

## **Mid-Atlantic Christian University Institutional Policy #21**

SUBJECT: Doctrinal Interviews

DATE: February 20, 2013

REVISED: May 2014; April 2020

NEXT SCHEDULED REVIEW: February even numbered years, February 2022

APPROVED BY BOARD OF TRUSTEES: February 2013

Policy for: Mid-Atlantic Christian University

Procedure for: Chairman of the Department of Bible and Christian Ministry

Authorized by: President

Issued by: Board of Trustees

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### I. Purpose

In order to manage the expectation expressed in the University Bylaws with regard to doctrinal compatibility between the university and employees certain positions require the candidate be interviewed as part of the hiring process. (See Institutional Policy #8.) The purpose of the interview is to evaluate the candidate's doctrinal compatibility in the areas related to the University's Statement of Faith and the historical position of the school in related doctrinal areas.

### II. Policy

The Department of Bible and Christian Ministry will conduct doctrinal interviews with certain prospective employees and report the results to the hiring vice president.

### III. Procedure

- A. When a doctrinal interview is required the appropriate vice president will make a request to the Department of Bible and Christian Ministry.
- B. The Chairman will select the interview committee, schedule and conduct the interview, and report the results to the hiring vice president and president.
  1. Preference is to be given to the composition of the committee being full-time faculty whose primary teaching assignment is biblical and theological studies courses.
  2. If the doctrinal compatibility evaluation is favorable then the results form will be included with the candidate's hiring package.

3. If the evaluation is not favorable (compatible) and the decision is made to advance the candidate in the hiring process the supervisor [in most cases, a vice president] will supply a written justification why the person should be considered for employment. The justification document will be reviewed by the President in consultation with the other members of the Leadership Team, and he/she may accept the justification or deny it. The President's decision is final.

C. Candidates for adjunct faculty status.

1. Teaching in the Department of Bible and Christian Ministry – the Department of Bible and Christian Ministry MAY waive the interview of the prospective adjunct if: (1) the person's beliefs are known either through personal acquaintance or through the applicant's writings or other communication, (2) the candidate has signed a statement of faith (which is consistent with MACU's statement of faith) as a condition of employment at an evangelical school or para-church organization (for example but not limited to Dallas International University. The determination as to whether to waive the interview will be made in consultation between the Vice President for Academic Affairs and the Chair of the Department of Bible and Christian Ministry.
2. Teaching outside the Department of Bible and Christian Ministry – the adjunct candidate does not need to be interviewed if he has signed a statement of faith which is consistent with MACU's statement of faith as a condition of employment at an evangelical school or para-church organization (for example but not limited to Dallas International University.

IV. Published: Policy Manual, Staff Handbook

V. Reason for Revision

VI. Appendices