



New College Franklin
Policies and Procedures Handbook
2020-2021

POLICIES AND PROCEDURES HANDBOOK
New College Franklin

March 2020

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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 to nine member Board of Trustees that oversees the philosophy, mission, objectives, policies, programs and personnel of the college.

THE LOCAL CHURCH

Under the Lordship of Jesus Christ, New College Franklin disciples students through the liberal arts for wisdom, virtue, and service. 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.

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.

ACCREDITATION

In February 2019, NCF received conditional approval of its application to the Transnational Association of Christian Colleges and Schools (TRACS) and expects to host a site visit with TRACS in August 2019. Please note that while we are in the process of accreditation and hope to receive candidacy status prior to graduation 2020, that status has not yet been earned. This statement will be updated, as appropriate, in the catalog, other publications, and online.

MISSION, VISION, AND OBJECTIVES

MISSION STATEMENT

Under the Lordship of Jesus Christ, New College Franklin disciples students through the liberal arts for wisdom, virtue, and service.

INSTITUTIONAL OBJECTIVES

Wisdom | Fear of the Lord is the beginning of wisdom; therefore, the community of New College Franklin submits all learning, knowledge, institutional practice, and identity to the Lordship of Christ by analyzing all human knowledge through the framework of the Word of God and humbling ourselves before the Word.

Virtue | New College Franklin promotes a vibrant intellectual life that cherishes the liberal arts, academic rigor, and practical relevance by means of discussion-based learning which emphasizes reasoned and affective integration and application. New College Franklin focuses on the students' whole development—educating the heart, soul, and mind for growth and maturity in faith and understanding.

Service | New College Franklin seeks to develop within students and the collegiate community the desire and practice of honoring God and of living out in service what is learned in the classroom as fruitful members of a local church and community. Students enter here into the practice of Christian service, embracing their various roles and vocations for a lifetime of service here, at home, and unto the ends of the earth.

PROGRAM OBJECTIVES

1 | Students will investigate the sovereign plan of God as executed in the progression of ideas and literature throughout major epochs of history and develop an appreciation of the past and its impact on present reality and future trends. (Moral Philosophy)

2 | Students will broaden their understanding of God through His works which display his beauty, order and wisdom, particularly through number, by investigating the nature of number (arithmetic), number in shape (Geometry), number in time (Harmonia), and number in space and time (Cosmology). (Quadrivium)

3 | Students will engage in the process of academic discovery, to value the deep and complex relationship between word and deed and construct meaningful conversations that are critical and creative, clearly communicated, and formulated with integrity. (Trivium)

4 | Students will examine and articulate the overarching plan of God revealed through His Word, translate and interpret the Word of God from the original Greek, and analyze and apply theology as handed down from the historic tradition. (Theology)

5 | Students will engage the complex relationship between faith, learning, and practice by refining skills in artistic and musical expression, exploring practical application of knowledge in Preceptorial classes, and demonstrating personal development in projects or internships. (Applied)

THEOLOGICAL PERSPECTIVE

New College Franklin exists to glorify our Triune God and enjoy communion with Him forever. We believe that God has spoken supremely in our Lord Jesus Christ and in Holy Scripture teaching us to trust in the sovereign, eternal, just, and merciful decrees of the Father, the atoning life, death, and resurrection of Jesus, and the work of the Holy Spirit as our ongoing Counselor, Guide, Equipper and Friend. These fundamental Trinitarian truths define us first and foremost as mere Christians.

Moreover, we are orthodox Christians. We are grateful heirs of the historic Christian Church and of the pioneers and patriarchs of faith who gave us the creeds and the early Church councils: The Apostles Creed, The Nicene Creed and the Definition of Chalcedon. Thus, we continue to be linked with that historic line of faithfulness as it has continued, uninterrupted, across the centuries.

In following this historic line of faithfulness New College Franklin holds to confessions of faith, such as the Westminster Confession of Faith, the Heidelberg Catechism, the Belgic Confession, and the Canons of Dort. We believe that these confessions best articulate orthodox Christian doctrine revealed in the Holy Scriptures. New College Franklin stands in this rich confessional Protestant tradition manifested through a living faith. Because sound theology is inseparable from holiness, we believe that the fruits of the Spirit, and service in word and deed are essential marks of true theology. Indeed, these out workings of faith are more than the result of our theological perspective, they are essential to our theological perspective. As our motto, Wisdom, Discipleship, Mission, proclaims, godliness exists in word and deed. Beloved, let us love one another, for love is from God, and whoever loves has been born of God and knows God. (I John 4:7)

All faculty, part-time and full-time, and the Board of Trustees must pledge in writing their commitment to uphold the statement of faith below. Students are not required to pledge their assent to these doctrines.

STATEMENT OF FAITH

TRINITY

We believe in one, true and living God, infinite in being and holy perfection, immutable, eternal, and incomprehensible. In Him is all life, glory, and goodness for He alone is in Himself all-sufficient. In the unity of the Godhead there are three persons, of one substance, power, and eternity: God the Father, God the Son, and God the Holy Spirit.

INCARNATION

Christ, the Son of God, is of one substance and equal with the Father. He was conceived by the Holy Ghost of the Virgin Mary and took on flesh yet without sin, being in two whole, perfect and distinct natures, one person, fully God and fully man.

HOLY SCRIPTURE

We hold Scripture as our highest authority. We believe that God's inerrant, infallible, and inspired Word, the Bible—including the Old and New Testaments—is altogether sufficient as our guide for life, practice, and godliness. As a people we are committed to read it, study it, sing it, pray it, teach it, preach it, obey it, and practice it.

CREATION

Not of any necessity, but of His own pleasure, in the beginning God created the heavens and the earth. All things were created out of nothing in the span of six days, all very good. We believe that science and theology are compatible disciplines that both must operate under the authority of the Holy Scriptures.

FALL

Adam, our federal head, fell from original righteousness by disobeying God, and sin entered the whole world. In choosing rebellion and lawless separation from God, our first parents became dead in sin, and their original sin is passed on to all mankind.

