

# Faculty Handbook

*Presbyterian Theological Seminary in America*

2024-2025



15605 Carmenita Road, Santa Fe Springs, CA 90670, United States.

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# I. INTRODUCTION

## *Institutional Mission & Goals*

*Our Mission is to equip men and women for missional living by training them to grow in the knowledge and character of Christ, to live a Christ-centered life, and to lead others to do the same, in any setting God places them, whether it is multigenerational, multiracial, or multiethnic. We seek to accomplish this both in the narrow context of the parent denomination, the Korean Presbyterian Church Abroad (KPCA), and the wider context of the global kingdom of God.*

In response to the needs of KPCA, PTSA primarily provides theological and spiritual formation education integrated with ministry skills to students who will serve as pastors and missionaries in the KPCA; and secondarily prepares servant leaders for the diverse ministries for the global kingdom of God

### **1. High Quality Theological Education**

PTSA's faculty, over 90% of whom have doctoral degrees from outstanding seminaries in the United States, offer high quality theological education where students will gain a proficient understanding of God and His Word and learn research skills that will equip them to conduct sound research.

### **2. Dynamic Spiritual Formation Education**

PTSA's spiritual formation education takes a holistic and integrative approach to lead students to grow deeper in their knowledge of, and love for, God, self, and others, which will be reflected in their Christ-centered life lived out in whatever setting God places them.

### **3. Global Leadership Education**

PTSA's leadership education strives to raise up leaders who will have the heart of servants and lead by example, integrating biblical and theological knowledge with professional skills in ministerial and public leadership.

### **4. Cultural Education Across Disciplines**

PTSA strives to train students to critically discern the truth wherever it is found (that is, both in special revelation, the Bible, and in general revelation, the general academic disciplines such as humanities, natural sciences, social sciences, arts) and evaluate it from a biblical perspective, integrate with theology, and apply to their life and ministry.

### **5. Bilingual Education**

PTSA opened Santa Fe Language & Culture School in January 2014 and provides students and local residents with English and culture education to prepare students for more effective global ministry.

### **Goals Relating to nurturing talented Christians**

- Supplying pastors (ordained or not ordained) and active lay leaders for the KPCA after nurturing them
- Supplying pastors for the Presbyterian Church of Korea (Tonghab) after training them

- Supplying cross-cultural missionaries as Korean-American who can work at unevangelized areas and for unreached people
- Supplying pastors and missionaries who can work for the Korean immigrants
- Nurturing pastors or spiritual leaders who can serve the spiritual felt-need for future generations of Korean-Americans

#### **Other Goals**

- Supplying strategically theological thoughts and resources for KPCA churches
- Helping the Korean immigrant church to fulfill the role of an advanced base for evangelizing the world

This handbook of policies and procedures guides our work, serves for training new employees, and provides a basis for evaluation. All policies are subject to change without prior notice. Suggestions for amendments, revisions, additions, or deletions to this handbook should be referred to the dean of academic.

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

1. The Holy Scriptures of the Old and New Testaments are the Words of God, the only inerrant, perfect rule of faith and deed.
2. There is only one God, and one shall worship only God alone.
3. There are three Persons in the Godhead; the Father, the Son, and the Holy Spirit; God is the Triune God, one in trinity, equal in power and glory.
4. God created all things visible and invisible by the power of God's Word, preserving and governing them, God in God's nature causes no sin. God plans and acts according to God's own will and governs all things to fulfill God's purpose which is good, wise, and holy.
5. God created people, after God's own image in knowledge, righteousness, and holiness with dominion over living things.
6. Our first parents, being left with the freedom to choose between good and evil, through temptation, transgressed the commandment of God. All humankind, descending from Adam by ordinary generation, sinned and fell in his transgression.
7. God sent God's eternal, only begotten Son, Jesus Christ to the world to save humanity from sin, the corruption and the punishment there of, to give eternal life in God's infinite love' in Jesus Christ, God became flesh and through him can humanity be saved.
8. The Holy Spirit, being out of God the Father and God the Son, works salvation in people, convicts them of their sin and misery, enlightens their hearts to know Christ, renews their will, exhorts them, and empowers them to accept Jesus Christ, who freely offers humanity the Gospel in Grace, working in us to bear the fruit of God's righteousness.
9. Before God created the world, God elected in God's love God's own people to make them holy and blameless. God predestined and adopted God's children through Jesus Christ according to God's pleasure and will, to praise the Glory of God's grace bestowed freely in the one God loves.
10. The sacraments instituted by Christ are baptism and holy communion. Baptism of washing with water to be administered in the name of God the Father, the Son and the Holy Spirit, is the sign and seal of joining us in union with Christ, and the promise of our regeneration and renewal by the Holy Spirit and God's possession of us.
11. All believers shall dutifully join in church membership with instruction, have fellowship with one another among the believers, observe the sacraments and other ordinances, obey all the laws of the Lord, pray always, observe the Lord's Day holy, assemble the

