



**ACADEMIC HANDBOOK
FOR JUNIOR MEMBERS**

The Institute for Christian Studies
Toronto, Canada

Official updates to this Handbook will be posted to the Website of the Institute for Christian Studies. It is the responsibility of all junior members to check the website frequently, and to remain informed of such changes as may affect them.

Institute for Christian Studies
Junior Member Handbook
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ACADEMIC HANDBOOK FOR JUNIOR MEMBERS

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ADMISSIONS

1. Criteria for Admission

The criteria for admission to the Institute for Christian Studies may include, without restriction, an applicant's grade point average, demonstrated competence in philosophical studies, the availability of an appropriate advisor or mentor, the desire and/or ability to work within a reformational intellectual tradition, the capacity to work at the graduate level, and adequate English-language proficiency.

At a minimum, applicants for study at the master's level must have completed a four-year undergraduate degree or its equivalent, with at least a B+ average.

Doctoral candidates must have completed a relevant master's degree, including a thesis, with a high level of achievement. It is particularly important that students admitted directly to the doctoral program from other schools have a strong philosophical background.

Students of ICS who apply for doctoral studies in the final year of their MA program must have a final draft submitted by August 31st and have set a date for their master's thesis examination which falls no later than September 30 of the year they plan to begin their PhD coursework.

2. Application Procedure for Single Courses

Individuals who wish to audit or take single courses for credit without, or before, enrolling in one of the Institute's formal programs, may do so. Such persons must hold a baccalaureate degree, or its equivalent, and submit:

- a completed course registration form (available from the Academic Office or registrar@icscanada.edu)
- official transcripts of all post-secondary work
- a non-refundable application fee of \$25 per semester of study
- at least 25% of the course tuition

After completing two (2) such courses, junior members must consult with the Director of Student Services to discuss their future study plans.

3. Application Procedure for Study in a Degree or Certificate Program

The application deadline for admission to a degree or certificate program of the Institute for Christian Studies is February 1. The Admissions Committee may decline to review a file which is received after the deadline. Applications submitted after June 15th will not be considered for the upcoming academic year.

International students are urged to apply as early as possible, so as to allow sufficient time to obtain a student visa and to process requests for financial assistance.

Applications and all application documents are to be submitted in English, and directed to the Director of Student Services.

Applicants for full time study (3 or more courses per semester, or 2 or more courses in the doctoral program) and part time study (up to 2 courses per semester) must submit the following:

- A completed application form (see the Graduate Bulletin or the ICS website at www.icscanada.edu)
- A statement of purpose of 2-3 pages
 - for masters students, indicating how the applicant expects study at the Institute for Christian Studies will further his or her academic and personal goals
 - for doctoral students, outlining a program of study and a proposed dissertation topic area, and also indicating how the applicant expects study at ICS to further his or her academic and personal goals
- Official transcripts of all post-secondary study
- A sample of academic work, such as an essay of 10–20 pages, showing the applicant’s ability to think critically, to research, and to write in English
- Academic recommendations from persons qualified to comment on the academic merits of the applicant’s previous study, and his or her preparedness and prospects for successful graduate study:
 - for masters students, two (2) academic references
 - for doctoral students, three (3) academic references
- One (1) personal recommendation from someone who knows the applicant well enough to comment on his or her purposefulness, maturity, and readiness for graduate study
- A non-refundable application fee of \$40 (CAD) for applications before the February 1st deadline. Late application fee of \$65 applies to those received after February 1.

In addition:

- for students whose first language is not English, a copy of the test results from the TOEFL English language competency assessment
- for students seeking financial assistance, a completed financial aid application¹ must be completed and submitted by February 1, 2009.

4. Notification of Applicants Concerning Decision of the Admissions Committee

Accepted Applications

When the Committee decides to offer admission to an applicant, a faculty advisor is also named.² An offer of admission and enrolment contract are then sent to the successful applicant by the Office of the Registrar. A student signifies his or her acceptance of the offer of admission by signing and returning the enrolment contract.

Conditional Acceptance

The Admissions Committee may also offer conditional admission and/or admission with enriched program requirements. If an applicant accepts a conditional admission, the Admissions Committee will decide at the appropriate time (usually after the first semester of the first year) whether the conditions have been met, and if so, whether credit will be granted for courses taken so far.

¹ For more information, see Tuition and Financial Assistance, p.5.

² For more information about the role of the Advisor, see the Policy on Mentors and Advisors, Appendix 4.

The Admissions Committee may offer an acceptance conditional upon the improvement of English language skills. The Committee will stipulate a time frame for such improvement to be shown.³

Junior members on conditional acceptance will report to the Academic Dean concerning the fulfillment of their conditional requirement(s).

Declined Applications

Unsuccessful applicants will be informed, in writing, by the Office of the Registrar.

6. Further Information about Admission Requirements

English Language Proficiency

Applicants whose native language is not English must show competence to study and write in English at an advanced level. The Institute uses the following criteria to assess English proficiency:

The applicant must submit the results of the Test of English as a Foreign Language (TOEFL), or its equivalent.⁴ The TOEFL is offered in either a computer-based or paper-based format. The Institute for Christian Studies normally requires a score of 250 or higher on the paper-based test, or of 600 or higher on the computer-based test, as a condition of admission.

ICS will also consider materials written in English by the applicant, as well as conversations with him or her. The Admissions Committee may request further materials to assist in its assessment, possibly in response to specific questions. The Committee will also take into account the nature of the program the applicant wishes to enter.

Applicants who are admitted on condition that they demonstrate improvement in their English language skills will be advised concerning resources which are available in the Toronto area. Such tutoring must be secured at the student's expense. Failure to show adequate improvement in the time frame stipulated by the Admissions Committee will result in the termination of the student's program.

Advanced Standing and Credit Transfers

Applicants who have completed graduate courses at other institutions may request advanced standing in ICS programs. Normally no more than four course credits may be applied to the MA or PhD programs, and no more than two to the MWS. Credit transfers will be accepted at the discretion of the Registrar, normally in consultation with the Admissions Committee, who will take into account such factors as the number of credit hours earned, the relevance and level of the subject matter, and the currency of the credit. No credits may be transferred from any degree program already completed.

³ See English Language Proficiency, §6 below.

⁴ The TOEFL is administered through the Educational Testing Service of Princeton, New Jersey, USA. Resources to help prepare for the TOEFL are widely available, some of them from the Education Testing Service itself, at www.ets.org/toefl. Persons writing the TOEFL should write the Institute for Christian Studies' institutional code (#9851) directly on their exam paper. This will ensure that the test results are sent directly to the Institute.

Formal Admission of Casual Students to a Degree Program

Casual or Special Studies students may at any time apply to enter a certificate or degree program.⁵

Applicants must meet the admission requirements of the program in question, following the normal application procedure, and paying the normal application fee.⁶ If admitted, they must structure the balance of their program so as to adhere as closely as possible to the course sequencing prescribed for their program of study.⁷

Such students may petition the Registrar to receive credit for courses already completed.

⁵ See page 35 for regulation on # of special studies courses one is allowed per semester.

⁶ See Application for Study in a Degree or Certificate Program, at §3 above.

⁷ See the description of the course sequencing within various degree programs, beginning at p. 14.



TUITION AND FINANCIAL ASSISTANCE

I. Tuition and Fees

Tuition and fees are set by the Board of Trustees of the Institute for Christian Studies.

