

6. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
7. That the Holy Spirit bears witness to the new birth and also to the entire sanctification of believers.
8. That our Lord will return, the dead will be raised, and the final judgment will take place.

## **I. INTRODUCTION**

### **A. PURPOSE OF THE FACULTY HANDBOOK**

The *Faculty Handbook* serves as a repository of institutional policies, practices, and expectations regarding faculty service at Point Loma Nazarene University. It also provides information about benefits, services, and professional development opportunities for faculty members and identifies key administrative and governance structures. As such, the *Faculty Handbook* does not constitute a legal document, but rather a formal understanding of how we will live and work together in this academic community.

### **B. MAINTENANCE OF THE FACULTY HANDBOOK**

It is the responsibility of the Office of Academic Affairs to maintain the *Handbook* in an accurate and complete form. Updates are made as needed.

## **II. GOVERNANCE**

### **A. BOARD OF TRUSTEES**

#### **1. Election**

The Board of Trustees is limited to a membership of no more than 50, all of whom must be members of good standing in the Church of the Nazarene and in the experience of entire sanctification. The President of the University and all district superintendents on the region are members ex officio. Each district of the Southwest Educational Region of the Church of the Nazarene nominates members for election by the Board of Trustees. The number is determined by church membership on the district. Each district has an equal number of ministers and laypersons on the Board. The Alumni Association also nominates a representative for election to the Board.

#### **2. Responsibilities**

The Board of Trustees has power to elect the President of the University, other administrative officers, and the faculty. The Board defines the powers and duties as well as determining salaries and terms of office for the appointees. It also manages the affairs of the Corporation.

#### **3. Meeting Times**

Regular meetings of the Board of Trustees are held twice each year, once in the fall and once in the spring.

#### **4. Officers**

The officers of the Board or Corporation are the chair, vice chair, secretary, and treasurer.

#### **5. Trustee Council**

The Trustee Council is composed of all Board officers of the Corporation, President of the University, chairs of all standing committees, and President of the Pasadena College Foundation, all serving ex officio. It is empowered to act for the Board in the interim between meetings.

#### **6. Standing Committees**

The six standing committees of the Board are as follows:

1. Academic Affairs

2. Buildings and Grounds
3. Financial Affairs
4. Spiritual Development
5. Student Development
6. University Advancement

## 7. **Faculty Representatives**

The faculty elects two non-voting representatives to the Board of Trustees. The current chair of the Faculty Council is one of the representatives. The other representative is elected for a three-year period by the following process: the Faculty Governance Committee nominates three persons (1) from the upper two professional ranks with (2) a minimum of five years service at Point Loma. The election shall be by ballot and by a majority of faculty present and voting.

## **B. ADMINISTRATIVE STRUCTURE**

The University administrative structure is shown in the accompanying charts. These charts are in conventional form with solid lines indicating a direct connection and dotted lines an indirect. The Point Loma Nazarene University chart shows the administrative structure with the various functions under each administrator given. The other charts are all personnel charts.

The President is the chief executive officer of the University. He is assisted in this role by six individuals in line relationship. The president and the six line administrators form the Administrative Cabinet which functions as (a) the highest policy-making body at the University, (b) the budget committee, and (c) an advisory body for the President.

Each administrative area of the University is represented in the charts which follow:

- [Administrative Structure](#)
- [Admin Structure – Academic Affairs](#)
- [Admin Structure – External Relations](#)
- [Admin Structure – Finance & Administrative Services](#)
- [Admin Structure – Spiritual Development](#)
- [Admin Structure – Student Development](#)

## **III. FACULTY ORGANIZATION**

### **A. FACULTY MEMBERSHIP**

Members of the faculty are those full-time persons holding the rank of professor, associate professor, assistant professor, or instructor.

All members of the faculty (as stated above), and certain administrative personnel as follows, irrespective of academic rank, have attendance and voting rights at faculty meetings:

- President of the University
- Provost
- Provost's Council
- Other members of the Administrative Cabinet
- Director of Advising

A non-voting student representative selected by the ASB officers is authorized to be present at all faculty meetings.

Regular participants may invite guests (including resource persons) on a meeting-by-meeting basis provided the host is identified and the guests are introduced at the beginning of the session. Such guests may have the right to the floor at the discretion of the chair, but not the privilege of voting.