- believers to worship the Lord, listen attentively to the preaching of the Word of God, render offerings as God provides us abundantly, share with one another the mind of Christ, share the same mind with all other people, endeavor to promote the expansion of the Kingdom of God upon the whole world, and wait expectantly for the appearance of the Lord in his Glory.
12. The dead shall receive the reward according to the good and evil done in this world before the judgment of Christ. Those who believe in Christ, and are obedient to him, shall be truly forgiven and accepted by him in Glory.

## *History*

In 1974, the Young Nak Presbyterian Church of Los Angeles began the Theological Seminary in Southern California. The school was incorporated in 1981 and granted non-profit status from the IRS in 1984. Because of the growing demand for ministerial leadership to serve the gradually expanding Korean communities throughout the United States, the General Assembly asked that this school broaden its vision as the official school of the Western Presbytery. This broader vision was for a three-year seminary to prepare Koreans and Korean Americans for pioneering their own churches in the States and throughout the world. Among the concerned scholars and ministers who helped develop this vision were Dr. Sung Rak Kim and Rev. Keyong Kim, who both later served as presidents of the institution. Thus, this broader school opened as the Presbyterian School of Theology in Southern California. The first class, with six students, started on the evening of September 19, 1977. The school has since changed its name six times. In 1988, the name became Presbyterian Theological Seminary in Southern California. In 1997, the Bureau for Private Post-secondary and Vocational Education (BPPVE) granted the school authorization to grant degrees in California. The school's name was changed again to Korean Presbyterian Church in America Presbyterian Theological Seminary in 1998, and KPCA Presbyterian Seminary in 2004. In 2006, the school was named KPCA College and Theological Seminary, in 2008 the changed its name to Presbyterian Theological Seminary in America.

Upon this humble beginning, God blessed the school with further organizational and financial support from the General Assembly of the Korean Presbyterian Church Abroad. To facilitate better management, a Board of Directors was formed. Some twenty plus Korean churches have regularly donated management funds to the school. We are proud of how PTSA graduates have been serving to fulfill the Great Commission as pastors, missionaries, evangelists, and teachers in the continents of Asia and the Americas and all around the world.

The Presbyterian Theological Seminary in America was licensed from the BPPVE) of the State of California under the California Education Code(s) 94900 and 94915. (School No. 1919861). The BPPVE was renamed as the (BPPE) and reauthorized all degrees, plus the ELSP on January 21, 2011.

Presbyterian Theological Seminary in America was approved to issue I-20 Forms in 1999 and re-approved to issue SEVIS I-20 Forms in 2003 and 2013. Our school achieved "applicant status" with the ABHE in 2002. In 2006, Presbyterian Theological Seminary in America was granted "candidate status" with the Commission on Accreditation of the ABHE, and on February 24, 2011 PTSA achieved full accreditation from the ABHE.

Under the leadership of Dr. Hee Min Park, the retired pastor of Young Nak Presbyterian Church of Los Angeles, there were 350 graduates. Dr. Hee Min Park was the president of Presbyterian Theological Seminary in America from 1990 to 2001.

Dr. Jung Woon Suh, who was the president of the Presbyterian College and Theological Seminary, became Presbyterian Theological Seminary in America's full-time president in 2002, leading Presbyterian Theological Seminary in America through a challenging transition time to a new Santa Fe Springs facility and under his leadership increasing the number of our graduates to be over 440 graduates. Dr. Jung Woon Suh continued Presbyterian Theological Seminary in America's scholarly pursuit to be fully accredited by the ABHE.

In January of 2008, we welcomed the new president, Dr. In Soo Kim. Dr. In Soo Kim came with an extensive knowledge and research on the subject of Korean Church/Church History. Under his leadership, KPCA College & Theological Seminary changed its name to Presbyterian Theological Seminary in America (PTSA), and moved into its new Santa Fe Springs facility in April, 2009.