For the 2007–2008 Academic Year, tuition is as follows

Doctorate (PhD)	
Year 1 & 2	\$7650
Post Course Work	\$3825
Post Thesis Exam	\$600
Master of Arts (Philosophy) (MA)	
Year 1 & 2	\$7650
Post Course Work	\$3825
Per Course	\$ 990
Master of Worldview Studies (MWS)	
Full time	\$7650
Per Course (on campus)	\$ 900
Certificate in Christian Studies	
Full time	\$6200
Per Course	\$ 990
Special Studies	
Per MWS Course	\$ 990
Per MA Course	\$ 990
Courses offered in Distance Mode	\$ 600
Audit Fee (all courses)	\$ 600
Distance Learning	
Per course	\$ 600

Additional fees include:

Application Fees	
For full time study, new students only	\$ 40
For full time study, new students only (late application)	\$ 60
For part time study (per semester)	\$ 25
Program fee (students transferring from the MWS to MA)	\$3825

Institutional Fees	
U of T Library Card (degree program students)	\$ 150
Junior Member Activity Fee (full time students only)	\$ 315
Graduation fee	\$ 50
Leave of Absence	\$ 150
Health Insurance (for international students)	
Single coverage	\$ 540
Family coverage	\$1290
Transcript Fees	
For current students	no charge
Single Transcripts	\$ 10
Second and subsequent copies (each)	\$ 5

Special Cases

The spouse of a full time junior member may enroll full time or part time for half the applicable tuition but will pay fully for fees. If both spouses are enrolled full time, and one spouse is paying less than the regular full time fee, this reduction is applied to the spouse paying the lower fee.

Health Insurance

International students are required to purchase Medical Insurance from the underwriter appointed by the Institute. Any junior member who refuses to purchase this coverage must sign a liability waiver.

Students with spouses who are employed should check carefully as to his or her eligibility for coverage under the Ontario Health Insurance Plan (OHIP).⁸

Thesis and Pre-Thesis Examination Tuition Waiver

Junior members who submit their MA thesis, or complete the doctoral pre-thesis exam within the first four weeks of the fall semester are entitled to a full refund of all applicable tuition and fees. Junior members who submit their MA thesis or complete the doctoral pre-thesis exam within six weeks after the first four weeks of the fall semester will be refunded 50% of the applicable fees.

If a junior member has completed all the requirements for either of these examinations within the time frame noted, but the actual examination is delayed for administrative reasons, the junior member will be entitled to the appropriate refund.

⁸ Check http://www.health.gov.on./english/public/program/ohip/ohip_mn.html

2. Financial Assistance

Full time junior members⁹ enrolled in a degree program may apply for financial assistance.

Internal Funding

ICS offers the following types of financial opportunities:

- a limited number of scholarships and tuition grants
- work-study assignments within the Institute, for which students may apply
- research and teaching assistantships¹⁰

Applications for internal financial aid for the 2008–2009 academic year are available from the ICS website and/or the Financial Aid Officer, and must be submitted by February 1, 2009 in order to be considered. Applications should be submitted to the Office of the Registrar.

Receipt of a financial award is conditional upon the junior member maintaining an “adequate standard of academic performance” as defined on page 43, item 10 – Dismissal on account of Academic Performance Policy. Failure to do so includes any of the following:

- Two (2) No Passes
- One (1) No Pass plus two (2) Incompletes
- Three Incompletes
- Failure of the master’s thesis examination (see Appendix 5)
- Two (2) successive No Passes in either the written or oral components of the doctoral pre-thesis examination (see Appendix 5)

External Funding

In addition, students are strongly encouraged to pursue sources of funding outside the Institute, such as those made available through various Canadian or American government funding agencies.¹¹ Junior members at both the master’s and doctoral level may apply for fellowships granted by the Social Sciences and Humanities Research Council of Canada (SSHRC) (though masters’ students need to apply individually, not via ICS).

Applicants for internal scholarships and tuition grants are expected to produce written evidence of efforts to secure external funding (other than loans). The diligence with which applicants have pursued available sources will be a factor in allocations of these forms of financial assistance.

Term of Eligibility

There is a maximum term of eligibility for financial assistance, which is observed both internally and by government agencies:

- PhD – 4 years
- MA – 2 years
- MWS – 1 year

⁹ Full time study entails three or more courses per semester, or two or more courses in the doctoral program. See the exception below for offshore distance education students.

¹⁰ See Co-Curricular Opportunities, §5 and §6 at pp. 43–46 for further information.

¹¹ For example, students enrolled in full time study may be eligible, if qualified, for assistance under one or more of the following components of the Ontario Student Assistance Plan (OSAP): the Canada Student Loans Program (CSL); or the Ontario Student Loans Program (OSL). US students can apply for FAFSA.

Operative criteria and conditions

Junior members are *strongly advised* to consult the “Financial Aid Guideline” (Appendix 8) for a further elaboration of currently operative criteria and conditions regarding the disbursement of financial aid.

Offshore distance education MWS junior members

Up to 3 course tuition grants per semester are to be made available for offshore students admitted to ICS’s MWS program in the distance track. Such courses will typically be either ICS CASC¹² courses or ICS Education distance courses.

Decisions on the award of such tuition grants are made by the Financial Aid Committee. In any semester that these designated funds are not utilized by eligible and registered students, the Financial Aid Committee has discretion over how such funds will be used in that year.

Applications must be submitted with a completed distance education registration form and the \$25 registration fee by the February 1 deadline for the Fall semester and by October 1 for the Spring semester.

Emergency Funding

The Institute for Christian Studies has a small amount of funding available to assist junior members who find themselves in urgent need of short-term financial assistance. Such monies are restricted to circumstances which would jeopardize a junior member’s safety or necessities of living, or which arise from bereavement or some other unforeseen personal crisis. Normally emergency funding is provided as a loan payable within the academic year in which it is granted. A repayment schedule will be arranged at the time the loan is given.

A junior member may request such assistance through the Director of Student Services. Upon approval, and if possible, a cheque will be issued within two days.

Special Cases

It should be noted that for the purposes of ICS, students admitted on academic probation are eligible for up to half the maximum amount of aid available to any one student in a given academic year. Students admitted for a preliminary make-up year are eligible for the maximum available aid.

It is expected that a junior member’s spouse will contribute financially to his or her support.

3. Tuition and Fee Collection Policies

Tuition is payable in four equal installments, the first of which must be received prior to the commencement of classes. The Finance Office will bill junior members for amounts outstanding on a quarterly basis thereafter.

Normally, full time junior members are expected to pay for tuition in four equal installments, due as follows: September (during Registration); December 1; February 1; April 1. The Finance Office will bill junior members on a quarterly basis for amounts outstanding.

Amounts owing may be paid by cash, cheque, or VISA/MasterCard.

Students who have not paid their tuition may be refused admission to their classes. ICS will not release transcripts or graduation diplomas to or for any student who is in arrears.

¹² Christian Academic Studies Certificate.

4. Withdrawals and Tuition Refunds

Any Junior Member who gives written notice to ICS within two days of having signed a registration agreement that he or she rescinds that agreement, will be refunded 100% of all fees paid for the period of registration.

Any Junior Member who gives written notice, but more than two days after signing a registration agreement, that he or she does not intend to begin a program, or who, without providing written notice, does not attend the first ten consecutive days of the program, will receive a full refund of all fees paid, less an administration fee not to exceed the maximum amount allowable by law. Students enrolled part-time will be assessed the same administrative fee prorated on the basis of a full-time load of 4 courses per semester.

Any Junior Member who withdraws from a program, or part of a program, prior to the midpoint in a semester (generally the 7th week of term) is entitled to a refund equal to the proportion of tuition not yet earned by ICS, less an administrative fee not to exceed the maximum amount allowable by law.

Junior Members who withdraw after the seventh week of a semester shall forfeit the right to any refund in tuition or other fees for that semester.

The Institute for Christian Studies will refund in full the tuition fees, for the period for which a student is currently registered, for a program or part of a program which is discontinued or suspended.



1. Orientation Week

All full time junior members in a degree or certificate program are required to attend Orientation sessions prior to Registration each fall, normally scheduled in the week following Labour Day. Orientation is also open to, and recommended for, certificate and special studies students, and for part time students.

