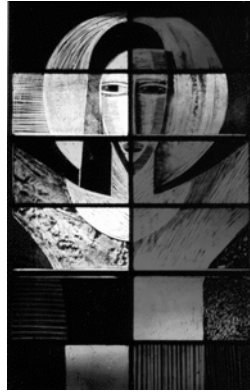


# **Louisville Presbyterian Theological Seminary**



## **Governance Manual**

**Revised, May 2005**

**Reference should be made to the LPTS website for changes in the governance manual since the date of this printing.**

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# **I. Brief Description of Governing and Advising Bodies**

## **BRIEF DESCRIPTION OF GOVERNING AND ADVISING BODIES**

### **The Board of Trustees**

See “By-Laws,” pp. 7-12. The management and control of Louisville Presbyterian Theological Seminary is vested in a board of directors known as the Board of Trustees of Louisville Presbyterian Theological Seminary. This Board consists of no more than 37 members elected to represent various synods of the Presbyterian Church (USA). The Board through its appointed administrative offices gives oversight to the operations of the Seminary. It elects faculty and confers degrees. The Board of Trustees has responsibility for the policies governing all aspects of Seminary life.

### **The Faculty**

See “By-Laws,” pp. 18-25 and “Plan of Governance,” p. 60. The faculty normally meets at the conclusion of the Seminary Council meetings or upon call of the President. Its primary responsibilities include the review of students, the initiation of changes in the M.Div. and the M.A. curricula, responsibility for the Th.M. and D.Min. programs, and decisions regarding the hiring and promotion of faculty. The Vice President for Finance, the Vice President for Library and Information Technology, the Vice President for Seminary Relations, the Associate Dean and Registrar, the Dean of Students, the Director of Admissions, the Executive Director of the Louisville Institute, the Associate Director of the Louisville Institute, the Coordinator of Academic Support Services, the Director of the Marriage and Family Therapy Program, Director of Field Education, Director of Vocational and Spiritual Formation, Assistant to the President, Director of the Center for Congregations and Family Ministries, and the Associate Vice President for Seminary Relations, sit with the faculty as a deliberative body, and they have voice and vote, except in matters relating to the hiring and promotion of faculty. The hiring and promotion of faculty members are decided by those faculty who hold tenure. The President presides.

### **Seminary Council**

See “Plan of Governance,” pp. 61-62. The Seminary Council consists of all faculty and 10 students. The Vice President for Finance, the Vice President for Library and Information Technology, the Vice President for Seminary Relations, the Associate Dean and Registrar, the Dean of Students, the Director of Admissions, the Executive Director of the Louisville Institute, the Associate Director of the Louisville Institute, the Coordinator of Academic Support Services, the Director of the Marriage and Family Therapy Program, Director of Field Education, Director of Vocational and Spiritual Formation, Assistant to the President, Director of the Center for Congregations and Family Ministries, and the Associate Vice President for Seminary Relations, sit with the faculty as a deliberative body, and they have voice and vote. The areas of responsibility of the Seminary Council are spelled out in the Plan of Governance. They involved specifically responsibility for the M.Div. and the M.A. curricula and community life.

The President, the Dean, or the President of the Student Body presides.

### **President's Cabinet**

See "Plan of Governance," Article Seven, p. 61. The President's Cabinet consists of the President, the Vice President for Seminary Relations, the Vice President for Finance, Dean of the Seminary, the Assistant to the President, and the Vice President for Library and Information Technology. The primary purposes of the President's Cabinet are to facilitate communication among the three major areas of the administration of the Seminary and to provide a forum for mutual support and encouragement. The President's Cabinet meets at the call of the President usually about once every ten days. On occasion, the Executive Director of the Louisville Institute will meet with the Cabinet. The President presides.

### **Administrative Council**

See "Plan of Governance," Article Seven, p. 61. The Administrative Council is composed of all administrative members of the Seminary. Its purposes are to provide communication within the administration, to identify emerging problems or issues to be addressed, and to offer education about the intersecting areas of the Seminary's life. It normally meets twice an academic year, and the President presides.

### **Staff Council**

See "Plan of Governance," Article Seven, p. 61. The Staff Council is made up of all staff members of the Seminary. The Council elects its own officers, and the Moderator of the Staff Council presides. One faculty is elected each year as a liaison to the Staff Council. The Vice President for Finance sits with the Staff Council, and the President will attend as needed. The Staff Council discusses issues related to the work of the staff and makes recommendations to the President. It meets upon the call of the Moderator of the Staff Council.

Revised 4/03

# **II. By-Laws**

**BYLAWS OF THE  
LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY**

**ARTICLE I**

**SECTION 1.** The name of this institution shall be "LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY."

**SECTION 2.** The Seminary is an educational institution related to the General Assembly of the Presbyterian Church (U.S.A.), as is more fully described in the Seminary's Articles of Incorporation. The Seminary is in covenant relationship with the Synod of Living Waters and with the Synod of Mid-America.

**ARTICLE II**

**The Board of Trustees**

**SECTION 1.** All corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, the Board of Trustees except as otherwise provided by law or the Articles of Incorporation. The number of trustees of the Seminary may vary as the Board of Trustees may determine, provided that the number shall be within the range set forth in the Seminary's Articles of Incorporation. Some trustees shall be chosen from synods of the Presbyterian Church (U.S.A.) and shall be presented for approval to the General Assembly of the Presbyterian Church (U.S.A.) as provided in the Seminary's Articles of Incorporation.

Trustees ordinarily shall be elected in the annual meeting of the corporation, normally in March or April. Election to the Board ordinarily shall be for a term of four years and shall be by the affirmative vote of at least two thirds (2/3) of the Trustees present at a duly constituted meeting of the Board of Trustees. Board members are eligible to serve three consecutive four-year terms, after which they ordinarily will step down from the Board for at least one year. After that year, the Board may choose to elect a former Board member for another term of four years, and that person again would be eligible for three four-year terms. Ordinarily, no Board member shall serve more than two sets of three consecutive four-year terms. Any exceptions to this pattern of election must be approved by the Board of Trustees.

The Trustees shall be divided into four classes, as nearly equal in number as possible, with approximately one quarter of the total number of Trustees being elected at each annual meeting. Trustees shall hold office until the adjournment of the annual meeting of the Board of Trustees at which their successors are to be elected and until their successors shall have been elected and qualified or until their deaths or until they shall resign or shall have been removed from office in the manner provided in the Articles of Incorporation of the corporation.

The trustee and alternate trustee to be elected by the Alum Board of the Seminary ordinarily shall be elected in the spring meeting of the Alum Board. Such trustee and alternate trustee shall be elected for a term of three years. Such trustee shall not be eligible for re-election, but such alternate trustee may be elected by the Alum Board as the successor to the trustee elected by the Alum Board.

As provided in the Articles of Incorporation, the President serves ex officio as a member of the Board of Trustees.

**SECTION 2.** After they have been elected, Trustees shall qualify and assume their office by taking an oath orally or in writing that they will faithfully perform the duties of a Trustee of Louisville Presbyterian Theological Seminary. Newly elected Trustees shall be installed formally at the next meeting of the Board of Trustees, normally in October.

**SECTION 3.** The meetings of the Board of Trustees shall ordinarily be held semi-annually in the fall and the spring. The spring meeting shall be designated the annual meeting. The board may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution. Special meetings may be called by the Chair and shall be called upon the request of any five Trustees. Written personal notice of such meetings shall be given at least ten days before the time of meeting. One third of the Board shall constitute a quorum.

**SECTION 4.** By the affirmative vote of two-thirds of all members present, the Board shall have power, among others, at a regular meeting or at a special meeting called for the purpose, to act with reference to (a) those persons to whom it delegates responsibility for the administration of the affairs of the seminary as an educational institution, designated by it as "administrative officers," and (b) those persons designated by it as "officers of instruction," via:

- (1) to elect and induct or inaugurate them into office, chair, or position, for a term or for indefinite tenure,
- (2) to transfer them from one office, chair, or position to another,
- (3) to suspend them preliminary to and pending investigation of charges against conduct, doctrine, or competent performance of duties,
- (4) to accept their resignations,
- (5) within the limitations and subject to the procedures, if any, stated in these Bylaws, to remove them from office or chair, and

- (6) to fix their compensation, remuneration, and emoluments of office, chair, and position, and, within the limitations, if any stated in these Bylaws, or provided by any express written agreement or contract, if any, to change such compensation, remuneration, or emoluments at any time and from time to time.

**SECTION 5.** Such other personnel as may be deemed necessary for the effective operation of the Seminary shall be designated as "other officers." They shall be appointed by the President and serve at the pleasure of the President.

**SECTION 6.** The election of administrative officers and professors shall ordinarily be held at regular meetings; and when it is necessary to elect at a special meeting, a notice of the election proposed shall be added to the notice already provided for.

**SECTION 7.** The Board shall elect a President of the Seminary, a Vice President for Academic Affairs and Dean, and such other administrative officers as the Board deems necessary to the effective administration of the institution. It shall fix the compensation of these administrative officers and of the professors.

**SECTION 8.** The Board, upon recommendation from the faculty, may confer such degrees, and make such awards as it deems to be in accord with the resources and objectives of the Seminary, and the laws of Kentucky.

**SECTION 9.** The Board shall have the power to confer the title of Honorary Life Member on any Board member, who, in the judgment of the Board, has rendered extraordinary service to the Seminary. Honorary Life Members may sit with the Board as a deliberative body and upon invitation of the Board Chair may sit with Board committees. Honorary Life members may not vote or sit with the Board in executive session.

**SECTION 10.** The Board shall have the authority to set policies for the use of all Seminary facilities and the campus.

**SECTION 11.** Upon request, the Board shall make an annual report to the constituent synods and the General Assembly.

**SECTION 12.** As a deliberative body, the Board adopts the latest revision of Robert's Rules of Order, with the exception that mail ballots, facsimile ballots, and decisions reached in conference calls authorized by the Board are as legitimate and binding as decisions reached in a regular meeting of the Board or committee.

**SECTION 13.** The Board shall have the authority to appoint persons to serve as Advisory members of the Board. Advisory Members shall be entitled to report, in

writing, at least annually to the Board and shall have voice, but not vote, in meetings of the Board. At the invitation of the Board Chair, Advisory Members may sit with Board committees. Advisory Members shall not sit with the Board in executive session.

## **ARTICLE III**

### **Officers of the Board**

**SECTION 1.** The officers of the Board shall be a Chair, a Vice Chair, and a Secretary. These officers shall serve for four-year terms, or until their successors are elected. They shall be eligible for re-election to one additional four-year term. Vacancies in these offices may be filled at any meeting of the Board for the unexpired term.

**SECTION 2.** The officers of the Board shall include a Treasurer, appointed by the Board, who will serve at the pleasure of the Board. If the Treasurer is not a member of the Board, he or she may be invited by the Board to attend its meetings or meetings of the committees of the Board, but he or she shall not have any voting rights at such meetings.

**SECTION 3.** The Chair, or in the event of the Chair's absence or disability, the Vice Chair, shall preside at meetings of the board and shall have the powers and perform the duties usually pertaining to the office. In the event of the absence of both these officers, the Secretary shall preside until a Chair pro tempore has been elected.

**SECTION 4.** The Secretary shall keep a full and accurate record of all the meetings of the Board, shall give due notice of its meetings, and through the President shall transmit upon request reports to the constituent synods and the General Assembly. The Secretary shall also authenticate records of the corporation.

**SECTION 5.** The Treasurer shall have general control of all invested funds and properties owned as income-producing investments, and the income therefrom. The Treasurer shall make an annual report to the board. When authorized by action of the Board, the Executive Committee, or the Finance Committee, persons in any two of the three following positions (President, Treasurer and Comptroller) shall have the power to sell, convey, transfer, or otherwise dispose of any real estate, stocks, bonds, mortgages, or other real or personal property of the Seminary. Notwithstanding the foregoing, persons in any two of the three following positions (President, Treasurer and Comptroller) shall have authority to sell, convey, transfer or otherwise dispose of, in their discretion, any real estate, stocks, bonds, mortgages, or other real or personal property acquired as gifts from living donors and having a value of less than \$250,000.

**SECTION 6.** The Board may appoint, pursuant to applicable Kentucky law, and upon recommendation of the Finance Committee, agents who will serve as managers and/or custodians of all securities and/or property held by the Seminary. These agents may invest and reinvest the properties and funds of the Seminary under their control as they

may deem advisable and as permitted by investment policies approved by the Board and permitted by Kentucky law, including the Uniform Management of Institutional Funds Act as enacted in Kentucky and as it may hereinafter be amended or modified. These agents shall collect all income from the investments in their custody and shall dispense these funds to the Seminary upon direction of the Treasurer. These agents shall collect the proceeds of all securities sold, matured, or redeemed, and invest the proceeds as herein provided.

