

Faculty Handbook

2023 – 2024 Academic Year



INSTITUTE FOR
INTERNATIONAL
MEDICINE

An American-Based Educational Institution
Since 2003

INMED
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Building 1, Ste. 338
Kansas City, MO 64132

About this Handbook

The policies and procedures contained in this handbook have been approved by INMED's Board of Directors on January 21, 2024, accepted by the faculty on January 24, 2024, and constitute an essential part of the contractual conditions of faculty appointment. This handbook is designed to assist INMED in creating and fostering the ideal environment for the faculty to thrive.

From time to time the Board of Directors may change or revise the contents of this handbook. Recommendations for changes may be made to the Board by the faculty or Administration. Approval or disapproval of recommended changes will be made only after the Board has considered the input by the faculty and the Administration. Annually, faculty shall review and acknowledge their understanding and acceptance of the policies and procedures contained in this handbook.

About INMED

- I. Vision: INMED strives to be the leading, comprehensive international health, research-intensive and experiential institute for motivating and instilling the spirit of discovery, the ability to solve complex health-related problems, and the passion to serve the forgotten of this world.
- II. Mission: Equipping healthcare professionals and students to serve the forgotten.
- III. Value Proposition: INMED offers an affordable, accessible, high-quality educational experience that draws from contemporary evolving research, evidence, and knowledge, so that learners develop in both knowledge and character to improve the quality of healthcare around the world.
- IV. Core Values are based upon Biblical scripture and are consistent with INMED's statement of faith:
 1. Compassion for all humanity: We honor the value of all human life, by respecting the dignity, uniqueness, and intrinsic worth of all – regardless of wealth, culture, or social status.
 2. Excellence and Integrity: We are committed to high academic standards and exemplary conduct, demonstrating a steadfast moral and ethical uprightness.
 3. Service: We are called to serve the most marginalized people on earth, to relieve suffering, to facilitate sustainable improvements, and to respect those in need as active participants in their own wellbeing.
 4. Stewardship: We are stewards of resources, knowledge, and partnerships and we seek to be efficient, effective, and transparent in our communications and relationships with our students, partners, communities, and governments.
 5. Partners: We actively seek association and cooperation with students, faculty, networks, and organizations that share similar values and mission.
 6. Lifelong Learning: We are committed to lifelong learning in the pursuit of serving the forgotten.
- V. Faith-based Faculty and Staff.. The Institute employs faculty and staff who believe, affirm, teach, and live in a manner consistent with and not

contrary to the Statement of Faith and code of conduct. The Institute and its Board make all decisions regarding operations in light of and consistent with the Scriptures, and the principles expressed in the statement of faith and its supplements. Subject to its rights and liberties as a religious organization, the Institute complies with fair employment and equal opportunity laws of the jurisdiction where it is incorporated and registered to operate.

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I. Faculty Personnel Policies

1.1. Organizational Structure and Function

- 1.1.1 Board of Directors: Ultimate responsibility for the governance of INMED rests with the Board of Directors. Responsibility for developing and maintaining effective, efficient systems to sustain and strengthen the institution is delegated in large measure to the President and to the faculty.
- 1.1.2 Administrative Officers and Support Staff: specific duties of administrative officers are described in Addendum 1.
 - 1.1.2.1 President: The chief administrative officer of the institution as appointed by the Board of Directors, the President provides leadership in developing and maintaining effective, efficient systems to sustain and strengthen the institution.
 - 1.1.2.2 Vice President of Academic Affairs: Appointed by the President with the approval of the Board of Directors to serve as deputy in all matters delegated to him / her, the Vice President of Academic Affairs oversees the Academic Program.
 - 1.1.2.3 Vice President of Operations: Appointed by the President with the approval of the Board of Directors, the Vice President of Financial Affairs and Operations is the chief financial officer of the institution, responsible for the business operations of the institution.
 - 1.1.2.4 Director of Student Affairs and Admissions: Appointed by the President with the approval of the Board of Directors, the Director of Student Affairs and Admissions is responsible for all functions and matters relating to student affairs and services.
- 1.1.3 Dean of Faculty: Appointed by the Faculty Council, the Dean of Faculty oversees faculty affairs, presides at Faculty Council meetings, collaborates with the President to manage curriculum, and serves as a liaison between the faculty and administrative officers. Specific duties of the Dean of Faculty are described in Addendum 1.

