administration, faculty, and staff count it a privilege to work together in this educational ministry for the Lord. The structure of the College's working relationship demands that there be a team effort which follows an orderly chain of command. Each member of Veritas Baptist College agrees to follow the chain of command as illustrated in the chart below.

The Board of Directors provides guidance for the development and management of the college and has final authority in all matters pertaining to the college. The President, a voting member of the board, provides vision and direction for the College. The Administrative Cabinet, consisting of the offices of President, Academic Dean, and CFO, has the responsibility to carry out their respective job descriptions as directed by the President and approved by the Board of Directors. The remaining college personnel are responsible to carry out their respective job descriptions and are obligated to follow the chain of command as shown within the organizational chart.



COLLEGE PROTOCOL POLICY

Administrators, faculty, staff, students, and alumni should follow College Protocol at all times relative to the President and Board of Directors. Only the President of the College will take matters of College business to the Board of Directors in both official and unofficial contacts. Questions not related to the College or of a pastoral nature may, of course, be discussed with the President at any time.

Faculty and staff members may discuss concerns with their immediate supervisors at any time. Faculty and staff members can then appeal to the Department Chair and ultimately to the Academic Dean, as necessary.

Regarding College business, a College employee may contact the Board of Directors only with the written approval of the President.

Conversely, it is expected that contacts from the Board of Directors to any employee, student or alumni of a business/official nature should be made only with the approval of the President. Students must follow the chain of command as outlined in the student handbook.

Alumni and Advisory Board Members are asked to first contact the faculty member and/or Department Chair related to their specific concerns or questions. Following such contacts, the President can be involved, if need be.

DOCTRINAL STATEMENT

1. We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice.
2. We believe in the one true God: Who is an intelligent, sovereign, spiritual and personal Being; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son, and Holy Spirit--three distinct persons but without division of nature, essence or being, and each having a distinct ministry in God's relation to His creation and people.
3. We believe in the Lord Jesus Christ: Who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the virgin birth, thus to continue forever as both true God and true Man, one Person with two natures; that as Man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death by the shedding of His blood upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor.
4. We believe in the Holy Spirit: Who is the Third Person of the Trinity, and the divine Agent in nature, revelation, and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ; that He further empowers, guides, teaches, sanctifies and fills believers who daily surrender to Him.
5. We believe in the divine work of creation: that the Biblical account of origins is to be understood literally and not figuratively; that God created the existing universe with all of its intricate systems and varied kinds of organisms in six literal days; that the entire Genesis record of primeval history is to be accepted as divinely inspired and historically accurate, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the Tower of Babel.

6. We believe all men are by nature and choice sinful and lost: that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation.
7. We believe in salvation by grace through faith: that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation.
8. We believe in righteous living and godly works: not as a means of salvation in any sense, but as its proper evidence and fruit; and therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privileges of bearing the gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Christ.
9. We believe in the existence of Satan: who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, leader of all other evil angels and wicked spirits, the deceiver and god of this present world: that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated and judged at the cross, and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb and through the power of the Holy Spirit.
10. We believe in the second coming of Christ: that His coming in the air to rapture His church, which is our blessed Hope, is always imminent; that when He has first by resurrection of the dead and translation of the living removed from the earth His waiting church, He will then pour out the righteous judgments of God upon the unbelieving world and afterwards descend with His church and establish His glorious and literal kingdom over all the nations for a thousand years.

11. We believe in future life, bodily resurrection and eternal judgment: that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into Hell, the place of final and everlasting punishment.
12. We believe in the separation of church and state, with each having definite and distinct spheres of responsibility.
13. We believe in the priesthood of all believers: that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit.
14. We believe in the institution of the home as defined by Scripture: that it was divinely established in the beginning as the union by marriage of one naturally-born male and one naturally-born female and is the basic unit of society; that each family member, husband, wife, or child, has distinct duties and responsibilities; that it is the responsibility of parents to train up children in the nurture and admonition of the Lord and to provide them godly instruction through Christian example and formal education.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally born man and one naturally born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's naturally born biological gender.

15. We believe in the importance of the local church: that all believers should assemble and identify themselves in local churches; that a New Testament church is a local assembly of born-again, baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching, and a united testimony, and to actively engage in carrying out the Great Commission.
16. We believe in the independence and autonomy of the local church: that each New Testament church is free to govern itself without ecclesiastical interference and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God.

17. We believe the ordinances given to the local church are two, baptism and the Lord's supper: that baptism is by immersion of believers, thus portraying the death, burial, and the resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ.

At VBC, we believe in the plenary, verbal inspiration of the Bible, and it is our practice to use only the King James Version in the pulpit and in classroom instruction.

The position of Veritas Baptist College is that the Holy Spirit bestows gifts upon all believers for ministry and service, but that tongues and other sign gifts associated with the Apostolic Era are not appropriate gifts for this age.

JOB DESCRIPTIONS

CHIEF ACADEMIC OFFICER (ACADEMIC DEAN)

1. Serve as an Administrative Cabinet member
2. Coordinate graduation
3. Attend other administrative meetings throughout the year (i.e. Board, faculty, accreditation, Ed Min, etc.)
4. Serve as a liaison to relevant professional associations and institutions as well as state and national regulatory and accrediting agencies
5. Recruit instructors
6. Develop and approve class schedules in conjunction with the registrar
7. Support Faculty Organization in the planning of biannual meetings
8. Supervise Department Chairs/Plan Department Chair meetings/Supervise Instructors
9. Prepare and present the Academic Dean's portion of the President's reports for BOD
10. Prepare the Faculty Handbook each year
11. Update the Policies Manual each year
12. Advocate for the budgetary and other resource needs of the academic unit, and overseeing the allocation and expenditure of resources
13. Prepare and review annual contracts with instructors with president's approval
14. Serve as instructor as needed
15. Oversee curriculum and program reviews
16. Oversee new program development
17. Perform annual performance reviews for appropriate personnel
18. Perform other duties as assigned by the President

DEPARTMENT CHAIR

1. Inspect, review, and ensure that department objectives are clearly identified with the mission/purpose statements of the College and that they establish a foundation for accomplishing their related objectives
2. Work with Academic Dean securing adjunct faculty each semester
3. Oversee faculty in your department, assisting as necessary with class-related issues
4. Approve course texts and syllabi
5. Direct bi-annual department meetings
6. Observe instructors in your department and complete adjunct faculty evaluations
7. Participate in course creation, retention, and deletion decisions
8. Oversee curriculum/program reviews for your department as scheduled
9. Oversee development of new programs as directed by the Academic Dean
10. Submit availability schedule each semester for contact by Academic Dean, college office, and instructors

