

# JACKSON THEOLOGICAL SEMINARY

## *Faculty and Staff Handbook*

2022-2023



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## **ACCREDITATION**

Jackson Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS), PO Box 328, Forest, VA 24551; Telephone: 434-525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org), having been awarded Candidacy Status as a Category 1 institution by TRACS' Accreditation Commission on October 27, 2020 ; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education. (INCAAHE).

Jackson Theological Seminary is not currently approved for Distance Learning by the Department of Education (DOE) nor by TRACS. Any special provision must be issued by permission of the DOE.”

## **TITLE IV STATEMENT**

Jackson Theological Seminary (JTS) is approved for provisional participation in Title IV and maintains a copy of the Program Participation Agreement (PPA). Financial is currently available for all who qualify.

## **INSTITUTIONAL INTEGRITY**

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

## MESSAGE FROM THE CHAIRMAN OF THE BOARD



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

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

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

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

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

**Bishop Michael L. Mitchell**  
**Chairman of the Board of Trustees**



## MESSAGE FROM THE PRESIDENT AND (CEO)



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

With your committed support, I believe we can help develop courageous change-agents for the pulpit and the public square, God being our helper. With a robust student body, thoughtful academic rigor, engaging theological scholarship, and an intentional strategy to build the beloved community, we

will make a difference in the lives of people and institutions in local and global theatres. Let us challenge each other to be excellent. As our staff and faculty work together with you to train Kingdom-minded leaders, there is no doubt that the Jackson experience will foster deep spiritual formation, integrity, and hunger to tell the old story of Jesus and his love. Welcome to the next level of preparation in service to "God our Creator, Christ our Redeemer, the Holy Spirit our Comforter and humankind our family.

**Rev. Cecil L. Williams, Jr.**  
**President & CEO of Jackson Theological Seminary**

## MESSAGE FROM THE CHIEF ACADEMIC OFFICER (CAO) AND DEAN OF STUDENT AFFAIRS



The mission of Jackson Theological Seminary (JTS) is to prepare people for service to the local church and the broader community through transformative teaching and training. JTS has been committed to this cause since its inception.

Our administration, faculty, and staff are intentional about equipping men and women for Christian service, especially in and through the local church. We are inspired by the words of the apostle Paul who saw the role of Christian leaders as “equipping God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ” (Ephesians 4). We accomplish this by educating Christian leaders in biblical truth and biblical application.

JTS is not merely an institution of higher learning but a Christ-centered, biblically grounded, and socially aware community of faith, where theological training is meant to strengthen students’ epistemological and experiential relationship with Christ. Students are built up spiritually, theologically, and socially to do the same in their various ministerial contexts. Our pedagogical approach is shaped by the rich tradition of the Wesleyan quadrilateral where, “Scripture is considered the primary source and standard for Christian doctrine. Tradition is experience and the witness of development and growth of the faith through the past centuries and in many nations and cultures. Experience is the individual’s understanding and appropriating of the faith in the light of his or her own life. Through Reason, the individual Christian brings to bear on the Christian faith discerning and cogent thought. These four elements taken together bring the individual Christian to a mature and fulfilling understanding of the Christian faith and the required response of worship and service.”

We look forward to partnering with you in your theological and ministerial training.

Sincerely,

**Rev. Dr. Nathanael A. Palmer I**  
**Chief Academic Officer & Dean of Student Affairs**

<b>BOARD OF TRUSTEES</b>
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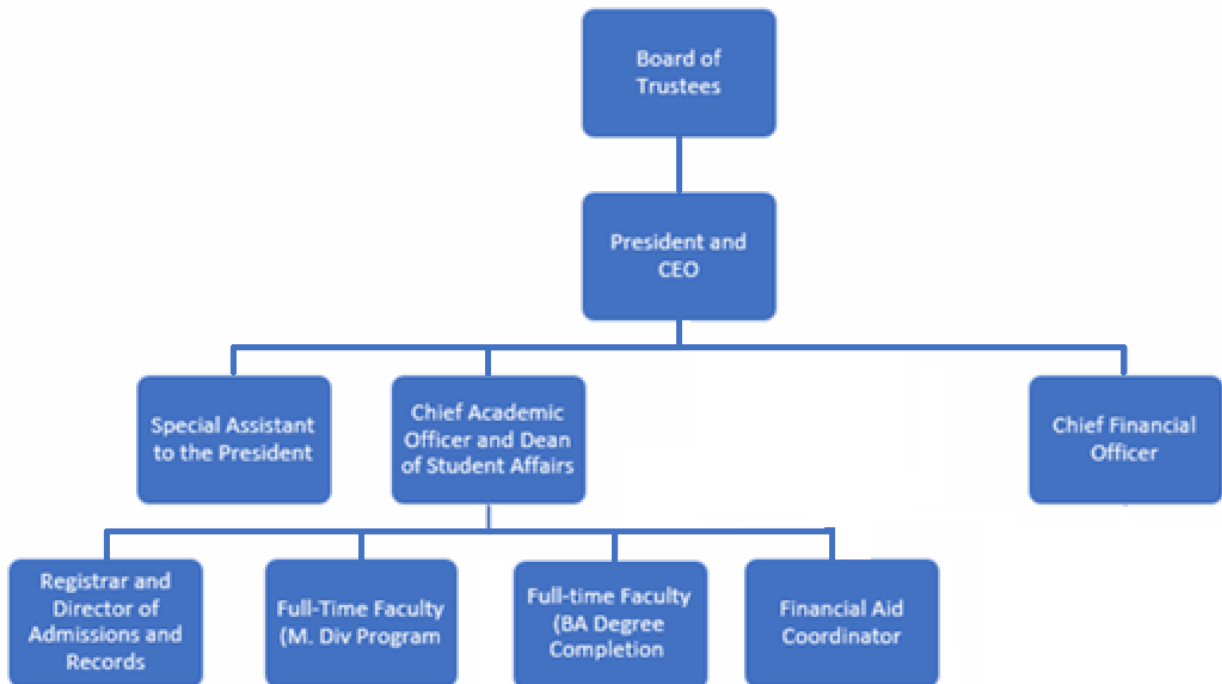
<b><u>NAME</u></b>	<b><u>POSITION</u></b>
BISHOP MICHAEL MITCHELL	EX-OFFICIO CHAIRMAN
PRESIDING ELDER TRUMAN TOLEFREE	VICE-CHAIR
DR. SHARON FLETCHER	SECRETARY
MRS. TINA GRISSOM	ASST. SECRETARY
PRESIDING ELDER KENT BROUGHTON	TREASURER
REVEREND CECIL WILLIAMS	EX-OFFICIO PRESIDENT/CEO
REVEREND CHESTINE SIMS	MEMBER
PRESIDING ELDER JOHNNY KELLEY	MEMBER
PRESIDING ELDER BILLY R. REDDICK	MEMBER
REVEREND GERALD PATTERSON	MEMBER
PRESIDING ELDER ANGELA BREWSTER	MEMBER
REVEREND GREGORY C. NETTLES	MEMBER
REVEREND CHARLENE BOONE	MEMBER
REVEREND ELIJAH SHAFAH	MEMBER
MS. CYNTHIA MULDROW	MEMBER

## ADMINISTRATION- FACULTY & STAFF

<p><b>President &amp; Chief Executive Officer</b>                  Rev. Cecil Williams Jr.  <a href="mailto:cwilliams@jtseminary.org">cwilliams@jtseminary.org</a></p>	<p><b>Special Assistant to the President</b>                  Rev. Clearance Guy  <a href="mailto:cguy@jtseminary.org">cguy@jtseminary.org</a></p>
<p><b>Chief Academic Officer &amp; Dean of Student Affairs</b>                  Rev. Dr. Nathanael A. Palmer I  <a href="mailto:npalmer@jtseminary.org">npalmer@jtseminary.org</a></p>	<p><b>Chief Financial Officer</b>                  Mrs. Shelia Washington  <a href="mailto:swashington@jtseminary.org">swashington@jtseminary.org</a></p>
<p><b>Full Time Faculty (Master of Divinity)</b>                  Dr. Ron W. Lindo, Jr.  <a href="mailto:ronlindo@jtseminary.org">ronlindo@jtseminary.org</a></p>	<p><b>Full Time Faculty (B.A. of Biblical Studies Program)</b> Rev. Charlene N. Boone  <a href="mailto:cboone@jtseminary.org">cboone@jtseminary.org</a></p>
<p><b>Adjunct Faculty (Master of Divinity)</b>                  Rev. Dr. Daniel Johnson  <a href="mailto:djohnson@jtseminary.org">djohnson@jtseminary.org</a></p>	<p><b>Director of Admissions and Academic Records</b>                  Rev. Charles Frost, Sr.  <a href="mailto:cfrost@jtseminary.org">cfrost@jtseminary.org</a></p>
<p><b>Financial Aid Coordinator</b>                  Mrs. Audra Hinton  <a href="mailto:ahinton@jtseminary.org">ahinton@jtseminary.org</a></p>	

# ORGANIZATIONAL CHART

## Jackson Theological Seminary Organizational Chart



## HISTORICAL SKETCH

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

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

JTS offers a Master of Divinity and Bachelor of Biblical Studies (BA Degree Completion). While the school was not accredited by an accrediting body recognized by the U.S. Department of Education, the administration and faculty modeled the seminary after those that were accredited in the African Methodist Episcopal Church. The leadership of JTS was recognized alternately as either the President or Dean of the seminary.

