

# NOBEL UNIVERSITY



# FACULTY HANDBOOK

## 2024~2025

LOS ANGELES - BUENA PARK

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# **Nobel University Faculty Handbook**

**July 1, 2024 - June 30, 2025**

**Last revised July 2024**

Compiled and edited by Nobel University.

This handbook is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the handbook. If changes in educational programs, educational services, procedures, or policies required to be included in the handbook by statute or regulation are implemented before the issuance of the annually updated handbook, those changes shall be reflected at the time they are made in supplements or inserts accompanying the handbook.

This handbook is available in print at both Nobel University locations. An electronic copy may be obtained by request or can be downloaded from the Nobel University website [www.nobeluniversity.edu](http://www.nobeluniversity.edu).

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## **INTRODUCTION TO FACULTY HANDBOOK**

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Welcome to Nobel University. For those of you who have been here for some time now, we trust that you have had a fulfilling experience teaching and working at our institution. For those of you who are just beginning your teaching experience at Nobel University, we hope you enjoy your tenure with us.

This handbook contains policies and procedures governing personnel issues at Nobel University. It is designed to be a guide for the faculty in the day-to-day administration of our school.

The purpose of this handbook is to eliminate the need for personal decision on matters of school-wide policy and assure uniformity throughout the organization. It is the responsibility of every member of the faculty to administer these policies in a consistent and impartial manner.

Policy statements are subject to modification and further development. Members of faculty are encouraged to suggest improvements by notifying the Chief Operating Officer or Chief Academic Officer whenever problems are encountered, or improvements are warranted.

It is the responsibility of every employee to read and abide by the rules and regulations spelled out in this handbook and the school catalog. Any suggestions, discrepancies, or inconsistencies in this handbook or the school catalog should be pointed out to the Chief Operating Officer or Chief Academic Officer who, in turn, will take the necessary steps to evaluate the issues at hand and take proper action to address them.

## **INSTITUTIONAL INFORMATION**

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### **MISSION**

The mission of Nobel University is to advance responsible business practice through pragmatic education that is entrepreneurial in nature, Christian in focus, and global in orientation.

### **PURPOSE**

Nobel University seeks to create a Christian learning environment in which the educational needs of all undergraduate and graduate students are met through preparation for careers in business-related fields and occupations.

### **NOBEL UNIVERSITY FAITH STATEMENT**

1. We believe that God eternally exists in three persons — the Father, the Son, and the Holy Spirit — having precisely the same nature and attributes.
2. We believe God, by the word of His power, created from nothing the heavens and the earth and all that is in them. He further preserves and governs all His creatures and all their actions according to His most holy, wise, and powerful providence.
3. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
4. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
5. We believe that there is a personal devil who seeks to tempt and separate people from God.
6. We believe the bodies of men, after death, return to dust and see corruption, but their souls, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them.
7. We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.

### **INSTITUTIONAL OBJECTIVES**

In support of the mission statement, Nobel University has developed four objectives. By the completion of the degree program, students will be able to:

1. Demonstrate the most contemporary theories, principles, and concepts in its business program offerings.
2. Demonstrate cultural awareness and tolerance through the intellectual and social development.
3. Demonstrate a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen business field.
4. Demonstrating biblical and ethical standards in personal life and career

## PROGRAMS OF STUDY

Nobel University offers the Bachelor of Arts in Business Administration and Master of Business Administration programs to prepare students for entry-level, and junior to senior level business positions, respectively, in the business community.

## HISTORY

Nobel University's main campus was founded in the summer of 2000 in Los Angeles, California. Committed to producing quality practitioners of Oriental Medicine, the School began by offering the Master of Science in Oriental Medicine program (MSOM).

In 2003, the Bureau for Private Postsecondary Education approved the School to offer a certificate program in English as a Second Language (ESL), and in 2004 it was approved to offer the Bachelor of Arts in Business Administration (BBA) and Master of Business Administration (MBA) programs. In 2006, the School added the Bachelor of Arts in Church Music program (BCM). In 2009, a branch campus of the School was established in Buena Park, California to accommodate the growing student body.

In 2013, Nobel University shifted its strategic plan and its focus by concentrating exclusively on its business program offerings. Since Nobel University no longer provides the Certificate in English as a Second Language, Bachelor of Arts in Church Music, and Master of Science in Oriental Medicine programs, the School is able to specialize in the business education and deliver world-class education to its students.

In 2024, the Bureau for Private Postsecondary Education approved the school to offer the Doctor of Business Administration (DBA) program.

## ACCREDITATION

Nobel University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2023. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## BPPE

Nobel University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in California.

Los Angeles Main Campus School Code: 1942091- approved since July 19, 2002

Buena Park Branch Campus School Code: 73078785 - approved since August 09, 2011



Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions regarding the above approvals may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll-free Telephone Number (888) 370-7589 Fax (916) 263-1897.

#### AUTHORIZATION TO ENROLL INTERNATIONAL STUDENTS

Nobel University is authorized under Federal law to enroll nonimmigrant alien students.

Los Angeles Main Campus: SEVIS School Code LOS214F01183000

Buena Park Branch Campus: SEVIS School Code LOS214F01183001

#### **CODE OF CONDUCT**

In support of Nobel University's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, learning, research, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

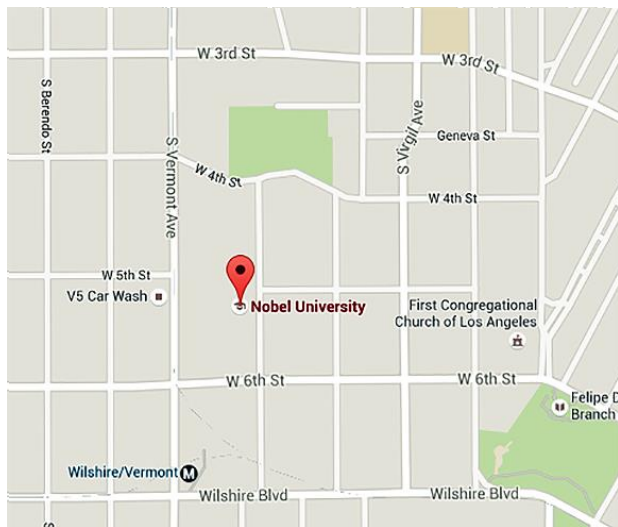
1. Free inquiry, and exchange of ideas;
2. The right to present controversial material relevant to a course of instruction;
3. Enjoyment of constitutionally protected freedom of expression;
4. Freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance;
5. Participation in the operation of the Nobel;

The right to be judged by one's colleagues, in accordance with fair procedures and due process, in matters of promotion, tenure, and discipline, solely based on the faculty members' professional qualifications and professional conduct.

## LOCATIONS

Nobel University has two locations where classes are offered on site – Los Angeles, California and Buena Park, California.

### LOS ANGELES MAIN CAMPUS



Address: 505 Shatto Place, Suite 300,  
Los Angeles, CA 90020

Tel: 213-382-1136

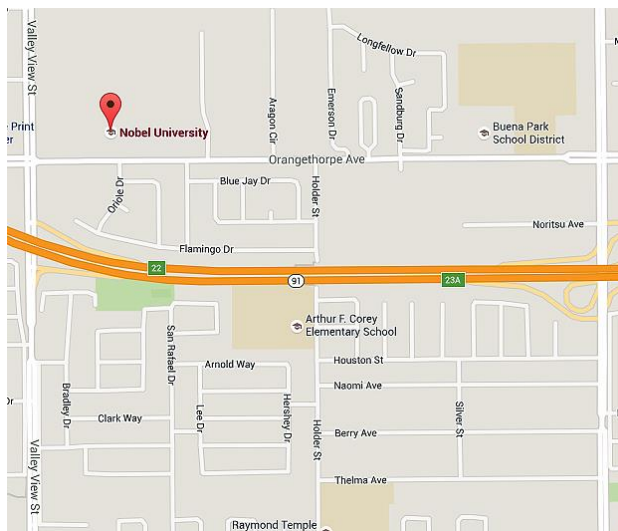
Fax: 213-382-1187

Email: [info@nobeluniversity.edu](mailto:info@nobeluniversity.edu)

The Los Angeles main campus is located near the 101, 110, and 10 freeways, west of Los Angeles Downtown. This campus occupies approximately 11,700 square feet of classrooms, a library, a computer lab and office space. Classrooms are

equipped with instructional equipment, such as computers, overhead projector, sound systems, and Wi-Fi network.

### BUENA PARK BRANCH CAMPUS



Address: 6131 Orangethorpe Ave., Suite 116  
Buena Park, CA 90620

Tel: 714-228-0307

Fax: 714-228-0308

Email: [infobp@nobeluniversity.edu](mailto:infobp@nobeluniversity.edu)

The Buena Park branch campus is located near the 5 and 91 freeways. It is close to various shops, restaurants, and residential areas. This campus occupies approximately 6,400 square feet of classrooms, a library, student lounge and office

space. Classrooms are equipped with instructional equipment, such as computers, overhead projector, sound systems, and Wi-Fi network.

## **SCHOOL POLICIES & PROCEDURES**

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### **INSTITUTIONAL INTEGRITY POLICY**

Nobel University is committed to integrity as a central element of our mission and values. NU's daily operations are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, and other organizations with which it partners. All members of our university are expected to abide by ethical and professional standards at all times. NU further abides by federal and state laws and other regulations, as well as policies set by the university and board. At NU, we all share responsibility for preserving this value, in order to promote an environment of integrity within our community.

### **STATEMENT OF NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY**

Nobel University does not discriminate based on race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The school's executive officers are responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.

### **SEXUAL HARASSMENT**

Consistent with the Nobel University's policy on equal employment opportunity, harassment in the workplace based on a person's race, color, sex, religion, national origin, age, disability, or any other protected class, will not be tolerated concerning employees or applicants for employment. Nobel University is committed to preventing and promptly correcting such harassing behavior.

Harassment of any form is condemned in the workplace, and the school recognizes its duty to provide employees with a harassment-free environment in which to work. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise. Each complaint of such conduct will be given swift and serious attention and will be thoroughly investigated. There will be no reprisals taken against any employee for making allegations or inquiries concerning harassment.

Sexual harassment can also be any activity, which creates a hostile or offensive working environment for members of one sex -- whether such activity is carried out by a supervisor or a coworker. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because he or she rejected sexual advances. Behavior that constitutes sexual harassment includes but is

not limited to the following: unwelcome sexual advances, requests for sexual favors, sexual exploitation, gestures or other forms of communication of a sexual nature considered inappropriate to the employment setting of the Nobel. In addition, actions, words, jokes or comments based upon an individual's race, ethnicity, age, religion, disability, or any other legally protected class, is harassment.

Sexual harassment of students, staff, or faculty is strictly prohibited by law and by school regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual intimidation and exploitation. Complaint procedures for employee complaints are available in the office of the Chief Operating Officer. The staff and faculty may receive informal counseling and formal assistance by contacting the Chief Operating Officer. The school encourages students, staff and faculty to become aware of and to take responsibility for their own security.

It is the obligation of all employees to Cooperate fully in any investigation process. Disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the school's complaint procedure to report unlawful harassment. Retaliation by the Nobel employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Chief Operating Officer.

