

**JIU FACULTY HANDBOOK**

***2022-2023***

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## **1. Introduction**

Welcome to Jones International University (JIU), a Christian-based institution committed to providing transformative learning experiences to students around the world. As a faculty member at JIU, you play a critical role in achieving our mission of preparing students to be leaders in their professions and agents of positive change in their communities. This faculty handbook is designed to provide you with the information and resources you need to succeed in your role and make a meaningful impact on the lives of our students.

This handbook serves as a comprehensive guide to JIU's policies and procedures, as well as the expectations and responsibilities of our faculty members. It includes information on our university policies, faculty governance, academic procedures, faculty employment, benefits and services, campus resources, and faculty code of conduct. Additionally, this handbook is specifically tailored to address the unique needs and expectations of distance education faculty at JIU.

Please take the time to read this handbook carefully and refer to it often as you navigate your role at JIU. If you have any questions or concerns about the information presented here, please do not hesitate to reach out to the appropriate department or office for assistance. Thank you for your dedication to our students and our mission.

### ***Mission***

Jones International University is a Christian institution of higher learning that seeks to empower students to live out their faith in the pursuit of academic and personal excellence. Our mission is to provide a rigorous and intellectually stimulating education that is grounded in the Christian worldview, and that prepares students to make a positive impact in the world through service, leadership, and the promotion of social justice.

### ***Institutional & Program Objectives***

To achieve its stated Mission Statement, Jones International:

1. Provides a rigorous and intellectually stimulating education that is grounded in the Christian worldview, and that prepares students for success in their chosen fields while encouraging them to pursue excellence in all areas of life.

2. Fosters a supportive and inclusive community that is rooted in love, grace, and truth, and that encourages students to grow in their faith and develop meaningful relationships with one another.
3. Instills in students a commitment to service and social justice and provide opportunities for them to engage in meaningful service projects and advocacy efforts that promote human flourishing.
4. Develops and maintains a curriculum that is responsive to the needs of a diverse student body and that prepares graduates to be leaders in their communities and professions.
5. Cultivate a faculty and staff who are committed to the mission and values of the institution, and who model the values of Christ in their teaching, research, and service.
6. Builds partnerships and collaborations with other Christian institutions, churches, and organizations, and promote a culture of dialogue and engagement with the broader Christian community.
7. Ensures financial stability and sustainability through responsible stewardship of resources and a commitment to sound fiscal management practices.

### ***Statement of Faith***

Jones International believes in the following statement of faith:

At Jones International University, we affirm that our institution is founded on Christian principles and values. We believe in the triune God, who is the Father, Son, and Holy Spirit, and who created the universe and all that is in it. We recognize that Jesus Christ is the Son of God and the Savior of the world, who died on the cross for the forgiveness of sins and rose again from the dead to give us eternal life.

As a Christian institution, we seek to foster a community that is rooted in love, grace, and truth. We believe that every person is made in the image of God and has inherent dignity and worth. We affirm that all members of our community are called to serve one another and to pursue excellence in all areas of life, guided by the teachings of Jesus Christ.

We recognize that the pursuit of knowledge is a sacred endeavor, and that education can be a means of growing closer to God and fulfilling our calling in life. We are committed to providing a rigorous and intellectually stimulating curriculum that is grounded in the Christian worldview, and that encourages students to engage with complex issues from a faith-based perspective.

Moreover, we believe that our education must be informed by a deep sense of compassion and concern for others. We seek to instill in our students a commitment to social justice, service to the marginalized and oppressed, and the promotion of human flourishing in all its forms.

In all that we do, we strive to honor God and to fulfill the mission of our university to prepare students to make a positive impact in the world, guided by the values of Christ.

### **Jones International University Statement of Ethics**

As a Christian university, JIU is committed to upholding the highest standards of ethics and integrity in all areas of its operations. The university seeks to provide a learning environment that fosters personal and spiritual growth, academic excellence, and a deep commitment to serving others.

In line with this mission and faith statement, JIU is committed to the following ethical principles:

1. **Respect for the dignity and worth of every individual:** JIU recognizes that each person is created in the image of God and therefore deserving of respect and dignity. The university is committed to treating all members of its community with fairness, respect, and compassion.
2. **Honesty and integrity:** JIU values honesty and integrity in all academic, professional, and personal endeavors. The university expects all members of its community to uphold the highest standards of academic and intellectual integrity, and to conduct themselves in an honest and ethical manner in all aspects of their lives.
3. **Service to others:** JIU encourages its students, faculty, and staff to use their gifts and talents to serve others and make a positive difference in the world. The university seeks to instill in its community a deep sense of social responsibility and a commitment to making a meaningful impact in the lives of others.

