



New College Franklin
Policies and Procedures Handbook
2018-19

POLICIES AND PROCEDURES HANDBOOK
New College Franklin

July 2018

Table of Contents

About New College

- 5 Organization and Affiliation

General and Institution Policies

- 6 Non-Discrimination for Students
- 6 Non-Discrimination for Employees
- 6 Family Educational Rights and Privacy Act (FERPA)
- 6 Review and Approval of Policies and Publications
- 7 Meeting Minutes Policy
- 7 Conflict of Interest
- 7 Records Retention
- 7 Transparency and Whistleblower Policy
- 7 Employee Evaluation

Academic Policies

- 9 Admissions
- 9 Admissions Process
- 9 Completion of Secondary Education
- 10 Provisional Admissions
- 10 Ability to Benefit
- 10 Residency Requirements
- 10 Transfer Students
- 11 Adult & Experiential Learning
- 11 Graduation Policies
- 11 Graduation Requirements
- 11 General Academic Policies
- 12 Student Attendance Policy
- 12 Office Hours
- 12 Academic Advising
- 12 Definition of a Credit Hour
- 13 Good Academic Standing

Faculty Policies

- 14 Faculty Rights/Responsibilities
- 14 Faculty Organization
- 14 Faculty Job Description

| | |
|----|--|
| 15 | Faculty Evaluation |
| 15 | Portfolios |
| 16 | Personnel Files/Employment Records |
| 16 | Workload |
| 16 | Benefits |
| 16 | Titles, Promotion & Tenure |
| 16 | Faculty Development |
| 17 | Recruitment and Appointment |
| 17 | Contracts |
| 17 | Retention of Faculty |
| 18 | Academic Freedom |
| 18 | Faculty Grievance Policy and Procedure |

Student Services

| | |
|----|--|
| 19 | Student Grievance Policy |
| 19 | Refund & Withdraw Policy |
| 19 | Good Academic Standing |
| 20 | Satisfactory Progress |
| 20 | Academic Probation |
| 20 | Code of Ethics |
| 21 | Disciplinary Process |
| 22 | Transfer Credits to New College Franklin |
| 22 | Transfer Credits from New College Franklin to Other Colleges |
| 23 | Recruiting |

Financial Policies

| | |
|----|---|
| 24 | Conflict of Interest in Investment Policy |
| 24 | Annual Audit |
| 24 | Budget Committee |
| 24 | Fundraising Policies |
| 24 | Default Policies |

Facilities & Equipment Policies

| | |
|----|-------------------|
| 25 | Facilities Policy |
| 25 | ADA Compliance |
| 25 | Equipment Policy |

About New College

ORGANIZATION AND AFFILIATION

New College Franklin is an independent, self-sustaining, non-profit college governed by the New College Franklin Board of Trustees.

Board of Trustees

New College Franklin is governed by an independent, five-member Board of Trustees that oversees the philosophy, mission, objectives, policies, programs and personnel of the college.

Cornerstone Presbyterian Church & Parish Presbyterian Church

Under the Lordship of Jesus Christ, New College Franklin disciples students through the liberal arts for wisdom and missional living. Because our mission is in service of Christ's kingdom, the local church in Franklin is essential to New College Franklin, and the New College Franklin experience is incomplete without the close ties with local church bodies. Cornerstone Presbyterian Church has embraced the mission of this collegiate covenant education and provides spiritual mentorship for New College Franklin. New College Franklin is housed in the facilities of Cornerstone Presbyterian Church.

Associations

New College Franklin is a member of the

- Association of Classical Christian Schools (www.accsedu.org)
- Society for Classical Learning (www.scl.org)

New College Franklin is a corresponding institution with the Transnational Association of Christian Colleges and Schools (TRACS).

Authorization

New College Franklin is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

General and Institutional Policies

NON-DISCRIMINATION FOR STUDENTS

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

NON-DISCRIMINATION FOR EMPLOYEES

New College Franklin employs individuals of any race, color and national or ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to employees at New College Franklin. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its employee policies, hiring, promotion or other responsibilities or privileges. NCF does require its employees to embrace to its foundational standards, doctrinal statement, educational philosophy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

New College Franklin is committed to the privacy and confidentiality of student records. It may release financial, academic, and personal information to parents of dependent students seventeen years of age and younger without students' consent. If students are eighteen or older and independent from their parents, they must provide written consent to the college before financial, academic, and personal information is released to the parents. College personnel may reveal generally observed public behavior to parents. The college may occasionally release a student's directory information (name, address, phone number, year in school, major) to inquiring parties. If students want the college to refrain from releasing directory information, they must provide the Dean of Academics with a written request.

REVIEW AND APPROVAL OF POLICIES AND PUBLICATIONS

Annually, in the spring, all policies and publications shall be reviewed and updated as applicable by members of the college administration. These revisions shall be presented to the President and Board of Trustees for approval no later than July 1 prior to the academic year. In the revisions, specific attention shall be given to the Academic Catalog, Student Handbook, institution website, and any brochures. In addition, the Biblical Foundations Statement (Doctrinal Statement), Mission and Vision, Philosophy of Education, and Institutional Objectives shall be reviewed and approved at this time. Meeting minutes shall be taken and specifically show the approval of these documents.

At this time, the admissions process will also be reviewed in light of assessment data and input from the faculty and admissions committee. Recommendations for change will be made with the revisions to the policy (and other applicable) handbooks.

MEETING MINUTES

All formal meetings of the institution shall be documented through the publishing of meeting minutes. Any item not documented in the minutes shall not be considered enacted or discussed.

The Board of Trustees will provide for the recording, preservation and appropriate dissemination of accurate and complete minutes that reflect all proceedings of the Board and Board Committee meetings.