1.1.4 Faculty Definitions by Rank

1.1.4.1 Professor – one who:

- Holds 2 or more advanced degrees,
- Has published 3 or more peer-reviewed publications,
- Has 5 or more years relevant teaching experience,
- Serves as a full-time or part-time faculty member,
- Is responsible for teaching, advising, attending faculty meetings, participating in Faculty Council, and designing curriculum.

1.1.4.2 Associate Professor – one who:

- Holds at least 1 advanced degree,
- Has published 2 (or fewer) peer-reviewed publications,
- Has less than 5 years relevant teaching experience,
- Serves as a full-time or part-time faculty member,
- Is responsible for teaching, advising, attending faculty meetings, participating in Faculty Council, and designing curriculum.

1.1.4.3 Instructor – one who:

- Is qualified in their area of expertise,
- Is responsible for teaching only.

1.1.5 Faculty Definitions by Category

1.1.5.1 Full-Time faculty are personnel who teach three course offerings or more per academic year.

1.1.5.2 Part-Time faculty are personnel who teach two course offerings or fewer per academic year or regularly participate in other advisory activities.

1.1.5.3 Visiting faculty are personnel who only teach a Professional Qualification Course.

1.1.6 Faculty Governance: A Faculty Council, consisting of all eligible faculty and under the leadership of the Dean of Faculty, shall conduct quarterly meetings annually. The duties of the Faculty

Council include but are not limited to assessing the need for additional faculty members as described in the Recruitment section below, evaluating academic programs for the need for additional courses, course offerings, or programs, and reviewing and approving relevant institution policies, procedures, and documents. The Faculty Council shall be governed by the Faculty Council by-laws.

- 1.1.7 Faculty scholarly expectations: In order to advance international health and the ability of INMED students to serve the forgotten peoples of the world, the institution expects faculty to be involved in ongoing professional development and scholarly activity.
- 1.1.8 Faculty Development: INMED is eager for faculty members to maintain competence and continue to grow in their professions. To this end, INMED will aid them in their development. It is incumbent on faculty members to maintain their competence by keeping abreast of the developments in their fields and related fields. To this end, INMED structures faculty teaching schedules and workload in such as to provide ample time for faculty to grow in their professions. Faculty members may request INMED pay for all or part of professional development activities, including but not limited to participation in professional meetings and participation in programs of professional meetings. Requests for funding should be made to the Dean of Faculty no less than sixty days prior to the activity.

1.2 Policy on Recruitment

1.2.1 Determination of a faculty opening

Upon periodic review of the institution's educational needs and in consideration of the religious, charitable and educational mission and resources of the institution, the Faculty Council may submit a written recommendation to the INMED President for the hiring of a new faculty member. The President, in consideration of the written recommendation and with input from the administrative officers, determines whether a position is open for a faculty appointment.

1.2.2 Recruitment Process

Before the search begins, Faculty Council must receive approval of a position and position description from the President.

A search committee is formed and charged with conducting the search. The composition of the search committee shall consist of the President, Vice President of Academic Affairs, Vice President of Operations, and at least two members of the Faculty Council.

The search committee shall prepare advertisement copy based on the position description and shall distribute the advertisement to channels approved by the search committee.

Once an adequate search pool has formed, the search committee selects candidates for interview. Interviews shall be conducted by the search committee.

Interviews may be conducted via video conference or face-to-face meeting and may include more than one meeting.

Following interviews, the search committee will meet to rank candidates. Upon agreement of the rankings, the President authorizes the Vice President of Academic Affairs to make an offer.

If the offer is accepted, the Vice President of Academic Affairs will inform the search committee and oversee the creation of an employment agreement. If the offer is not accepted, the search committee will confer about the next steps to be taken.

The Vice President of Academic Affairs will prepare and send communication, either in letter or electronic mail format, to candidates who did not receive offers.