4. Stewardship of resources: JIU recognizes that all resources are gifts from God, and as such, should be used wisely and responsibly. The university is committed to using its resources in a manner that reflects its values and mission, and to being good stewards of the environment and the communities it serves.
5. Continuous learning and improvement: JIU is committed to the pursuit of knowledge and the continuous improvement of its programs and services. The university recognizes that learning is a lifelong process and seeks to foster a culture of curiosity, exploration, and innovation that inspires its community to grow and develop as individuals and professionals.

### ***State Approval and Accreditation***

Jones International is a 501(c)(3) private, for-profit institution operating under exemption from the Division of Private Occupational Schools (“Division”) as set forth in the provisions of Title 23, Article 64 of the Colorado Revised Statutes.

## 2. University Policies

Jones International University (JIU) is committed to maintaining policies that support a safe, inclusive, and productive learning environment for all students, faculty, and staff. As a faculty member at JIU, it is important to be familiar with these policies and to uphold them in your interactions with students and colleagues. This section of the faculty handbook outlines JIU's key policies related to academic affairs, faculty responsibilities, conduct and behavior, and other relevant policies.

### *2.1 Academic Affairs Policies*

At JIU, we are committed to providing our students with rigorous and high-quality academic programs that prepare them for success in their chosen fields. Our academic affairs policies are designed to ensure that we uphold this commitment and provide an exceptional learning experience to all of our students. Some key academic affairs policies include:

- **Course Delivery:** JIU offers online courses that are delivered through our learning management system, and all faculty members are expected to use this platform to deliver course materials and interact with students.
- **Course Syllabus:** Each course at JIU has a detailed syllabus that outlines the course objectives, learning outcomes, assignments, and other important information. Faculty members are responsible for creating and updating their course syllabus each semester.
- **Grading Policies:** JIU has established grading policies that ensure fair and consistent evaluation of student work across all courses and programs. Faculty members are responsible for grading assignments and exams in a timely manner and providing feedback to students on their performance.

### *2.2 Faculty Responsibilities*

As a faculty member at JIU, you have a range of responsibilities related to teaching, advising, and supporting our students. Some key faculty responsibilities include:

- **Course Design and Delivery:** Faculty members are responsible for designing and delivering online courses that meet JIU's academic standards and provide students with a meaningful learning experience.

- Student Advising: Faculty members are expected to advise students on academic matters, including course selection, program requirements, and career goals.
- Scholarship and Professional Development: JIU encourages faculty members to engage in scholarly activities and professional development opportunities that enhance their teaching and research skills.

### *2.3 Conduct and Behavior Policies*

JIU is committed to maintaining a safe and respectful learning environment for all members of our community. Our conduct and behavior policies are designed to support this commitment and ensure that everyone at JIU is treated with dignity and respect. Some key conduct and behavior policies include:

- Nondiscrimination and Harassment: JIU prohibits discrimination and harassment on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, or any other protected characteristic.
- Academic Integrity: JIU expects all students and faculty members to uphold the highest standards of academic integrity and to avoid any form of academic misconduct, such as plagiarism or cheating.
- Professional Conduct: Faculty members are expected to behave professionally in their interactions with students, colleagues, and other members of the JIU community.

These are just a few examples of the policies that are included in JIU's University Policies section of the faculty handbook. Please refer to the full policy document for a comprehensive overview of all of JIU's policies and procedures.



### **3. Faculty Governance**

Jones International University (JIU) values the contributions of its faculty members and recognizes the importance of faculty involvement in university governance. As a faculty member, you have the opportunity to participate in a number of governance structures that help shape the direction of the university and ensure that our academic programs are of the highest quality. This section of the faculty handbook outlines JIU's faculty governance structure and the various committees and councils that provide opportunities for faculty involvement.

#### *3.1 Faculty Senate*

The Faculty Senate is the primary governing body for JIU's faculty. It is responsible for representing the faculty in matters of university policy, academic programs, and other issues of importance to the faculty. The Faculty Senate is composed of elected representatives from each academic program, as well as at-large representatives and the chairs of various committees.

The Faculty Senate meets regularly throughout the academic year to discuss and make recommendations on matters related to the university's academic programs, policies, and procedures. In addition to its regular meetings, the Faculty Senate also has several standing committees that focus on specific areas of faculty governance, such as curriculum, student affairs, and faculty development.