SALVATION

Our loving and merciful Father has called a numberless elect out of spiritual death in Adam into eternal salvation and life in Christ. Those whom He effectually called are united to Christ's death, burial and resurrection by no work of their own but by God's free gift.

COVENANT

God's elect, united in Christ, are His children, and He is a gracious, loving Father. God's children, moved by the proclamation of the gospel, are gathered together as the visible and invisible catholic Church.

ESCHATOLOGY

As Christ bore God's love to the world, so Christ's Church bears the gospel unto the farthest corners of the world. God works through the Church to preach and to embody the gospel, and we long for the day that "the earth will be filled with the knowledge and glory of the Lord as the waters cover the sea." Habakkuk 2:14

Board Policies

GENERAL POWERS AND DUTIES.

The business and affairs of the Corporation shall be supervised by its Board of Trustees, which shall exercise in the name of and on behalf of the Corporation all of the rights and privileges legally exercisable by the Corporation as a corporate entity, except as may otherwise be provided by law, the Charter, or these Bylaws. The powers of the Board of Trustees shall include, but not be limited to the following:

- a. To adopt or change the name of the College.
- b. To adopt and use a corporate seal.
- c. To approve the educational curricula and programs of the College.
- d. To approve all College policies and publications annually.
- e. To review and approve the College's Strategic Plan.
- f. To review and approve the College's mission statement, purpose, objectives and educational philosophy annually.
- g. To approve all institutional change requests made to accreditation or regulatory agencies.
- h. To annually evaluate the effectiveness of its own function.
- i. To provide orientation for its new members.
- j. To grant diplomas, certificates or degrees.
- k. To fix and determine tuition rates and other fees to be paid by students.
- l. To approve the administrative structure and personnel organization of the College.
- m. To appoint, employ, establish qualifications and fix the compensation and term of the chief executive officer, chief academic officer, secretary or any other officer, employee or agent of the Corporation.
- n. To establish a fundraising campaign including the acceptance and rejection of any contribution.
- o. To receive, administer and distribute property on behalf of the Corporation in accordance with the provisions set forth in Article II of these Bylaws.
- p. To adopt an annual plan of financial operation for the entire College.
- q. To review an annual audit of the accounts of the College to ensure effective financial management, propriety of financial transactions and full disclosure of fiscal activities of the College to appropriate parties.
- r. To serve as advocates for the College in appropriate matters of public policy in consult with the Chief Executive Officer, and other responsible parties as the Board shall determine in its sole discretion.
- s. To maintain minutes of all meetings of the Board, the Executive Board, and board appointed committees.

CONFLICT OF INTEREST

Section 11.1 General. A conflict of interest transaction is a transaction with the Corporation in which a trustee or officer of the Corporation has a direct or indirect interest. A trustee or officer of the Corporation has an indirect interest in a transaction if, but not only if, a party to the transaction in another entity in which the trustee or officer has a material interest, or of which the trustee or officer is a general partner, trustee, officer or director. A conflict of interest transaction is not voidable or the basis for imposing liability on the trustee or officer if the transaction was fair at the time it was entered into, or if the transaction is approved as provided in Section 11.4.

Section 11.2 Declaration. Annually, each member of the Board of Trustees shall complete a ‘Conflict of Interest Form,’ declaring corporate or business management, leadership, and/or interests that could that could be engaged by the organization or could constitute a conflict of interest. This form shall, at a minimum, include 1) any business owned or managed by the Board member; 2) any educational organization to which the board member belongs, and his or her position within the organization; 2) any for-profit organization, not previously mentioned, to which the board member belongs and his or her position within the organization; and, 3) any non-profit or not-for-profit organization, not previously mentioned, to which the board member belongs and his or her position within the organization.

Section 11.3 Enforcement. The secretary of the Board shall maintain completed ‘Conflict of Interest Forms,’ and review all potential agreements/contracts to identify potential conflicts of interest. In the event that a potential conflict of interest is discovered, all members of the Board shall be notified, and if appropriate according to 11.4, beneficial to the organization, and agreed upon by the Board, shall be approved.

Section 11.4 Manner of Approval. A transaction in which a trustee or officer of the Corporation has a conflict of interest may be approved if:

- A. The material facts of the transaction and the interest of the trustee or officer were disclosed or known to the Board of Trustees, or to a committee consisting entirely of members of the Board of Trustees, and the Board of Trustees or such committee authorized, approved or ratified the transaction; or
- B. Approval is obtained from the Attorney General of the State of Tennessee, or from a court of record having equity jurisdiction in an action in which the Attorney General is joined as a party.

EXEMPT STATUS

The Corporation has been organized and will be operated exclusively for exempt purposes within the meaning of I.R.C. § 501(c)(3) and, as such, will be exempt from taxation under I.R.C. § 501(a). Any provision of these Bylaws or of the Charter which would in any manner adversely effect the Corporation's tax exempt status shall be void and shall be deleted or modified as necessary to comply with all applicable federal and state requirements for the maintenance of the Corporation's tax exempt status.

REPORTING OF BOARD APPROVAL AND MINUTES

Minutes of each board meeting are to be maintained by the Board Secretary and submitted to the President for archival purposes. At the bottom of the minutes, specific action points and policy changes will be clearly identified. For example:

ACTION POINTS:

1. Mr. _____, member of the board, will connect with two of his friends who may be willing to give large gifts to the institution.
2. The Dean of Academics will evaluate and report on the effectiveness of our scholarship process.

POLICY CHANGES:

1. The Board has approved the Academic Catalog 2019–20 and Student Handbook 2019–20 as submitted.”

Institution-Wide 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

INTEGRITY, TRANSPARENCY, AND WHISTLEBLOWER POLICY:

New College Franklin seeks to ensure it operates with integrity and represents itself accurately and honestly to students, the public, and all state, federal, or accreditation agencies. All members of the institution are required to accurately and honestly describe NCF in all communication and conduct.

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.

RECRUITING

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

PUBLIC INFORMATION

The Dean of Academics must ensure that the following information is available to students and the public in the catalog and website (as a minimum):

- Academic Calendar
- Grading Policies
- Refund Policies
- Admissions Policies
- Program Requirements
- Tuition and Fees

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 spring semester, 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 semester, 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.

