



HORIZON UNIVERSITY
FACULTY HANDBOOK
(2023~2024)

Horizon University
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INTRODUCTION TO THE FACULTY HANDBOOK

Welcome to Horizon University (HU). For those of you who have been here for some time now, we trust that you have had a fulfilling experience teaching at our institution. For those of you who are just beginning your teaching experience at HU, we hope you enjoy your time with us.

This handbook contains policies and procedures governing faculty personnel issues at HU. It is designed to be a guide for the faculty in the day-to-day operations of our school.

The purpose of this handbook is to ensure policies are executed in a uniform manner with no bias. It is the responsibility of each member of the faculty to administer these policies in a consistent and impartial manner.

Policy statements are subject to modification and further development. Members of faculty are encouraged to suggest improvements when or if issues ever arise.

It is the responsibility of every faculty member to read and abide by the rules and regulations spelled out in this handbook and the school catalog. Any suggestions, discrepancies, or inconsistencies in this handbook or the school catalog should be pointed out to the Administration who, in turn, will take the necessary steps to evaluate the issues at hand and take proper action to address them.

INSTITUTIONAL INFORMATION

PROGRAMS OF STUDY

Horizon University is an evangelical Christian University that offers educational programs in a wide variety of areas. We have a diverse faculty of teachers, church leaders, and scholars that come from all areas of the Christian spectrum.

Horizon University offers the following programs:

- Bachelor of Theology
- Bachelor of Science in Business Administration
- Master of Business Administration
- Master of Divinity
- Master of Theology

PHILOSOPHY

Our mission at Horizon University (HU) is to educate the next generation of strong Christian leaders who will selflessly serve their churches, communities, and beyond with their diverse skills and vital knowledge gained during their studies of theology, the Bible, Christian leadership, and business administration here at HU.

MISSION STATEMENT

Our mission at Horizon University (HU) is to educate the next generation of strong Christian leaders who will selflessly serve their churches, communities, and beyond with their diverse skills and vital knowledge gained during their studies of theology, the Bible, and practical ministry here at HU.

VALUES

Horizon University prides itself in upholding core Christian values and doctrines daily in not only our educational pursuits, but in all that we do. We have identified and summarized our three core values:

- We value the mission and dedication of all members and the talents and skills they bring to the local and global communities of the world, churches, and workplace, focusing on serving others in Christ's love.
- We strive for the highest level of academic success, integrity and professionalism, reflecting our Christian faith and relationship with our Savior, Jesus Christ.

- We dedicate ourselves to serve as role models in our local and global communities, churches, and workplace.

VISION

Our vision at Horizon University (HU) is to enrich and spiritually improve the world around us by preparing Christian leaders dedicated to work in the areas of church ministry, theology, and business sectors. Our students will inspire, motivate, and drive others to live a life defined by Christian principles, and they will be shining examples of the outstanding educational experience at HU. They will be leaders that exhibit a Christ-like spirit of service within their professional contexts.

OBJECTIVES

The fourfold goal of Horizon University (HU) is to educate students to become academically successful and intellectually confident, gain cultural awareness and tolerance, and obtain the practical skills and knowledge necessary for professionals, in order to serve as dedicated Christian leaders who have a foundation in Biblical knowledge and Christian values and are able to employ Christian principles within their career and interpersonal relationships.

First, students will be academically successful and intellectually confident, which are important qualities for overall professional success. Students will achieve skills necessary to analyze and absorb important information in their discipline, as well as to apply their knowledge to real world situations.

Second, students will develop cultural awareness and tolerance in order to be compassionate and fair leaders. Students will evaluate differences that may arise while at work in various communities and will create a space built upon inclusion and Christian love.

Third, the education received at HU will grow strong professionals who have superior knowledge and skills of their respective professional fields. Students will acquire practical skills that can be demonstrated in the field.

Our fourth and most important goal is to mold and cultivate strong, dedicated leaders. Students will apply Christian principles to pursue their vision and mission in life and deliver their knowledge to others in a compassionate manner serving in church ministry, communities, and workplace.

DOCTRINAL STATEMENT

1. The Bible

We believe that the Bible is divinely inspired by God and given for the faith of the believing community. It is infallible, authoritative and without any errors in its entirety.

2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent and personal. He possesses three eternal, personal distinctions, which are revealed to us as God the Father, God the Son and God the Holy Spirit. They are perfectly equal - yet execute distinct but harmonious offices.

3. The Father

We believe in God the Father, the first person of the Divine Trinity, who is perfect in holiness, wisdom, power and love. He is infinitely sovereign, eternal, and unchangeable in all His attributes and is worthy of honor, adoration, and obedience.

4. The Son

We believe in Jesus Christ, the Perfect Son, and second member of the Divine Trinity. He was miraculously conceived and born of a virgin. He was fully man and fully God and perfectly sinless in all His humanity.

5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He has been and will continue to be active throughout eternity. He convicts, regenerates, indwells, sanctifies, and seals all believers in Christ, and empowers them for service. Believers are filled with the Spirit at the time of salvation. The Holy Spirit administers spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

6. Historicity

We believe the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel. We believe the realities of heaven and hell.

7. Redemption

We believe the redemptive grace of God through the substitutionary work of Jesus Christ, who paid the full price for the sins of the world, through His literal physical death, burial and resurrection, followed by His bodily ascension into heaven.

8. Salvation

We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ. We believe that salvation is only appropriated by a person placing their faith in the finished work of Christ and not by human merit or work. We are eternally saved from the penalty of sin.

9. Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the bodily resurrection, the final judgment, the eternal felicity of the righteous and the fulfillment of His purposes in the works of creation and redemption with eternal rewards and punishments.

10. Biblical Creation

We believe the biblical account of creation as a historical and theological record of God's creation. We believe that the universe, in its entirety, was created by God in a literal six-day week. God's creation includes, but is not limited to, the existing space-time universe along with its basic systems and all kinds of living organisms.

11. Satan

We believe in the existence of a personal, malevolent being called Satan who acts as tempter and accuser. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit. A place of eternal punishment has been prepared for Satan, along with those who die outside of having faith in Christ, where they will be confined to conscious torment for eternity.

APPROVALS

Horizon University is a non-profit university owned, controlled, operated, and maintained by a religious organization lawfully operating as a nonprofit religious corporation. Horizon University is granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1) by the Bureau for Private Postsecondary Education (BPPE) in California. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and Title 5, California Code of Regulations 7.5 Private Postsecondary Education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, Telephone Number (888) 370-7589 or (916) 574-8900, Fax (916) 263-1897.

The California Bureau for Private Post-secondary Education (BPPE) has a formal complaint process. If you have a dispute that you have not been able to resolve directly with the school, you may contact the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Horizon University (HU) is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees.

The U.S. Consulates/Embassies issue F-1 visas for all students from overseas who are accepted for full-time study at HU. The rules for Visa Application may vary from country to country. Students should contact the U.S. Consulate in their country for the latest instructions on how to apply for a Student Visa. The code issued by the DHS is **LOS214F51064000**.

ACCREDITATION INFORMATION

Horizon University 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 Candidate Status as a Category III institution by the TRACS Accreditation Commission on October 30, 2018. This status is effective for a period of up to 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).

Horizon University has been accredited by the TRACS to award the following degrees: (1) Bachelor of Theology; (2) Bachelor of Science in Business Administration, (3) Master of Business Administration, (4) Master of Theology, and (5) Master of Divinity.

Instructions for Filing a Complaint with TRACS

1. Individuals should be able to make an inquiry to TRACS regarding a complaint or about issues and concerns that could be considered complaints. At such time, TRACS will direct the individual to the TRACS website (www.tracs.org) with instructions to download a packet containing:
 - Policies and Procedures for Complaints against Member Institutions.
 - TRACS Complaint Information Sheet.
 - TRACS Complaint Processing Form.
2. TRACS's 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.
3. A formal complaint is one that is:
 - Submitted in writing using the TRACS Complaint Processing Form (including answering fully all the questions and attaching all required supporting documentation).
 - Signed
 - 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.
4. Two hard copies of the fully completed TRACS Complaint Processing Form and all supporting documents are to be sent, not electronically nor through facsimile transmission, to:

President, Transnational Association of Christian Colleges and Schools
15935 Forest Rd.
Forest VA 24551

CAMPUS FACILITIES AND EQUIPMENT

Our campus is in Diamond Bar, California. The campus is approximately 6,354 square feet containing four classrooms, a library, a computer lab, a conference room, a student/faculty lounge with standard cafeteria appliances and fixtures, a storage room, a reception area, and several offices for administrative staff.

Horizon University facilities are furnished with appropriate equipment for administrative and instructional purposes, complete with copiers, computers, and file cabinets for staff/faculty and all the standard equipment and supplies needed for each classroom. All class sessions will be held at the campus.

While Horizon University does not operate a dormitory or other student housing facility, the school assists in students locating apartments or other housing facilities near the Diamond Bar area.

SECURITY AND SAFETY

The building in which the university is located is generally safe and secure. While this is generally true, all students must be aware of any unusual activity, which might put the community in danger. All unusual situations should be reported to the closest staff member or security personnel so that appropriate steps for safety can be taken.

Emergency Plan

- Evacuation: Used to move students and staff out of the building. With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Schools practice evacuations regularly (often monthly), including fire drills.
- Relocation: Used to move students and staff to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period of time. Depending on the time of day and the circumstances, students may be released early or put on hold until they are able to return to the school building. Plans should also be in place for students and staff with limited mobility, who may need assistance moving to the relocation site.
- Shelter-in-place: Used during severe weather or other environmental threats (e.g., air contamination due to a local fire). This is a precaution aimed to keep people safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) In schools, shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that have phone access, stored disaster supplies kits, and preferably access to a bathroom. The room doors are then shut.
- Lockdown: Used when there is a perceived danger inside the building. A lockdown includes securing each occupied room by locking the door(s) and directing people to

move away from windows and doors. Hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.

- Lockout: Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood. During a lockout, access to the building is restricted, but there may be some limited movement within the building.

CONTACT US

For further inquiry, please contact the administrative office for more information:

Horizon University
2040 S. Brea Canyon Rd. Suite 100
Diamond Bar, CA 91765
Tel: 909-895-7138
Fax: 909-895-7143
Email: admin@huca.edu

INSTITUTIONAL POLICIES

INSTITUTIONAL INTEGRITY

Horizon University (HU) is committed to integrity as a central element of our mission and values. HU's daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, and other organizations with which it partners. All members of our university are expected to always abide by ethical and professional standards. HU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At HU, we all share responsibility for preserving this value, to promote an environment of integrity within our community.

CODE OF CONDUCT

In support of Horizon University's central functions as an institution of evangelical higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, learning, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

1. Free inquiry, and exchange of ideas.
2. The right to present controversial material relevant to a course of instruction.
3. Enjoyment of constitutionally protected freedom of expression.
4. Freedom to address any matter of institutional policy or action when acting as a member of the faculty whether as a member of an agency of institutional governance.
5. Participation in the operation of the university.
6. The right to be judged by one's colleagues, in accordance with fair procedures and due process, in matters of promotion, tenure, and discipline, solely based on the faculty members' professional qualifications and professional conduct.

ACADEMIC FREEDOM

Freedom of inquiry and the open exchange of ideas are fundamental to the success of Horizon University. The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic freedom includes the ability to do research and publish ideas, the freedom to teach, and the freedom to communicate extramurally.

Horizon University is committed to assuring that faculty members are given the freedom to express views, theories, research results, and opinions when they teach their assigned courses. Horizon University also recognizes that academic freedom must include the responsibilities of Christian faith and practice by faculty members. The responsibility of leadership by faculty members as role models to the students, and the ethics of Christian faith as described in the doctrinal statement of the university also provide the boundaries which faculty members are given to exercise their academic freedoms.

Horizon University has as its policy of academic freedom the following:

Faculty members are free to express views and opinions concerning their areas of teaching responsibility within the confines of the university's statements of fundamental beliefs, philosophy, values, and objectives. If faculty members find that they have differing opinions, the faculty members must first discuss these divergences with the Director of Academics (CAO) before disseminating their opinions in the classroom. While Horizon University recognizes that it is well within the right of the faculty member to express their differing views, the university holds that the responsibilities of Christian ethics require a higher responsibility toward Christian communities concerning how they act upon the freedom that the university grants.

Faculty members, who hold differing theological views, may be asked to step down from their faculty positions. While it is natural that the faculty's pursuit of knowledge will be reflected in class, faculty members are encouraged to follow their conscience in their classroom teaching.

Faculty members are responsible to teach within the confines of the university's mission, values, objectives, and doctrinal statement. Faculty members are expected to discuss the issue with the Director of Academics (CAO) if their differing views present a source of conflict.