11. Serve as a member of the Academic Appeals Committee
12. Participate in Academic Committee meetings

FULL-TIME FACULTY

1. Post and keep office hours up to 10 hours per week
2. To teach courses as assigned up to 30 credit hours per academic year (Credits beyond 30 will be paid at the adjunct rate)
3. Participate in curriculum/program reviews for your department as scheduled
4. Oversee development of new programs as directed by the Academic Dean
5. Attend biannual faculty meetings
6. Participate in all professional development opportunities provided

ADJUNCT FACULTY

1. Teach courses as assigned
2. Post office hours
3. Keep office hours, equivalent to credit hours taught
4. Attend biannual faculty meetings
5. Participate in all professional development opportunities provided throughout the contracted terms

LIBRARIAN

1. Maintain current online library collection and acquire resources which build a strong collection to support the academic program
2. Manage funds relating to the services of the library
3. Hire, schedule, and train appropriate staff
4. Maintain and update the library website pages as needed
5. Supervise library staff, including library staff meetings
6. Develop a budget providing sufficient funds for services and adequate holdings and participate as needed in budget planning for the college
7. Conduct orientation sessions as needed for faculty and students
8. Inform faculty of new acquisitions
9. Serve as the liaison working with instructors, administrator, and finance office
10. Assist college faculty in securing resources
11. Provide appropriate training for library staff
12. Participate in professional associations and encourage participation by key library staff
13. Review and fulfill and TRACS requirements as needed

RIGHTS AND RESPONSIBILITIES

All faculty are expected to abide by the general responsibilities for teaching as outlined in the Faculty Handbook. Additional responsibilities may be given upon hiring and will be detailed in the faculty member's contract. These responsibilities may include, but not be limited to, academic advising and serving on college committees.

Only faculty with acceptable academic qualifications will be employed with the only exception being a faculty member whose professional competence can be justified due to exceptional performance and/or experience. Official transcripts (certified by the granting institution's official seal and signature) must be presented prior to employment.

BACKGROUND CHECK

All students and faculty are required to receive background checks prior to acceptance. Flags on a background check do not necessarily preclude a student from attending. The admissions department will submit any flagged background checks to the Admissions Committee for review and approval.

GRADED ASSIGNMENTS

Instructors must post quizzes, tests, and exams to the LMS and give at least four full days for students to complete assessments.

CANCELLATIONS AND ABSENCES

If a catastrophic event occurs that results in the closing of the institution permanently or for an indefinite period of time, Veritas will assist students with transfer of credit working with a like-minded institution at which students may complete their program. In the event of permanent closure, all student records will become the property of the teach-out institution. Impacted students will receive the services for which they have paid or reasonable financial compensation for those not received.

OFFICE HOURS

All faculty members are required to post office hours on their syllabi. It is left to the discretion of the faculty member to determine time and method. Faculty may employ face-to-face meetings, online chats, phone calls, or video conferencing.

ACADEMIC ADVISING/STUDENT COUNSELING

If students come to you with issues outside the realm of your particular course, please direct them to the appropriate office.

- Academic issues – Please direct students to their academic advisor.
- Personal issues – If a student needs counseling of a personal nature, certainly pray with them, but then contact the Director of Student Services if you feel that the student may need or has requested further counseling (tylerjohnson@vbc.edu).
- Financial issues –Please direct students to finaid@vbc.edu. Students interested in receiving Tuition Assistance must first receive approval from their respective ESO before enrolling.

COPYRIGHT AND INTELLECTUAL PROPERTY

The use of copyrighted material for educational purposes falls under the “fair use” provision of copyright law. Fair use allows use of copyrighted material – with limits. One limit is brevity, which deals with the issue of *how much* can be copied or reproduced; this will be covered in the table below. Another limit is spontaneity - *how many* times something can be copied. Using a portion of copyrighted work - of whatever medium - more than one semester in the same class may not be considered “fair use,” since the instructor has had reasonable time to request permission to copy from the copyright holder and pay royalties, if necessary. Faculty should follow the guidelines given in the document “Reproduction of Copyrighted Works by Educators and Librarians” (<https://www.copyright.gov/circs/circ21.pdf>)

DUE PROCESS PROCEDURES

A grievance is a complaint by an employee suggesting that he/she has been treated unfairly according to the policies/procedures of the organization. The unfair treatment may be real or imagined, but it must be understood that it is real to the complainant. Whether real or not, it is important for good morale that the employee knows how to handle his/her difficulty without fear of reprisal and without resorting to gossip and slanderous accusations. Grievances and complaints should be submitted following the College Protocol Policy. The Academic Dean’s office will maintain all records of grievance proceedings and will also provide instructions for filing the complaint with TRACS.

INITIAL INFORMATION

Onboarding

Upon receiving official notification of employment, each faculty member should arrange to attend the faculty meeting for the corresponding semester and complete the O in the Faculty Portal of the LMS.

Email

All faculty, administration, staff, and students will be assigned a vbc.edu e-mail address. This address must be the primary e-mail set up in the college’s LMS and must be checked regularly.

Faculty Files

Each faculty member is expected to assist the Academic Office in developing a full personnel file. This will include an updated headshot, CV, short bio, and transcripts. When a faculty member completes an advanced degree or earns a certification that relates to his position at the college, he is to provide the college office with an official transcript.

Faculty Pay

It is the policy of the College to pay all of its employees on a monthly basis and to comply with all federal, state, and local laws concerning payroll deductions. All new employees must complete all necessary employment paperwork before their first paycheck will be issued. Faculty members will be paid by the 10th of each month of the academic year. All employees shall participate in social security contributions upon employment. The College will pay its share and automatically deduct the employee's share. Ordained, licensed, and/or commissioned ministers are self-employed for social security tax purposes. The College will add its share of social security contributions to their wages for full-time employees. Federal income tax will be withheld according to the W-4 Form completed by the employee. Paychecks will be direct deposited. Final pay rate for a course will be determined after drop/add.

Semester Format

Faculty members will be paid by the 10th of each month.