SEXUAL HARASSMENT/MISCONDUCT POLICY

New College Franklin, Inc. prohibits sexual harassment of its students and employees (i.e., faculty and staff) and applicants for employment by any student, employee, non-employee or applicant. Such conduct may result in disciplinary action up to and including expulsion or dismissal. This policy covers all students and employees. The college will not tolerate, condone, or allow sexual harassment, whether engaged in by students, fellows, staff, or faculty, supervisors, administrators, associates, or other non-employees who conduct business with the college.

All faculty are expected to conduct their life in accordance with New College Franklin's statement of faith and code of conduct. Toleration of sexual harassment within the New College Franklin community shall not be permitted by the guidelines set forth for this Christian education community.

Faculty should consciously endeavor to honor and respect every members of the college community as their brothers and sisters in Christ, who are created and given value by their creator (Gen. 1:26-27; Rom. 12:9-18) and for whom Jesus died on their behalf for their salvation (Mk. 10:45). Faculty shall commit to follow model honesty, integrity, kindness, and modesty in all relationships (Phil. 2:3-7). Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- submission to, or rejection of, such conduct is used as the basis for grades, promotions or other academic records and/or employment decisions;
- the conduct unreasonably interferes with an individual's study or job performance or creates an intimidating, hostile or offensive work and study environment.

New College Franklin employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, color, national and ethnic origin in the administration of the College's educational policies, admissions policies or any other school-administered programs.

No manager or supervisor shall threaten or imply that a student or employee's refusal to submit to sexual advances will adversely effect that person's grades, employment, compensation, advancement, assigned duties, or any other term or condition of student status, employment, or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Students and employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to the Dean of the College. If the Dean of the College is the cause of the offending conduct, the student or employee may report this matter directly to the Dean of the Chapel or the Academic Dean. All complaints will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any student, faculty member, administrator, or employee of the College who, after appropriate investigation, is found to have engaged in sexual harassment of another student or employee will be subject to disciplinary action, up to and including discharge.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the Chairman and Secretary of the Board of Trustees of New College Franklin.

New College Franklin will not in any way retaliate against any individual who makes a report of sexual harassment nor permit any student or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

While Sexual Harassment violates the ethics of NCF, it should also be noted that it violates federal law (Title VII of the 1964 Civil Rights Act, as amended). This law not only prohibits sexual harassment, it also deems certain employers responsible for preventing and stopping sexual harassment that occurs on the job.

Title VII applies to private and most public employers, labor organizations, employment agencies, and joint employer-union apprenticeship programs with 15 or more employees.

Title VII makes employers liable to prevent and stop sexual harassment of **employees**. Under Title VII, covered employers must: (1) take reasonable care to prevent sexual harassment; (2) take reasonable care to promptly correct sexual harassment that has occurred.

ADMINISTRATIVE LEAVE POLICY

If a serious and significant allegation of criminal action or inappropriate behavior (including sexual harassment) is made against an employee of New College Franklin, the President or Chair of the Board may place the employee on Administrative Leave with pay. This policy does not imply the guilt or innocence of the employee but separates the employee from the institution for a time of investigation by the President, Board, potential Third-Party person(s)/organizations, and legal authorities, as appropriate.

Administrative Leave begins immediately upon notification and may last up to 30 days (with exceptions provided below) during which the employee will be paid but may not return to campus or contact any individuals involved in the allegation. Only the President or Chair of the Board can initiate Administrative Leave; however, a designate may inform the employee in person of the decision if neither the President or Chair are immediately and personally available.

If, after appropriate investigation, the employee is cleared of wrong-doing, the President (or Chair of the Board) may terminate Administrative Leave and reinstate the employee, giving both written and in-person notification.

If, in the course of the investigation, sufficient evidence requires the termination of the employee, the President (or designate) will make written and in-person notification, and Administrative Leave (and salary) will be terminated.

If, at the end of 30 days, insufficient evidence exists to either clear the employee or terminate him/her, the Board must meet and determine if additional Administrative Leave time is appropriate. The Board will set the terms within the following three options:

1. Additional Administrative Leave (with pay, with specified timeframe);
2. Additional Administrative Leave (unpaid, with specified timeframe); or,
3. Termination.

TERMINATION THRESHOLD FOR ACCUSATIONS OF CRIMINAL OR SEXUAL MISCONDUCT

The legal standard for conviction in a criminal case is “beyond a reasonable doubt,” however, in civil trials, the threshold for guilt can be as accessible as “the preponderance of the evidence.” Termination for these behaviors does not necessarily imply evidence was strong enough for a criminal conviction, but it does suggest that significant evidence presented leads to the likelihood that the criminal behavior/sexual misconduct occurred.

It is under this standard, “the preponderance of the evidence,” that decisions of termination will be decided by the President and Board of Trustees. All employees of NCF must act in a way that is above reproach so as to positively represent the Lord and this college.

Admissions Policies

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. Generally, New College Franklin only admits students for the fall semester.

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, high school 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

High school juniors and seniors have the opportunity to take courses at New College Franklin prior to their high school graduation. Students who seek this opportunity must submit a *Dual Credit Application for High School Students* and a *Parent/Legal Guardian Permission for Minor Student to Attend Form*. In addition, the student must be at least 15 years old and may take no more than two classes or six credits per semester (whichever is greater). Students may earn no more than 30 credit hours for dual credit.

Courses for dual credit are only offered in the classroom, and dual credit students will be required to attend class as are all NCF students.

Typically, course offerings for dual credit students will be the same as for our traditional students; dual credit students will enroll and participate along traditional students in the same classroom at the same time. All learning resources and academic support available to traditional students are available to dual credit students. Since dual credit students join traditional students in the classroom, dual credit students will be assessed in the same way as all NCF students.

Dual credit students will be charged \$150/credit hour, and, with the exception of the \$35 application fee, all other fees will be waived. The code of ethics and all other policies apply to dual credit students as well as traditional full-time or part-time students.