## **ARTICLE IV**

### **Committees**

**SECTION 1.** The Chair shall annually appoint an Executive Committee with the approval of the Board, consisting of at least eight (8) members of the Board, and the President of the Seminary.

The elected officers of the Board shall be members of this Committee. The Executive Committee shall have the full powers of the Board in the interim between the meetings of the Board, excepting the power to amend Bylaws and Articles of Incorporation and to elect, transfer, and remove a Professor. The presence of five (5) members of the Board who have been appointed to the Executive Committee or, in the alternative, one-third of the total membership of the Executive Committee (whichever is larger) shall constitute a quorum. It shall report all its actions to the next regular meeting of the Board.

**SECTION 2.** The Chair shall appoint annually a Finance and Administration Committee consisting of at least three members including the treasurer. The President of the Seminary shall be an *ex officio* member of the Finance and Administration Committee. This Committee shall direct the investment of all funds held by the Seminary, having as its objective the safety and productivity of the funds. The Committee shall strive to exercise Christian social responsibility through its investment policy by observing the guidelines approved by the Board of Trustees. In striving toward these objectives, the Committee shall periodically review the investments and make such changes as it deems prudent. The Finance and Administration Committee shall have the responsibility and authority to approve all purchases and sale of securities, but may delegate this authority to duly employed advisors or managers within such limits and under such procedures as the Finance and Administration Committee shall deem proper. The Committee may meet at any time on call of the Chair. The Committee shall employ a certified public accountant to examine and to report on the books and accounts of managers and/or custodians of all securities and property owned by the Seminary, as well as the books and accounts of the Vice President for Finance. The Finance and Administration Committee shall submit to the Board a record of its actions for review at least twice a year.

**SECTION 3.** The Board shall create such other committees as it sees fit and through these Bylaws may prescribe their powers and duties. The members and Chairs of all

committees shall be appointed by the Chair of the Board. The Chair and the President shall be ex officio members of all Board committees, with voice and vote.

## **ARTICLE V**

### **Order of Business for Meetings of the Board**

#### **SECTION 1.** Agenda:

- (a) Opening Prayer.
- (b) Roll Call.
- (c) Administration of Oath of Office to new Trustees.
- (d) Presentation of Minutes of previous Meetings.
- (e) Presentation of Minutes of Executive Committee Meetings.
- (f) Reports of Officers.
  - (1) The President of the Seminary.
  - (2) The Treasurer of the Seminary.
  - (3) Other Officers as the occasion makes desirable.
- (g) Reports of Committees.
- (h) Election of Trustees (when necessary).
- (I) Election of Officers, approval of Executive Committee, and Creation of Committees.
- (j) Unfinished Business.
- (k) New Business.
- (l) Executive session.
- (m) Adjournment with Prayer.

**SECTION 2.** Other matters may be placed upon the docket as they arise, or by special order of the Board.

**SECTION 3.** Ordinarily, the agenda shall be followed, unless changed by a vote of the Board.

**SECTION 4.** Ordinarily, no resolution shall be considered by the Board, unless it is first put in writing and delivered to the Secretary.

## **ARTICLE VI**

### **Administrative Officers**

**SECTION 1.** General:

- (a) The administrative officers shall be a President, a Vice President for Seminary Relations, a Vice President for Academic Affairs and Dean, a Vice President for Finance, and a Vice President for Library and Information Technology Services.
- (b) The title of Vice President may be conferred upon an administrative officer upon recommendation by the President and approval by the Board.
- (c) The qualifications, authority, and duties of such other administrative officers as the Board may deem it wise to elect shall be prescribed by the Board in these Bylaws.
- (d) The administrative officers of the Seminary shall be appointed for an indefinite period, subject to termination on three months' notice, or for a stated period, as the Board may determine. Service may be terminated at the request of any individual officer on three months' written notice. With the exception of the President and the Vice President for Academic Affairs and Dean, all administrative officers are appointed by the President and serve at the pleasure of the President.

**SECTION 2.** The President:

- (a) The President of the Seminary shall be elected by the Board and presented for approval by the General Assembly of the Presbyterian Church (U.S.A.) as provided in the Seminary's Articles of Incorporation. The President is the chief executive officer of the Seminary and shall have the chief administrative responsibilities and authority in the work of the institution. The President shall be an ordained minister or communicant member of the Presbyterian

Church (U.S.A.). The authority and duties of the President shall be those which are ordinarily vested in such an officer of an educational institution, except as they may be prescribed in these Bylaws.

- (b) The President of the Seminary shall hold office at the pleasure of the Board and shall be responsible to the Board only, except in the administration of matters originating in the Faculty by virtue of duties and powers assigned to the Faculty by these Bylaws or the Board of Trustees. The President shall be the executive officer of the Board of Trustees and shall have general supervision and direction of all other officers and agents of the Seminary. The President shall establish and seek to maintain those relationships between the Seminary and its constituency which will tend to insure loyal support of the institution in all phases of its work. With the Board's approval, the President shall establish and seek to maintain relationships between the Seminary and neighboring institutions which will tend to enrich the Seminary's program and render better service to the community and region where the Seminary is located.
- (c) The President shall ordinarily preside on public occasions, and shall confer degrees and make awards authorized by the Board.
- (d) The President shall preside at meetings of the Faculty, shall appoint the standing committees of the Faculty, and shall supervise in general the work of the Faculty and the Administrative Officers and the students. The President shall have the power to call the Faculty together whenever deemed necessary and shall do so upon the request of two faculty members. The President may vote as a member of the Faculty.
- (e) The President shall exercise a pastoral responsibility for all segments of the Seminary community: students, faculty, administrators, staff, Board, alumni/ae, and donors; and shall be responsible for encouraging clear communication, understanding, and cooperation between them.
- (f) The President shall provide leadership in determining long-range goals and objectives and devising organization, policies, financial plans, and schedules designed to reach

those goals. The President shall submit annually for adoption by the Board a budget for the next fiscal year's operations and shall have general supervision of all expenditures authorized by that budget. At semi-annual meetings of the Board the President shall report on the progress of the institution. Other Administrative Officers may assist in this report as invited by the President.

Recommendations to the Board from Faculty or students shall ordinarily reach the Board by inclusion in the President's report. Between semi-annual meetings of the Board, the President may request the Executive Committee to be called to receive reports on the condition and work of the Seminary, and to take such actions as may be needed.

- (g) The President shall have the authority to create committees or task forces to facilitate the administration of the Seminary.
- (h) In the absence of the President, unless the Board designates someone to act in the place of the President, the duties and powers set forth in paragraphs (c) and (d) above shall devolve upon the Vice President for Academic Affairs and Dean, or upon that member of the Faculty present who is senior in the service of the Seminary, in that order.

**SECTION 3.** The Vice President for Seminary Relations:

- (a) The Vice President for Seminary Relations shall be appointed by the President and shall hold office at the pleasure of the President.
- (b) The Vice President for Seminary Relations shall be the chief development officer of the Seminary, and shall report regularly to the President concerning all matters in the area of development, and shall serve as staff person for the Seminary Relations Committee of the Board.
- (c) The Vice President for Seminary Relations shall be charged with the work of maintaining and enlarging the friendly and supporting constituency of the Seminary, and of increasing its material resources. The Vice President for Seminary Relations shall aid in every proper way in fostering friendly church relations and in securing maximum church support,

and shall perform such other duties as the President may from time to time designate.

**SECTION 4.** The Vice President for Academic Affairs and Dean:

- (a) The Vice President for Academic Affairs and Dean of the Seminary shall be an ordained minister or communicant member of the Presbyterian Church (U.S.A.). The Vice President for Academic Affairs and Dean's authority and duties shall be those which are ordinarily vested in such an officer of an educational institution, except as they may be prescribed in these Bylaws. The Vice President for Academic Affairs and Dean shall be nominated by members of the Faculty who hold full professorships acting as a committee under the chairmanship of the President (see Article VII, Section 9, of these Bylaws). The Vice President for Academic Affairs and Dean shall be elected and may be terminated by the Board of Trustees on recommendation of the President.
- (b) The Vice President for Academic Affairs and Dean shall be the chief academic officer of the Seminary and shall report regularly to the President concerning all academic affairs. The Vice President for Academic Affairs and Dean shall serve as staff person for the Board committee responsible for faculty, curriculum, and student services.
- (c) The Vice President for Academic Affairs and Dean shall have general oversight of student services, such as recruiting, admissions, academic advising, counseling, record keeping, transcripts, reporting to presbyteries, financial aid, placement, and general student welfare; of faculty development, such as evaluating teaching, scheduling annual load, maintaining accountability, encouraging scholarly growth and productivity, recommending sabbatical leaves, and general faculty welfare; of curricular matters, including Field Education, Lay Education, Continuing Education and Library Services. All administrators with specific responsibilities in these areas, such as the Registrar, Director of Admissions, Dean of Students, Librarian, Director of Field Education, and Director of Lay and Continuing Education, shall report to and confer with the Vice President for Academic Affairs and Dean. The Vice President for Academic Affairs and Dean shall formulate and control the total instructional and

student services budget, in cooperation with those reporting to the Vice President for Academic Affairs and Dean, and in consultation with the President and the Vice President for Finance.

- (d) The Vice President for Academic Affairs and Dean shall be responsible for continuous study and evaluation of the curriculum, initiation of proposals for its improvement, supervision of the number, quality, and character of courses offered each term. The Vice President for Academic Affairs and Dean shall interpret and administer all academic regulations adopted by the policy-making body of the Seminary. The Vice President for Academic Affairs and Dean shall be responsible for preparing and revising the content of the Seminary catalogue, the Faculty Manual, and the Student Handbook.
- (e) In the absence of the President, the Vice President for Academic Affairs and Dean shall preside at Faculty meetings and public occasions.

**SECTION 5.** The Vice President for Finance:

- (a) The Vice President for Finance of the Seminary shall be appointed by the President and shall hold office at the pleasure of the President.
- (b) The Vice President for Finance shall be the chief fiscal officer of the Seminary and shall report regularly to the President concerning all business matters. The Vice President for Finance shall serve as staff person for the Finance Committee of the Board. The Vice President for Finance may also serve as the Treasurer of the Board.
- (c) The Vice President for Finance shall prepare current operating and capital budgets as well as long-range financial plans; advise the President and the Board regarding implementation of investment guidelines and possible revisions in those guidelines; supervise managers of support operations, including those responsible for managing systems of financial control, physical plant and auxiliary enterprises; manage personnel policies, compensation systems, and property and liability risk.

**SECTION 6.** The Vice President for Library and Information Technology Services

- (a) The Vice President for Library and Information Technology Services shall be appointed by the President.
- (b) The Vice President for Library and Information Technology Services Shall be the chief library and technology officer of the seminary and shall report tot he President concerning all library and technology matters. The Vice President for Library and Information Technology Services shall serve as staff resource to all Board committees as needed.
- (c) The Vice President for Library and Information Technology Services shall be responsible for providing the Seminary community with access to resources in all media appropriate for teaching, learning and research at the Seminary; for supplying and maintaining technological tools required for the Seminary’s educational and administrative tasks; and for offering raining opportunities to faculty, staff and students for the effective use of the Seminary’s library and technological capabilities. The Vice President for Library and Information Technology Services shall also advise the President on policies to govern the usage of the Seminary’s library and technology resources and on the financial requirements for maintaining those resources at a level sufficient to sustain the Seminary’s mission.

**SECTION 7. Other Officers:**

- (a) Other administrative officers necessary for the efficient operation of the Seminary may be appointed by the President and shall hold offices at the pleasure of the President. The Board shall approve their salaries at the time of the annual budget.
- (b) Such officers shall ordinarily report either to the Vice President for Seminary Relations, the Vice President for Academic Affairs and Dean, the Vice President for Finance, or the Vice President for Library and Information Technology Services.
- (c) Duties of such officers shall be clearly set forth in job descriptions approved by the Board.

## ARTICLE VII

### Officers of Instruction

Officers of Instruction in this Seminary shall perform their duties in a climate of academic freedom and moral responsibility. The concern for freedom in teaching and learning derives from the Christian faith with its promise of freedom in Christ to know the truth which is from God, which judges all of human life, and which will set people free (John 8:32, 36). The need of such freedom is inherent in the Seminary's commitment to the education of ministers who will undertake not only to proclaim the given and timeless Gospel, but also to interpret that Gospel in its relation to the broad scope of human knowledge and to the changing conditions and problems of human life. Such freedom is also required for the fulfillment of the Seminary's obligation as a community of scholars to which the Church has reason to look for thoughtful leadership in bringing the minds of people into harmony with the will of God in intellectual integrity.