In January, 2012, Dr. Sang Meyng Lee was inaugurated as the current president of PTSA.

### ***Relationship between the KPCA and the Presbyterian Theological Seminary in America***

PTSA is one of three schools officially recognized by the General Assembly of the Korean Presbyterian Church Abroad (KPCA). Although the Education Commission of the KPCA provides limited guidance to these three schools, the General Assembly asks local presbyteries to support and guide their local schools. Thus, we are also the official theological school of the following presbyteries: Los Angeles Presbytery, Western Presbytery, Southwestern Presbytery, and Mid-West Presbytery

Each of the four Presbyteries selects eight board members. They are recommended by each presbytery's theological education department and are elected at a presbytery meeting. Also, the chairman of the alumni association is automatically placed on the board. Three more members are recommended by theological education committee of the General Assembly of the KPCA. In addition to the other qualifications, these additional board members are chosen because of their ability to help with the financial support of the school (i.e. by their own financial assets or their ability to assist in fundraising). The current members of the board must vote to approve each new member.

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

The Presbyterian Theological Seminary in America is an Accredited degree-granting institution that is fully approved and licensed by State of California (BPPE).

- ABHE membership : Accredited in 2011 & re-accredited in 2016.
- ATS membership: Accredited in 2018 & re-accredited in 2023.

Presbyterian Theological Seminary in America is accredited by the Commission on Accrediting of The Association of Theological Schools ([www.ats.edu](http://www.ats.edu)) and is approved to offer the following degrees. Notice on June 23, 2023 – Our ATS accreditation status has been updated to Accredited on Warning as decided by the ATS Board of Commissioners.

- Master of Divinity  
(Concentrations in Culturally Competent Pastoral Leadership, in Professional Chaplaincy, in Professional Coaching)

- Master of Arts in Counseling Psychology
- Master of Arts in Intercultural Studies

The degrees are not approved by the Commission on Accrediting of The Association of Theological Schools but are approved by the Association for Biblical Higher Education Commission on Accreditation ABHE ([www.abhe.org](http://www.abhe.org)).

- Master of Arts in Marriage and Family Therapy
- Master of Arts in Professional Coaching
- Doctor of Intercultural Studies
- Doctor of Philosophy in Contextual Studies

Presbyterian Theological Seminary in America is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste.130, Orlando, FL 32822, 407.207. 0808) to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.

- Bachelor of Arts in Theology
- Bachelor of Arts in Global Business Administration
- Bachelor of Arts in Social Work
- Bachelor of Arts in Family Counseling
- Bachelor of Arts in Education
- Master of Divinity
- Master of Divinity in Culturally Competent Pastoral Leadership
- Master of Divinity in Professional Chaplaincy
- Master of Divinity in Professional Coaching
- Master of Arts in Counseling Psychology
- Master of Arts in Marriage and Family Therapy
- Master of Arts in Intercultural Studies
- Master of Arts in Professional Coaching
- Doctor of Philosophy in Contextual Studies
- Doctor of Intercultural Studies
- Doctor of Ministry
- Doctor of Counseling Psychology
- ELSP Certificate

### ***Denominational Recognition***

The Presbyterian Theological Seminary in America is recognized as a direct agency of the Korean Presbyterian Church Abroad for training pastors, missionaries, and lay leaders.

## II. FACULTY

### *Conditions of Employment*

#### **1. Program Director and Dean (full time faculty)**

Please refer to the 2024-2025 administrative handbook policy.

#### **2. Core Faculty Policy**

##### **Qualification**

##### **Requirement**

- Core faculty members must hold a degree in the discipline or field(s) appropriate to the position for which they are hired, at no less than the level recommended by the regional accrediting body.
- Exceptions may be made for individuals with significant experience or those nearing completion of their degree, provided there is an approved plan for completion.