- Fall: September, October, November, and December
- Spring: February, March, April, and May
- Summer: May, June, July, August

Module Format

Faculty members instructing an 8-week course following the module format will receive 50 percent of total pay during the first month of the class and 50 percent during the second month of the class

- Fall: Sept./Oct.; Nov./Dec.
- Spring: Feb./Mar; Apr/May
- Summer: May/June; July/Aug

Differential

A differential of \$100 per credit hour will be added to the base pay for all lecture-based courses taught by adjunct instructors at the UG level who have earned a terminal degree in the field in which they are teaching. Practicums and Internships do not receive this differential.

New Course Creation

Course creations for adjunct instructors will be paid at the rate of \$250 per credit hour up to \$1000. This will include the complete overhaul of an existing course only when that overhaul has been commissioned by the Department Chair with the approval of the Academic Dean.

Overages

For courses that do not have a “per student” increase embedded, adjunct faculty will be paid \$25 per credit hour per student over the prescribed enrollment for a full course based the adjunct pay scale chart below.

Adjunct Pay Scale for Fall 2025-Summer 2026

UG 1 cr	400 (up to 10)
UG 2 cr, Ministry Internship, and Classroom Practicum	800 (up to 5) 900 (6 to 10)
UG 3 cr	1200 (up to 5) 1400 (6 to 10)
UG Student Teaching Internship (9 cr)	500 (up to 2) 350 for each additional student
GR cr	1600 (up to 7)
PG 3 cr	1600 (up to 4) 2000 (up to 7)
PG 5 cr	2000 (up to 4) 3000 (up to 7)
CEC courses	250 per student
GR Thesis	500 per student for first 2 students 1600 for 3-5 students
Dissertation Reader	250 per student

Full-Time Faculty Overages

FT faculty will receive overages on FT contracted courses following the chart above as well. When FT faculty teach courses beyond what they are contracted to teach, those courses will be paid according to the adjunct contract rate.

Non-Scheduled Course

Faculty may be asked to teach a course that is not offered in the current semester. The pay scale for these courses will be the same as others; however, the instructor may limit the number of students in the course to five.

Low-Enrollment Course

Courses that have three or fewer students enrolled may be evaluated no less than two weeks out from the beginning of the term. If the course in question is being offered again before enrolled students are expected to graduate, the course may be closed, and the students directed to another available course within their programs. No course will be closed that will impede a student from completing his program by his expected graduate date.

If a course is closed within two weeks of the beginning of the term or if no students enroll, the instructor will not be paid for that course. However, if a course begins with students but no students are enrolled at the end of drop/add, the instructor will be paid \$250 for the time invested in setting up the course for the term. If the closed/unattended course is a new course or a department-directed overhaul of an existing course, the instructor will be paid the course creation fee once there is

evidence that the course creation/overhaul is complete (all lectures recorded and uploaded, all modules built out, all assessments in place, and syllabus created).

ACADEMIC FREEDOM

Faculty members have complete freedom in research and in the publication of that research subject to an adequate performance of all other academic duties. Any research for monetary income by full time faculty should be undertaken only after an understanding with the Administration has been reached. Teachers have freedom in the classroom in discussing their subject, but care should be exercised not to introduce into the teaching unrelated, controversial matters. It is expected that all teaching be consistent with the basic doctrinal and ecclesiastical position of Veritas Baptist College at both the Undergraduate and Graduate levels. Each faculty member maintains a role as a citizen, an educational colleague, and a representative of an educational institution.

When a faculty member speaks or writes as a citizen, he is free from institutional censorship or discipline, but his relationship to the College imposes special obligations; the public may judge his profession and the College by his public comments. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, manifest a spirit of Christian love and make every effort to indicate that his communication is not being made as an institutional spokesperson.

Any faculty member who believes his right of academic freedom has been breached is encouraged to report the alleged breach to the administration according to the approved policy for due process as outlined in the Faculty Handbook.

Publications, Reviews, or Professional Services

Faculty are encouraged to write for publication, to take speaking engagements based on their research, and to act as a consultant within their field of study whenever the opportunity arises. Payment for publications, reviews, or professional services may be kept by the faculty member unless the publication is an official publication of the College.

EMPLOYMENT STANDARDS

Faithfulness

The key to success in any endeavor is faithfulness. Faithfulness to the Savior and to the work of Veritas Baptist College should be characteristic of all faculty members.

Dress Code

Professional dress and demeanor are considered an important part of the training at Veritas Baptist College. These standards should be observed by faculty, staff, and

students when they are video recording themselves for course work, participating in video conferences or attending VBC functions.

Men

Men are expected to be well-groomed and appropriately dressed. Hair must be above the ears and off the collar. A collared shirt is required with professional business-casual or dress slacks.

Women

Ladies are expected to wear professional business or business-casual attire. Women must avoid low necklines and tight clothing.

Non-Discrimination Policy

Veritas Baptist College does not discriminate on the basis of race, color, gender or national origin in administration of its educational policies, admission policies, hiring practices or other college-administered programs.

Statement of Human Sexuality

In keeping with our mission and our commitment to biblical fidelity, all members of VBC are expected to follow the teachings of Scripture. We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. Therefore, VBC affirms that sexual intimacy is designed by God to be expressed solely within a marriage between one naturally born man and one naturally born woman. This view of sexuality and marriage is rooted in the Genesis account of creation (2:18-25), reflected in the teachings of Jesus Christ Himself (Matt. 19:4-6), and is maintained consistently throughout Scripture. It is a view based on the biblical teaching of monogamy—that God designed sexual union for the purpose of uniting one man and one woman into a permanent, lifelong, intimate, one flesh union in the context of marriage. God created human beings as male and female, to bear His image together (Gen 1:27-28) and ordained that the first human pair were to become one flesh (Gen 2:23-24). These and other similar passages show that God views marriage, sex, and procreation as good, and that male and female are necessary counterparts—differentiated partners—in a sexual complementarity. Sexual intimacy and the sexual union of intercourse between a man and a woman are intended for a purpose—to join one husband and one wife together into one flesh in the context of marriage (I Cor 6:16).

Our marriages on earth model the relationship between Christ and His bride, the church (Eph 5:31-33), a melding that the Apostle Paul calls “a great mystery.” This God-initiated oneness, as detailed in Genesis (2:18-25), is clearly recognized and affirmed by Jesus in terms of the marital union of husband and wife (Matt 19:4-6). Any sexual intimacy outside of marriage violates God’s design for marriage and is thus to be understood as one of the disruptive consequences of the fall (Rom 1:18-32).