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

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

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

Any objective evaluation of its current status should include the primary concern of the original intent and historical mission.

The African Methodist Episcopal Church decided to establish, maintain, and develop an institution for the Theological Education of both Ministers and Laymen. The African Methodist Episcopal Church takes pride in the fact that it produces most of her leaders. JTS is a positive expression of the vision and determination to sustain this heritage in a relevant and responsible manner.

Seeing the need to provide theological education to Clergy and Layperson, the 12th Episcopal District of the African Methodist Episcopal Church, decided to reopen Jackson Theological Seminary and pursue accreditation with TRACS (Transnational Association of Christian Colleges and Schools), offering a Bachelor of Arts Degree in Biblical Studies (a degree completion program) and a Master of Divinity Degree. In June 2018, under the leadership of the Chair of the Board of Trustees, Bishop Michael Leon Mitchell and Rev. Cecil Williams, Jr., President of Jackson Theological Seminary, the Seminary opened its doors to a brand-new facility for the continued purpose of educating and preparing clergy and lay for ministry from a theological perspective.

## **BIBLICAL FOUNDATION (FAITH STATEMENT)**

### **The Bible**

The sacred text that holds the historicity and spiritual authenticity of the relationship with God and humanity. It further shares the unique divine wisdom of the Lord. The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God. and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological. The Bible further records the eschatological beliefs of the Church. (TRACS)The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

### **The Trinity**

The triune Godhead, one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. The Father: God the Father, the first person of the Divine Trinity, is infinite Spirit, sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

### **The Son**

The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

## **The Holy Spirit**

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

## **Historicity**

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 the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

## **Redemption**

The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

## **Salvation**

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

## **Last Things**

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

## **Biblical Creation**

Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

## **Satan**

The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

## **The Apostles Creed**

The creed encapsulates the core of our belief system. It incorporates the unified presence and individual power of the triune Godhead. It further shares the redemptive, salvific work of that same God. It states that we believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was



conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead' he ascended into heaven and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen

## PHILOSOPHY OF EDUCATION

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

## STATEMENT OF ETHICAL VALUES

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

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

## CORE VALUES

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

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

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

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

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

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

## VISION

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

## MISSION

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

## INSTITUTIONAL OBJECTIVES

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

## **EMPLOYEE BENEFITS**

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

## **ACADEMIC CALENDAR**

See the most up-to-date Academic Calendar here: [JACKSON THEOLOGICAL SEMINARY \(jtseminary.org\)](http://jtseminary.org)

## **FACULTY/STAFF ORIENTATION**

This program is designed to provide Faculty/Staff with updates concerning the operations of the seminary as well as preparing them if required to help with the Student Orientation process. This program will be prepared and reacquaint Faculty and Staff with any changes in requirements for the semester. Orientation is held at the beginning of each semester and/or when new faculty are hired.

## **POLICIES AND PROCEDURES FOR FACULTY DEVELOPMENT**

Both faculty members and academic units can benefit when faculty members engage in professional development activities (both inside and outside the University). Professional development is expected to be an ongoing activity of faculty members. The present policies and procedures are intended to support the expansion of financial resources for professional development beyond the existing support for attendance at disciplinary conferences.

A faculty member may apply for additional resources for professional development activities in the areas of teaching, scholarship/creative activity, and/or service.

The administrative head of an academic unit may suggest that a faculty member engage in appropriate professional development activities in teaching, scholarship/creative activity, and/or service. Except under circumstances specified in Section 5, such professional development activities (and resources for such activities) must be mutually agreed upon by the faculty member and the administrative head of the academic unit.

**PROFESSIONAL DEVELOPMENT SCHEDULE 2022-2023**

<b>Date</b>	<b>Workshop Title &amp; Description</b>	<b>Location</b>	<b>Cost/Fee</b>	<b>Contact Person</b>
<p align="center"><b>August 4, 2022</b></p>	<p><b>Title:</b> Fall Faculty Retreat/Worship</p> <p><b>Presenters:</b> Administrative Staff of Jackson Theological Seminary</p> <p><b>Description:</b> TBA</p>	<p align="center">Jackson Theological Seminary</p> <p align="center">Little Rock, AR</p>	<p align="center">Free</p>	<p align="center">Nathaniel Palmer</p> <p align="center"><a href="mailto:npalmer@jtseminary.org">npalmer@jtseminary.org</a></p>
<p align="center"><b>October 11-15, 2022</b></p>	<p><b>Title:</b> TBA</p> <p><b>Presenter:</b> Administrative Staff of Jackson Theological Seminary</p> <p><b>Description:</b> TBA</p>	<p align="center">TBA</p>	<p align="center">Free</p>	<p align="center">Nathaniel Palmer</p> <p align="center"><a href="mailto:npalmer@jtseminary.org">npalmer@jtseminary.org</a></p>

<p><b>January 4, 2023</b></p>	<p><b>Title:</b> Spring Retreat/Worship</p> <p><b>Presenter:</b> Administrative Staff of Jackson Theological Seminary</p> <p><b>Description:</b> TBA</p>	<p>Jackson Theological Seminary</p> <p>Little Rock, AR</p>	<p>Free</p>	<p>Nathaniel Palmer</p> <p><a href="mailto:npalmer@jtseminary.org">npalmer@jtseminary.org</a></p>
<p><b>March 20-24, 2023</b></p>	<p><b>Title:</b> TBA</p> <p><b>Presenter:</b> Administrative Staff of Jackson Theological Seminary</p> <p><b>Description:</b> TBA</p>	<p>TBA</p>	<p>Free</p>	

## **FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT**

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

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

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

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

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

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

Periodically the Chairman of the Board will undertake specific, targeted instruction in such matters regarding equal employment opportunity matters, administrative procedures, and internal supervisory and disciplinary practices. All training should be documented, and the original forwarded to DAR's office for filing. Documentation of training/counseling etc. should be placed on JTS Form 10 (Jackson Theological Seminary Log sheet).

All Faculty/Staff member should avail themselves to outside training opportunities. Job-related training opportunities can be supplemented by the Seminary if they are job-related and approved by the Board.

## **HEALTH SERVICES**

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

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

## **INSTITUTIONAL POLICIES**

### **CONFIDENTIALITY OF RECORDS**

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

### **DISCRIMINATION FREE ENVIRONMENT**

Jackson Theological Seminary does not, in its admission or employment policies and practices, discriminate against individuals based on extrinsic factors such as ethnic or national origin, sex, sexual orientation, age, color, religion, handicap, or status as a veteran of Vietnam War era or as a disabled veteran. The Seminary complies with applicable federal legislation and regulations regarding nondiscrimination and equal employment opportunity. Jackson Theological Seminary also reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the Seminary community. Sexual harassment of students and employees at the Seminary is unacceptable conduct, and it is also unlawful.

### **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY**

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

community by making institutional resources available to assist in the cultural, economic, and spiritual development of the community.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

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

### **HARASSMENT AND BULLYING**

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

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

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

Any student that feels he/she is a victim of such harassment should immediately report the matter to the following member of management who has been designated to receive such complaints: Rev. Dr. Nathanael A. Palmer I. (501) 492.8395 ext. 608) [npalmer@jtseminary.org](mailto:npalmer@jtseminary.org)

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

### **SEXUAL HARRASMENT**

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



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

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

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

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive working or academic environment. Jackson Theological Seminary shall take necessary steps to maintain a Seminary environment that is free of sexual harassment and discrimination based on sex through programs and workshops developed to prevent such acts. Members of the Seminary are encouraged to report any violation of this policy against an individual on or outside the Seminary campus to the appropriate Seminary authority. Appropriate administrative departmental action(s) will be taken through either informal or formal procedures.