In non-theological and non-biblical courses, it is expected that the courses will be taught in accordance with an Evangelical Christian worldview and consistence with the doctrinal statement of the university.

Academic Freedom Implementation Procedure

Horizon University adopts the following procedure for the disposition of alleged violations of academic freedom. Written complaints of violations of academic freedom shall be directed to the Director of Academics (CAO). Any person responsible for teaching or support of instruction whose rights may have been violated or any member of the campus community who witnesses a possible violation may file a complaint. The complaint shall indicate the specific content of academic freedom that may have been abrogated; it should include a description of the alleged violation, the available evidence, and, if desired, a proposed remedy. Individuals who may have been responsible for the alleged violation should be identified. The address, or other contact information, for the person making the complaint should be listed. The Director of Academics (CAO) shall make copies of the written complaint available to all alleged violating parties. After the complaint is received it should be considered at the next regularly scheduled meeting of the Faculty Committee unless there is a compelling need for more timely action.

If the complaint is not considered to be of sufficient merit to warrant a hearing the chair shall inform the complainant and alleged violators of the committee's decision in a timely fashion. The complainant shall have the right to appeal this decision to the Faculty Committee of the University. If, after receiving an appeal, a majority of the voting members of the Faculty Committee decide that the complaint should be heard they shall, through their Chair, appoint a committee, drawn at random from the full-time members of the faculty, to conduct a hearing.

The committee will attempt to bring about a settlement of the matter that is satisfactory to all parties concerned. If, in the opinion of the committee, no settlement is possible the committee shall report its findings and recommendations to the complainant, the alleged violator(s), the chair of the Faculty Committee and the President of the University. Thirty days after these reports have been made the chair of the Faculty Committee will contact the President in order to inquire about any action that may have been taken. Each year, at the close of the spring term, the chair of the Faculty Committee will report all complaints that have been settled to the Faculty Committee and a summary report of all settlements.

FREEDOM OF SPEECH

Freedom of speech is a fundamental American freedom and a human right. There is no place that this right should be more valued and protected than in academic settings such as the classroom. The right to speak freely in the expression of one's ideas is encouraged as long as the students follow acceptable norms. If problems should arise, refer to the executive officers for resolution of the problems.

STATEMENT OF NONDISCRIMINATION

Horizon University (HU) does not discriminate based on disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, programs, and activities generally open to students at the college. We do not discriminate based on disability, race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other college administered programs.

In addition to this legal stance, HU has a biblical stance regarding cultural diversity. The ultimate, eternal community of believers, according to Revelation 5:9, will be comprised of "every tribe, tongue, and people and nation." HU strives to have this same diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome conduct of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a person's ability to learn or work, and the conduct has no legitimate relationship to the subject matter of an academic course or research. Sexual harassment also includes behavior not sexual in nature, but behavior directed toward a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender norms and stereotypes.

The university takes harassment very seriously. Any reported incident is reviewed by the school officials and disciplinary action will be taken in cases where culpability rests.

INTELLECTUAL PROPERTY

Horizon University (HU) fosters and supports an environment that encourages creativity and the development of new intellectual works in their various forms. In appropriate cases, with early disclosure of the effort, HU will recognize the ownership of the creator(s) of the work with the right of the University to use the work for its educational mission and the development of its employees, and to participate in an appropriate royalty share in external marketing of the work by its creator(s). However, with respect to intellectual works that are created at the direction of HU to support administrative/non-instructional functions and other works specifically designated by the University, HU will generally retain ownership and rights to the work, subject to specific written agreements to the contrary.

The University's Role

Horizon University will ensure fair treatment of all parties and will take the following actions:

1. Provide a supportive environment.
2. Use reasonable effort to exploit and protect intellectual property generated by its faculty and students.
3. Maintain fairness and adequate incentives in the distribution of residual income.
4. Consider proposals from individuals with respect to exploitation and protection of intellectual property.

The Faculty's Role

Horizon University faculty is required to:

1. Report any work undertaken on behalf of an external body and any conflicting outside commercial interests.
2. Report the development of any intellectual property as it arises.
3. Keep key information confidential until it is protected.
4. Report any potential conflict of interest.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

Horizon University (HU) recognizes that accomplishment of its mission may be facilitated using works owned or created by others. It is the policy of HU that students, employees, and other individuals who use University facilities and/or equipment, and students, employees, and other individuals who use off-campus non-University facilities and/or equipment in connection with university activities or on behalf of the University, shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying center, machines in the library, or on any other reproduction equipment owned or leased by HU or used in connection with university activities or on behalf of the University.

Students, employees, and other individuals subject to this policy who use material originated by

others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of “fair use.” Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. “Fair use” shall not be abused. HU does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy, copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the university in the event of an infringement or alleged infringement.

DRUG-FREE CAMPUS

It is the objective of Horizon University (HU) to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on campus grounds and in any of HU’s facilities.

WEAPONS

The possession or use of firearms or other weapons on Horizon University premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Chief Executive Officer/President.

AUTOMOBILES ON CAMPUS

Faculty who has a vehicle on campus should register their vehicle and have liability insurance on each vehicle titled in their name at the time of enrollment.

When driving in the parking lot, do not exceed five (5) miles per hour; Observe all yield and stop signs; Use caution when entering or leaving the campus. In addition to any potential prosecution resulting from unsafe driving, the school may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code. Driving a vehicle on campus is a privilege that may be revoked for any faculty member, staff member, or student who fails to observe posted speed limits, stop signs, or who fails to drive in a responsible manner.

Vehicles must always be parked within marked parking spaces. Reserved parking has been

designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted and may subject the violator to traffic or criminal penalties in accordance with state and local law.

Horizon University takes no responsibility for any damage or loss of property because of the driving or parking of vehicles on any of its sites. If you expect to drive to the school and park your vehicle, we encourage you not to leave any valuables in your vehicle and especially not in clear view. We would also encourage you to use steering lock devices (such as a "club lock"), car alarm/immobilizer systems and park your vehicle in frequently used and well-lit area. All vehicles parked on site do so at the owner's risk.

STUDENT HONESTY

Cheating is a violation of Christian integrity and will not be tolerated. Cheating includes but is not limited to copying from another student's work, relaying information about tests and exams or receiving information from a student who has already taken the test, and falsifying reports or other work. The greatest form of cheating is plagiarism, which is copying or using another person's work or words as your own. This includes copying information from the Internet or from various textbooks. Be sure to properly cite and paraphrase any information that is not your own thoughts or information.

A student found cheating will receive a "0" for the assignment or test and will be reported to the Director of Academics for recourse. Dismissal from the course or the university may be the consequence of cheating. If you are aware of cheating or plagiarism, you should report it to any faculty member or administrative staff immediately.

STUDENTS WITH DISABILITIES

Horizon University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student to begin his/her education. Once formal approval of your accommodation has been approved, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. If you would like additional information, you should visit the Registrar's Office to speak with the university Registrar.

STUDENT GRIEVANCE

Students have a right to submit grievances and complaints any time they desire and to submit them to any member of Horizon University's administration or faculty. Students who have a

complaint or grievances are encouraged to talk to a member of the University administration.

For grievances regarding grades, the procedure is as follows:

1. The student must address the complaint, dispute, or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Registrar.
2. The submission of a grievance concerning a grade must be in writing to the Registrar. The Registrar will review and investigate the grievance using their discretion to interview sources as needed. The Registrar will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Registrar and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.
4. All records of student complaints regarding grades should be maintained in the office of the Director of Student Services.

If a student believes that non-academic criteria have been used in determining his/her grade in a course, he/she may follow the procedures described in the regulations below.

Non-academic criteria means criteria not directly reflective of academic performance in the course. It includes discrimination on political grounds, or based on a protected trait, including but not limited to a student's gender, race, religion, national origin, sexual orientation, or disability.

1. The student must attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter.
2. If the grievance is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the department director, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
3. If the grievance still is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the Dean of Academics, who shall attempt to adjudicate the case with the instructor. This request must be submitted before the last day of instruction of the quarter following the quarter in which the course was taken.

For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Director of Student Services within ten (10) days of being notified of any action taken against the student. The Director of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Director of Student Services and faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.

3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).
4. All the records of student complaints should be maintained in the office of the Director of Student Services.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

A student may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on www.tracs.org/resources/ and submitting to:

President
Transnational Associations of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551

STUDENT DISCIPLINE

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g., mission statement, goals, policies) of HU. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it.

Student Rights to Due Process and for Grievances

A student who believes that disciplinary procedures are unwarranted or unfair, or who has a grievance, has the right to due process. The sequence of steps starts with a meeting with the Director of Student Services to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the administrative representative will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension, and expulsion. At the point that the later three steps begin, a student may notify the administrator that he or she wants to appeal his or her case to a committee of disinterested faculty, administrators, and students (i.e., members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. Regarding discipline and due process, the student has the following rights:

1. The student has a right to know the charges against him or her and to receive them in writing.
2. The student has a right to have a hearing consisting of a committee of disinterested faculty (two), students (preferably two members of the student government), and the Director of Student Services. This committee will make a recommendation to the administrative council, which will assist Horizon University in making the final decision. The final decision will be signed by the President and a copy will be given to the student.
3. The student also has a right to confront his or her accusers (e.g., explain his or her

- side of the story, cross-examine witnesses, and bring his or her own witnesses)
4. A student may be represented or assisted (e.g., a character witness's testimony) by anyone he or she chooses.
 5. The student has a right to the minutes of the proceedings and a written copy of the decision.
 6. The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the President, and a copy will be given to the student.

Disciplinary Procedures

The primary goals of discipline at HU are restorative (i.e., not punitive) and aimed at the physical, emotional, and spiritual protection of the community. The first step in student discipline is a meeting with the Director of Student Services to make sure the student understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the Director of Student Services will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension, and expulsion. At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the administrative council. Legal restrictions can cause exceptions to the above procedures. In an event where the administration believes a crime has been committed, the administration will report the matter to the proper law enforcement agency. If the administrative council finds the student not guilty of all charges, the student will be readmitted.

STUDENT ADVISING

Full-time faculty members are expected to be available for student advising as requested by students throughout the quarter and as requested by the Director of Academics. Part-time faculty members may be asked to provide academic advising during the quarter. The faculty advising relationship has several purposes:

- Academic advising regarding degree requirements
- Vocation guidance and career planning
- Personal and spiritual counsel as needed

The advising faculty and the student will use the course map to determine what courses to take. After completing a course, use the blank next to that course to record the quarter and year in which the student completed it. For electives, the advising faculty will have to write the course number, course title, and the quarter and year in which the student completed it. At registration time, check whether each course offered is one of the student's yet unfulfilled requirements. Since a required course might not be offered again for another two or more years, strongly recommend that the student enroll in the currently offered required courses. They may choose to take additional electives for their own personal benefit, but make sure they understand that the additional electives do not help them graduate.

STUDENT DRESS CODE

For maintain the good image of the University, students are reminded to be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus.

Horizon University understands and fully supports students' right to self-expression. But university also has an obligation to create a learning environment where all members of the university are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the university. Students who fail to abide by the dress code, when advised by a school official, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors and school administrators and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Clothing and personal appearance should be neat, becoming, and appropriate.

The following is inappropriate dress and/or appearance:

- Expose your midriff, chest, upper thigh or show visible cleavage or undergarment.
- Wear clothes that are transparent (see-through).
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
- Bare feet.
- Wear flip-flops or slippers (thong sandals are allowed unless prescribed).
- Head coverings and hoods in campus (Procedures for Cultural or Religious Head Coverings). Students seeking approval to wear headgear as an expression of religious or cultural dress may make a written request for a review through the office of student service. Director of Student Service will consider and gave approval. Students that are approved will then have their approval letter taken by University Police with the headgear being worn).
- Shorts that reveal buttocks.
- Students' pants that show underwear.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Director of Student Service.

STUDENT RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, students at Horizon University have the following rights:

- To inspect and review the student's educational record maintained by the school.
- To seek correction of the student records through a request to amend the records or a request for a hearing.
- To file a complaint regarding alleged failures of the rights accorded students by the Federal Act with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C.20202-5920
<http://www.ed.gov/policy/gen/guid/fpco/index.html>.
- To consent to disclosures of personally identifiable information contained in the student's education records.

Students should submit to the Registrar or designated school official written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

To request the amendment of the educational records, the student should write to the school official responsible for the record, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

In accordance with Section 99.37 of the FERPA regulations, Horizon University is authorized to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the school at any time unless the school has received prior written objection from the student specifying what information the student requests are not released.

In accordance with Section 99.31 of the FERPA regulation, Horizon University is authorized to disclose any information from a student's education record, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conduct certain studies for or on behalf of the school.
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.