Discipline that the school may impose on employees for behavior that violates this policy and other unprofessional conduct by the Nobel University employee may include, but is not limited to, reprimand, suspension, demotion or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to all Nobel offices and operating units.

In addition to the Nobel University's internal complaint procedure, employees may also contact the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment.

## **FREEDOM OF SPEECH**

Nobel University firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution, states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual and/or racial discrimination, and "fight words" are not protected by the law. The Nobel shall uphold and enforce these rights, and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

## **ACADEMIC FREEDOM POLICY**

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of Nobel University. The principles of academic freedom are critical to ensure higher education's important contribution to

the common good. Basic academic freedom includes the ability to do research and publish, the freedom to teach, and the freedom to communicate extramurally.

Nobel University is committed to assuring that all persons may exercise the rights of free expression, speech, assembly, and affirm below the following statements and principles:

Nobel University affirms its fundamental mission to discover and disseminate knowledge to its students and the society at large. The school shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The school and its community recognize that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the Nobel University and its students, staff and faculty.

Nobel University affirms that academic freedom for student's rests first upon their access to a high-quality education and their right to pursue a field of study that they deem appropriate and desirable.

Nobel University reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and school environment that fosters civil discourse, respect, open inquiry and freedom of expression.

## **PROFESSIONAL RIGHTS OF FACULTY**

In support of the University's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, learning, research, and public service. The authority to discipline faculty members in appropriate cases derives from the shared recognition by the faculty and the administration that the purpose of discipline is to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

1. Free inquiry, and exchange of ideas.
2. The right to present controversial material relevant to a course of instruction.
3. Enjoyment of constitutionally protected freedom of expression.
4. Contribute to development of course content and manner of instruction.
5. Establish requirements for matriculation and for degrees.
6. Participate in the Faculty Senate.
7. Establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement.
8. Participate in the determination of the forms of departmental governance.
9. The right to be judged by one's colleagues, in accordance with fair procedures and due process, solely on the basis of the faculty members' professional qualifications and professional conduct

## **ACADEMIC GOVERNANCE POLICY**

The Academic Governance Policy of Nobel University addresses the responsibility and authority of faculty relative to academic governance matters. In addition, the policy provides guidelines for effecting change in the institution's curriculum.

ROLE OF THE FACULTY IN PARTICIPATING, ADMINISTERING AND IMPLEMENTING POLICY RELATIVE TO MATTERS INVOLVING ACADEMIC GOVERNANCE

Policy must address, at a minimum, the following roles of faculty in: (a) the development of the educational program of the institution; (b) selection of the course materials, instructional equipment and other educational resources; (c) systematic evaluation and revision of the curriculum; and (d) assessment of student learning outcomes; and (e) planning for instructional effectiveness.

**Development of the Educational Program of the Institution**

Central to the role of the faculty in participating, administering and implementing policy relative to matters involving academic governance, academic governance policies dictate the manner in which curricula are developed, overseen and approved.

**Determining the Curriculum**

The faculty is the basic and most important unit in determining curricula. The faculty's involvement in curricula change occurs through the academic department. In the case of Nobel University, the academic departments are the Bachelor of Arts in Business Administration (BBA), the Master of Business Administration (MBA), and the Doctor of Business Administration (DBA). Departments recommend their own departmental courses and programs after careful consideration by the faculty of that department. Each department has a presentational Academic Advisory Committee consisting of three faculty members, one of whom is elected as Chair, administrative staff, student representatives, and outside employer. The responsibility of the Academic Advisory Committees is to carefully consider changes to courses, programs, policies, or structures within or affecting that program. All recommendations stemming from the Committees must be submitted to the Chief Academic Officer for review, approval or rejection.

Non-substantive changes in the curriculum, such as reorganization of topics, homework, projects, and the like are ultimately determined by the faculty concerned and the Program Director. Substantive changes, such as adding or deleting courses from a program or degree, require approval by the Chief Academic Officer.

The President, working closely with the Institutional Advisory Board, provides the overall direction and vision of Nobel. The oversight of the educational program is the responsibility of the Chief Academic Officer, who is responsible for instituting academic changes on the programmatic level. The Academic Advisory Committee has the primary responsibility and authority over content, quality and effectiveness of the curriculum of the Nobel. This responsibility includes the development, assessment and ongoing improvement of the curriculum. All curriculum improvement is overseen by the department's Academic Advisory Committee.

### **Development of Syllabi**

The development of a course syllabus begins with the faculty and working in concert with the Chief Academic Officer (CAO), the faculty has the responsibility to develop a course syllabus. For the sake of consistency, the CAO provides each faculty with a template for the syllabus format. The CAO also provides general guidelines in developing syllabi, such as adhering to the format provided, ensuring currency of the educational materials selected, assigning proper amount of homework, assigning grades, etc. These guidelines are addressed in faculty meetings led by the CAO. On occasion, in-service training meetings are arranged to assist faculty with writing sound educational objectives, effective instructional techniques, motivating student learning, and so on.

#### **Selection of the Course Materials, Instructional Equipment and Other Educational Resources**

The faculty has the responsibility and authority to select appropriate course materials. Faculty take into consideration that such materials are not dated and are consistent with the course description and objectives. Likewise, the faculty has the responsibility and authority to select appropriate instructional equipment and other educational resources to deliver courses. Such equipment may include overhead projectors, laptop computers, projection screens, etc. Faculty can make arrangements to have these items made available to them with a one-day notice to the on-site administrator.

#### **Systematic Evaluation and Revision of the Curriculum**

Systematic evaluation and revision of the curriculum falls under the responsibility of the faculty. At the end of a course, each faculty must evaluate the course and instruction through a Student Course and Instructor Evaluation form administered to all students. Faculty meet with the CAO to review these student evaluations. As a result of this meeting and self-reflection by the faculty, the curriculum may be revised.

### **Assessment of Student Learning Outcomes**

The faculty has the responsibility and authority to determine the manner in which student learning outcomes are assessed. Traditionally, a number of methods have been used to assess student learning outcomes, including announced and un-announced quizzes, participation in class discussions, performance tests, mid-term exams, final exams, papers, presentations, and the like. Faculty has the ultimate say on how such learning outcomes are to be assessed. Such assessment tools must be explicitly stated in syllabi which are handed to students on the first day of classes. Such assessments are reduced to numerical values which are then translated to letter grades.

### **Planning for Instructional Effectiveness**

Instructional effectiveness is yet another role of faculty's participation in the academic governance of the institution. Instructional effectiveness is a measure of how the faculty is performing in planning the delivery of course content. This plan may include structural considerations, such as how a course is

organized as a whole, how the day-to-day schedule is structured, but also whether the course utilizes lecture, group discussions, field trips, student presentations, etc. as its means of effectuating sound learning outcomes.

## **ACADEMIC GOVERNANCE GUIDELINES**

### **GUIDELINE I**

Any proposal for changes (excluding course changes within existing programs) in programs or structures must first be acted upon by the faculty of the department concerned before being presented to the Academic Advisory Committee. After a proposal for curricular or structural change has been acted upon by the Academic Advisory Committee, the Chief Academic Officer may then present the proposal to the President who, in turn, will seek the recommendations of Institutional Advisory Board.

### **GUIDELINE II**

The Academic Advisory Committee is, in most circumstances, the final recommending body to the President and Chief Academic Officer. The membership of Academic Advisory Committee shall consist of the Chair, two faculty members, student representatives, and outside employer. The term for the Committee membership is two years for the chair, faculty members, and administrative staff and is renewable. However, the term for the student representative and outside employer is one year and is renewable. The Chair of the Academic Advisory Committee shall be a faculty member and elected from the membership of that department. The seat vacated by the Chair shall be replaced by a faculty member from the same program as the Chair.

### **GUIDELINE III**

If a proposal for changes in a department's curriculum is not approved by the Academic Advisory Committee, the group initiating the proposal may appeal directly to the Chief Academic Officer.

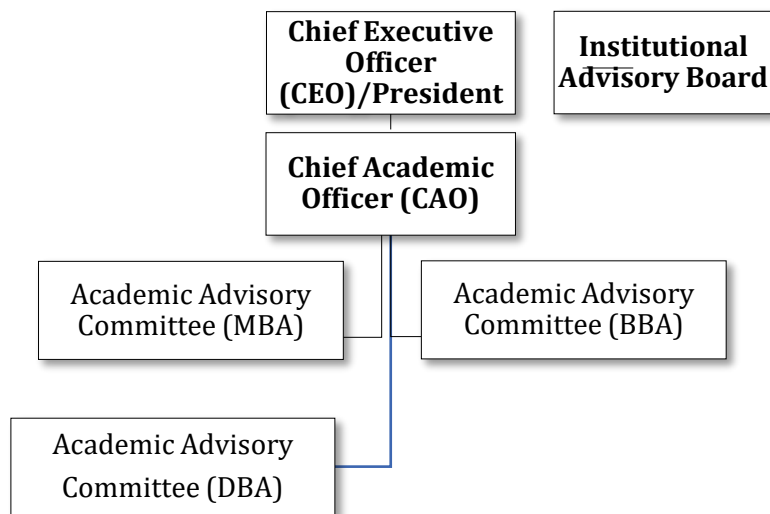
### **GUIDELINE IV**

It shall be the policy of the President and the Institutional Advisory Board to entrust the Academic Advisory Committee with the following specific responsibilities and expectations for curriculum development and control, which include:

1. The Academic Advisory Committee shall ensure all academic programs are consistent with the institutional mission, objectives and goals.
2. The Academic Advisory Committee shall ensure that syllabi are consistent with the guidelines established by the institution's accrediting agency.



3. The policy of the Academic Advisory Committee shall be to limit its involvement in academic governance to policy making and expect the administration and faculty to implement the policy on a day-to-day basis without interference.
4. The Academic Advisory Committee has the right of approval of changes in curriculum.
5. The Academic Advisory Committee, in cooperation with the Chief Academic Officer, shall organize the academic administration in terms of faculty structure as well as oversight of the Library.
6. The Academic Advisory Committee has the responsibility of determining the institutional graduation requirements of all degrees.
7. Any new curriculum or academic program requires the approval of the administration through the office of the President.
8. The details of the implementation of the Academic Advisory Committee role in academic governance should be spelled out in the Faculty Handbook.
9. The President shall have the final authority to adopt new programs and the program offerings at the Nobel.

**CURRICULUM APPROVAL PROCESS FLOW CHART****GRIEVANCE/COMPLAINT POLICY**

It is important that employees are treated fairly and receive prompt responses to problems and concerns. For this reason, the Nobel provides grievance procedure to promote prompt and responsible resolution of issues raised by faculty and administrators. This procedure may be used freely without fear of retaliation, and the Chief Operating Officer is available to assist throughout the procedure. The process outlined below should be used if an individual disagrees with a supervisor's action including any disciplinary action. If the problem involves discriminatory harassment, sexual harassment and/or discrimination, reference to those policies should be made to initiate a complaint. When unsure which policy applies, contact should be made with the Chief Operating Officer for assistance.