CONFLICT OF INTEREST:

No corporation or business, owned or controlled by an individual on the Board or administration of the college, shall be employed by the college in such a manner as to earn a profit.

No member of the administration shall be related to any member of the Board of Trustees. Persons who are related to one another within the organization shall not serve in the same organizational line. Only one member of a family may serve in an administration leadership position.

RECORDS RETENTION:

The following records of the institution will be retained for a minimum of five years:

1. Tax information
2. Faculty files
3. Student files
4. Employee files
5. Legal contracts

TRANSPARENCY AND WHISTLEBLOWER POLICY:

New College Franklin seeks to ensure accountability and compliance with all applicable laws and applicable accreditation expectations. Persons who suspect inappropriate or illegal actions within the organization are encouraged to speak with a trusted supervisor, up to and including the President and Board members. Persons who report suspected criminal activity to a supervisor will not be punished for this action.

In any evaluation or investigation by federal, state or accreditation agencies, NCF employees are encouraged to speak truthfully without fear of reprisal. Any person who takes action, formally or informally, against an employee who speaks truthfully in such an evaluation or investigation is subject to disciplinary action, up to and including termination.

EMPLOYEE EVALUATION

Faculty Evaluation

A faculty evaluation is comprised of an administrative evaluation, a faculty peer-evaluation, a self-evaluation, student evaluations, and a portfolio review. Unless a faculty member does not teach during the academic year, a faculty evaluation must be completed.

An In-Class Observation Form, should be completed by the Dean of Academics, Assistant Dean, or Head of Program in the Lententide term, unless extenuating circumstances require another time. A copy will be placed in the faculty member's permanent file, and made available to the supervisor for evaluation.

At the end of each term, students will complete and submit an evaluation of the course and faculty member through Populi. A copy will be placed in the faculty member's permanent file, and made available to the supervisor for evaluation.

In March, each faculty member will be given a Self-Evaluation Form, and a Professional Development Plan Form that should be completed and added to the permanent file.

In early April, the supervisor shall meet with the faculty member and discuss areas of strength as well as needed improvement based upon the In-Class Observation Form, Student Evaluations, Self-Evaluations and job description. In addition, the information contained in the portfolio should be updated and verified.

Staff/Non-Teaching Administration Evaluation

In early April, the supervisor shall meet with the employee and discuss areas of strength as well as needed improvement based upon the applicable assessment according to the job description.

Academic Policies

ADMISSIONS:

Applicant Profile

New College Franklin seeks students who wish to grow in knowledge and wisdom for God’s glory. We welcome applications from students who enjoy reading broadly and deeply and engaging in the timeless ideals of truth, beauty and goodness from a Biblical perspective. New College Franklin follows the tradition of Reformed theology, but we do not require students to be Reformed. What is most important is that students practice Biblical faithfulness and are committed to seeking the Lord in all endeavors—spiritually, intellectually, and physically. We seek students that are humble, recognizing that education is a life-long process in repentance and re-formation into the image and maturity of Christ. This process calls for discipline to work hard, charity to work with fellow students and tutors, intellectual curiosity, perseverance to complete a task, joy in the gift of life, as well the inclination to enjoy the rigorous life of the mind at New College Franklin. What is most important to the Admissions Committee is that applicants understand and are willing to join the unique program of studies at New College Franklin.

Admission Process

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

An Application for Admission is available online (www.newcollegefranklin.org) or from our Admissions Office, P.O. Box 1575, Franklin, TN 37065. New College Franklin usually will not admit degree-seeking students wishing to enroll past the start of the Michaelmas Term in the fall.

Early applications are due on or prior to **December 1**.

Regular applications are due on or prior to **February 15**.

Late applications are received on **May 1** or later.

Applications received after May 1 may be considered pending class openings.

The is available on Populi and includes the following: Basic information, written essays, two references, and a statement of financial commitment and ability. Applicants will also be required to present CLT scores, highschool and/or college transcripts, and the non-refundable application fee.

Completion of Secondary Education

Students applying to New College Franklin must have completed high school or its equivalent, and successful applicants usually have earned a “B” or higher average in their secondary-level studies. New College Franklin does not require students to have studied any particular language or classical discipline, but most successful applicants have studied at least two years of classical or foreign language in high school as well as logic and rhetoric. Additionally, most successful applicants have followed a college preparatory course that includes three years of English and/or Humanities, two years of algebra, one year of geometry and three years of science.

Written essays and statement of faith

Applicants are required to submit two types of written essays: 1) an essay not exceeding 2500 words in length that has been submitted previously for academic credit—preferably with edit marks from an instructor; 2) essays regarding the student’s family and personal testimony. Applicants should understand that the Admissions

Committee carefully evaluates these writing samples as crucial part of the application process. Applicants are encouraged to turn in their best work both in what they say and how they say it. Applicants are not required to subscribe to New College Franklin's Statement of Faith to become students at New College Franklin.

CLT Scores

All applicants under the age of twenty-five are required to submit CLT scores from the Classic Learning Test. The Admissions Committee will consider these scores as one part of the application portfolio, but New College Franklin does not set a required minimum score for acceptance.

Statement on Financial Ability and Commitment

As part of the application, applicants must submit a Statement on Financial Ability and Commitment stating the students'/parents' commitment to fulfill the tuition agreement in a timely manner and ability to fund tuition and living expenses in Franklin. New College Franklin does not seek personal financial information (ie, bank records) but must know (1) who is primarily responsible for funding (2) if the applicants have the required funds, or how they will procure them (3) if the applicants plan to pay tuition annually in advance or by each term (see Payment Plan below: note that the Payment Plan includes a service charge).