- State and local authorities, within a juvenile justice system, pursuant of specific State law.

For additional information, technical assistance, or questions regarding the rights of students under the University policies and the federal law should be directed to the Registrar's office.

JOB DESCRIPTIONS

DUTIES OF THE DIRECTOR OF ACADEMICS (CAO)

The Director of Academics (CAO) reports directly to the CEO/President. The CAO maintains regular communication between the Board Members and the faculty. The CAO is responsible for providing campus-wide leadership, guidance, and direction for the academic area of Horizon University (HU). The CAO is responsible for all programs and curricula to ensure they meet the school's mission and vision, and to assure academic excellence. The CAO works with the CEO/President and faculty to deliver high quality instruction and services that meet the needs of students.

Duties and Responsibilities:

1. Academic Programs and Services
 - a) Provides leadership, guidance, and motivation to ensure that HU develops, evaluates, and delivers a comprehensive array of instructional programs and services that reflect HU's goals.
 - b) Oversees in the development, review, and implementation of school policies, procedures, and operational activities related to academic areas.
 - c) Provides structure and guidance to faculty for planning and implementing educational programs and services that support the school's mission and strategic plan.
 - d) Assists in campus emergencies, resolving students' issues and complaints in a timely manner through implementation of HU's policies and procedures.
 - e) Assures the quality and effectiveness of all academic programs, offerings, and services through systematic review and evaluation of curricula and instruction using appropriate evaluations and assessments, benchmarking, and institutional accreditation.
 - f) Ensures ongoing relevant professional development and regular evaluation of faculty members.
 - g) Prepares, plans, and oversees all aspects of the graduation ceremonies.
 - h) Approves all textbook selections.
 - i) Assures all publications and websites related to academic programs are accurate, current and relevant.
2. Organization and Planning
 - a) Develops and oversees class schedules including classroom and facility utilization and coordinates programs and services with other campus personnel.
 - b) Assists in the planning of new facilities and integrating up-to-date instructional equipment and technology.
 - c) Provides input in strategic planning by establishing annual and multi-year operational goals designed to implement the strategic goals of Horizon University and the CEO/President.
 - d) Formulates and enforces academic policies.

3. Budget
 - a) Supports in the preparation and implementation of the annual budget for all academic departments.
 - b) Approves reimbursement of professional development activities.
 - c) Supports in library material acquisitions.
4. Scheduling
 - a) Manages the academic calendar, class schedules, and the final exam schedule.
 - b) Monitors class schedules and assists department chairs to plan and forecast course offerings based on changes in student enrollment.
 - c) Promotes the efficient use of instructional space, classrooms, and library.
5. Faculty
 - a) Calls and conducts faculty meetings and maintains minutes.
 - b) Coordinates, offers, and documents professional development and training for academic faculty.
 - c) Coordinates faculty selection and recommends changes in faculty status.

DUTIES OF THE LIBRARIAN

The Librarian, in collaboration with the Director of Academics and teaching faculty, is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of the institution's programs and is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, service, and operations at the Horizon University campus.

Duties and Responsibilities:

- a) Serves as the chairperson of the Library Committee.
- b) Evaluates library resources and information services on a regular basis.
- c) Processes library materials used by Horizon University students and faculty.
- d) Provides training to students and faculty to better utilize library resources as an integral part of the learning process.
- e) Develops library policies and procedures.
- f) Inputs data needed for computer circulation and the catalog system and keeps records of circulation and materials.
- g) Compiles lists of books, periodicals, articles, and audiovisual materials on subjects.
- h) Develops and indexes databases that provide information for library users.
- i) Evaluates materials to determine outdated or unused items to be discarded.
- j) Helps maintain the appearance and functionality of the library by organizing collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
- k) Maintains library supplies and equipment.
- l) Oversees the computer systems in the library.

DUTIES OF THE DIRECTOR OF BACHELOR OF THEOLOGY PROGRAM

The director of the Bachelor of Theology program is responsible to the Director of Academics for the proper and effective administration, assessment, and improvement of the program and for leadership in development of Bachelor of Theology students.

Duties and Responsibilities:

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Facilitate and monitor the academic progress of the students in the Bachelor of Theology program and provide academic advising and spiritual counseling.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the Bachelor of Theology program.
6. Evaluate student achievement of the stated Bachelor of Theology program learning outcomes.
7. Participate in developing curriculum for the Bachelor of Theology program.
8. Participate in reviewing proposed curriculum for the Bachelor of Theology program.
9. Participate in the program review for the Bachelor of Theology program.

DUTIES OF THE DIRECTOR OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION PROGRAM

The director of the Bachelor of Science in Business Administration program is responsible to the Director of Academics for the proper and effective administration, assessment, and improvement of the program and for leadership in development of Bachelor of Science in Business Administration students.

Duties and Responsibilities:

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Facilitate and monitor the academic progress of the students in the Bachelor of Science in Business Administration program and provide academic advising.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the Bachelor of Science in Business Administration program.
6. Evaluate student achievement of the stated Bachelor of Science in Business Administration program learning outcomes.
7. Participate in developing curriculum for the Bachelor of Science in Business Administration program.
8. Participate in reviewing proposed curriculum for the Bachelor of Science in Business Administration program.
9. Participate in the program review for the Bachelor of Science in Business Administration program.

DUTIES OF THE DIRECTOR OF MASTER OF BUSINESS ADMINISTRATION PROGRAM

The director of the Master of Business Administration program is responsible to the Director of Academics for the proper and effective administration, assessment, and improvement of the program and for leadership in development of Master of Business Administration students.

Duties and Responsibilities:

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Facilitate and monitor the academic progress of the students in the Master of Business Administration program and provide academic advising.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the Master of Business Administration program.
6. Evaluate student achievement of the stated Master of Business Administration program learning outcomes.
7. Participate in developing curriculum for the Master of Business Administration program.
8. Participate in reviewing proposed curriculum for the Master of Business Administration program.
9. Participate in the program review for the Master of Business Administration program.

DUTIES OF THE DIRECTOR OF MASTER OF THEOLOGY PROGRAM

The director of the Master of Theology program is responsible to the Director of Academics for the proper and effective administration, assessment, and improvement of the program and for leadership in development of Master of Theology students.

Duties and Responsibilities:

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Facilitate and monitor the academic progress of the students in the Master of Theology program and provide academic advising and spiritual counseling.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the Master of Theology program.
6. Evaluate student achievement of the stated Master of Theology program learning outcomes.
7. Participate in developing curriculum for the Master of Theology program.
8. Participate in reviewing proposed curriculum for the Master of Theology program.
9. Participate in the program review for the Master of Theology program.

DUTIES OF THE DIRECTOR OF MASTER OF DIVINITY PROGRAM

The director of the Master of Divinity degree program is responsible to the Director of Academics for the proper and effective administration, assessment, and improvement of the

program and for leadership in the development of Master of Divinity students.

Duties and Responsibilities:

1. Implement academic policies within the academic program.
2. Assist the academic dean in the recruitment of new faculty members.
3. Facilitate and monitor the academic progress of the students in the Master of Divinity program and provide academic advising and spiritual counseling.
4. Arrange teaching assignments to make the most efficient use of the faculty.
5. Prepare the budget proposal for the Master of Divinity program.
6. Evaluate student achievement of the stated Master of Divinity program learning outcomes.
7. Participate in developing curriculum for the Master of Divinity program.
8. Participate in reviewing proposed curriculum for the Master of Divinity program.
9. Participate in the program review for the Master of Divinity program.

DUTIES OF THE FACULTY

The fundamental responsibility of a faculty member is teaching. Teaching responsibilities include preparation of lessons, implementation of curriculum, conferring with students on course material, assessing papers and projects, guiding classroom activities, monitoring, and reviewing examinations, supervising all work inside the classroom, and effectively managing presentations and other projects.

In addition to teaching, the responsibilities of this position include curriculum development in the form of updating syllabi, administrative responsibilities pertaining to the teaching assignment(s), attending faculty and other meetings, and providing some services to the University and the community as needed.

For faculty to remain viable, they need to follow a path of professional development, which may include furthering their formal education; attending seminars, workshops, and other professional meetings; and in general, staying current and relevant in their field of specialization, as well as their teaching skills and methodology.

Faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

Duties and Responsibilities:

1. Prepares and delivers lectures and group activities, as well as other forms of instruction that facilitate learning on topics central to their assigned course.
2. Plans, evaluates, and revises curricula, course content, and course materials.
3. Selects and prepares course syllabi, assignments, textbooks, and other material necessary for the course.
4. Compiles bibliographies of specialized materials for outside reading assignments.

5. Prepares, administers, and evaluates examinations, class work, assignments, and papers.
6. Keeps up to date with developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
7. Initiates and moderates intellectual and appropriate classroom discussions.
8. Maintains regularly scheduled office hours to advise and assist students in academic and vocational affairs.
9. Maintains student attendance records, grades, and other required records.

CLASSIFICATIONS AND QUALIFICATIONS

FACULTY ORGANIZATION

The faculty organization consists of the Director of Academics, Director of Bachelor of Theology Program, Director of Bachelor of Business Administration, Director of Master of Business Administration, Director of Master of Theology, and Director of Master of Divinity Program. The duties and responsibilities of each director are described in the job description section.

FULL-TIME FACULTY

Full-time faculty consist of those teaching sixteen (16) academic hours per week and spending more than ten (10) clock hours per quarter dedicated to Horizon University's various committees and administrative tasks. The probationary period shall be for one year. After the probationary period, the faculty shall have full employee benefits.

Full-time faculty are entitled to Paid Time Off (PTO) annually and may accumulate up to the maximum accrual allowed PTO. The PTO includes some combination of sick days, personal days, and vacation days.

The PTO an employee is entitled to during 12-month periods is as follows:

Length of Employment	Number of Week's Annual PTO	Maximum Accrual PTO
Less than 1 years	Not entitled unless stated in contract	
1 to 5 years	1 week	2 weeks
More than 5 years	2 weeks	2 weeks

Full-time faculty are entitled to the following ten (10) holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Day, The Day after Thanksgiving, Christmas Eve, Christmas Day

The university does not provide health benefit to full-time faculty currently, however, the university will pay 50% of the insurance cost when it provides medical insurance to full-time faculty in the future. Faculty members who have or desire other medical coverage may opt out of the university program.

Full-time faculty may request a leave of absence without pay to care for family members for a period of up to six months with the assurance that employment will not be terminated. The length and terms of all leaves shall be carefully negotiated between the person requesting the leave and the immediate supervisor, approved by the President, and reported to the Board of Directors.

PART-TIME FACULTY

Part-time faculty consist of those teaching less than sixteen (16) academic hours per week and up to ten (10) clock hours per quarter dedicated to Horizon University's various committees and administrative tasks. A part-time faculty member is not eligible for employee benefits.

ADJUNCT FACULTY

Any faculty member employed for a specific quarter or for a specific purpose (such as to substitute for a sick faculty member) is considered as adjunct faculty. An adjunct faculty member is not eligible for employee benefits.

GENERAL QUALIFICATIONS

Appointment of the faculty of Horizon University requires willingness on the part of the appointee to cooperate with his/her colleagues and with the administration in pursuing the mission and the goals of Horizon University. The faculty is expected to abide by the rules and policies of the university and to support activities to a reasonable degree. The faculty is expected to conduct all classroom and other activities in a professional manner.

SPECIAL QUALIFICATIONS

The following criteria will be considered in evaluating individuals for appointment (as determined by interviews and supporting materials) and for faculty members wanting to advance in rank or increase in salary beyond any annual increases:

1. Effectiveness in the classroom including degree of knowledge of the subject matter.
2. Reliability in discharging academic obligations.
3. Effort to increase professional effectiveness through further study, research, publications, or other contributions to the welfare of the university.
4. The faculty is required to have a graduate degree from an accredited post-secondary institution. The degree must be in the area in which they desire to teach (although we may occasionally operate based on our accrediting agency's willingness allow us to let a professor with a graduate degree in one area occasionally teach in a different area if he or she has 18 graduate credits in that new area). Faculty members without the required degrees may be employed if they can demonstrate competencies in the fields in which they desire to teach.

RESPONSIBILITIES OF FACULTY

Horizon University seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include, but are not limited to, those listed below:

1. To perform each task quickly, safely, and well.

2. To be at work when scheduled fulfilling the regular work hours.
3. To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled.
4. To use work hours for work-related activities only.
5. To cooperate with reasonable requests from co-workers.
6. To respect the confidentiality of sensitive information.
7. To keep all school and office related matters undisclosed to people unaffiliated with Horizon University.
8. To respect the rights of others.
9. To respect the property of others and Horizon University and to use the University's property only for legitimate work purposes unless specific authorization has been received by the school officials.