**Step 1. Discuss complaint with immediate supervisor.**

The Nobel encourages informal resolution of complaints. Employees should first discuss the complaint with their immediate supervisor within three (3) business days of the situation whenever possible. If the complaint is not resolved as a result of this discussion or such a discussion is not appropriate under the circumstances, should prepare the Employee Complaint Procedure Form and submit it to the immediate supervisor within five (5) business days of the discussion, or proceed to Step Two.

**Step 2. Prepare and submit Employee Complaint Procedure Form to second-level supervisor for review.**

If the employee feels the complaint was not resolved in discussions with his/her immediate supervisor, they may prepare and submit a formal written complaint for review by the person to

whom the employee's immediate supervisor reports ("second-level supervisor"). To do so, the employee should prepare the Employee Complaint Procedure Form and submit it to the second-level supervisor within seven (7) business days of the Step One discussion with the immediate supervisor (or within seven (7) days of the event being grieved if Step One is bypassed). The second-level supervisor will then review the complaint, send a copy to the immediate supervisor (if appropriate), and schedule a meeting for the employee to discuss the complaint. The meeting will ordinarily be held within five (5) business days of the second-level supervisor's receipt of the Employee Complaint Procedure Form. The second-level supervisor will issue a written decision, generally within five (5) business days of the meeting. If the complaint is not resolved to the employee's satisfaction, proceed to Step Three.

### Step 3. Submit Complaint Procedure Form for Final Appeal to third-level supervisor.

If the employee is not satisfied with the Step Two decision, they may submit the complaint to whom the employee's second-level supervisor reports ("third-level supervisor"). The third-level supervisor with administrative responsibility will issue a written decision within seven (7) business days of receipt of the Step Two decision. The third-level supervisor will provide the Nobel's final written response, generally within fourteen (14) business days.

Faculty may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Faculty may also file a complaint with the TRACS Accrediting Agency by completing the TRACS Complaint Form found on [www.tracs.org/resources/](http://www.tracs.org/resources/) and submitting to:

President  
Transnational Association of Christian Colleges and Schools  
15935 Forest Road  
Forest, VA 24551.

## INTELLECTUAL PROPERTY

Nobel University fosters and supports the school environment that encourages creativity and development of new intellectual works in their various forms by its faculty. In appropriate cases, with early disclosure of the effort, the school will recognize ownership in the creator(s) of the work with a right of the school to use the work for its educational mission and the development of its employees, and to participate in an appropriate royalty share in external marketing of the work by its creator(s). However, with respect to intellectual works that are created at the direction of the school to support administrative/non-instructional functions and other works specifically designated by the Nobel University, the school will generally retain ownership and rights to the work, subject to specific written agreements to the contrary.

### THE NOBEL UNIVERSITY'S ROLE

The School will ensure fair treatment of all parties and will take the following actions:

1. Provide a supportive environment;
2. Use reasonable effort to exploit and protect intellectual property generated by its faculty and students;
3. Maintain fairness and adequate incentives in the distribution of residual income;
4. Consider proposals from individual with respect to exploitation and protection of intellectual property.

### THE FACULTY'S ROLE

The faculty is required to:

1. Report any work undertaken on behalf of an external body and any conflicting outside commercial interests;
2. Report the development of any intellectual property as it arises;
3. Keep key information confidential until it is protected;
4. Report any potential conflict of interest.

### **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

Nobel University recognizes that accomplishment of its mission may be facilitated by the use of works owned or created by others. It is the policy of the school that students, employees, and other individuals who use school facilities and/or equipment, and students, employees, and other individuals who use off-campus non-Nobel facilities and/or equipment in connection with Nobel University activities or on behalf of the Nobel University, shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying centers, machines in the library, or on any other reproduction equipment owned or leased by the Nobel or used in connection with Nobel activities or on behalf of the Nobel University.

Students, employees, and other individuals subject to this policy who use material originated by others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of "fair use." Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. "Fair use" shall not be abused. The Nobel does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any

accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the Nobel in the event of an infringement or alleged reserved.

## **STUDENT ATTENDANCE POLICY**

### CLASSROOM ATTENDANCE

All work missed due to absence or lateness must be made up to the satisfaction of the faculty in order to receive credit for the course. Faculty may, at their own discretion, arrange for make-up examinations, in cases of excused absence. Unexcused absences or lateness for an examination will normally result in a failing grade for that examination.

Excessive absence is defined as absences in excess of 20% of scheduled classroom hours in didactic courses. Faculty will report excessive absences to the Program Chairs. Students may be asked to appear before the Program Chairs and the faculty. Failure to appear at the meeting may result in a failing grade, and may also result in academic probation.

If the excessive absences are not classified as excused, the Program Chairs may:

1. Place students on probation, giving provisions for return to good standing.
2. Suspend students for the remainder of the class meetings with no penalty grade assigned. Any tuition to be refunded will be refunded per Nobel University Refund Policy.
3. Suspend students for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the Chief Academic Officer that students be dismissed from the School.

### TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

## **ORGANIZATION & ADMINISTRATION**

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It is the intent of Nobel University to clarify the definitions of employment classifications so that you may understand your employment status and benefit eligibilities.

### **EMPLOYMENT CATEGORIES**

#### EXECUTIVE OFFICERS

Employees in this group are officers of the institution, defined as Chief Executive Officer/President, Chief Operating Officer, and Chief Academic Officer.

#### ADMINISTRATIVE PROFESSIONALS

Employees in this group provide administrative, supervisory, and/or professional support directly or indirectly to executive officers.

#### SUPPORT STAFF

Employees in this group provide administrative support. Positions include clerical/secretarial, receptionist, and service/maintenance support for the educational and administrative functions of the Nobel.

#### FACULTY (PROFESSORS/INSTRUCTORS)

These employees are those holding degrees from accredited colleges and universities. They are paid, at will, on a semester to semester basis. They are expected to complete all tasks in the job description for faculty members and are not paid for hours other than those in the classroom.

#### FULL-TIME

Employees in this group include executive officers, administrative professionals and support staff. Anyone employed at least forty (40) hours a week is considered full time. A full-time employee is eligible for all employee benefits including health insurance, paid holidays, paid vacations, paid sick leave, etc.

#### PART-TIME

Employees in this group include administrative professional and support staff (clerical/secretarial and service/maintenance) employees. Anyone employed for less than forty (40) hours a week and is paid on an hourly basis is considered part-time. A part-time employee is not eligible for any employee benefits.

#### TEMPORARY

Temporary staff employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any

way imply a change in employment status. Temporary employees retain that status unless and until notification of a change is received in writing by the Chief Operating Officer.

### INDEPENDENT CONTRACTORS

Independent contractors are not employees. Independent contractors are not covered by workers' compensation insurance. Individuals desiring an independent contractor status must consult the Chief Operating Officer to whom they will provide services prior to any work being commenced and/or authorized. All independent contractors will be required to complete the necessary forms required by the Nobel. Independent contractors are ineligible for all benefits provided to employees. In the event Nobel University desires, the services of the individual independent contractor status, the Nobel will grant an employee status to the individual in accordance with the above defined categories at the time such services are authorized.

## **JOB DESCRIPTION OF ADMINISTRATIVE OFFICERS**

### JOB SUMMARY OF THE CHIEF EXECUTIVE OFFICER/PRESIDENT

The President serves as the Chief Executive Officer (CEO) of Nobel University. The CEO assures the school's relevance in the community, the fulfillment of its mission and educational objectives, and the accountability of this institution to its students and the diverse constituents that it serves.

The CEO delegates responsibility for management and day-to-day operations to the Chief Operating Officer and has the authority to carry out these responsibilities, in accordance with the direction and policies established by the institution. The CEO is responsible for providing strategic leadership for the institution by working with other executive officers to establish long-range goals, strategies, plans, and policies. The CEO is also responsible for establishing organizational objectives and priorities and for reviewing and evaluating the progress for the attainment of these objectives and performance goals.

### **Duties and Responsibilities**

- a) Communicates with professionals and consultants regarding legal, financial, and other matters pertaining to the corporation.
- b) Approves contracts between the company and schools and other agencies.
- c) Keeps corporation in compliance with laws affecting personnel, licensing, name registration, etc.
- d) Provides general direction to define and articulate Nobel University's values, mission, vision, and short and long-term goals and to develop strategies for achieving those goals;
- e) Actively promotes the institution's mission with the public, students, school districts, and regulatory and governmental organizations.
- f) Acts as the final authority in the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- g) Reviews and approves the fiscal activities of the organization including budgeting, reporting and audit.

- h) Facilitates the integration of the school into the fabric of the community by using effective marketing and communications activities.
- i) Acts as an advocate, within the public and private sectors, for issues relevant to the school, its academic programs, services and constituencies.

#### JOB SUMMARY OF THE CHIEF ACADEMIC OFFICER

The Chief Academic Officer (CAO) reports directly to the President. The CAO maintains regular communication among the Program Advisory Committee, Program Directors, Faculty, and the Librarian. The CAO is responsible for providing leadership, supervision, guidance, and direction of the Program Directors, faculty, and librarian. The CAO is responsible for the overall administration of the academic programs to be consistent with the school's mission and vision, and to assure academic excellence. The CAO assures delivery of high quality instruction and services to meet the needs of students, business and industry, and the community. If the CAO holds an academic position at the school in addition to administrative duties, the teaching appointment must be limited to no more than three (3) courses in any given semester.

#### **Duties and Responsibilities**

1. Academic Programs and Services
  - a) Provides leadership, guidance, and motivation to ensure that departments design, develop, evaluate, and deliver a comprehensive array of instructional programs and services which fulfill the institutional goals;
  - b) Provides leadership for development, review, and implementation of academic programs and policies;
  - c) Provides leadership, supervision, and guidance to Program Directors for planning, developing, implementing, and evaluating educational programs and services to support the school mission and support the school's strategic plan;
  - d) Provides leadership for handling campus emergencies, resolving student issues and complaints in a timely manner, and communicating and interpreting Nobel University's policies and procedures;
  - e) Develops and encourages active participation of academic advisory committees;
  - f) Assures the quality and effectiveness of all academic programs, offerings, and services through systematic review and evaluation of curricula and instruction using appropriate evaluations and assessments, benchmarking, institutional accreditation;
  - g) Provides guidance and supervision of faculty, ensuring ongoing relevant professional development and regular evaluation;
  - h) Plans and oversees all aspects of the graduation ceremonies;
  - i) Prepares and assures approval of textbook selections;
  - j) Supervises the preparation and maintenance of files or websites that contain current syllabi and academic programs, policies, and procedures;
  - k) Assures all publications and websites related to academic programs are accurate, current and relevant;



2. Organization and Planning
  - a) Develops and oversees class schedules and classroom, and facilities utilization and coordinates programs and services with other campus personnel;
  - b) Assists in the planning for new facilities and integrating up-to-date instructional equipment and technology in instruction;
  - c) Provides input in strategic planning by establishing annual and multi-year operational goals designed to implement the strategic goals of Nobel University.
  - d) Formulates and enforces academic programs and policies;
3. Budget
  - a) Assists in the preparation and implementation of the annual budget for all academic matters;
  - b) Approves reimbursement of professional development activities;
  - c) Assists in library material acquisitions.
4. Scheduling
  - a) Prepares the academic calendar, class schedules, and the final exam schedule;
  - b) Monitors class schedules and assists Program Directors to plan and forecast course offerings based on changes in student enrollment;
  - c) Promotes the efficient use of instructional space, classrooms, and libraries.
5. Faculty
  - a) Calls and conducts faculty meetings and maintains committee minutes;
  - b) Coordinates, offers, and documents professional development and training for academic faculty;
  - c) Coordinates faculty selection and recommendations for changes in faculty status;
  - d) Validates and documents full-time and adjunct faculty credentials.