Thus, God's design for marriage and sexuality is the foundational reason for viewing acts of sexual intimacy between a man and a woman outside of marriage, and any act of sexual intimacy between two persons of the same sex, as illegitimate moral options for the confessing Christian. Sexual relations of any kind outside the confines of marriage between one man and one woman are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. On the other hand, chastity in the form of sexual purity for the unmarried person and chastity in the form of sexual faithfulness in marriage are blessed and affirmed. Therefore, as part of living out a consistent, biblical life, one dedicated to the pursuit of Christlikeness, all members of the college are expected to avoid sexual intimacy outside of marriage and to refrain from encouraging the same in others. Indeed, whatever one's personal tendencies and desires, the call of Christ on our lives is the same: sexual purity manifested among the married as complete faithfulness and by those who are unmarried by living a chaste life (1 Thess 4:3-8).

Any student or college personnel involved in any sexually immoral behavior, including, but not limited to, premarital sex, adultery, homosexuality, and written, verbal, or visually sexual communication should expect immediate suspension or dismissal from the College.

VBC GRAFTON LIBRARY

The Grafton Online Library is available to students 24/7 via the link within each course. Students have millions of articles and over 80,000 full-text books through academic and theological databases.

If students require assistance with their research, they have access to a trained librarian 24/7 through the Ask A Librarian icon found on the home page of each course. If further assistance is needed, students may email library@vbc.edu.

The Library Director, Mrs. Alyssa Sultanik, is available to help faculty create a research guide for major projects that can be shared with their students. The Director can also help faculty identify resources for the

FACULTY RESPONSIBILITIES

Faculty Meetings

To ensure that our faculty are well informed, two mandatory Faculty Meetings and Department meetings are scheduled each year to keep the faculty abreast of new developments and changes, to give the faculty an opportunity to provide the administration with much needed input and feedback, and to conduct faculty training. Attendance is expected via videoconferencing. There may be informal meetings held in the fall and the spring semesters by the individual departments or the Faculty Organization. These meetings are used to provide updates and to give faculty an opportunity to discuss any relevant issues.

Final Exams

Because students taking exams early 1) potentially compromises the security of the examination process, 2) creates additional pressures for the professor, and 3) complicates the VBC office end-of-semester tasks, final exams may not be taken before or after the scheduled examination period. Final exams must remain open through midnight on the Friday of the last session.

Late Assignments and the End of the Semester

Ten percent is to be deducted from the final grade of a major project/paper every day it is late. Anything due before Session 8 that is not turned in by Session 8 will be given a zero. All work for the second half of the semester must be turned in by midnight of the final session. For 8-week undergraduate modules, anything due before Session 5 that is not turned in by Session 5 will be given a zero.

PROFESSIONAL INTERACTION WITH STUDENTS

VBC faculty members are obligated to guarantee the privacy of information related to a student's academic and/or department records. In addition, faculty must provide a student with access to their own personal information in a confidential manner.

Certain information may be considered directory information and is available without notice to students. Unless the college office is notified in writing of the information a student does not wish made public, the following is considered as directory information:

1. Name, address, e-mail address, phone number, dates of enrollment, class, major, degree(s).
2. Past and present awards, honors, school sports, or student activities.

Test scores, grades, class standing, physical status, attendance records, disciplinary action(s), or terms of dismissal are not considered directory information and will not be released without written permission of the student. Family Educational Rights and Privacy Act (FERPA) guidelines must be followed. Contact the Registrar (tylerjohnson@vbc.edu) if anyone other than the student tries to communicate with you about a student.

It is expected that students address our faculty professionally, using Mr., Miss, Mrs., or Dr. Please refer to yourself in this manner in your written communications with students.

Student Recommendations

All official student recommendations for ministry-related positions must be submitted to the Academic Dean or the President.

Recruiting

VBC prohibits any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any individual or entity engaged in recruiting or admission activities or in making decisions about awarding FSA program funds. The business manager will be responsible for ensuring compliance to this policy. In addition, VBC bans high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing Service member enrollments.

INSTRUCTIONAL POLICY AND PROCEDURES

Using the Course Syllabus Format

Instructors should follow the course syllabus template that is updated in the Faculty Portal.

Course Registration Cap

All courses will be capped at 15 students. When a course reaches 16 students a new section will be opened, and, depending on the final enrollment, students may be moved to a different section of the course. *Instructors reserve the right to limit each instance of a course they teach to two sections.*

Communication with Students

With the exception of weekends and holidays, students should expect to hear back from you within 24 hours of sending a text or email or leaving a voicemail. Respond to all communications within this timeframe – even if it is just to confirm that you received it.

Including a Syllabus Quiz

Each instructor should include a syllabus quiz that must be completed by Sunday of Session 1. This quiz should include key items from the syllabus and may also include a question about the student's preparation for the course (securing textbooks, etc.). This should be a graded quiz.

The purpose is to ensure that students have read the syllabus and understand it. This should be an "open book" quiz. We don't expect students to have the syllabus memorized, but we do want them to know exactly where to go to get an answer. Policy prevents a student from answering this question early or late.

Completion of this quiz is considered "attendance" for financial assistance and those using veterans benefits. The academic office will run a report of students who have not completed this quiz, and the students may be removed from the course. A template quiz is available on Canvas; however, do not just copy that quiz for your students. It is

provided as an example. You will want to update it with questions pertinent to your course and remove those questions that are not.

Discussion Board Requirements

Instructors must post a written discussion question at least four times throughout an 8-week term and at least six times throughout a 15-week term. This post can take on many different forms based on the subject matter of the course; however, the students' discussion board or video question must meet the following criteria:

1. It must be substantive – answer or ask a question, provide a different viewpoint, cite work from a notable resource.
2. It must include responses to at least two other students' posts – asking a question, confirming the point of view, providing a different point of view – not just simply stating agreement or disagreement.
3. It must be submitted on time.

Discussion must be one of your grading criteria weighted at no less than 10% and no more than 20% of the course based on the nature of the course and the level of discussion you require.

Minimum length of initial posts at the undergraduate level should be 150 words. Minimum replies should be 75 words each. It is strongly encouraged that you require students in 300-level and 400-level courses to cite the textbook, lectures, and other research in a few of their responses throughout the semester.

Minimum length of initial posts at the graduate and postgraduate levels should be 250 words. Minimum length of replies to other students at the graduate level should be at least 125 words. It is strongly encouraged that you require students to cite the textbook, lectures, and/or other research in a few of their responses throughout the semester.