Upon high school graduation, students who wish to continue studies at NCF will be required to submit a *Transition to Full Time Student Application* and will be required to meet all the fiscal and academic expectations required of all students.

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 semester. 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.

Transfer Credits

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, virtue, and service. 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.

Academic Policies

STUDENT ATTENDANCE POLICY

We expect students to participate in the activities of a course in order to receive credit for that course, yet we also recognize that life events sometimes prevent attendance. Students should expect missed classes to adversely effect their achievement in the course. Students may miss the equivalent of one week per 8-week term, or two weeks per semester. For example, students in a semester-long class that meets twice a week can miss up to four classes without direct negative consequences.

Instructors have two options to determine attendance compliance. This must be noted in the course syllabus.

1. In classes where participation grades are given, if a student is absent from class, he or she will not receive participation credit for that day. Students will receive a “0” participation grade for the classes in excess of the allotted amount except for extraordinary (hospital stay, death of close family member, etc.) circumstances. In such cases, the instructor will exercise his discretion in allowing students to submit assignments.

2. In classes where participation grades are not given or if the professor prefers this option, students who miss more than the allotted number of absences will have their final grade lowered by 2 points for each absence in excess.

A tardy is defined as arrival after the start of class up to 30 minutes late. Three (3) tardy arrivals will result in an absence, and, if applicable, a “0” for participation on that third date of tardiness. Students who arrive more than 30 minutes late will be counted absent.

LATE WORK

The following is the strictest allowable policy. Faculty 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, students must make arrangements with their professor before the day the assignment is due regarding the submission of the assignment. If unforeseeable circumstances prevent students from submitting a completed assignment on time, the student must notify the professor that he/she will not be present to submit the assignment. In such a case, the student must notify the professor before the assignment is due using the means of communication specified in the syllabus. If the student has access to a computer and internet, and the assignment is transferable electronically, he/she must submit the assignment electronically before the assignment is due in class. If the assignment is not transferable electronically, the student must make arrangements with the 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.’”

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 August 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.

SEMESTER GRADE 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. Semester grades are finalized within a week of the end of each semester and students may access their grades in *Populi*.

| Mark | Percentages | Grade Points |
|------|-------------|--------------|
| A | 94-100 | 4.00 |
| A- | 90-93 | 3.70 |
| B+ | 86-89 | 3.30 |
| B | 83-85 | 3.00 |
| B- | 80-82 | 2.70 |
| C+ | 76-79 | 2.30 |
| C | 73-75 | 2.00 |
| C- | 70-72 | 1.70 |
| D+ | 66-69 | 1.53 |
| D | 63-65 | 1.30 |
| D- | 60-62 | 1.00 |
| F | 0-59 | 0.00 |

GOOD ACADEMIC STANDING

Satisfactory Academic Progress is the minimum threshold required for students to be considered in Good Academic Standing. The determination of satisfactory academic progress is made at the end of each semester. A student meets Satisfactory Academic Progress (SAP) when both of the following conditions are met:

1. the student's cumulative GPA is 2.0 or above, and
2. the student has successfully passed at least two-thirds of all attempted hours at NCF (not including transfer credits).

ACADEMIC PROBATION

Students who fail to meet one or both of the requirements for Satisfactory Academic Progress will be placed on Academic Probation for the following one semester. *Terms of Probation* include (but may not be limited to) the following and will be specified in a letter sent to the student via the student's official college email address:

1. monthly meetings with the Academic Dean or President to discuss academic progress;
2. a maximum credit load per semester of 16 credits;
3. a semester GPA of 2.0.

If, at the end of the semester in probation, the student has met the terms of probation AND has met the terms of Satisfactory Academic Progress, he/she will be removed from probation and given all privileges of a student in good academic standing.

If, at the end of the semester on probation, the student HAS met the terms of Probation but HAS NOT met the terms of Satisfactory Academic Progress, he/she will be given one more semester of probation. At the end of the second semester of probation, the student must meet both the terms of Probation and Satisfactory Academic Progress. If the student fails to meet both standards, he/she will be placed on suspension status for the following semester.

If at the end of the semester on probation, the student has not met the terms of probation OR the terms of Satisfactory Academic Progress, he/she will be placed on suspension status for the following semester.

ACADEMIC SUSPENSION/EXPULSION

Students on Academic Suspension will not be permitted to participate in any non-public activity of the institution throughout the duration of the semester and until the start of the next semester activities. The student may return to studies at NCF but will return in a probationary status according to the terms above. If the student is unable to meet the terms of probation AND the terms of Satisfactory Academic Progress by the end of the first semester back after a suspension, he/she will be expelled from NCF. Students who have been expelled may apply for readmittance after a one-year period following the expulsion.

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.

ASSESSMENT

At New College Franklin, we value the assessment process that allows us to review our strengths and weaknesses to provide expanding opportunities and improvements for our students, faculty, resources, etc.

Assessment is coordinated by the Dean of Academics and includes all aspects of the institution. In each assessment, participants are urged to speak truthfully and openly about their experiences, for only in this honest, open expression can we truly improve the experience at NCF.

Each semester, analysis of this assessment data is compiled into a report and placed on the website for public dissemination.

Assessment includes, but is not limited to:

- Student surveys of class experiences;
- Student surveys of student life experiences;
- Alumni and community surveys of NCF experiences;
- Faculty peer evaluations;
- Evaluations of all personnel;
- Reviews of policies, publications, and materials; and,
- Reviews of facilities, health/safety, equipment, learning resources.

STUDENT ACHIEVEMENT

The most current assessment information must be made available on the college website annually by October 1st under the 'Documents' tab, and in the Academic Catalog according to accreditation standards. Below is an example of analysis of graduation, retention rates, and placement rates concluding the fall of 2018. This format, or an extended version of it must always be available.