#### JOB SUMMARY OF THE CHIEF OPERATING OFFICER

As the principal aide to the President, handles a wide range of matters of institutional importance on behalf of the President, and oversees all operations of the Office of the President, to include management of staff, budgets, administration, policies, and procedures. Provides coordination and oversight in the development of defined core initiatives for the Office of the President. Serves as the President's primary strategic liaison with School and community constituencies. Plan, direct, or coordinate operational activities at the highest level of management with the help of presidents, other executive staff and department managers.

#### **Duties and Responsibilities**

- a) Serves as principal aide to the President; supports the President in dealing with a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the President, as appropriate.
- b) Determines and formulates policies and provide overall direction of school within guidelines set up by the President
- c) Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish

the organization's goals and objectives; overseas recruitment, training, supervision, and evaluation of unit staff.

- d) Serves as the President's primary liaison with School, government, and/or community leadership on strategic and operational matters pertaining to the specific area of institutional interest
- e) Provides integrated policy analysis and strategic consultation to the President and administration on major issues affecting the School.
- f) Interacts with School, industry, government, and community officials and stakeholders in the representation and development of strategic program initiatives.
- g) Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
- h) Oversees all facets of the daily operations of the organizational unit, ensuring compliance with all relevant laws, regulations, policies, and operating agreements.
- i) Researches policies to see what changes could be advantageous and which trends might negatively impact the school in the future.

#### JOB SUMMARY OF THE BRANCH CAMPUS DIRECTOR

Under the direction of the Chief Operating Officer, the Branch Campus Director oversees all administrative operations of the branch campus. The Branch Campus Director provides the leadership and management necessary to ensure that the branch campus has the proper operational controls, administrative and reporting procedures, systems, and resources in place to effectively grow and to ensure the financial strength and operational efficiency of the campus.

The Branch Campus Director oversees all administrative operations and supervises staff to ensure that the branch campus remains consistent with the school's mission and objectives under the direction and guidance of the Chief Operating Officer.

The Branch Campus Director administers HR matters such as recruitment, selection, placement, and training and development of staff. The Branch Campus Director also reviews and recommends necessary changes in operational policies and procedures and recommends them to the COO for approval.

#### **Duties and Responsibilities**

- a) Works closely with the COO to implement plans for the operational infrastructure of the branch campus;
- b) Remains knowledgeable of the local market and industry trends, local competitors, and all other aspects of the campus that may affect its degree programs and reports this information to the COO to assist in developing strategies and action plans;
- c) Manages, measures, and reports the effectiveness of all operating processes internal and external, to the COO and provides direction to the management and administrative staff to adhere to Nobel University's goals and policies;

- d) Trains professional staff and evaluates performance and recommends merit increases, promotion, and disciplinary actions to the COO;
- e) Analyzes and recommends changes in organizational systems, policies and procedures, and ensures their implementation on a day-to-day basis;
- f) Ensures that all activities and operations of the campus are performed in compliance with local, state, and federal regulations and laws governing business operations;
- g) Develops and maintains the institutional strategic plan.

## **JOB DESCRIPTION FOR TEACHING FACULTY**

### JOB SUMMARY OF THE PROGRAM DIRECTOR

The Program Director holds the authority and responsibility for all administrative functions and supervision within the Program and serves as a liaison among students of the Program, the faculty, and other administrators. This individual serves at the will of the President and reports directly to the Chief Academic Officer. A Program Director is responsible for organizing and supervising the courses of instruction offered by the Program, distributing the teaching and research load to the Teaching Faculty, and caring for the equipment and facilities assigned to or in the custody of the Program. As the leader of the department, the Director must be a role model for collegiality, collaboration across the organization, integrity, scholarship, and professional competence. The Chair generates and communicates to the Nobel's Chief Academic Officer all Departmental recommendations for hiring, retention, promotion, tenure, evaluation, sabbatical leave, or discipline of Department faculty. The Director is also responsible for departmental educational programs for all students at Nobel University and coordinates and evaluates academic advising of students of the Program.

### **Duties and Responsibilities**

- a) Helps develop and implement Nobel University's strategic plan, especially within their Department and serves as the Chief Academic Officer's representative in the daily operation of the Department;
- b) Reviews, approves, and files course syllabi of the Program;
- c) Reviews and approves any special course requirements of the Program;
- d) Develops current and accurate Nobel catalog descriptions of the programs;
- e) Assesses and maintains physical facilities of the Department, including equipment, supplies, and space; Reports to the appropriate Nobel official, maintenance or service required when necessary;
- f) Coordinates and communicates to the appropriate Nobel officer(s) any accreditation, program review, or assessment(s) required of the Department;
- g) Conducts annual performance reviews of faculty and staff and makes merit recommendations to the Chief Academic Officer in accordance with Nobel University's policy;
- h) Represents the Program to internal and external academic communities, alumni, business and industry, government, foundations, and the general community;
- i) Enforces Nobel University's policies and procedures.

### JOB SUMMARY OF THE FACULTY

The fundamental responsibility of a faculty member is teaching. Teaching responsibilities include preparation time, time spent in the classroom, laboratory, or telecommunications, conferring with students on course materials; directing papers, projects and theses; directing individual and group studies; reviewing written examinations and papers; evaluating presentations; and supervising independent study projects.

In addition to teaching, the responsibilities for this position include curriculum development in the form of updating syllabi, administrative responsibilities pertaining to the teaching assignment(s), attending faculty and other meetings, and providing some services to the Nobel and the community as needed.

For faculty to remain viable, they need follow a path of professional development which may include furthering one's formal education; attending seminars, workshops, and other professional meetings; and in general by staying abreast of their field of specialization as well as teaching skills and methodology.

Faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

### **Duties and Responsibilities**

- a) Prepares and delivers lectures, seminars, group activities as well as other forms of instruction that facilitate learning on topics central to their assigned course;
- b) Plans, evaluates, and revises curricula, course content, and course materials and methods of instruction; Selects and obtains materials and supplies such as textbooks;
- c) Prepares course materials such as syllabi, homework assignments, and handouts;
- d) Compiles bibliographies of specialized materials for outside reading assignments;
- e) Compiles, administers, and grades examinations, and evaluates and grades students' class work, assignments, and papers;
- f) Keeps abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences;
- g) Initiates, facilitates, stimulates, and moderates classroom discussions;
- h) Maintains regularly scheduled office hours to advise and assist students; Performs related duties such as advising students on academic and vocational curricula;
- i) Maintains student attendance records, grades, and other required records.

### ACADEMIC ADVISORY COMMITTEE

The Academic Advisory Committee is responsible for reviewing and recommending changes in the curriculum. The Academic Advisory Committee meets annually to consider the addition, deletion, and modification of courses and programs (including options within programs). Curriculum proposals on the Academic Advisory Committee should follow the procedures outlined below.

Minor changes to individual courses, deletion and addition of individual courses may be submitted directly to the Program Director. The Program Director and Chief Academic Officer should consult on such changes. When both the Program Director and Chief Academic Officer approve the changes, the changes will be added and implemented next semester.

The deletion of individual courses may be submitted at any time. Many such deletions will also require changes in the program of study and, if so, may well require the same procedures noted above.

All proposals for new degree programs or new options within the existing degree program, or a significant modification in any existing program, should be initiated only after the faculty has consulted with the Program Directors and Chief Academic Officer at a faculty meeting and there is agreement to proceed. When the proposal has been developed sufficiently to be discussed, it should be discussed with the Academic Advisory Committee and proceed after agreement. When the President approves it, the changes take effect in the subsequent semester; extenuating circumstances may require some exceptions.

The deletion of programs and/or program options should proceed only after the faculty, Program Directors, and the Chief Academic Officer are in agreement. Once agreement has been reached, the Chief Academic Officer should proceed with the preparation of the necessary forms to be submitted for the Academic Advisory Committee. After that, the approval of the changes will require the same procedures noted above.

## **JOB DESCRIPTION FOR LIBRARY PERSONNEL**

### **JOB SUMMARY OF LIBRARIAN**

The librarian, in collaboration with the Program Director and Teaching Faculty is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of an institution's programs, is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, service, and operations on the Nobel University campus. The librarian shall report to the librarian. The librarian shall be responsible for:

### **Duties and Responsibilities**

- a) Serves as the chairperson of the Library Committee;
- b) Evaluates library resources and information services on a regular basis;
- c) Processes library materials used by Nobel University students and faculty;
- d) Provides training to students and faculty to better utilize library resources as an integral part of the learning process;
- e) Develops library policies and procedures;
- f) Inputs data needed for computer circulation and catalog system and keeps records of circulation and materials;
- g) Compiles lists of books, periodicals, articles, and audiovisual materials on particular subjects;

- h) Develops and indexes databases that provide information for library users;
- i) Evaluates materials to determine outdated or unused items to be discarded;
- j) Helps maintain the appearance and functionality of the library by organizing collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access;
- k) Maintains library supplies and equipment;
- l) Oversees the computer systems in the library.

#### JOB SUMMARY OF LIBRARY ASSISTANT

The library assistant, under the guidance of the librarian, is responsible for performing routine clerical duties within the library and assisting the library users with the technical, circulation, and reference functions of the library. The library assistant shall report to the librarian. The library assistant shall be responsible for:

#### **Duties and Responsibilities**

- a) Processes library materials used by Nobel University students and faculty;
- b) Assists library users in locating and using library materials, equipment and services;
- c) Assists library users with basic reference work as time and training permits;
- d) Sorts books, publications, and other items according to established procedure and returns them to shelves, files, or other designated storage areas;
- e) Inputs data needed for computer circulation and catalog system and keeps records of circulation and materials;
- f) Assists the Librarian in the preparation of book displays;
- g) Provides assistance to the Librarian in the maintenance of library supplies and equipment;
- h) Performs additional tasks as assigned by the Librarian.

#### LIBRARY COMMITTEE

The purpose of the Library Committee is to act as a channel of communication and dialogue between the Nobel University Library and its patrons. The Committee's main objective is to aid in the establishment of a bridge between the Library and its stakeholders. The Library Committee meets once per semester and may be gathered for additional purposes. The members of the Committee are as following:

- Chairperson: Librarian
- Chief Academic Officer
- Chief Operating Officer
- Program Directors
- Administrator of Student Services

## **CLASSIFICATIONS OF FACULTY**

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### FULL-TIME FACULTY

Full-time faculty consist of those teaching nine to twelve (9-12) academic hours per week and up to fifteen (15) clock hours per semester dedicated to Nobel University's various committees and administrative works. All full-time faculties carrying a minimum of fifteen (15) hours per week shall be hired on a probationary basis. The probationary period shall be for one semester. Full-time faculty members shall receive renewable contracts per semester for a period of no more than one year, after the probationary period. Contracts should clearly contain the terms and conditions of employment. Both sections must be signed, both that of the employee and the President.