### **SMOKING, DRUGS, ALCOHOL & TOBACCO USE**

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

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

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

## **WEAPON POLICY**

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

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

## **INTERNET AND ELECTRONIC RESOURCES POLICY**

### **RESPONSIBLE USE OF TECHNOLOGY POLICY**

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

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

**Users of Seminary Technology Resources** agree to:

1. Comply with all federal, state, other applicable laws, and Seminary policies and procedures
2. Use resources responsibly
3. Protect the integrity of the physical and software facilities
4. Respect the rights and privacy of other users

5. Respect data belonging to others
6. Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized
7. Protect the integrity of their own user accounts

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

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

### **FAILURE TO COMPLY**

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

### **INSTITUTIONAL PURPOSES**

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

### **ACCEPTABLE USE POLICY**

The use of Jackson Theological Seminary’s online Computing resources and other electronic devices and access to the Jackson Theological Seminary’s Learning System is a privilege, not a right. All Seminary students, faculty and staff are responsible for using these resources in an effective, ethical, and lawful manner. The Seminary’s Computing resources and other electronic devices (software and hardware) are to be used to advance the Seminary’s mission in an atmosphere that encourages access to knowledge and sharing of information. The Seminary provides many computing networks resources for use by students, faculty, and staff. All are encouraged to use electronic mail, or e-mail and other social networks for Seminary related activities and to facilitate the efficient exchange of useful information. Access to emails and other social networks is accompanied by user responsibilities.

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

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

## **UNACCEPTABLE USE POLICY**

### **Legal Use:**

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

### **Ethical Use:**

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

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

## **CONFIDENTIALITY**

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

## **COOPERATIVE USE**

Computing resource users can facilitate computing at the Seminary in many ways by:

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

## **CONSEQUENCES**

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

## **DISCLAIMER**

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

## **ANTI-FRAUD POLICIES**

This policy is established to provide increased protection to the assets and financial interests of Jackson Theological Seminary, to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and reasonably suspected fraudulent activity to the appropriate administrators.

This policy applies to any situation of fraud or suspected fraud involving Seminary employees, students, vendors, contractors, consultants, outside agencies, and/or any other parties with a business relationship with Jackson Theological Seminary. Any investigative activity conducted will be done without regard to the suspected wrongdoer's title/position, past performance, or length of service to the Seminary.

For purposes of this policy, fraud includes any willful or deliberate act committed with the intention of obtaining an unauthorized benefit, such as money or property, by misrepresentation, deception, or other unethical means.

Fraud and financial impropriety may include, but are not limited to the following actions:

- Embezzlement or other financial irregularities
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, student academic or financial records, electronic files)
- Misappropriation, misuse, theft, removal, or destruction of Seminary resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property, or any other asset)
- Improprieties in the handling or reporting of money or financial transactions.
- Misuse of facilities (including telephones, computers, and e-mail system)

False claims by student, employees, vendors, or other associated with Jackson Theological Seminary.

- Receiving or offering bribes, rebates, or kickbacks
- Personal use of Seminary property in commercial business activities
- Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the Seminary
- Conflict of interest
- Misrepresentation of facts
- Any similar or related irregularity

At all levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies. Managing administrators are responsible for identifying and assessing the level of the risks and exposures to fraudulent activity inherent in his or her area of responsibility. Additionally, managing administrators shall establish and maintain proper internal controls which will provide for the security and accountability of the resources within his or her department. All Seminary employees are responsible for safeguarding Seminary resources and ensuring that they are used only for authorized purposes, in accordance with Seminary rules, policies, and applicable law.

The following, though non-exclusive, may indicate fraudulent financial activities:

- Excessive number of missing or voided documents
- Alterations of documents
- Questionable handwriting or approval
- Documents not numerically controlled
- Duplicate payments
- Unusual billing addresses or arrangements
- Vendor’s billing address is the same as employee’s
- Duplicate or photocopied invoices

Employees, students, and other individuals associated with the Seminary who become aware of, or have a reasonable basis for believing that fraud, defalcation, misappropriation, or other fiscal irregularities has occurred shall promptly report the suspected activity.

## **CAMPUS COMMUNICATIONS**

### **EMAIL AND FACULTY STAFF INFORMATION SYSTEM**

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

## JOB DESCRIPTIONS

### **PRESIDENT & CHIEF EXECUTIVE OFFICER (CEO)**

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

### **QUALIFICATIONS**

#### **Jackson Theological Seminary CEO/President should be:**

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

#### **Jackson Theological Seminary CEO should have:**

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

### **POSITION DESCRIPTION**

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



## **I. MAINTAINING FOCUS ON THE MISSION**

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

## **II. COORDINATE AND ACCOMPLISH THE MISSION**

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

## **III. RESOURCE MANAGEMENT AND STEWARDSHIP**

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

## **SPECIAL ASSISTANT TO THE PRESIDENT CHIEF EXECUTIVE OFFICER (CEO) & PRESIDENT OF JACKSON THEOLOGICAL SEMINARY**

*The Special Assistant to the Chief Executive Officer/President of Jackson Theological Seminary is responsible for the executive level support for the CEO/President. The Special Assistant serves as the liaison to the Board of Trustees, and senior staff leadership. The Special Assistant works closely with the CEO/President to coordinate all activities regarding administrative, accreditation preparation, scheduling, and correspondence.*

### **The Jackson Theological Seminary Special Assistant to the CEO/President should be:**

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

### **QUALIFICATION:** Jackson Theological Seminary Special Assistant should have:

1. Undergraduate and graduate (Master of Divinity or it is equivalent) degrees.
2. Must possess current ecclesiastical endorsement, dated within the past 12 months, from the designated national endorsing official of his/her faith group or denomination. Ecclesiastical endorsement is the written official statement of the endorsing body certifying that the applicant is in good standing with the church.
3. Experience in the academic community, and the larger church.
4. Excellent written and verbal communication skills, with the ability to advance the mission of the seminary.
5. Excellent leadership and interpersonal communication skills.
6. Demonstrated ability to exercise strong judgment and attention to detail.
7. Demonstrated ability to interact with faculty and staff in all situations, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality.
8. Marketing and public relations skills.

### **POSITION DESCRIPTION**

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

- I. Primary Responsibilities:
  1. Work with CEO/President to produce the strategic plan other documents for the seminary during the self-study review for accreditation.
  2. Serve as the liaison between the Board of Trustees and the CEO/President, ensuring communication/documentation is coordinated in an accurate and timely manner.
  3. Coordinate with the CEO/President to ensure that the Board of Trustees have the information they

- need to effectively represent the mission of the seminary.
4. Work with the CEO/President to create a strong and effective marketing and public relations campaign for student recruitment and community awareness.
  5. Proactively identify key opportunities for the CEO/President to present to the faculty and staff, and the Board of Trustees for community and social engagement to help build a relationship for recruitment prospects.
  6. Assists in the preparation and review of documents for signature and distribution.
  7. Performs special projects and other duties as assigned.
  8. Development and Support of Curriculum
  9. Effective administration of the academic affairs of the seminary
  10. Seminary's Accreditation Liaison Officer and Maintenance of Accreditation.
  11. Student Life
  12. Supervise and manage the admissions office and all programs related to this office
  13. Provide support to students on issues related to the institution's policies, department processes, and student services.

## **II. ADDITIONAL RESPONSIBILITIES**

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

## **CHIEF ACADEMIC OFFICER (CAO) AND DEAN OF STUDENT AFFAIRS**

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

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

### **QUALIFICATION:**

Jackson Theological Seminary Cao Should Have:

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

### **POSITION DESCRIPTION:**

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

#### **I. PRIMARY RESPONSIBILITIES:**

Oversight of Educational Programs, Policies and Procedures, including:

Budgeting and other Resourcing.

- Leadership and Oversight of the Faculty, including, Faculty Search Committees
- Annual Reviews
- Salary, Promotion and Tenure
- Student Grading and Advisement
- Discipline and Dismissal
- Development and Support of Curriculum
- Effective administration of the academic affairs of the seminary
- Seminary's Accreditation Liaison Officer and Maintenance of Accreditation
- Student Life
- Supervise and manage the admissions office and all programs related to this office; and
- Provide support to students on issues related to the institution policies, department processes, and student services.

**II. ADDITIONAL RESPONSIBILITIES**

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

## **CHIEF FINANCE OFFICER (CFO)**

*The Chief Finance Officer of Jackson Theological Seminary is responsible for the overall execution of financial administration and bookkeeping for the seminary. The position of CFO is responsible for monthly statements, payroll and taxes, prepares bank reconciliation, prepare application's for 501c(3) status, supporting Strategic Planning, financial report for JTS, Board of Directors, support to outside auditors, performs other duties as requested by President or Board of Directors.*

### **QUALIFICATIONS:**

**Jackson Theological Seminary CFO should have:** Proper certification and credentials or any additional post graduate work, honors etc. since your initial employment have not been presented to Jackson Theological Seminary at the commencement of employment, and the same is not presented within forty-five (45) days subsequent to the commencement of your this contract, Jackson Theological Seminary reserves the right to terminate your employment at any time it desires without incurring liability. A copy of the Jackson Theological Faculty Handbook is online and kept on file in the Office of the President of the Seminary, in the Seminary Library, and in the Office of the Dean. A mature, devoted Christian servant who adheres to and accepts the principles, practices, and polity of the African Methodist Episcopal Church and to service Jacksons Theological Seminary mission and vision, and a scholar among African Methodist Episcopal constituencies and the church at large.