NCF first offered classes in the fall 2009 and has maintained a graduation rate of between 50-83%. In addition, the retention rate since 2015 (who have not yet reached the end of their program) ranges between 75-89%. This indicates healthy graduation and retention rates.

| Class Entering: | Graduation Rates | Retention Rates* |
|------------------------|-------------------------|-------------------------|
| 2009 | 82% | |
| 2010 | 86% | |
| 2011 | 50% | |
| 2012 | 83% | |
| 2013 | 63% | |
| 2014 | 50% | |
| 2015 | | 75% |
| 2016 | | 80% |
| 2017 | | 89%** |

*retention rates are calculated based on those who are still attending.

**calculated and updated 9/2018

Of the graduates of New College Franklin, nearly every student began employment or further education within six months of graduation (a few students have not reconnected with NCF after graduation). The following is a breakdown by class:

| GRADUATES OF CLASS | EMPLOYMENT | HOMEMAKER | ADDITIONAL SCHOOLING | UNKNOWN |
|--------------------|------------|-----------|----------------------|---------|
| 2011 | 100% | - | - | - |
| 2012 | 100% | - | - | - |
| 2013 | 50% | - | - | 50% |
| 2014 | 50% | - | 33% | 16.7% |
| 2015 | 75% | 25% | - | - |
| 2016 | 75% | - | 25% | - |
| 2017 | 67% | 16.7% | 16.7% | - |
| 2018 | 75% | - | 25% | - |

STATEMENT ON ACADEMIC FREEDOM

Students at New College Franklin are not required to pledge their assent to the above doctrines of the Christian Faith. 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 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 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.

COURSE TIME MANAGEMENT

Course schedules are specifically designed to meet requirements of the definition of a credit hour; this includes the length of the class, the number of times the class meets in a given semester, and the final exam period. Although an additional day is usually built into the schedule for inclement weather, etc., every class period should be used to its fullest.

Faculty who need to cancel a class must notify the Academic Dean, and should, if possible, find an alternative for the day in question. In addition, scheduled class times must be respected. Faculty are expected to engage all students in lecture, discussion, assessment, presentations, etc., in every class period. One on one student-teacher conferences may not replace class time, and only in extremely rare circumstances should class time be used for completion of homework.

Academic Requirements

PROGRAM OF STUDY

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.

PROGRAM LENGTH & GRADUATION REQUIREMENTS

Candidates for the Bachelor of Arts must complete each of the following requirements or their approved equivalent or replacement, for a total of 122 credits completed in four years. 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

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

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 GENERAL RESPONSIBILITIES

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. Course Learning Outcomes for each course are available in the Academic Handbook and must be used in the development of courses. The Faculty member is required to provide a completed syllabus for each course to be taught for approval by the Dean of Academics no less than one month 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 any previous course syllabi and the Academic Handbook to provide requirements and guidelines in the development of the syllabus. If the Faculty member wishes to submit any substitutions or additions to course objectives or major course textbooks, 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.
 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 JOB DESCRIPTIONS

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and institutional life;
3. Teach through modeling the learning process, with proper preparation and personal interest;
4. Meet the standards of classroom etiquette and policy as described throughout the Faculty Handbook, Academic Catalog, and Code of Ethics;
5. Create, submit for approval, and implement a comprehensive and appropriate syllabus for each course, based on approved Student Learning Outcomes and the Course Description;
6. Uphold all faculty guidelines regarding classroom time, student workload requirements, syllabus modification requirements, etc.;
7. Provide appropriate and timely feedback to students, including returning assignments to students within two weeks, and regularly updating Populi with grades and attendance;
8. Notify the Head of Program and/or Dean of Academics when students indicate or demonstrate they are at risk (academically, spiritually, etc.);
9. Review and incorporate assessment analysis in teaching, course design, etc.;
10. Attend and participate in faculty meetings, collegiums, prospective weekend, special events, etc.
11. Assist the Head of Program and Dean of Academics in the process of assessment and strategic planning within the division of academics and faculty;
12. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;
13. Maintain confidentiality and professional discretion with student records, student grades and coursework, disciplinary action, and internal institutional discussions;

14. Other duties as assigned by the President or Board of Trustees.

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 October 1st annually. Portfolios will contain the following:

1. Current CV
2. Transcripts from all Institutions of Higher Education
3. Copy of THEC Application
4. Agreement to Foundational Standards form for current year
5. 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.
6. 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

Every community is held together by common principles and beliefs about what is true. The New College Franklin Statement of Faith, signed and upheld by all faculty, expresses our common beliefs and our standard of truth, which is the Word. We expect faculty to earnestly pursue Christ as Truth in both word and deed; this forms the foundation for academic freedom.

We believe that freedom of belief and conscience—within the standards of the Statement of Faith—is essential to the health of college. Yet, we do not seek to burden anyone’s conscience—either students or faculty—in matters of secondary doctrine. In academic life, we embrace honest discussion of difficult, controversial, and contrasting viewpoints while resolving to evaluate all knowledge according to the Word of Truth. We therefore encourage academic freedom for students and faculty, analyzing all knowledge in humility, grounded on the Word, and within the bounds of the Statement of Faith.

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.

SICK DAYS:

New College Franklin seeks to respond with grace to employees who are sick or must care for dependents who are sick. Therefore, NCF operates on the 'honor system' and does not maintain records of employee sick days or deduct pay for missed days. However, persons who are sick should contact their supervisor as soon as possible to make the college aware of his/her absence. In the event of an extended sickness, faculty members should, if possible, seek a substitute for their class.

VACATION AND HOLIDAY POLICY:

All full-time employees of the college are expected to take vacation time each year. While no specific vacation limits are stated, employees should clear vacation time with the supervisor, choose times that would cause minimal difficulty to other employees, and ensure critical tasks are covered during such vacations.

For holidays where classes are not held, employees should check with colleagues and their supervisor to determine if attendance is important. This will likely be determined by the workload of the office or upcoming larger events.

DRESS/APPEARANCE:

Employees of the institution are expected to dress in a way that represents well both the institution and the Lord. For all office related jobs, employees are expected to maintain a minimum of business casual, and avoid anything that could be considered outlandish, immodest, or questionable by potential families or donors.

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.