Such freedom is inseparable from commensurate responsibilities toward God and neighbor. As members of a community of Christian scholars, faculty and students exercise their freedom within the restraints of an institution which is the servant of God and which is an agency of the Presbyterian Church (U.S.A.). To this church, faculty and students have special responsibilities in view of the character of such a church as a confessional, constitutional, and ecumenical body with a mission which is one mission. As ministers and ministerial candidates, they are responsible to presbyteries; as teachers and students in this Seminary, they are responsible to the Board of Trustees through its orderly government under the Bylaws.

**SECTION 1.** All Officers of Instruction shall be elected by the Board with the recommendation of the President, subsequent to the following procedure:

- (a) The Faculty shall prepare a profile of the major qualifications desirable in the office under consideration, and may submit to the Committee on Nominations names of prospective candidates.
- (b) An ad hoc Committee on Nominations shall be constituted as follows: the President of the Seminary, who shall serve as Chair; the Vice President for Academic Affairs and Dean, who shall serve ex officio; two faculty members elected by the Faculty Group or Department in which the prospective nominee is expected to teach; one faculty member elected by each of the other Groups or Departments; one member of the Board of Trustees selected by the Chair of the Board; two full time students, elected by the students; and two graduates of the Seminary selected by the President.

- (c) The M.Div. student members of this ad hoc committee shall elicit the reactions of other students through open meetings with visiting candidates and present a summary of those reactions to the committee. After the committee has duly explored and appraised the qualifications of prospective candidates, its proposed nomination shall be submitted to the Full Professors, Associates Professors, and Assistant Professors for consideration. All members of the ad hoc committee are to meet with the Full Professor, Associate Professors, and Assistant Professors, as the recommendation is submitted and share in the discussion until the professors vote to go into Executive Session. If the Assistant, Associate, and Full Professors approve the Call of the proposed nominee by a two-thirds majority voting by secret ballot, tenured Full Professors shall then vote to determine rank and tenure of the nominee. The nomination shall be presented to the Board of Trustees through the Academic Affairs Committee of the Board with recommendation of the President. Through the President the Committee on Nominations shall keep the Academic Affairs Committee informed of its work during the course of the search. The President shall seek the candidate's permission to be nominated only after the Academic Affairs Committee has considered the recommendation of the Faculty.

Officers of Instruction shall be classified and shall rank according to the following titles:

- (a) Professors.
- (b) Associate Professors.
- (c) Assistant Professors.
- (d) Instructors.

Lecturers and other adjunct faculty may be designated as special officers of instruction. The honor of "emeritus" or "emerita" may be bestowed upon a member of the faculty by the Board of Trustees upon his or her retirement.

In addition, upon recommendation by the faculty and the President, the Board of Trustees may elect to term appointments officers of instruction who are called to an administrative position with faculty rank. Officers of instruction who serve on term contracts shall have all the responsibilities and rights accorded to other officers of instruction, except that they

shall be not eligible for indeterminate tenure in the post to which they are appointed. The renewal of their term contracts and promotion shall be recommended by the faculty and the President to the Board of Trustees for its approval. Officers of Instruction who serve on term contracts shall be reviewed annually.

**SECTION 2.** The officers of instruction in the Seminary shall ordinarily be ordained ministers or communicant members of the Presbyterian Church (U.S.A.).

**SECTION 3.** Every officer of instruction, before entering upon the execution of his or her office, shall respond affirmatively to the following:

The Board of Trustees of Louisville Presbyterian Theological Seminary has been commissioned by the Presbyterian Church (U.S.A.) to maintain a Seminary for the preparation of students for the varied ministries of the church catholic. They have called you to be a professor in this Seminary. In accepting this call, you are asked to make the following declaration of purpose:

- (1) Is it your purpose to work with your colleagues to achieve the basic objectives of Louisville Presbyterian Theological Seminary?
- (2) Is it your purpose to exercise the freedom accorded to you by this institution with an accompanying sense of responsibility for the Seminary's total mission in the church and the world?
- (3) Is it your purpose to perform the duties of a theological teacher in obedience to Jesus Christ, under the authority of the Scriptures, and under the continuing instruction and guidance of the confessions of the Presbyterian Church (U.S.A.)?
- (4) Is it your purpose to subject the faith and practice of the church to loyal but critical scrutiny in the light of Scripture and of your particular field of specialization?
- (5) Is it your purpose to give to research and teaching in your chosen field your best energies and devotion and to work continuously for the increase of knowledge and the improvement of your teaching skills?
- (6) Is it your purpose to give to your students that measure of respect, candor, and loving concern which will enable them to grow toward Christian maturity?

- (7) Is it your purpose to join responsibly with your colleagues in establishing policies for the Seminary and to work cooperatively in the implementation of the policies of the Seminary?

**SECTION 4.** Any officer of instruction, proposing to resign his or her office, shall give at least three (3) months' notice to the Board, unless relieved by the Board from giving such notice; and no officer of instruction shall be deprived of his or her office without at least three (3) months' notice, although the Board may suspend an officer of instruction from the active duties of office.

**SECTION 5.** A faculty member shall ordinarily remain in the rank of Assistant Professor for four years and an Associate Professor will ordinarily remain in the rank for four years. Ordinarily the appointment of Instructors shall be for one year only, but may be made for longer periods of time at the discretion of the Board.

**SECTION 6.** Faculty members who are appointed to the faculty without the Ph.D. or other terminal degree approved by the faculty and the Board may be appointed at the rank of Assistant Professor; eligibility for promotion to the rank of Associate Professor depends upon receipt of a Ph.D. or other terminal degree, which is expected within four years of appointment, excluding leaves of absence.

**SECTION 7.** The review for tenure shall ordinarily take place in the eighth year of a faculty member's service to the Seminary. If the faculty member has been four years in rank as an Associate Professor, then promotion to Full Professor shall accompany the granting of tenure.

**SECTION 8.** The tenure review ordinarily will be preceded by one major review prior to consideration for promotion to Associate Professor, using the criteria and procedures spelled out in Article VII, Section 9, of these Bylaws.

**SECTION 9.** Recommendations for the promotion and tenure of Officers of Instruction, and for appointment of a Vice President for Academic Affairs and Dean, shall be made to the Board of Trustees by a two-thirds vote of the tenured members of the Faculty, acting as a committee, the President serving as Chair.

The recommendations regarding promotion and tenure shall be brought to the tenured members of the Faculty by a Review Committee appointed by the Vice President for Academic Affairs and Dean consisting of two tenured professors and the Vice President for Academic Affairs and Dean, the Vice President for Academic Affairs and Dean serving as Chair. The tenured professors selected by the Vice President for Academic Affairs and Dean shall be agreeable to the candidate being considered for promotion and/or tenure.

Criteria to be used in decisions concerning promotion and tenure are:

- (1) Institutional commitment as demonstrated by participation in the various activities constituting the life of the Seminary as it seeks its stated purpose;
- (2) Teaching performance as measured by student course evaluation, peer observation, and self-evaluation;
- (3) Increasing competence in one's academic field as measured by participation in scholarly meetings, recognition by others in the field, and the capacity to interpret one's field of study to students and others;
- (4) Contribution to one's academic field as measured by publications, membership on editorial boards of academic journals/book series, invitations to deliver lectures in colleges/universities/seminaries, conduct workshops, participate on panels at academic conferences, etc.
- (5) Service to the church and world as measured by commitment to the life and worship of the church and involvement in local, national, and international communities.

In making decisions on the basis of these criteria, the Review Committee shall consider the following:

- (a) Data in a file developed by the Vice President for Academic Affairs and Dean in cooperation with the candidate, including a resume of the candidate's professional career, memoranda from periodic consultations, annual reports submitted to the Vice President for Academic Affairs and Dean for report to the Board's Academic Committee, along with any other material that the candidate may wish to supply.
- (b) Data prepared by a student committee following a form provided by the Vice President for Academic Affairs and Dean, such data to include a review of the candidate's effectiveness in instruction, quality of advising, and contribution to the life of the Seminary.

This committee shall be elected by the students serving on the Seminary Council from a list of ten (10) students

nominated by the candidate. The Student Committee shall consist of five (5) students including within their number at least one (1) who has been an advisee and two (2) who have been in classes with the candidate.

- (c) Data provided by the Vice President for Academic Affairs and Dean and the Faculty members on the Review Committee based on class evaluations provided by students and comments derived from classroom observation by peers. Particular attention will be given to course development, appropriateness of readings, constructive use made of previous criticism, and assessment of the effectiveness of instruction.
- (d) Data provided from other Officers of Instruction and staff at LPTS not on the Review Committee as solicited by the Vice President for Academic Affairs and Dean inviting specific comment concerning the criteria noted above.
- (e) Data derived from persons outside the LPTS community solicited by the Vice President for Academic Affairs and Dean inviting comment particularly on categories 3, 4, and 5 of the above criteria. The candidate will supply three names of persons to be contacted by the Vice President for Academic Affairs and Dean for comment. The Review Committee will choose at least three additional persons for the Vice President for Academic Affairs and Dean to contact for comment the names of these persons to be shared with the candidate.

**SECTION 10.** Indeterminate tenure implies permanent status as an Officer of Instruction and is to be rescinded only under the gravest circumstances. Where the performance of a particular faculty member appears to warrant termination, the President shall report to the Executive Committee of the Board, and with its approval, the President and the Vice President for Academic Affairs and Dean shall appoint a Faculty Review Committee of three tenured professors. If the Faculty Review Committee decides by a majority vote that termination is warranted, the President shall convene the Committee of Full Professors to hear the report of the Faculty Review Committee and by secret ballot take appropriate action. By a majority vote, the Committee of Full Professors may recommend termination to the Board of Trustees, and its action shall be reported to the Board after an adequate hearing and appropriate action.

**SECTION 11.** Should a tenured faculty member be terminated from service on the faculty, the faculty member shall ordinarily be given a year of terminal leave at full salary

and benefits, unless other full-time employment is received prior to the end of the year of terminal leave.

**SECTION 12.** All faculty members shall ordinarily be reviewed biannually. The Review Committee shall consist of the President, the Vice President for Academic Affairs and Dean, and one or more other members of the faculty. The President and the Vice President for Academic Affairs and Dean shall select the third and/or fourth member of each committee in consultation with the Professor under review. This faculty member(s) shall consult with at least five former students of the faculty member under review and/or others in the faculty member's field of specialization or in the church. The agenda for review may include the following:

- (a) The amount and quality of teaching in which one is engaged;
- (b) One's scholarly research and engagement in one's field of specialization;
- (c) One's participation in the life of this Seminary community;
- (d) One's availability to our students for conversation with him or her;
- (e) One's active contribution to the mission and ministry of the church and to the world; and
- (f) One's extracurricular activities.

**SECTION 13.** As a deliberative body, the Faculty shall consist of the President, Vice President for Academic Affairs and Dean, Librarian, officers of instruction, and such other officers as the Faculty may elect to serve with voice and vote.

**SECTION 14.** To them is committed the instruction of the students, the immediate government of the students and all student organizations, the pastoral oversight of the students, the selection, supervision, and control of the various courses of study, and the adoption and administration, subject to the review and ultimate control of the Board of Trustees, of such rules and regulations as may be found necessary for the performance of these duties and obligations.

**SECTION 15.** The Faculty may choose to discharge the responsibilities described in Section 14 by delegating them to a deliberative council, composed at least of all members of the faculty as a deliberative body and student representatives. The authority of such a council shall be set forth in a plan of governance, subject to approval by the Board of Trustees.

**SECTION 16.** The Faculty shall meet regularly at least once a month during the academic year. The President may call special meetings and shall do so upon the request of two faculty members. A majority of the members shall constitute a quorum, and all questions at issue shall be decided by at least a majority of the votes cast. It shall be the duty of every member of the Faculty to attend the stated meetings, unless formally excused from attendance.

**SECTION 17.** The Faculty shall elect a Clerk, who shall keep a permanent record of its proceedings, and all faculty minutes shall be subject to review by the Board of Trustees. The Faculty shall designate those Committees to be elected or appointed by the President, which are needed for the efficient and proper discharge of its duties.

**SECTION 18.** Each full-time Officer of Instruction shall be provided with a "Call to Instructional Office" in standard form as approved by the Board. Part-time Officers of Instruction shall be provided letters of appointment signed by the President and continuing the terms of service which are relevant to such appointment. Such letters constitute in effect contracts with the Seminary.