1.3 Policy on Appointment

1.3.1 Current Faculty Appointment Process

An appointment to the faculty becomes effective when the employment agreement letter is signed by the President and the appointee, and when the appointment is approved by the Board of Directors.

Normally on or before January 15 the President sends an employment agreement to each appointee whose employment is to be continued for the next academic year.

The appointee shows acceptance of such an agreement by returning a signed copy to the President within thirty days of its being received.

- 1.3.2 New Faculty Ranking Process is to be determined according to:
- The previous existing ranking established at any previous educational institute at which the INMED faculty seeing approval was awarded.
 - INMED's own Faculty Ranking system outlined above.

1.4 Policy on Retention

All faculty appointments are for a specified term and will be reviewed annually by the administrative officers. Agreements may or may not be continued at the expiration of the agreement.

Decisions to retain faculty will be made based on the Evaluation criteria in the following section and will be communicated to the faculty at least thirty days before the expiration date of the agreement.

1.5 Policy on Promotion

1.5.1 Criteria of Promotion

- Rank Qualifications
 - Attainment of criteria defined within INMED's faculty ranking system.
- Teaching
 - Positive evaluations by students.
 - Positive annual evaluations by Dean of Faculty.
- Scholarly, Creative and Research Activities.
 - Participation in such either within INMED or at another academic institution or academic platform.
- Service
 - Involvement in service to the disciplines of clinical health, public health, or broader community service in congruence with the religious, charitable, and educational mission of INMED.

1.5.2 Promotion Process

- Initiation of consideration for promotion begins with a letter to the Dean of Faculty from the faculty member describing his or her qualifications.
- The Dean of Faculty, in consultation with the President and Vice President for Academic Affairs, is responsible for reviewing the qualifications of faculty, and for determining faculty promotion.

- Announcement of the decision regarding faculty promotion shall be made at the time of the annual faculty evaluation.

1.6 Evaluation

1.6.1 Criteria for Evaluation

1.6.1.1 Teaching: excellence in teaching is essential for all INMED faculty. It includes but is not limited to scholarly competence, awareness of current developments in the discipline and inclusion of such insights in courses taught, development of new courses or modification of current courses taught in one's discipline, thoroughness of preparation for teaching, academic advising, general care and concern for students and their learning, and the ability to gain the interest and respect of students and to help them become effective learners.

1.6.1.2 Professional Development and Scholarly Activities: these include but are not limited to formal study, continuing research, publication or presentation of scholarly and educational materials to professional audiences, participation in professional organizations, and other activities intended to improve professional competence in one's field and in teaching.

1.6.2 Process of Evaluation

Four primary sources of data shall be used in the evaluation of faculty: (1) Faculty self-evaluations, (a) brief evaluation which shall be completed following each course offering, and (b) a more in-depth evaluation which shall be completed annually; (2) Student evaluations, which shall be collected following each course offering; (3) Formal observation of faculty teaching conducted by a specialist external evaluator which shall be completed during at least one class session annually for each faculty member, except those faculty appointed as Visiting Instructors; and (4) Formal observation of faculty teaching conducted by the Dean of Faculty which shall be completed during at least one class session annually for each faculty member, except those faculty appointed as Visiting Instructors. The faculty member shall be notified of this observation at least 14 days prior to the course session to be observed. Faculty may be observed either in-person or via class recording.

The Dean of Faculty, the Vice President of Academic Affairs, the President, and when appropriate the Vice President of Operations and Director of Student Affairs shall consider the data gathered from self-evaluation, student evaluation and the formal observation as a factor in determining promotion and retention as well as to make recommendations regarding improved faculty performance.

1.7 Policies and Procedures Relating to Corrective Actions and Termination

When periodic or special evaluation, or other evaluative process, leads to questions or concerns of misconduct, the faculty member involved will be contacted in writing by the President or Dean of Faculty, describing the alleged problem; describing the nature of corrective action which, in the opinion of the President or Dean of Faculty will alleviate the problem; and stipulating a period, reasonable for the circumstances involved, within which the problem must be corrected. If the problem seems serious enough to warrant consideration of termination, the President or Dean of Faculty will warn the faculty member in writing that the faculty member's appointment status is at risk and will stipulate a time at which the record will be re-examined to determine whether the problem has been corrected. If the faculty member fails to correct the problem, termination may be sought, or a lesser action applied. This section does not prohibit the President from immediately suspending or moving to terminate a faculty member should circumstances warrant such action.