Matriculation Deposit

Applicants who have been accepted must pay a non-refundable matriculation fee and sign a tuition agreement to secure their place in New College Franklin for the coming academic year. The entire deposit will be applied to the student's first tuition payment of that year. The deposit is \$500 and is due by June 1 for Early and Regular Applicants. Late Applicants must pay the matriculation deposit by the date specified in the Letter of Intent.

Provisional Admissions

Students who do not meet the set standards for admission may be accepted to New College Franklin under provisions set by the Admissions Committee. The provisions are set on an individual basis, but it is customary that students are provisionally admitted full-time for one term on the basis that they maintain a 2.0 G.P.A. in all courses. If the students have successfully met the conditions of provisional admission, they may be upgraded to regular status, and only then may the credits earned under provisional admission be counted towards graduation. Students who do not meet the conditions of provisional admission will be dismissed from New College Franklin.

Ability to Benefit

New College Franklin does not participate in Title IV and therefore has chosen to refuse students who do not have a high school diploma (public, private, or homeschool) or GED. Students who seek admittance into NCF without a high school diploma are encouraged to complete the GED prior to application.

Dual Credit

Students who wish to enroll concurrently in high school and New College Franklin may do so by completing the appropriate application. Dual Credit students will be limited to two classes per semester and are expected to maintain the standards of New College Franklin.

Residency Requirements

New College Franklin does not offer distance education; therefore, all students will need to attend classes at our Franklin Tennessee location. However, NCF does not dictate any specific living arrangement.

Transfer Students and Late Enrollment

The classical curriculum at New College Franklin creates an experience that is unusual in today's higher education. Because of this unique core curriculum and pedagogy, most students admitted to New College Franklin begin as first year students. New College Franklin does not guarantee that any credits from other colleges or universities will be accepted. See above statement on Transfer Credits.

In most cases New College Franklin will not allow students to enroll after the start of the fall Michaelmas Term. Exceptions may be allowed for transfer students, international students, or for unusual circumstances such as health.

International Students

New College Franklin is certified by the Department of Homeland Security Student Exchange Visitor Program to accept and enroll international students. Please contact the New College Franklin office (615-815-8360 or office@newcollegefranklin.org) for more information.

Adult and Experiential Learning

The curriculum of New College Franklin does not easily translate into standard examinations, however, NCF will consider credit by examination if it fits within the guidelines of the Council for Adult and Experiential Learning with documentation available at time of admission. No guarantee will be made regarding the acceptance of these credits. Please contact the college office for more information.

GRADUATION POLICIES

PROGRAM OF STUDY

Truth is by nature one, universal and indivisible, because truth is Jesus Christ. Pilate asked Christ “What is truth?” when he should have asked “who?” Jesus Christ is the Logos, the one Word of God through Whose light knowledge is possible (John 1:3-4). Because truth is the Word, a united whole, it is essential that the curriculum of New College Franklin uphold this unity. Every fact, idea, symbol, or sign exists in relationship to universal truth. Therefore, every part of the curriculum is interrelated and should help the student seek, know, and experience truth. While there are distinctions and aspects of the curriculum as varied as Greek grammar and Euclidian propositions, every part serves universal truth.

New College Franklin offers one degree. With the exception of preceptorials, students generally take all the same courses. Our goals encompass our students’ vocations and individual callings, but our primary goals are wisdom and discipleship for all of life. Hence, all the following disciplines are core curricula, and we believe that this core curriculum prepares each student to seek his individual calling. Once the strong foundation of a liberal arts education is laid, students are prepared to pursue their callings in light of the questions and ideals common to all men. Additionally, we encourage students to shape projects, papers, and the Practicum Course where fitting to coincide with their vocational callings and interests.

GRADUATION REQUIREMENTS

Candidates for the Bachelor of Arts must complete each of the following requirements or their approved equivalent or replacement. Specific courses are listed within the Academic Catalog

- Earn 32 credits in the Moral Philosophy discipline field.
- Earn 24 credits in the Theological Studies discipline field.
- Earn 20 credits in the Trivium Studies discipline field.
- Earn 24 credits in the Quadrivium Studies discipline field.
- Earn 20 credits in the Applied Study discipline field.
- Complete the Practicum Course

GENERAL ACADEMIC POLICIES

STUDENT ATTENDANCE POLICY

We expect students to participate in the activities of a course in order to receive credit for that course. Students should expect missed classes to adversely affect their achievement in the course. However, in lieu of an institutional attendance policy, each professor establishes his or her own attendance policy that reflects the unique character of the course. Professors will publish a class syllabus on the course page in Populi no later than one week prior the start of each academic term. The syllabus will include the professor's attendance policy. All matters pertaining to attendance are adjudicated between the professor and student. Professors determine the effect of absences on course grades. Students are responsible for arranging to make up for any course work missed and are subject to the professor's attendance and late work policies.

OFFICE HOURS

The Faculty member is expected to maintain at least two office hours per week and be available for students as appropriate. Faculty are expected to respond to students' email within 48 hours of contact.

ACADEMIC ADVISING

Unlike other institutions with significant variation in the curriculum, nearly all students enroll in an identical curriculum and sequence. Faculty often meet with students on an individual basis throughout the semester to mentor and encourage in academics and life. For the purposes of accreditation and formal advising, the Dean of Academics (or Assistant Dean) meets with students individually once per year in April to discuss future academic planning and career planning.

FACULTY ABSENCE FROM WORK

Faculty may be absent from their teaching responsibility to address untimely personal matters, participate in professional or ministry opportunity, to care for a sick immediate family member, or to attend funeral of a family member or close personal friend.

When possible absence from teaching responsibilities should be coordinated with New College Franklin's Dean no later than two weeks before the need to be absent.