#### *3.2 Committees and Councils*

In addition to the Faculty Senate, JIU has a number of other committees and councils that provide opportunities for faculty involvement in university governance. These include:

- **Curriculum Committee:** The Curriculum Committee is responsible for reviewing and approving all new and revised courses and programs at JIU. Faculty members are encouraged to participate in this committee to ensure that our academic programs are of the highest quality.
- **Faculty Development Council:** The Faculty Development Council is responsible for overseeing faculty professional development programs and opportunities. Faculty members are encouraged to participate in this council to help identify and implement professional development opportunities that support their teaching and research goals.

- Student Affairs Committee: The Student Affairs Committee is responsible for addressing issues related to student life and welfare. Faculty members are encouraged to participate in this committee to help ensure that our students have a positive and supportive learning environment.

These are just a few examples of the committees and councils that provide opportunities for faculty involvement in university governance at JIU. Faculty members are encouraged to participate in these governance structures to help shape the direction of the university and ensure that our academic programs are of the highest quality.

## **4. Academic Procedures**

Jones International University (JIU) is committed to providing high-quality education and maintaining academic standards that are consistent with our mission and values. This section of the faculty handbook outlines JIU's academic procedures and policies, including those related to grading, academic integrity, and student accommodations.

### *4.1 Grading Policy*

Grades at JIU are assigned based on the following scale:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: Below 60%

Faculty members are responsible for establishing their own grading policies and communicating them clearly to their students. The grading policies should be consistent with the overall grading policy of the university.

### *4.2 Academic Integrity*

JIU expects all students to maintain the highest standards of academic integrity. Any form of academic dishonesty, including plagiarism, cheating, or fabrication of data, is strictly prohibited. Faculty members are responsible for reporting any suspected violations of academic integrity to the appropriate university officials.

### *4.3 Accommodations for Students with Disabilities*

JIU is committed to providing equal access to education for all students, including those with disabilities. Faculty members are required to make reasonable accommodations for students with disabilities in accordance with the Americans with Disabilities Act (ADA). The university's Disability Services Office provides support and assistance to faculty members in implementing accommodations for students with disabilities.

#### *4.4 Course Syllabus*

Each faculty member is responsible for developing a detailed syllabus for each course they teach. The syllabus should include information on course objectives, assignments, grading policies, and other relevant information. The syllabus should be made available to students at the beginning of the course.

#### *4.5 Attendance Policy*

Faculty members are responsible for establishing their own attendance policies for each course they teach. The attendance policy should be clearly communicated to students at the beginning of the course. Faculty members are also responsible for monitoring attendance and reporting any unexcused absences to the appropriate university officials.

These are just a few examples of the academic procedures and policies that faculty members should be aware of at JIU. It is important for faculty members to familiarize themselves with all university policies and procedures related to academic affairs to ensure that they are providing high-quality education that is consistent with the mission and values of JIU.

## **5. Faculty Employment**

Jones International University (JIU) values its faculty members and is committed to providing a supportive and professional work environment. This section of the faculty handbook outlines the policies and procedures related to faculty employment at JIU, including those related to appointment, promotion, and performance evaluation.

### *5.1 Faculty Appointment*

Faculty members at JIU are appointed on a term-by-term basis. Appointment decisions are made by the Dean of the respective school in which the faculty member teaches. In order to be considered for appointment, faculty members must hold the appropriate academic credentials and meet the requirements outlined in the position description.

### *5.2 Faculty Promotion*

JIU is committed to providing opportunities for professional growth and development for its faculty members. Promotion decisions are made by the Dean of the respective school in which the faculty member teaches, in consultation with the Provost's Office. In order to be considered for promotion, faculty members must meet the requirements outlined in the promotion criteria for their respective school.

### *5.3 Faculty Performance Evaluation*

Faculty members at JIU are evaluated on a regular basis to ensure that they are meeting the high standards of academic excellence and professional conduct expected of them. The performance evaluation process includes a review of teaching effectiveness, scholarship and research, and service to the university and the community. The specific evaluation criteria may vary depending on the faculty member's position and academic discipline.

### *5.4 Faculty Professional Development*

JIU encourages its faculty members to engage in ongoing professional development to enhance their teaching effectiveness, scholarship and research, and service to the university and the community. The university provides support for professional development through funding opportunities, workshops, and other resources.

### *5.5 Faculty Benefits and Compensation*

Faculty members at JIU are eligible for a range of benefits and compensation packages, which may include health insurance, retirement plans, and professional development funding. The specific benefits and compensation packages may vary depending on the faculty member's position and length of service.

