

**THE ANTIOCHIAN HOUSE OF STUDIES**  
**HANDBOOK FOR FACULTY**  
**AND ACADEMIC ADMINISTRATORS**

**Working Document**

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## **I.A. INTRODUCTION**

The Antiochian House of Studies is a non-profit corporation, blessed by His Eminence, Metropolitan Joseph, Primate of the Antiochian Orthodox Christian Archdiocese of North America, and exempted by the California State Bureau of Post-Secondary Education under California Education Code Section 94874(e)(1).

The Governance of AHOS is led by the Board of Trustees, which appoints the administrative and academic leadership of AHOS. The Trustees delegate the administrative management of AHOS to the President. The faculty participates in the decision-making process through the Faculty Council. It is AHOS policy that faculty, staff and students are consulted in the decision-making process, for which the administration has the chief responsibility.

AHOS currently operates three graduate theological programs, the first two of which (the M.Th. in Applied Orthodox Theology and the M.Th. in Pastoral Counseling), are distance-learning programs, and the third (the Ph.D. in Orthodox Studies), is a hybrid program.

### **Notice of Nondiscriminatory Policy**

The Antiochian House of Studies admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the AHOS. It does not discriminate on the basis of race, color, gender, national or ethnic origin in its educational policies, admissions policies, scholarships, or any other organization-administered programs.

## **I.B. STRUCTURE OF AHOS**

### **I.B.1. The Board of Trustees**

The Board of Trustees is comprised of the Chairman (the Metropolitan), the President, the Secretary, the Treasurer, the Ex Officio members (the President of AHOS, the Provost, the Dean, and the Vice-President), and elected members. Elected members are Term Trustees, elected for terms of five years. Term Trustees may be elected for successive terms. All AHOS Trustees, except for Trustees Emeriti (typically, Trustees who have reached the age of seventy), have full voting rights. Responsibility for all aspects of the governance of AHOS resides with the Board of Trustees.

*The Executive Committee*, which performs all the functions of the full Board of Trustees in the periods between meetings of the full Board, with the exception of anything that pertains to the alteration of the Bylaws, consists of 9 (nine) members, and is comprised of the Board Chair, President, Secretary, Treasurer, the Ex Officio members, and two Elected members.

### **I.B.2. The President**

The President of AHOS is its educational and administrative head and shall be responsible to the Board of Trustees for the quality, development and direction of its programs. The President acts as the liaison between the Board of Trustees and the Faculty. The President is assisted in all aspects of the management of AHOS by the Vice-President. The President is appointed or relieved of his duties by the Metropolitan, who, as Chair of the Trustees, is advised by means of the consultative decision-making procedures of all AHOS constituencies.

### **I.B.3. The Provost**

The Provost assists the President in all aspects of the management of AHOS. Both the Dean and the Vice President are directly answerable to the Provost. Like the President, he is appointed or relieved of his duties by the Metropolitan, who is advised by his Trustees as well as the other constituencies of AHOS.

### **I.B.4. The Vice President**

The Vice President oversees all aspects of the management of AHOS non-academic services. Like the President, he is appointed or relieved of his duties by the Metropolitan, who is advised by his Trustees as well as the other constituencies of AHOS.

### **I.B.5. The Dean**

The chief role of the Dean is to facilitate and provide leadership for the academic operation and development of the School. His management responsibilities also include the integrity of the day-to-day functioning of the School, including student admissions and maintaining the academic standards of the Faculty and the teaching and learning

processes of the School. The Dean serves as an Ex Officio member of the Board of Trustees and its Executive Committee; and is appointed or relieved of his duties by the Board of Trustees, which is advised especially by the AHOS Faculty Council, as well as its other constituencies.

## **II.A. THE FACULTY**

### **II.A.1. Standing Faculty**

The higher degrees of faculty consist of Professor, Associate Professor and Assistant Professor, all of whom have voting privileges in the Faculty Council.