### **POSITION DESCRIPTION:**

The CFO is directly accountable and responsible to the CEO/President. Your responsibilities will include but are not limited to the following duties:

1. Establish accounting software system for maintaining proper accounting records
2. Preparing monthly financial statements for budgeting, financial forecasting, and reporting purposes
3. Establish internal controls and proper segregation of duties to ensure all receipts and expenses are properly recorded and categorized
4. Prepare bank account reconciliations
5. Perform Human Resource functions to ensure salaried and hourly employees are properly compensated and annually related wage statements are prepared as required by federal and state laws
6. Ensure payroll related taxes are properly paid, and complete necessary reporting to federal and state agencies
7. Participate in strategic planning with management for financial planning and budgeting
8. Prepare necessary reporting for Jackson Theological Seminary Board of Directors and participate in Board meetings as required
9. Prepare application for 501c (3) status, and upon approval, ensure annual reporting requirements are met

10. Support all requests related to financial information from external auditors
11. Perform other duties as requested by President or Board of Director
12. The CFO of Jackson Theological Seminary is directly accountable and responsible to the CEO/President.

## **I. PRIMARY RESPONSIBILITIES:**

Oversight of Financial Programs, Risk Management, Operational Strategy, Policies and Procedures, including Budgeting and other Resourcing Leadership and Oversight of the institution's finances, including:

1. Providing strategic planning to the CEO/President and the Board of Trustees.
2. Annual Reviews Managing the processes for financial forecasting, budgeting, and all financial supporting.
3. Oversight of financial aid dollars. Advising on long-term business and financial planning.
4. Reviewing all formal finance procedures.
5. Effective administration of the financial affairs of the institution.
6. Monitor and direct the implementation of the Strategic Plan
7. Participate in key decisions as a member of the administrative team
8. Manage the accounting, human resources, donor relations and legal responsibilities of the institutions

## **II. ADDITIONAL RESPONSIBILITIES**

1. Oversight of financial and budgeting requirements.
2. Membership and participation in professional associations.
3. Translate budget ideas into operational plans that will guide Jackson Theological Seminary into the future
4. Continually develop a financial plan of the highest caliber
5. Oversee the company's transaction processing systems
6. Monitor all legal issues involving the institution
7. Construct and monitor reliable control systems
8. Maintain and monitor appropriate insurance coverage
9. Ensure that the company complies with all legal and regulatory requirements
10. Ensure that record keeping meets the requirements of auditors and government agencies
11. Report risk issues to the CEO/President and the Board of Trustees
12. Monitor cash balances and cash forecasts

Violation of Seminary policies and unacceptable conduct by CFO will not be tolerated and may result in disciplinary action up to and including termination of employment. Certain practices are considered to be of such a serious nature that they are unacceptable by the Seminary. They include, but are not limited to: incompetence or neglect or duties; insubordination; theft, removal or unauthorized "borrowing," or

improper appropriation of material or items belonging to the Seminary or another employee; conviction of a felony charge; possession of, use of, or sale of any narcotics, alcohol, or other material controlled by law, or Seminary property or reporting to work under the influence of narcotics, alcohol or other controlled material; willful destruction of Seminary property; immoral conduct; or any other conduct which, in the opinion of the Seminary, is unacceptable.

## **JACKSON THEOLOGICAL SEMINARY FACULTY**

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

### **I. QUALIFICATIONS (MASTER OF DIVINITY PROGRAM INSTRUCTOR)**

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

### **II. QUALIFICATIONS (BACHELOR OF BIBLICAL STUDIES INSTRUCTOR)**

FACULTY MEMBERS SHALL POSSESS THE APPROPRIATE CREDENTIALS DEGREE COMPLETION EDUCATION.

1. Undergraduate and graduate (Master of Divinity) degrees required and, a Doctor of Ministry or an academic doctorate in a theological field recommended.
2. Must have a letter of reference and endorsement from the designated leader of his/her group or denomination, dated within the past 12 months, certifying that the applicant is in good standing with the church.
3. Experience in the academic community, and in the larger church.
4. Excellent written and verbal communication skills, with the ability to advance the mission of the seminary.
5. Excellent leadership skills and interpersonal communication skills.



### **III. POSITION DESCRIPTION:**

#### **FACULTY PRIMARY RESPONSIBILITIES**

1. Shall be involved in the assessment and evaluation of students learning by identifying appropriate outcomes and learning goals of courses and degree programs.
2. Ensure the quality of learning, faculty shall be appropriately involved in the development of the library collection, educational technology, and other resources necessary for student learning.
3. Participate in practices and procedures that contribute to students' learning, including opportunities for regular advising and interaction with students and attentiveness to the learning needs of diverse student populations.
4. Foster integration of the diverse learning objectives of the curriculum so that students may successfully accomplish the purposes of the stated degree programs.
5. Maintain a role in theological research.
6. A minimum of 12 hours per semester and 6 six hours during each summer session of instruction if classes develop and any additional duties and responsibilities will be defined by the Chief Academic Officer. Any hours in excess of those states will be considered overtime.
7. Responsible for supplementary activities related to the educational program of the Seminary as articulated contractually.

#### **DIRECTOR OF ADMISSIONS & ACADEMIC RECORDS**

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

#### **I. QUALIFICATIONS:**

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

## **II. ADDITIONAL DESIRABLE ABILITIES:**

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

## **III. POSITION DESCRIPTION:**

### **PRIMARY & ESSENTIAL JOB FUNCTIONS:**

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

## **FINANCIAL AID COORDINATOR**

*The member of the Jackson Theological Seminary and administrative staff position with primary responsibilities to maintain a portfolio of files and is responsible for all aspects of awarding. The duties of this position include, but are not limited to, processing applications, analysis of award eligibility, file verification, and coordination of aid from various sources including the institution, state and federal governments, and outside sources according to federal, state, and institutional guidelines. The Coordinator is also responsible to certify federal and alternative loans, including the coordination of federal loan counseling requirements, and will communicate with students regarding all aspects of Financial Aid. This person reports to the Coordinator of Financial Aid.*

## **QUALIFICATIONS:**

Minimal qualifications include:

1. High School Diploma or GED; Associates Degree or equivalent from a two-year college or technical school; Bachelor's degree preferred
2. Strong general computer skills with experience in Microsoft Office.
3. Strong oral and written communication skills; ability to communicate effectively and professionally
4. with a variety of different groups including students, government agencies, vendors, and offices within the College.
5. Experience with Financial Aid programs.
6. Excellent math, analytical, and data interpretation skills.

## **POSITION DESCRIPTION:**

The Financial Aid Coordinator is responsible for directing the overall operation of student financial aid services, reviewing the packaging of financial aid awards, and counseling students regarding financial aid information. This position is governed by state and federal laws and agency/institution policy. The Coordinator monitors expenditures of all student financial aid programs, develops policies and procedures concerning awards, prepares various reports on financial aid activities, monitors processing of awards and verification of information, and keeps abreast of state and federal financial aid regulations. The Coordinator assigns students participating in college work study program, receives deposits, and authorizes disbursement of private and campus-based scholarship funds as needed. The Coordinator interviews students to evaluate financial aid application, determines financial needs of students, prepares financial aid packages such as loans, grants, and scholarships and answers questions concerning awards. The Coordinator administers financial aid presentations/workshops for high school students, transfer students, and academic advisors. This position also entails other responsibilities and other duties assigned.

## **PROGRAM ASSESSMENT (ACADEMIC PROGRAM REVIEW)**

### **END-OF-COURSE EVALUATION REVIEW PROCESS**

1. At the conclusion of every semester, data collected from student course evaluations will be reviewed one-on-one with the CAO and Faculty.
2. One-on-one reviews will be scheduled and conducted no later than one week after collecting course evaluation data.
3. During the review, the CAO and Faculty will discuss and evaluate the data collected. Areas of concern from the course evaluation will be addressed as follows:
  - A. The CAO, in collaboration with the faculty, will develop actionable recommendations to address those concerns.
  - B. Actionable recommendations will include human/fiscal resources required, the person(s) responsible, and date(s) for actions to be completed.
  - C. These actionable recommendations will be included in the end-of-semester and annual program assessment reports.  
Areas of commendation from the course evaluation will be addressed as follows:
  - D. The CAO, in collaboration with the faculty, will discuss if there is a need for actionable recommendations to maintain student satisfaction and teaching efficacy in the course.
  - E. If actionable recommendations are needed, they will include human/fiscal resources required, the person(s) responsible, and date(s) for actions to be completed.
  - F. These actionable recommendations will be included in the end-of-semester and annual program assessment reports.