General Responsibilities of Faculty

To be aware of and abide by the mission, goals, and purpose of Horizon University:

1. Each member of the faculty shall perform services in instruction, advising, committee work assemblies and other such duties that may be assigned by the school.
2. All faculty, full or part-time, must attend regularly scheduled faculty meetings and in-service training.
3. All faculty, full or part-time, must submit an annual professional development summary.

Specific Responsibilities of Faculty

All faculty members are expected to adhere to the following policies and assume these specific responsibilities as follows:

1. Faculty members are not to be absent from a class without first informing the Director of Academics.
2. Each faculty member is expected to be available for office hours and conference periods.
3. All faculty members must attend faculty meetings and in-service training as well as other school functions unless arrangements have been made prior to the event.
4. A copy of the course's syllabus must be submitted to the Director of Academics before the beginning of the course.
5. Faculty members must be prepared for class before every session; follow the outline specified in the syllabus; and offer outside help to all students by appointment.
6. Exams must be prepared and administered according to the exam schedule of the University.
7. The student attendance policy must be enforced by recording student absences in the attendance roster as supplied.
8. Participation in meetings is required by the Director of Academics.
9. All faculty members are expected to maintain open, honest, and respectful communication with all students, faculty, administration, and staff.
10. All must assist in keeping the facilities clean and orderly.
11. Participation in developing curriculum for academic programs.

12. Participation in reviewing proposed curriculum for academic programs.
13. Participation in the Program Review for academic programs.

All faculty members are expected to know the academic policies as published in the catalogue, faculty handbook, and student handbook.

As with the full-time faculty, part-time faculty, and adjunct faculty are under the supervision of the Director of Academics. All faculty members have the right to participate in faculty meetings.

SUPERVISORY RESPONSIBILITIES

For Horizon University to operate efficiently, it is essential that supervisors carry out their delegated responsibilities while maintaining the organization's mission, goals, and objectives. It is the responsibility of an effective supervisor to:

1. Assign and review work ensuring the proper completion of day-to-day work in his or her area of responsibility.
2. Provide appropriate on-the-job training and employee orientation.
3. Actively promote equal opportunity and affirmative action.
4. Promote safe work practices and conditions.
5. Establish standards and expectations for work performance.
6. Advice and counsel employees regarding their performance.
7. Serve as the primary resource for employees to assist with their work-related problems whenever appropriate.

Almost any action taken concerning employees begins with the recommendation of the supervisor. The responsibilities listed above cover the essential part of a supervisor's duties, but this list is not intended to be exhaustive.

CURRICULUM DEVELOPMENT PROCESS

The Director of Academics is responsible to the president and to the board of directors for the curricular academic programs of the university. At the President's request, the Director of Academics and director of the program shall propose curriculum developments and curriculum changes or modifications. Once accepted, the proposal is to be submitted to the Faculty Senate for review and approval.

The Faculty Senate shall formulate curricular policy and develop, implement, review, and revise the university's curriculum. This process takes place within the alignment of the long-term strategic plan in general and academic planning. The Faculty Senate should have the primary responsibility for recommending to the president and Board of Directors curricular policy, planning, evaluation, and major changes.

All curriculum changes will be fully documented and will be submitted to the Director of Academics before being presented to the president and the board of directors. At a minimum, the

documentation will include a full description of the change rationale and implementation process, which will include a plan and timetable notification of students.

Curricular Review

The curricula shall be congruent with the mission, vision, and objectives of the university. The Faculty Senate, in consultation with the Director of Academics and director of the program, shall conduct regular, ongoing evaluation of the curricular academic program. The Faculty Senate shall coordinate their work with the president's long-term strategic plan to show evidence of planning and use of evaluations to improve educational learning outcomes, stated mission and objectives.

Curricular review includes the following activities:

1. The Director of Academics and the program director shall generate a report on the comparability of the program annually: (a) A curriculum comparison with peer institutions and program learning outcomes of peer institutions are reviewed and analyzed; (b) The report shall be discussed at the Faculty Senate meeting; (c) A Curriculum Committee shall be formed if the Faculty Senate recommends a curriculum modification; (d) The Curriculum Committee shall write the curriculum modification recommendation based on the analysis of the comparability of the program; (e) The Director of Academics shall submit the recommendation to the President and the Board of Directors for approval.
2. Curriculum maps are designed to monitor the alignment of the curriculum with program and institutional learning outcomes. The Faculty Senate shall review curriculum maps annually and makes modifications as deemed appropriate.
3. A program review for each degree program, which uses summative, formative, and embedded assessment tools to measure the quality of its curricula, shall be conducted every three to four years. The program director initiates the program review process: (a) All faculty members provide their inputs such as course evaluations, faculty satisfaction surveys, education effectiveness data, etc.; (b) The Director of Academics and the program director shall write a program review report based on information from faculty and the administrators. The report will include data and information (including faculty and student evaluation of courses and programs) necessary to assess the curricula in relation to the mission, vision and objectives of the university; (c) The program review report shall be distributed to all faculty members for their review and suggestions; (d) The Faculty Senate shall review the report to determine if the policies, courses, and program meet the university's curricular standards; (e) A Curriculum Committee shall be formed if the Faculty Senate recommends a curriculum modification; (f) The Curriculum Committee shall write the curriculum modification recommendations based on the findings in the program review report; (g) The Director of Academics shall submit the program review report and the curriculum modification recommendations to the president at the completion of the scheduled program review.

Degree Curriculum Changes

The Curriculum Committee shall consist of the Director of Academics, the program director, and all Faculty Senate members: (a) The Committee shall be responsible for writing a curriculum modification recommendation if requested by the Faculty Senate. (b) The Faculty Senate shall approve the recommendation if it meets the university's curricular standards; (c) The Director of Academics shall submit the recommendations to the President and the Board of Directors for approval.

Minor changes to degree programs, including course additions, changes in course content or deletions, shall be approved by the Faculty Senate. All minor changes should then be submitted to the Director of Academics. Upon the Faculty Senate's approval, changes will be communicated to the President and the Registrar's Office and the changes initiated.

Degree Program Additions

All proposals for new programs may be recommended by the Director of Academics. Upon recommendation, the Faculty Senate shall review all proposed new degree programs, as well as existing programs undergoing major modification. The proposals should include planning and evaluation procedures.

Upon recommendation of the Faculty Senate, the President shall submit new degree program proposals to the Board of Directors for approval. After Board approval, the Director of Academics and director of each program shall develop curricular policies and courses for the degree program and submit them to the Faculty Senate for approval prior to implementation.

It should be noted that the addition of a degree program will typically constitute a major substantive change that should be reviewed and approved by the school's accrediting bodies and/or by the State.

Degree Program Deletions

The university may not delete any degree program that has been approved by the Board of Directors without prior approval by the Faculty Senate. Steps shall be taken to enable students who previously have been enrolled in a discontinued degree program to complete that program and to be awarded an appropriate degree. Note that the deletion of a degree program will typically constitute a major substantive change that should be reviewed and approved by the school's accrediting bodies and/or by the State.

FACULTY POLICIES

Horizon University has established and follows adequate compensation guidelines. The following applies to faculty, administration, and staff members:

1. The total resources of the university will be allocated to carry out the purpose and objectives of the institution, including a major portion of funds toward its compensation program.
2. The compensation program will be structured to enable the university to attract and retain the numbers and kinds of personnel needed to provide instruction and to operate the institution within its “labor market.”
3. The nature of the program and associated administrative time costs must be in reasonable proportion to other priorities demanding financial resources and available management time.
4. The program must gain personnel acceptance; that is, employees must understand the policies and practices and accept both their concepts and specific actions as being reasonable and impartially administered.
5. The compensation program must play a positive role in motivating all personnel to perform their work to the best of their abilities and in a manner which supports the achievement of the university’s objectives.
6. The program must provide opportunity for personnel in every position to achieve their reasonable aspirations in a framework of equity, impartiality, and reasonableness.

EMPLOYMENT AT WILL

Employment at Horizon University shall be at will by the university. The employee can be dismissed with or without notice or cause. No representative of the university has any authority to enter into any agreement for any specified period of time or to make any agreement contrary to the above statements. Any oral statements or promises to the contrary are not binding upon the University. Such statements should be confirmed with the CEO/President. The university shall not be responsible for any statements that are not confirmed in writing by the CEO/President.

WORKING CONDITIONS

It is the policy of Horizon University to provide a safe and healthy work environment for its employees. If an unsafe or unhealthy work situation is identified or believed to exist, a report of the condition should be made immediately to the Director of Operations or to the immediate supervisor. The situation will be investigated and, where indicated, corrective action will be taken.

PRIVACY OF PERSONNEL RECORDS

Personnel files are maintained on all Horizon University employees. This university respects the confidentiality of the employee’s personal information, and the university will release information from their files only in accordance with these guidelines.

The employee's personal file is available for review upon request in the File Room. Personnel files are kept in a lockable file cabinet, and each personnel file contains tax information, educational background (official transcripts and diplomas), and other job-related information that falls into the following general categories:

1. Information that the employee included with the employment application and/or resume along with employment eligibility verification.
2. Information on job changes that the employee has made at the University, including job descriptions.
3. Medical information that has been provided, if any.
4. All job-related letters and memos.
5. All required signoffs, such as receipt of handbooks and academic freedom policy.

EMPLOYMENT PROCEDURES

Whenever a vacancy exists, the Director of Operations (COO) advertises the vacated position(s) through general or specific publications as appropriate. The Director of Academics collects any credentials submitted, reviews them and makes his recommendation to the CEO/President for appointment.

Documentations required of the candidate are:

1. Employment application, resume, official transcripts, copy of driver's license, Faith Statement Agreement, and W4 form.
2. Proof of legal residency in US.

Once the candidate has been approved by the CEO/President, the COO and/or the Director of Academics schedule a faculty orientation with the new faculty member. The orientation includes a review of the documents that need to be submitted to complete the employee's personnel file; receipt of the school catalog, faculty handbook, and employment contract; and a campus tour. Special emphasis is placed on the importance of the new faculty's official transcripts, course syllabus, faculty development plan, and expectations of participation in faculty meetings.

PERFORMANCE EVALUATION

It is important that the employee knows what is expected on the job. This is accomplished initially through the job description explained during interviews and/or orientation. In addition to the initial three-month introductory probation review, the new employee will be reviewed by the supervisor annually.

Evaluations are based on job content and performance standards that have been established prior to the time the performance was evaluated by the supervisor.

APPOINTMENT, RETENTION AND PROMOTION IN RANK

Academic ranks for teaching faculty are full-time professor, part-time professor, and adjunct professor. The Director of Academics has authority to make initial recommendations concerning initial appointment in academic rank.

The university will retain faculty members who satisfy faculty evaluation requirements if the programs continue, and adequate funding is available for the programs.

Ordinarily, the Director of Academics initiates considerations for promotion. However, eligible faculty members may initiate such consideration. Initial appointment or promotion in rank is based on the following criteria: professional experience; teaching and advising; and community, and professional service.

SALARIES AND BENEFITS

Determinants of Pay

Faculty salaries shall be determined by a salary scale based on duties, rank, and years of service. Faculty salaries shall be reviewed and set annually by the President within the Broad guidelines provided by the Board of Directors. Some portion of the base salary may be designated as “housing allowance” for each full-time faculty member. This amount must be set according to the actual housing expenses of the individual, reported to the CFO, and approved by the Board of Directors in advance of the taxable year.

Salary Increases

1. May be requested at each annual anniversary of the employment start date.
2. Are determined by the Director of Academics based on performance and evaluations by students and the Director of Academics.

Compensation Program

There are three major objectives of the compensation program at Horizon University:

1. To recruit, retain, and promote the growth of highly qualified individuals.
2. That the salary practices be internally equitable and competitively attractive, as influenced by external markets.
3. To be structured on economic reality and administered in a manner that ensures uniform and consistent opportunity and consideration for all employees.

FACULTY VACATIONS AND BENEFITS

Faculty are entitled to two weeks of vacation annually and may accumulate up to four weeks of vacation by not taking the full weeks during the previous year or two.

The university provides medical insurance to full-time faculty. The university will pay 50% of the insurance cost. Faculty members who have or desire other medical coverage may opt out of the university program.

Full-time faculty members may request a leave of absence without pay to care for family members for a period of up to six months with the assurance that employment will not be terminated. The length and terms of all leaves shall be carefully negotiated between the person requesting the leave and the Director of Academics, approved by the President, and reported to the Board of Directors.

ATTENDANCE POLICY

Every faculty member is expected to be conscientious about attendance and punctuality at work. Faculty should keep in mind that they are part of a team, and getting work done well by deadlines should be a priority.