### PART-TIME FACULTY

Part-time faculty consist of those teaching less than nine (9) academic hours per week per semester and up to fifteen (15) clock hours per semester dedicated to Nobel University's various committees and administrative works. Part-time faculty may be assigned temporary academic rank, but they are not entitled to extended contracts. Probationary credit toward extended contracts is lost upon resignation from the Nobel.

### CONTRACT

All appointments of teaching faculty are on a semester contract, renewable at the discretion of the Nobel. The new contract supersedes the previous contract. In some cases, appointments for a period of less than one semester may be as in the case of initial appointment at mid-semester or emergency appointments.

### **SUFFICIENT NUMBER OF FACULTY EMPLOYMENT POLICY**

Nobel University is committed to having a sufficient number of faculty to carry out and provide the instruction, student advisement, and learning outcome evaluation that are consistent with mission and objectives as well as each program and course objectives. Nobel bases its faculty requirements on the factors such as educational level, number of students, number of hours needed for direct interaction between student and faculty per course per semester, number of hours needed to be spent on evaluating assignments by students, faculty duties and responsibilities, and number of hours per week considered full-time faculty.

There must be at least one full-time, contracted, academically qualified faculty for each major/program offered, including general education, to teach and provide teaching-related duties, such as advising and curricular oversight needed for the institution, and whose job responsibilities are specifically spelled out in the contract and job description.

## **PROFESSIONAL QUALIFICATIONS OF FACULTY**

Faculty of Nobel University must be highly qualified in academics and instructional methodologies. Faculty qualification policy is as following:

### EDUCATION

1. Faculty must possess an extensive education, licensure/certificate, or work experience;
2. Faculty credential must be evaluated prior to be considered for a teaching position; and
3. Faculty must hold at least a master's degree and or professional degrees in their teaching field or related field from an accredited institution in order to teach at a bachelor's level; and
4. Faculty must hold at least a doctorate in the field in which they are teaching or a master's degree and/or terminal degree with several years of experience in teaching the subject matter they are assigned to teach in order to teach a master's level.

### EXPERIENCE

1. Several years of professional experience, preferably mixing teaching and non-teaching leadership roles.

### PERSONAL

1. A willingness on the part of the appointee to cooperate with his/her colleagues and the administration in pursuing the mission and the goals of the Nobel.

## **RESPONSIBILITIES OF FACULTY**

All faculty members are expected to adhere to the following policies and assume these specific responsibilities as follow as:

### TEACHING

1. Be aware of and abide by the mission, goals, purpose, of Nobel University;
2. Be familiar with and abide by the faculty attendance policy;
3. Each member of the faculty shall perform such services in instruction, advising, committee work assemblies and other such duties as may be assigned by the Nobel;
4. All faculties, whether full or part-time, must attend regularly scheduled faculty meetings and in-service trainings;
5. All faculties, whether full or part-time, must submit annual professional development summary;
6. Faculty members are not to be absent from a class without first informing the Program Director;
7. Each faculty member is expected to be available for office hours and conference periods;
8. All faculty members must attend faculty meetings and in-service trainings as well as other school functions;



9. Submit a copy of the courses syllabus to the Program Director;
10. Be prepared for class before every session; follow the outline specified in the syllabus; and offer outside help to all students by appointment;
11. Require students to purchase the textbook; or printed notes for the class, from the Nobel. A book order for the new term must be completed by the due date specified by the Chief Academic Officer usually four (4) weeks prior to the beginning of the term. Printed notes to be purchased by the students must be turned in at least 4 weeks prior to the beginning of the term;
12. Give exams according to the exam schedule of the Nobel;
13. Enforce the student attendance policy by recording student absences in the attendance roster as supplied;
14. Participate in meetings as required by the Program Directors and/or the Chief Academic Officer; and
15. Maintain open, honest, and respectful communication with all students and faculty, administration, and staff.

#### FACULTY PROFESSIONAL DEVELOPMENT

The Program Directors and faculty members write an Annual Professional Development Plan for the next academic year, taking into account the past year's performance. The Development Plan should list activities the faculty members should do to improve and develop performance (i.e., attend workshops or other development opportunities)-any professional activities that will promote and enhance the faculty members' professional expertise.

The plan should identify areas for improvement and development and should include, but not limited to, specific actions and timelines to enhance and develop the faculty member's competence and remedy any areas of weakness.

#### IN-SERVICE TRAINING COMPLETION POLICY

1. Nobel University considers in-service training as a part of faculty professional growth activities.
2. Nobel University provides both full-time and part-time faculty with ongoing in-service training activities for professional growth.
3. A faculty member who is assigned to teach at Nobel University must complete in-service training activities annually.
4. In-service training is offered regularly at the institutional level and documentation to evidence that the faculty member has completed in-service activities must be submitted.

#### RESEARCH AND CREATIVE WORKS

Although Nobel University is not a research institution, faculty members are encouraged to conduct research that advances the mission of the Nobel, reflects commitment to expand the knowledge base in the faculty member's field of endeavor.

All faculty members are encouraged to:

1. Communicate research findings in professionally relevant media;

2. Actively participate in professional organizations that promote scholarship;
3. Engage in professional development activities that will enhance scholarly and professional competence;

Faculty of Nobel University will go through the annual performance evaluation. Areas will be evaluated on are the following activities:

1. Authorizing scholarly books and articles
2. Authorizing creative works
3. Public presentation
4. Journal and book reviewing and editing
5. Conference presentation
6. Other significant participation such as respondent, session chair, or organizer
7. Substantive work done relevant to creative activity

#### FACULTY PERFORMANCE EVALUATION

Every faculty member's performance is subject to review to determine whether each faculty member has fulfilled her/his duties. Each program must establish standard criteria for faculty performance for each rank. The evaluation criteria should be explicit, permitting fairness and consistency and must be approved by the Chief Academic Officer. The criteria should cover two basic areas: 1) teaching; and 2) professional development. It is expected that each performance review will include a general review of all areas as well as an in-depth evaluation of at least one of the three basic areas. The Program Director of each program is responsible for leading the faculty performance evaluation.

All faculty members at Nobel University are evaluated individually at least twice to four times a year by students, Program Directors and Chief Academic Officer. Faculty members are evaluated within the following areas:

1. Commitment to Nobel University's mission, purpose, and goals;
2. Adherence of all Nobel University's policies, procedures, and protocols;
3. Effectiveness in the classroom including degree of knowledge in the subject matter;
4. Attendance and punctuality (instructional and non-instructional);
5. Participation in required meeting and special projects;
6. Effort to increase the professional effectiveness through further study, research, publications, or other contributions to the welfare of the Nobel
7. Skills in dealing with academic and non-routine job problems with students;
8. Cooperation with the administration and other faculty members;
9. Quality of syllabi, examinations, outcomes/assessment plan, and implementation;
10. Academic and professional integrity;
11. Availability for students during designated office hours;
12. Professional, moral, and ethical demeanor and actions;

All evaluations are reviewed with the faculty member by the Program Director and/or the Chief Academic Officer. Should the faculty member disagree with the evaluation, he or she will be allotted the due process as described elsewhere in this handbook.

### **WORKLOAD OF FACULTY**

Faculty workload is determined by the individual faculty member's contract but is understood to include development and distribution of syllabi, regular attendance in class, timely posting of student grades, holding standard office hours, etc.

### **WORKLOAD RESTRICTIONS**

Faculty are restricted from teaching more than 3 courses in one semester. Any other restrictions will be determined by the individual faculty member's contract.

## PERSONNEL GUIDELINES

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Like other institutions of higher learning and business enterprises, Nobel University has established and follows adequate compensation guidelines. The following apply to faculty, administration, and staff members:

1. The total resources of the Nobel will be allocated to carry out the purpose and objectives of the institution, including a major portion of funds toward its compensation program.
2. The compensation program will be structured to enable the Nobel to attract and retain the numbers and kinds of personnel to provide instruction and to operate the institution within its "labor market."
3. The nature of the program and associated administrative time costs must be in reasonable proportion to other priorities demanding financial resources and available management time.
4. The program must gain personnel acceptance; that is, employees must understand -- the policies and practices and accept both their concepts and specific actions as being reasonable and impartially administered.
5. The compensation program must play a positive role in motivating all personnel to perform their work to the best of their abilities and in a manner which supports the achievement of the Nobel's objectives.
6. The program must provide opportunity for personnel at every position to achieve their reasonable aspirations in a framework of equity, impartiality, and reasonableness.

## FACULTY RECRUITMENT

Upon the approval of a new faculty position, or in the event of a vacancy on the faculty, the Chief Operating Officer (COO) recruits candidates to fill the new position or vacancy. Advertisements in the appropriate media may be used.

Upon receipt of an inquiry concerning employment for a position currently available, the Chief Academic Officer (CAO) affords all apparently qualified prospective faculty members an opportunity to submit an application for employment, a letter of interest, a curriculum vitae, and official transcripts/credentials.

After the CAO reviews the application materials, he or she determines if an on-campus interview is appropriate. After the interviews, the CAO assimilates relevant information for submission to the President. Upon the CAO's recommendation, the President determines whether to appoint the faculty candidate.

The President approves the appointment and authorizes the COO to prepare the contract and provide the faculty member with a copy of the most recent Faculty Handbook, school catalog and a campus tour. Contracts should be issued at the beginning of the contracted period and include the terms and conditions of the appointment.

## **EMPLOYMENT AT WILL**

Employment at Nobel University shall be at will by the Nobel. The employee can be dismissed with or without notice or cause. No representative of the Nobel has any authority to enter into any agreement for any specified period of time or to make any agreement contrary to the foregoing. Any oral statements or promises to the contrary are not binding upon the Nobel. Such statements should be confirmed with the President. The Nobel shall not be responsible for any statements that are not confirmed in writing by the President.

## **WORKING CONDITIONS**

It is the policy of Nobel University to provide a safe and healthy work environment for its employees. If an unsafe or unhealthy work situation is identified or believed to exist, a report of the condition should be made immediately to the Chief Operating Officer or to the immediate supervisor. The situation will be investigated and, where indicated, corrective action will be taken.

## **COLLECTING OFFICIAL TRANSCRIPTS**

### POLICY

It is mandatory that faculty of Nobel University must submit official transcripts at the time of employment or within the first semester of his or her teaching or employment.

### PROCEDURE

At the time of job interview and /or before faculty employment, potential faculty members are requested to bring in official or unofficial transcripts or copies of transcripts that can be reviewed and evaluated. Once faculty is approved for employment, official transcripts for the faculty member must be received and placed in the individual personnel files. Failure of faculty members to submit official transcripts in their personnel files by the end of the first semester results in the faculty not being extended future appointments and faculty contract will be automatically terminated.

### PRIVACY OF PERSONNEL RECORDS

Personnel files are maintained on all Nobel University employees. This Nobel respects the confidentiality of the employee's personal information and it is its intention to release information from their files only in accordance with these guidelines.