## **CURRICULUM EVALUATION ASSESSMENT & REVIEW**

1. Each academic program is assessed and reviewed once every four years. Review the program cycle referenced below:

### **BACHELOR OF ARTS IN BIBLICAL STUDIES**

<b>Program Review Data Collection Periods</b>	<b>Comprehensive Program Review Submission Year</b>
2019-2020 2020-2021 2021-2022 2022-2023	2023-2024

### **MASTER OF DIVINITY**

<b>Program Review Data Collection Periods</b>	<b>Comprehensive Program Review Submission Date</b>
2019-2020 2020-2021 2021-2022 2022-2023	2023-2024

2. The Academic Council/Curriculum Committee (comprised of full-time faculty) in concert with the Chief Academic Officer oversees the evaluation and review of the program.
3. With a myriad of other institutional resources, the program review evaluation process includes the utilization of the institutional Assessment Report, which includes such factors as retention rates, graduation rates, level assessments, and graduation performance. The Program Review evaluates and assesses the following:
  - a) Fiscal Resources
  - b) Faculty (Teaching Effectiveness, teaching load, scholarship)
  - c) Other Resources and Support Services
  - d) Enrollment, Recruitment, Retention, and Graduation
  - e) Constituency Satisfaction
  - f) Curricular Effectiveness (Course and Program Level Assessment Reports)

4. Upon completion of the program review, Chief Academic Office and faculty discusses proposed changes with the general faculty body, regarding the appraisal and direction for the future of the academic program.

### **CURRICULUM DEVELOPMENT, MODIFICATIONS AND APPROVAL PROCESS**

Curricular changes, course modifications, and new degree programs originate with the faculty. Any faculty member may propose a change and submit the proposal to the faculty who may vote to approve the proposal.

1. First, the curriculum change form is submitted to the Chief Academic Officer, where approval is granted or denied.
2. Second, the proposal is submitted to the Academic Council which consists of the faculty, where approval is granted or denied.
3. Once approved by the Academic Council, administrative approvals (Executive Cabinet, President, and Board of Trustees) are needed for the addition of a new degree program(s), only.
4. The administration's decision to approved proposed new degree programs is evidenced in the meeting's minutes.

### **NEW COURSE APPROVAL PROCESS**

#### **Overview of Course Approval Process**

Department to initiate course proposal.

1. Department attaches a completed supplemental sheet explaining the need for course.
2. Department chair reviews and signs form. Department keeps copy of form and the supplemental sheet. (see JTSFORM-18)
3. Department forwards form and supplemental sheet to Chief Academic Officer for review and signature.
4. Department forwards completed/signed form and supplemental sheet to faculty senate for review and approval.
5. Course description is printed in Academic Catalog or in the subsequent publications update in the classes.

## **PERSONNEL POLICIES AND PROCEDURES**

### **RIGHTS AND RESPONSIBILITIES**

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

**NON-DISCRIMINATION:** Faculty/Staff/Administration have the right not to be discriminated against by any agent or organization of Jackson Theological Seminary for reasons of race, creed, religion, ethnic or national origin, gender, sex, age, disability, marital status, political or social affiliation, or sexual orientation.

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

**INTELLECTUAL PROPERTY:** Intellectual property is a broad term that includes, but is not limited to, inventions, discoveries, copyrightable material, works, patents, trademarks and trade secrets.

"Works" as used herein are original works of authorship that have been fixed in a tangible medium of expression, including but not limited to, master syllabi, books, articles, artwork, music, software, traditional or electronic correspondence, and digital instructional materials that are likely to be subject to protection under United States copyright law.

"Jackson Theological Seminary resources usually and customarily provided" as used herein includes, but is not limited to, such support as salary or compensation, office space, library facilities, ordinary access to computers and networks, including Internet access, course syllabi, packets, or pages, and other resources that permit Seminary employees to perform tasks defined in their job descriptions. Unless approved in writing as an exception, this does not include use of students, contractors, or employees as support staff, or substantial use of specialized or unique facilities and equipment, or other special support provided by Jackson Theological Seminary.

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

**GOVERNANCE / PARTICIPATION:** Faculty/Staff/Administration/Students have the right to establish representative governmental bodies and to participate in Seminary governance in accordance with the rules and regulations of the Seminary. Students who accept representative roles in the governance of the Seminary have the obligation to participate responsibly. Currently, no faculty governance is established at the Seminary, however, faculty meetings are used to discuss academic policies and matters. Faculty monthly meetings are held on the third Monday of each month.

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

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

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

### **CODE OF CONDUCT:**

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

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

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

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

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

## **FACULTY AND STAFF PERFORMANCE APPRAISAL AND DEVELOPMENT**

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

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

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

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

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

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

Periodically the Chairman of the Board will undertake specific, targeted instruction in such matters regarding equal employment opportunity matters, administrative procedures, and internal supervisory and disciplinary practices. All training should be documented, and the original forwarded to DAR's office for filing. Documentation of training/counseling etc. should be placed on JTS Form 10 (Jackson Theological Seminary Log sheet).

All Faculty/Staff member should avail themselves to outside training opportunities. Job-related training opportunities can be supplemented by the Seminary if they are job-related and approved by the Board.



## **HEALTH SERVICES**

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

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

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

## **COMPLYING WITH APPLICABLE INTELLECTUAL PROPERTY AND COPYRIGHTS**

### **COPYRIGHT COMPLIANCE POLICY**

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

Under the Fair Use Provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon these four factors:

1. Purpose and character of the use.
2. Nature of the copyright – protected work.
3. Amount and substantiality of work used.
4. Effect of the use on the market or potential market value of the work.

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

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

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

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

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

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

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

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

reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format.

### **LIBRARY BORROWING PRIVILEGES**

Per our Memorandum of Agreement with Shorter College, borrowing privileges with the Shorter College's, A.W. Young library is extended to current students, faculty and staff only upon registration with the library and issuance of a valid Library Card. A separate memorandum of Agreement allows the same internet access to the Payne Theological Seminary system. Registration forms will be furnished to all students completing enrollment each term. Faculty and staff members will receive a registration form during the fall Faculty/Staff Institute or whenever convenient. Upon the first visit of a registered person to the library, a borrower's card will be issued. This card will have a unique patron number and the corresponding barcode which will be used to identify the patron). This card must be presented each time the patron checks out any materials. Each term a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for fines or lost books will be allowed to renew his card until the balance has been paid. Lost cards will be replaced at a cost of \$5.00.

### **PROCEDURES FOR PROCUREMENT OF EQUIPMENT AND SUPPLIES**

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

### **PROMOTION AND TENURE:**

The Board shall be responsible for developing and awarding promotions and Tenure. At present there are no opportunities available for any employees.

### **EMPLOYEE BENEFITS**

**Faculty/Staff/Administration benefits are as follows:**

Paid Time Off for All Holidays:

Paid Time off for Spring Break

Paid Time off for Reading Week

Access to Library System

At present all benefits are limited to the items listed on everyone's contract.

## **FACULTY WORKLOAD REQUIREMENTS AND RESTRICTIONS**

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

## **FALSE STATEMENTS**

False statements made by any Seminary employee pertaining to obtaining employment, obtaining benefits, use of leave, absences or tardiness, or during any lawful, duly authorized investigation of theft, wrong-doing or criminal activity relating to the workplace is prohibited. Falsification of any Seminary document, computer tape, computer entry, or other records, written or taped, is prohibited. Any employee found to have violated this policy shall be subject to disciplinary actions up to and including discharge.

## **DRESS CODE**

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

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

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

## **BUDGETING PROCESS**

During the February timeframe, the process begins by soliciting the needs of the staff/faculty. Budget request worksheets are sent to staff/faculty and upon completion, forwarded to their department manager for their approval. All approved requests will receive any necessary adjustments and final approval by the CEO in consultation with the CFO. The CAO is primarily responsible for enrollment forecast, in consultation with faculty staff. The CFO is responsible for projecting all fixed/variable operational costs, with approval by the CEO. During the March timeframe, a final review of the budget will be held with the CEO, CAO, and CFO, and a preliminary budget will be developed for the upcoming fiscal year. The preliminary budget will be presented to the JTS Board of Trustees during their Spring (April) meeting.

As the new fiscal year begins, additional information obtained may require necessary adjustments to the preliminary budget (i.e., student enrollment). As such, adjustments will be made for a final budget to be presented at the Fall (October) JTS Trustee Board meeting for approval. Any substantial expense requests in the budget needed subsequently may require a called meeting of the Board of Trustees for additional approval.