New Junior Members

The primary purpose of Orientation is to introduce new junior members to the Institute and its tradition of Christian scholarship; to provide an overview of learning and other resources available within the city of Toronto, the University of Toronto, and at ICS; to familiarize new junior members with important academic policies and practices; and to build a sense of community.

Returning Junior Members

Sessions are also held during Orientation Week for returning junior members, in order to renew acquaintances, and to provide updates on changes in policy and practice.

2. Registration

Registration for new and returning junior members occurs during Orientation Week. Students must register for their chosen courses, and pay the appropriate tuition instalment to be eligible to attend class.

During orientation, junior members will be assisted to complete the registration process, which involves:

- meeting with their faculty advisor to select courses
- meeting with the Registrar to provide necessary contact information, and to confirm course selection and tuition and fees payment
- meeting with a finance officer to pay tuition, and to make any necessary arrangements for the release of financial aid.

Students should retain a signed copy of their registration form as a receipt for tuition paid.¹³

3. Resources for Research Methods and Writing

During the academic year, resources are made available in the library and on the ICS intranet by the Librarian to assist junior members in developing their skills in current research methods (see the section “Bibliographic Instruction:” on page 53. Junior members, especially those starting out in graduate studies for the first time are strongly encouraged to avail themselves of these resources, though this is not compulsory. In addition, the librarian will, where possible with assistance of senior members, organize training for junior members in paper writing and standards at the graduate level.

¹³ Official receipts for income tax purposes will be distributed early in the new year.

4. Semesters

The Institute's academic year is structured as follows:

Fall Term:	13 weeks, beginning the Monday after Labour Day
Spring Term:	13 weeks beginning after New Year's Day
Summer Session:	May 1 – August 31

5. Reading Week

A reading week is normally scheduled in each of the fall and spring terms, and coincides with those of the Toronto School of Theology. Reading Week is not counted in the 13 week term.

6. Retreat

Near the beginning and end of each academic year, senior members, junior members, and members of the administrative staff attend a retreat together. Full time junior members are expected to attend; part time junior members are invited and encouraged to do so.

The purpose of the fall retreat is to set the tone for the academic year and help build community; the spring retreat provides a time for debriefing and relaxation. Activities may include times of sharing, group discussion, informal conversation, worship, games, sports, and entertainment. The cost of the retreat is borne by ICS.

7. Convocation

The ICS community assembles for the purpose of granting degrees at least once per year, normally at a time set to coincide with meetings of the Senate and Board of Trustees of the Institute. Convocation may also be called to hear the inaugural or exaugural addresses of senior members.

8. Monitoring the Calendar of Events and Deadlines

Changes and additions to the calendar of events and academic deadlines are posted to the "Academic Common Calendar," which is accessible through the ICS World Client website.¹⁴ In the case of a discrepancy in published dates, the online Academic Calendar will be considered correct. It is the responsibility of every junior member to check the online calendar frequently.

¹⁴ See *Community Life: Computer Facilities and Internet*, p 63, for more information about World Client and junior member email accounts.



ACADEMIC PROGRAM

I. Course Types

Following a comprehensive curricular review, approved by the Senate of ICS in Spring 2006, significant changes to ICS's program and course offerings were made. These changes are reflected in this section and elsewhere in this Handbook. Specific program requirements under the new curriculum are summarized at Appendix 9. The full text of the review ("Internal Program Review # 10", dated 24 April 2006) is also available from the Academic Office.

Cluster courses

A major change following this review was the introduction of interdisciplinary "clusters" comprising a variety of courses from different disciplines and offered by different instructors. The six clusters are:

- Aesthetics, Hermeneutics, and Philosophy of Discourse
- Anthropology and Ethics
- History of Philosophy
- Knowledge, Truth, and Learning
- Social and Political Philosophy
- Theology and Biblical Studies

An updated table describing the current profile and content of these clusters is available from the Academic Office. This table is subject to annual review. Faculty advisors and mentors will utilize this table in guiding junior members in decisions on course planning, and junior members should seek advice from their advisors and mentors on the interpretation and application of the table. The language of "cluster" courses effectively replaces that of "core" and "research" courses.¹⁵ Cluster courses are integrated curricularly with both foundations courses and interdisciplinary seminars.

Foundations courses

In addition to cluster courses, a small number of courses are specifically intended to provide essential foundations for the ICS curriculum as a whole. These foundations courses provide a fundamental orientation for Christian philosophical inquiry in the reformational tradition, by identifying the scope of such inquiry, naming assumptions, and establishing a shared working vocabulary. Foundations courses are to be completed as early as possible in a junior member's program.

Interdisciplinary Seminars

These may be offered at least once each academic year, and provide an opportunity for junior and senior members to work together in a highly explicit way on a problem or author of interdisciplinary significance. MWS, Certificate, and Special Studies students may enroll in the IDS by permission of the convener.

¹⁵ The language of "core" and "research" courses, however, still functions informally for some faculty in the design of their own course offerings and course cycles. Generally, a *Core* course has been understood as one that covers problems or historical background crucial to understanding a field, or classic authors in a field, at the graduate level; its principal aim is breadth. By contrast, a *Research* course has been understood as one that follows the professor's current research in the area of the seminar theme and thereby lets students engage in scholarly apprenticeship at the leading edge of a particular field; its principal aim is depth.

2. External Course Credits

Junior members, with the approval of their mentor and the Academic Dean, may take up to two (2) course credits at another institution, such as the Toronto School of Theology, the Philosophy Department of the University of Toronto, or the Ontario Institute for Studies in Education, for credit in their program at ICS. The course catalogues of TST and U of T may be perused online. Registration must be arranged through the Registrar of ICS.

3. Mentors and Advisors

The Institute for Christian Studies strives to establish an individual mentoring relationship for each junior member with a senior member in his or her field of study. Mentors at ICS are more than faculty advisors. In addition to guiding junior members through their program requirements, an ICS mentor assists his or her junior members fully to develop their abilities as emerging scholars.

The policy on Mentors and Advisors covers the assignment of mentors, changing mentors, and the respective roles of senior and junior members. It is printed at Appendix 4.

In view of the curricular changes noted above, the role of mentors in course selection for MA and PhD junior members has acquired enhanced significance, as is detailed below under the relevant program descriptions.



MASTER OF WORLDVIEW STUDIES

1. Description

The Institute for Christian Studies awards the Master of Worldview Studies (MWS) to junior members who successfully complete a program consisting of eight (8) course units or six courses and a thesis. If completed full time, this program consists of one year of study.

A junior member who completes the MWS program may apply for admission to the Master of Arts (Philosophy) program, and if accepted, must complete all the requirements of that program, save Biblical Foundations, for which another course unit may be substituted.

The MWS program is designed to explore a Christian worldview and its possible implications for important areas of cultural and professional concern, including (but not limited to) specific disciplines. The program helps people acquire the skills to discern the spirits which shape our cultural symbols and practices.

2. Program Overview

The general configuration of the eight course units comprising the MWS is as follows:

- Biblical Foundations (one unit) (see Appendix 9, page 99)
- Religion, Life and Society OR Worldview Foundations (one unit)
- Six other courses (or four other courses and a thesis)

The MWS is now available in two distinct modes:

Distance mode

In distance mode, the MWS is integrated closely with the Christian Academic Studies Certificate (CASC) offered by IAPCHE.¹⁶ In this mode the course requirements are:

- Biblical Foundations (distance course)
- Religion, Life and Society OR Worldview Foundations (distance courses)
- Four electives (normally CASC distance courses)
- Two further electives (normally CASC distance courses) OR a major research paper/project

Of the six electives, at least four must be ICS courses; and, normally, these will be ICS's own offerings to CASC.¹⁷

¹⁶ The International Association for the Promotion of Christian Higher Education.