If for any reason a faculty member is to be late or absent from work, the individual should personally contact the Director of Academics, no later than the normal starting time, preferably 2 hours before.

Excessive absenteeism or tardiness can be grounds for counseling, warning, and termination. Failure to personally notify the Director of Academics of the absence or tardiness may result in disciplinary action up to and including termination.

Absence Policy

Three unauthorized absences will serve as a violation resulting in dismissal. It is the employee's responsibility to give adequate notices of his/her intent to miss a class to the Director of Academics and/or the Director of Operations, so arrangements can be made for a replacement for the classes.

Professional Leave and Illness

Faculty members are expected to hold their classes at scheduled times unless circumstances warrant administrative approval of an alteration in schedule. Classes shall start promptly at the scheduled time and end at the scheduled time and not before. In the case of illness or emergency, the instructor shall notify the Director of Academics and/or the Director of Operations and the administrative offices so that appropriate action may be taken. If an instructor must be absent to attend a conference or other professional activity, it is his/her responsibility to arrange with an appropriate faculty member to cover the classes during the absence. When such arrangements have been made, the Director of Operations must be informed. This same procedure applies to extended illness.

OFFICE HOURS

The primary objective of Horizon University is to teach students. Therefore, each faculty member shall make it his or her highest priority to be available to students for instructional, counseling, and related purposes. Each faculty member, whether full-time, part-time, or adjunct faculty, shall maintain sufficient office hours to provide ample opportunity for contact with students. A minimum of four hours per week shall be required for full-time faculty, except as approved by the Director of Academics. The Director of Academics shall review and approve faculty member office hours each term. For part-time and adjunct faculty members, the office hours may be conducted by phone, e-mail, or by mutual agreement with the student.

FACULTY RESIGNATION

A faculty member shall give notice in writing to the Director of Academics not less than three months prior to the intended date of resignation. Unless excused by the President, it is expected that a resigning faculty member will complete an academic term already begun at the time of resignation.

FACULTY GRIEVANCE/COMPLAINT POLICY

It is important that employees are treated fairly and receive prompt responses to problems and concerns. For this reason, the University provides grievance procedure to promote prompt and responsible resolution of issues raised by faculty and administrators. This procedure may be used freely without fear of retaliation. The Director of Operations is available to assist throughout the procedure. The process outlined below should be used if an individual disagrees with or has a grievance about a supervisor's action including any disciplinary action. If the problem involves discriminatory harassment, sexual harassment and/or discrimination, please refer to those policies to initiate a complaint. When unsure which policy applies, contact the Director of Operations for assistance.

Step 1. Discuss complaints with immediate supervisor: The University encourages informal resolution of complaints. Employees should first discuss the complaint with their immediate supervisor within three (3) business days of the situation whenever possible. If the complaint is not resolved as a result of this discussion or such a discussion is not appropriate under the circumstances, one should prepare the Employee Complaint Procedure Form and submit it to the immediate supervisor within five (5) business days of the discussion or proceed to Step 2.

Step 2. Prepare and submit Employee Complaint Procedure Form to first-level supervisor for review: If the employee feels the complaint was not resolved in discussions with his/her immediate supervisor, they may prepare and submit a formal written complaint for review by the person to whom the employee's immediate supervisor reports ("second-level supervisor"). To do so, the employee should prepare the Employee Complaint Procedure Form and submit it to the second-level supervisor within seven (7) business days of the Step One discussion with the immediate supervisor (or within seven (7) days

of the event being considered if Step One is bypassed). The second-level supervisor will then review the complaint, send a copy to the immediate supervisor (if appropriate), and schedule a meeting for the employee to discuss the complaint. The meeting will ordinarily be held within five (5) business days of the second-level supervisor's receipt of the Employee Complaint Procedure Form. The second-level supervisor will issue a written decision, generally within five (5) business days of the meeting. If the complaint is not resolved to the employee's satisfaction, proceed to Step 3.

Step 3. Submit Complaint Procedure Form for Final Appeal to third-level supervisor: If the employee is not satisfied with the Step One or Two decisions, they may submit the complaint to the person to whom the employee's second-level supervisor reports ("third-level supervisor"). The third-level supervisor will issue a written decision within seven (7) business days of receipt of the Step Two decision. The third-level supervisor will provide the University's final written response, generally within fourteen (14) business days.

RULES OF CONDUCT & DISCIPLINE

Standards of Conduct and Disciplinary Action

Horizon University employees are expected to treat each other with dignity and respect and to abide by certain rules of conduct, based on honesty, good taste, fair play, and safety. The University will not tolerate conduct that is immoral, unethical, or illegal. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some, but not all examples of conduct that will lead to disciplinary action, up to and including termination:

1. Falsification of employment records, employment information or other university records.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another employee's.
3. Theft, or deliberate or careless damage or destruction of any University property or the property of any employee or student.
4. Unauthorized use or removal of university property, equipment, time, materials, or facilities.
5. Provoking a fight or fighting during working hours or while on the university premises.
6. Participating in horseplay or practical jokes during university's time or while on the university premises.
7. Engaging in criminal conduct.
8. Carrying firearms or any other dangerous weapons while on the university premises at any time.
9. Causing, creating, or participating in a disruption of any kind during working hours or while on university property.
10. Acting insubordinately including, but not limited to, failure or refusal to obey the reasonable orders or instructions of a supervisor or member of management.

11. Using abusive or threatening language toward a co-worker, supervisor, member of management, or students.
12. Failing to notify a supervisor when unable to report to work, especially of three consecutively scheduled workdays.
13. Leaving work without permission for any reason during normal working hours.
14. Failing to observe working schedules.
15. Failing to provide a physician's verification when requested or required to do so.
16. Sleeping or malingering on the job.
17. Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.
18. Having unsatisfactory work performance, or incompetence.
19. Working overtime without authorization or refusing to work assigned overtime.
20. Wearing unprofessional or inappropriate styles or dress or hair while working.
21. Committing a fraudulent act or a breach of trust under any circumstances.
22. Harassing other employees or students.
23. Soliciting or accepting gratuities from students, employees, or other faculty members.
24. Excessive tardiness.
25. Abuse of leaves of absence or sick leave.
26. Reporting to work intoxicated or under the influence of non-prescribed drugs.
27. Manufacturing, possessing, using, selling, distributing, or transporting non-prescribed drugs.
28. Bringing or using alcoholic beverages on the university premises.
29. Gambling on the university premises.
30. Failing to maintain the confidentiality of the university, its employees, and students.
31. Failing to report accidents, breakage, or damage to equipment that occurs when an employee is assigned to use such equipment.
32. Violation of any of the University's policies, rules, or procedures.
33. Failure to follow the university policies outlined in this handbook or those that may be newly instituted.

Discipline may be initiated for various reasons. The severity of the action generally depends on the nature of the offense and the employee's past records and may range from written warnings to immediate dismissal. The university reserves the right to initiate the form of discipline it deems appropriate. This statement of prohibited conduct does not alter the university's policy of at-will employment. Both the employee and the university remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Any executive Directors of the university are entrusted with the task of determining the disciplinary action. These actions include, but are not limited to:

1. Verbal reprimand
2. Written reprimand
3. Dismissal

Verbal Reprimand

Normally, when the supervisor first identifies a discipline problem, the supervisor will privately counsel the employee and outline the steps necessary to correct the problem. The supervisor advises the employee that any further problem may result in further discipline. The supervisor summarizes the counseling session in a written statement. One copy is given to the employee and another copy is kept in the employee's personnel file.

If a problem occurs that is in a different category (i.e., (1) time and attendance, (2) performance, or (3) conduct) from the category covering the problem for which an employee has already been counseled but not warned, the supervisor should provide counseling regarding the new problem.

This further counseling is not required when the employee already has two (2) active formal disciplines.

Written Warnings

A written warning may be issued when an employee has a problem in a category (i.e., (1) time and attendance, (2) performance, or (3) conduct) and the employee has been previously counseled for a problem in that category. Under certain circumstances the problem may be sufficiently serious that written warning may also be issued without prior counseling.

Dismissal

The CEO/President, Director of Academics, or Director of Operations (COO) of the university may remove, at any time, a faculty member for cause upon written notification. If a faculty member is suspended or removed from the University, the Director of Academics shall, upon request of the dismissed faculty member, immediately serve a hearing with the Executive Directors.

Such request must be submitted in writing within fifteen (15) days of the dismissal to the Director of Academics. The Director of Academics will convene the meeting and will render its decision within ten (10) days of the conclusion of the hearing.

Any faculty member may be dismissed for any of the following reasons:

1. Conviction or admission of guilt of a felony or of any crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetence, neglect of duty or default of academic integrity in teaching, in research, or in scholarship.
3. Sale or distribution of illegal drugs, teaching under the influence of alcohol or known use of illegal drugs or any other use of alcohol or illegal drugs which interferes with a faculty member's performance of duty or responsibilities to the university.
4. Falsifying official documents filed with the University.
5. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.

6. Immoral or obscene conduct.
7. Willful violation of the University's policies and published rules, or failing to support, or actively opposing the published mission, purpose, and goals of the University.

Procedures of Dismissal

Dismissal of a full-time or part-time faculty member should be preceded by:

1. Discussion between the faculty member and appropriate executive directors working toward a mutual settlement.
2. A statement of charges, framed with reasonable particulars.

PERSONAL APPEARANCE

An employee of Horizon University is always expected to maintain a personal appearance appropriate to the work that (s) he performs. The image presented at the University should be one of moderation, neatness, and good taste. If the job requires a uniform, the employee is expected to wear it. Any question about appropriate dress must be addressed with the Director of Operations.

MEETING ATTENDANCE

The faculty is responsible for attending all faculty meetings called by any of Horizon University's executive directors. In addition, from time to time the University will sponsor informational meetings regarding the institution's strategic directions, benefits, or programs, which faculty should attend.

TRAINING AND DEVELOPMENT

Whenever possible, Horizon University provides opportunities for the education, training, and development of the faculty. Emphasis is placed on courses and programs, which have been determined to be necessary, and of general or specific benefit to an individual or a group of employees.

Specially designed training programs tailored specifically for all the University's employees are periodically provided, in addition to on-the-job training provided by many individual departments.

PROFESSIONAL DEVELOPMENT BENEFITS

Horizon University holds an annual in-service training for all faculty members for professional development.

The University will support faculty members, once a year, by attending an outside seminar or conference. The professional growth opportunity outside of Horizon University must be

approved by both the Directors of Academics and of Operations to ensure the activity falls within their field of expertise.

SPIRITUAL DEVELOPMENT

HU Faculty members are expected to be models of spirituality for the students who are being educated to be the next generation of strong Christians leaders who will selflessly serve their churches. Therefore, faculty members are to prioritize their own spiritual lives, including the maintenance of their own spiritual disciplines and active involvement in their churches. Faculty members are expected to demonstrate a growing commitment to Jesus Christ as Lord by obedience to Scripture in all areas of life.

The University will support faculty members to attend a spiritual formation conference for self-advancement once a year. The University will also hold a prayer meeting for faculty members every quarter as part of its spiritual development. One of the faculty members will lead the prayer meeting each time, and all faculty members will be given the opportunity to lead the meeting. Faculty members are to encourage each other to grow spiritually by sharing their service, experience, and commitment. The University will provide pastoral counseling from experienced personnel to faculty members who wish to grow their spiritual life.

OBTAINING EQUIPMENT AND SUPPLIES

Faculty members may request the school administration to obtain necessary equipment and supplies for their teaching classes. If the budget is sufficient, the Director of Operations (COO) will approve the necessary purchases. If the budget is not sufficient, faculty members are encouraged to submit a proposal of the purchase to include in the following school year budget if the equipment is necessary.

FACULTY EVALUATION

To promote instructional and educational quality, all faculty members at Horizon University are evaluated individually at least twice but up to four times a year by students, and the Director of Academics. Faculty members are evaluated within the following areas:

1. Commitment to Horizon University's mission, purpose, and goals.
2. Quality and quantity of instruction.
3. Adherence to all Horizon University's policies, procedures, and protocols.
4. Attendance and punctuality (instructional and non-instructional).
5. Participation in required meetings and special projects.
6. Skills in dealing with academic and non-routine job problems with students.
7. Cooperation with the administration and other faculty members.
8. Quality of syllabi, examinations, outcomes/assessment plan, and implementation.
9. Academic and professional integrity.
10. Availability for students during designated office hours.
11. Professional, moral, and ethical demeanor and actions.
12. Student retention.

13. Providing a positive learning environment in the classroom.
14. Instruction provided within the mission, purpose, and goals of the University.

The Director of Academics reviews all evaluations with the faculty members. Should the faculty member disagree with the evaluation, (s)he will be allotted the due process as described elsewhere in this handbook.