The President may suspend a faculty member from duty when, in his or her judgment the continued performance of duty by the member will result in immediate harm to the member or to the institution. The compensation of a suspended faculty member (salary and fringe benefits) will continue during his or her suspension. A complete explanation of the policy and procedures about suspension and termination is included in Addendum 2 of this document.

1.8 Grievance Policy

The grievance process provides a means to resolve disputes which have not been resolved through the normal process of reasoned discussion. This preference for informal resolution is consistent with INMED's understanding of the ethics of dispute resolution, as demonstrated in Biblical scripture. The grievance process is intended to define the matters that are at issue; to assure the faculty member that the faculty member's complaint or problem has been presented to

and considered by appropriate institution officials and bodies; and to assure the institution community that decisions involving faculty members in their relationship to the institution are fully considered.

This process is available to any faculty member who has a grievance with respect to appointment, salary, assignment of duties, academic freedom, or working conditions. The grievance process is to be used when the faculty member has been unable to resolve the matter with the Vice President of Academic Affairs or the Dean of Faculty.

The aggrieved faculty members shall submit a written appeal through the Questions & Concerns Online Form (<https://form.jotform.com/213226104121133>), and transmit that appeal along with any supporting documentation, to the President. Where the grievance is against the action of the President, the appeal and supporting documentation shall be submitted to the Vice President of Academic Affairs or the Dean of Faculty. If a resolution acceptable to the faculty member is not thereby affected, the faculty member may request consideration of the grievance by the Faculty Council. The faculty member will prepare a petition that sets forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any data which the grievant considers pertinent to the case. The petition shall be presented to the Faculty Council at a meeting convened to resolve the grievance, who shall mediate a resolution to the grievance.

If a resolution is not reached through the above process, or if the faculty member is dissatisfied with the resolution, the aggrieved faculty member may contact the Department of Higher Education and Workforce Development for information on filing a formal grievance against the institution.

II. Faculty Duties and Responsibilities

2.1 Professional Ethics

The successful accomplishment of INMED's religious, charitable, and educational mission is built on the principles of fair dealing and ethical conduct of its employees. INMED has adopted a statement of faith, because it believes true ethics are not grounded merely in utilitarianism; as a faith-based institution, INMED seeks to make ethical decisions that reflect the timeless character and compassion demonstrated by Jesus Christ during his earthly ministry. This compels INMED to serve the marginalized wherever they may be found.

Faculty members, guided by a deep conviction of the worth and dignity of all human life, recognize the special responsibilities placed upon them to advance the quality of international healthcare. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They always practice intellectual and ethical honesty.

As teachers, faculty members encourage the free pursuit of learning in their students. They set before them the best scholarly standards of their discipline. They respect the student as a person, and they seek to fulfill their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty and students and avoid any exploitation of students for private advantage.

As colleagues, faculty members respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show respect for the opinions of others. They acknowledge their academic debts, and they strive to be objective in their professional judgment of one another. They accept their share of faculty responsibilities for the governance of the institution.

As members of their institution, faculty members seek above all to be effective teachers and scholars, consistent with the institution's stated mission. They observe the stated regulations of their institution but maintain the right to criticize and seek revision. Faculty members determine the amount and character of the work they do outside the institution, with due regard to their paramount responsibilities within it. When considering leaves or termination of service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of any citizen. When faculty members speak or act as private persons, they avoid creating the impression that they speak or act for the institution. As citizens engaged in a profession that depends on freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2.2 Teaching Responsibilities:

At INMED, teaching is considered to be of preeminent importance. This means that faculty will have command of their disciplines, will keep abreast of new developments, will select with care the teaching strategies suitable to each course, will creatively and thoughtfully choose methods of facilitating the learning process, will work at communicating material effectively, and will encourage questioning and alternative points of views.