These are just a few examples of the policies and procedures related to faculty employment at JIU. It is important for faculty members to familiarize themselves with all university policies and procedures related to employment to ensure that they are working in a supportive and professional environment that is consistent with the mission and values of JIU.

## **6. Benefits and Services**

Jones International University (JIU) is committed to providing its faculty members with a range of benefits and services to support their professional growth, health, and well-being. This section of the faculty handbook outlines the policies and procedures related to faculty benefits and services at JIU.

### *6.1 Health Insurance*

JIU provides comprehensive health insurance coverage to its faculty members and their eligible dependents. The university offers a variety of health plans, including PPO and HMO plans, as well as dental and vision coverage. Faculty members are responsible for paying a portion of the premium, and coverage begins on the first day of the month following their date of hire.

### *6.2 Retirement Plans*

Faculty members at JIU are eligible to participate in retirement plans, including a 403(b) plan and a defined benefit pension plan. JIU may match a portion of faculty members' contributions to the 403(b) plan, subject to certain eligibility requirements. The defined benefit pension plan provides retirement benefits to faculty members based on their length of service and other factors.

### *6.3 Professional Development Funding*

JIU provides faculty members with funding opportunities to support their ongoing professional development. Faculty members may apply for grants to attend conferences, workshops, and other professional development opportunities, or to conduct research or develop new courses and programs.

### *6.4 Faculty Development Workshops*

JIU offers faculty development workshops to provide ongoing support and training to faculty members. These workshops cover a variety of topics, including teaching strategies, course design, and technology tools. Faculty members are encouraged to participate in these workshops to enhance their teaching effectiveness and professional growth.

### *6.5 Academic Support Services*

JIU provides a range of academic support services to its faculty members, including access to library resources, technology support, and academic advising. Faculty members may also access support services for students, such as tutoring and academic coaching, to help their students achieve academic success.

### *6.6 Other Benefits and Services*

JIU offers a range of other benefits and services to support its faculty members, including:

- Paid time off, including holidays, sick leave, and vacation time
- Flexible scheduling options, including telecommuting and flexible work arrangements
- Employee assistance programs to support mental and emotional well-being
- Tuition assistance for faculty members and their eligible dependents to pursue degree programs at JIU or other institutions.

These are just a few examples of the policies and procedures related to faculty benefits and services at JIU. Faculty members are encouraged to review the complete list of benefits and services to fully understand the support and resources available to them at JIU.



## **7. Campus Resources**

Jones International University (JIU) is committed to providing its faculty members with the resources they need to support their teaching, research, and professional development. This section of the faculty handbook outlines the policies and procedures related to campus resources at JIU.

### *7.1 Information Technology Services*

JIU provides faculty members with a range of information technology services to support their teaching and research activities. Faculty members have access to a variety of hardware and software resources, including computers, printers, scanners, and multimedia equipment. JIU's information technology staff provides technical support and training to faculty members to ensure they are proficient in using these resources.

### *7.2 Library Resources*

JIU's library offers a wide range of electronic resources, including databases, e-books, and e-journals, as well as physical resources, such as books and periodicals. Faculty members may access these resources online or on campus. Librarians are available to provide assistance with research and to help faculty members locate and obtain the resources they need.

### *7.3 Teaching and Learning Center*

JIU's Teaching and Learning Center (TLC) provides faculty members with resources and support to enhance their teaching effectiveness. The TLC offers workshops, training sessions, and other resources on topics such as course design, assessment, and teaching strategies. Faculty members may also consult with TLC staff for individualized support and feedback on their teaching.

### *7.4 Research Support Services*

JIU provides a range of research support services to faculty members, including assistance with funding applications, research design, and statistical analysis. Faculty members may also access JIU's Institutional Review Board (IRB), which reviews research proposals involving human subjects to ensure compliance with ethical and regulatory standards.

### *7.5 Administrative Services*

JIU provides administrative services to support faculty members' academic and professional needs. These services include academic advising, transcript evaluation, and assistance with scheduling courses and exam proctoring. JIU's administrative staff is available to assist faculty members with any questions or concerns they may have.

### *7.6 Other Campus Resources*

JIU offers a range of other campus resources to support its faculty members, including:

- **Campus bookstore:** Faculty members may purchase textbooks, supplies, and other materials from JIU's bookstore.
- **Career services:** JIU's career services office provides resources and support to faculty members who are seeking employment or career advancement opportunities.
- **Student services:** Faculty members may refer students to JIU's student services office for assistance with academic and personal matters.