WITHDRAWS

Students who withdraw after the add/drop date but before the 28th calendar day of the term or the 56th calendar day of the semester will receive a “W” on their transcripts. Students who withdraw from the course after these dates will receive either a “WP” for those who were passing the course at the time of withdraw, or a “WF” for those who were failing the course at the time of withdraw. Students who receive a “WF” will have the failing grade applied to their GPA. Students are expected to email the college office (office@newcollegefranklin.org) notifying the college of the student’s desire to withdraw, and the date of this email will serve as the official withdraw date for the class.

WITHDRAWING FROM NCF

Students who wish to completely withdraw from New College Franklin should notify the College Office (in person or by email) and complete a withdraw form (available from the Registrar). Students who withdraw prior to the add/drop date of the semester will be removed from classes without academic penalty. Students who withdraw after the add/drop date but before the 28th calendar day of an 8-week term or the 56th calendar day of the semester will receive a “W” on their transcripts. Students who withdraw from the course after these dates will receive either a “WP” for those who were passing the course at the time of withdraw, or a “WF” for those who were failing the course at the time of withdraw. Students who receive a “WF” will have the failing grade applied to their final GPA.

Students who simply fail to attend classes for 14 consecutive calendar days and fail to contact the college office will be considered withdrawn as of the 14th calendar day after the most recent attendance. Final grades and refunds will be calculated based on that date.

REFUNDS

Payments and Refunds are made based on the semester. Refunds are given based on the following schedule:

- Withdraw prior to the start of classes: 100% minus a \$100 administrative fee.
- Withdraw prior to the add/drop date: 100% minus a \$250 administrative fee.
- Withdraw prior to the 28th calendar day (4 weeks): 75% refund.
- Withdraw prior to the 42nd calendar day (6 weeks): 50% refund.
- Withdraw prior to the 56th (8 weeks) calendar day: 25% refund.
- Withdraw on or after the 57th (8+ weeks) calendar day: 0% refund.

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:

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.

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.

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.

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 Dean of Academics. 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.

CASH RESERVES POLICY

The institution must maintain a combination of cash reserves and a line of credit in excess of 10% of the budget at all times. If at any point, these funds drop below 10%, a board meeting must be called within 10 days to address the financial shortfall.

Funds given and designated/restricted by a donor for a specific purpose may not be calculated into the 10% reserves and may not be used apart from the specified purpose of those gifts.

Funds not specifically designated by a donor but established and restricted by the Board for special projects, including facility purchase or renovation, faculty endowment, etc., may not be calculated into the 10% reserves, and may not be used without approval of the Board.

Operating funds – those beyond the 10% reserves, donor designated funds, and Board restricted funds – may be held in a college savings or checking account and used/moved as appropriate and approved by the CFO, President, etc. for regular operations.

SCHOLARSHIP AND CONFLICT OF INTEREST POLICIES:

NCF offers two kinds of scholarships, academic (Scholar) and need based.

Academic scholarships are awarded to first time, full time students who apply by for admission by February 15 and meet the following minimum standards:

- High School GPA of 3.75
- SAT 1300, ACT 30 or CLT 90
- Exemplary record of awards, honors, church/community service
- Exemplary letters of recommendation
- Exemplary examples of writing

Award amounts are determined based on a rubric as follows:

| | Excellent/1 | Remarkable/2 | Distinguished/3 |
|---------------------------|-------------|--------------|-----------------|
| Awards/Honors | | | |
| Community Service Records | | | |
| Letters of Recommendation | | | |
| Writing Samples | | | |

Students who earn 10-12 points are eligible for a 50% scholarship; 7-9 points a 35% scholarship; 3-6 points a \$1000 to 20% scholarship.

Renewal: The scholarship is automatically renewed for up to four consecutive years as long as the student maintains a cumulative GPA at NCF of 3.3 or greater and remains in good standing for the BA degree. Recipients who are placed on probation or are suspended will no longer be eligible for renewal of the scholarship.

Need Based Scholarships are awarded annually to current and incoming students who complete the Financial Aid Application (available online) and demonstrate significant financial need. The Financial Aid Application and accompanying worksheet (completed by office staff) calculate the amount of monies the student will likely need to attend NCF. Scholarships are then determined based on that number, the amount of scholarship funds available, the character and work ethic of the student, and the date of submission of the financial aid application.

Students of Faculty, Staff, and Administration

Students who are children of faculty, staff, or administration may receive a tuition waiver up to the employee's percent of full-time. For example, a student of a full-time faculty member may receive a full tuition waiver; a student of a part time (at 50%) faculty member may receive a tuition waiver of 50%.

Students of employees who do not receive a full tuition waiver may apply for academic or need based scholarships, subject to the same requirements as all other applicants. Scholarship amounts awarded will be multiplied by the employee's percent of full-time. For example, a student receives a 50% waiver and earns a 50% scholarship; this student's scholarship will be reduced by 50% to 25% of the full amount; therefore, the student will receive 50% off tuition, and another 25% scholarship, requiring a tuition payment of 25%.

The following stipulations apply to these tuition waivers:

- Full time employees may have two students receive a full tuition waiver each; after two students, each additional student may receive 50% tuition waiver;
- To receive a tuition waiver, students must be under the age of 25, and meet all requirements of admission.

Conflict-of-Interest in Scholarship Award Policy

Need based scholarships at New College Franklin are designed to encourage students to attend even if personal or family finances are tight. Academic scholarships are designed to encourage excellent students to attend New College and reward them for their hard work in preparing for college.

Students who are related to members of the Board of Trustees should not be punished for their family relationships. In fact, family members who chose to attend NCF demonstrate their authentic commitment to the institution. Therefore, all applicants will be treated fairly and consistently according to the established guidelines of each. Admissions applicants must submit all materials and meet all minimum requirements before being accepted into NCF, regardless of familial relationship with members of the organization. Likewise, applicants of the Academic and/or Need Based scholarships must meet the same standards as any other individual within the organization.

To ensure transparency in scholarships awarded to family members of Trustees or Administration persons, supporting evidence for the appropriateness of each scholarship should be maintained in the student file. In addition, an excel spreadsheet of all scholarships awarded for the year should be maintained and provided to the full Board of Trustees annually in August.