**SECTION 19.** Any changes of title, status, duties, or compensation of either instructional Officers or Administrative Officers, which have been authorized by the Board, shall be communicated to them in writing by the President, either in the form of a new call or contract or in the form of a letter having the effect of amending a former contract in a manner clearly set forth as such an amendment.

## **ARTICLE VIII**

### **Curriculum**

**SECTION 1.** Such courses of study shall be offered by the faculty as it shall deem best suited to preparing students for the most effective ministry in the church and for such other Christian work as may be deemed to be within the scope of the purposes of this institution and in accord with the standards of the Presbyterian Church (U.S.A.). Minor changes in the curriculum may be made by faculty action, but major changes shall be made only after approval by the Board.

**SECTION 2.** The length of the academic year, and the division of it into semesters, quarters, or terms, shall be determined by the Board of Trustees.

## **ARTICLE IX**

### **The Students**

**SECTION 1.** The Seminary may admit to candidacy for its degrees applicants who have met requirements established by agencies that accredit the academic programs offered by the Seminary, who are recommended by the Faculty, and who are approved by the Board

of Trustees. Other applicants who shall satisfy the Faculty as to their abilities and attainments may be admitted to particular courses as special students.

**SECTION 2.** All new students, upon their entrance to the Seminary shall be apprised of their rights and responsibilities as set out in the Seminary's Bill of Rights and Responsibilities.

## **ARTICLE X**

### **Degrees**

**SECTION 1.** In accordance with the provisions of these Bylaws, the Board of Trustees acting through its Executive Committee, prior to the day of graduation and on recommendation of the Faculty, will grant degrees to students of the Seminary who have met the requirements set forth by the Faculty and approved by the Board.

**SECTION 2.** Degrees approved by the Board of Trustees to be conferred by the Seminary include the Master of Divinity, the Master of Arts in Religion, the Master of Marriage and Family Therapy, the Master of Theology, and the Doctor of Ministry, which degrees are accredited by the agencies that accredit the academic programs offered by the Seminary.

**SECTION 3.** The President is authorized, with the approval of the Board, to confer degrees annually at Commencement on all candidates who shall be certified by the Vice President for Academic Affairs and Dean and the Faculty as having completed the published requirements for the respective degrees.

## **ARTICLE XI**

### **Finances**

**SECTION 1.** The Board of Trustees will from time to time fix the amounts of tuition, fees, fines, room rent, and other necessary contingent expenses in the Seminary.

**SECTION 2.** Charges made for board, room, and fees shall be made on a semester basis, and shall be payable in advance, except as arrangements may be made with the President for the payment of board and room rent in smaller installments.

**SECTION 3.** Students withdrawing from Seminary shall be eligible for a refund of charges on a policy and schedule approved by the President and published in the catalog.

**SECTION 4.** No students shall be advanced in class standing or transferred to another institution or be eligible for a degree until they shall have made satisfactory arrangements regarding debts owed to the Seminary.

**SECTION 5.** Financial aid may be extended to students according to procedures approved by the President.

**SECTION 6.** Students shall be required to exhaust other possibilities of financial aid, such as loans made by the boards of the church, before being granted financial aid from funds of the Seminary.

## **ARTICLE XII**

### **The Funds**

**SECTION 1.** Monies or property given to a particular fund shall in no way be diverted.

**SECTION 2.** Sacred regard shall ever be paid to the wishes and directions of all testators and donors who may bequeath or give anything to the funds of the Seminary.

**SECTION 3.** All the funds invested for the institution shall be invested in the name of "LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY," or in any other name by which the Seminary legally is doing business, except that the agents authorized by the Board to serve as managers and/or custodians of all securities and/or property held by the Seminary may hold title to securities when authorized by the Finance and Administration Committee of the Board in order to facilitate transfer of such securities.

**SECTION 4.** When money or property is devised to the Seminary, without special designation or condition, it shall be added to the endowment fund, unless otherwise appropriated by the Board. In exercising this authority, persons in any two of the three following positions (President, Treasurer and Comptroller) shall have the power to sell, convey, transfer or otherwise dispose of any real estate, stocks, bonds, mortgages, or other real or personal property received by bequest, having a value of less than \$250,000.

## **ARTICLE XIII**

### **General**

**SECTION 1.** The official colors of the Seminary shall be National Blue and White.

**SECTION 2.** The fiscal year of the Seminary shall close on the thirty-first (31st) day of May.

## **ARTICLE XIV**

### **Bill of Rights and Responsibilities**

**SECTION 1.** The Board of Trustees in cooperation with the Seminary Council and Administrative Staff, shall define the rights and responsibilities of all persons related to

the Seminary, including the institution's rights and responsibilities, and including the procedural matters and causes for student separation. All new members of the Seminary community, upon their entrance to the Seminary, shall be apprised of their rights and responsibilities as set out in this document.

**SECTION 2.** All constituent groups of the Seminary have well defined channels of communication to the Board of Trustees. If any group feels that its desires have not been properly handled, it has the right of petition. The Board of Trustees, however, will act on a complaint only when the matter has been thoroughly investigated and written responses have been obtained from the responsible Seminary personnel. This means that under ordinary circumstances the Board of Trustees will acknowledge a petition when it is properly presented but will not act on it until the Board's next stated meeting after the prescribed steps have been completed.

## **ARTICLE XV**

### **Bylaws and Amendments**

**SECTION 1.** The Board of Trustees may pass Bylaws not in conflict with the Articles of Incorporation to provide for the regulation of any aspect of the work of the Seminary not clearly or explicitly provided in the Articles of Incorporation.

**SECTION 2.** Amendments to these Bylaws, not in conflict with the Articles of Incorporation, shall be adopted in one of the following three ways: (a) by unanimous written consent of the Trustees; (b) after Trustees have been given at least two weeks' written notice of the proposed amendment, upon receiving the affirmative votes of at least two thirds (2/3) of the Trustees present at a duly constituted meeting of the Board of Trustees; or (c) without prior written notice, upon receiving the affirmative votes of at least three quarters (3/4) of the Trustees present at a duly constituted meeting of the Board of Trustees. Amendments to the Bylaws shall be reported at the next stated meeting of the General Assembly of the Presbyterian Church (U.S.A.) following any such amendment.

4/05

# **III. Bill of Rights and Responsibilities**

**A BILL OF RIGHTS AND RESPONSIBILITIES  
for Faculty, Students, Administrators, Staff and Directors  
for the Louisville Presbyterian Theological Seminary**

**PREAMBLE**

Recognizing that this Seminary is an institution of the Presbyterian Church (U.S.A.), it is particularly incumbent upon all members of the community to faithfully uphold any and all commitments which they have individually assumed by their prior identities with this church or any church of Jesus Christ, including the Constitutions and Confessions of the church. Further, all members of the Seminary community have special rights and responsibilities unique to their individual roles that are defined elsewhere. Professors, for example, are required by the Constitution of the Seminary to affirm a statement concerning the theological position of the Seminary and their teaching office; students are under the care and guidance of church judicatories; administrators work under the supervision of the Board of Trustees as described in the Faculty and Staff Handbook, etc.

**I. BASIC RESPONSIBILITIES**

All members share the obligation to respect:

1. The fundamental rights of others as guaranteed by the laws of the land.
2. The rights of others based upon the nature of the Seminary as an academic and religious community.
3. The rights of the institution.
4. The rights of members to fair and equitable procedures for determining when and upon whom penalties for violation of Seminary community regulations should be imposed.

**II. BASIC RIGHTS**

1. Members of the Seminary community enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all who are subjects of the law.
2. Among the basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse.
3. Each member of the Seminary community has the right to organize his/her own personal life and behavior, so long as it does not violate the law of agreements voluntarily entered into, and does not interfere with the rights of others or the educational process.

### **III. SPECIAL RESPONSIBILITIES AND RIGHTS OF THE ACADEMIC COMMUNITY**

All members of the Seminary community have other responsibilities and rights based upon the nature of the Seminary as an academic community, and the requirements of the search for truth and its free presentation. These rights and responsibilities include:

1. Obligation to respect the freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.
2. Obligation not to interfere with the freedom of members of the Seminary community to pursue normal academic and administrative activities.
3. Obligation not to interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues.
4. Right to identify oneself as a member of the Seminary community and a concurrent obligation not to speak or act on behalf of the institution without authorization.
5. Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations.
6. Right to participate in self-governance.
7. Administrators, Faculty, Directors, and Students, have a particular responsibility to protect the integrity of the academic process from external and internal attacks and to prevent the exploitation of the Seminary community by any individual or group.

### **IV. SEMINARY RIGHTS AND RESPONSIBILITIES**

The Seminary has rights and responsibilities of its own. The rights and responsibilities of the institution include:

1. Right and obligation to provide an open forum for members of the Seminary community to present and debate public and political issues.
2. Right to prohibit use of its rooms by individual members or groups of members on a regular or prolonged basis as free headquarters for political campaigns, and to prohibit use of its name, finances, equipment and supplies for any political purpose at any time.
3. Right to prohibit individuals and groups who are not members of the Seminary community from using its name, its finances, and its physical and operating facilities for commercial or political activities.
4. Right to prohibit members of the Seminary community from using its name, its finances, or its physical operating facilities for commercial activities.
5. Right and obligation to protect the members of the Seminary community and visitors to it from physical harm, threats of harm or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

## **V. GROUNDS FOR DISCIPLINARY ACTION**

*[This article was repealed by Section 7.2 of the Louisville Presbyterian Theological Seminary Code of Student Conduct, which was adopted on October 26, 2002.]*

## **VI. SEPARATION FROM L.P.T.S.**

*[This article was repealed by Section 7.2 of the Louisville Presbyterian Theological Seminary Code of Student Conduct, which was adopted on October 26, 2002.]*

## **VII. CONCLUSION**

This document has been established by the Board of Trustees of the Louisville Presbyterian Theological Seminary in cooperation with the Administration and Seminary Council. It is subject to change at the will of the Board of Trustees.

**IV. Seeking to be  
Faithful Together:  
Guidelines for  
Louisville Seminary  
During Times of  
Disagreement**

## **Seeking to be Faithful Together: Guidelines for Louisville Seminary During Times of Disagreement**

In a spirit of trust and love, we promise we will...

- 1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;**
  - we will keep our conversations and communications open for candid and forthright exchange;
  - we will not ask questions or make statements in a way that will intimidate or judge others.
- 2. Learn about various positions on the topic about which there is disagreement**
- 3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.**
- 4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teaching.**
- 5. Focus on ideas and suggestions instead of questioning people's intelligence or integrity;**
  - we will not engage in name-calling or labeling of others prior to, during, or following the discussion.
- 6. Share our experiences about the subject of disagreement so that others may more fully understand our concerns.**
- 7. Indicate where we agree with those of other viewpoints as well as where we disagree.**
- 8. Seek to stay in community with each other though the discussion may be vigorous and full of tension;**
  - we will be ready to forgive and be forgiven.
- 9. Follow these additional guidelines when we meet in decision-making bodies:**
  - urge persons of various points of view to speak and promise to listen to these positions seriously;
  - seek conclusions informed by our points of agreement;
  - be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
  - agree to call the question only after the issue has been adequately discussed;
  - abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways that are consistent with these Guidelines.
- 10. Include our disagreements in our prayers, not praying for the triumph of our view points, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.**

\*Louisville Seminary, in an effort to heal from the effects of and prevent hurtful conflicts, adopted this peacemaking document in the spring of 1994 for use in our governance and community living.

# V. Code of Student Conduct

# CODE OF STUDENT CONDUCT

## INTRODUCTION; GUIDING PRINCIPLES

This Code of Student Conduct has been adopted by the Board of Trustees and the Seminary Council of Louisville Presbyterian Theological Seminary in accordance with the requirements of the Bylaws of Louisville Presbyterian Theological Seminary, which require that “[t]he Board of Trustees in cooperation with the Seminary Council and Administrative Staff, shall define the rights and responsibilities of all persons related to the Seminary, including the institution’s rights and responsibilities, and including the procedural matters and causes for student separation.” This Code implements the foregoing provision of the Bylaws with respect to Students. Rights and responsibilities of other persons related to the Seminary may be found in other documents.

*Many systems of rights and responsibilities.* Seminary Students live, study, work, worship, and play in the context of many different systems of rights and responsibilities. These systems include, but are not limited to, civil law, ecclesiastical polity, scholastic policy, moral principles, familial duties, and bonds of friendship. It is impractical to list fully all such rights and responsibilities. Not only are these systems sometimes incongruent, but also different Students are subject to different systems. A Presbyterian Student seeking ordination should be familiar with rights and responsibilities outlined in important denominational documents like the Book of Order and the “Standards for Ethical Conduct” adopted by the 210<sup>th</sup> General Assembly of the Presbyterian Church (U.S.A.). On the other hand, a United Methodist Student would be subject to different denominational requirements.