#### **Professor**

The title Professor is bestowed upon persons who have excelled in their academic work in a way that has won the recognition of their academic peers both within and outside the School. Typically, a Professor is one who has served at the assistant and associate professorial level for not less than 10 (ten) years, although this is sometimes overlooked in those cases where the academic in question merits special recognition. Tenure is accorded to professors, and they are entitled to all the rights and privileges commonly associated with a full professorship, that is to say, sabbaticals, study leave, financial and moral support for participation in conferences and symposia and other invitations from peer institutions to guest lecture, and so forth.

#### **Associate Professor**

The title Associate Professor is bestowed upon an academic who is recognized by the School as having the potential to become an outstanding specialist in his or her area of specialization. Typically, an Associate Professor is one who has served at the assistant professorial level for not less than 5 (five) years, although this is sometimes overlooked in those cases where the person in question merits special recognition. Associate Professors may be appointed either for a fixed term or be given tenure, depending on the merits of the person in question and the resources available to the School, and are entitled to all the rights and privileges commonly associated with an associate professorship, that is to say, sabbaticals, study leave, financial and moral support for participation in conferences and symposia and other invitations from peer institutions to guest lecture, and so forth.

#### **Assistant Professor**

An Assistant Professor is typically one who has completed a final degree in his or her area of specialization, and who clearly possesses the potential of developing into a mature scholar. Assistant Professors are typically appointed for a fixed period of time, and are therefore not tenured members of the Faculty.

### **II.A.2. Associated Faculty – Adjunct or Visiting Faculty**

Faculty members who are appointed on a part-time basis and whose primary careers are outside AHOS, but who possess a final degree in their area of specialization and enjoy a certain recognition from their academic peers as to the high quality of their scholarship, are ranked, accordingly, as Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor. Persons temporarily appointed by AHOS while on

leave from another institution are ranked, as the case merits, as Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor. Associated Faculty do not acquire tenure and, typically, do not have voting privileges on the Faculty Council, nor are they eligible for sabbatical or other study leave or employment benefits, unless this is specifically approved by the Board of Trustees and stated in their letters of appointment.

### **II.A.3. Other Academic Staff – Lecturer and Senior Lecturer**

A Lecturer or Senior Lecturer is one who does not possess a final degree in their area of specialization, but who, by virtue of other credentials, training, and experience, is recognized as possessing valuable knowledge that would enrich the educational program and formation of the student body, by adding dimensions to the curriculum which would not be ordinarily provided by an academic faculty. Such areas would typically include musicology, iconology, classical and foreign language learning, pastoral practice, experience in prison ministry, and so forth.

The title Lecturer or Senior Lecturer may also be accorded to scholars who are still working towards the attainment of the final degree in their area of specialization, and whose work would be chiefly to assist members of the Standing Faculty in their teaching and research.

Lecturers are appointed usually for 3 (three) year terms, and senior lecturers are styled as such by virtue of having served for 6 (six) years or more. Successive appointments are permissible in both cases.

Lecturers and Senior Lecturers do not sit on the Faculty Council, are not normally eligible for sabbatical or study leave, but are supported in their research endeavors and participation in conferences and symposia at the discretion of the Faculty Council and the Board of Trustees.

### **II.A.4. Emeritus Status**

Only Professors and Associate Professors of the Standing Faculty may attain to Emeritus Status, and are recognized as such either at the time of their retirement or after 10 (ten) or more years of service to the School upon termination of their service for honorable reasons, such as illness. There are no employment benefits attached to this status, unless the Board of Trustees deems it appropriate, but Professors and Associate Professors Emeriti, in the interest of elevating the prestige of the School, are typically accorded full privileges, which include the use of office space (where available), AHOS library and other resources, and financial support in their travel to and from other important libraries, as well as participation in conferences and symposia. They are welcome to attend and participate in Faculty Council meetings and other committees, but are not entitled to vote.