¹⁷ In principle a course approved by CASC is transferable towards an ICS MWS degree, but this is not automatic.

On-site mode

MWS junior members may, where possible, substitute for distance versions of any of these 8 courses, on-site semester or summer session ICS courses which have been deemed by the Academic Office to be “MWS-suitable.” An “MWS-suitable” course is a MA/PhD course which the Instructor (with the prior consent of the Educational Policy Committee) judges to be sufficiently oriented to the specific professional, social and cultural concerns of the MWS and accessible to a junior member meeting admissions requirements of the MWS. The number of such on-site MWS-suitable courses available will vary from year to year.¹⁸

The course requirements of the on-site MWS (also normally part time) are as follows:

- Biblical Foundations
- Religion, Life and Society
- Four courses in a cluster area.
- Two electives¹⁹ or a major research paper/project

MWS junior members will be permitted to take MA or PhD courses where they are suitably qualified to do so as determined by their advisor, and with the permission of the instructor.

3. External Accreditation of MWS courses

Several ICS Worldview courses have been accredited for the Christian School Teachers Certificate (CSTC) sponsored by the Ontario Christian School Teachers Association (OCSTA). Details are available from the Academic Office.

4. Course Sequencing

Foundations Courses

The two required MWS foundations courses – Biblical Foundations, and Religion, Life and Society OR Worldview Foundations - are designed to introduce and underpin the entire MWS program. Consequently junior members should, where possible, take these courses at the beginning of their program.

5. Course Requirements

Reading

Junior members are normally assigned at least 30 pages (or four hours) of required reading per course, per week. Depending upon the degree of difficulty and other considerations, the number of pages assigned may vary upward or downward.

The standard total amount of reading normally expected for a MWS semester course is 1250 pages, inclusive of course paper research. Thus, in addition to weekly class readings, junior members are expected to complete further reading of up to 850 pages per course (depending on how much weekly reading has been assigned), related specifically to the course theme or essay. Normally, most of this will be oriented toward their course papers.

¹⁸ It is currently highly unlikely that there could be a full package of 8 such on-site courses available in any one year unless the junior member is willing to take numerous summer courses..

¹⁹ Electives could include: an IDS; “Faithful Thinking as ‘World’ Orientation”; Guided Readings; an approved CASC course.

Guided Readings

Guided Reading credits also normally require 1250 pages of reading. The method of assessment for a Guided Reading course is determined by the instructor, in consultation with the junior member. See also Academic Performance Policies section

Course papers

The normal requirements for a course often include an essay of 3000–4000 words. Instructors may at their discretion supplement the essay with other modes of learning, or substitute other modes of assessment.

A MWS student who takes two courses (other than foundations courses) from the same instructor may, at the discretion of the instructor, fulfill the paper requirements for both courses by writing a single paper of 7500 words.



MASTER OF ARTS (PHILOSOPHY)

1. Description

The Institute for Christian Studies awards the Master of Arts (Philosophy) degree to junior members who successfully complete a program consisting of 14 course units, constituting the equivalent of two years' full time study, as follows:

- Biblical Foundations (one unit) (see Appendix 9, page 103)
- Religion, Life and Society: Reformational Philosophy (one unit)
- Fours cluster courses (four units)
- Interdisciplinary Seminar OR "Faithful Thinking as 'World' Orientation" (one unit)
- Interdisciplinary Seminar (one unit)
- Electives (two units)
- Guided Reading in the thesis area (one unit)
- Thesis and thesis examination (three units)

Students must also complete a language requirement.²⁰

2. Course Sequencing

Foundations Courses

Biblical Foundations and Reformational Philosophy are designed to introduce and underpin the entire MA program. Consequently junior members must take these courses at the beginning of their program. Part time junior members enrolled in the MA may not take more than two courses before scheduling the foundations courses.

Cluster courses

The normal pattern is that two cluster courses should be taken each year, though mentors can authorize exceptions to this pattern where this benefits the junior member's program.

Guided Readings in the Thesis Area

This course is normally undertaken in the first term of the second year.

Interdisciplinary Seminar (IDS)

The first IDS (or its alternative) is normally taken in the first year. The second IDS is normally taken in the second year. This pattern can be modified with the mentor's consent.

Electives

These are chosen in consultation with the mentor.

²⁰ See Master of Arts: Language Requirement, §5, below

3. Course Selection and Program Planning

Selection by junior members of the four required “cluster courses” will be done in close consultation with and on the recommendation of the mentor. The key criteria here will be curricular *focus* and *depth*. Clusters are designed so as to minimize the risk of diffusion. To this end, clusters have therefore been further subdivided into “pathways” (as shown on the table available from the Academic Office).²¹ These are to be understood as serving an indicative not an imperative or constrictive function: that is, a junior member may select their four cluster courses from more than one pathway within a cluster, but if their interests are already gravitating towards one of the pathways, such pathways may point to likely course selections to advance such interests.

The choice of courses *beyond* the four required field courses – i.e. “Electives” – will also be made in close consultation with the mentor. The key criteria here will be curricular *coherence* and *breadth*, taking into account the junior member’s total program and further plans.

The role of the mentor in junior member course selection can be specified thus: the mentor will assist the junior member in constructing a customized individual route through an “interdisciplinary cluster,” perhaps tracking a particular “pathway.” This route will follow a direction broadly marked out by the four required cluster courses (which serve as principal orientation points) and including other courses providing wider vistas or deeper penetration as appropriate. Two key criteria of “appropriateness” will include: what will best prepare the junior member for professional academic work and wider service; and relevance for the proposed thesis or dissertation topic, where this is known.

4. General Course Requirements

Reading

Junior members are normally assigned between 30 and 60 pages (or four hours) of required reading per course, per week. Depending upon the degree of difficulty and other considerations, the number of pages assigned may vary upward or downward.

The standard total amount of reading normally expected for a MA semester course is 1250 pages, inclusive of course paper research. Thus, in addition to weekly class readings, junior members are expected to complete further reading of up to 850 pages per course (depending on how much weekly reading has been assigned), related specifically to the course theme or essay. Normally, most of this will be oriented toward their course papers.

Guided Readings (see also Academic Performance Policies section)

Guided reading credits also normally require 1250 pages of reading. The method of assessment for a Guided Reading course is determined by the instructor, in consultation with the junior member.

Papers

The normal requirements for a course often include an essay of 4000–6000 words. Instructors may at their discretion supplement the essay with other modes of learning, or substitute other modes of assessment.

²¹ For example: on the current table, the “Knowledge, Truth & Learning” cluster has courses ranging from “Truth & Authenticity: Heidegger,” to “Teachers as Curriculum Developers.” Those two might not be natural partners within the category of four required cluster courses. This points to the need for careful mentoring advice, with reference to the pathways.

Each year, at the discretion of the instructor, the essay requirements for two seminars in a junior member's field of emphasis may be combined into a single research paper of 8000 words.

Guided Reading in the Thesis Area (see also Academic Performance Policies section)

This course is supervised by the junior member's mentor, and is designed to produce a formal thesis proposal of 10-15 pages of text and bibliography, to include:

- the identification and justification of the problem or topic to be treated
- a proposed chapter organization, and rationale
- a basic bibliography, identifying principal target texts, and a range of materials that illumine both the texts and issues to be taken up in the thesis.

5. Language Requirements

Junior members in the MA program are required to demonstrate reading knowledge of a foreign language germane to their field.

Junior members in Biblical Studies must show reading knowledge of both an ancient and a modern foreign language.

The selection of a foreign language is made in consultation with, and requires the approval of, the junior member's mentor.

A junior member must fulfil his or her foreign language requirements prior to the thesis examination. A standard form is available from the Academic Office. The mentor will consult with the junior member to decide upon a method to assess the junior member's proficiency. Such methods may include *inter alia* the successful completion of a language course, or the demonstrated ability to make use of a text in this language which has been set as a required reading.