*Aspirations greater than this Code.* For this reason, this Code of Student Conduct should not be thought of as the only document that is relevant to the conduct of Students. In many ways, it should not even be the starting point in any evaluation. The Seminary exists as a community within the Church Universal and seeks to honor the authority of Jesus Christ, as head of the Church. At the same time, Members of the Seminary community welcome into the community persons from other faith traditions, as we share with each other such truths as we believe we have from God. Whatever our background, we aspire to conduct that brings honor to our faith.

*Strong preference for informal resolution of disputes.* Of course, even in communities of faith there are times of disagreement and conflict. It is for these occasions that the Seminary community has adopted the document, “Seeking to be Faithful Together: Guidelines for Louisville Seminary During Times of Disagreement,” which contains suggestions about how disputes may be resolved informally. It is that document, rather than this Code, which embodies the ethos of the Seminary community. It is hoped that, as Students and other Members of the Seminary Community gain experience in resolving disputes informally, our graduates will function better in their chosen fields of professional and ministerial life and that the teaching mission of the

Seminary thus will be served.

*Purpose of this Code.* It is the strong preference of the Seminary community that this Code be used only as a last resort, after sincere efforts at informal resolution have failed. To that end, even when Charges have been filed against a Student, this Code contains various provisions designed to redirect the complaint toward structured informal resolution, if at all possible.

*Structure of this Code.* Many of the most important provisions in understanding and interpreting this Code may be found in “Article VI: Definitions.” (Generally, when terms that are defined in Article VI appear in the text of other articles of the Code, those defined terms are printed in initial capital letters. Thus, those capitalized terms should be interpreted with reference to Article VI.) Article I of the Code sets forth rights of Students vis-à-vis the Seminary. Thus, a Student who has questions about a grade or who wants to appeal a grade or who has other concerns about their treatment by a Seminary employee should refer to Article I. Article III contains a listing of the conduct that may subject a Student to discipline. Article IV describes the procedures applicable when a Member of the Seminary community seeks to have a Student disciplined for committing prohibited acts.

## **Article I: Rights and Responsibilities of Students**

**Section 1.1** *General rights and responsibilities of Students.* Subject to the provisions of this Code, Students shall have the rights and responsibilities set forth in Articles I, II, III, and IV of that certain “Bill of Rights and Responsibilities for Faculty, Students, Administrators, Staff and Directors for the Louisville Presbyterian Theological Seminary, as the same may be in effect from time to time.

**Section 1.2** *Grading appeals.* On occasion a Student may seek a re-evaluation of her or his final grade in a class. In such cases, the following procedures shall apply:

1.2.1 *Consultation with Instructor.* A Student who wishes to have a grade reconsidered shall request a meeting with the Instructor for that purpose and shall bring to the attention of the Instructor any facts that the Student believes to be relevant to the grading decision. Either in such meeting, or promptly thereafter, the Instructor either will change the grade or provide an explanation for why the Instructor is not changing the grade.

1.2.2 *Formal hearing.* If a Student shall be dissatisfied with the result of such a consultation, the Student shall have the right to a hearing, as follows:

- (a) The Student shall file with the Dean of the Seminary, no later than the thirtieth (30<sup>th</sup>) day after the beginning of the next Fall, January, or Spring term, a written request for a hearing, which written request shall state the specific

grounds upon which the course is alleged to have been mis-graded.

- (b) The Dean of the Seminary shall convene and preside over a grade review panel consisting of (i) the Dean (or acting Dean) of the Seminary, (ii) the Chairperson of the Area in which the course work in question was done (or, in the absence or unavailability of such Area Chairperson, a member of the Faculty in the same Area designated by the Area Chairperson), and (iii) the President of the Student Body (or, in the absence or unavailability of the President of the Student Body, a Student member of the Seminary Council). In the event the Instructor awarding the grade is the Chairperson of the Area, then the Dean of the Seminary shall substitute another Faculty member from the Area. In the event the Student whose grade is being reviewed is the President of the Student Body, the Dean of the Seminary shall appoint another Student from the Seminary Council to substitute for the President as a member of the grade review panel.
- (c) Both the Student and the Instructor shall participate in the hearing. The hearing shall be informal, with the Dean of the Seminary determining all procedural questions.
- (d) If, after the hearing, the Student and the Instructor shall reach an agreement concerning the grade, then their agreement shall constitute a final resolution of the grade review. If the Student and the Instructor shall not reach such an agreement, then the grade shall be determined finally by a majority of the members of the grade review panel.
- (e) The grade review panel shall not overturn a grade awarded by an Instructor unless it appears that the Instructor was unreasonable in assigning such grade; that is to say, the panel shall not consider the grade it would award if it were grading the work for the first time, but rather whether the grade assigned by the Instructor could reasonably have been assigned.
- (f) In the event Charges of Plagiarism, Cheating, or other academic dishonesty shall be pending against the Student with respect to the course in question, the Dean of the Seminary shall have the discretion to postpone the

constitution of a grade review panel and any hearing until after the final determination on such Charges shall have been made in accordance with the other provisions of this Code. A Student who is found to have engaged in Plagiarism, Cheating, or other academic dishonesty with respect to the course in question shall have no right to a hearing by a grade review panel.

**Section 1.3** *Student Grievances.* Most interactions between Students and Seminary employees are cordial, but occasionally a Student may be disappointed by a Seminary employee's decision or action. Most of those matters (for example, the luncheon fare served in the cafeteria) will not rise to the level of a "grievance." Many of them may be resolved through positive discussion with the employee in question. However, on occasion a Student will decide that the matter is serious enough to be reviewed by a Seminary administrator. Such matters are defined as "Grievances" in Article VI of this Code. Keeping in mind that every problem is not necessarily a Grievance, Students who have Grievances against Instructors, Seminary Officials, or other employees of the Seminary have the right to state a Grievance against such persons under the provisions of this section.

1.3.1 *Informal resolution of Grievances.* The document, "Seeking to be Faithful Together: Guidelines for Louisville Seminary During Times of Disagreement," constitutes a suggestion about how disputes may be resolved informally. Students with Grievances are strongly encouraged to comply with the suggestions contained in such document; learning how to resolve disputes through informal discussion is part of the educational process at the Seminary. Even so, compliance with that document shall not be a prerequisite for the pursuit of a Grievance.

1.3.2 *Formal resolution of Grievances.* Any Student who has a Grievance against the categories of persons listed above in section 1.3 may file a formal Grievance by stating the substance of the Grievance in a letter to the supervisor of the person who is the subject of the Grievance. For example, for matters involving Instructors, this would be the Dean of the Seminary; and for housing assignments or financial aid matters, the Dean of Students. (The "Who's Who" section of the Seminary Catalog and the organizational charts contained in the appendices to the Seminary Fact Book will be helpful in determining lines of authority.) In the event the aggrieved Student cannot determine the proper addressee of the letter, it may be sent to the President of the Seminary. If the President is the subject of the Grievance, the letter shall be addressed to the Dean of the Seminary, who may choose to refer the Grievance to the Chair of the Board of Trustees. Any such letter requesting redress of a Grievance should refer to this section of the Code so that the recipient will understand the procedural nature of the Grievance. Upon receipt of such a letter, the recipient will review the Grievance to determine whether it has merit, is without merit, or warrants further

investigation. The recipient of the Grievance may appoint appropriate persons to investigate the Grievance and to report back to the recipient concerning appropriate action. In the discretion of the recipient, the Student may be asked to provide further information to the persons investigating the Grievance, or to the recipient, or to both. To the extent it would not compromise the Seminary's interest for any remedial actions to be made public, the recipient may inform the aggrieved Student what remedial actions have been, or will be, taken.

1.3.3 *Grievances against Students in their capacity as employees.* If the action or omission being complained of by a Student is that of another Student who is employed part-time or full-time by the Seminary, and if the action or omission being complained of was done in connection with such Student's employment, then it shall be addressed under this section; otherwise, complaints of Students against Students shall be resolved in accordance with Article IV hereof, dealing with Charges.

#### **Section 1.4** *Non-discrimination.*

1.4.1 *Generally.* The Seminary is an equal opportunity employer. It is the policy of the Seminary to comply with applicable employment laws. The Seminary does not discriminate on the basis of race, color, religion (except as religion may be a bona fide occupational qualification for certain positions at the Seminary), sex, national origin, age, Vietnam-era veteran status, or disability. The Seminary has established a policy of treating all students and student applicants equally without regard to ethnic and national background, sex, religion, age, or physical disability. This is in compliance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1972, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975. The Seminary has been approved for attendance by nonimmigrant alien students by the Immigration and Naturalization Service.

1.4.2 *Disabled Students.* The Seminary does not discriminate against Students who are disabled, as that term is defined in applicable laws. It is the policy of the Seminary to make reasonable accommodations to the needs of such Students to allow them to study and live at the Seminary. Students with a documented disability requiring accommodation by the Seminary should, without delay, make their needs known to the Dean of the Seminary, who then will communicate those needs to the relevant Seminary offices so that they may be addressed in a timely manner.

### **Article II: Judicial Authority**

**Section 2.1** *Dean of Seminary.* The Dean of the Seminary shall determine the composition of Judicial Bodies and Appellate Boards and determine which Judicial Body, Judicial Advisor and Appellate Board shall be authorized to hear each case.

**Section 2.2** *Judicial Policies and procedures.* The Judicial Body that is responsible for a given case may adopt special procedural rules for the conduct of the hearing, so long as such special procedural rules are consistent with Article IV of this Code. Because each case will present different procedural issues, the rules so adopted by Judicial Bodies need not be consistent from one case to another, nor shall the special rules adopted by one Judicial Body be binding precedent for another Judicial Body. Judicial Bodies prior to a hearing shall notify the complainant and the accused Student of all special procedural rules applicable in a case.

**Section 2.3** *Decisions final.* Decisions made by a Judicial Body or Judicial Advisor shall be final, pending the normal appeal process.

### **Article III: Proscribed Conduct**

**Section 3.1** *Jurisdiction of the Seminary.* Generally, Seminary jurisdiction and discipline shall be limited to conduct which occurs on Seminary Premises or which adversely affects the Seminary community or the pursuit of the objectives of the Seminary, as is more specifically set forth in section 3.2 below.

**Section 3.2** *Conduct--Rules and Regulations.* Any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article V:

3.2.1 Violation of published Seminary Policies, rules or regulations. (Please note the comprehensive definition of “Policy” in section 6.12 hereof, which includes such things as the Residential Handbook. By virtue of this section 3.2.1, conduct that is prohibited by the Residential Handbook, or any other such Policy, may be the subject of a Charge under this Code. For example, the Residential Handbook contains requirements applicable to the use of automobiles on campus; a Student’s violation of those requirements could lead to discipline under this Code, even though this Code does not set forth those requirements at length. Thus, reference to all Seminary Policies, rules and regulations is necessary for a comprehensive understanding of applicable requirements.)

3.2.2 Acts of dishonesty, including but not limited to the following:

- (a) Cheating, Plagiarism, or other forms of academic dishonesty.
- (b) Furnishing false information to any Seminary Official, Instructor or office.
- (c) Forgery, alteration, or misuse of any Seminary document, record, or instrument of identification.

- (d) Tampering with any election required by, or referred to in, any Policy of the Seminary.

3.2.3 Serious disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Seminary activities, including public-service functions on or off campus, or other authorized non-Seminary activities, when the act occurs on Seminary Premises.

3.2.4 Physical abuse, verbal violence, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health or safety of any person.

3.2.5 Illegal sexual conduct, including, but not limited to, sexual assault, rape (including date rape and acquaintance rape), and sexual harassment.

3.2.6 Attempted or actual theft of, or damage to property of, the Seminary or property of a Member of the Seminary community or other personal or public property.

3.2.7 Failure to comply with directions of Seminary Officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

3.2.8 Unauthorized possession, duplication or use of keys to any Seminary Premises or unauthorized entry to or use of Seminary Premises.

3.2.9 Violation of federal, state or local law.

3.2.10 Use, possession or distribution of narcotic or other controlled substances or related paraphernalia except as expressly permitted by law.

3.2.11 Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Seminary regulations, or public intoxication.

3.2.12 Possession (with or without a license) of firearms, explosives, or other deadly weapons on Seminary Premises, or possession of unauthorized hazardous materials on Seminary Premises.