These are just a few examples of the policies and procedures related to campus resources at JIU. Faculty members are encouraged to review the complete list of campus resources to fully understand the support and resources available to them at JIU.

## **8. Faculty Code of Conduct**

Jones International University (JIU) expects all faculty members to adhere to the highest standards of professional conduct and ethical behavior. This section of the faculty handbook outlines the policies and procedures related to the faculty code of conduct at JIU.

### *8.1 Professional Conduct*

Faculty members are expected to conduct themselves in a professional and ethical manner at all times. This includes, but is not limited to, the following:

- Respecting the rights and dignity of all students and colleagues
- Maintaining confidentiality of student records and personal information
- Avoiding conflicts of interest or the appearance of impropriety
- Abiding by all relevant laws, regulations, and policies
- Maintaining the highest standards of academic integrity

### *8.2 Teaching and Research*

Faculty members are expected to maintain the highest standards of teaching and research excellence. This includes, but is not limited to, the following:

- Preparing for and conducting classes in a professional and effective manner
- Providing timely and constructive feedback to students
- Maintaining accurate and up-to-date records of student performance
- Conducting research with integrity and in compliance with ethical and regulatory standards
- Maintaining confidentiality of research data and protecting intellectual property rights

### *8.3 Communication and Collaboration*

Faculty members are expected to communicate and collaborate with their colleagues in a professional and respectful manner. This includes, but is not limited to, the following:

- Treating colleagues with respect and professionalism
- Maintaining open and honest communication
- Collaborating effectively on teaching and research activities
- Resolving conflicts in a constructive and respectful manner

#### *8.4 Reporting Misconduct*

Faculty members who observe or become aware of any conduct that violates JIU's policies or ethical standards are expected to report such misconduct to the appropriate authorities. This includes, but is not limited to, the following:

- Academic dishonesty
- Misuse of university resources
- Sexual harassment or discrimination
- Fraud or other financial improprieties

#### *8.5 Disciplinary Action*

JIU reserves the right to take disciplinary action against faculty members who violate its policies or ethical standards. Disciplinary action may include, but is not limited to, the following:

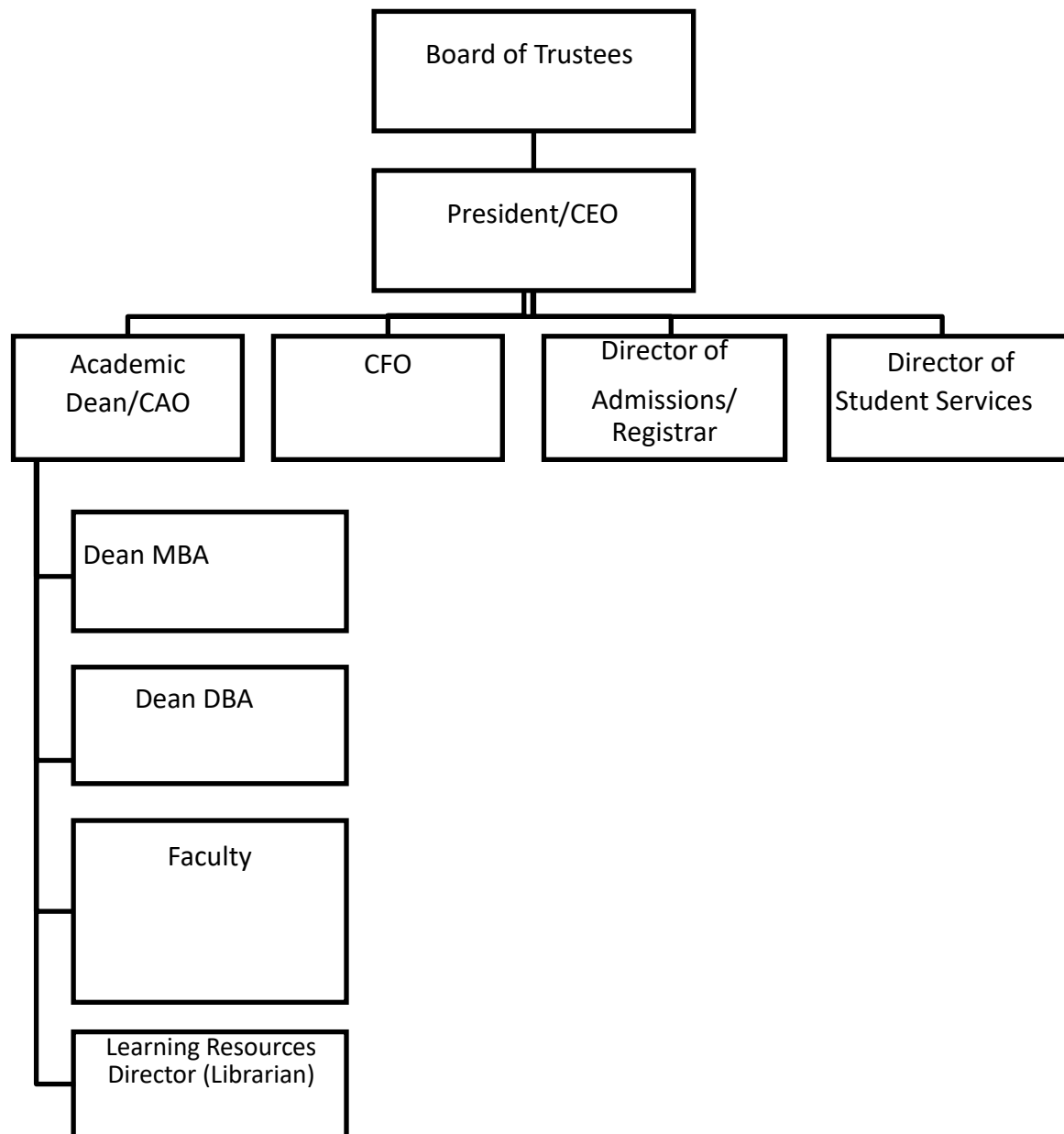
- Verbal or written warnings
- Suspension or termination of employment
- Legal action, as appropriate