<b>Task</b>	<b>Person(s) Responsible</b>	<b>Month</b>
1. Discuss next fiscal year's enrollment projections	CEO, CAO, CFO	March
2. Review and update Strategic Plan for respective fiscal allocations.	CEO, CAO, CFO	March
3. Budget worksheets are disseminated to each unit for submission.	CFO	March
4. Budget worksheets are reviewed by the CEO, CAO, and CFO.	CEO, CAI, CFO	March
5. Preliminary Budget presented for Board Approval.	CFO	April
6. Preliminary Budget is shared and disseminated to all units.	CFO	May
7. Final Budget submitted to the Board for approval.	CFO	October
8. Final budget is shared and disseminated to all units.	CFO	November

**DISCIPLINARY ACTIONS**

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

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

Full-time, regular Faculty/Staff members who have completed a six-month period of probation, in the case of promotion (after the initial six-month probationary period has been successfully completed), have the right to appeal reduction in pay, demotion or suspension to the Chairman of the Board within ten days from the date of receipt of such action. Appeals must be filed in writing, stating the reasons why the reduction in pay, demotion or suspension should not have been imposed.

Such written appeal must be filed with the Chairman of the Board. Oral or Written Warning/Reprimand is not subject to appeal; however, the employee may attach a written rebuttal. Full-time, regular Faculty/Staff members who have not completed the required period of probation for appointment or promotion do not have appeal rights regarding the above matters.

### **TERMINATION OF EMPLOYMENT**

Arkansas is a “Right-To-Work” state; therefore, the Seminary and the Employee recognize that either party may terminate the employment relationship at any time for any reason regardless of the date of final compensation or regardless of any language contained herein to the contrary. Neither is bound by any contractual agreement, except for Faculty/Staff member classified as “contract Faculty/Staff member”. Resignation: Faculty/Staff member wishing to leave the Seminary’s service in good standing shall file with the Department Head a written resignation at least ten (10) working days prior to leaving the Seminary’s service. The Department Head may authorize the employee to leave sooner. All resignations from Faculty/Staff member should contain the reasons for the resignation to assist the Seminary in meeting unemployment compensation restrictions. Written notice of intent to resign should be given to the employee’s supervisor or Department Head. Proper notice generally allows enough time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies except pension refunds in the final paycheck when possible.

### **FACULTY & STAFF COMPLAINT/GRIEVANCE POLICY**

The core values of Jackson Theological Seminary embrace:

1. Excellence
2. Tolerance
3. Servant Leadership
4. Spiritual Formation, Growth, and Transformation

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

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

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

## **PROCESS**

If a faculty member has a disagreement with a faculty member, a staff member or a member of the administration, the first hope is that the issue is resolved amicably. If not, at least one of the parties does have the option to make a written statement that an issue exists, has not been resolved and they should state the facts of the incident(s) in truth as they remember it. If the grievance is with an employee of Jackson Theological Seminary, the statement should be submitted to the CEO or, if necessary, to the Chairperson of the Board of Trustees. he/she will follow the following process:

**Step 1:** Try to resolve the issue with the individual.

**Step 2:** A written statement shall be sent to the Chief Executive Officer. The CEO will apprise the CAO of the situation if it involves their direct report(s).

**Step 3:** The officer who received the Grievance will schedule to meet with all parties to investigate and seek an amicable resolution. If the issue is resolved here, both the matter will be documented and considered closed, and the reason it was not resolved.

**Step 4:** If the issue is not resolved here, either individual can petition the Grievance Committee to hear the situation and bring it to the most logical, amicable conclusion up to and including dismissal of the individual found to be at fault.

*Petitioning the Grievance Committee.* This petition is heard by the Grievance Committee who may meet as often as necessary to come to a final decision to the matter. The composition of the Committee will be at least two Board of Trustee members and one Administrator of the Institution. This will not be considered as a legal hearing. The Chair shall appoint all members of the Grievance committee as needed.

Once a decision is reached, the petition is signed and dated by the chair of the Grievance Committee and a letter will be sent to the aggrieved party, and those directly involved stating the decision and the rationale for the decision. A copy of all documents pertaining to the matter will be filed with the Board of Trustees and (when applicable) the CEO.

It is recognized that some may not be satisfied with the decision of the Grievance Committee. In this case, the petition and attached decision of the Grievance Committee can be appealed to the Chairperson of the Board of Trustees, who is encouraged to be in consultation with the CEO and CAO (when applicable). The Chairperson has the right to resolve the issue based upon the documentation, evidence and the Chairperson's judgment.

The Chairperson will respond by letter to the aggrieved party informing her/him of their final decision. A copy of the letter will be attached to the previous papers and filed.

## **FACULTY GOVERNANCE**

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

### **PROCEDURAL POLICY OF THE FACULTY COUNCIL**

1. The Faculty Council will meet monthly, and more frequently, if necessary. A simple majority of the total membership shall constitute a quorum.
2. The Faculty Council will forward resolutions and reports to the Jackson Theological Seminary President, who forwards them to the Board of Trustees as appropriate. Certain routine matters, however, may be forwarded at the discretion of the Council to an appropriate administrator through the Office of the President.
3. The Faculty Council, at its discretion, may refer matters under consideration to referendum by either the full-time faculty, the College faculties, or such other groups as it deems appropriate. Such referenda shall be binding on the Council, provided that at least two-thirds of those eligible shall have participated in the voting.
4. Students, staff, and administrators may attend sessions of the Faculty Council, but will not be permitted to vote.
5. At all sessions of the Council the floor may be yielded by any member of the Council to a non-Council member unless this procedure is expressly suspended by a simple majority vote. Yielding the floor to a non-Council Member shall not be construed as in any way limiting the right of debate of the yielding Council.
6. The Faculty Council, through its authorized committees or representatives, shall receive information that it needs for its studies from the staff offices of JTS.
7. The rules or procedures in Council meetings, except as otherwise specified, shall be those presented in the most recent revision of Robert's Rules of Order.
8. The Faculty Council may adopt rules and regulations for its own operation not inconsistent with the bylaws of JTS or the bylaws of the Council as set forth above.

### **STANDING COMMITTEES**

Ad Hoc Committees may be established at the discretion of the faculty council president.

### **MEETINGS**

The Faculty Council will meet in plenary session at least once per semester, and more frequently, if necessary. A simple majority of the total membership shall constitute a quorum.

<b>FILING A COMPLAINT WITH TRACS</b>
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Faculty/Staff may contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on [https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution\\_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf) Complaints are submitted in writing on the TRACS Complaint Processing Form (Link above) and in accordance with the provisions detailed on the TRACS Complaint Information Sheet. • A printed copy of all materials is sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest VA 24551. • TRACS will not consider complaints submitted on behalf of another individual., Forest, VA 24551

## ACADEMIC STANDARDS, POLICIES AND PROCEDURES

### **COURSE LOAD**

Enrollment of at least 12 credit hours per semester is considered full-time for M.Div. students planning to graduate in three years. (The minimum academic load for a fulltime student is nine hours.) Students must receive permission from the Academic Dean to enroll in more than 15 credit hours. The maximum course load at Jackson Theological Seminary for M.Div. students is 18 credit hours per semester with the approval of the advisor and the Academic Dean. Students enrolling for 18 credit hours, who also wish to enroll in Supervised Ministry, may take a maximum of 20 credit hours with the additional approval of the Academic Dean.

### **CROSS REGISTRATION**

A student is permitted to cross-register with participating schools for no more than one course per semester and for no more than a total of 12 credit hours throughout the degree program. During the academic year, a student on academic probation is not permitted to cross-register. The permission of the relevant instructor is required when a student wishes to cross-register.

### **GRADING SCALE**

Student proficiency is recorded in terms of the following symbols: *(per 3 credit hour class)*

GRADE	PERCENTAGE VALUE	CREDIT
A+	97-100	4.0
A	93 - 96	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0

C-	70 - 72	1.7
D+	67 - 69	1.3
D	60 - 66	1.0
F	59 and below	

\*per 3 credit hour class

**Other Grades (do not affect GPA)**

<b>P</b>	Pass (not counted toward GPA)	<b>I</b>	Incomplete
<b>T</b>	Transfer Credit	<b>X</b>	Audit
<b>W</b>	Withdrawal		

**CREDIT HOURS DEFINED**

The academic year operates under a semester system. Credit for all courses is recorded in semester credit hours. One credit hour amounts to one hour of in-class instruction and two hours of additional student work per week. A 50-minute period of instruction per week for one semester is equivalent to one (1) credit hour. All courses must meet the equivalent of 750 contact minutes (direct instruction) per credit value. Each student is expected to perform a minimum of two hours of out-of-class work each week for each credit hour of instruction. Most of the courses offered by the Seminary meet twice a week for one hour and 20 minutes and carry three (3) semester credit hours.