The employee's personal file is available for review upon request at the File Room. Personnel files are kept in a lockable file cabinet and each personnel file contains tax information, educational background (official transcripts and diplomas) and other job-related information that falls into the following general categories:

1. Information that the employee included with the employment application and/or resume along with employment eligibility verification.
2. Information on job changes that the employee has made at the Nobel, including job descriptions.
3. Medical information that has been provided, if any.
4. All job-related letters and memos.
5. All required sign-offs, such as receipt of handbooks and academic freedom policy.

## **PAY AND BENEFITS**

### DETERMINANTS OF PAY

In determining the starting hourly rate of pay, careful attention is given to the individual's level of education, skills, and relevant experience.

### PAY INCREASES

1. Pay increments for faculty members are determined primarily by the evaluation of performance in teaching, professional development, and faculty research, the evaluation by students, and
2. May be requested at the renewal of the contract.
3. Determined by the executive officers based on performance, evaluations by students, Program Directors and Chief Academic Officer.

### COMPENSATION PROGRAM

There are three major objectives of the compensation program at Nobel University;

1. It is designed to recruit, retain, and promote the growth of highly qualified individuals.
2. This objective intends that the salary practices be internally equitable and competitively attractive, as influenced by external markets.
3. This Nobel's program of employee compensation must be structured on economic reality and administered in a manner that ensures uniform and consistent opportunity and consideration for all employees.

## **FACULTY RULES & REGULATIONS**

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Nobel University encourages all the employees to make their immediate supervisor their first resource for any questions that they have related to their job duties, work assignments, job performance and/or policies and practices. This Nobel's goals are to ensure that clearly stated policies and procedures will make resolution of issues increasingly possible at this level.

### **STANDARDS OF CONDUCT**

Nobel University employees are expected to treat each other with dignity and respect and to abide by certain rules of conduct, based on honesty, good taste, fair play, and safety. Conduct that is immoral, unethical, or illegal will not be tolerated by the Nobel. Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some, but not all examples of conduct that will lead to disciplinary action, up to and including termination:

1. Falsification of employment records, employment information or other the Nobel records.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another employee's.
3. Theft, deliberate or careless damage or destruction of any the Nobel University property or the property of any employee or students.
4. Unauthorized use or removal of the Nobel University property, equipment, time, materials, or facilities.
5. Provoking a fight or fighting during working hours or while on the Nobel University premises.
6. Participating in horseplay or practical jokes on the Nobel time or premises.
7. Engaging in criminal conduct.
8. Carrying firearms or any other dangerous weapons while on the School or School premises at any time.
9. Causing, creating or participating in a disruption of any kind during working hours on the School or School property.
10. Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management.
11. The use of abusive or threatening language toward a co-worker, supervisor, member of management, or students.
12. Failure to notify a supervisor when unable to report to work.
13. Unreported absence of three consecutive schedule workdays.
14. Failure to obtain permission to leave work for any reason during normal working hours.
15. Failure to observe working schedules.
16. Failure to provide a physician's verification when requested or required to do so.
17. Sleeping or malingering on the job.
18. Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.
19. Unsatisfactory work performance or incompetence.
20. Working overtime without authorization or refusing to work assigned overtime.
21. Wearing unprofessional or inappropriate styles or dress or hair while working.
22. Committing a fraudulent act or a breach of trust under any circumstances.

23. Harassing other employees or students.
24. Soliciting or accepting gratuities from students, employees or other faculty members.
25. Excessive tardiness.
26. Abuse of leaves of absence or sick leave.
27. Reporting to work intoxicated or under the influence of non-prescribed drugs.
28. Manufacturing, possessing, using, selling, distributing or transporting non-prescribed drugs.
29. Bringing or using alcoholic beverages on the Nobel premises.
30. Gambling on the Nobel premises.
31. Failing to maintain the confidentiality of the Nobel, its employees, and students.
32. Failing to report accidents, breakage, or damage to equipment which occurs when an employee is assigned to use such equipment.
33. Violation of any of the Nobel policies, rules or procedures.
34. Failure to follow the Nobel policies outlined in this handbook or newly instituted.

Discipline may be initiated for various reasons. The severity of the action generally depends on the nature of the offense and the employee's past records and may range from written warnings to immediate dismissal. The Nobel reserves the right to initiate the form of discipline it deems appropriate. This statement of prohibited conduct does not alter the Nobel's policy of at-will employment. Both employee and the Nobel remain free to terminate the employment relationship at any time, with or without reason or advance notice.

#### STANDARDS OF DISCIPLINARY ACTION

Any executive officers of the Nobel are entrusted with the task of determining the disciplinary action. These actions include, but not limited to:

1. Verbal reprimand;
2. Written reprimand;
3. Dismissal

#### VERBAL REPRIMAND

Normally, when the supervisor first identifies a discipline problem, the supervisor will privately counsel the employee and outline the steps necessary to correct the problem. The supervisor advises the employee that any further problem may result in further discipline. The supervisor summarizes the counseling session in writing. One copy is given to the employee and another copy is kept in the employee's personnel file.

If a problem occurs that is in a different category (i.e., (1) time and attendance, (2) performance, or (3) conduct) from the category covering the problem for which an employee has already been counseled but not warned, the supervisor should provide counseling regarding the new problem. This further counseling is not required when the employee already has two (2) active formal disciplines.



WRITTEN WARNINGS

A written warning may be issued when an employee has a problem in a category (i.e., (1) time and attendance, (2) performance, or (3) conduct) and the employee has been previously counseled for a problem in that category. Under certain circumstances the problem may be sufficiently serious that written warning may also be issued without prior counseling.

DISMISSAL

The President, Chief Academic Officer (CAO), and Chief Operating Officer (COO) of the Nobel may remove, at any time, a faculty member for cause upon written notification. In the event that a faculty member is temporarily suspended or removed from the Nobel, the CAO shall, upon request of the dismissed faculty member, immediately serve a hearing with the Academic Advisory Committee.

Such request must be submitted in writing, within fifteen (15) days of the dismissal to the CAO. The CAO will convene the Committee and will render its recommendation within ten (10) days from the conclusion of the hearing. Such recommendation will go to the President, who may accept or reject it.

Any faculty member, as any employee under a contract, may be dismissed before the end of such contract term for any of the following reasons:

1. Conviction or admission of guilt of a felony or of any crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetence, neglect of duty or default of academic integrity in teaching, in research, or in scholarship.
3. Sale or distribution of illegal drugs, teaching under the influence of alcohol or known use of illegal drugs; any other use of alcohol or illegal drugs which interferes with a faculty members performance of duty or responsibilities to the Nobel.
4. False swearing with respect to official documents filed with the Nobel.
5. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.
6. Immoral or absence conduct.
7. Willful violation of the Nobel's policies and other published rules and policies; or demonstrated failure to support, or active opposition to the published mission, purpose, and goals of the Nobel.

**Procedures for Dismissal**

Dismissal of a faculty member under extended contract or a probationary faculty member before the end of a specified term should be preceded by:

1. Discussion between the faculty member and appropriate executive officers looking toward a mutual settlement.
2. A statement of charges, framed with reasonable particulars.
3. If a contract is terminated for financial emergency reasons, it is not considered a dismissal, but a leave of absence with no pay, for no more than one year.

### ATTENDANCE POLICY

Every employee is expected to be conscientious about attendance and punctuality at work, be part of the team, and getting work done well by deadlines and in the right place.

If for any reason the employee is to be late or absent from work, s/he should personally contact the respective supervisor, no later than the normal starting time or before.

Excessive absenteeism or tardiness can be grounds for counseling, warning, and terminations. Failure to personally notify the supervisor of the absence or tardiness may result in disciplinary action up to and including termination.

### ABSENCE POLICY

Three unauthorized absences will serve as a violation of contract, resulting in dismissal. It is the faculty's responsibility to give adequate notices of his/her intent to miss a class to the Program Director and/or the Chief Operating Officer, so arrangements may be made for a replacement for the classes. If this is not done, the faculty must bear the burden of dismissal.

### PROFESSIONAL LEAVE AND ILLNESS

Faculties are expected to meet their classes at scheduled times unless circumstances warrant administrative approval of an alternation in schedule. Classes shall start promptly at the scheduled time and end at the scheduled time and not before. In the case of illness or emergency, the instructor shall notify Program Director and/or the Chief Operating Officer and the administrative offices so that appropriate action may be taken. If an instructor must be absent to attend a conference or other professional activity, it is his/her responsibility to arrange with an appropriate faculty member to cover the classes during the absence. When such arrangements have been made, the Chief Operating Officer must be informed. This same procedure applies to extended illness.

### MEETING ATTENDANCE

The faculty is responsible for attending all departmental or faculty meetings called by any Nobel officer. In addition, from time to time the Nobel will sponsor informational meetings regarding its institutions strategic directions, benefits, or programs provided by the Nobel.

### PERSONAL APPEARANCE

An employee of Nobel University is always expected to maintain a personal appearance appropriate to the work that (s) he performs. The image presented at the Nobel should be one of moderation, neatness, and good taste. If the job requires a uniform, the employee is expected to wear it. Any question about appropriate dress, must be addressed with the Chief Operating Officer.

EFFECTIVE INSTRUCTION

The primary responsibility of faculty members shall be to remain current in the subject matter of the courses they were assigned to teach, and to teach effectively. Effective instruction shall be deemed to include, but not limited to, the following:

1. The instructor shall state clearly the instructional objectives of each course at the beginning of each term. The course content shall be oriented toward fulfilling the course objectives.
2. Instructors shall inform the students at the beginning of the term of the methods to be used in determining the final course grade and of attendance requirements.
3. A grading system shall be employed to permit a student to learn of his letter grade standing at any time during the course.
4. Instructors shall utilize several tests, papers, and/or oral reports appropriate to the content of the course; the total number of grades for each student shall not, however be less than two. Instructors shall inform the students of the source materials before each test (class notes, texts, previous tests, etc.).
5. Graded examinations and other papers shall be made available to the student for inspection and discussion. Such papers shall be graded and made available to the student in time to make the paper part of the students learning experience. If papers are not returned permanently to the student, but are kept by the instructor, the instructor must maintain student files for no less than five (5) years.
6. Instructors are expected to hold their classes regularly and at scheduled times as assigned by the Chief Academic Officer. Classes shall start promptly at the scheduled time and end at the scheduled time (not before). In case of illness or emergency, the instructor shall notify the Chief Operating Officer so that appropriate action may be taken. If an instructor must be absent to attend a conference or otherwise participate in events related to his profession or to Nobel University, he/she shall notify the CAO at least two weeks prior to the event and help to arrange a replacement for the classes that will be missed.
7. Instructors shall inform students of the times and location at which they will be available for consultation.
8. The full-time semester teaching load will be twelve-sixteen (12-16) contact hours per week.
9. The faculty shall assist in enforcing the rules, regulations, and all policies of the Nobel.
10. Faculty members must allow feedback from the students in the classroom and attempt to keep an open line of communication with them.
11. Active learning principles shall be the corner stone of teaching at Nobel. Creating a context for learning, maintaining interest in the subject matter by assisting students to assimilate the new knowledge to pre-existing knowledge, encouraging active listening techniques, and relying on constructing knowledge as opposed to learning by rote.