3.2.13 Selling course lecture notes, handouts, or other information provided by an Instructor, or using or distributing such items for any commercial purpose, without the express permission of the Instructor.

3.2.14 Participation in a campus demonstration which seriously disrupts the normal operations of the Seminary and infringes on the rights of other

Members of the Seminary community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

3.2.15 Obstruction of the free flow of pedestrian or vehicular traffic on Seminary Premises or at Seminary sponsored or supervised functions.

3.2.16 Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Seminary Premises or at functions sponsored by, or participated in by, the Seminary.

3.2.17 Theft or other abuse of computer time, including but not limited to:

- (a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (b) Unauthorized transfer of a file.
- (c) Unauthorized use of another individual's identification and password.
- (d) Use of computing facilities to interfere with the work of another Student, Instructor or Seminary Official.
- (e) Use of computing facilities to send obscene or abusive messages.
- (f) Use of computing facilities to interfere with normal operation of the Seminary computing system.
- (g) Providing, or assisting in providing, unauthorized access to, distribution of, or alteration of Seminary computer or Web-based courses.

3.2.18 Abuse of the Judicial System, including but not limited to:

- (a) Failure to obey the summons of a Judicial Body or Seminary Official.
- (b) Falsification, distortion, or misrepresentation of information before a Judicial Body.
- (c) Disruption of, or interference with, the orderly conduct of a judicial proceeding.

- (d) Institution of a judicial proceeding knowingly without cause.
- (e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- (f) Attempting to influence the impartiality of a member of a Judicial Body prior to, or during the course of, the judicial proceeding.
- (g) Harassment (verbal or physical) or intimidation of a member of a Judicial Body before, during, or after a judicial proceeding.
- (h) Failure to comply with any sanctions imposed under the Code.
- (i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

**Section 3.3** *Violation of Law and Seminary Discipline.*

3.3.1 Seminary disciplinary proceedings may be instituted against a Student charged with violation of a law that is also a violation of this Code (for example, if both violations result from the same factual situation) without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

3.3.2 When a Student is charged by federal, state, or local authorities with a violation of law, the Seminary will not request or agree to special consideration for that individual because of his or her status as a Student. If the alleged offense is also the subject of a proceeding before a Judicial Body under the Code, however, the Seminary may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the Seminary community. Individual Students and Instructors, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## Article IV: Judicial Policies

### Section 4.1 *Charges and Hearings.*

4.1.1 *Informal resolution of complaints.* The document, “Seeking to be Faithful Together: Guidelines for Louisville Seminary During Times of Disagreement,” constitutes a suggestion about how disputes may be resolved informally. Members of the Seminary community with complaints are strongly encouraged to comply with the suggestions contained in such document; learning how to resolve disputes through informal discussion is part of the educational process at the Seminary. Even so, compliance with that document shall not be a prerequisite for the filing of Charges. If a Judicial Advisor becomes involved in informal attempts to resolve complaints against a student, such Judicial Advisor may nevertheless participate in the resolution of any subsequent Charge that may arise out of the complaint.

4.1.2 *Form of Charges; place of filing.* Except as set forth in section 4.1.3 hereof (dealing with allegations of sexual assault or sexual harassment), any Member of the Seminary community may file Charges against any Student that the Student has engaged in conduct that is proscribed under the provisions of Article III hereof. Charges shall be prepared in writing and delivered to the appropriate Judicial Advisor. No particular form of Charge is required, but Charges should be signed by the person bringing the Charges and should refer to the specific provisions of this Code that are alleged to have been violated by the accused Student. Subject to change or reassignment by the Dean of the Seminary, (i) the relevant Area Chair is the appropriate Judicial Advisor for Charges of Cheating, Plagiarism, or other forms of academic dishonesty, and (ii) the Dean of Students is the appropriate Judicial Advisor for all other Charges. If Charges combine allegations of academic dishonesty with allegations of other violations of the Code, they should be filed with the Dean of the Seminary, who then will assign the Charges to a Judicial Advisor.

4.1.3 *Exception for allegations of sexual assault or sexual harassment.* Complaints that Students have committed sexual assault or sexual harassment will be determined in accordance with the procedures outlined in the Seminary’s Policies on Sexual Assault and Sexual Harassment, rather than in accordance with this Code. Thus, complaints against Students for sexual assault or sexual harassment should be made in the manner, and to the persons, set forth in such Policies. Similarly, the persons set forth in such Policies will make determinations of whether a Student has committed sexual assault or sexual harassment and will hear any appeals that may arise therefrom.

4.1.4 *When to file.* Any Charge should be submitted as soon as possible after the occurrence of the event that is being complained of, preferably within fourteen (14) days thereof; provided, however, if a person who has a complaint

against a Student is attempting to resolve the complaint informally, then any Charge may be delayed until a reasonable time after the complaining person has concluded that informal attempts at resolution will not be successful.

4.1.5 *Administrative disposition.* The Judicial Advisor may conduct an investigation to determine if the Charges can be disposed of administratively, by mutual consent of the parties involved, on a basis acceptable to the Judicial Advisor. Any disposition by mutual consent shall be final and there shall be no subsequent proceedings.

4.1.6 *Notification of Dean of Seminary.* If the Charges are not disposed of administratively by mutual consent, the Judicial Advisor promptly shall notify the Dean of the Seminary that a Judicial Body needs to be appointed to hear the Charges judicially. The Dean of the Seminary shall be free to appoint the Judicial Advisor as one of the members of a Judicial Body, notwithstanding the fact that the Judicial Advisor in question may have been involved in attempts to resolve the matter informally or administratively by mutual consent.

4.1.7 *Notifying accused Student of Charges; setting the hearing date.* The Judicial Advisor shall deliver a copy of the Charges to the accused Student promptly after such Charges are delivered to the Judicial Advisor. If a Judicial Body is constituted to hear the Charges, the Judicial Body shall set a time for a hearing, not less than five (5) nor more than fifteen (15) calendar days after the constitution of the Judicial Body. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Body.

4.1.8 *Hearing procedures.* Hearings shall be conducted by a Judicial Body according to the following guidelines:

- (a) Hearings normally shall be conducted in private.
- (b) Admission of any person to the hearing shall be at discretion of the Judicial Body.
- (c) In hearings involving more than one accused Student, the chairperson of the Judicial Body, in his or her discretion, may permit the hearings concerning each Student to be conducted separately.
- (d) Except when the Charges against a Student arise out of the same facts and circumstances that are the subject of an actual or threatened criminal charge, neither the complainant nor the accused shall have the right to have an attorney present in the hearing. Both the complainant and the accused shall have the right to be accompanied in the

hearing by an Instructor or another Student. The complainant and the accused are responsible for presenting their respective cases. If an Instructor, another Student, or an attorney (under the limited exception set forth above) is present in the hearing, such person is not permitted to speak or to participate directly in any hearing or to file pleadings before a Judicial Body.

- (e) The complainant, the accused and the Judicial Body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Judicial Body.
- (f) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Judicial Body at the discretion of the chairperson.
- (g) All procedural questions are subject to the final decision of the chairperson of the Judicial Body.
- (h) After the hearing, the Judicial Body shall determine whether the Student has violated each section of the Code that the Student is charged with violating.
- (i) The Judicial Body's determination shall be made on the basis of whether it is more likely than not that the accused Student violated the Code.

4.1.9 *Hearing record.* There shall be a single verbatim record, such as a tape recording, of all hearings before a Judicial Body. The record shall be the property of the Seminary.

4.1.10 *Decisions to be based on actual evidence.* Except in the case of a Student charged with failing to obey the summons of a Judicial Body or Seminary Official, no Student may be found to have violated the Code solely because the Student failed to appear before a Judicial Body. In all cases, the evidence in support of the Charges shall be presented and considered.

## **Section 4.2** *Sanctions.*

4.2.1 The following sanctions may be imposed upon any Student found to have violated the Code:

- (a) *Warning* –A notice in writing to the Student that the Student is violating or has violated institutional regulations.

- (b) *Written reprimand* –A written reprimand for violation of specified regulations. Such a written reprimand shall also notify the Student that future violations by the Student during a designated period of time (for example, a semester or an academic year) will subject the Student to the probability of more severe disciplinary sanctions for those future violations.
- (c) *Loss of privileges* –Denial of specified privileges for a designated period of time.
- (d) *Fines* –Previously established and published fines may be imposed.
- (e) *Restitution* –Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- (f) *Discretionary sanctions* –Work assignments, service to the Seminary or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
- (g) *Residence hall suspension* –Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
- (h) *Residence hall expulsion* –Permanent separation of the Student from the residence halls.
- (i) *Seminary suspension* –Separation of the Student from the Seminary for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
- (j) *Seminary expulsion* –Permanent separation of the Student from the Seminary. The sanction of Seminary expulsion may be imposed on a Student only by the affirmative vote of at least four members of a five-person Judicial Body composed of a Judicial Advisor, two Student members of the Seminary Council, and two “Officers of Instruction” (as that term is defined in the Seminary Bylaws).

- (k) *Grade reduction* – As a sanction for Plagiarism, Cheating, or other form of academic dishonesty, reduction by one or more letter grades (through and including the grade of “F”) in the final grade a student otherwise might have received in the course in which the academic dishonesty occurred.

4.2.2 More than one of the sanctions listed above may be imposed for any single violation.

4.2.3 Other than grade reduction and Seminary expulsion or suspension, disciplinary sanctions shall not be made part of the Student’s permanent academic record but shall become part of the Student’s confidential record.

4.2.4 In each case in which a Judicial Body determines that a Student has violated the Code, the sanctions shall be determined and imposed by the Judicial Advisor. The recommendation of all members of the Judicial Body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the Judicial Body. Following the hearing, the Judicial Body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanctions imposed, if any. The Dean of the Seminary shall also be informed, along with any other Member of the Seminary community whose cooperation is necessary or desirable in connection with the effectuation of any sanction that has been imposed on the Student.

**Section 4.3** *Interim Suspension.* In certain circumstances, the Dean of the Seminary, the Judicial Advisor, or a designee of the Dean of the Seminary, may impose a Seminary or residence hall suspension prior to the hearing before a Judicial Body.

4.3.1. Interim suspension may be imposed only: a) to ensure the safety and well-being of Members of the Seminary community or preservation of Seminary property; b) to ensure the Student’s own physical or emotional safety and well-being; or c) if the Student poses a definite threat of disruption of or interference with the normal operations of the Seminary.

4.3.2 During the interim suspension, Students shall be denied access to the residence halls and to the campus (including classes) and all other Seminary activities and privileges for which the Student might otherwise be eligible, as the Dean of the Seminary or the Judicial Advisor may determine to be appropriate.

**Section 4.4** *Appeals.*

4.4.1 A decision reached by the Judicial Body or a sanction imposed by the Judicial Advisor may be appealed by accused Students or complainants to an Appellate Board within five (5) school days of the decision. Such appeals shall

be in writing and shall be delivered to the Dean of the Seminary or to his or her designee.

4.4.2 Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- (a) To determine whether the original hearing was conducted fairly in light of the Charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code was violated, and giving the accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- (b) To determine whether the decision reached regarding the accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that, “more likely than not,” a violation of the Code occurred. In making this determination, the person(s) deciding the appeal shall not consider the decision they would have made if they were considering the evidence for the first time, but rather whether the Judicial Body could reasonably have reached its decision, based on the available evidence.
- (c) To determine whether the sanctions imposed were appropriate for the Code violation that the Student was found to have committed.
- (d) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence or facts at the time of the original hearing.

4.4.3 The Dean of the Seminary shall review the appeal and determine initially whether the appeal will be ruled upon by the Dean of the Seminary personally or by an Appellate Board appointed by the Dean of the Seminary. The Dean of the Seminary may sit on any Appellate Board that is so constituted. In the event the Dean of the Seminary or an Appellate Board upholds an appeal, the matter shall be remanded to the original Judicial Body and Judicial Advisor for re-opening of the hearing to allow reconsideration of the original determination and sanctions; provided, however, if the only error found by the Dean of the Seminary or Appellate Board (as the case may be) relates to the sanctions imposed by the Judicial Advisor, then the Dean of the Seminary or the Appellate

Board (as the case may be) in their discretion may amend the sanctions (subject to any limitation imposed by section 4.4.4 hereof) without further involvement of the Judicial Body or the Judicial Advisor.

4.4.4 With respect to appeals being made solely by Students accused of violating the Code (that is, not involving cross-appeals by complainants), the appeals process may not result in more severe sanctions for the accused Student than were imposed originally by the Judicial Advisor. With respect to appeals brought by complainants and appeals involving cross-appeals by complainants, such a limitation shall not apply.