Instructors may use interactive video discussion tools throughout the semester as well. These can take the place of written discussion for that session; however, at least 50% of the weekly discussions must be written.

Instructors are to be actively involved on the discussion board, making sure that all students receive a direct response multiple times throughout the semester.

Session Lessons and Lectures

All faculty are required to use the module feature on the LMS at minimum for the posting of course recordings and other announcements, links to assessments, discussions, etc. A separate module should be created for each session.

Lectures should be no more than 30 minutes in length, with the average being 15-20 minutes. Two credit courses should not exceed 30 lectures, and three credit courses should not exceed 45 lectures.

All lectures must be posted on the LMS within the module that they are connected to. Modules must open at 12:01 AM on the first day of the session.

All 400-level UG courses and all G/PG courses should have all modules and assignments open from the first day of the course so that students can work ahead as needed. Students are still expected to respond to discussion posts as required, regardless of the pace of their work. Exceptions are made for courses that require evaluation of one module to begin the next module.

Course Assignments

One of the distinguishing characteristics of VBC is providing academically challenging courses that are also very practical. We want our students to be able to immediately apply to their ministries those things that they have learned. However, one of the most difficult parts of distance education is creating assessments that protect the integrity of the academic process. We have found that the least effective way to meet both of these challenges is through traditional testing and quizzing. Therefore, we suggest that faculty consider moving to a more project-oriented course structure. Projects may include research, essays, presentations, and the development of documents/programs that the student would use in ministry. Each of these projects should tie to your course outcomes and should be graded with the expectation of achieving excellence.

Quizzes and tests may be given, but they should focus more on application, analyzation, evaluation, and creation rather than on recall of facts. Essay questions work best for these types of quizzes or tests.

Turnitin must be used for all substantive essays and research papers. You will connect to Turnitin directly through the LMS, setting it up as an external tool. Training is available.

Course Page on Canvas

The course page on Canvas should be set up before the first session meets.

- The course page must be published by the time textbook information is added.
- Textbook information should be uploaded to the Welcome, Begin Here module as soon as the textbook is approved. This should be no later than 30 days before the opening of the course to allow students plenty of time to purchase and receive the textbook before the start of the term.
- Syllabus is uploaded to the Welcome, Begin Here module before the opening session.
- A short welcome video is posted to the homepage one week before the opening session.
- Assignment Groups (weighting) should match the syllabus.

All assignments (including graded discussions) are posted on the assignment page. These are placeholders. You may add the actual content of the assignments throughout the semester.

Missed Tests and Quizzes

Tests and quizzes may not be reopened once the deadline (closing date) has passed. Instructors do have the option to drop the lowest quiz grade if at least 10 quiz grades are given throughout the term. If you choose to do this, please note it on the syllabus following the statement of the policy and set up your assignment group to do this automatically.

Posting Grades

After a test/exam/paper/project is evaluated, students must be granted access to the assessment. All papers and projects must be accompanied with written instructor expectations. In an eight-week course, grades should be posted online within one week of the due date. In a fifteen-week course, grades should be posted online within two weeks of the due date. Grades should not be posted publicly.

Including Library Use

To assist students with developing good academic research skills, faculty should be directing their students to the college's online databases for project research. Upon request, the library director is available to present a research workshop to your class based on your assigned project.

Engaging Guest Speakers and Lecturers

No faculty member shall engage guest speakers for classes, clubs, and other organizations without clearance from the Academic Dean. A written request for guest lecturers should be presented to the Academic Dean with details regarding the name and organizational affiliations of the guest lecturer before the guest is formally invited to speak. Guest speakers and lecturers must be used on a limited basis. It will be the responsibility of the instructor to provide compensation and cover traveling expenses, if necessary.

Adopting Textbooks

The selection of a quality textbook for each class is a mutual responsibility to be shared by the faculty member and the department chair. The faculty member must first discuss textbook selections with his department chair. The final approval for textbook usage rests with the administration. Instructors may request a textbook be ordered through his department chair.

Due to the online nature of our courses and the global reach of our programs, all required textbooks must be digitized.

Selling Materials to Students

Any texts or supplies that students need will be purchased off-site. Faculty may not sell materials to students. This policy has been established for the protection of all persons concerned, particularly the faculty member.

Reviewing Evaluations

Each semester, students will complete a course evaluation. Results will be made available on the course page once 60% of the students have completed the evaluation. A conference with the faculty member and the Department Chair will be scheduled to discuss results, if deemed necessary, and a copy of the summary will be filed in the faculty member's personal file and the course file. Faculty may also be evaluated by the Department Chair, Academic Dean, or a peer.

FACULTY ORGANIZATION

The Faculty Organization is established to provide organization and leadership for the faculty at large in order to promote the best possible communication, understanding, and cooperation among administration and the President as they uphold the educational philosophy of the College based upon the Bible, the Church, and our Triune God. The Faculty Organization will include two officers: President and Vice President. The officers will plan and run faculty meetings which will include a professional development session, develop meeting agendas, take meeting minutes, address curriculum issues, and organize social activities. The officers will serve for two years. Only faculty who hold a minimum of a master's degree in their teaching

CURRICULUM COMMITTEE

The curriculum committee is comprised of the faculty members in that department. The curriculum committee is established to systematically evaluate their department's curriculum on a regular rotation.

FACULTY EMPLOYMENT AND COMPENSATION

Contracts and Terms of Employment

The Board of Directors requires all full-time faculty to annually sign a contract of employment and maintain the contract on file. Adjunct faculty will sign contracts by the semester. The college Administration will prepare a written contract, upon approval of the annual college budget, for all returning faculty. The contract will be digitally signed by administration and employee.

Faculty Hiring Policies

Veritas Baptist College will always endeavor to hire the best qualified person for the open position. Basic to all qualifications are doctrinal position, spiritual characteristics, and proven experience. Applicants will be evaluated on the basis of the following:

1. Doctrinal position and compatibility with doctrinal position of Veritas Baptist College

2. Spiritual qualifications and testimony
3. Teaching ability
4. Education - preference will be given to individuals holding terminal degrees from institutions accredited by federally recognized agencies
5. Experience and special aptitudes

A pool of candidates will be developed by accepting resumes and vitae of individuals who have written concerning openings and contacts through professional associations and institutions of similar doctrinal positions and emphases. In the hiring of faculty, Veritas Baptist College does not discriminate on the basis of race, sex, color, handicap, national and ethnic origin.