**CLASSROOM POLICY AND PROCEDURES**COURSE SYLLABUS OUTLINE FORMAT

1. **Course Description:** Brief one paragraph description of the course similar to what is contained in the Nobel Catalog.
2. **Course Objectives:** Measurable objectives of what the student will be able to do after he/she finishes the course of study.

3. **Instructional Delivery:** Course delivery is accomplished in a combination of ways in order to meet the needs of all learners and learning styles. Course delivery is accomplished through a variety of in-class, on-line, and individualized instructional strategies. Methods of instruction include:
  4. Presentations (i.e., lectures assisted by PowerPoint and other visuals);
  5. Discussions (i.e., active involvement of students in learning by asking questions that provoke critical thinking and verbal interaction);
  6. Cooperative learning (i.e., small group structure emphasizing learning from and with others);
  7. Collaborative learning (i.e., heterogeneous groups in an interdisciplinary context);
  8. Guest lecturers;
  9. Student presentations; or
  10. Video presentations.
11. **Required Textbook(s):** Listed in bibliography format, i.e., information about each text should include the title, author, edition, and publisher.
12. **Instructor Information:** Brief instructor's contact information, whether by e-mail or by phone.
13. **Course Policies:** Description of different policies and requirements that all students must adhere by.
14. **Projects/Assignments:** Brief description of the nature and format of assignments; add a note indicating that detailed assignments will be distributed and posted on the course syllabus, if applicable, at a later date.
15. Due dates for major assignments such as papers, presentations, and projects, as well as any initial drafts or other preliminary work.
16. **Method of Evaluation:** Reflects how the student's grade will be calculated. It may also indicate how absence penalties and late work will affect the grade.
17. **Sequence and Outline:** Calendar of topics to be covered which includes major assignments and due dates.

A course syllabus is required for every class, every instructor, and every quarter. Copies of all course syllabi are to be in the Nobel office prior to the semester's beginning and are subject to the approval of the administration.

#### CLASSROOM PROCEDURES

1. **Obtaining Supplies** - Faculty members may obtain the following classroom materials through the Chief Operating Officer: attendance/grade sheets, dry erase markers & erasers, white board, overhead projector, laptop, etc.
2. **Developing Required Student Handouts** - The required course syllabus per class must be given to the student within the first week of class periods. The teacher must also give to the student any policies relating to attendance, dress, punctuality, class participation, and any other items which may affect the evaluation of the student's work in the class and/or the conduction of the class.

#### REPORTING EMERGENCIES

1. **Medical Emergencies** - In the event of a medical incident, the faculty member should notify the present Administration member. He should give the location of the emergency, cite some details of it, and identify himself. The faculty member will take all precautions necessary to keep the

student(s) calm and reassured and assist in keeping a crowd from forming. In the event of an emergency, the faculty member should call for help by dialing 911.

2. **Maintenance Repairs and Emergencies** - Major repairs and emergency situations are handled by any of the executive officers.

#### RETURNING TESTS & GRADED MATERIALS AND POSTING GRADES

Graded coursework is to be made available to the students. Grades should not be posted publicly. Such reporting should be done so that only minimal time lapses between testing, grading or performance evaluation, and the student's receiving an evaluation.

#### DUPLICATING CLASS-RELATED MATERIALS

Faculty members are free to have all class-related materials duplicated on the copy machine. For higher volumes of copying, faculty should use the copy machine on the first floor such as syllabi, handouts, tests, etc. Usually, in the beginning of the term, the machine has to deal with high volumes. Therefore, faculty members are suggested to duplicate the information prior to the first day of the semester.

#### ENGAGING GUEST SPEAKERS & LECTURERS

No faculty member shall engage guest speakers for classes, clubs, and other organizations without clearance from the Chief Academic Officer. A written request for guest lecturers should be presented to the Chief Academic Officer.

#### SCHEDULING NON-CLASSROOM COMMITMENTS

Non-classroom commitments are those responsibilities held by a full-time faculty member on or off campus which may directly or indirectly influence one's teaching, preparation, class schedule, or related responsibilities.

#### SELECTING AND ORDERING TEXTBOOKS

Making the selection of a quality textbook for each class is a mutual responsibility to be shared by the faculty member and the Program Director. The faculty member must first discuss textbook selections with the Program Director. If any disagreement arises, final decision rests with the Chief Academic Officer.

Faculty members select required and recommended textbooks for courses for which they are responsible. They determine the number of required textbooks based on the needs of the course and what is a reasonable financial burden for the students.

At the beginning of each semester, the Librarian sends a library Material Request Form to faculty requesting textbook orders for the following semester. Faculty return the completed request form to the library personnel. The librarian determines priority of the textbook requests. In case the textbooks are requested as essential purchase, the librarian determines final quantities and places orders for all textbooks. Latest editions and paperbacks (if available) will always be ordered, unless specified differently on the order form. If a textbook is for the following semester, the request will be reviewed by the library committee and the purchase will be made later.

### REVIEWING EVALUATIONS

Each semester, faculty members will allow students to conduct a course evaluation in the classroom. The office of the Chief Academic Officer will summarize the evaluations. A conference will be scheduled to discuss results and a copy of the summary will be filed in the faculty member's personnel file and the course file.

### GRADING SYSTEM

All student-learning is graded on a letter basis. Any student receiving an "incomplete" grade will be given up to six weeks to complete the assignment. Any student receiving a "D" grade or below is responsible for creating a plan for improving his/her grade with his/her instructor. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc. The Nobel uses the traditional 4.0 scale grading system for all examinations and final grades.

### GRADE PROGRESS

GRADE	EXPLANATION	POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Fail	0

### ADMINISTRATIVE GRADING SYMBOL

SYMBOL	EXPLANATION
CR	Credit
NC	No Credit
SP	Satisfactory Progress
I	Incomplete
W	Withdrawal
AU	Audit
N/A	Not Applicable

Faculty may use Plus (+) or Minus (-). Such notations result in counting the final grade point average as follows:

PERCENTAGE	GRADE	GRADE POINT
93% - 100%	A	4.00
90% - 92%	A-	3.75
87% - 89%	B+	3.25
83% - 86%	B	3.00
80% - 82%	B-	2.75
77% - 79%	C+	2.25
73% - 76%	C	2.00
70% - 72%	C-	1.75
67% - 69%	D+	1.25
63% - 66%	D	1.00
60% - 62%	D-	0.75
<60%	F	0.00

**\*Master & Doctoral programs: D and F (Failed Courses) = 0 points**

## SECURITY & SAFETY

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All members of the Nobel are expected to cooperate in securing Nobel University property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to the Nobel employees. Nobel University is not responsible for personal items that might be damaged or lost on or about the premises. Nobel University intends to provide a safe working environment with everyone's assistance. All members of the Nobel need to observe safety regulations, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the Nobel employees. In case of emergency, all students, faculty, and staff must immediately evacuate the building. First aid is available at the front desk of each campus. The Nobel also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities. In the event of a fire or medical emergency, notify any Nobel employees and call 911 for immediate assistance.

### JOB RELATED INJURIES AND ACCIDENTS

Notify the Chief Operating Officer or immediate supervisor immediately in the event of an on-the-job injury, accident or serious illness. The COO will complete an accident report. The affected employee's supervisor must complete the report and submit it to the President. If the injured employee requires medical attention, contact the President or the Chief Operating Officer before seeking medical care, except in cases of extreme emergency or when the President or the Chief Operating Officer cannot be reached immediately.

### DRUG, ALCOHOL AND SMOKING POLICIES

Nobel University has a policy of maintaining a drug-free learning environment. All members of the Nobel community, who include administration, faculty, staff students, and guests, abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on Nobel property and on any field-trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the Office of Student Services for referrals to agencies providing assistance with alcohol or drug related problems. It is the Nobel policy that smoking is prohibited in all Nobel buildings. At the discretion of the administration, outside areas may be set aside on Nobel property to accommodate students, staff members, and faculty who smoke. Violation of the smoking policy may result in suspension or termination of academic status or employment.

### WEAPONS POLICY

The possession or use of firearms or other weapons on Nobel University premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Chief Executive Officer/President.



## **SAFETY POLICY**

All members of the Nobel are expected to cooperate in securing Nobel University property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to the Nobel employees. Nobel University is not responsible for personal items that might be damaged or lost on or about the premises. Nobel University intends to provide a safe working environment with everyone's assistance. All members of the Nobel need to observe safety regulations, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the Nobel employees.

In case of emergency, all students, faculty, and staff must immediately evacuate the building. First aid is available at the front desk of each campus. The Nobel also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities.

In the event of a fire or medical emergency, notify any Nobel employees and call 911 for immediate assistance.

## **SECURITY INSPECTION & PRIVACY**

Nobel University respects the privacy of the staff and faculty; however, the staff and faculty should not have an expectation of privacy when it comes to the Nobel property, including but not limited to desks, closets, cabinets, files, computer equipment, voice mail, e-mail, all forms of electronic media, or any other type of Nobel-owned property. To ensure the safety of all employees, the Nobel reserves the right to inspect all Nobel-owned property at any time, with or without notice, with or without cause.

The Staff and faculty should be aware that internet (web site) usage, e-mails, and voice mail are routinely monitored and/or stored for data retrieval purposes. Therefore, they are expressly not considered private. For more information on this issue please see the policy statements under "computer, phone, internet, & e-mail systems."

## **COMPUTER, PHONE, INTERNET, & E-MAIL SYSTEMS**

Nobel University considers itself to be the owner/licensed operator of all computer-related equipment, software, and computer files used in the operation of institutional business. Computers, computer files, the e-mail system, software, communication devices, and work task assistance devices/systems are furnished in order to aid in the completion of daily business related tasks. Computer files and e-mail are not a private form of communication and the staff and faculty should have no expectation of privacy for any information, messages, etc., created with, received by or left remaining on the system. Computer files and electronic messages of any kind are considered to be business property and to contain vital business information. Nobel University reserves the right to backup, audit files, inspect equipment, monitor and/or retrieve files, information, messages, and etc., at any time, for any reason, and without the necessity of giving the staff and faculty notification. The Nobel understands there may be occasions where the staff and faculty will need to use these services for personal use. This usage needs to be kept to a minimum and should only be done during break time.

The staff and faculty may be issued various passwords for accessing different computer systems and/or files. All passwords are confidential and must not be given to any other person unless being authorized to do so. The staff and faculty must not use or possess any other Nobel University passwords other than the one(s) they have been specifically authorized to use. The staff and faculty should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance, computer, voice mail, and e-mail usage may be monitored.

Nobel University strives to be sensitive to the diversity of its employees and to maintain a workplace free of harassment. Therefore, the Nobel prohibits the use of computers and other business systems in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Nobel University purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Nobel University does not have the right to reproduce such software for use on more than one computer.

The staff and faculty may only use software on local area networks or on multiple machines according to the software license agreement. Nobel University prohibits the illegal duplication of software and its related documentation.

If you violate this policy or have knowledge of others violating this policy and fail to report those violations, you will be subject to corrective action. Based upon the severity of the issue(s) under consideration, corrective action may range from reproachful warnings or counseling, to performance improvement plans, to termination of employment.