IN KIND DONATIONS

In-Kind Donations are a kind of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. Gifts in kind are distinguished from gifts of cash or stock. In-kind donations are tracked and maintained in QuickBooks along with cash or other financial gifts.

SCHOLARSHIP ORDER OF PRIORITY POLICY

In the distribution of scholarship monies, external scholarships or scholarships backed by an external source will be figured first, then internal scholarships will be calculated based on the remaining balance. For example, a student with a \$10,000 bill, who receives an external scholarship of \$4,000 and an internal academic scholarship of 50% will be billed \$3,000 for the year. This is calculated as such: the total bill (\$10,000/year) minus the external scholarship (\$4,000) for a total of \$6,000; then with the 50% internal academic scholarship, this amount is reduced to \$3,000/year.

Scholarship funds are applied directly and only to the student's account. Scholarship funds to be awarded from internal scholarships that exceed the student's entire bill voided and be returned to the college. Students cannot earn—through internal scholarships or a combination of internal and external scholarships—funds for attending NCF.

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.

Job Descriptions

PRESIDENT AND CHIEF EXECUTIVE OFFICER

Employment Terms:

Full Time, 12 Month, Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and institutional life;
3. Implement and enforce all directives of the Board of Trustees;
4. Establish, lead, and empower a leadership team that actively promotes the mission and vision, foundational beliefs, and academic and spiritual goals of the institution;
5. Serve as the primary liaison between the Board of Trustees and the college;
6. Engage current and potential donors, seeking additional lines of revenue;
7. Annually, with input from all divisions of the institution, develop and submit a budget to the Board for its approval;
8. Annually, with input from applicable divisions, develop, review, approve and submit to the Board for approval the Academic Catalog, Student Handbook, other policy handbooks or manuals, the Assessment Plan, and the Strategic Plan;
9. With the approval of the Board, hire, promote, and dismiss as applicable faculty, staff, administrators;
10. Ensure Christ-likeness in all aspects of the college, including its business, recruiting, financial and resource management, and public reputation.
11. Encourage the Trustees of the Corporation, as well as other volunteers, to use their energies and abilities to advance the purposes of the Corporation.

Reporting: The Board of Trustees

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Master's Degree, with preference for a terminal degree;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

DEAN OF ACADEMICS AND CHIEF ACADEMIC OFFICER

Employment Terms:

Full Time, 12-Month, Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal life;
3. Model and ensure Christ-likeness in all aspects of institutional life, including its business, recruiting, financial and resource management, and public reputation.

4. Implement and enforce all directives of the President and Board of Trustees;
5. Lead and empower a leadership team that actively promotes the mission and vision, foundational beliefs, and academic and spiritual goals of the institution;
6. Assist the President and Board of Trustees to provide resources and assistance to engage current and potential donors, seeking additional lines of revenue;
7. Annually, make recommendations to the President and CFO for budget needs;
8. Annually, with input from applicable divisions, develop, review, approve and submit to the President and Board for approval the Academic Catalog, Student Handbook, other policy handbooks or manuals, the Assessment Plan, and the Strategic Plan;
9. Provide leadership and support for the members of the Council for Assessment, Planning and Accreditation;
10. Oversee a consistent and institution-wide process of assessment, the review of assessment data, the development of strategic initiatives to address internal and external assessment, and the implementation of President and Board approved initiatives based on this assessment and planning;
11. Promote excellence in all aspects of the academic experience, including the curriculum, instruction, presentation of materials, library and learning resources, and equipment;
12. Encourage spiritual godliness and academic excellence in the administration, faculty, staff, students, and guest lecturers;
13. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;
14. Maintain confidentiality and professional discretion with personnel and student records, disciplinary action, and life events;
15. Oversee all media aspects, including the website, social media, audio/visual presentations, publications and newsletters, print and web based donor relations, and print and web-based student/parent relations;
16. Oversee and verify compliance with federal, state, and accreditation standards;
17. Other duties as assigned by the President or Board of Trustees.

Reporting: The President

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Master's Degree, with preference for a terminal degree;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

CHIEF FINANCIAL OFFICER

Employment Terms:

Part Time, 12 Month, Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and professional life;
3. Implement and enforce all directives of the President and Board of Trustees;
4. Oversee all financial aspects of the institution;
5. Annually, in cooperation with the President and with input from all divisions of the college, develop a budget that addresses all aspects of the college;
6. Annually, make recommendations for revisions to financial policies;
7. Serve as the Financial liaison to the Council for Assessment, Planning and Accreditation;

8. Assist the Dean of Academics in the process of assessment and strategic planning within the financial division;
9. Promote excellence in all aspects of financial services;
10. Maintain confidentiality and professional discretion with financial records;
11. Other duties as assigned by the President or Board of Trustees.

Reporting: The President

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Financial experience, with preference for MBA;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

OFFICE MANAGER

Employment Terms:

Part Time, 12 Month, Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and professional life;
3. Implement and enforce all directives of the President and Board of Trustees;
4. Assist CFO in all financial aspects of the institution;
5. Generate monthly financial reports for the President and Budget Committee;
6. Invoice and collect receivables, tuition and gift pledges;
7. Payables – track and pay bills;
8. Process payroll;
9. Annually, in cooperation with the President and with input from all divisions of the college, assist in the development of a budget that addresses all aspects of the college;
10. Annually, make recommendations for revisions to financial and human resources policies;
11. Serve as the Financial liaison to the Council for Assessment, Planning and Accreditation;
12. Assist the Dean of Academics in the process of assessment and strategic planning within the financial and human resources division;
13. Promote excellence in all aspects of financial services and human resources;
14. Maintain confidentiality and professional discretion with financial, personnel, and student records, disciplinary action, and life events;
15. Other duties as assigned by the President or Board of Trustees.