6. MA Thesis

Length

The MA thesis should fall between 17,000–25,000 words, inclusive of notes and bibliography. The junior member and mentor are together responsible for the observation of these limits. Any expected deviation must be approved by the Academic Dean well in advance of the completion of the thesis. The junior member and mentor are to submit the grounds for their request in writing.

Research

Thesis research requires approximately 1300 pages of new reading. The thesis may be partly based on research and writing completed for seminars in the junior member's field of emphasis. At least half the thesis should be based on new research.

Thesis Committee

The thesis committee usually consists of the mentor and one other senior member who serves as the internal reader of the thesis. Ordinarily the internal reader must approve both the thesis proposal and an acceptable draft of the thesis prior to its submission to an external examiner.

Deadlines (for complete details see "Protocol for MA Theses and Exams" in Appendix 5)

The thesis committee usually consists of the mentor and one other senior member who serves as the

internal reader of the thesis. Ordinarily the internal reader must approve both the thesis proposal and an acceptable draft of the thesis prior to its submission to an external examiner.

It may be that a junior member develops interest in a thesis project that falls outside their mentor's field of competence. In such a case it is possible for a junior member to request that a different faculty member serve as their thesis supervisor. Normally that suggestion should be raised, in the first instance, with the junior member's mentor. It would then be the mentor's role to identify an appropriate supervisor and inform the Academic Office of the change.

Deadlines (for complete details see "Protocol for MA Theses and Exams")

January 31	Deadline for consulting with mentor about appropriate external examiner
May 24	Approximate deadline for meeting with mentor about progress on thesis
May 31	Deadline for mentor to submit record of this meeting to the Registrar
July 31	Junior member's deadline for submitting an acceptable draft of the MA thesis
August 31	Usual deadline by which mentor must send a final draft to external examiner
October 15	Usual deadline by which the oral exam should be completed

Timing and Deadlines

The deadline for formal submission of the MA thesis is ordinarily July 31 of the second year of the program. The thesis examination is ordinarily held by the following October 15. Extensions to the deadline for thesis submission may be requested, with grounds. Thus, junior members must either submit an acceptable draft of their MA thesis by July 31 of their second year, or submit an extension request to the Academic Dean (over the signature of their mentor) by July 31.

Mentors are responsible for tracking junior members' progress toward the completion of the MA thesis and identifying a likely date of completion. To this end, mentors must have met with junior members whose MA theses they are supervising by the same date on which course work for spring semester courses is due (i.e., around May 24). Mentors will submit a standard form (available from the Academic Office) recording the meeting and its outcome to the Registrar by May 31.

Any deviation from this pattern requires the written approval of the Academic Dean prior to the relevant deadline(s). The scheduling of first and subsequent drafts of the thesis is, within these parameters, at the discretion of the mentor in consultation with the junior member.

External Examiner

Six months prior to the projected completion date of the thesis, the mentor and junior member will consult about the selection of an external examiner. The mentor is responsible for inviting the external examiner, and for seeing that he or she receives a copy of the completed thesis, and the relevant protocol, at least 4 weeks prior to the oral examination. Upon agreeing to serve, the external examiner will send the mentor his/her current curriculum vitae, which will be filed with the Registrar in the junior member's thesis examination file. The junior member should not contact the external examiner personally about the thesis.

External examiners should be well-qualified, impartial, and experienced individuals, and have an arm's length relationship with the junior member. They should have established reputations in the area of the thesis research. If there is any question about the competence or suitability of a proposed external examiner, the mentor should consult with the Academic Dean before extending an invitation.

The external examiner submits a written evaluation of the thesis at the time of the oral examination. The content of the report is confidential and should not be discussed with the junior member prior to the oral examination. After the exam is completed and a grade has been decided, the mentor will distribute copies of the report to the members of the examination committee. After the examination, this evaluation is shared with junior member and with the Academic Dean. The chair of the examining committee ensures that a copy is sent to the Registrar and is placed in the junior member's file.

For the examination to go forward, both the mentor and the external examiner must agree, *ten days prior* to the scheduled examination date, that the thesis is defensible and worthy, on its own merits, to receive a passing grade. Should the external examiner identify possible significant problems with the thesis, the Academic Dean will meet with the mentor and the chair of the examining committee to determine the seriousness of the concerns, and to prescribe a course of action.

The external examiner will be paid an appropriate honorarium (\$150.00) plus approved travel expenses, compensation that the mentor will present at the end of the oral examination. *One week prior* to the oral examination, the mentor will contact the Registrar to process the honorarium, as well as a cheque to cover approved travel expenses. Funds for external examiners are budgeted by the Academic Office.

Committee Preparation

The oral thesis examination committee consists of the mentor, the internal reader, and the external reader, and is chaired by a senior member who is not a member thereof. Examinations are closed to guests. Tape recording of the examination is not permitted. Before the candidate is invited in, the examiners exchange information and comment on the thesis. Each examiner writes down (but does not yet report) a letter grade for the thesis (A+, A, A-, B+, B, B-, No Pass). The examiners determine the format of the examination, including: the order in which participants will ask questions; the time available to each examiner in the first round of questions; the number of rounds; whether each examiner will take a turn alone or whether other examiners may join in on someone else's turn.

The Examination

The candidate is invited in, and the chair leads in prayer. The examination proceeds for about 60 to 90 minutes, after which the candidate is excused.

Post-examination Evaluation

The examiners, each in turn, reveal their previously assigned thesis mark, and indicate their assessment of the impact of the examination on the final grade. The chair records the examiners' comments on the academic quality of the thesis, and the candidate's supporting knowledge as demonstrated in the examination. If the external examiner is not present, the chair shares his or her written report at this time.

The examiners decide whether or not to recommend or require revisions prior to the submission of bound copies of the thesis. They may also recommend that the thesis be made available as an ICS publication, and whether changes need to be made for these purposes. The chair then reads a draft report to the examiners, and receives further comments and suggestions.

Communication of Results to Candidate

The candidate is invited back into the room, and the chair communicates the grade and the elements of the report. The examiners are given an opportunity to add remarks, and the candidate is given an opportunity to respond.

All examiners are encouraged to give a written copy of their comments on the thesis, and their key examination questions, to the candidate after the examination. Following a successful defense, the junior member will make any corrections and revisions requested by the examiners.

Records

The chair prepares a summary evaluation, including the grade, and submits it to the Registrar for inclusion in the junior member's file. The report of the external examiner is also placed in the candidate's file.

The chair also provides to the Editor of *Perspective* basic information on the thesis (title, a 25–30 word summary of the contents) and, if appropriate, a few comments drawn from the summary evaluation indicating key aspects of the examiners' assessment.

Thesis Distribution

Three unbound copies of each master's thesis are to be placed on deposit with the Library of the Institute, two to be added to the ICS collection, and one for the Canada Thesis Portal of the Library and Archives of Canada. A brief abstract of the thesis should also be provided for use by UMI's Dissertation Abstracts Index. The cost of production, binding and submission to the Canada Thesis Portal is borne by the junior member.

Copyright and any permission to reproduce student theses are subject to the provisions of the Institute's Policy on Intellectual Property. In addition, the National Library of Canada requires the author to sign a "Non-exclusive License to Reproduce Theses."⁴ at the time the thesis is submitted.

Grading Scale

ICS uses the following grading scale, which is also used at the Toronto School of Theology at the University of Toronto. (ICS is affiliated with TST.)

A+ 90-100% 4.0 Profound and Creative. Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; master of an extensive knowledge base.

A 85-89% 4.0 Outstanding. As above.

A- 80-84% 3.7 Excellent. Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluations; broad knowledge base.

B+ 77-79% 3.3 Very good. Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature.