Qualified individuals will be brought in for an interview with the Academic Dean. Additional interviews may be scheduled as needed.

Appointment/Advancement

It is the policy of the College to be fair and impartial in all its relations with its employees and applicants for employment without regard to race, color, sex, age, national origin, ancestry, handicap/disability, veteran status or citizenship. The College strives to ensure that all personnel actions such as hiring, promotions, training, and benefits are administered in accord with the principles of equal employment and without regard to race, color, sex, age, national origin, ancestry, handicap/disability, veteran status or citizenship. It is recognized, for the proper functioning of this College, that all employees must be professing Christians committed to the principles stated in the doctrinal statement.

Demonstration of Competence

Faculty must have successfully completed a degree at least one level higher than the program in which they are teaching, and have earned a minimum of 18 credits at the higher degree level related to their program.

Dismissal

Employment may be terminated before the end of the school year for cause, and there is no right to renewal of a contract. Where cause exists, the Administrative Cabinet may terminate a contract, provided that the employee has been informed of the cause or causes for discharge and has been given an opportunity to respond to it/them prior to final termination. An employee's failure to request a meeting with the Administrative Cabinet within seven days of delivery of the termination notice shall waive any right to such a meeting and the termination is final. The Administrative Cabinet has the sole right to make the dismissal immediate or with longer notice depending upon the reason(s) for dismissal. Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon the employee by impairing his continued usefulness as a Christian role model for the students.

Adjunct Faculty

Adjunct faculty may be hired after proper documentation and consultation between the President, Academic Dean and the appropriate Department Chair. Adjunct Faculty employment standards are identical to full-time Faculty standards.

Conditions of Employment

In keeping with the spiritual and educational outcomes of VBC, each faculty member agrees to the following conditions of employment:

- 1) I agree that, as part of the qualifications for this position, I am a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's Doctrinal Statement as written in the Faculty Handbook and am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching in Veritas Baptist College is God's direction for my life for this school year.
- 2) I agree to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to support and abide by the Standard of Conduct as stated in the Faculty Manual.
- 3) I agree to accept the board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my teaching position.
- 4) I agree to faithfully attend and financially support a local Baptist church whose fundamental beliefs are in agreement with the Doctrinal Statement of Veritas Baptist College (Hebrews 10:25).
- 5) I affirm that I have read and will abide by the statements and policies described in the VBC Faculty Manual. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the Board of Directors without prior notice during this contract year.
- 6) I agree that my assignment to classes is to be made in consultation with the President, Department Chair, and Academic Dean. I agree to maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.

7) I agree to try at all times to understand, appreciate, love, and serve the students entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to student and school matters.

8) I agree to be present for such meetings and conferences as may be called by the administration.

9) I agree that any previous agreements, whether written or oral, are fully merged into this agreement, and that no other agreement, statement, or promise other than those contained in this contract shall be valid or binding on either party.

10) I agree to attempt to resolve differences with others (students, fellow-workers, and administration) by following the biblical pattern of Matthew 18:15-17.

11) I agree to give the Board 30 days' prior written notice of intended resignation unless a different termination date is mutually agreed upon. I understand that payment shall be made of that proportionate part of the salary which the number of days of actual duty bears to the number of days covered by the contract for teachers that resign or are terminated. I agree that all fringe benefits will end on the last day of employment.

12) I understand and agree that my employment may be terminated before the end of the school year for cause, and that there is no right to renewal of this contract. Where cause exists, the Administrative Cabinet may terminate this contract, provided that I have been informed of the cause or causes for discharge and have been given an opportunity to respond to it/them prior to final termination. I agree that failure to request a meeting with the Administrative Cabinet within seven days of delivery of the termination notice shall waive my right to such a meeting and the termination is final. I agree that the Administrative Cabinet has the sole right to make the dismissal immediate or with longer notice depending upon the reason(s) for dismissal. Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon me by impairing my continued usefulness as a Christian role model for the students.

Faculty Evaluation

Written job descriptions will be given to each administrative and staff position to ensure that the work of the College is done smoothly and efficiently. The job description will be used as a basis for the annual evaluation of each staff member.

All faculty will be evaluated annually through one or more means. Student evaluations of the course and reviews by the department chair and/or Academic Dean will all become part of the faculty member's file. If necessary, an appointment will be made to meet with a faculty member to review the evaluations and to provide additional training

if the evaluation warrants it. These evaluations and the responses to them will be considered when determining future employment opportunities.

Full-Time Faculty Workload Requirements and Restrictions

A full-time faculty member's primary professional employment is with VBC. He devotes substantially all working time during the contracted time to the specified job responsibilities. His outside professional activities do not detract from the specified job responsibilities. Duties include the following:

- Posting and keeping office hours.
- Teaching courses as assigned up to 30 credits per academic year.
- Receiving additional remuneration for any credits beyond the 30.

Adjunct Faculty Workload Requirements and Restrictions

An adjunct faculty member is contracted to teach one or more specifically identified courses for one or more specified academic terms. Other duties include holding weekly office hours.

Scheduling Non-Instructional Commitments

Definition: Non-classroom commitments are those responsibilities held by a full-time faculty member on or off campus which may directly or indirectly influence one's teaching, preparation, class schedule, or related responsibilities. The College reserves the right to have approved in advance all internal/external extra obligations of each faculty member. These responsibilities include pastorates, non-VBC work commitments, VBC-related work commitments, and civic responsibilities (whereby regular hours must be maintained). Those wishing to maintain non-classroom commitments must send a written request through the Academic Dean.

Outside Employment

It is the policy of the College to place certain restrictions on its full-time employees with regard to holding second jobs. The College recognizes the right of its employees to do as they please outside of regular working hours to augment their incomes. However, employee rights in this area must be balanced against the College's need for full productivity during working hours and for loyalty from its employees. It must be realized that employment with the College is the employee's primary responsibility. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, refusal to work overtime, or unfaithful church attendance. No employee shall accept any employment or assignment with any organization without the prior approval of the President. No employee shall use any College property, equipment or supplies for reasons of personal business or in the conduct of outside employment. Due to the nature of faculty positions, outside employment during the academic year is discouraged. If a faculty member requests permission for outside employment, the request must be approved by the President.