**Section 4.5** *Reporting.* If a Student is under the care or authority of a denominational judicatory body, such as a presbytery or a committee thereof, and if the Student has waived confidentiality with respect to matters relating to this Code, then the appropriate Seminary Officials in their discretion may report disciplinary proceedings and results hereunder to such judicatory body. If a student has not waived such confidentiality, the Seminary Officials shall report only that the Student is not willing to waive confidentiality.

#### **ARTICLE V: ADMINISTRATIVE WITHDRAWAL**

Students who, voluntarily or involuntarily, cease to participate in the activities of the Seminary community and are unresponsive to reasonable requests by the Seminary to contact them may be deemed by the Dean of the Seminary to have withdrawn from academic studies and residential life at the Seminary and as a Member of the Seminary community. Such deemed withdrawal shall be determined summarily by the Dean of the Seminary without the necessity of a Charge or hearing process. The Registrar shall record in the permanent record of such Students that they have been “administratively withdrawn.”

#### **ARTICLE VI: DEFINITIONS**

**Section 6.1** *“Appellate Board.”* The term “Appellate Board” means any three Members of the Seminary community authorized by the Dean of the Seminary to consider an appeal from a Judicial Body’s determination that a Student has violated the Code or from the sanctions imposed by the Judicial Advisor. An Appellate Board shall act as determined by a majority vote of its members. When constituting an Appellate Board, the Dean of the Seminary shall present a list of proposed members to the parties. Each party, by prompt notice to the Dean, may object to as many as two of the proposed members, in which case the Dean shall select other persons as substitutes.

**Section 6.2** *“Charge.”* The term “Charge” refers to a Charge, filed as described in subsection 4.1.2 of this Code, that a Student has engaged in conduct proscribed in Article III of this Code.

**Section 6.3** “*Cheating.*” The term “Cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the Instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition or inspection, without permission of the Instructor, of tests or other academic material belonging to an Instructor or staff member; (4) permitting another person to substitute for one’s self in an academic evaluation or substituting for another Student in an academic evaluation; (5) failing to comply with a specific condition of academic integrity which has been announced in a particular course; and (6) submitting, without prior permission, any work by a Student which has at any time been submitted in identical or similar form by that Student in fulfillment of any other academic requirement at any institution.

**Section 6.4** “*Code.*” The terms “this Code” or “the Code” refers to the Louisville Presbyterian Theological Seminary Code of Student Conduct, as the same may be amended from time to time. Cases will be decided in accordance with the version of the Code that is in effect at the time the Charges giving rise to the case are filed.

**Section 6.5** “*Grievance.*” The term “Grievance” refers to an allegation of a Student that a Seminary Official (or a Student acting in the capacity of a Seminary employee) has deprived the aggrieved Student of some right guaranteed by Seminary Policies, has treated the aggrieved Student unfairly, or has injured the aggrieved Student. The term “Grievance” does not include allegations (a) of procedural unfairness under the provisions of this Code, which are properly addressed by appeal under the provisions of section 4.4 hereof, (b) of sexual harassment or sexual assault, which are dealt with in separate Seminary Policies, (c) or of unfairness in the awarding of a grade, which is covered in section 1.2 hereof.

**Section 6.6** “*Instructor.*” The term “Instructor” means any person hired by the Seminary to conduct classroom activities.

**Section 6.7** “*Judicial Advisor.*” The term “Judicial Advisor” means a Seminary Official authorized by the Dean of the Seminary to impose sanctions on a case-by-case basis upon Students found to have violated the Code. Unless the Dean of the Seminary shall designate otherwise, (a) the Judicial Advisor for any case in which a Student is charged with Cheating, Plagiarism, or other form of academic dishonesty, shall be the Instructor who is the Area Chair in the academic Area in which such academic dishonesty is alleged to have occurred, and (b) the Dean of Students shall serve as the Judicial Advisor for all other types of cases. If, with respect to a particular case, there shall be a question of who should serve as the Judicial Advisor, then the Area Chair, the Dean of Students, a complainant, or an accused Student may ask the Dean of the Seminary to designate the Judicial Advisor. Similarly, if the Area Chair, the Dean of Students, a complainant, or an accused Student believes for any reason that a particular case should not be referred to the Area Chair or the Dean of Students, as the case may be, then such person should ask the Dean of the Seminary to reassign the case and should

state the reasons for the requested reassignment. The Dean may, but need not, appoint another Judicial Advisor. The Dean of the Seminary may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and as one of the members of a Judicial Body. Nothing shall prevent the Dean of the Seminary from authorizing the same Judicial Advisor to impose sanctions in all cases.

**Section 6.8** “*Judicial Body.*” The term “Judicial Body” means three or more Members of the Seminary community authorized by the Dean of the Seminary to determine whether a Student has violated the Code and to recommend imposition of sanctions. The sanction of Seminary expulsion may be imposed on a Student only by the affirmative vote of at least four members of a five-person Judicial Body composed of a Judicial Advisor, two Student members of the Seminary Council, and two “Officers of Instruction” (as that term is defined in the Seminary Bylaws). In other cases Judicial Bodies shall act as determined by a majority of their members. When constituting a Judicial Body, the Dean of the Seminary shall present a list of proposed members to the parties. Each party, by prompt notice to the Dean, may object to as many as two of the proposed members, in which case the Dean shall select other persons as substitutes.

**Section 6.9** “*May.*” The term “may” is used in the permissive sense.

**Section 6.10** “*Member of the Seminary community.*” The term “Member of the Seminary community” includes any person who is a Student, Instructor, Seminary Official or any other person employed by the Seminary. A person’s status in a particular situation shall be determined by the Dean of the Seminary.

**Section 6.11** “*Plagiarism.*” The term “Plagiarism” includes, but is not limited to, (1) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (2) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (3) attribution to, or citation of, a source from which the referenced material was not in fact obtained. Plagiarism includes both intentional and unintentional acts. For supplementary explanations of Plagiarism, and for examples of good and bad practices, Students, Faculty, and Administrators are referred to Policies published by the Seminary’s Academic Support Center.

**Section 6.12** “*Policy.*” The term “Policy” is defined as any written regulation of the Seminary as found in, but not limited to, the Code, the Seminary Catalog, the Campus Security/Safety Plan, the Field Education Manual, the Student Handbook, the International Student Handbook, the Governance Manual, the Residential Handbook, the Marriage and Family Therapy Program Manual, the Louisville Presbyterian Theological Seminary Flexible-Term Lease Agreement, the Information Technology Services Guide for Students, the Sexual Assault Policy, and the Sexual Harassment Policy, as any of such documents may be amended from time to time. Cases will be decided in accordance with the version of the Policies that are in effect at the time of the occurrence of the event or

conduct being made the basis of a Charge. Policies may be published in printed form or electronically on the Seminary's website or intranet.

**Section 6.13** "*Seminary.*" The term Seminary means Louisville Presbyterian Theological Seminary.

**Section 6.14** "*Seminary Official.*" The term "Seminary Official" includes any person employed by the Seminary, performing assigned administrative or professional responsibilities.

**Section 6.15** "*Seminary Premises.*" The term "Seminary Premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Seminary (including adjacent streets and sidewalks).

**Section 6.16** "*Shall.*" The term "shall" is used in the imperative sense.

**Section 6.17** "*Student.*" The term "Student" includes all persons taking courses at the Seminary, both full-time and part-time, and those who attend post-secondary educational institutions other than the Seminary and who reside in Seminary residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relation with the Seminary are considered "Students."

## **Article VII: Interpretation and Revision**

**Section 7.1** *Interpretation.* Any question of interpretation regarding the Code shall be referred to the Dean of the Seminary, or to his or her designee, for final determination. Headings contained in this Code are included for organizational clarity only and are not intended to be substantive.

**Section 7.2** *Repealer.* This Code repeals and supersedes the following provisions of that certain "Bill of Rights and Responsibilities for Faculty, Students, Administrators, Staff and Directors for the Louisville Presbyterian Theological Seminary," as contained in the Louisville Presbyterian Theological Seminary Governance Manual published by the Dean's Office (Revised September, 1998): Article V, Article VI, and the second paragraph of Article VII. The remainder of the Governance Manual as currently in effect is unaffected hereby.

**Section 7.3** *Conflict.* This Code incorporates by reference provisions of other Seminary Policies, rules, and regulations. However, in the event of a conflict between this Code and any such Policy, rule, or regulation, this Code shall govern. The intent of this provision is that the substantive requirements and prohibitions of other Seminary Policies should supplement the substantive provisions of this Code but that any procedural provisions of such other Seminary Policies should be, and are, superseded by this Code.

**Section 7.4** *Amendment.* This Code may be amended by the Board of Trustees of the Seminary.

*[Historical note: Drafts of this Code of Student Conduct received substantive review, comment, and revision by the Academic Committee of the Seminary Council during the 2001-2002 academic year. Upon motion of the Academic Committee, the Seminary Council on September 27, 2002, commended this Code of Student Conduct to the Board of Trustees of Louisville Seminary for its approval. During discussion that surrounded that motion, the question was raised whether section 3.2.9 obligated the Seminary community to prosecute actions of civil disobedience undertaken in the cause of social justice. It was the unanimous sense of the Council that such actions were not the target of section 3.2.9, so long as they were not accompanied by violations of other sections of the Code (e.g., sections 3.2.3 and 3.2.16).]*

EFFECTIVE AS OF OCTOBER 26, 2002

# VI. Plan of Governance

## **PLAN OF GOVERNANCE**

### **Preface**

For more than two decades, Louisville Seminary has enjoyed shared leadership with students, staff, faculty, and administration all taking part in community governance. According to the Constitution of Louisville Seminary, the Board of Trustees is finally responsible for oversight of seminary life. That Constitution stipulates some powers resting in the faculty and some in various offices of the administration. The faculty and administration in turn commit themselves to abide by a plan of shared leadership which affects many aspects of seminary life.

Previous plans of governance specified in much greater detail how they applied to various aspects of seminary life. This plan, adopted by the faculty and the student body, and approved by the Board of Trustees in the Spring of 1992, gives direction, but it seeks to avoid unnecessary rules and regulations.

All meetings of committees and of the Faculty/Council are open to members of the community to attend, except when they move to "executive session." With the agreement of members of committees, members of the community can speak in meetings. Regular meetings occur for each of the specified committees and for the Faculty/Council.

If you have questions, please contact the President of the Student Body, or a member of the Faculty or administration, who can interpret the plan of governance for you.

### **Article One: The Basic Structure**

The Faculty and The Student Body at Louisville Presbyterian Theological Seminary (hereafter called Louisville Seminary or the Seminary) will collaborate in governing many of the academic policies and programs of the institution. Meeting in collaboration, The Faculty as a body and elected student representatives shall be known as The Seminary Council. Each regular monthly meeting during the academic year of The Seminary Council shall meet first as a general council and then, if necessary, The Faculty shall meet in an executive session. Ten students will be elected each year by The Student Body to serve on The Seminary Council. One of the elected students shall be the elected President of The Student Body and another shall be the elected Clerk of The Student Body. The Seminary Council shall also include all elected members of the "faculty for deliberative purposes" of the institution.

### **Article Two: The Seminary Council**

The purpose of The Seminary Council is to provide vision and substance to the academic, worship, ethical, and social life of the institution in its mission to provide theological education in basic degree programs and campus activities. The Seminary Council shall

attend to the academic program for basic degrees, to matters of Christian formation and worship, and to matters of common community welfare pertaining to students, faculty, and staff. Committees of The Seminary Council, by submitting minutes of their meetings to The Seminary Council for approval, shall be held accountable by The Seminary Council as they attend to the maintenance of the academic, worship, ethical, and social life of the Seminary. Committee recommendations concerning significant changes in policies and programs of the Seminary shall be submitted to The Seminary Council for action. The Seminary Council may assign other responsibilities.