Should the University feel that disciplinary action is warranted because of any evaluation, this matter will be handled by the Director of Academics. The faculty member will be allowed due process in completion of this disciplinary action.

ACADEMIC POLICIES

GRADING POLICY

WITHDRAWAL

Unforeseen circumstances may require a student to withdraw from the university. If withdrawal becomes necessary, the student should talk with the Director of Student Services or the Director of Academics. If the situation does indeed warrant a withdrawal and there are no other acceptable options, the student will be directed to the Registrar's Office to initiate the formal withdrawal process. Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student. The Withdrawal Form must be submitted no later than the 7th week of the quarter.

REPEATED COURSES

An undergraduate student will be permitted to repeat a course in which a grade of C-, D+, D, D-, F, NC is recorded. Courses in which grades earned were either C or B, may be repeated only with approval from the Office of the Registrar. Only courses taken at Horizon University will be used to change course grade.

When a course is repeated where an undergraduate student has received the above-mentioned grade the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record. When a course is repeated where a student has received a C or B grade for the first time, both the first and the second grades figure into the total cumulative GPA computation and both grades are shown on the student's permanent record. Repeated courses are counted as attempted units in calculating the pace of progress.

A graduate student will be permitted to repeat a course in which either a C or lower grade was earned. When a graduate student repeats a course with a grade of C or lower the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

INCOMPLETE

An "incomplete" is assigned only if the student's work was satisfactory prior to the situation. The incomplete grade is not used in computing the cumulative GPA for the moment. However, the student must complete all course requirements and a replacement grade must be submitted within the next two quarters or the incomplete will automatically be changed to an "F." The incomplete grade is counted as attempted units in calculating the pace of progress.

GRADING SYSTEM

Horizon University uses a 4.0 grading system to grade the quality of course work and to determine the grade point average. Faculty members assign letter grades based on this table:

98-100	A+	4.0	70-73	C-	1.7
94-97	A	4.0	67-69	D+	1.3
90-93	A-	3.7	64-66	D	1.0
87-89	B+	3.3	60-63	D-	0.7
84-86	B	3.0	< 60	F	0.0
80-83	B-	2.7		I	Incomplete
77-79	C+	2.3		W	Withdraw
74-76	C	2.0			

The Administrator translates letter grades to grade points in accordance with the table shown below.

A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Satisfactory	2.00
C-		1.70
D+		1.30
D	Barely Passing	1.00
D-		0.70
F	Failure	0.00
W	Withdrawn	No point, No GPA impact
I	Incomplete	No point, No GPA impact

GRADE DEFINITION

- A Excellent.** Superior knowledge regarding details, assumptions, implications, history; superior thinking with information relevant to application, critique, and relationship to other information.
- B Good.** More than adequate knowledge regarding technical terms and distinctions, and ability to use information.
- C Satisfactory.** Basic knowledge needed to function and carry on learning regarding major principles, central terms, major figures, and awareness of field or discipline. Note that a grade of C- may not be eligible for transfer and in most programs does not constitute a passing grade. Please consult and refer to the Catalog for further information.
- D Barely Passing.** Below average grade, may not be eligible for transfer.
- F Failure**

Grades are usually available within three weeks of completing a semester. They are released to the student by the Registrar's Office along with a calculation of the student's semester GPA and cumulative GPA.

INSTRUCTION POLICY

EFFECTIVE INSTRUCTION

The primary responsibility of faculty members shall be to remain current in the subject matter of the courses that they were assigned to teach, and to teach effectively. Effective instruction shall be deemed to include, but is not limited to, the following:

1. The instructor shall clearly state the instructional objectives of each course at the beginning of each term. The course content shall be oriented toward fulfilling the course objectives.
2. Instructors shall inform the students at the beginning of the term of the methods to be used in determining the final course grade and of attendance requirements.
3. A grading system shall be employed to permit a student to learn of his letter grade standing at any time during the course.
4. Instructors shall utilize a few tests, papers, and/or oral reports appropriate to the content of the course; the total number of grades for each student shall not, however, be less than two. Instructors shall inform the students of the source material before each test (class notes, texts, previous tests, etc.).
5. Graded examinations and other papers shall be made available to the student for inspection and discussion. Such papers shall be graded and made available to the student in time to make the paper part of the student's learning experience. If papers are not returned permanently to the student, but are kept by the instructor, the instructor must maintain student files for no less than five (5) years.
6. Instructors are expected to hold their classes regularly and at scheduled times as assigned by the Director of Academics. Classes shall start promptly at the scheduled time and end at the scheduled time (not before). In case of illness or emergency, the instructor shall notify the Director of Operations so that appropriate action may be taken. If an instructor must be absent to attend a conference or otherwise participate in events related to his profession or to Horizon University, he/she shall notify the CAO at least two weeks prior to the event and help to arrange a replacement for the classes that will be missed.
7. Instructors shall inform students of the times and location at which they will be available for consultation.
8. The full-time quarter teaching load will be sixteen (16) contract hours per week.
9. The faculty shall assist in enforcing the rules, regulations, and all policies of the University.
10. Faculty members must allow feedback from the students in the classroom and attempt to keep an open line of communication with them.

COURSE SYLLABUS OUTLINE FORMAT

1. **Course Number and Title:** List course number and title.
2. **Instructor Information:** Brief instructor's contact information, whether e-mail or phone.
3. **Course Description:** Brief one paragraph description of the course similar to what is contained in the University Catalog.
4. **Student Learning Outcomes:** Measurable objectives of what the student will be able to do after he/she finishes the course of study.
5. **Method of Instruction:** Course delivery is accomplished in a combination of ways in order to meet the needs of all learners and learning styles. Course delivery is accomplished through a variety of in-class, on-line, and individualized instructional strategies. Methods of instruction include:
 - a) Presentations (i.e., lectures assisted by PowerPoint and other visuals);
 - b) Discussions (i.e., active involvement of students in learning by asking questions that provoke critical thinking and verbal interaction);
 - c) Cooperative learning (i.e., small group structure emphasizing learning from and with others);
 - d) Collaborative learning (i.e., groups in an interdisciplinary context);
 - e) Student presentations; or
 - f) Video presentations.
6. **Required Textbook(s):** Listed in bibliography format, i.e., information about each text should include the title, author, edition, and publisher.
7. **Recommended Readings and other Course Resources:** Listed in bibliography format, i.e., information about each text should include the title, author, edition, and publisher.
8. **Assignment Guidelines:** Description of different policies of *Out of Class Learning Activities, Attendance/Participation, Examinations, Paper/Presentation, Deadlines, and Instructor Availability*.
9. **Library Resources:** Description of the Horizon Library Resources.
10. **Attendance and Classroom Conduct Policy:** Description of different policies and requirements that all students must adhere by.
11. **Academic Integrity:** Description of academic integrity policy.
12. **Students with Disabilities Policy:** Description of students with disabilities policy.
13. **Sequence of Instruction:** Calendar of topics to be covered which includes major assignments and due dates.

A course syllabus is required for every class, every instructor, and every quarter. Copies of all course syllabi are to be in the University office prior to the quarter's beginning and are subject to the approval of the administration.

STUDENT ATTENDANCE POLICY

Regular and punctual attendance is necessary to achieve satisfactory academic progress. Attendance is strictly monitored. Students may not miss more than 25% of class sessions. Three (3) consecutive absences require formal notice. If the student is absent, he/she may be required to make up all work missed. It is the student's responsibility to check on all assignments. The 25% allowance is to provide for serious illness, serious injury, serious illness in the family, death in

the family, and other unforeseen emergencies. Note that failure to enter the classroom and be seated at the beginning of class may result in being counted absent.

In addition to the 25% policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting students' course grade. See the course syllabus for details. If further questions persist, discuss policies with the instructor.

It is important that students keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. Students should not rely upon professors or the administrative staff to supply tallies, warnings, or notifications.

The faculty members may require additional work to make up for an absence. If a student is absent from a significant portion of the course or is frequently late for class meetings, even due to extenuating circumstances, this may result in a lower grade or even a failing grade for the course.

RETURNING TESTS & GRADED MATERIALS AND POSTING GRADES

Graded coursework is to be made available to the students. Grades should not be posted publicly. Such reporting should be done with minimal time lapses between testing, grading or performance evaluation, and the student's receiving the evaluation.

ENGAGING GUEST SPEAKERS & LECTURERS

No faculty member shall engage guest speakers for classes, clubs, and other organizations without clearance from the Director of Academics. A written request for guest lecturers should be presented to the Director of Academics.

SELECTING AND ORDERING TEXTBOOKS

Making the selection of a quality textbook for each class is a mutual responsibility to be shared by the faculty member and the Director of Academics. The faculty member must discuss textbook selections with the Director of Academics.

Textbook orders must be submitted at the proper time and according to the proper procedure. Procedures may vary from quarter to quarter. Instructor copies purchased by the University should be returned at the end of the quarter.

REVIEWING EVALUATIONS

Each quarter, faculty members will allow students to conduct a course evaluation in the classroom. The office of the Director of Academics will summarize the evaluations. A conference will be scheduled to discuss results and a copy of the summary will be filed in the faculty member's personnel file and the course file.

CLASSROOM POLICY

CLASSROOM PROCEDURES

1. ***Obtaining Supplies*** - Faculty members may obtain the following classroom materials through the Director of Operations: attendance/grade sheets, dry erase markers & erasers, white boards, overhead projector, laptop, etc.
2. ***Developing Required Student Handouts*** - The required course syllabus per class must be given to the student within the first week of class periods. The faculty must also give the student any policies relating to attendance, dress, punctuality, class participation, and any other items that may affect the evaluation of the student's work in the class and/or the conduction of the class.

REPORTING EMERGENCIES

1. ***Medical Emergencies*** - In the event of a medical incident, faculty members should notify any present Administration member, give the location of the emergency, cite some details of it, and identify themselves. The faculty member will take all precautions necessary to keep the student(s) calm and reassured and assist in keeping a crowd from forming. In the event of an emergency, the faculty member should call for help by dialing 911.
2. ***Maintenance, Repairs and Emergencies*** - Major repairs and emergency situations are handled through any executive director.

APPENDIX LIST

- A. Course Syllabus Sample
- B. Faculty Course Self Evaluation Form
- C. Faculty Peer Evaluation Form
- D. Annual Faculty Activity Report
- E. Annual Faculty Evaluation Form
- F. Faculty Senate Bylaws

APPENDICES
APPENDIX A: COURSE SYLLABUS SAMPLE



HORIZON UNIVERSITY

2040 S. Brea Canyon Rd., Suite 100, Diamond Bar, CA 91765
 Phone: 909-895-7138 Fax: 909-895-7143 Email: admin@huca.edu

HIS 542 HISTORY OF RENAISSANCE & REFORMATION SPRING 2019

Professor: Dr. David Han, Dr Theol., M.Div.	
Class Hours: Thursday, 1:30 PM - 5:10 PM	Classroom: 105
Office: Faculty Office	Contact: davehan8826@yahoo.com
Office Hours: By appointment	Category: History
Credit Unit(s): 4	Pre-requisite: None

1. HORIZON UNIVERSITY MISSION STATEMENT

Our mission at Horizon University (HU) is to educate the next generation of strong Christian leaders who will selflessly serve their churches, communities, and beyond with their various skills and the vital knowledge gained during their studies of theology, the Bible, and practical ministry here at HU.

2. COURSE DESCRIPTION

This course examines European history from the Renaissance to the Reformation and beyond. Major historical events between the late fourteenth to the early 17th century will be explored especially the innovations and advancements in the areas of art, literature, and technology. Students will critically study the political and social backdrops that led to such great leaps and changes in culture and religion, such as the Protestant and Catholic Reformations, as well as the impact they have had on modern societies. Students will track these changes the ultimately led to European expansions overseas.

The course is in alignment with ILO 1 (Intellectual Skills) at the introductory (**I**) level. Under ILO 1, this course addresses PLO 4 (Theology).

3. STUDENT LEARNING OUTCOMES

Student Learning Outcomes (SLOs)	Assignments for Assessment
At the end of this course, students should be able to: understand some of the major issues of the church history to look at the development of reformation during 16 th century	(Ways to measure student achievement) Exams; Presentations

understand the identify and development of reformed churches historically	Lectures
understand the different kinds of the reformation in European countries as in France, England, France and Germany	Exams
understand the reason and background of the reformation in Europe and especially study Martin Luther and thoughts	Lectures and Papers

4. METHOD OF INSTRUCTION

Lecture: X	Discussion: X	Case Studies:	Games:
Role-Play:	Simulations:	Q&A: X	Others:
Studio:	Lab:	Multi-Media (Online):	
Small-Groups Work:		Audio/Visual Aids: X	
Groups Demonstrations:		Student Presentations: X	

5. REQUIRED TEXTBOOK(S)

Title	Author	Publisher	ISBN	Year
History of Christian Thoughts	Justo Gonzales	Abingdon Press	978-1-4267-5777-8	1987
Martin Luther: An Introduction to His Life and Work	Bernhard Lohse	Fortress Press	0-8006-0764-3	1986

6. RECOMMENDED READINGS AND OTHER COURSE RESOURCES

- (1) Alister E McGrath, *Historical Theology: An Introduction to the Christian Thought*, Wiley 2012.
- (2) Walliston Walker, *A History of the Christian Church*, New York 1985.