These are just a few examples of the policies and procedures related to the faculty code of conduct at JIU. Faculty members are expected to review and comply with all relevant policies and procedures, and are encouraged to seek guidance or clarification if they have any questions or concerns.

## **9. Appendices**

These appendices are provided for reference and information purposes and are subject to change. Faculty members are encouraged to review these appendices periodically to ensure they are familiar with the latest policies and procedures at JIU.

### 9.1 JIU Organizational Chart



In this organizational chart, the Board of Trustees is at the top of the hierarchy, overseeing the President and the university's operations. The President is responsible for the overall administration of the university, while the CAO is in charge of academic affairs.

There are two deans, one for the MBA program and one for the DBA program. Under each dean, there are several faculty members who teach courses in their respective programs.

There are also two directors, one for admissions and one for academic affairs. The admissions director is responsible for recruiting and admitting students to the university, while the director of academic affairs oversees the academic programs and curriculum.

## ***9.2 JIU Faculty Handbook Acknowledgement Form***

I, [faculty member's name], acknowledge that I have received a copy of the Jones International University Faculty Handbook and understand that it contains important policies and procedures related to my employment as a faculty member of the University. I have read and agree to comply with the policies and procedures outlined in the Faculty Handbook, and I understand that failure to do so may result in disciplinary action.

I also understand that the policies and procedures in the Faculty Handbook are subject to change at any time, and that it is my responsibility to remain informed of any updates or modifications to these policies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



### ***9.3 Grievance Procedure***

#### Jones International University Grievance Procedure

##### Purpose:

Jones International University (JIU) is committed to providing a work environment that is free from discrimination, harassment, and other unfair treatment. This Grievance Procedure outlines the steps that faculty members may take to address grievances related to their employment with JIU.

##### Scope:

This Grievance Procedure applies to all JIU faculty members.

##### Procedure:

###### Step 1:

**Informal Resolution** Whenever possible, faculty members are encouraged to resolve grievances informally by discussing the matter with the person or persons involved. If a faculty member is uncomfortable addressing the matter with the person involved, they may discuss the matter with their supervisor or the Dean of the school.

###### Step 2:

**Formal Grievance** If a faculty member is unable to resolve a grievance informally, they may file a formal grievance by submitting a written statement to the Dean of the school. The statement should include a clear description of the grievance and any relevant supporting documentation.

###### Step 3:

**Investigation** Upon receipt of the formal grievance, the Dean of the school will initiate an investigation. The investigation may involve interviews with the faculty member and any other relevant parties, as well as a review of any relevant documentation.

###### Step 4:

Resolution Following the investigation, the Dean of the school will provide a written response to the faculty member within a reasonable time period, not to exceed 30 days. The response will include the Dean's findings and any corrective action that may be taken.