Reporting: The President

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Financial experience, with preference for MBA;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

DEAN OF STUDENTS

Employment Terms:

Full Time, 12 Month, Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal life;
3. Model and ensure Christ-likeness in all aspects of student life;
4. Implement and enforce all directives of the President and Board of Trustees;
5. Lead and empower a leadership team that actively promotes the mission and vision, foundational beliefs, and academic and spiritual goals of the institution;
6. Annually, make recommendations to the President and CFO for budget needs in areas of student services, admissions, recruiting;
7. Annually, provide input into the revision of the Student Handbook; also, make recommendations for revision in the Academic Catalog, with specific attention to the student life and admissions policies;
8. Serve as the Student Services liaison to the Council for Assessment, Planning and Accreditation;
9. Assist the Dean of Academics in the process of assessment and strategic planning within the division of student services, admissions, and recruiting;
10. Promote excellence in all aspects of student services including recruitment, admissions, student events, career advancement, and presentation of materials;
11. Encourage spiritual godliness students;
12. Seek and implement opportunities for student development;
13. Develop and oversee the student organizations including the guild;
14. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;
15. Maintain confidentiality and professional discretion with personnel and student records, disciplinary action, and life events;
16. Other duties as assigned by the President or Board of Trustees.

Reporting: The President

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Mentorship experience, with preference for undergraduate or graduate degree;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

HEAD OF PROGRAM

Employment Terms:

Full Time, 12 Month, Exempt, Non-Contingent with Annual Renewal subject to Presidential Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and institutional life;
3. Implement and enforce all directives of the President and Dean of Academics;
4. Lead and empower a leadership team that actively promotes the mission and vision, foundational beliefs, and academic and spiritual goals of the institution;

5. Annually, make recommendations to the President and CFO for budget needs for faculty development and faculty resource needs;
6. Annually, provide input into the revision of the Academic Catalog, with specific attention to the curriculum and academic policies;
7. Serve as the Academic liaison to the Council for Assessment, Planning and Accreditation;
8. Assist the Dean of Academics in the process of assessment and strategic planning within the academic program and courses;
9. Promote excellence in all aspects of the academic experience, including the curriculum, instruction, and presentation of materials;
10. Encourage spiritual godliness and academic excellence among the faculty, students, and guest lecturers;
11. Seek and implement opportunities for faculty development;
12. Develop and oversee the faculty organization;
13. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;
14. Maintain confidentiality and professional discretion with personnel and student records, disciplinary action, and life events;
15. Other duties as assigned by the President or Board of Trustees.

Reporting: The Dean of Academics

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Master's Degree, with preference for a terminal degree;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

DIRECTOR OF THE LIBRARY

Employment Terms:

Part Time, 12-Month, Annual Renewal subject to Presidential Approval.

Employment Responsibilities:

1. Ensure library staff and resources are committed to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and institutional life;
3. Administer the staff and resources of the library, including digital resources, appropriate to the mission and academic programs;
4. Bolster library resources through acquisitions, agreements with other libraries, and donations;
5. Provide training and support to allow faculty, staff, and students to make effective use of library and information resources, and instructional and information technology;
6. Annually, make recommendations to the President and CFO for budget needs for library and learning resources;
7. Serve as the Library liaison to the Council for Assessment, Planning and Accreditation;
8. Assist the Dean of Academics in the process of assessment and strategic planning within the areas of library and learning resources;
9. Promote excellence in all aspects of the library and learning resources;
10. Seek and implement opportunities for students and faculty to use library resources;
11. Other duties as assigned by the President or Board of Trustees.

Reporting: The Dean of Academics

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Master's Degree in Library Sciences (MLS);
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

ASSISTANT DEAN OF STUDENT AND LIBRARY SERVICES

Employment Terms:

Full Time, 12 Month, Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and institutional life;
3. Regularly mentor students, both academically and spiritually;
4. Under the direction of the Dean of Students, seek and implement opportunities for students;
5. Assist the student organizations including the guild;
6. Engage and recruit prospective students and applicants;
7. Assist the Dean of Students in the process of assessment and strategic planning within the division of student services, admissions, and recruiting;
8. Promote excellence in all aspects of student services including recruitment, admissions, student events, career advancement, and presentation of materials;
9. Under the direction of the librarian, provide library services to students and faculty;
10. Under direction of the Dean of Students, assist students in career development training and opportunities;
11. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;
12. Maintain confidentiality and professional discretion with personnel and student records, disciplinary action, and life events;
13. Other duties as assigned by the President or Board of Trustees.

Reporting: The Dean of Students

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Mentorship experience, with preference for undergraduate or graduate degree;
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

FACULTY

Employment Terms:

Exempt, Non-Contingent with Annual Renewal subject to Board Approval.

Employment Responsibilities:

1. Ensure institutional commitment to the Mission and Vision of the College;
2. Model Christ-likeness in all aspects of personal and institutional life;
3. Teach through modeling the learning process, with proper preparation and personal interest;
4. Meet the standards of classroom etiquette and policy as described throughout the Faculty Handbook, Academic Catalog, and Code of Ethics;
5. Create, submit for approval, and implement a comprehensive and appropriate syllabus for each course, based on approved Student Learning Outcomes and the Course Description;
6. Uphold all faculty guidelines regarding classroom time, student workload requirements, syllabus modification requirements, etc.;
7. Provide appropriate and timely feedback to students, including returning assignments to students within two weeks, and regularly updating Populi with grades and attendance;
8. Notify the Head of Program and/or Dean of Academics when students indicate or demonstrate they are at risk (academically, spiritually, etc.);
9. Review and incorporate assessment analysis in teaching, course design, etc.;
10. Attend and participate in faculty meetings, collegiums, prospective weekend, special events, etc.
11. Assist the Head of Program and Dean of Academics in the process of assessment and strategic planning within the division of academics and faculty;
12. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;
13. Maintain confidentiality and professional discretion with student records, student grades and coursework, disciplinary action, and internal institutional discussions;
14. Other duties as assigned by the President or Board of Trustees.

Reporting: Head of Program

Qualifications:

1. Spiritual maturity and a member in good standing of an evangelical Christian church;
2. Master's Degree, with preference for a terminal degree;*
3. Commitment to classical Christian higher education;
4. Excellent communication and people skills.

*In limited instances, persons with a Bachelors degree who can demonstrate extensive experience and expertise may teach, subject to the completion of Competencies, and approval of the Board.