7. ASSIGNMENT GUIDELINES

- A. **Out of Class Learning Activities:** In addition to weekly classroom activity, an average of twelve hours per week of out-of-class preparation will be required. This will include (but not necessarily be limited to) reading of the text, preparation of assignments, and completing projects assigned by the instructor.
- B. **Attendance/Participation:** Class attendance and engaged participation are expected of all students. Gross disregard for class attendance will lower the final grade of the student. If you have an urgent need to miss a class, please contact the instructor in advance, or as soon as possible (20% of grade).
- C. **Midterm Exam** (25% of grade)

D. **Final Exam** (25% of grade)

Test policy: Tests must be taken on the assigned dates. Except in cases of medical emergency, make-up exams are not permitted without prior approval from the instructor.

E. **Paper and Presentation:** (30% of grade)

- 1) Read the book about Christian Ethics and write 5 pages of reading report by midterm.
- 2) Choose any one topic of Christian Ethics and write 5 pages of papers by the end of the quarter.

Research Paper Policy: The paper must include at least 6 references and use the citation and reference style (i.e. footnotes) established by Kate Turabian in *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago, IL: University of Chicago Press, 2018). The students may obtain useful reference materials from the Horizon library resources. All work must be turned in on the due date.

F. **Deadlines:** All assignments for the course are to be completed and submitted on time to receive full credit. Late assignments will be penalized 10% or one-half grade of the total points available per assignment for each week late or portion thereof. Permission for late work is granted only by special request to the instructor.

G. **Extra Credit:** (N/A)

H. **Instructor Availability:** The instructor will be available 15 min before and after class and during breaks. It is possible to reach the instructor by email at any time, as the instructor regularly checks his/her messages, and the students' query will be responded to as soon as possible. Students may also contact the school to schedule a meeting with the instructor outside of his/her office hours.

8. EVALUATION RATIONALE FOR GRADE DETERMINATION

A. Grade Assessment

Attendance	10%
Class Participation	10%
Paper & Presentation	30%
Midterm Exam	25%
Final Exam	25%

Total **100%**

B. Grade Definition

A	Excellent. Superior knowledge regarding details, assumptions, implications, history; superior thinking with information relevant to application, critique, and relationship to other information.
B	Good. More than adequate knowledge regarding technical terms and distinctions; ability to use information.

C	Average. Basic knowledge needed to function and carry on learning regarding major principles, central terms, and major figures; awareness of field or discipline.
D	Below average. Demonstrates poor, but passable awareness of course material; may not be eligible for transfer.
F	Fail.
I	Incomplete. An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies, or other extraordinary reasons acceptable to the professor, including equipment breakdown or shortages, and not because of neglect on the student's part. A regular grade will be given by the instructor if all requirements for the course are submitted by the end of the following semester. If all work is not submitted by the end of the following semester, a grade of F will be posted automatically and counted in the computation of the GPA.
W	Withdrawal. Signifies that a student has withdrawn from a course after the Add/Drop deadline. A "Withdrawal" is not allowed after the Withdraw deadline. This is a permanent mark with no grade points assigned.

C. Grade scale

98-100	A+	4.0	77-79	C+	2.3	Below 60	F	0.0
94-97	A	4.0	74-76	C	2.0		I	Incomplete
90-93	A-	3.7	70-73	C-	1.7		W	Withdrawal
87-89	B+	3.3	67-69	D+	1.3			
84-86	B	3.0	64-66	D	1.0			
80-83	B-	2.7	60-63	D-	0.7			

9. LIBRARY RESOURCES

- Horizon Library provides print materials and electronic materials. Students are required to search the Library and Information Resources Network (LIRN) electronic materials and/or check out print materials from Horizon Library for their work. Login information can be obtained from the instructor, school librarian, or school administrator.
- Horizon University has a library resource sharing agreement with Evangelia University in Anaheim, California. Students can access the service by visiting the university or through the Evangelia University website. Horizon University also has a library resource sharing agreement with Grace Mission University in Fullerton, California. Students can access the service by visiting the university or through the Grace Mission University website. Login information can be obtained from the school librarian.

10. ATTENDANCE AND CLASSROOM CONDUCT POLICY

- A. **Attendance:** Please make every attempt to be in class during all sessions. Regular and punctual attendance, as well as active student participation, is an important part of a student's education. Attendance is strictly monitored. Students may not miss more than 25% of class sessions. Three (3) consecutive absences require formal notice.

- B. **Participation**: Each student is expected to be an active participant in class discussions. Your class participation grade will reflect the quality and consistency of your contributions. Mere attendance does not represent participation. Frequent absences will severely impact your participation grade.
- C. **Electronic Devices**: All cellphones, pagers, or other audible devices may not be used during class. They must be turned off or turned to vibrate. If this rule is violated, you will be instructed to leave the classroom immediately and may be charged with an unexcused absence.
- D. **Texting**: Texting is prohibited during class time. If this rule is violated, you will be instructed to leave the classroom immediately and may be charged with an unexcused absence.

11. ACADEMIC INTEGRITY

Students must do their own work. Copying assignments will be considered cheating, and all parties will be penalized. Please do not wait until the last minute to do your assignments. Students are encouraged to discuss their class work and assignments together. Students can learn a lot from their peers since they go through the same learning process. However, after the discussion, each student should work on his/her own assignments independently from scratch.

If any part of an assignment represents the words and ideas of others, students must cite those sources. Academic dishonesty includes, but is not limited to:

- Asking a tutor or friend to complete any portion of his/her assignments.
- Hiring a reviewer to make extensive revisions to his/her assignments.
- Submitting work originally submitted by another student as his/her own work.
- Using information from online resources without properly citing the sources
- Copying any word or idea from a source without citing the source

Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments, or other original material without acknowledging the source.

12. STUDENTS WITH DISABILITIES POLICY

Horizon University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student to begin his/her education. Once formal approval of your accommodation has been approved, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. If you would like additional information, you should visit the Registrar's Office to speak with the university Registrar.

13. SEQUENCE OF INSTRUCTION

Week	Date	Topics	Reading	Assignment Due
1	4/4	Introduction Definition & Reformed Tradition		
2	4/11	Background and Development of Reformation / Renaissance	Gonzales, Chapter 2	
3	4/18	Types of Reformation		
4	4/25	M. Luther and His Life/Education	Gonzales, Chapter 3	
5	5/2	Martin Luther and His Disputation <i>Midterm Exam</i>	Lohse, Chapter 1	
6	5/9	Martin Luther and His Works	Lohse, Chapter 3	
7	5/16	Martin Luther and His Theology	Lohse, Chapter 4	
8	5/23	Main Issues of Reformers in 16c	Gonzales, Chapter 4	
9	5/30	J. Calvin's reformation		
10	6/6	<i>Final Exam & Course Evaluation</i>		Paper

NOTE

Subject to Change: The instructor reserves the right to change or modify the syllabus and will notify students of any changes.

HORIZON UNIVERSITY
EVALUATION RUBRICS FOR ASSIGNMENTS

CRITERIA		Inadequate 1	Fair 2	Good 3	Exemplary 4
Paper/ Essay	Organization	Poorly organized; Poor logic; Poor use of introduction, body and conclusion	Adequately organized; Adequate logic; Adequate use of introduction, body and conclusion	Strongly organized; Strongly-developed logic; Strong use of introduction, body and conclusion	
	Content	Inadequate and vague use of the concepts, theories, and methods of interpretation to the assigned subject	Adequate use of the concepts, theories, and methods of interpretation to the assigned subject, with sufficient critical response and engagement	Full use of the concepts, theories, and methods of interpretation to the assigned subject, with substantial critical response and engagement	
	Form	Several instances of errors in grammar, sentence structure, and/or spelling	Adequately constructed sentences with minimal grammar and spelling errors	Well-constructed sentences without grammar and spelling errors	
	Application	Poor demonstration of application of the subject matters to life	Adequate demonstration of application of the subject matters to life	Excellent demonstration of application of the subject matters to life	
	References	Poor or unethical use of bibliography; Inadequate footnotes/endnotes for quotations	Adequate use of bibliography and footnotes/endnotes for quotations	Full use of bibliography and footnotes/endnotes for all quotations (Turabian Style)	
	Submission Time	More than one day after deadline (20% reduction)	One day after deadline (10% reduction)	On time (no reduction)	
Book Review/ Journal	Form	Several instances of errors in grammar, sentence structure, and/or spelling	Adequately constructed sentences with minimal grammar and spelling errors	Well-constructed sentences without grammar and spelling errors	
	Material Survey	Failure to identify major pericopae	Adequately identify major pericopae	Fully identify major pericopae	
	Identification of themes	Inadequately identify and explain the themes in the article	Adequately identify and explain the themes in the article	Fully identify and explain the themes in the article	
	Reflection	No or very little critical response to the article	Adequate critical response with basic level of articulation and informed arguments	Excellent critical response with a high level of articulation and strongly informed arguments	
	Submission Time	More than one day after deadline (20% reduction)	One day after deadline (10% reduction)	On time (no reduction)	

CRITERIA		Inadequate 1	Fair 2	Good 3	Exemplary 4
Oral Presentation	Content	Inadequate capacity in presentation of information, ideas, positions, or opinions	Partial capacity in presentation of information, ideas, positions, or opinions		Full capacity in presentation of information, ideas, positions, or opinions
	Discipleship Teaching	No or very little sharing was done concerning the subject	Sharing was done with some content and depth concerning the subject		Sharing was done with good insights concerning the subject
	Skill	Inadequate confidence in applying the various aspects of both verbal and non-verbal communication (pauses, gestures, body language, eye contact, etc.)	Partial confidence in applying the various aspects of both verbal and non-verbal communication (pauses, gestures, body language, eye contact, etc.)		Full confidence in applying the various aspects of both verbal and non-verbal communication (pauses, gestures, body language, eye contact, etc.)
	Methods	Inadequate capacity in utilizing multi-media or other creative methods based on one's temperament and skills	Partial capacity in utilizing multi-media or other creative methods based on one's temperament and skills		Full capacity in utilizing multi-media or other creative methods based on one's temperament and skills
Group Work		Inadequate participation and insufficient contribution	Adequate participation and contribution		Excellent participation and contribution
Class Participation		No relevant questions or comments	Basic level of questions and comments		Advanced level of questions and comments
Attendance		Under 7	7-9		10
Tardiness		Over 3	2-3		Under 2



HORIZON UNIVERSITY FACULTY COURSE SELF EVALUATION

Course Term:
Course Number & Title:
Instructor Name:

DIRECTIONS: Please use a “1” to “5” scale to rate this course and instructor.
 1. Very Dissatisfied; 2. Dissatisfied; 3. Neutral; 4. Satisfied; 5. Very Satisfied.

Questions Regarding the Course

Rating: 1-5	Evaluation
	1. The syllabus clearly explained the course objectives, requirements, schedule, and assignments
	2. The course used appropriate and useful textbooks and materials
	3. The course was organized in a way that helped me learn
	4. The course assignments (reading, reports, projects, papers, tests) were useful in helping the students to achieve the course objectives
	5. The course assisted the students in maturing intellectually or spiritually
	6. The course gave the students deeper insight into the topic
	7. The course developed the students’ ability to think critically about the subject
	8. The course work load was appropriate for the number of credits granted given that the standard is 3 hours outside of class for each hour in class

Comments:

OVER, Please →→→

DIRECTIONS: Please use a “1” to “5” scale to rate this course and instructor.
 1. Very Dissatisfied; 2. Dissatisfied; 3. Neutral; 4. Satisfied; 5. Very Satisfied.