Teaching loads will be determined by the President and Dean of Faculty in cooperation with faculty members and will be explicitly stated on the faculty agreement.

The faculty member is responsible for presenting the course material, making course requirements known to students, selecting and ordering texts and supplementary materials, preparing, administering, and grading assignments and examinations, and assigning grades.

2.3 Student Advising

A major out-of-class responsibility of faculty members is that of serving as academic advisor to students. Based on appointment, faculty may serve as formally designated academic advisors or as an informal advisor.

INMED expects its faculty to be available for informal student advising and to communicate availability to students on the course syllabus.

2.4 Service to the Institution

Members of the faculty attend all duly announced Faculty Council meetings.

Faculty members are encouraged to attend scholarly project presentations, commencement ceremonies, and other events sponsored by the institution.

2.5 Mentorship

All first-time appointed faculty members with the rank of Professor, Associate, or Assistant shall be assigned a faculty mentor for the first year of appointment.

Re-appointed faculty with the rank of Professor, Associate, or Assistant shall, at the appointment of the Faculty Council, serve as mentor of faculty serving in their first appointment; the mentorship relationship

will remain in effect during the new faculty member's first year of appointment.

2.6 Leaves and Absences

Any absence of a faculty member from the institution that involves any interference with his/her appointed duties requires a discussion between the faculty member and the President or Dean of Faculty about arrangements for such absence. In concert with the dean and other appropriate faculty, the individual requesting the leave has the responsibility for ensuring that classes are taught, that students are advised, and that other academic responsibilities are properly managed.

The faculty member should ensure that the President knows where he/she will be, and if possible, how he/she can be reached by telephone or electronic mail, primarily for consultation about the institution's work. In any review by the Dean of Faculty or President of these arrangements, the primary factors considered will be the purpose of the leave and the likelihood that it will strengthen the individual and the institution.

2.7 Updates to Curriculum and Course Materials

Except for rare occasions, faculty should not make substantive changes to curriculum or course materials—textbooks, articles, videos, etc.—within thirty days of the start of a course offering or during the term in which the course is being taught.

III. Ethics

3.1 Gift Acceptance Policy

INMED solicits and accepts donations that are consistent in supporting its mission, core programs, and special projects. INMED employees, volunteers, and Board Members may not accept personal gifts, except nominal gifts valued at less than \$50, on the behalf of INMED.

3.2 Academic Freedom (from the American Association of University Professors)

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based on an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Thus, they should always be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

3.3 Activities outside of INMED

Faculty may be engaged with scholarly work or teaching outside of INMED. Faculty may not use INMED's resources, personnel, confidential information, customer information, established content or processes, or indicators of INMED endorsement in connection with such external activities. Faculty should take care that their outside activities are not incompatible with or opposed to INMED's religious, charitable, and educational mission in the community.

3.4 Conflict of Interest

INMED's affairs must not be conducted for personal or private gain. A Conflict of Interest exists when direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the institution. Such conflicts may arise out of (but are not limited to) business or financial relationships between the institution and faculty or their immediate family; or between the institution and an entity with which a faculty immediate family member is affiliated; investment relationships involving faculty members; employment relationships between employees of the institution and immediate family members (it is a conflict of interest for a faculty member to participate in employment decisions affecting anyone related to him or her by blood or marriage); or service to another organization at the request of the institution where that organization provides compensation.

All potential and actual conflicts of interest must be disclosed to INMED upon hiring and re-appointment, or whenever a new potential and/or actual conflict of interest arises. When a conflict of interest arises, the Faculty Council must develop procedures that remove the faculty member from any decision impacted by the potential or actual conflict of interest. The persons involved must agree to and sign a document describing these procedures, and the Faculty Council must submit the document to the President for approval.