DEFINITION OF A CREDIT HOUR

A credit hour is one hour (50 minutes) of classroom or direct faculty instruction with a minimum of two hours out-of-class work each week of an academic semester. Two terms at New College Franklin comprise a semester of a total of sixteen weeks.

INSTITUTIONAL GRADING SCALE

New College Franklin faculty members record grades, and students may view their grades in Populi, the college management system, as soon as they are posted.

TERM REPORTS

New College Franklin follows the grading terminology outlined below. Pass/fail courses will not be factored into the student's GPA. Student academic records are private and confidential, and are released in accordance with applicable state and federal law. Term grades are finalized within a week of the end of each term and students may access their term grades in Populi.

GOOD ACADEMIC STANDING

The determination of good academic standing is made at the end of each term. A student is in good academic standing when all the following conditions are met:

- the student's cumulative GPA is 2.0 or above;
- the student has a minimum of 2.0 Term GPA;
- the student received passing grades in all courses during the term.

Satisfactory Progress Students receiving an F in a course will not receive credit for that course. Students may retake that course or another course they have not previously taken in the same discipline field to receive the required credits for the discipline field. Students receiving an F in one or more courses in a term are not making satisfactory progress and will be placed on academic probation. Academic Probation Students failing to meet one or more of the requirements for good academic standing will be placed on academic probation. Students placed on academic probation are subject to special accountability measures as deemed appropriate by the Dean of the College, the Dean of Academics, and the professors. A decreased course load may be necessary to allow the student to regain good academic standing and be removed from academic probation. To be removed from academic probation, a student must maintain a minimum 2.0 term GPA and pass all classes for two consecutive terms. Any student placed on academic probation will sign a Statement of Academic Probation detailing the reason the student is being placed on academic probation, the specific terms of the probation, the standard conditions for removal from academic probation, as well as any special conditions attached to the probation. A signed copy of this document will be placed in the student's file.

LATE WORK

The following is the strictest allowable policy. You may offer a more lenient policy, but we encourage keeping as close to this policy as possible to promote a consistent institutional culture of responsibility. No late work is accepted. If a planned absence coincides with the due date of an assignment, you must make arrangements with your professor before the day the assignment is due regarding the submission of the assignment. If unforeseeable circumstances prevent you from submitting a completed assignment on time, you must notify your professor that you will not be present to submit the assignment. In such a case, you must notify your professor before the assignment is due using the means of communication specified in the syllabus. If you have access to a computer and internet, and the assignment is transferable electronically, you must submit the assignment electronically before the assignment is due in class. If the assignment is not transferable electronically, you must make arrangements with your professor to turn in the assignment as soon as possible. Assignments are due at the start time of the class period at which they are due. Assignments not submitted on time will receive a grade of "0."

SYLLABUS APPROVAL, TEXTBOOK ADOPTION AND MANAGEMENT

Student Learning Outcomes (SLOs), documented for each course in the Academic Handbook, form the foundation of each syllabus/course. SLOs are approved by the Dean of Academics and may not be altered without approval and appropriate documentation from the Dean of Academics. Faculty are encouraged to review previous syllabus and, if appropriate, use the same textbooks; however, the faculty member may request a change in textbook from the Dean of Academics. At this time, only informal written permission (email) is required for a change in textbook.

All syllabi will be reviewed by the Dean of Academics with input, at his discretion, from the Assistant Dean of Academics, the Head of Program and/or members of the faculty. All syllabi will be stored digitally and available for access as needed.

Faculty Policies

FACULTY RIGHTS/RESPONSIBILITIES

All fellows (including Part Time) at New College Franklin must share the vision and doctrinal commitments of the College as noted in the Statement of Faith and published in the college catalog and other official publications of the college.

New College Franklin's classical Christian approaches knowledge as an integrated whole, which is gained largely through the traditional liberal arts. Second, New College Franklin's teaching philosophy views the faculty as lead students, modeling the learning process as experienced generalists, not specialists. This definition of teaching is modeled in the seminar pedagogy of New College Franklin in place of lectures.

Fellows (including Part Time faculty) at New College Franklin have the duty and responsibility to implement and enforce all Board approved academic policies and procedures. They should also mentor and disciple students as junior members of the college. Faculty are responsible for maintaining the Student Code of Ethics by holding students accountable and recommending disciplinary action for students based on violations of the Code of Ethics, subject to the discretion of the Academic Dean or the Dean's Cabinet. Faculty are also responsible for evaluating and grading students faithfully according to the College's standards and policies as published in the catalog.

Full-time faculty may perform other duties as requested by the Academic Dean or the Dean's Cabinet, including serving on accreditation committees and other academic endeavors. Full-time faculty are expected also to participate in ongoing programs of personal and professional development and training.

All faculty (including Part Time) are encouraged to participate in the college community events sponsored by New College Franklin, and the community services, which would include prayer services, convocation, and commencement. All faculty are encouraged to present collegium lectures during year.

FACULTY ORGANIZATION

[To be enacted when sufficient faculty are regularly available on campus] The faculty organization exists to promote the cohesiveness of the faculty, encourage open dialogue within the components of the curriculum, identify areas of improvement within the curriculum or academic experience, and develop additional techniques of instruction and discussion. The faculty organization shall have a President and Secretary, elected by the faculty. The President shall call and establish meetings and agendas; the Secretary shall maintain minutes of all Organization meetings.