## **II.B. Appointments and Promotions**

All appointments and promotions of the Faculty are made upon the recommendation of the Faculty Council to the President (approval) who brings the matter to the Board of Trustees, which evaluates the feasibility of the recommendation, and *ceteris paribus*, approves it.

### **Professor and Associate Professor**

All appointments and promotions to the rank of Professor or Associate Professor are based on three fundamental criteria:

- 1) A careful evaluation of the candidate's academic achievements and publications. Emphasis in this regard is placed especially on quality, and special attention is given to the candidate's current research activities, as well as his or her plans for future academic projects.
- 2) An assessment of the candidate's teaching record and his or her ability to supervise skillfully and effectively the research papers and theses of students.
- 3) An examination of the candidate's interactions with peer institutions and colleagues in the wider academic community. This, for example, would include a candidate's participation in symposia, guest lecturing and teaching exchange programs with academic colleagues, as well as such enterprises as serving on evaluation committees for the accreditation of peer institutions.

### **Assistant Professor**

The essential criterion for appointment to the rank of Assistant Professor is the acquisition of an appropriate terminal degree in one's area of specialization. Assistant Professors are elected by the Faculty Council and approved by the Trustees. Recognized as possessing the capacity of carrying out the duties and responsibilities (principally, teaching, research, and contributing to the academic decision-making process of the School), of a member of faculty in the proper manner, one would ordinarily continue in the rank of Assistant Professor for a period of no more than 6 (six) years, progressing to the rank of Associate Professor no later than one's seventh year.

### **Associated Faculty – Adjunct or Visiting Faculty**

Adjunct and visiting faculty are appointed to their appropriate rank by the Board of Trustees, following the recommendation of the Faculty Council. Adjunct Assistant Professors would ordinarily continue in the rank of Assistant Professor for a period of no more than 6 (six) years, progressing to the rank of Associate Professor no later than the seventh year of one's service to the School.

## **Other Academic Staff – Lecturer and Senior Lecturer**

Lecturers and Senior Lecturers are appointed to their appropriate rank by the Board of Trustees, following the recommendation of the Faculty Council. Lecturers are appointed usually for 3 (three) year terms, and senior lecturers are styled as such by virtue of having served for 6 (six) years or more. Successive appointments are permissible in both cases.

## **Faculty Transcripts**

Official transcripts are required of all members of the teaching faculty, including those who accept part-time appointments. These are filed in the office of the Dean. Transcripts are required that show the completion of degrees by the institution which granted them.

## **Current Curriculum Vitae**

Each faculty member is required to keep a current curriculum vitae on file in the Dean's office. This will be updated annually at the Dean's request.

## **Permanent Files**

A permanent academic file for each faculty member is kept in a secure cabinet in the Dean's office. A personnel file for each faculty member is also kept in the office of the Provost. These files are confidential. The faculty member has the right of access and review. These files can only be used for internal institutional purposes. Among the items to be kept in the permanent academic file are contractual letters and documents related to trajectory, tenure, promotion, and sabbatical reviews and decisions.

## **II.C. Faculty Responsibilities**

The faculty responsibilities of Professors, Associate Professors and Assistant Professors typically include, but are not limited to, teaching, research and writing, as well as representing the School in the wider academic community. An essential characteristic of the higher ranks of Faculty is their regular involvement in the academic operation of the School, especially by means of their participation in the Faculty Council.

The faculty responsibilities of Adjunct or Visiting Professors, Adjunct or Visiting Associate Professors and Adjunct or Visiting Assistant Professors, typically include, but are not limited to, teaching, research and writing, as well as representing the School in the wider academic community. They do not participate in the Faculty Council, except by special invitation. When the latter is the case, they are not eligible to vote.

Lecturers and Senior Lecturers are chiefly responsible for their teaching duties. Their other responsibilities are similar to Adjunct or Visiting Faculty, but less stringent; inasmuch as Lecturers and Senior Lecturers may be in the process of acquiring the final degree in their area of specialization. Often utilized for their experience in such areas as language learning, musicology, iconology, prison ministry, and certain pastoral courses,

Lecturers and Senior Lecturers may assist the higher ranks of Faculty in their teaching endeavors. They do not participate in the Faculty Council.