IV. Addendums

Addendum 1: Responsibilities of the Administrative Officers, Support Staff, and Dean

1. President: The chief administrative officer of the institution as appointed by the Board of Directors, the President provides leadership in developing and maintaining effective, efficient systems to sustain and strengthen the institution. Among other duties, powers, and responsibilities, the President shall:
 - a. Exercise such supervision and direction as will promote the efficiency of the work of the institution and departments of the institution, ensuring its proper management and operation within the policies and procedures of the Board of Directors, and advancing the institution's religious, charitable, and educational purposes;
 - b. Be the official medium of communication between the faculty and students and the Board of Directors;
 - c. Prepare the annual report of the programs and needs of the institution for the Board of Directors;
 - d. Prepare the annual budget for presentation to the Board of Directors;
 - e. Appoint suitable persons to fill vacancies which arise in the institution;
 - f. Recommend, to the Board of Directors, leaves of absence for faculty members, either with or without pay;
 - g. Confer degrees and certificates upon recommendation of the faculty;
 - h. Appoint special or standing committees other than those appointed by the faculty to advise regarding the administration of the institution or to assist in the performance of his/her duties;
 - i. Have suspensive veto power over any legislative action of the faculty or any committee;
 - j. Have the authority to execute, accept, or deliver, on behalf of the Board of Directors, research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements;

- k. Follow Board of Directors' and Faculty Handbook policy in searches for faculty and administrative positions;
 - l. Perform other such duties and exercise other powers that may be set forth in policies of the Board of Directors.
2. Vice President of Academic Affairs: Appointed by the President with the approval of the Board of Directors to serve as deputy in all matters delegated to him / her, the Vice President of Academic Affairs oversees the Academic Program. Among other duties, powers, and responsibilities, the Vice President of Academic Affairs shall:
- a. Be responsible for the direction and supervision of all academic programs of the institution that appropriately link with the institution's religious, charitable, and educational mission;
 - b. Establish, with the full cooperation of the faculty and consistent with the Board of Directors' guidance, admissions standards and criteria.
 - c. Establish, in cooperation with admissions and records personnel, policies and procedures to ensure the accuracy, privacy, and maintenance of student records and to meet the student information needs of the institution;
 - d. Conduct periodic reviews of all academic programs to determine needs for new programs, deactivation of existing programs, and revitalization of dormant programs;
 - e. Develop, in consultation with the Vice President of Operations, the annual budget for the areas under supervision;
 - f. Ensure that the allocation of resources for all academic programs and their support services are predicated on reasonable and consistent performance measures;
 - g. Develop, in consultation with other administrative officers and relevant parties, initiatives that effectively provide for systematic improvement in overall retention and graduation rates;
 - h. Oversee the annual evaluation of faculty following the guidelines set forth in the faculty handbook;
 - i. With the concurrence of the President, appoint special committees to advise the Vice President of Academic Affairs on institution policies, procedures, academic programs, and support services;
 - j. Provide for the orientation of new faculty and administrative personnel;
 - k. Prepare and submit to the President an annual report on academic affairs by December 1;
 - l. Perform other such duties as designated by the President.
3. Vice President of Operations: Appointed by the President with the approval of the Board of Directors, the Vice President of Operations is the chief financial officer of the institution, responsible for the business operations of the

institution. Among other duties, powers, and responsibilities the Vice President of Operations shall:

- a. Direct the business and financial administration of the institution consistent with its religious, charitable and educational purposes and the policies enacted by the Board;
 - b. Maintain custody and control of all institution funds and securities;
 - c. Direct student financial aid for the institution;
 - d. Provide administrative direction for all accounting procedures and assure that the books are kept in accordance with general accounting procedures for not-for-profit organizations, including the preparation and interpretation of all financial reports;
 - e. Maintain proper books of account fully setting forth the financial condition and transactions of the institution;
 - f. Examine all contracts before the execution thereof and with the approval of the President, affix his/her official signature thereto;
 - g. Receive all funds paid to the institution and give receipt thereof in the name of the institution and sign checks against all funds deposited in the name of the institution;
 - h. Supervise the accounting and business management of all income-producing activities of the institution.
 - i. Determine, in consultation with administrative officers, the hours and wages of all institution personnel in accordance with general policies established and promulgated by the Board of Directors;
 - j. Prepare and submit to the President all budgets for the institution;
 - k. Provide operational controls to ensure compliance with approved budgets;
 - l. Serve as financial advisor to the President in all policy decisions;
 - m. Perform such other duties as the President may designate.
4. Director of Student Affairs and Admissions: Appointed by the President with the approval of the Board of Directors, the Director of Student Affairs and Admissions is responsible for all functions and matters relating to student affairs and services. Among other duties, powers, and responsibilities the Director of Student Affairs and Admission shall:
- a. Support the institution's religious, charitable and educational purposes in all decisions and actions;
 - b. Collaborate with administrative officers and faculty on all aspects of student life;
 - c. Develop innovative ideas for the enhancement of student support services with emphasis on recruitment, retention, counseling, and career services;
 - d. Consult with administrative officers to establish procedures for recruiting, admitting, retaining, and graduating students and managing records;
 - e. Provide for the orientation of all new students to the institution;