Step 5:

Appeal If the faculty member is not satisfied with the response provided by the Dean of the school, they may appeal to the Provost of JIU. The appeal must be submitted in writing within 14 days of receipt of the response from the Dean of the school.

Step 6:

Final Decision The decision of the Provost is final and binding.

Confidentiality:

JIU will make every effort to maintain the confidentiality of the parties involved in the grievance procedure. However, the University reserves the right to disclose information if necessary to comply with applicable laws and regulations.

Retaliation:

JIU prohibits retaliation against any faculty member who files a grievance or participates in the grievance procedure.

Effective Date:

This Grievance Procedure is effective as of [date].

#### ***9.4 Faculty Development Opportunities***

Jones International University is committed to providing professional development opportunities that align with its Christian mission and values. Faculty members are encouraged to engage in ongoing professional development activities to enhance their knowledge and skills, and to promote academic excellence in the classroom. Faculty development opportunities include:

1. **Professional Development Programs:** JIU offers various professional development programs to help faculty members stay up-to-date with the latest developments in their field of expertise. These programs may include seminars, workshops, conferences, and online courses.
2. **Faculty Mentoring Program:** JIU offers a faculty mentoring program to help new faculty members become acclimated to JIU's policies and procedures, as well as to the demands of teaching in a distance education setting.
3. **Faculty Workshops:** JIU conducts periodic faculty workshops that cover a range of topics related to teaching in a distance education setting. These workshops provide opportunities for faculty members to learn from each other, share best practices, and gain new insights into the art of teaching.
4. **Research Opportunities:** JIU encourages faculty members to engage in research and scholarship that enhances their professional development and contributes to the body of knowledge in their respective fields.
5. **Online Resources:** JIU provides a range of online resources, such as webinars, videos, and tutorials, to help faculty members develop new skills and stay current with the latest trends in distance education.
6. **Faculty Awards and Recognition:** JIU recognizes faculty members who have demonstrated excellence in teaching, research, and service to the university community. These awards include the Distinguished Faculty Award and the Outstanding Service Award.
7. **Collaboration with other Christian institutions** to foster academic excellence and promote Christian values in higher education.

#### 8. Christian-based conferences and workshops

Faculty members are encouraged to take advantage of these development opportunities to enhance their teaching effectiveness, professional growth, and contributions to the university community.

## ***9.5 Academic Program Review Process***

Jones International University (JIU) is committed to maintaining high academic standards for its programs. To ensure the quality of its programs, JIU conducts regular reviews of all academic programs, as described in this section.

### **A. Purpose**

The purpose of the academic program review process is to:

- a) Ensure that academic programs meet the academic and professional needs of students and the standards of JIU and its accrediting bodies.
- b) Encourage continuous improvement and innovation in academic programs.
- c) Ensure that academic programs are delivered effectively and efficiently.

### **B. Scope**

The academic program review process includes all academic programs offered by JIU.

### **C. Review Schedule**

Each academic program will be reviewed on a regular basis. The review schedule will be determined by the Provost and Vice President of Academic Affairs in consultation with the appropriate academic department and the Dean of the School.

### **D. Review Process**

The academic program review process includes the following steps:

- a) Preparation of a self-study report by the academic program.
- b) Review of the self-study report by an external review team.
- c) Development of an action plan by the academic program based on the findings of the external review team.
- d) Implementation of the action plan by the academic program.
- e) Follow-up review by an external review team to determine the effectiveness of the action plan.

#### E. Self-Study Report

The academic program will prepare a self-study report that provides an overview of the program and addresses the following topics:

- a) Program goals and objectives.
- b) Curriculum.
- c) Faculty qualifications and effectiveness.
- d) Assessment of student learning.
- e) Program resources and support services.
- f) Student enrollment and retention.
- g) Program outcomes and accomplishments.

#### F. External Review Team

The external review team will be composed of qualified individuals who have expertise in the academic program being reviewed. The team will be selected by the Provost and Vice President of Academic Affairs in consultation with the appropriate academic department and the Dean of the School. The team will review the self-study report, conduct on-site interviews, and prepare a report that includes findings and recommendations.

#### G. Action Plan

Based on the findings and recommendations of the external review team, the academic program will develop an action plan to address areas identified for improvement. The action plan will include specific goals, objectives, and timelines.

#### H. Implementation of Action Plan

The academic program will implement the action plan and report progress to the Provost and Vice President of Academic Affairs and the appropriate academic department.

#### I. Follow-up Review

An external review team will conduct a follow-up review to determine the effectiveness of the action plan. The review team will prepare a report that includes findings and recommendations.