Confidentiality of Compensation Information

It is the policy of the College to regard the compensation of all College employees as personal and confidential information. The compensation level, grade and range of each individual employee are regarded as personal and confidential information. Any individual inappropriately disclosing or discussing compensation information will subject himself or herself to immediate termination of employment.

Employee Attendance and Punctuality

It is the policy of the College to encourage habits of good attendance and punctuality on the part of all employees. If an employee is going to be late or is unable to report for work as scheduled, he must report his expected lateness or absence to his immediate supervisor as early as possible but at least one and one-half (1.5) hours in advance.

Fraud and Integrity

Veritas Baptist College is committed to the highest standards of ethical conduct and fair dealing. Embedded in our identity is a strong belief that God is truth, His Word is truth, Jesus is the Truth, and that the Spirit guides us into all truth. Knowing that God's children are to be truthful, avoiding all dishonesty, deception, and lying, we must work together to create an organization of which the Lord can be continually pleased. We desire that this not only be found in the quality of our work, but also in the way we conduct our affairs.

This policy is intended to help each of us focus on the responsibility we owe to the Lord, to one another, to the College, to those whom we serve, to others with whom we do business to conduct ourselves honestly and ethically as we endeavor to be good stewards. The College will not engage in practices or procedures that are designed to deceive students or falsify information to them. This policy applies to each of the College's directors, officers, and employees (referred to as "responsible persons").

Responsible persons are expected to conduct themselves with honesty and integrity – ethically handling actual or apparent conflicts of interest between personal and professional relationships. Our actions must comply with applicable laws, financial policies and procedures, rules and regulations, and be free from unethical discrimination, libel, slander, or harassment. This includes the proper use of the College's resources (including financial).

Confidentiality

"Confidential information" refers to information that is not available to the public (or that one would normally expect to be non-public). For example, confidential information includes:

- Information marked as "Confidential" or with a similar marking;
- Information related to hiring decisions (current, former, and prospective employees);

- Information related to current, former, and prospective directors and volunteers that has not been made public, and financial reports and data that have not been made public.

Responsible persons must use reasonable care to protect the confidentiality of private information of the College and must not disclose confidential information to unauthorized persons, even subsequent to termination of their affiliation with the College. This means you should:

- Be prudent and aware of where, when, and how the College's matters are discussed;
- Not leave confidential information unattended or in public view;
- Not access confidential information unless you are specifically authorized to do so and the information is required to conduct College affairs;
- Not disclose confidential information to other personnel except on a legitimate "need-to-know" basis;
- Not remove confidential information from the College's premises or make copies of any materials containing confidential information, except as required to conduct the College's legitimate affairs;
- Never use or disclose any confidential information for personal gain or to the advantage of yourself or any other person;
- Contact the President's office before disclosing confidential information to a third party;
- Contact the President's office before requesting, accepting, using, or disclosing confidential information from a third party.

Reporting Violations

Employees are encouraged to report immediately any known or suspected violations of theft, fraud, dishonesty, or breach of confidentiality. In some circumstances, the College may report the matter to law enforcement authorities.

Whistleblower Policy

The College maintains an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. Retaliation for reporting an ethical violation is prohibited.

Handling of Reported Violations

Employees who violate this policy may be subject to disciplinary action, dismissal, or other corrective action in the discretion of the College.

VBC Purchased Computers

VBC-purchased computers are for the intended users only. Computers should not be lent out or used by anyone besides the VBC employee for the privacy and security of the employee and the college.

Security Awareness

Faculty and staff will sign agreement to security awareness policies by completing an annual presentation. These policies are designed to protect the employee and the college when using the internet.

EMPLOYEE BENEFITS

Employee benefits include educational assistance, tuition discount, and paid time off. Details can be found in their respective sections.

Educational Assistance

It is the policy of the College to encourage employees to prepare for greater opportunities and responsibilities within the College. In order to achieve this goal, the College may pay for or reimburse eligible employees for educational costs incurred. An employee may apply for educational assistance by submitting a request to his supervisor. This request must be made prior to the approval of the budget for the next year.

The course of instruction must be designed to maintain or improve skills within the employee's job or enhance career advancement within the College and/or must have administrative approval. The amount of educational assistance may be limited by annual budget constraint. For graduate level courses leading to an advanced degree, payment will be made for tuition and textbooks within limits once the employee is enrolled. A satisfactory GPA (3.0) must be maintained to be eligible for continued education assistance. Any time the employee's GPA falls below the minimum to remain in the course of study, all payments by the College for costs will terminate. Being placed on academic probation will disqualify an employee from receiving additional assistance. Fees for late registration will not be reimbursed. Eligibility for reimbursement ceases upon termination. Employees who terminate their employment for reasons within their control within thirty-six (36) months after receiving educational assistance, are required to reimburse the College a prorated share of the educational assistance paid to them. The employee will be given credit for that portion of the year worked. Qualified educational expenses are subject to income tax based on current IRS regulations. Expenses above this amount or non-qualified expenses will be included on the employee's W-2 form as wages.

Tuition Discount

It is the policy of VBC to provide instructors with tuition discounts for VBC classes that they take as students. Instructors will receive a tuition discount off the standard tuition rate. Registration, matriculation, and other fees must be paid by the employee. The tuition discount (undergraduate, graduate) or postgraduate will be 100% for full-time employees and 50% for adjunct faculty and hourly employees. The undergraduate tuition discount is 50% for a full-time employee's child and 25% for a part-time employee's child. The undergraduate tuition discount for an administrator's child is

100%. Tuition discounts for faculty members who are taking VBC courses to increase their teaching effectiveness will be determined by the Administrative Cabinet.

Holidays

It is the policy of the College to observe certain holidays each year. Each holiday observed by the College will be a day off with pay for most employees. Full-time employees will be entitled to the following paid holidays:

1. Five business days for Spring Break
2. Memorial Day
3. Independence Day
4. Labor Day
5. Two days for Thanksgiving Break
6. Five business days for Christmas Break (Includes New Year's Day)

Full-time employees will receive their regular rate of pay for each eligible holiday. Part-time and temporary employees are not eligible to receive holiday pay. When a holiday falls on a Saturday, it will normally be observed on the preceding Friday. When a holiday falls on a Sunday, it will normally be observed the following Monday. If a holiday occurs during an employee's vacation period, an additional day of vacation will be granted. With the prior approval of the employee's supervisor, this additional day may be taken at the beginning or end of the employee's vacation period, or at another time during the year. Twelve (12) Month Employees: Regular full-time twelve (12) month employees will only receive additional paid time off as granted by the College vacation policy.