##### **Hiring Process:**

- Core faculty members are ordinarily hired through a national search process, according to PTSA search procedures.
- Appointments are made through the core faculty appointment process, typically on a full-time basis

##### **Job Description**

1. Teaching Responsibilities:
  - Core faculty members are responsible for teaching 8 to 16 units per academic year, equivalent to 3 to 5 courses for Master program, and 8 to 16 units, equivalent to 2 to 4 courses for Doctorate program.
  - Faculty members are expected to develop and deliver high-quality instructional materials, assessments, and courses in alignment with program and institutional goals.
  - Engage in continuous improvement of courses and curricula through regular evaluations and feedback.
2. Student Learning and Mentorship:
  - Provide academic advising and mentoring to students in the assigned programs.
  - Facilitate a positive and supportive learning environment.
  - Assuming bi-weekly meetings, each student would receive approximately 3 to 4 hours of mentorship per semester. For monthly meetings, it would be around 2 hours per semester.
  - In addition to individual sessions, occasional group mentorship meetings can be organized. These sessions can be beneficial for peer learning and fostering a sense of community among students.

3. Research Accomplishment:
  - Engage in research and scholarly activities that contribute to the academic field and enhance the institution's reputation.
  - Publish research findings in peer-reviewed journals and present at academic conferences.
4. Institutional Decision-Making:
  - Participate in departmental and institutional meetings, curriculum or other sub committees, and activities (required participation will be notified prior to the semester as per the school academic calendar and needs).
  - Contribute to the development and implementation of program policies and procedures.
5. Service:
  - Provide service to the institution, community, and professional organizations.
  - Engage in outreach and partnerships that promote the institution's mission and goals.
6. Course and Program Evaluation:
  - Conduct regular evaluations of courses and degree programs to ensure they meet educational standards and student needs.
  - Implement changes and improvements based on evaluation results and feedback.
7. Compliance with Accreditation
  - This policy ensures that core faculty members meet the qualifications and responsibilities as outlined in the ATS/ABHE Standards of Accreditation, which emphasize the importance of qualified faculty in achieving educational outcomes.
  - The inclusion of ongoing evaluations, research, and service aligns with ATS/ABHE expectations for faculty engagement and development.
  - The policy adheres to ATS/ABHE's requirements for faculty qualifications and work load, ensuring that faculty members are adequately prepared and supported in their roles.
  - The structured evaluation process and emphasis on continuous improvement meet ATS/ABHE standards for institutional effectiveness and educational quality.
8. Teamwork with Director or Adjunct Faculty
  - Effective teamwork between core faculty and program director, or adjunct faculty is crucial for the success of academic programs.
  - The key elements that can enhance collaboration and ensure a cohesive academic environment are regular meetings and shared responsibilities with curriculum development, assessment, and mentorship.

## **Compensation**

1. Base Salary:
  - Core faculty members will receive compensation based on the number of courses taught per year:
  - 9 units thru 15 units for Bachelor, Master program
  - 8 units thru 16 units for Doctorate program

2. Additional Compensation:
  - Core Faculty members will receive a stipend based on their individual career experience and the additional responsibilities and contributions they undertake each semester.
  - Total annual compensation will be provided additionally.
3. Benefits:
  - Core faculty members are eligible for benefits as outlined by the institution, including professional development opportunities.

### **Core Faculty Needs**

- For the Bachelor and Master programs, a total of 3 or 4 core faculty members are required.
- For the Doctorate program, a total of 3 core faculty members are required.
- The number of core faculty members may vary based on the program size and financial resources available.

### **Evaluation and Renewal**

- Core faculty members will be evaluated according to the terms set forth by the University and its officers.
- Evaluations will consider teaching effectiveness, scholarship, service, and contributions to institutional citizenship.
- After successfully completing the initial appointment period of one 1-year term, core faculty members are eligible for rolling contracts.

### **Evaluation Procedures**

Two types of faculty evaluation forms:

- A Course Evaluation by students at the end to the semester
- An Instructor Evaluation by co-faculty, director, and CAO

#### **A Course Evaluation**

Students complete a standard course evaluation form that asks a variety of questions about the course content, structure, and overall experience. This form aims to gather feedback on how well the course was organized, the clarity of the material presented, and the overall satisfaction of the students with the course.

#### **An Instructor Evaluation**

Students also complete an instructor evaluation form that specifically asks them to rate the instructor's teaching effectiveness, communication skills, and engagement with students. This form focuses on the instructor's ability to deliver the course content, their availability to students, and their overall effectiveness as a professor.