B 73-76% 3.0 Good. As above.

B- 70-72% 2.7 Satisfactory at a post-baccalaureate level. Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature.



DOCTORAL PROGRAM

1. Preamble

In December, 2004, the Institute for Christian Studies received consent from Ontario's Minister of Training, Colleges and Universities to grant the degree of Doctor of Philosophy under its own name. This was approved in an amendment to "The ICS Act" passed by the Ontario Legislature in June 2005.

This represents a departure from the practice that has obtained since 1983, whereby ICS has offered the PhD in the context of an agreement with the Department of Philosophy at the Vrije Universiteit (Free University or "VU") in Amsterdam, The Netherlands. This agreement committed ICS to offering a program equivalent to that offered by the VU Department of Philosophy.²² Junior members in the doctoral program were to complete all their course work and the pre-thesis examination at ICS. The doctoral dissertation was then jointly supervised by an ICS senior member and a professor at the VU, and required the final approval of the *lees commissie* ("Thesis Committee" as the VU translates this term) of the VU. The oral defense of the thesis took place at the VU, and if successful, the PhD was granted by the VU.

This Handbook incorporates modifications to the doctoral program affected by the change in ICS's external relationship with the VU (Appendix 7). It also incorporates (especially in section 3 below) modifications to the doctoral program arising from the internal curricular review completed at ICS in Spring 2006. Finally, it incorporates the approval of an ICS only PhD stream in Spring 2008.

2. Transition for Current and Incoming Junior Members

Junior members who have been admitted to the dissertation phase of their PhD prior to September 2005, and who are thus technically students of the Vrije Universiteit, will continue in their program according to the same arrangements that prevailed at that time. Their PhD will be granted by the VU.

Current junior members who completed their pre-thesis examination after September 2005, will be considered students at the Institute for Christian Studies, and will receive a degree granted conjointly by the VU and ICS.

As of September 2008, new junior member doctoral candidates will have available an ICS only doctoral stream, to be chosen in conjunction with their ICS mentor, normally sometime during the period of their residency requirement.

3. Description

Both the conjoint ICS/VU and the ICS only program stream require two years of full time study to complete eight courses prior to the pre-thesis examination. Junior members should expect to commit an additional three years of full time work to preparation for the development of a dissertation proposal, the pre-thesis examination, and completion of the dissertation.

²² The text of the original agreement between the VU and ICS appears in full at Appendix 6, and continues to hold for those doctoral students who reached the dissertation phase of their studies prior to September 2005. The new, conjoint degree agreement appears in full at Appendix 7 (see note 11). A full summary of "Doctorate Regulations" can be viewed on the VU's English language website, at www.vu.nl, under "Prospective Students."

The required courses are all of a philosophical or theological character,²³ whether systematic, historical or disciplinary. They are to be selected in consultation with the junior member's mentor, and are comprised as follows:

- prerequisite 1 (P1): Scripture, Faith and Scholarship (see Appendix 9)
- prerequisite 2 (P2): Religion, Life and Society: Reformational Philosophy²⁴
- four cluster courses (see Appendix 9 for cluster chart)
- one interdisciplinary seminar
- a pre-thesis literature review in the proposed thesis area²⁵
- a teaching course (optional)

Junior members whose previous work does not provide sufficient preparation for aspects of the ICS doctoral program may be required to complete additional units.

4. General Course Requirements

Reading

Junior members are normally assigned between 30-60 pages (or four hours) of required reading per course, per week. Depending upon the degree of difficulty and other considerations, the number of pages assigned may vary upward or downward.

The standard total amount of reading normally expected for a doctoral semester course is 1500 pages, inclusive of course paper research. Thus, in addition to weekly class readings, junior members are expected to complete further reading of up to 1100 pages per course (depending on how much weekly reading has been assigned), related specifically to the course theme or essay. Normally, most of this will be oriented toward their course papers.

Papers

The normal requirements for a course often include an essay of 5000-7000 words.

At the discretion of the instructor and the junior member's mentor, the essay requirements for two courses may be combined into a single research paper of 10,000-12,000 words, the total additional reading for which must satisfy the requirements for two full courses.

Pre-thesis literature review

This literature review is undertaken in the area of concentration, usually in the spring term of the second year, and is supervised by the mentor. Its objective is the production of a viable thesis proposal.

Toward this end, the normal requirements include:

- 1500 page review of the literature, including at least two (2) book-length works
- thesis proposal of at least 15 pages (4500 words) plus bibliography, to contain the following rubrics:
 - Administrative Matters (fields for pre-thesis examination)
 - Major Interdisciplinary Cluster (including themes and figures)
 - Two Supporting Interdisciplinary Clusters (including themes and figures)

²³ Junior members concentrating in the area of theology and Biblical studies can expect to take courses in both theology and philosophy. Similarly, students concentrating in various areas of philosophy might take one or more theology courses, on the advice of their mentors. For example, "Scripture, Faith and Scholarship" will address both theological and philosophical themes.

²⁴ Internal students who have completed the ICS MA will already have taken this course. They need not take a substitute.

²⁵ See below, "Pre-thesis literature review."

Dissertation Committee (in ICS only PhD) or ICS *promoter* (*Supervisor*) and likely VU *promotor* (*Supervisor*) (if she or he is known)

- Title of Project
- Thesis Statement
- Abstract of Argument
- Aim of Project
- Location in Conversation
- Tentative Chapter Outline
- Working Bibliography

5. Sequencing

The normal sequencing for completing program requirements, whether of the conjoint ICS/VU or the ICS only stream, is as follows:

Year One:

- Prerequisite 1: Scripture, Faith and Scholarship
- Prerequisite 2: Religion, Life and Society: Reformational Philosophy (for external candidates)
- 4 Cluster Courses

Year Two:

- Interdisciplinary Seminar
- “Teaching Course” (non-credit)²⁶
- Pre-thesis Literature Review in Thesis Area culminating in thesis proposal
- Pre-thesis Exam and Thesis

Years Three, Four, and Five

- Thesis
- Thesis defense

6. Program Mentoring and Thesis Direction

Junior members are assigned a faculty adviser upon admission into the doctoral program. The junior member together with faculty adviser constructs an individual program of study in line with the doctoral candidate’s interest and goals. Part and parcel of that construction is the identification of which doctoral stream best fits the interests and goals of the junior member candidate. This decision will normally be taken in the years of the candidate’s residency requirement. If a junior member candidate has decided on an ICS only PhD s/he will be provided a supervisory committee in the spring term of the candidate’s second year. This committee is to be made up of three senior members, the mentor/thesis supervisor and two other senior members whose areas of competence dovetail best with the thesis interests of the candidate in question. This committee will be responsible 1) to approve the candidate’s formal thesis proposal; 2) to constitute the ICS members of the candidate’s pre-thesis examination committee; and 3) ordinarily, to function as the thesis committee of the candidate upon successful completion of the pre-thesis examination. Whenever warranted, thesis committee membership can be extended beyond the senior member ranks to include willing scholars whose involvement with ICS constitutes the equivalent of faculty status—adjunct faculty, emeriti senior members, current Senators and Distinguished Associates, or any TST faculty with AD status.

²⁶ This course has not yet been put in place. ICS is still exploring how this component of its training for teaching in higher education can be provided. It is placed in the Handbook as a reminder of ICS’s commitment that there should be opportunity for some formal pedagogical training and practice made available as part and parcel of a well rounded preparation for life in the academy.

In the event that a junior member doctoral candidate chooses the conjoint ICS/VU stream, the candidate will work with her/his ICS mentor/thesis supervisor alone until the pre-thesis examination is successfully completed. At that point, the candidate is presented to the dean of the Department of Philosophy of the VU for assignment of a VU supervisor. Finalization of the candidate's thesis proposal will only occur when the VU supervisor concurs with the ICS supervisor's judgment (made prior to the organization of the pre-thesis exam) that the proposal is acceptable.