- f. Develop, when appropriate, and exercise jurisdiction over student governance organization(s);
 - g. Work with faculty and administrative officers to ensure the accuracy, currency, revision, compilation, and publication of the Student Handbook;
 - h. Prepare and submit to the Vice-President of Academic Affairs an annual report on student post-course evaluations by December 1;
 - i. Collaborate with faculty to plan course schedules;
 - j. Inform faculty of their course rosters;
 - k. Provide IT support to all faculty in relationship to teaching;
 - l. Manage faculty financial affairs, including collection of receipts for reimbursement and confirming end-of-term payments;
 - m. Provide post-course student evaluation data to faculty;
 - n. Coordinate completion of end-of-term protocol for faculty.
5. Dean of Faculty: Appointed by the Faculty Council, the Dean of Faculty oversees faculty affairs. Among other duties, powers, and responsibilities the Dean of Faculty shall:
- a. Support the institution's religious, charitable and educational purposes in all decisions and actions;
 - b. Plan and facilitate the institution's regular Faculty Council meetings;
 - c. Oversee faculty recruitment, appointment, retention, and promotion processes;
 - d. Oversee the faculty evaluation process to ensure continuous improvement;
 - e. Oversee instructional strategies and curricular development;
 - f. Establish programs for orientation of new faculty and faculty mentorships;
 - g. Oversee professional development of INMED faculty.

Addendum 2: Suspension or Termination for Cause Policy

When reason arises to question the fitness of a faculty member, the appropriate administrative officers shall discuss the matter with the faculty member. If a resolution is not achieved, the matter will be taken to the President. Within seven (7) days of a request by the President, a faculty committee will be established to review the allegations. The committee shall attempt to effect a settlement; and, if unsuccessful, shall make a recommendation as to whether formal proceedings should occur. View the policy [here](#).

Addendum 3: Violence and Sexual Misconduct Policy and Procedures

INMED is committed to promoting and maintaining a safe and secure environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, physical intimidation, or sexual misconduct (including but not limited to

sexual discrimination, sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking) will not be tolerated at INMED or among its constituents. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The institution will take appropriate action in response to reports of such conduct. Employees and students found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the institution may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. View the policy [here](#).

Addendum 4: Discrimination Policy

INMED is committed to maintaining a safe, healthy, and fair environment for all members of the Institute's community. To that end, and as required by law, INMED will not tolerate invidious discrimination based on race, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information.

As a faith-based organization, INMED reserves the right to seek religious accommodation or exemption from laws that would require it to violate its ethical or religious principles, or which would conflict with its religious, charitable, or educational purposes.

Likewise, INMED will provide reasonable accommodations to students and employees who need them for medical or religious reasons, as required by law. View the policy [here](#).

Regarding employment of both faculty and staff, INMED has adopted the following Equal Employment Opportunity statement: [EEO](#).

Addendum 5: Copyright Policy

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. This is the [policy](#) of the institution.

Addendum 6: Institution Works Policy

The institution shall retain ownership of works created as institution works. Institution works include works that are supported by a specific allocation of institution funds or that are created at the direction of the institution for a specific institution purpose. Institution works also include works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple INMED faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institution work. The mere

fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institution work.

All faculty, staff, student employees, graduate students and postdoctoral fellows, as well as non-employees who participate or intend to participate in curriculum development or related research projects at INMED, are bound by the policy [here](#).