### **Faculty Evaluation Criteria and Checklist**

<b>Criteria</b>	<b>Assessment</b>	<b>Evaluated by</b>	<b>Rating</b>	<b>Comments</b>
Teaching and Curriculum Development	Course evaluations, student surveys	Students	[ ] Excellent [ ] Good [ ] Satisfactory	

Criteria	Assessment	Evaluated by	Rating	Comments
			<input type="checkbox"/> Needs Improvement	
Peer review classroom observations	Observation, Peer review report	Co-worker directors	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Overall teaching performance, curriculum contributions	Teaching Performance, Feedback	Dean, CAO	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Research and Scholarly Activity	Review of publications, citations	CAO, Dean of Publication	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Communication and Team work	Review of co-worker directors, adjunct faculty feedback	Directors, Adjunct faculty	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Service to the University and Community	Institutional Participation, community development	Dean of Stu.	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Student Advising and Mentorship	Student surveys, feedback forms	Students	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Peer review reports	Peer observation	Colleagues	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Professional Development (Leadership)	Records of participation, professional development reports	Dean, CAO	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Administrative Duties	Administrative reports, feedback from supervisors	COO/CFO, President	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	

### **3. Adjunct Faculty Policy**

#### **Faculty Qualifications**

Candidates for the position of instructor, adjunct faculty must possess the following qualification:

1. A minimum of one year of teaching experience at a higher education institution after the completion of the degree level of the course or the program in which they are teaching is required; otherwise, the candidate should start with co-teaching alongside an expert professor.
2. Qualifications required by the California Education Code and the California Code of Regulations:
  - 1) Faculty must have an earned degree which is an accredited institution in the United States or Canada; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) equal to or higher than the degree level of the course or the program in which they are teaching.
  - 2) Exceptions may be made for individuals with significant experience or those nearing completion of their degree, provided there is an approved plan for completion.
  - 3) Employer shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the BPPE Act or Regulations or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

**PART VI: California Business and Professions Code - Section 480:**

Employer shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the BPPE Act or Regulations or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

***Business and Professions Code - Section 480***

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

- (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
- (2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or substantially injure another.
- (3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.  
(B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license.

Acknowledged this date: \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ (Employee), that I have not been adjudicated in a judicial or administrative proceeding as having violated any provision of the BPPE Act or Regulations or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code. If adjudicated while employed I will promptly notify University.

## **Hiring process**

- Applicants who meet the eligibility requirements should apply through documentation.
- Applicants will be interviewed by the Dean of Academic Affairs and the CFO/COO. The results will be reported to the President.

## **Necessary documents**

Each new instructor is required to submit to the school office the documents indicated below:

1. Proof of Identity
2. Official transcript of all undergraduate and graduate degrees from accredited school
3. Signed Contract
4. Curriculum Vitae (CV)
5. Signed Statement of Faith/ Self-introduction
6. Recommendation Letter for Part time, adjunct faculty, (for full time 2 Recommendation Letters)

## **Evaluation and Renewal**

- Adjunct faculty members will be evaluated at the end of each semester.
- Evaluations will consider teaching effectiveness, student engagement, service, and class management.
- After successfully completing the initial appointment period of one semester, adjunct faculty will be assigned to the next semester.

## **Evaluation Procedures**

Two types of faculty evaluation forms:

- A Course Evaluation by students at the end to the semester
- An Instructor Evaluation by co-faculty, director, and CAO

### **A Course Evaluation**

Students complete a standard course evaluation form that asks a variety of questions about the course content, structure, and overall experience. This form aims to gather feedback on how well the course was organized, the clarity of the material presented, and the overall satisfaction of the students with the course.

### **An Instructor Evaluation**

Students also complete an instructor evaluation form that specifically asks them to rate the instructor's teaching effectiveness, communication skills, and engagement with students. This form focuses on the instructor's ability to deliver the course content, their availability to students, and their overall effectiveness as a professor.

## Adjunct Faculty Evaluation Criteria and Checklist

Criteria	Assessment	Evaluated by	Rating	Comments
Teaching Effectiveness	Course evaluations, student surveys	Students	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	
Student Engagement	Student feedback, Canvas activity	Dean, CAO	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	
Class Management	Student feedback, Canvas activity	Dean, CAO	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	
Communication and Team work	Review of co-worker directors, adjunct faculty feedback	Director	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	
Service to the University and Community	Institutional Participation (Faculty Development) community development	Dean of Stu.	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	
Professional Development (Leadership)	Records of participation, professional development reports	Director, CAO	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	
Administrative Duties	Administrative reports, feedback from supervisors	Registrar, COO/CFO	[ ] Excellent [ ] Good [ ] Satisfactory [ ] Needs Improvement	

### 4. Standards of Personal Conduct

#### a. code of academic ethics

It is assumed that each faculty member employed at Presbyterian Theological Seminary in America is sympathetic with the school's aims and will cooperate in furthering these purposes by adhering to the regulations which govern faculty behavior.