In both the ICS only and the conjoint ICS/VU stream, progress in fulfilling program requirements and stages will be monitored annually at the end of the spring term of each academic year, using a form developed for this meeting to be signed by the mentor in the case of the conjoint ICS/VU stream or by the members of the supervisory committee in the case of the ICS only stream. This meeting is to occur annually until the thesis is formally submitted for defense. The forms used to document these meetings are to be placed in the junior member file.

7. Doctoral Language Requirements

Each junior member in either doctoral stream is required to demonstrate reading proficiency in at least two languages, other than English, which are relevant to his or her doctoral work. Students are to consult with their mentor in the selection of languages for this purpose.

Language competence, if it has not been demonstrated by successful completion of graduate courses designed to enable reading comprehension (such as those run by the Toronto School of Theology), will be assessed in the context of the pre-thesis examination, where junior members may, for example, be asked to comment on texts in the foreign languages they have chosen.

8. Doctoral Pre-Thesis Examination

Formal preparation for the pre-thesis examination begins upon completion of the pre-thesis literature review, and begins with the identification of an extensive bibliography for review. Normally, junior members are to complete the entire pre-thesis process within six months.²⁷

The pre-thesis examination includes both a written and an oral component, which together cover the agreed bibliography and the materials included within the formal thesis proposal. As said, the candidate's foreign language competence can also be assessed in this context.

Candidates must successfully complete the written component before passing to the oral examination. Successful completion of both components is a prerequisite for admission to the dissertation phase of both doctoral streams.

9. Admission to Dissertation Stage of the Program²⁸

Once a junior member has successfully completed the pre-thesis examination, the procedure for admission to the dissertation stage of the program is as follows. If the junior member is in the ICS only stream, she or he is automatically admitted to the dissertation stage of his or her program. If, on the other hand, the junior member in question is in the conjoint ICS/VU stream, the academic dean²⁹ of the

²⁷ A detailed description of the process for the pre-thesis work and examination is found at Appendix 5.

²⁸ The text of Appendix 7 sets out the procedures for admission to dissertation stage under the conjoint ICS/VU stream of the doctoral program. In the ICS only stream, PhD candidates, who have successfully negotiated the pre-thesis examination process, continue to work on the research and writing of their proposed thesis under the direction of their mentor/thesis supervisor with the help of the other members of the thesis supervisory committee.

²⁹ In the absence of a Dean, the Chief Academic Officer of ICS will perform this role and other roles as specified in this section.

Institute for Christian Studies recommends to the dean at the Department of Philosophy at the VU that the candidate be admitted to the dissertation phase of the conjoint ICS/VU program. The recommendation from ICS includes both the candidate's dissertation proposal, and any required verification that the candidate has fulfilled all the requirements of the ICS/VU program. The ICS-VU agreement specifies that admission will be granted if ICS demonstrates that the necessary requirements have been met.

A VU supervisor and/or co-supervisor will be appointed for the dissertation. Tenured ICS faculty, as well as VU professors, are entitled to serve as supervisors of a dissertation under the conjoint degree agreement. Where a junior member's mentor is tenured, he or she will normally serve as supervisor. In that case a VU professor will normally be appointed as co-supervisor. Non-tenured ICS faculty may serve as co-supervisors, in which case a VU professor will serve as supervisor. The actual distribution of supervisory work is determined by agreement between the supervisor and co-supervisor, in consultation with the junior member.

If the proposed thesis topic or the particular qualifications of available ICS or VU faculty recommend it, a junior member and the ICS mentor may propose to the academic dean that the dissertation be completed in collaboration with a VU department other than philosophy. The ICS dean will convey this proposal to the dean of the Faculty of Philosophy at the VU. If there is general agreement, the VU dean will arrange the junior member's admission to the faculty or department in question. This includes facilitating the appointment of a supervisor or co-supervisor from the new department to share the work of supervision with the ICS mentor.

The appointment of a supervisor and co-supervisor signifies the junior member's formal acceptance into the conjoint doctoral program of the ICS and the VU. For further details of policy and procedure, regarding the establishment of a Thesis Committee (*lees commissie*) and other matters, both mentors and junior members should consult the full text of the conjoint agreement at Appendix 7.

10. Dissertation

The dissertation is the focal point of doctoral studies. It must demonstrate advanced competence in the topic researched and the areas germane to it, and show promise of the author's ability to make an articulate and independent contribution to the relevant field of academic study.

In the ICS only stream of the doctoral program, the members of the thesis supervisory committee will consult with each other and the candidate regarding the dissertation proposal already prior to the pre-thesis examination. After the examination they will continue to consult about the development of a schedule for the submission, reading, and return of chapters. The schedule then functions as a guideline for the actual production of the thesis to be used in the context of the annual thesis committee meetings with the candidate.

In the ICS/VU stream, the supervisor and co-supervisor will consult with each other and the candidate to confirm the final form of the thesis proposal and to develop a schedule for the submission, reading, and return of chapters. When the dissertation proposal and schedule have been approved, the two supervisors will inform the academic dean of ICS and the dean of the Faculty of Philosophy at the VU in writing.

Either the candidate or one of the supervisors (ICS/VU) or supervisory committee (ICS only) may propose that the thesis proposal and/or schedule be changed. Such changes require the mutual agreement of the candidate and supervisors (ICS/VU) or committee (ICS only).

The dissertation must meet formal criteria (length, style, etc.) set by the examining institution.

11. Compensation for Thesis Production and Defense by Junior Members in the ICS/VU stream

In the case of Junior Member candidates in the ICS/VU stream, a modest financial compensation is paid by the VU to ICS following the thesis defense, and once the degree has been awarded. The candidate receives a portion of these funds to assist with the cost of printing and reproducing the dissertation, and of a return trip to Amsterdam from Toronto. It is expected that this provision applies equally to doctoral junior members falling under both the old ICS/VU program and the new conjoint degree arrangements.



CERTIFICATE IN CHRISTIAN STUDIES

1. Description

The Certificate in Christian Studies is designed for those who wish to spend an academic year developing their gifts as Christian scholars, who do not wish to pursue a degree program, and who desire a great deal of flexibility in course selection.

The Certificate in Christian Studies is awarded to junior members who successfully complete a minimum of six (6) courses, as follows:

- Biblical foundations (one course)
- Religion, Life and Society: Reformational philosophy (one course)
- Area of emphasis (two courses in a particular discipline)
- Electives (two courses, or one course and a substantial paper)

Junior members enrolled in the Certificate program who wish to participate in the Interdisciplinary Seminar require the permission of the convener.

In rare instances, and depending upon the academic background and interests of the student, permission to substitute another course for Biblical Foundations or Religion, Life and Society may be granted at the discretion of the instructor in question.



SPECIAL STUDIES

1. Description

The Special Studies option is designed for those who wish to undertake a period of graduate study without having to meet degree or certificate requirements. A student enrolled in Special Studies may choose up to four (4) courses per semester from the Institute's offerings.



CHANGES

1. Registering Changes

Course and program changes must be registered through the Academic Office, in writing, with the required approvals. It is the responsibility of the junior member to ensure that prescribed deadlines are observed.

2. Adding or Dropping a Course

Course changes require the signature of the faculty advisor or mentor: the required form is available from the Academic Office.

Junior members who wish to add a course to their load must do so no later than the third session of the course.

Junior members may drop a course without the course appearing on their transcript prior to the fifth session.

A course which is dropped between the fifth and the eighth session will be entered on the transcript as Withdrawn (WD). It carries no credit for the course, and is not considered for averaging purposes.

3. Changing Between Audit and Credit

Junior members who wish to change from audit to credit, or vice-versa, must complete a Course Change Request, available from the Academic Office, and secure the signature of their mentor or faculty advisor.

