

**Dedicated to the memory of
Dr. M. Michael Awad,
our friend, colleague, and academic leader
whose wisdom, spirit, and love permeate
the pages of this document.**

**“I have fought the good fight,
I have finished the race,
I have kept the faith.”**

II Timothy 4:7 (NIV)

Faculty Handbook and Guidelines

PREAMBLE

The Faculty Handbook and Guidelines prescribes the conditions of employment of all members of the faculty. Faculty should retain a copy of the Faculty Handbook and Guidelines in force at the time of their employment.

Section 2 and Section 1.6 rescind all prior related actions, policies and procedures, and all faculty handbooks issued prior to 2004. This handbook represents the work of the Faculty Documents Committee, appointed fall 2003, with input from faculty through a series of hearings. The final document was adopted at a Faculty Assembly meeting, spring 2004. This Faculty Handbook and Guidelines shall remain the policy of Southwest Baptist University until revised according to Faculty Handbook and Guidelines Revision Procedures outlined in Section 1.9 of this handbook.

The Faculty Handbook and Guidelines represents university-wide policy and takes precedence over policies of colleges, departments, or other areas within the University. Colleges, departments, or other areas within the University are not prohibited from issuing policy statements separate from the Faculty Handbook and Guidelines, provided that such policies amplify or expand upon policies contained in the Faculty Handbook and Guidelines.

The conditions of appointment may vary in individual situations, but they must conform to the policies stated in this Handbook. All faculty of the University will be informed as to the personnel policies of the institution. This information may be found in the Faculty Handbook, Faculty Guidelines, Employee Handbook, and university catalog.

The current official copy of the Faculty Handbook and Guidelines will be maintained in the Office of the Provost and the University Library.

**A Note on Annotation
in the 2008 Edition
of
The Faculty Handbook**

The title of each numbered section of the Handbook text is followed by a series of dates. The date given first is the Handbook edition or official revision in which the section originated. Subsequent dates represent the official Handbook edition/revision when the title or the text of the section was officially revised.

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