Improper conduct for which faculty members are subject to discipline includes dishonesty in any form. Knowingly furnishing false information to the school or forgery, alterations, or misuse of any Presbyterian Theological Seminary in America documents are violations of this principle.

Presbyterian Theological Seminary in America expects from all faculty members and employees adhere to the highest standards of moral and ethical behavior in harmony with its Christian philosophy and purposes. Presbyterian Theological Seminary in America reserves the right to terminate the employment at any time of any person who violates these principles.

## **b. sexual harassment policy**

It is the policy of Presbyterian Theological Seminary in America to maintain the seminary environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that Presbyterian Theological Seminary in America is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline. Also, the intent of this policy is to protect the seminary community, provide any possible assistance or redress to a victim of sexual harassment, and protect the honor of any innocent person who might be unjustly accused of sexual harassment.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile, or offensive work/study environment, constitutes a violation of the seminary's spiritual and/or educational standards, objectives and goals; such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the seminary will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, or faculty will be informed of the action taken. Seminary officials will also take action to protect the reporting student, staff, or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

It is the policy of Presbyterian Theological Seminary in America not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to seminary policy may be personally liable in any claim brought against them.

A student, staff or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and they will work for resolution in such situations. In addition, it is advisable that the student, staff or employee contact the City of Santa Fe Springs Police Department to report the form of sexual harassment:

**Police Services Center  
11576 Telegraph Rd.  
Santa Fe Springs, CA 90670-9928  
(562) 409-1850 \* FAX 409-1854 \* TDD 409-1855  
Open Monday – Friday 8 a.m. to 8 p.m.  
Closed Saturday and Sunday**

The reporting procedure is outlined in the below section entitled “Complaint Procedure for Sexual Harassment.”

## **Complaint Procedure for Sexual Harassment:**

### **1. Intent of the Procedure:**

Presbyterian Theological Seminary in America is committed to maintaining the seminary environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual harassment. The seminary is concerned for any possible victim of sexual harassment, as well as for any innocent person who might be unjustly accused of sexual harassment.

### **2. General Provisions:**

#### **a. Coverage:**

These procedures apply to the processing of complaints arising from alleged actions of sexual harassment. Any student, applicant for admission, employee, or applicant for employment (administrative staff or faculty) who believes that he/she is a victim of sexual harassment may file a complaint under these procedures. Student, staff or faculty complaints based on grounds other than this form of exploitation and intimidation (sexual harassment) should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, or administrative handbook.

#### **b. Responsible Officer:**

The designated individual ("**Responsible Officer**") to receive and process complaints under this procedure are as follows:

- **For student (or applicant) complainants:**

Dean of Student Affairs, John Lee (562-926-1023)

- **For employee, faculty/staff (or applicant) complainants:**

Dean of Academic Affairs, Dr. Jung Ja Kang (562-926-1023)

#### **c. Definitions:**

**Complainant:** The complainant is an individual or group of individuals who believe that sexual harassment may have or has occurred.

**Respondent:** The respondent is an individual or group of individuals against whom an allegation of sexual harassment is made.

**Complaint:** A complaint is an allegation that a student, employee, staff, faculty or applicant for admission or employment has been subjected to sexual harassment.

#### **d. Retaliation Prohibited:**

Any retaliatory action of any kind by an employee or student of Presbyterian Theological Seminary in America against any other employee or student of the university as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action.

**e. Privacy:**

The privacy and confidentiality of the parties (complainant and respondent) shall be maintained to the extent possible, during the processing of a complaint.