FACULTY JOB DESCRIPTIONS

1. The Faculty member agrees to maintain an exemplary Christian life and to follow the guidelines in this Faculty Handbook, the Academic Programs Manual, and fulfill all responsibilities designated in the Job Description.
2. As a member of the Faculty of New College Franklin, the Faculty member is encouraged to present Collegium and Arts & Letters lectures.
3. The Faculty member is required to regularly update course information using the online college management system (hereafter Populi).
4. The Faculty member is required to record final course grades in Populi within one week of the end of each

- term.
5. The Dean of Academics will provide the Faculty member with the Course Learning Outcomes for each course to be taught. The Faculty member is required to provide a completed syllabus for each course to be taught for approval by the Dean of Academics no later than three weeks before the start of term and post the approved syllabus in Populi no later than one week prior to start of the academic term.
 6. The Dean of Academics will provide each Faculty member with the course book list for each course to be taught. If the Faculty member wishes to submit any substitutions or additions to course book lists, these must be submitted for approval, with a rationale for the change(s), to the Dean of Academics no later than four weeks before the start of the academic year. The Faculty member is required to post the approved book list in Populi one week prior the start of the academic term.
 7. The Faculty member is required to return graded student work in a timely manner. The Employee is required to communicate to students the expected turn-around time for graded assignments. The Employee is encouraged to return graded work within one week of receipt of student work, and no later than two weeks after receipt of student work. Student work received during the last two weeks of the academic term may be returned during the first week of the ensuing term. The Employee is not required to return student work received during the last two weeks of Pascha Term.
 8. The Faculty member is expected to maintain at least two office hours per week and be available for students as appropriate. Faculty are expected to respond to students' email within 48 hours of contact.
 9. The Faculty member is required to respond to correspondence in a timely manner, to attend the majority of regularly scheduled faculty meetings, and is expected to make all reasonable efforts to attend official college functions.
 10. Failure to fulfill the responsibilities detailed in this contract and detailed in the Faculty Handbook will result in disciplinary action. Please see the Faculty Compliance Policy and Procedure in the Faculty Handbook.
 11. The New College Franklin Board of Trustees or the Faculty member may terminate this agreement at their sole discretion by providing at least four weeks written notice.

FACULTY EVALUATION

A faculty evaluation is comprised of an administrative evaluation, a faculty peer-evaluation, a self-evaluation, student evaluations, and a portfolio review. Unless a faculty member does not teach during the academic year, a faculty evaluation must be completed.

An In-Class Observation Form, should be completed by the Dean of Academics, Assistant Dean, or Head of Program in the Lententide term, unless extenuating circumstances require another time. A copy will be placed in the faculty member's permanent file, and made available to the supervisor for evaluation.

At the end of each term, students will complete and submit an evaluation of the course and faculty member through Populi. A copy will be placed in the faculty member's permanent file, and made available to the supervisor for evaluation.

In March, each faculty member will be given a Self-Evaluation Form, and a Professional Development Plan Form that should be completed and added to the permanent file.

In early April, the supervisor shall meet with the faculty member and discuss areas of strength as well as needed improvement based upon the In-Class Observation Form, Student Evaluations, Self-Evaluations and job description. In addition, the information contained in the portfolio should be updated and verified.

FACULTY PORTFOLIOS

Portfolios provide faculty with an opportunity to present a summary of their work. All teaching faculty are required to submit portfolios by the end of Michaelmas Term annually. Portfolios will contain the following:

1. Current CV
2. Transcripts from all Institutions of Higher Education

3. Copy of THEC Application
4. Syllabus for each course taught;
5. Agreement to Foundational Standards form for current year
6. Current version of professional development plan; This plan will describe the instructor's planned professional development activities and a propose realistic schedule for completing these activities. The instructor should detail his or her strengths and how to further develop these as well as his or her weaknesses and how to improve upon these. This plan should include detailed, concrete, and practical steps the instructor plans to take to grow as an instructor.
7. Any professional accomplishments.

PERSONNEL FILES/EMPLOYMENT RECORDS

Personnel files/employment records are maintained in the college administrative office. The administrative office shall maintain employment application, curriculum vitae, written references/recommendations, transcript, a copy of THEC (Tennessee Higher Education Commission) personnel report form and employment related correspondence with and/or regarding the professional status of the Fellow. It is the responsibility of the fellow to provide a detailed history of employment, with a complete and current resume.

WORKLOAD

Faculty who teach twenty-four credit hours in an academic year are considered full-time.

FACULTY BENEFITS

A health insurance stipend to address a portion of the expenses related to health insurance may be offered to full-time faculty as the New College Franklin budget allows. At this time, the college offers no retirement benefit.

FACULTY TITLES, PROMOTION AND TENURE

Faculty at New College shall carry the title of fellow. This designation is employed intentionally to designate that the faculty assumes their particular responsibilities and roles within the collegium. Fellows and students alike are all equally members of the collegium but with different roles. The culture of New College Franklin should imitate that of a family with members all serving as integral parts of the whole.

In some instances, a member of the faculty may receive the title of senior fellow. This designation may be used to honor and note an embodiment of wisdom and an exceptional expression of the general Biblical qualities of a master teacher. The designation of senior fellow may be granted to one with outstanding academic experience, a body of work, or terminal degree earned. A senior fellow is full-time with the college, or is part time yet carries established, honored presence in the college community.

New College Franklin does not offer Tenure positions; contracts are signed annually with no guarantee of renewal.

FACULTY DEVELOPMENT

New College Franklin provides various opportunities for personal and professional growth through its collegium series, faculty orientation, and faculty organization.

Faculty are encouraged to make use of the many external opportunities for personal and professional growth available in the Franklin/Nashville area and beyond. As such opportunities arise, faculty members are encouraged to inform and encourage other faculty to participate.

Opportunities that coincide with class schedules must be approved by the Dean of Academics. Expenses for such professional development may be reimbursed with prior approval if budgeted funds are available.

RECRUITMENT AND APPOINTMENT

The Dean of the College, who in coordination and consultation with the Board of Trustees, initiates and leads the process of recruiting and appointing qualified fellows at New College. Formal appointment process shall begin with the applicant completing a faculty application.

