

Mid-Atlantic Christian University Institutional Policy 8

SUBJECT: Hiring new personnel

DATE: September 23, 1997

REVISED: May 2014; April 2020

NEXT SCHEDULED REVIEW: February of odd-numbered years.

APPROVED BY BOARD OF TRUSTEES: May 2020

Policy for: Mid-Atlantic Christian University

Procedure for: Mid-Atlantic Christian University

Authorized by: President

Issued by: Board of Trustees

I. Purpose

To provide guidelines for hiring new employees.

II. Policy

All decisions for hiring new personnel will be made by the President. The Bylaws state "Every member of the Board of Trustees, Administrative Officers, full-time Faculty, and all Faculty who teach in the Department of Biblical Studies shall be a member in good standing of the free and autonomous Churches of Christ and Christian Churches." They and all other employees must "reaffirm annually, in writing, his or her belief without mental reservation or private interpretation" in the university's Statement of Faith (Article V).

Two policies address special exemptions to this policy. One is Board of Trustees Policy #7 Limited Exemption for University Bylaws Article V, which concerns special exemption for ROTC personnel when certain criteria are met. The other is Board of Trustees Policy #9 Waiver Process for Bylaws Article V. Section 4 of Article V permits the administrative team to waive the aforementioned requirement for full-time faculty members only when circumstances and procedures as spelled out in BT-9 are met and followed.

The Board of Trustees Policy #9 outlines procedures which authorize the President to make the final decision to grant a waiver for a faculty member, but not for senior Administrative Officers (i.e. Vice Presidents). Should a strategic vacancy exist among the university's Leadership Team, the President, after an effort has been made to hire from within the Restoration Movement, and the position is strategically essential to the university's

operations, may request an exemption from the Executive Committee of the Board of Trustees for a waiver to hire the individual. Any such individual must meet every qualification for their position with the exception of being from a Restoration Movement congregation. This waiver process should be used sparingly and infrequently.

III. Procedure

- A. A vacancy must exist or the Leadership Team must budget a new position before anyone can be hired for a position at MACU.
- B. Those being considered for full-time faculty members will be interviewed by the Leadership Team and the Academic Cabinet. Those being considered for vice presidency or for resident hall directors will be interviewed by the Leadership Team.
- C. Names for all remaining positions must be brought before the Leadership Team by the president or appropriate vice president.
- D. All newly hired personnel will have a session with the Vice President for Finance that will include a printout of the salary package plus answer any other questions about pay, insurance, moving expenses, and the local economy.
- E. Where possible, the person's spouse should be in the interview mentioned in number B above. Travel expenses for both will be covered by MACU.
- F. Candidates for the following positions will have doctrinal interviews with the faculty from the department of Bible and Christian Ministry: president, vice presidents and/or senior administrators, faculty, assistant vice presidents, resident hall directors, admissions counselors, and any other position who the vice president of that area deems appropriate. The vice president in charge of the area will request the Chair of Bible and Christian Ministry Department to conduct the interview before the candidate is invited to campus for an interview. The doctrinal interviewer will give a written report of the interview to the appropriate vice president, who will then keep this report with the personnel file.
- G. All candidates will also submit to a criminal background report and drug screening. Full-time candidates may also be required to submit a credit report.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices: None