**f. Resolution Options:**

Individuals are encouraged to use this procedure to resolve their complaints of sexual harassment. However, they may also file a complaint at the beginning, during, or after the complaint procedure with:

U.S. Department of Education  
Office of Civil Rights  
50 United Nations Plaza  
Room 239  
San Francisco, CA 94102

or

U.S. Equal Employment Opportunity Commission  
111 N. Market Street  
Suite 810  
San Jose, CA 95113

or

Association of Biblical Higher Education  
5575 S. Semoran Bl., Suite 26  
Orlando, FL. 32822-1781  
Tel: 407-207-0808; Fax: 407-0840  
E-mail: [info@abhe.org](mailto:info@abhe.org)  
URL: <http://www.abhe.org>

**3. Processing of a Complaint**

Any person who believes he/she has been sexually harassed may file a complaint with the “Responsible Officer” as defined above. In order for a complaint to be processed, **the complaint must be filed within one hundred twenty (120 days) of the alleged unlawful action of sexual harassment, or within one hundred twenty (120 days) of the complainant learning of the alleged unlawful action of sexual harassment.**

**a. Informal Procedures:**

The Presbyterian Theological Seminary in America has established the following informal process to resolve charges of sexual harassment within **thirty (30) calendar days:**

The **complainant** or person who would like assistance in determining whether sexual harassment has occurred should be referred to the appropriate “Responsible Officer” as noted earlier.

The **Responsible Officer** shall meet with the concerned individual to:

- Understand the nature of the concern;
- Give to complainant a copy of the Presbyterian Theological Seminary in America policy and procedure concerning sexual harassment and inform complainant of his or her rights under any relevant complaint procedure or policy;
- Assist the individual in any way advisable.

If informal resolution of the concern is possible, it is not necessary to pursue a formal complaint.

If deemed appropriate, the **Responsible Officer** shall meet with the **respondent** to inform him/her of the nature of the concern.

If the parties (**the complainant and the respondent**) agree to a proposed resolution that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the **complainant** may initiate a formal complaint.

Whether or not the **complainant** files a formal complaint and/or the parties reach a resolution, if the **Responsible Officer** determines that circumstances so warrant, the **Responsible Officer** shall initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that has occurred as a result of sexual harassment and to prevent any further sexual harassment.

The **Responsible Officer** shall keep a written log each discussion and a record of the resolution. This information shall become part of the official investigation file if the **complainant** initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the **complainant** and the **respondent** and kept as part of the record.

Once a complaint is put into writing and signed by the **complainant**, the complaint is considered to be formal, and the formal complaint procedures should be followed.

#### **b. Formal Procedures:**

The Presbyterian Theological Seminary in America has established the following informal process to resolve charges of sexual harassment **within ninety (90) calendar days**:

Where informal complaint procedures are not possible, or appropriate, or fail to satisfactorily resolve the matter, the **complainant** may file a formal written complaint with the **Responsible Officer**. **If requested, the Responsible Officer will designate an employee (normally of the same gender as the complainant) to help a complainant develop this written complaint.**

The **complainant** shall describe in detail such alleged unlawful discrimination or sexual harassment and the action he/she requests to resolve the matter. All written complaints shall be signed and dated by the **complainant** and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions

constituting the alleged sexual harassment. Names, addresses, and phone numbers of witnesses or potential witnesses should also be included, if possible.

Within **five (5) working days** after the receipt of the signed complaint, the **Responsible Officer** will review the complaint to determine whether it describes the sexual harassment which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the university investigates under these procedures, the **complainant** will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned, and the **complainant** will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

**Within ten (10) working days** of receiving the complaint or amended complaint, the **Responsible Officer** shall act as investigator or **shall appoint one or more investigators** to act alone, together, or in conjunction with the **Responsible Officer** to investigate the charges, and shall notify the **President of Presbyterian Theological Seminary in America** and the **respondent** that a written complaint has been received and a formal investigation has begun.

In addition, the investigator(s) shall, **within ten (10) working days** of the **complainant's** complaint or amended complaint, commence an investigation of the sexual harassment. The investigator(s) shall meet with the **complainant** to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the **respondent** to present a copy of the complaint and this policy, to receive the **respondent's** answer to the complaint, and to review with the **respondent** the scope and nature of the investigation.

The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the **complainant** and the **respondent** separately to give an overview of the steps taken during the investigation, to ask the **complainant** and the **respondent** for the names of any others the investigator(s) should speak with, and to request any additional information.

After completion of the investigation, the investigator(s) shall meet with the **President of Presbyterian Theological Seminary in America** if either party involved in the complaint is a student, employee or faculty member. The **President of Presbyterian Theological Seminary in America** shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any.