Faculty openings shall be determined by the Dean of the College in consultation with the Board of Trustees. The applicant's qualifications must be satisfactory and comparable to faculty at other institutions. Beginning in Fall 2019, all applicants must have at the least the Master's degree or its equivalent in the academic discipline is required. It is desirable, but not necessary, that the applicant hold a terminal degree. The applicant must desire the position and have the interest and ability to meet the overall academic needs of New College.

CONTRACTS

Junior and adjunct fellows sign contracts annually for the number of semester hours and specified courses each individual will teach. The obligations assumed by both parties to the contract, the benefits to be derived, and criteria for renewal are specified in this Faculty Handbook. The Dean of the College and the instructor keep signed copies of the contract.

For part-time or adjunct faculty members, salaries are contracted for by number of semester hours taught each academic year, and paid on a schedule set up with the bursar. A part-time or adjunct faculty member is a faculty member who has a contract with the college to teach one or more specifically identified courses for one or more specified academic terms; whose earned degrees from accredited institutions are directly related to courses to be taught; whose salary is fixed and not contingent; and whose job responsibilities are specifically spelled out in a board approved job description. New College Franklin may designate these faculty members as part-time or adjunct; however, only those contracted to teach in the current or most recently completed academic year may be included in any published faculty listing. The contract specifies that specifies the faculty member has read the institution's purpose, objectives, and philosophy and agrees with and supports them."

For appointed fellows, contracts are signed with a term of one year, or, in some cases, a multi-year contract may be offered. A full-time faculty member is one "who has a full-time contract with the college; whose earned degrees from accredited institutions are directly related to courses to be taught; whose salary is fixed and not contingent; whose job responsibilities are specifically spelled out in a board approved job description; whose primary professional employment is with the institution; who devotes substantially all working time during the contracted period to the specified job responsibilities; and whose outside professional activities do not detract from the specified job responsibilities." Contracted salaries are paid on a schedule set up with the bursar.

RETENTION OF FACULTY

New College Franklin values the quality and excellence its faculty bring to the institution, the students, and the academic experience. As such, NCF seeks to ensure the environment for faculty is as inviting and encouraging as possible within the framework of spiritual and intellectual growth. We believe that our positive outlook on life and learning, our eagerness to learn from one another, and the quality exhibited in the culture of the college will encourage faculty to remain connected to the school.

ACADEMIC FREEDOM

We believe that the freedom of belief and conscience is essential to the health of New College Franklin. While valuing freedom of belief and conscience, New College Franklin upholds a particular standard of truth and requires all faculty and students to respect it. Our chief commitment is to the Lord Jesus Christ as truth, and this is the basis for academic freedom. Every community is held together by common principles and beliefs about what is true. Hence the question of academic freedom is not whether there is a standard for truth, but which standard. All colleges possess such a standard as the basis for academic freedom. Our standard is the Triune Godhead, and we expect faculty and students to earnestly pursue Christ as truth in both word and deed. We do not seek to burden anyone's conscience—either students or faculty—in matters of secondary doctrine. Rather we encourage full academic freedom for students and faculty within the bounds of the Student Conduct and Statement of Faith respectively. In the event that faculty act outside of what would be appropriate, every effort will be made to promote personal growth and discipleship; if such is not possible, disciplinary action will commence with options for appeal.

FACULTY GRIEVANCE POLICY AND PROCEDURE

If a faculty member is dissatisfied with aspect of their employment and believes that an employment policy or practice has been administered incorrectly, NCF expects that they will first follow the Biblical principle of addressing in love and humility the one who has wronged them directly (Matthew 18) in an effort to strive for peace with everyone (Hebrews 12:14). If this action does not resolve the issue, the faculty may pursue the internal grievance policy.

The grievance policy provides three steps towards seeking resolution.

- (1) The faculty may submit his/her grievance in writing to the Dean of the College. In this statement, the faculty member should include what resolution of the grievance that they seek.
- (2) If resolution is still not satisfied, the faculty should submit the written grievance to the Dean's Cabinet.
- (3) Finally, if this situation is still not resolved the Chairman of the Board with two board members (with sole authority) will receive grievance and make final decision on the matter.

All information necessary to proper resolution of the matter must be disclosed. Anyone involved in the grievance process is expected to follow procedures that are sensitive to the interest of the persons involved as well as the interest of the college. Documentation will be maintained by the Office of the President.

Student Services

STUDENT GRIEVANCE POLICY

If students believe they have been wronged by a fellow student, faculty, or staff member in a way that should not be overlooked, the college expects that they will first follow the Biblical principle of directly addressing in love and humility the one who has wronged them (Matthew 18) in an effort to strive for peace with everyone (Hebrews 12:14). If this action is not satisfactory, the students may contact the Dean of the College.

If in the case of official student disciplinary action from New College Franklin a student believes they have wrongfully received disciplinary action, they must submit a written petition explaining the grievance in full to the Dean of the College. The Dean and two other faculty members will review the petition within 5 days and decide what action, if any, should be taken. The Dean can be reached by office appointment or through the following contact info: New College Franklin, Attn: Dean, P.O. Box 1575, Franklin, TN 37065; Phone: 615-815-8360.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830. Telephone: 615-741-5293.

Formal Complaints will be maintained by the Office of the President and made available to accreditors upon request.

REFUND & WITHDRAW POLICY

New College Franklin offers refunds to students who withdraw or are dismissed according to the following schedule of refund rates. If a course is cancelled for any reason students will receive a 100% refund. Students withdrawing from a course or from New College Franklin must notify the Registrar in writing. Receipt of a written withdrawal will constitute the **official** withdrawal date.