## **EMERGENCY AND CRISIS INTERVENTION PLAN**

Nobel University is concerned about the health, safety, and well-being of all students, faculty members, and staff. First aid is available at the front desk of each campus. Nobel University also provides insurance through an insurance company that covers liability throughout the facilities for bodily injury and property loss.

## FACULTY SENATE

### 1 FACULTY SENATE

The Faculty Senate is faculty-based body to provide University management with inputs to facilitate decision-making on academic matters and issues affecting faculty as well as students. The Faculty Senate was formed to provide a forum for faculty to play an independent and constructive role in academic governance. The Senate advises the Chief Academic Officer on matters of broad academic, educational, and research policy relative to faculty. The Faculty Senate represents the entire faculty and collectively assists the University in growing and renewing itself as a dynamic Christian institution of learning, advancing the frontiers of knowledge, and nurturing the leaders of tomorrow.

#### 1.1 Composition

Membership of the Faculty Senate shall be the elected officers who represent all active instructors at Nobel University. Meetings are open to all active instructors at Nobel University. Members consist of the following:

##### Ex-officio Voting Members

- Chief Academic Officer

##### Voting members:

- BBA Program Chair
- MBA Program Chair
- DBA Program Chair

##### Officers

From among members the following officers will be elected:

- President
- Vice President
- Secretary

## **1.2 Term of Office**

Elected members (President, Vice President, and Secretary) shall serve for a one-year term which may be extended with a vote from all faculty members.

## **1.3 Duties and Responsibilities**

The Faculty Senate is chartered to provide advice to the Chief Academic Officer with respect to:

1. The Christian mission, vision, and values of the University
2. A review of programs, courses, curricula, and syllabi
3. The establishment and termination of degree programs and courses
4. Faculty issues
5. Other areas of inquiry as requested by CAO or faculty members.

## **1.4 Meetings**

The Faculty Senate shall meet at a minimum of twice per year called by the President. Meetings are open to all faculty, unless the Faculty Senate declares a meeting closed for executive session.

If there is a special or contentious issue facing the Senate and faculty at large, the Senate may take the issue to the general population of active instructors. The vote will be by majority rule.

The items of business considered at a meeting of the Faculty Senate shall include, but not limited to:

- President remarks
- Approval of the minutes
- Business arising from the minutes (action items)
- Current business before the Senate
- Other business
- Adjournment

All recommendations to the Chief Academic Officer shall be in written form.

## **1.5 Quorum**

A quorum of the Faculty Senate shall be a simple majority of the members.

## **1.6 Minutes**

An agenda will be presented to the members at the start of any meetings. Minutes of all meetings shall be taken by the Secretary and be publicly disseminated.

## **1.7 Participation in Faculty Senate**

All faculty are invited and encouraged to attend and participate in the Faculty Senate.

## **1.8 Bylaws**

### **Section 1 Purpose**

The purpose of the Faculty Senate is to foster an environment at Nobel University which promotes continual improvement toward excellence. The Faculty Senate has as its basic purposes:

- Advocating for faculty viewpoints on all issues in which faculty perceive themselves as stakeholders
- Promoting communication between faculty and other groups on campus
- Making recommendations on university policy and governance issues of concern to faculty
- Soliciting faculty perceptions, suggestions, and recommendations
- Seeking accurate data for use in advocating positions taken by faculty
- Improving faculty salaries and working conditions
- Facilitating budgetary education and assuring the opportunity for faculty participation in fiscal planning and decision making
- Assuring appropriate faculty participation at all levels of university governance

### **Section 2 Election**

Faculty shall annually elect a President, Vice President, Secretary, and Faculty Representatives At-Large from among standing members and current faculty.

Any active faculty member may run for any of the Senate offices. In addition, the Executive Board (President, Vice President, and Secretary) has the option of forming a Nominating Committee. All faculty seeking office and those presented by a Nominating Committee shall announce the names of the candidates at the next meeting or through University communication system.

Election to the Senate shall be by members of the University faculty in each voting unit shall be as follows:

- a) Nominations shall be made by members of the University faculty. The procedures shall provide that every member of the electorate shall have the opportunity to place names in nomination.
- b) Election shall be by secret ballot.

### **Section 3 Term of Office**

The President, Vice President, and Secretary shall serve a one-year term and shall be eligible for reelection, but shall serve no more than three consecutive one-year terms.

A vacancy occurring in the office of President or Secretary shall filled by a special election within three weeks. The President shall have the authority to appoint an interim member until the election is held. The interim President or representative must be an active member of the faculty.

Any elected representative of the Faculty Senate may be removed from office at any time during his/her term of office.

1. The grounds for removal of any elected representative of the Faculty Senate shall be gross neglect or gross misconduct of office.
2. An elected representative of the Faculty Senate shall be impeached (charged of a removable offense) if a valid petition of impeachment is signed by 50 percent of faculty and submitted to the President of the Faculty Senate.
3. If the President is being impeached, then a petition of impeachment should be submitted to the Vice President. Articles of impeachment may not be voted unless they are included in a written agenda for the meeting at which they are to be voted on.
4. A Faculty Senate Hearing Committee shall be empaneled in cases of impeachment, and consist of a minimum of 8 members. Members of the Committee shall be selected from the faculty at-large.
5. The President (or Vice President) of the Faculty Senate shall submit a valid petition or articles of impeachment to the standing Faculty Senate Hearing Committee.

6. The Faculty Senate Hearing Committee shall hold a hearing on the petition or articles of impeachment within 10 days of submission in the presence of the Chief Academic Officer. Following the hearing, the Faculty Senate Hearing Committee must make a recommendation to the Faculty Senate on whether or not said representative should be impeached.
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8. The Faculty Senate Hearing Committee shall hold a hearing on the petition or articles of impeachment within 10 days of submission in the presence of the Chief Academic Officer. Following the hearing, the Faculty Senate Hearing Committee must make a recommendation to the Faculty Senate on whether or not said representative should be impeached.
9. All impeachments recommendations must be approved by the Chief Academic Officer.

#### **Section 4 Operations**

The President shall be the presiding officer of the Senate.

President: The following are functions and duties of President but are not all inclusive:

- President Senate meetings
- Call special meetings when necessary
- Represent Senate at Academic Council as advocate for faculty interests
- Form special committees as necessary
- Serve as faculty representative to public
- Secure adequate resources for Senate success
- Facilitate in airing faculty views
- Develop faculty participation
- Further efforts to attain highly qualified instructors

Vice President: The Vice President shall assume the duties of the President in cases of his/her absence or inability to serve. Succeed to the Presidency in the event of the vacancy of that office.

- Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate
- Act a President in any assigned committees

Secretary: The Secretary is elected and has the following functions:

- The Secretary shall keep the official roll, shall prepare and publish notices, agenda, and minutes of Senate meetings
- Perform other duties appropriate to the office
- In consultation with other Senate Officers, shall review and disseminate issues of concern from the *Senate Discussion Forum* to the Senate Council.

## Section 5 Faculty Senate

The Faculty Senate has the following duties:

- a) It shall ensure that the Senate addresses issues of major concern to the faculty voting units and the faculty as a whole.
- b) It shall provide a mechanism for Senate members' review of all legislative, forensic, advisory/consultative, and informational reports submitted for the Senate Agenda. If Senate determines the report is adequately prepared, it will be submitted to the Senate Agenda with the following options:
  1. Place an informational report, mandated or otherwise, on the Senate Agenda for presentation and discussion.
  2. Place an informational report, mandated or otherwise, on the Senate Agenda only for the purposes of dissemination to the Senate and University community.  
Note: Decision on whether an item is to be placed on the Agenda for full Senate discussion is to be based on whether a report is adequately prepared and documented.
- c) It shall advise, upon consultation with appropriate Senate members, the Chief Academic Officer of the University on the establishment, reorganization, or discontinuation of organizational units and areas of the University. Such advice should be given before official action is taken.
- d) In coordination with the University administration, it shall represent the faculty in seeking information from officials and agencies external to the University especially those who establish policies and control resources affecting University academic programs. It shall advise the University administration on external government legislation and other external issues that may have impact on the University. It shall advise the faculty on the preparation of statements on such matters. It shall be the advisory body to the University on public and alumni relations, public information, general publications and private fundraising. The President shall be the spokesperson for the Senate in these matters.
- e) Individual Senate members play a critical role in communicating faculty issues and legislative decisions back to their units of origin. To facilitate these important communications by creating regular electronic communications of Senate activities and sending these communications to faculty. It is expected that Senate members will embrace their leadership role and actively serve as a communication conduit back to the faculty unit.

## Section 6 Committees



The Faculty Senate may empanel any committees as necessary involving important matters concerning the faculty. The Senate shall determine its committee structure and composition with only the following stipulations:

- a) Any faculty of the University may be appointed to a committee.
- b) Presidents of will be elected by committee members
- c) Persons who are appointed to committees have full voting privileges on the committee or subcommittee on which they serve whether elected faculty, ex-officio, student, or appointed.
- d) Consultation between Senate committees and other instrumentalities of the Senate and University is encouraged.
- e) Any legislative or non-legislative report approved by a committee shall be presented to Faculty Senate and if approved for the Agenda will be presented to the general faculty.
- f) Members of a Senate committee may file a minority opinion outlining concerns or objections to a pending committee report, provided that the minority opinion is signed by two or more voting members. If the committee report is approved for the agenda, Faculty Senate will include the minority opinion(s) in the Senate Agenda for the Senate's consideration. The author(s) of a minority opinion will not present the report or stand for questions during the presentation of the report except by special invitation by the President. Committee members, like all faculty, are free to ask questions, or make statements when the Senate considers the pending report.

### **Section 7 Meetings**

Regular meetings of the Faculty Senate shall be held at twice per calendar year with dates decided by the Faculty Senate. Any faculty member may sit in on meetings and will be non-voting members. The Faculty Senate has the option of holding a general meeting open to all current faculty where there is a substantive issue before the Senate.

Upon the request of the Chief Academic Officer of the University, the President shall convene the Senate for a special meeting. The President shall convene the Senate in response to a written petition of at least 15 members of the University faculty to consider proposals of the petitioners stated in writing, providing the petition contains:

- a) statement of purpose of petition and
- b) names of five faculty members designated to meet with the Senate Council.

Any regular meeting of the Senate may be cancelled by the President person or scheduled for a new date in either of the following ways:

- a) by a majority vote of the members present at any Senate meeting
- b) the Senate President, after consulting with the other Senate officers, may postpone any Senate meeting for no longer than three weeks.

### **Section 8 Referenda**

The Senate may conduct referenda of the University faculty to obtain information concerning any subject under its purview.

### **Section 9 Rules of Procedure**

The Senate shall establish its rules of procedure. The CAO may provide advice to the Senate on procedural matters.

### **Section 10 Amendments**

Amendments of the Bylaws may be adopted at any meeting of the Senate by a majority vote of those senators present, provided that the amendments shall have been presented in writing at a preceding regular meeting.

## **DISCLAIMER**

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### **NOBEL UNIVERSITY FACULTY HANDBOOK**

This handbook is intended to be a description of the Nobel University policies and procedures, personnel guidelines, other information and in effect from July 1, 2024 to June 30, 2025. It should not be construed as an irrevocable contract between the faculty and the Nobel. The policies, procedures and fees listed here are subject to change with appropriate notification.