**Within ninety (90) calendar days of receiving the complaint**, the investigation shall be completed, and a determination shall be made. The **President of Presbyterian Theological Seminary in America** shall forward to the **complainant** and **respondent** all of the following:

- A summary of the investigative report;
- A written notice setting forth:
  - \* The findings of the **President** as to whether sexual harassment did or did not occur with respect to each allegation in the complaint;
  - \* Description of actions taken, if any, to remedy any sexual harassment that occurred, and to prevent similar problems from occurring in the future;
  - \* The **complainant's** and **respondent's** right to appeal the determination either as to the finding or to the appropriateness of the recommended action.

#### **4. Appeal Rights:**

If the **complainant or the respondent** is not satisfied with the results of the formal level administrative decision, the **complainant or the respondent** may appeal the determination by submitting written objections to the **President of Presbyterian Theological Seminary in America within ten (10) calendar days of the receipt of the determination.**

The appeal shall be considered by a committee comprised of **five (5) persons selected from a standing list of faculty, staff and students of the student government available for such a purpose.** The **complainant and the respondent** shall each select one committee member. The two members so chosen shall select a faculty member (from the standing list) who shall be the third committee member. The **President** and the **Responsible Officer** involved in the matter shall each select one committee member. The committee shall be reminded of their dual obligations of justice for a potential victim, as well as justice for a potentially innocent person who has been accused of such a dishonorable offence. Either party would be damaged by gossip. Thus, before accepting appointment to this committee, each potential member must agree not to discuss the matter before a report is officially released, except as part of their official duties (e.g., only to discuss the matter in committee or as part of the investigation). The five (5) committee members chosen shall select one (1) member to be the voting chairperson for the committee.

**Within thirty (30) calendar days** of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the **President** and the **Responsible Officer** and any actions taken, reach its conclusion (by majority vote), and communicate its conclusion in the form of an advisory recommendation to the **President.**

The **President of Presbyterian Theological Seminary** shall issue a decision in writing to the **complainant and the respondent within ten (10) calendar days** of the receipt of the committee's recommendation, which shall be the final decision of the Presbyterian Theological Seminary in America in the matter.

Once the final decision has been rendered by the **President of Presbyterian Theological Seminary in America** to the **complainant and the respondent**, the **President** shall brief and report the matter to the **Board of Directors** for them to be informed of the affairs and legal issues of the seminary per Article 17 (General Responsibilities) and overall management of the seminary per Article 18 (Regular Scheduled Discussions and Decisions) of the Bylaws and Constitution of Presbyterian Theological Seminary in America.

#### **5. Statement of Due Process for Grievances, Disciplinary Actions or Dismissal**

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, professional incompetence, or behavior, attitudes or theological positions that are not in harmony with PTSA's written policies, statements, standards, and ethical practices.

Dismissal of an administrator before the end of the contract term will be preceded by:

- 1. Initial Review:** When an issue arises, the appropriate administrative officer (e.g., President, COO, or Dean of Academic Affairs) reviews the situation to determine if immediate termination is warranted.

2. **Decision to Terminate:** If the decision is made to proceed with termination, the administrator is informed of their dismissal with a clear and concise reason, ensuring it does not violate any discrimination or retaliation laws.
3. **Termination Meeting:** Conduct a brief meeting with the administrator, Personnel Committee, to inform them of the termination decision. The meeting should include:
  - The reason for termination
  - Details on final pay and benefits
  - Instructions for returning PTSA property
  - It is recommended to have another witness present during the meeting.
4. **Documentation:** Provide a written termination letter that includes:
  - The effective date of termination
  - A summary of the reasons for termination
  - Details on final compensation and benefits
  - Any relevant next steps or instructions
5. **Final Pay:** Ensure compliance with state laws regarding the final paycheck. Allow payment on the next scheduled payday.
6. **Return of Property:** Collect any PTSA property from the terminated administrator, including keys, identification badges, laptops, and any other equipment.
7. **Non-Disclosure and Non-Compete Agreements:** Remind the terminated administrator of any continuing obligations under non-disclosure or non-compete agreements.

If a faculty member has grievances which he or she cannot work out with the school, he or she may call or write to:

Bureau for Private Postsecondary Education  
400 R Street Suite 5000  
Sacramento, CA 95814-6200  
(916)445-3427

Association for Biblical Higher Education  
5575 S. Semoran Blvd., Suite 26  
Orlando, FL 32822-1781  
Tel (407) 207-0808 Fax (407) 207-0840  
e-mail: [exdir@ABHE.org](mailto:exdir@ABHE.org)