This refund policy applies to students paying tuition in total or by the tuition payment plan based on the **official** withdrawal date:

Withdrawal on or before the first day of the Michaelmas Term in August: **100% Refund**

Withdrawal before the third week of the Michaelmas Term: **75% Refund**

Withdrawal on or before the last day of the Yuletide Term in December: **25% Refund**

Withdrawal after the last day of the Yuletide Term: **0% Refund**

Tuition refunds are calculated from the tuition paid to the date of withdrawal minus a \$100 administrative fee.

GOOD ACADEMIC STANDING

The determination of good academic standing is made at the end of each term. A student is in good academic standing when all the following conditions are met:

- the student's cumulative GPA is 2.0 or above;
- the student has a minimum of 2.0 term GPA;
- the student received passing grades in all courses during the term.

SATISFACTORY PROGRESS

Students receiving an F in a course will not receive credit for that course. Students may retake that course or another course they have not previously taken in the same discipline field to receive the required credits for the discipline field. Students receiving an F in one or more courses in a term are not making satisfactory progress and will be placed on academic probation.

ACADEMIC PROBATION

Students failing to meet one or more of the requirements for good academic standing will be placed on academic probation. Students placed on academic probation are subject to special accountability measures as deemed appropriate by the Dean of the College, the Dean of Academics, and the professors. A decreased course load may be necessary to allow the student to regain good academic standing and be removed from academic probation. To be removed from academic probation, a student must maintain a minimum 2.0 term GPA and pass all classes for two consecutive terms. Any student placed on academic probation will sign a Statement of Academic Probation detailing the reason the student is being placed on academic probation, the specific terms of the probation, the standard conditions for removal from academic probation, as well as any special conditions attached to the probation. A signed copy of this document will be placed in the student's file.

CODE OF ETHICS

New College has adopted a Code of Ethics that highlights important aspects of the Christian life and our commitment to God and to one another. We believe that the Christian life by faith through grace involves the whole man and hence every aspect of New College. Because of this our Code of Ethics is holistic. We believe that academics are not separate from faithfully living in community, faithfully worshipping and faithfully seeking the Lord God. In other words, the way to wisdom and knowledge is not outside of personal holiness and life in the Church. Furthermore, we believe that our highest standard for life is Christ himself. Following him *is* our ethic, and no list of extra Biblical rules and regulations will replace the work of the Holy Spirit in our lives making us disciples of Christ Jesus. Our hope is that all members of the New College community, faculty, and students alike, will follow Christ avoiding legalism.

Personal Holiness

Personal holiness begins by acknowledging the Creator, seeking to honor the Lord in all that we think, say, and do (Deut. 26:17). As God's beloved chosen ones and holy children, we should put on kindness, humility, meekness, patience, and, above all, love, seeking the peace of Christ (Col. 3:12-15). Christians are called submit to the authority of God's grace and His commands (2 Tim. 3:16-17) so that through grace we cultivate the fruits of the Spirit in our lives: love, joy, peace, patience, gentleness, faithfulness, meekness, and self-control (Eph. 5:8-21).

New College expects students will submit to all the appropriate ecclesiastical authorities (Titus 2:1-15) and will regularly attend a local Church, making worship, discipleship and spiritual growth central to their lives (Gal. 2:20). Our hope is that New College will be a community of faithful ambassadors of Christ and His Church locally and abroad and in every sphere of life (Matt. 28:19-20).

Students should endeavor to honor and respect the time, work, and feelings of each other as well as faculty and staff (Rom. 12:9-18) and seek to model honesty, integrity, kindness, and modesty in all relationships (Phil. 2:3-7). New College should be a community of peace (Eph. 4:1-6). In areas of Christian liberty, we encourage students to apply Biblical principles (Gal. 5:13-14; 1 Pet. 2:13-16). Moreover, students should walk by the Spirit not gratifying the flesh through sins such as sexual immorality, impurity, hatred, anger, rivalries, drunkenness, etc (Gal. 5:16-24).

Statement on Doctrine

New College is committed to examining the Scriptures above all authorities in matters of doctrine. We believe that the early church councils, creeds and confessions are an accurate summary of Biblical doctrine. Moreover, New College is also Reformed, meaning that we are gratefully rooted in the doctrines of sovereign grace as articulated in the solas of the Reformation: Sola Scriptura, Sola Fide, Sola Gratia, and Sola Deo Gloria (see “Theological Perspective” above). These doctrines are at the core of New College, and yet we do not require students to profess these doctrines or violate their consciences. New College seeks to foster open conversation and debate in love over all matters of doctrine within the confines of historic orthodox Christianity. While allowing liberty in matters of doctrine, we do expect students will not actively promote doctrines contrary to New College’s doctrine. Students must be teachable, showing respect to one another and to their instructors (Heb. 13:1).

Academic Integrity

New College students are expected to complete their studies with diligence and integrity (Eph. 5:8-17), willingly seeking to learn and complete whatever is true, honorable, and just (Phil. 4:8-9). Students are expected to be truthful and honest in all areas of the College life. Dishonesty, alteration of documents, plagiarism, misrepresentation, or misappropriation of any sort, intentional or otherwise, may be grounds for disciplinary action by the instructor and the administration. These offenses may be grounds for dismissal from New College.

Student Pledge

All students must sign the following pledge. Signing below indicates that students have read, understood, and pledged to comply with the New College Code of Ethics.

- I. As a student of New College Franklin and of my own volition, I pledge to uphold the New College Code of Ethics to the best of my ability recognizing that in word and deed I represent the Lord Jesus Christ before all mankind.
- II. I therefore affirm my personal and covenantal commitment to uphold these Christian responsibilities outlined in the Code of Ethic—realizing that I will be able to enjoy the privileges of attending New College Franklin only so long as I fully maintain this commitment—by the bounteous grace and according to the merciful providence of God the Father, Son, and Holy Spirit.