#### **II.D. Library Access**

The academic community of AHOS, Faculty and Staff, are entitled to make full use of all library facilities and resources, subject to the normal terms and conditions of institutions of higher theological learning.

#### **II.E. Sabbatical Leave**

Sabbatical leave is available to tenured faculty for the purpose of promoting the personal career of AHOS Professors or Associate Professors and also the prestige of the School in general. Tenured faculty are entitled to a sabbatical of 1 (one) full academic year after 6 (six) successive successful years of service to the School. Upon written application of the candidate, sabbatical leave is recommended by the Faculty Council and, *ceteris paribus*, approved by the Trustees. Sabbaticals are typically granted with full salary. The next cycle for future sabbaticals begins with the year that follows the sabbatical year, that is to say, the sabbatical year itself does not count towards the next sabbatical.

#### **III.A. Grievance Procedure**

In the interest of fair and equitable treatment of all parties in all constituencies of the AHOS community, it is the policy of the School to follow the recognized process of the grievance procedure in accredited institutions of higher learning. Typically, the grievance procedure consists of 3 (three) stages: 1. The informal, 2. The formal, 3. Appeal.

##### **III.A.1. Informal Grievance**

An informal grievance is initiated when the aggrieved party takes his or her concern, confidentially, to a member of the Administration. Depending on the subject(s) of the concern, one may approach either the Dean, the Vice-President, or the President. This informal and private conversation provides the opportunity for expressing one's concerns in an irenic and safe environment, which is conducive to finding satisfactory resolution without having to take the matter to the formal stage of the grievance procedure.

##### **III.A.2. Formal Grievance**

When the informal conversation with a trusted member of Administration fails to bring about an acceptable resolution to the aggrieved party, the grievance procedure is then escalated to the formal level. This typically takes place within 10 (ten) business days of the initial informal grievance, and is expressed in the form of a written request directed to either the Dean, the Vice-President, or the President, depending on the particular set of circumstances.

A formal grievance will consist of: i. the name of the person against whom the grievance is being filed; ii. a written statement describing the nature of the grievance and how it is harmful or unfair; iii. a description of the informal efforts made to find a resolution. The aggrieved party should receive a formal written response within 10 (ten) business days of his or her submission of the formal grievance. At this point a meeting is arranged between the members of the Administration and parties involved in the grievance, who will discuss the resolution offered by the Administration.

### **III.A.3. Appeal**

If the formal grievance failed to be resolved satisfactorily by the Administration of AHOS, it should be passed on to the Chairman of the Board of Trustees within 10 (ten) business days of the written resolution offered by the Administration. The Chair of the Board may then either, i. request written statements from all parties involved, and then render a decision based on his evaluation of them, or ii. call for the establishment of an Ad Hoc Grievance Committee, which will investigate the matter fully and submit recommendations for equitable resolution of the grievance to the Chair. Members appointed to the Ad Hoc Grievance Committee must be impartial, and have no personal involvement in the prior stages of the grievance process, and also no vested interest in its outcome.

All parties involved are permitted to attend the proceedings of the Ad Hoc Committee.

The Ad Hoc Committee shall issue a written report of its findings within 60 (sixty) days after the conclusion of its proceedings, detailing every aspect of the investigation, and supporting its findings, where possible, by means of documentary evidence.

The report shall be delivered to the Chair of the Board, and copies will be sent to the parties. At this point, any members of the Committee who disagree with the report are permitted to file a minority report.

The Chair of the Board, within 5 (five) business days of receiving the Ad Hoc Committee Chair's written report, will notify the aggrieved parties in writing regarding the outcome of their appeal. The Chair of the Board's decision is final, and no further internal appeal may be made.