**ACADEMIC HONORS**

Academic honors are recognized at Jackson Theological Seminary during commencement for students who achieve a cumulative grade point average (GPA) according to the following standard:

Summa Cum Laude	(3.90 – 4.00)
Magna Cum Laude	(3.75 – 3.89)
Cum Laude	(3.50 – 3.74)

In order to earn honors, a student must complete at least 60 credit hours at Jackson Theological Seminary, and only courses taken at Jackson will be considered in the cumulative GPA calculation.

**INCOMPLETE WORK**

In exceptional cases, such as illness or family emergency, a student may request an incomplete grade from an instructor no later than the last day of class. Thereafter, an incomplete must be requested from the Academic Dean. If approved, the instructor signs the Incomplete Form or sends approval by email to the Registrar. Course work for an approved incomplete must be

completed and submitted no later than 30 days after the last day of the session for M.Div. and special students. Students who fail to submit required course work by the deadline will receive an “F” grade for the course.

For intensive courses, such as those offered during the summer term, requests for an incomplete must be made directly to the instructor by the due date of the last assignment for the course as stated in the course syllabus. Any student request that comes after the appropriate deadline but within ten days of the deadline must be requested from the Academic Dean.

The instructor is required to submit the grade change within thirty days of receiving the completed work from the student. Incomplete grades can jeopardize a student’s financial aid status. Students with at least one incomplete are placed on Registrar Hold until the incomplete is resolved. Students on Registrar Hold will have limited access in the student information system (SIS), including the inability to register for upcoming courses.

### **ACADEMIC PROGRESS - STANDING**

Satisfactory academic progress (SAP) is checked at the conclusion of each semester. In order to meet the requirements of SAP, a Bachelors/M.Div. student must achieve a minimum 2.5 cumulative GPA.

If a student meets or exceeds the minimum of 2.5 GPA, the student will be listed as in “Good Standing”. If a student fails to meet SAP requirements, the student will be placed on academic warning for the coming semester. If a student fails to meet satisfactory progress during the academic warning period, the student will be placed on academic probation.

Students on academic warning and/or academic probation may only take up to nine (9) credits per semester. Students on academic probation must work with the to develop an academic plan in an effort to meet satisfactory progress in an efficient and timely manner. In addition, probation students will be placed on registration hold and must consult with the registrar in order to have the classes approved and the hold released.

There are times in which a semester’s worth of hours may not be enough to increase the cumulative GPA to a minimum 2.5. In these instances, so long as the student receives a minimum 2.5 GPA for the semester in which they are on academic warning or probation, the respective status will continue into the future semester until satisfactory academic progress is made. Students that fail to meet the requirements of academic probation may be subject to suspension from the program and/or dismissal from the institution.

Students who have been suspended from the program may appeal for re-entry at the beginning of the next semester. To appeal, the student must provide a written letter with evidence to the Dean and Registrar that the problems causing the unsatisfactory progress to have been resolved.

## **ACADEMIC CLASSIFICATIONS**

BA and M.Div.: Students are classified according to the number of credit hours completed. The required credit hours for each classification are as follows:

BA STUDENTS	
Sophomore	30-69 credit hours
Junior	60-89 credit hours
Senior	90 + credit hours
MDIV STUDENTS	
Junior	1-29 credit hours
Mid (Middler)	30-59 credit hours
Senior	60 + credit hours

## **DROP ADD POLICY**

Classes may be dropped during the first two weeks of the session. Intensives may be dropped up to the day before the start of the class. Dropped classes will not count against you in your cumulative grade point average. Please see the official Drop/Add Policy in the Finance Information section for complete details.

## **WITHDRAWAL PROCEDURES**

### **VOLUNTARY WITHDRAW**

Voluntary Withdrawal from Jackson Theological Seminary requires the submission of an official Notice of Intent to Withdraw to the Registrar. Until an official withdrawal form has been submitted to the Registrar, the student is not considered officially withdrawn from the seminary, which may adversely affect the student's grade point average, academic standing, and financial aid or tuition refunds. A student who received financial aid funds at the Seminary and withdraws from the Seminary during the semester (for any reason) must consult the Financial Aid Officer to have a withdrawal calculation performed.

### **INVOLUNTARY WITHDRAW**

Involuntary Withdrawal is issued when the Seminary is forced to ask a student to leave because of a violation of seminary rules and regulations, conduct deemed unacceptable, or when the student misses several classes without notification. No adjustment is made to student charges. The official date of withdrawal is determined by the Registrar.

### **LEAVE OF ABSENCE**

A Bachelors/M.Div. student may request a leave of absence due to extenuating circumstances. Students should return a completed Leave of Absence Request Form and copies of official documentation (if required) to the Registrar. If approved, the Registrar will then place the student on Leave Status. The Maximum Length of time for a Leave of Absence is one Calendar Year. Those who do not return by the next semester (Fall or Spring) after one year will need to reapply.

### **STUDENT ATTENDANCE**

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

### **ACADEMIC CLASSIFICATIONS**

BA and M.Div.: Students are classified according to the number of credit hours completed. The required credit hours for each classification are as follows:

<b>BA STUDENTS</b>	
Sophomore	30-69 credit hours
Junior	60-89 credit hours
Senior	60 + credit hours
<b>MDIV STUDENTS</b>	
Junior	1-29 credit hours
Mid (Middler)	30-59 credit hours
Senior	60 + credit hours

### **ACADEMIC ADVISING & REGISTRATION**

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

Open registration occurs at the following times:	
Fall semester registration	1 – August (2021 – 2023)
Spring semester registration	1 – January (2021 – 2023)
Summer term registration	TBD: (2021 – 2023)

Students can register through the student information system (SIS) [POPULI Populi - Jackson Theological Seminary \(populiweb.com\)](http://populiweb.com)

If a student registers following the close of the open registration period, a Drop/Add form must be completed, and the student will be assessed a \$50 late registration fee.

The Director of Administration and Records (DAR) will work with new students individually to register them for their first semester (no late fees will be assessed for the first semester). Following the first semester, students are responsible for registering themselves during the open registration period defined above. Tuition is due at the time of enrollment

The Course Schedule is published each semester via the website at [www.jtseminary.org](http://www.jtseminary.org). It provides information on all courses offered during that semester and important semester dates.

## **ACADEMIC ETHICS**

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

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

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

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

## **ACADEMIC FREEDOM**

Jackson Theological Seminary affirms that this institution of higher education is conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty and the student. It carries with it duties correlative with rights, regardless of employment status.

## **SYLLABI DEVELOPMENT AND APPROVAL**

Jackson Theological Seminary is committed to ensuring that a comprehensive course syllabus sets expectations for students regarding requirements and important policies for the class. The syllabus will also set a tone for the course that can provide a foundation for students to be successful.

All faculty members at Jackson Theological seminary should develop course syllabi that inform students of important course and Seminary information.

### **REQUIREMENTS:**

**Contents:** At minimum, the syllabus must contain course goals; course objectives; and the “basis for assessing student performance

**Faculty Participation:** If possible, faculty should provide details regarding how assignments will be evaluated (e.g., rubrics or general standards and expectations).

**Faculty Review:** The Syllabi will be reviewed by the Faculty.

**Syllabi Adoption/Approval:** The Chief Academic Officer will approve the submitted syllabi prior to place on Populi.

## **TEXTBOOK ADOPTION AND MANAGEMENT**

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

1. Minimize the costs of textbooks for its students.
2. Faculty should carefully consider the appropriateness of textbooks and other supplemental materials for each course (content, pedagogy, and teaching in the discipline), the cost to students, and factors that determine the cost.
3. **Early Adoption:** To ensure textbook adoptions are made with sufficient lead time to confirm availability and, where possible, ensure maximum availability of used textbooks, faculty members (or textbook coordinators) should submit textbook and course material adoption information to CAO on the following schedule: Fall Semester and Summer Session adoptions by May 1 Spring Semester and Winter Term adoptions by December 1 Faculty members assigned to a course after the deadlines above should make textbook selections on a timely basis. Early adoption of textbooks enables the students to secure they’re in time for the start of classes.

4. Faculty should carefully consider the content of new versus existing editions of textbooks. Repeated use of the same textbook in a course provides opportunities for students to acquire used textbooks, which can often save students significant costs. In choosing between a new version and an existing edition, faculty should consider whether content revisions warrant the cost differential that is often associated with using a new edition.
5. Use of Required Items: Faculty members should ensure that a significant portion of each assigned textbook will be used in the course. If supplemental materials are sold with the textbook (a practice called bundling), faculty members should be aware of the variance in price between the bundled and unbundled items. They should consider whether all parts of the bundle are intended for use in the course. Faculty may ask the bookstore whether it can obtain from the publishers only a subset of the bundled items.
6. Alternative Approaches: Faculty members may want to consider permitting students to purchase electronic versions of textbooks when available or to incorporate the use of online resources into course instruction wherever feasible or prudent. The CAO will have the final word on books to be used.