DISCIPLINARY PROCESS

Students in violation of the Code of Ethics will be called to appear before the Dean’s Cabinet. The Dean’s Cabinet will investigate any accusations, supporting evidence, denial, or any other pertinent information. The Dean’s Cabinet may assign the student one of the following three options:

- I. *Probation*
Probation is a serious warning that a student is in danger of not completing his studies at New College Franklin. A student is placed on probation because of a failure to uphold the Code of Ethics. Terms of probation may be assigned as benchmarks to verify the student is able to uphold the Code of Ethics. Failure to meet the terms of probation may result in suspension or dismissal from New College Franklin.
- II. *Suspension*
Suspension is probation including the loss of privilege to attend any classes or other official college activities for a set period of time. If it is necessary to form a disciplinary committee, faculty may be requested to serve on this committee.
- III. *Dismissal*

Dismissal means that a student is no longer registered at the College, and that he must reapply to return to New College. If a student fails to meet the terms of probation and/or suspension, the Dean's Cabinet will make the decision to dismiss the student in consultation with the Board of Trustees.

Students who are dismissed from the institution may re-apply after one year of absence. Upon re-application, they will be expected to demonstrate that they are willing and eager to live within the academic and social guidelines of the college.

TRANSFER CREDITS TO NEW COLLEGE FRANKLIN

Because of the unique nature of New College Franklin's curriculum, nearly every student enters as a freshman. However, if a student seeks to gain transfer credits from a similar program, he must adhere to the following requirements:

- Students seeking to gain credit towards graduation at New College Franklin from coursework completed at other institutions must first be accepted to New College Franklin before the transfer credits will be considered. Once a student is accepted, the Dean and other faculty will form a committee to evaluate all courses taken or attempted and all grades received at accredited and non-accredited post-secondary institutions.
- New College Franklin reserves all rights to accept or deny credits for transfer coursework from other institutions. The key factor New College Franklin seeks in accepting or denying transfer coursework is the student's proficiency, knowledge, and skills gained in the coursework at other institutions. Additionally, New College Franklin carefully evaluates the pedagogical methods employed at other institutions to ensure that the student is prepared for the interdisciplinary and unified approach in all academics at New College Franklin. We also reserve the right in some cases to accept transfer coursework contingent on the student maintaining a 2.00 G.P.A. in all courses for at least two terms. All such equivalencies, transfer credits, and academic conditions are recorded on the students' permanent record after they have matriculated.
- Credits for transfer must be presented to New College Franklin in an official transcript sent directly from the institution.
- No more than 60 transfer credits may count towards the required 122 credits to graduate with the Bachelor of Arts degree.
- Transfer credits are not counted towards the students' final academic standing (grade point average).

New College Franklin has articulation agreements with the following programs and institutions to reward students for substantive learning experiences that fall outside the modern definition of college credit: The Center for Western Studies, Church History Where It Happened and Oxford Creative Writing Master Class.

The Dean of Academics is responsible for approving transfer of credit to New College Franklin. For any credits that are denied transfer, students may request rationale and provide additional information to support their request for transfer of credits.

TRANSFER CREDITS FROM NEW COLLEGE FRANKLIN TO OTHER COLLEGES

New College Franklin is a special purpose institution. That purpose is to disciple students through the liberal arts for wisdom and missional living. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Accreditation of any sort is no guarantee of transferability.

RECRUITING

The Office of Admissions is responsible for assuring compliance with admissions policies and ensuring those who recruit accurately reflect the nature and programs of New College Franklin.

Financial Policies

CONFLICT OF INTEREST IN INVESTMENT POLICIES

Investments of the institution shall not be made with individuals or organizations under the control of a member(s) of the Board of Trustees or the Administration.

ANNUAL AUDIT

On an annual basis, the fiscal reports of New College Franklin shall undergo an independent audit. In general, the audit should be conducted in July and August in order to close out the last fiscal year. The audit will be conducted with the generally accepted accounting principles (GAAP) and federal guidelines.

BUDGET COMMITTEE

The Budget Committee of New College Franklin shall consist of the President (chair), Chief Financial Officer, and Executive VP. At the President's discretion, additional members may be invited for specific purposes. The budget committee shall meet a minimum of once per month. It is responsible for the development of the budget, the approval of purchases above \$200, and the verification of financial integrity and stability throughout the year.

FUNDRAISING POLICIES

- All funds raised for the institution must be documented and recorded according to legal requirements.
- Donated funds must remain under the control of the institution in an institutionally controlled bank account.
- Donations made for specific purposes (restricted funds) must be used only for the intended purposes. At no time shall restricted funds be used or borrowed for other purposes.
- All fundraising must accurately reflect the intentions, needs, and goals of the institution.

DEFAULT POLICY

New College Franklin does not participate in Title IV or other federal or state funding programs and is therefore not required to meet the Default Policy.

Facilities & Equipment

USE OF FACILITIES

New College Franklin operates in the Cornerstone Presbyterian Church, with offices and classrooms on the third floor and in the chapel. The facilities are generally open from 7:00am until 5:00pm weekdays and students are invited to use the facilities during these hours.

ADA COMPLIANCE

ADA compliant bathrooms are available on each floor, and ramps are available to the main floor of the facility. Each floor has a minimum of two exits which are clearly marked and accessible according to local fire code regulations. Applicants with disabilities are encouraged to visit campus, and the college will make adjustments as it is able to serve these individuals.

USE OF EQUIPMENT

Basic classroom and educational learning supplies are available in the college office. In addition, a printer and copier are available for student use.