#### J. Academic Program Review Report

A report summarizing the findings of the self-study report, the external review team report, the action plan, and the follow-up review will be prepared and submitted to the Provost and Vice President of Academic Affairs and the appropriate academic department.

## ***9.6 Student Code of Conduct***

As a Christian institution, Jones International University (JIU) expects all students to conduct themselves in a manner that reflects its values and principles. The JIU Student Code of Conduct outlines the expectations for students regarding behavior, academic integrity, and community standards.

Behavioral expectations include but are not limited to:

1. Respecting the rights and dignity of all members of the JIU community, including faculty, staff, and students.
2. Refraining from behavior that causes harm or disruption to the university community or any individuals within it.
3. Adhering to all university policies and regulations, including those related to technology use, academic integrity, and conduct.

Academic integrity is a cornerstone of the educational experience at JIU. As such, students are expected to:

1. Uphold academic honesty and avoid any form of academic misconduct, including plagiarism and cheating.
2. Properly cite all sources used in academic work and avoid misrepresenting the work of others as their own.
3. Submit only original work for academic assignments and refrain from assisting others in academic misconduct.

Violation of the JIU Student Code of Conduct may result in disciplinary action, up to and including dismissal from the university. Any student found responsible for violating the Student Code of Conduct will be given due process through a formal grievance procedure.

By enrolling at JIU, students agree to abide by the JIU Student Code of Conduct and to uphold the values and principles of the university.



### ***9.7 Policies and Procedures for Accommodating Students with Disabilities***

Jones International University (JIU) is committed to providing equal access to all students regardless of disability status. JIU complies with all applicable federal and state laws, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The following policies and procedures have been established to ensure that students with disabilities have access to all programs and services offered by JIU.

1. **Disability Services Coordinator:** JIU has a designated Disability Services Coordinator (DSC) who is responsible for coordinating accommodations for students with disabilities. The DSC works with students to identify appropriate accommodations and facilitates communication between students and faculty.
2. **Requesting Accommodations:** Students who need accommodations must contact the DSC and provide appropriate documentation of their disability. The documentation must be provided by a qualified professional and include a diagnosis of the disability, a description of the functional limitations resulting from the disability, and recommendations for accommodations.
3. **Accommodations:** Accommodations are determined on a case-by-case basis and may include, but are not limited to, extended time on exams, note-taking services, assistive technology, and accessible course materials. The DSC will work with faculty to ensure that accommodations are provided in a timely and effective manner.
4. **Confidentiality:** JIU is committed to protecting the privacy of students with disabilities. All documentation related to a student's disability and accommodations is kept confidential and is only shared on a need-to-know basis.
5. **Grievance Procedure:** If a student believes that they have been denied an appropriate accommodation or discriminated against on the basis of their disability, they may file a grievance with the DSC. The DSC will investigate the complaint and work with the student and faculty to resolve the issue.

JIU is committed to creating an inclusive learning environment where all students can succeed. The policies and procedures outlined above are designed to ensure that students with disabilities have access to the accommodations and services they need to achieve their academic goals.

## 9.8 Intellectual Property Policy

Jones International University (JIU) values and respects the intellectual property of its faculty, staff, and students. JIU's Intellectual Property Policy aims to protect the rights of the creators of intellectual property while promoting academic freedom, research, and innovation.

1. **Ownership:** The general principle is that the creator of intellectual property retains ownership. However, JIU may claim ownership in certain circumstances such as when the creation was a result of a specific grant, contract, or employment agreement with JIU.
2. **Disclosure and Protection:** Creators are encouraged to disclose their intellectual property to JIU to ensure proper protection and management. JIU will take reasonable steps to protect the intellectual property, including filing for patents, trademarks, copyrights, and other legal protections as appropriate.
3. **Use and Licensing:** JIU may use the intellectual property for academic and research purposes. Creators may also license their intellectual property for commercial purposes, subject to certain conditions and restrictions.
4. **Revenue Sharing:** JIU and the creators may agree to share revenue generated from the licensing or commercialization of the intellectual property.
5. **Conflict of Interest:** Creators are required to disclose any potential conflicts of interest related to their intellectual property. JIU will review and manage any conflicts of interest to ensure the integrity and objectivity of academic and research activities.
6. **Dispute Resolution:** JIU has established procedures for resolving disputes related to intellectual property ownership or use. These procedures aim to resolve disputes in a fair and timely manner while protecting the rights of the creators and the interests of JIU.