Questions Regarding the Instructor

Rating: 1-5	Evaluation
	9. I was well-prepared and well-organized for class
	10. I displayed a proficient knowledge of the subject
	11. I presented the subject matter clearly
	12. I stimulated interest in the subject
	13. I managed class time and/or learning activities well
	14. I was readily available when I needed help
	15. I provided understandable and constructive feedback to my assignments
	16. I used a variety of learning methods and assignments
	17. I encouraged student participation and contribution
	18. I helped me learn from a Christian perspective
	19. I demonstrated spiritual maturity and sensitivity in interaction with students
N/A	20. I would take another course taught by this instructor if offered

Comments:



APPENDIX C: FACULTY PEER EVALUATION
Faculty Peer Evaluation Form

Instructor:	Term:	Visitation Date
Course Number:	Course Title:	
Evaluator:	Evaluator's Position:	
<input type="checkbox"/> Administrative <input type="checkbox"/> Faculty	New Instructor <input type="checkbox"/> Yes <input type="checkbox"/> No	

SYLLABUS

Please mark “√” for all sections found on the syllabus.

Course Descriptors:

- Course Number Course Title Term Instructor's Name Credit Hours

Introduction:

- Class meeting day & hour Instructor office hours Instructor contact information (required)

Other Required Sections:

- Mission Statement Course description Grading Rubrics
 Prerequisites Program Objectives & Student Learning Outcomes
 Class Formation Required Textbook Recommended Reading & Other Course resources
 Course Policies Assignments Assessment Rationale for Grade Determination
 Course Calendar/Schedule

Comments about syllabus:

CLASS INFORMATION

Method of Instruction (Check all that apply):

- Lecture Small groups work Case studies
 Discussion Role-play Student Presentations
 Q&A Groups Demonstrations Audio/Visual aids
 Others: _____

Notes:

EVALUATOR'S SIGNATURE

DATE ____/____/____
MM/DD/YYYY

CLASS OBSERVATION

For the following statements, please score each question according to the following scale:
1. Need to Improve; 2. Acceptable; 3. Average; 4. Good; 5. Exceptional N/A= Not applicable

	<i>Student Observation</i>	1	2	3	4	5	N/A
1	Actively participated in class						
2	Prepared for lecture						
3	Submitted the assignment on time						
4	Actively interacted with instructor						
5	Actively interacted with other students						
	<i>Instructor's Preparation</i>	1	2	3	4	5	N/A
6	Demonstrated expertise in subject matter						
7	was well-prepared and well-organized for class						
8	Effectively introduced topic/goal of lesson						
	<i>Instructor's Presentation</i>	1	2	3	4	5	N/A
9	Displayed proficient knowledge of material						
10	Displayed enthusiasm for teaching in general						
11	Demonstrated sensitivity to student learning styles						
12	Covered material at an effective pace						
13	Utilized supporting materials/technology						
14	Used proper voice tone and non-verbal communication techniques						
	<i>Discussion</i>	1	2	3	4	5	N/A
15	Displayed positive & appropriate interaction with students						
16	Encouraged student use of critical thinking skills						
17	Interrelated course concepts with practical application						
18	Remained open to differing points of view and perspectives						
19	Regularly elicited student participation						
20	Exhibited effective conflict resolution skills						
	<i>Assessment</i>	1	2	3	4	5	N/A
21	Properly designed test/assignment relevancy to the learning						
22	Properly allocated test/assignment frequency						
23	Gave helpful feedback/comments for further learning						
24	Gave clear grading criteria & rubrics						
	<i>Mission Of University</i>	1	2	3	4	5	N/A
25	Nurtured spiritual growth						
26	Encouraged sensitivity to cultural uniqueness & diversity						
27	Close relevancy given to vocational leadership for the future						
28	Academic confidence achieved in this subject						
29	Caring community formed between students and faculty						
30	Addressed Christian values and perspective						
EXTRA COMMENTS:							



APPENDIX D: ANNUAL FACULTY ACTIVITY REPORT
HORIZON UNIVERSITY
ANNUAL FACULTY ACTIVITY REPORT

Name:

Period: July 1, 2023 – June 30, 2024

INSTRUCTIONS:

- As closely as possible, follow the reportable time frame. This will avoid the repetition of activities from year to year. If an activity takes place over several consecutive years, you may include it each year, but note the dates in parenthesis after the activity (e.g., a grant award over several years).
- Attach one set of indexed supporting materials with this report if applicable.

1. TEACHING

Performance: Teaching Load, Mentoring Students

(1) COURSES TAUGHT

Summer 2023

CODE	COURSE TITLE	CLASS HRS	OFFICE HRS	PREP HRS

Fall 2023

CODE	COURSE TITLE	CLASS HRS	OFFICE HRS	PREP HRS

Winter 2024

CODE	COURSE TITLE	CLASS HRS	OFFICE HRS	PREP HRS

Spring 2024

CODE	COURSE TITLE	CLASS HRS	OFFICE HRS	PREP HRS

(2) MENTORED/ADVISED THE STUDENTS FOR THEIR EDUCATION, LIVING, & CAREER

--

Self-Assessment: Accomplishments & Areas Needing Improvement

Accomplishments:

Areas to Improve:

2. RESEARCH & SCHOLARSHIP

Performance: Publications, Presentations, Projects, Creative Works

Accomplishments:

Areas to Improve:

3. SERVICE

Performance: Service to Horizon, Spiritual Service, Community Service, Academic Service

Accomplishments:

Areas to Improve:

4. PROFESSIONAL DEVELOPMENT

Performance: Workshops attended, Professional Classes taken, Participation in Professional Societies or Associations, Conferences or Seminars attended, etc.

Accomplishments:

Plan for 2024-2025:

5. SPIRITUAL DEVELOPMENT

Faculty members are expected to prioritize their own spiritual life.

Accomplishments:

Plan for 2024-2025:

6. OTHER

Performance: Academic Awards or Recognition, Relevant Activities

DATE

FACULTY MEMBER'S SIGNATURE

APPENDIX E: ANNUAL FACULTY EVALUATION FORM



HORIZON UNIVERSITY ANNUAL FACULTY EVALUATION

The following points are to be discussed between the director of academics and faculty members. It is intended that this evaluation process will cause faculty members to be affirmed for their strengths and assisted with growth in areas where they have less strength. Before this meeting, the faculty members must submit their annual faculty activity report to the director of academics.

Teaching: 1 Poor; 2 Fair; 3 Satisfactory; 4 Good; 5 Outstanding

Evaluation	Rating: 1-5
1. The instructor demonstrates extensive knowledge of the subjects taught	
2. The instructor demonstrates effective communication and teaching skills	
3. The instructor started and stopped the class on time	
4. The overall course was well-planned and prepared	
5. Homework assignments were helpful for reaching class objectives	
6. Homework assignments required students to use library resources	
7. The instructor provided a positive learning environment in the classroom	
8. Instruction provided the mission, purpose, and goals of the university	

Student Interaction: 1 Poor; 2 Fair; 3 Satisfactory; 4 Good; 5 Outstanding

Evaluation	Rating: 1-5
9. The instructor demonstrated skills in dealing with students' concerns or issues	
10. The instructor was available for discussions with students during designated office hours	
11. The instructor helped students learn from a Christian perspective	
12. The instructor demonstrated spiritual maturity and sensitivity in interaction with students	

Professionalism: 1 Poor; 2 Fair; 3 Satisfactory; 4 Good; 5 Outstanding

Evaluation	Rating: 1-5
13. The instructor demonstrated commitment to the university's mission, purpose, and goals	
14. The instructor demonstrated cooperation with staff and other faculty members	
15. The instructor participated in required meetings and special projects	
16. The instructor demonstrated academic and professional integrity	
17. The syllabus clearly explained the course objectives, requirements, course assessments, schedule, and assignments	
18. The instructor demonstrated care for student retention	
19. The instructor understood all the university's policies, procedures, and protocols	

Director of Academics' Comments on Annual Faculty Activity Report

1. TEACHING

Director of Academics' Comments

Rating with respect to departmental/school expectations:

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

2. RESEARCH & SCHOLARSHIP

Director of Academics' Comments

Rating with respect to departmental/school expectations:

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

3. SERVICE

Director of Academics' Comments

Rating with respect to departmental/school expectations:

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

4. PROFESSIONAL DEVELOPMENT

Director of Academics' Comment

Rating with respect to departmental/school expectations:

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

5. SPIRITUAL DEVELOPMENT

Director of Academics' Comment

Rating with respect to departmental/school expectations:

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

OVERALL ASSESSMENT Integrated assessment of faculty performance.

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

- **Assessments with “Needs Improvement” should be addressed by the Director of Academics half-way through the calendar year in the next annual review.**
- **An Overall Assessment of “Unsatisfactory” initiates an intervention process.**

Faculty Name: _____

Date _____ **Director of Academics** _____

APPENDIX F: FACULTY SENATE BYLAWS

I. Introduction

1. *Group Name*

The name of this organization shall be called “The Horizon University Faculty Senate.”

2. *Member’s Name*

The members of this organization shall be called “A Horizon University Faculty Senator.”

II. Statements

Mission of the Faculty Senate:

The mission of the Faculty Senate of Horizon University is to represent the collective views, needs, interests, and voices of faculty to further the University’s mission in an attempt to provide quality academic programs and other related services for students.

Goals of the Faculty Senate include but are not limited to:

- Collective ownership of the curriculum: develop and improve educational standards, facilities, and teaching methods.
- Review proposed curriculum modifications, make recommendations and vote to implement developing curriculum for the departments of the University.
- Promoting, supporting, and advocating faculty activities.
- Empowering faculty to be the leaders in educational atmosphere.
- Providing a forum for the expression of faculty views and interests
- Maintaining academic freedom, academic responsibility, and faculty right in the University community.
- Promoting creative and responsible inquiry, thought, and expression from various programs of the University.
- Improving the professional development and economic well-fare of the faculty.
- Exercising its power through legislative, investigative, and advisory function.
- Fostering the recognition of the rights and responsibilities of the faculty to the school, the community and humanity.

III. Membership

1. *Composition*

The Horizon University Faculty Senate shall be composed of Senators and Elected Officers.

IV. Senators

1. Assignments of Senators

The voting members of the Faculty Senate shall consist of faculty members who meet any one of the following positions:

- Director of Academics
- Director of the program
- Full-time teaching faculty
- Part-time teaching faculty
- Librarian

2. Elections of Senator

All Senator shall be elected by faculty members of each department or program. The election shall be conducted by a fellow faculty member and all potential Faculty Senate candidates must have been employed in Horizon University for one year at least.

3. Term of Senators

The term of office for Senators shall be for 2 years and until successors take office. There are no term limits for Senators.

4. Duties of Senators

Senators are expected to attend all Faculty Senate meetings and accurately report findings and information to their constituents. It is the sole responsibility of the Senator to arrange for an alternate or substitute if they are unable to attend a meeting. Senators will participate on Faculty Senate sub-committees and may be asked to facilitate the gathering of data on issues of interest to the Faculty Senate.

V. Officer

1. Name of Officers

The elected officers of the Horizon University Faculty Senate shall be called by the following names:

- Chair of the Horizon University Faculty Senate
- Vice Chair of the Horizon University Faculty Senate
- Stated Clerk of the Horizon University Faculty Senate

2. *Election of Officers*

All officers shall be elected by a majority of the Senate and shall be current members of the Senate. Election will be held in 2 years.

3. *Term of Officers*

The term for officers shall run for a period of 2 years.

4. *Duties of Officers*

The officers of the Horizon University Faculty Senate shall perform the duties prescribed by the bylaws. The officers shall meet and confer on a regular basis as a group, and with the university administration.

- **Chair**
The Chair of the Horizon University Faculty Senate shall preside over all general meetings of the Senate. The Chair will attend all sub-committee level meetings and share any information with the committee members. The Chair may sign all letters, reports, and other communications of the Senate.
- **Vice Chair**
The Vice Chair shall assist the Chair in his/her duties and shall preside over the Senate whenever the Chair is unable. The Vice Chair shall ensure that all the Articles of the Faculty Senate Bylaws are in compliance.
- **Stated Clerk**
The Stated Clerk shall keep the minutes of the Senate and shall transmit them to the Board and other such persons as the Senate deems necessary, at least seven days prior to the next meeting. The Stated Clerk shall be custodian of records, registrar of physical, email addresses and telephone numbers of each member.

VI. Meetings

1. *General Meetings*

The Chair of the Horizon University Faculty Senate shall set the date of the first meeting for the school year, and shall publish it in the first agenda, to be received at least seven days prior to the meeting. The date and site of the meetings shall be distributed before the first meeting.

2. *Voting Privileges*

Each Senator shall be entitled to cast one vote on each item submitted to the Horizon University Faculty Senate.

VII. Amendments of the Bylaws.

1. Amendments

Any amendments to these Bylaws shall be written and presented to the Senators one meeting prior to any action being taken.

2. Adoption of Amendments

Any amendment to these Bylaws must be approved by 2/3 of the Senators at any regular meeting of the Senate.

3. Authority of Bylaws

These Bylaws shall supersede any and all previous rules enacted by the Senate.