

***PACIFIC
UNION
COLLEGE***

FACULTY HANDBOOK

October 2007

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PREFACE TO THE 2007 REVISION

The purpose of this *Faculty Handbook* is to acquaint faculty, administration and staff with the organization and policies of the College, current operating procedures, and the responsibilities and privileges of its members. The *Handbook* sets forth the articles of incorporation and the by-laws of Pacific Union College and its subsidiary bodies as well as related policies. (See Appendices A-1 through A-5.) The *Handbook* is essential reading for new faculty members and is a useful and important reference for all, having been designed to contribute to the efficiency of the institution and the morale of its personnel.

The original *Faculty Handbook* was compiled in 1984. The revision of the *Handbook* is ongoing. This constitutes the most recent revision. The text throughout has been edited for enhanced clarity and stylistic consistency; it reflects changes as voted by the College Assembly and the Board of Trustees.

Preface 2007

FACULTY HANDBOOK POLICIES

Distribution

This *Faculty Handbook* and all subsequently distributed pages of policy revisions or additions are distributed to:

- Members of the Board of Trustees
- Members of the College Administration
- Members of the Faculty
- Directors of Auxiliary Enterprises and Services

Those on the distribution list are responsible for informing personnel under their direction regarding applicable policies and practices.

Maintenance

Changes to the *Faculty Handbook* may be proposed by any member of the College Assembly and submitted to the President's Office for referral to the proper governance body. That committee's recommendation regarding the proposal is then sent on to the Assembly for action. Any substantive changes in policy must also be approved by the Board of Trustees before it becomes effective. When approved by the Board the policies in the *Faculty Handbook* become the official policies of the College and are to be followed by all personnel, committees and administrators.

Policies