Maternity Leave

It is the policy of the College to grant time off with pay for full-time employees for maternity leave equal to one week.

Bereavement Leave

It is the policy of the College to provide for the absence of a full-time employee, without loss of pay, in the event of death in the family so that the employee may attend the funeral. An employee who is absent from work due to the death of a member of his immediate family shall be entitled to paid bereavement leave, not to exceed three days at the straight time rate of pay, to allow him to attend the funeral. For the purposes of this policy "immediate family" means the employee's spouse, brother, sister, parent, children, father-in-law, mother-in-law, and any member of the employee's household. This also applies to "step" relatives in the above listed categories.

Vacations

It is the policy of the College to grant time off with pay for full-time employees for annual vacations. Full-time employees are allowed two weeks of paid vacation: one week taken at Christmas and one week scheduled throughout the year. A third week of

vacation will be given after five years of service. Timing of vacations must be approved by administration.

Sick Pay/Personal Days

It is the policy of the College to grant time off with pay for full-time employees for personal illness or emergencies. Full-time employees are allowed five days for illness and three days for personal business or emergencies. Illnesses should be reported to the immediate supervisor as early as possible. Non-emergency personal days require prior approval by the supervisor.

Spiritual/Professional Development

The institution will provide opportunities for the professional and spiritual growth of the faculty. Provisions are made for faculty to advance their educational degrees at accredited institutions in accordance with the outcomes of the College. At Faculty Meetings, workshops are conducted to provide the faculty with professional and spiritual growth. The Faculty Organization assists the Administration in creating opportunities for faculty development and growth.

Faculty may request financial assistance for additional post-graduate degrees for the benefit of the institution. Financial assistance is limited and will be granted as it becomes available and is considered on a case-by-case basis. A faculty member is financially responsible for any courses completed less than one year prior to leaving the college's employment. The college encourages faculty development. Faculty members are encouraged to stay current with journals and professional articles published in their teaching field. The VBC Administrative Cabinet considers it a benefit to provide access to these types of academic resources. Faculty members who desire to receive specific resources related to their teaching fields should make their requests known to the college office in writing. Each request will be taken under consideration by the Administration.

Full-time faculty members may request that the College pay up to \$100 for yearly membership to a professional organization directly related to their college responsibilities.

Faculty members should endeavor to further their knowledge and skills in their fields of teaching by research, professional reading, attending professional seminars and conferences, and interaction among fellow faculty members. Faculty members will be yearly evaluated by their peers and administration.

Access to Facilities

Since all our courses are online, the majority of our employees are work-from-home employees. The college office in Indiana is a closed campus. Any access to the facilities must be approved through the college office. Advance notice is appreciated.

Securing Equipment and Supplies

Faculty members and students have access to online tools to successfully complete their coursework. There is no physical equipment available in an online environment.

Retirement Contributions

Full-time employees may contribute to the 403b retirement plan through Guidestone Financial Resources. Contact the college office for more information.

Healthcare Stipend

A full-time employee can participate in our healthcare stipend plan (Christian Healthcare Ministries or Samaritan Ministries) if the employee's spouse is not offered insurance through his or her place of employment. In our stipend plan, Veritas covers a portion of the employee's premiums at \$500 per month. Details regarding Christian Healthcare Ministries and Samaritan Ministries are available from the college office.

GRADES AND ATTENDANCE

Institutional Grading System

All faculty members must follow the established grading system for Veritas Baptist College. The scale is given below:

Letter	Minimum Points	Maximum Points	Grade Points
A+	98.00	100.00	4.00
A	93.00	97.00	4.00
A-	90.00	92.00	4.00
B+	87.00	89.00	3.00
B	83.00	86.00	3.00
B-	80.00	82.00	3.00
C+	77.00	79.00	2.00
C	73.00	76.00	2.00
C-	70.00	72.00	2.00
D+	67.00	69.00	1.00
D	63.00	66.00	1.00
D-	60.00	62.00	1.00
F	0.00	59.00	0.00
P	Passing		
W	Withdrew		
WP	Withdrew passing		
WF	Withdrew failing		
AU	Audit		

GRADE SUBMISSION DEADLINES

Faculty members must finalize grades by the Friday following the end of the term. Grades for graduating students must be finalized by Monday following the last week of Spring Term B and C classes.

ATTENDANCE RECORDS

The college does not track attendance for student records.

STUDENT EVALUATION

Faculty members are asked to give a sufficient number of tests or equivalent assessments of each student's work during the semester. It is highly recommended that a midterm test be given. It is mandatory that a final examination be given.

STUDENT RECORDS

The College follows the guidelines as outlined in FERPA concerning the viewing of a student's college record. Students must sign the FERPA form located on the college website for others to have access to his records. Academic advisors have access to pertinent academic information about their advisees, including grade reports and the students' transcripts. However, academic advisors are never to discuss these records with any third person for any reason.

STUDENT ROSTERS

An official roster for each class will be posted on the LMS course page.

APPENDICES

ADMINISTRATIVE AND ACADEMIC CONTACT INFORMATION

ADMINISTRATIVE CABINET Phone Number (812) 221-1714

President/CEO Dr. Mike Lester	Ext. 301	mikelester@vbc.edu
Academic Dean/Director of Library and Assessment Mrs. Ann Rill	Ext. 310	annmarierill@vbc.edu
Business Manager/CFO Mrs. Sherry Davis	Ext. 308	sherrydavis@vbc.edu
Director of Student Services Mr. Tyler Jonson	Ext. 318	tylerjohnson@vbc.edu

DEPARTMENT CHAIRS Phone Number (812) 221-1714

Ministry Chairs (Undergraduate) Fred Christian	fredchristian@vbc.edu
Ministry (Graduate/Postgraduate) Dr. John Edmonds	johnedmonds@vbc.edu
Education (Undergraduate) Krista Smith	kristasmith@vbc.edu
Education (Graduate/Postgraduate) Dr. Lisa Joyner	lisajoyner@vbc.edu
General Education Dr. Penny Edmonds	pennyedmonds@vbc.edu

TECHNICAL ASSISTANCE

Vimeo, Medial, Playposit, GoReact, Turnitin, Populi, Zoom, and Canvas Mrs. Ariel Speck	arielspeck@vbc.edu
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