## **ADMISSIONS PROCEDURES (BACHELOR OF ARTS IN BIBLICAL STUDIES)**

Jackson Theological Seminary is committed to providing each student with the maximum opportunity to develop and learn. As such, we accept new students each semester. To be admitted to the Bachelor of Arts in Biblical Studies (degree completion program), prospective student must have the following:

1. At least 60 hours of general education requirements completed from an accredited institution (must submit an official transcript of all work undertaken) Students from foreign institutions of collegiate standing may be admitted if they present satisfactory evidence of having completed studies equivalent to comparable institutions in the United States. A graduate of an unaccredited U.S. school may be admitted only as a Special Student.
2. A completed application (\$50.00 application fee)
3. Two letters of recommendation – one professional and one from the applicant's pastor or denominational official.
4. Submit copy of their Driver's License (or acceptable government photo ID) and Social Security Card.
5. Although not required, a copy of Immunization Card and or Covid-19 card would be appreciated.



## **ADMISSIONS PROCEDURES (MASTER OF DIVINITY)**

Jackson Theological Seminary is committed to providing each student with the maximum opportunity to develop and learn. As such, we accept new students each semester.

1. Students wishing to be admitted to the Master of Divinity program should hold the bachelor's degree based upon the completion of work at an accredited institution. Students from foreign institutions of collegiate standing may be admitted if they present satisfactory evidence of having completed studies equivalent to comparable institutions in the United States. A graduate of an unaccredited U.S. school may be admitted only as a Special Student. Student must submit an official transcript of completed collegiate work.
2. A completed application for admission (\$50.00 application fee).
3. Two letters of recommendation – one professional and one from the applicant's pastor or denominational official.
4. A 750 -1,000-word writing sample on the subject, "What is the value of a theological education to me?" Included in the essay should be the motives for entering Christian ministry and those persons, influences and religious experiences that led to choosing a church-related vocation.
5. Submit copy of their Driver's License (or acceptable government photo ID) and Social Security Card.
6. Although not required, a copy of Immunization Card and or Covid-19 card would be appreciated

The applicant is responsible for having the above documents sent to the seminary. Final action upon the application for admission will not be made until all these documents have been submitted.

Applicants will be notified of their acceptance by the Admissions Office typically within two weeks of completing the application process.

## **TUITION AND FEES**

### **BACHELOR OF ARTS IN BIBLICAL STUDIES**

1. \$250.00 per credit hour
  - a. Full time student minimum tuition costs: \$3,000.00(12 hours)
  - b. Part time student maximum tuition costs: \$ 750.00 (3 hours)

2. An Annual Fee of \$150.00 will be charged to cover the following: Technology fee, Transcript fee (unlimited copies throughout school year, Administrative fees, Parking and Orientation.
3. \$100 Graduation Fee

**NOTES:**

*+Members of the AME church are eligible for at \$25.00 per credit hour scholarship. ++Former Students of Jackson are eligible for \$25.00 discount off their tuition +++All charges for the current semester are to be paid by the end of the first week of the term. In the event a student cannot pay his or her balance in full, a payment plan may be arranged with the Business Office. Please see the payment plan parameters below:*

**MASTER OF DIVINITY**

1. \$275 per credit hour
  - a. Full time student minimum tuition costs: \$3300 (9 hours)
  - b. Part time student maximum tuition costs: \$ 825 (3 hours)
2. An Annual Fee of \$150.00 will be charged to cover the following: Technology fee, Transcript fee (unlimited copies throughout school year, Administrative fees, Parking and Orientation. Fee
4. \$100 Graduation fee.

**NOTES:**

*+Members of the AME church are eligible for at \$25.00 per credit hour scholarship.  
++Former Students of Jackson are eligible for \$25.00 per credit hour scholarship.  
+++All charges for the current semester are to be paid by the end of the first week of the term.  
In the event a student cannot pay his or her balance in full, a payment plan may be arranged with the Business Office. Please see the payment plan parameters below:*

<p><b>ADMINISTRATION, FACULTY &amp; STAFF COMPLAINT/GRIEVANCE POLICY</b></p>
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## **CORE VALUES**

The core values of Jackson Theological Seminary embrace:

1. Excellence
2. Tolerance
3. Servant Leadership
4. Spiritual Formation, Growth, and Transformation

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

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

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

## **DUE PROCESS**

If a faculty member has a disagreement with a faculty member, a staff member or a member of the administration, the first hope is that the issue is resolved amicably. If not, at least one of the parties does have the option to make a written statement that an issue exists, has not been resolved and they should state the facts of the incident(s) in truth as they remember it. If the grievance is with an employee of Jackson Theological Seminary, the statement should be submitted to the CEO or, if necessary, to the Chairperson of the Board of Trustees. he/she will follow the following process:

**Step 1:** Try to resolve the issue with the individual.

**Step 2:** A written statement shall be sent to the Chief Executive Officer. The CEO will apprise the CAO of the situation if it involves their direct report(s).

**Step 3:** The officer who received the Grievance will schedule to meet with all parties to investigate and seek an amicable resolution. If the issue is resolved here, both the matter will be documented and considered closed., and the reason it was not resolved.

**Step 4:** If the issue is not resolved here, either individual can petition the Grievance Committee to hear the situation and bring it to the most logical, amicable conclusion up to and including dismissal of the individual found to be at fault.

### **PETITIONING THE GRIEVANCE COMMITTEE**

This petition is heard by the Grievance Committee who may meet as often as necessary to come to a final decision to the matter. The composition of the Committee will be at least two Board of Trustee member and one Administrator of the Institution. This will not be considered as a legal hearing.

Once a decision is reached, the petition is signed and dated by the chair of the Grievance Committee and a letter will be sent to the aggrieved party, and those directly involved stating the decision and the rationale for the decision. A copy of all documents pertaining to the matter will be filed with the Board of Trustees and (when applicable) the CEO.

It is recognized that some may not be satisfied with the decision of the Grievance Committee. In this case, the petition and attached decision of the Grievance Committee can be appealed to the Chairperson of the Board of Trustees, who is encouraged to be in consultation with the CEO and CAO (when applicable). The Chairperson has the right to resolve the issue based upon the documentation, evidence and the Chairperson's judgment.

The Chairperson will respond by letter to the aggrieved party informing her/him of their final decision. A copy of the letter will be attached to the previous papers and filed.

Administration, faculty and staff must follow the institution's published grievance process before they file complaints with the Secretary of the Arkansas Department of Education as listed in the process for Grievance in SD 20-XX Employee Conduct Standards and Discipline (Attachment 2). <https://doc.arkansas.gov/wp-content/uploads/2022/01/SD-2022-02-Employee-Grievance-Procedures-1.pdf>

### **ADMINISTRATION/FACULTY/STAFF FILING A COMPLAINT WITH TRACS:**

Administration/Faculty/Staff may contact TRACS Accrediting Agency by completing the

TRACS Complaint Form found on [https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution\\_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf) Complaints are submitted in writing on the TRACS Complaint Processing Form (Link above) and in accordance with the provisions detailed on the TRACS

Complaint Information Sheet.

- A printed copy of all materials is sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest VA 24551.
- TRACS will not consider complaints submitted on behalf of another individual.

<p style="text-align: center;"><b>ADMINISTRATION/FACULTY/STAFF (EMPLOYEE) COMPLAINT/GRIEVANCE COMMITTEE:</b></p>
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A faculty staff grievance committee consists of the following:

Three to five members of the Board of Trustees appointed by the Chair of the Board.

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

## APPENDICES

- **Curriculum Change Form**

## Jackson Theological Seminary Curriculum Change Form

*Note: Please review Curriculum Change Process located in the Faculty/Staff Handbook.*

<b>Name of Submitter</b>		
<b>Date</b>		
<b>Position</b>		
<b>Academic Program/Department</b>		
<b>Proposed Change</b>	<i>Place an "x" next to all that applies</i>	
	<b>Course(s) Addition</b>	<input type="checkbox"/>
	<b>Course(s) Deletion</b>	<input type="checkbox"/>
	<b>Course Modification (i.e., hours, prerequisites, etc.)</b>	<input type="checkbox"/>
	<b>New Academic Program</b>	<input type="checkbox"/>
	<b>Deletion of Academic Program</b>	<input type="checkbox"/>
	<b>Suspension of Academic Program</b>	<input type="checkbox"/>

**Describe the Change and Justification for Proposed Change.**

*If new courses are being requested, please include the new course title, new proposed course code, number of hours, and course description. If course deletion is being proposed, course, list the course(s) for deletion.*

**Additional Notes/Comments**

### Signatures for Approval

<b>Faculty</b>	
<b>Department / Program Chair</b>	
<b>Chief Academic Officer (CAO)</b>	
<b>President (If applicable)</b>	
<b>Board of Trustees (If applicable)</b>	