- *The Academic Committee* of The Seminary Council shall approve new course proposals; review and evaluate offered courses; evaluate instruction and courses; recommend changes in offerings; seek to develop the collection, maintenance, and use of instructional materials; advise on admission policies and supervise admission of students for the basic degree programs; and oversee the lecture offerings of the Seminary.
- *The Christian Life Committee* of The Seminary Council plans, directs, and reviews programs of the public worship for the Seminary; reviews and evaluates guidelines governing chapel services; assists in supporting the informal worship, prayer life, and other Christian formation of the members of the community; fosters activities and involvement of members of the Seminary community in the significant matters of evangelism and ethics, especially as related to the wider church and human communities.
- *The Community Affairs Committee* of The Seminary Council shall attend to matters concerning the general welfare of the Seminary community. Its duties shall include oversight of policies concerning housing of students, social activities, and recreation. This committee shall also oversee the election of students to The Seminary Council and, by the appointment of a treasurer from whom it will receive regular reports and by the formulation and approval of an annual budget, give oversight to the expenditure of funds collected each semester from faculty and students for activities. The President of The Student Body shall chair the Community Affairs Committee.
- *The Gender and Ministry Committee* of The Seminary Council shall act as a forum for concerns by the people of the Seminary community relating to issues of gender and sexism. The committee will provide opportunity and occasions for the community to discuss the importance of collegial models for ministry and shall develop means of encouraging spiritual discipline and growth in faith as the foundation of maturity in ministry. The committee is charged with supervision of the Women's Center and the task of complementing and supporting the work of the other standing committees of The Seminary Council regarding the role of gender in ministry.
- *The Committee on Cultural Diversity* of The Seminary Council shall act as a forum for concerns by the people of the Seminary community relating to issues of race, ethnicity and diversity. The committee will provide opportunity and occasions for the community to discuss the importance of minority concerns and

diversity in our community, in the wider church, in society, and in the world.

### **Article Three: Leadership**

The President of the Seminary or a person designated by the President, shall be the Moderator of the Seminary Council. A President of The Student Body shall be elected each year from among the full-time students of Louisville Seminary. The President of The Student Body shall have the responsibility to moderate The Student Body and The Forum, work with the Community Affairs Committee and the treasurer in administering the finances related to activities fees, and serve other pastoral functions, especially helping other students in appropriate ways. Since Louisville Seminary has a Staff Moderator and a Dean of the Seminary in addition to the Presidents of the Seminary and The Student Body, any three of the four may together call for a special Forum meeting for the purpose of the discussion of a particular concern.

The office of President of The Student Body shall be a remunerated field education placement position. The persons holding the office will be supervised by the Dean of Students or a person designated by the Dean. Each spring, the President of The Student Body, the Dean of the Seminary, and the Director of Field Education shall construct a job description for the position. The job description shall include the responsibilities of the office to be held by the next President of The Student Body.

### **Article Four: Meetings of the Faculty**

Meetings of the Faculty in The Seminary Council and/or in executive session shall be considered meetings of The Faculty as required by the Seminary Bylaws.

Meetings of The Seminary Council shall be open to all members of the Seminary community who wish to attend. Meetings of executive sessions shall be closed to all but those who are members of The Faculty or those especially invited for the purposes of initiating systemic revision in first degree programs, setting admission standards, awarding of degrees, management of graduate degree programs, review of the work of students and colleagues, and other such purposes.

Members of The Faculty including the President of the Seminary and the Dean of the Seminary are pledged to docket all matters pertaining to the Master of Arts and Master of Divinity degree programs and regular campus life to The Seminary Council.

All meetings shall be opened and closed with reading of Scripture and a prayer. Deliberations in all Seminary Council and executive session meetings shall conform to rules of order as presented in the current edition of Roberts' Rules of Order in all instances where this plan of governance does not specify courses of procedure, enablement, and action.

### **Article Five: Records of Meetings**

All committees of The Seminary Council shall have Clerks. The Clerk of each committee shall record the actions of the committee and maintain such records. The records shall include any actions and meetings of subcommittees of the particular committee. The records shall be considered for approval by The Seminary Council.

The actions of committees not approved by The Seminary Council shall be automatically remanded to submitting committee for reconsideration. A three-quarter majority of The Seminary Council in attendance is necessary to consider an action pertaining to those minutes, in which case The Seminary Council may act upon it. After a second disapproval by The Seminary Council, The Seminary Council, itself, may act upon the matter by majority vote. A simple majority of those attending is necessary to approve minutes of the committees. Copies of the approved minutes for all committees and The Seminary Council shall be publicly displayed on a bulletin board, except as they pertain to an individual student or faculty member, in which case that name may not be displayed.

#### **Article Six: The Forum**

Forum meetings shall be held at least twice during the academic year. The two meetings shall be held once in the early fall to welcome new members of the community and once in the late spring to celebrate special achievements of community members. The President of The Student Body shall serve as Moderator of The Forum.

#### **Article Seven: Other Committees**

The President of the Seminary, The Faculty, The Student Body, staff, and administration of the Seminary may establish other committees as deemed necessary for the work of that part of the community. The composition and responsibilities of committees which include both faculty and students, if not provided for in the Constitution and By-laws of the Seminary, shall be presented to The Seminary Council for confirmation by The Seminary Council and assigned to report through one of the standing committees of the Seminary Council as seems most appropriate.

#### **Article Eight: The Student Body**

The Student Body shall consist of all enrolled students of the Seminary. Meeting as a corporate entity, The Student Body shall be moderated by the President of the Student Body who shall be elected from among those students elected to sit on The Seminary Council. A Clerk who will maintain records of all deliberations of The Student Body shall be elected by The Student Body from among those elected to The Seminary Council. The President of The Student Body and the Clerk of The Student Body shall sit upon The Seminary Council of the Seminary. A meeting of The Student Body may be called by the President of the Student Body, or the Clerk of The Student Body in the unavoidable absence of the President with the consent of the Dean of the Seminary, for

the purposes of accomplishing business and discussing concerns which are of immediate importance to The Student Body. Quorum necessary to conduct business as The Student Body shall be comprised of ten percent (10%) of currently enrolled students.

#### **Article Nine: The Nominating Committee**

The Nominating Committee shall present nominations for the standing committees of The Seminary Council according to guidelines approved by The Seminary Council for the several committees. At the last meeting of The Seminary Council of the academic year the chairpersons and members of the respective committees shall be elected. The Nominating Committee shall also nominate members to fill vacancies on these committees as they occur. This committee shall be composed of the President of the Seminary, the Clerk of the Student Body, and the Chairpersons of the five standing committees of The Seminary Council. The appointment of student representatives to committees will normally be done by the second week of the Fall semester. The Nominating Committee is authorized to set limits to student participation in the case of an overabundance of student appointments.

#### **Article Ten: Revision and Amendment**

The process to revise or amend this Plan of Governance may be initiated by The Seminary Council, the Faculty meeting in executive session, The Student Body, or the Board of Trustees of the Seminary by petition to the President of the Seminary. The President shall then submit the petition to The Seminary Council to ascertain whether the petition is to revise (a procedural action) or whether the petition is to amend (a substantive systemic change). If the petition is considered to be a request for revision, The Seminary Council shall deliberate the question. A vote of two-thirds of The Seminary Council will win approval of the revision.

If the Seminary Council determines that the petition to revise is in fact a petition to amend, (make a substantive systemic change), then the President of the Seminary shall publish the amendment within the Seminary community. The President of the Seminary and the President of The Student Body shall call special meetings of The Faculty and The Student Body no sooner than ten days and no later than twenty days after the Council decision. Two-thirds vote of each body is required to approve any amendment. If an amendment is approved, it shall then be forwarded to the Board of Trustees who, by two-thirds vote, may enact the amendment.

Ordinarily, the President of the Seminary shall appoint a committee to review the Plan of Governance of Louisville Seminary every five years.

Revised  
May, 1998

# **VII. Guidelines for the Nominating Committee**

## **GUIDELINES FOR THE NOMINATING COMMITTEE**

Article Nine of the Plan of Governance for Louisville Presbyterian Theological Seminary, which concerns the composition and responsibilities of the Nominating Committee, reads as follows:

The Nominating Committee shall present nominations for the standing committees of The Seminary Council according to guidelines approved by The Seminary Council for the several committees. At the last meeting of The Seminary Council of the academic year the chairpersons and members of the respective committees shall be elected. The Nominating Committee shall also nominate members to fill vacancies on these committees as they occur. This committee shall be composed of the President of the Seminary, the Clerk of the Student Body, and the Chairpersons of the five standing committees of The Seminary Council. The appointment of student representatives to committees will normally be done by the second week of the Fall semester. The Nominating Committee is authorized to set limits to student participation in the case of an overabundance of student appointments.

In making nominations for chairpersons and members of the standing committees of the Seminary Council, the Nominating Committee shall use the following guidelines:

Although the Nominating Committee may add non-voting members to a committee, the number of voting members may not be changed without a majority vote of the Council:

**The Academic Committee:** Ten voting members, as follows:

1. Student
2. Junior student member of the Seminary Council
3. Student member of the Seminary Council
4. Student member of the Seminary Council
5. Member of voting faculty, teaching in Area A
6. Member of voting faculty, teaching in Area B
7. Member of voting faculty, teaching in Area C.
8. Member of voting faculty
9. Dean of the Seminary, *ex officio*
10. At large

The Vice President for Library and Information Technology, the Director of Graduate Studies, the Dean of Students, the Director of Admissions, and the Director of Academic Programming and Registrar shall serve as Administrative Advisors to the Committee.

**The Christian Life Committee**\*: Ten to twelve voting members, as follows:

1. Student
2. Student
3. Student member of the Seminary Council
4. Student member of the Seminary Council
5. Member of the voting faculty
6. Member of the voting faculty
7. Member of the voting faculty
8. Staff member employed full-time
9. Director of Vocational and Spiritual Formation, *ex officio*
10. Student chapel worship coordinator, *ex officio*

The Dean of Students shall serve as Administrative Advisor to the Committee.

**The Community Affairs Committee**\*: Ten to twelve voting members, as follows:

1. Student
2. Student
3. Student
4. President of the Student Body, *ex officio*
5. Member of the voting faculty
6. Member of the voting faculty
7. Moderator of the Staff Council, *ex officio*
8. Vice President for Finance, *ex officio*
9. Dean of Students (or the Dean of Students' designee), *ex officio*
10. Director of Admissions (or the Director of Admissions' designee), *ex officio*

The President of the Student Body shall chair the Committee.

**The Gender and Ministry Committee**\*: Nine to ten voting members, as follows:

1. Student
2. Student
3. Student or student spouse
4. Student member of the Seminary Council

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\* Additional voting members of these committees, up to the maximum number listed above, may be drawn from the seminary community, including students, faculty, administrators, staff, and spouses of full-time students.

5. Member of the voting faculty
6. Member of the voting faculty
7. Member of the voting faculty
8. Administrator or member of the voting faculty
- 9/10. Student(s) whose field education placement is the Women's Center

Among the members of the committee should be at least one faculty member and students who are involved in Women's Caucus and FALPTS (Feminists at Louisville Presbyterian Theological Seminary).

**The Committee on Cultural Diversity:** Ten voting members, as follows:

1. Student
2. Student
3. Student or student spouse
4. Student member of the Seminary Council
5. Member of the voting faculty
6. Member of the voting faculty
7. Member of the voting faculty
8. Staff member employed full-time
9. Visiting international professor
10. Administrator

Committee membership is open to any member of the seminary community, including students, faculty, administrators, staff, and spouses of full-time students. Each year the Nominating Committee shall announce the openings on committees and shall invite persons to express their preferences for committee service. Committee preferences should be followed where possible. Participation by administrators and staff will be subject to the President's approval, based on workload in an individual's area.

- (1) Committee responsibilities for faculty are negotiable with the Dean based on other responsibilities.
- (2) Committees should be balanced with representation from women and men. Representation from racial-ethnic minorities and international students is encouraged.
- (3) A mixture of new and returning students is desirable.
- (4) Continuity of service by faculty and students should be a goal; i.e., faculty members should serve at least two years but no more than three years consecutively on the same committee. Ordinarily, no student should serve more than two years on the same committee.

- (5) Students working in particular offices should be given first consideration for service on the committees whose work affects that office (e.g., students working in the Director of Admissions office may serve on the Academic Committee.)
- (6) Appointment of committee representatives shall normally be done in the spring to allow committees to function during the summer if necessary.
- (7) No one may join as a voting member after initial assignments, except to replace a person who can no longer serve or who is no longer willing to serve.
- (8) The Nominating Committee is authorized to set limits to student participation in the case of an overabundance of student appointments.
- (9) In making appointments of faculty, the Nominating Committee shall consider other faculty responsibilities, such as the Graduate Studies Committee, the Faculty Grievance Committee, the Grawemeyer Award Committee, and similar responsibilities. The Dean's Office will inform the Nominating Committee of such other faculty responsibilities.
- (10) Except for the Community Affairs Committee, which is chaired by the President of the Student Body, the moderator of a committee ordinarily should be a person who has served the previous year on that committee.
- (11) Voting committee members appointed by the Seminary Council and committee members serving *ex officio* shall have voice and vote. Additional committee members appointed by the Seminary Council and Administrative Advisors shall have voice but not vote.

Approved April, 2002