Changes between audit and credit must be submitted to the Academic Office no later than the fifth session of the course.

Students not registered in a program of the Institute, who switch from audit to credit, must ensure that they have complied with admission requirements to submit transcripts of all post-secondary work to the Academic Office.

Any student switching from audit to credit must make arrangements to complete all assignments which were due prior to the change.

Part time junior members may either owe or be owed a fee differential.

4. Changing Program or Status

A junior member who wishes to change program (e.g. from MWS to MA, or from MA to MWS) must have the approval of his or her mentor and the Academic Dean. In cases where the junior member is switching to a program with more onerous academic demands, a formal application for admission to the new program must also be made.

A request to change program must be made in writing, and forms for this purpose are available from the Academic office.

A junior member who wishes to change status, i.e. between full time and part time study, must sign and submit a Change of Program or Status form, available from the Academic Office, and secure the signatures of the mentor and Academic Dean.

It should be noted that a junior member's eligibility for most financial assistance programs is compromised or voided by a reduction to part time studies. The Financial Aid Officer of ICS is obligated to advise the proper agencies of changes in status.

5. Changes in Field/ Stream and Mentor

A change in field or stream of study sometimes may entail a change of mentor, and may also require additional coursework in order to fulfill the requirements of the new field of emphasis.

Junior members who wish to change their field of study should first seek the advice and counsel of their current mentor, who can assist in identifying a more appropriate area of study, and a potential mentor.

Junior members who wish, for other reasons, to work with a different mentor should approach the Director of Student Services or the Registrar to discuss the matter.

In either case, the current mentor, the new mentor, and the Academic Dean must give their approval to the new arrangement.

Forms to request a change in field/stream of study and/or mentor are available from the Academic Office, and must be signed by all concerned parties and submitted for inclusion in the junior member's file.

6. Leave of Absence and Readmission

A leave of absence may be granted in extenuating personal, family, or medical circumstances. Leaves are granted by the Academic Dean on the advice of the mentor for up to one year at a time. Those requesting leave for medical reasons must provide a letter from physician specifying why the leave is required. There is an annual maintenance fee of \$150 for persons on leave. A junior member who returns from a leave of absence does not need to be readmitted to the program, however, that junior member must notify the Registrar at least 8 weeks prior to resumption of studies. Junior members who take a leave between the completion of their course work and their thesis defense will be expected to pay full tuition annually until the thesis is submitted.

It should be noted that a junior member on leave loses his or her student privileges, and is no longer eligible for government loans. The Financial Aid Officer is obliged to report the junior member's withdrawal to the appropriate agency. When the junior member resumes study, his or her aid package will be reinstated.

7. Termination and Readmission

Junior members who formally withdraw from a program of study may seek readmission at a later date, by following the normal application process.³⁰ The application of previously acquired credits to the new admission will be subject to the judgment of the Academic Dean.

Junior Member Readmission Procedure

If a junior member who has been away from a program more than two years wishes to seek readmission, he/she is required to apply in writing to the Admissions Committee via the Director of Student Services (DSS). Applications for junior members seeking readmission are available from the DSS, and must be submitted at least eight weeks before the semester in which the student is seeking to gain readmission. Applications for readmission are assessed on the following criteria:

- Suitability to current program offerings
- Mentor availability
- ICS transcripts to date
- Reason for leaving
- Length of absence

8. Course Cancellation and Reconfiguration

Courses offered by Part time Instructors

A course offered by an adjunct faculty member, or a part time instructor, normally requires at least five (5) tuition-paying students to be enrolled at the time the course begins. In any decision to cancel a course, due consideration will be given to the needs of junior members who require a particular course to complete their program. In such cases, an effort will be made to arrange a tutorial or reading course, or a comparable external course with tutorial guidance from a senior member.

Courses offered by Full time Senior Members

Courses taught by full time senior members normally require a minimum enrolment of three (3) tuition-paying students. If enrolment totals 3 or fewer, the course may be restructured as a tutorial or reading course, at the discretion of the senior member. The tutorial approach will be given special consideration in the case of junior members who need a specific course in order to fulfill their program requirements.

³⁰ See the section on Admissions at p. 1.



ACADEMIC PERFORMANCE POLICIES

1. Attendance

Regular attendance at all class sessions is expected of all junior members as a requirement of each course.

- In order to successfully meet the requirements of a course at ICS, JM's may miss no more than four class meetings.
- JM's are responsible for contacting their professor in advance of their upcoming absence. Failure to do so will result in an unexcused absence, except in the case of a proven emergency.
- Unexcused absences will have a negative effect on the class participation percentage of the course grade.
- The policy on missed classes should be institutionally enforced. The registrar shall assign an "Absent Fail" to Junior Members missing four or more class meetings.
- Since web-posting is the means of verification of course involvement/participation in distance mode, 10 posts (of 13) are required to demonstrate sufficient participation for courses offered in distance mode.

In addition, a junior member's continuing eligibility for most financial aid programs (including FAFSA, Canada Student Loans, OSAP, and those offered by ICS), is dependent upon active participation in his or her program of study.

2. Course Requirements

Most courses at ICS are seminar-based.

Course requirements³¹ are set by the instructor, and generally include, without restriction:

- active participation in all classes, including evidence of preparedness for class and contribution to seminar discussions
- a prescribed amount of required and recommended reading
- class presentation(s) and/or short reflection papers
- a major essay of a prescribed length

Junior members are made aware of course requirements during the first class session of each course.

3. Policy on Guided Readings

There are two different categories of Guided Readings: *General* GR's, which may be taken as part of a junior member's required coursework; and *Thesis Specific* GR's, which must be completed as part of the MA/PhD thesis process. The former may be taken to fill a gap in a student's coursework; the latter must be taken as a required course towards thesis completion.³²

³¹ See the program descriptions at pp 17 ff. for more detail.

³² A student may pending SM availability and approval of Dean may complete their Pre thesis literature review with a senior member other than their faculty mentor.

Guided reading credits also normally require 1250 pages of reading. The method of assessment for a Guided Reading course is determined by the instructor, in consultation with the junior member. (pg.21, General Course Requirements)

JM's and SM's should expect to meet for a minimum of six *hours* during the course of a guided reading.

A "GR Course Proposal," negotiated by JM and SM (including required readings, and methods of assessment), is to be submitted to the Dean through the Registrar.

MA Program

Guided Reading in Thesis Area (p. 15)

This course is supervised by the junior member's mentor, and is designed to produce a formal thesis proposal of 10-15 pages plus bibliography, to include:

- *identification and justification of the problem or topic to be treated*
- *a proposed chapter organization, and rationale*
- *a basic bibliography, identifying principle target texts, and a range of materials that illuminate both the texts and issues to be taken up in the thesis.*

PhD Program

Pre-thesis Literature Review (p. 30)

This literature review is undertaken in the area of concentration, usually in the spring term of the second year, and is supervised by the mentor (conjoint ICS/VU stream) or the supervisory committee (ICS only stream). Its object is the production of a viable thesis proposal.

To this end, the normal requirements include:

- *1500 page review of the literature, including at least two (2) book-length works*
- *thesis proposal of at least 15 pages (4500 words) plus bibliography, to contain*
 - *Administrative Matters (fields for pre-thesis examination)*
 - *Major Interdisciplinary Cluster (including themes and figures)*
 - *Two Supporting Interdisciplinary Clusters (including themes and figures)*
 - *Dissertation Committee (in ICS only PhD) or ICS promotor and likely VU promotor (if she or he is known)*
 - *Title of Project*
 - *Thesis Statement*
 - *Abstract of Argument*
 - *Aim of Project*
 - *Location in Conversation*
 - *Tentative Chapter Outline*
 - *Working Bibliography*

4. House Writing Style

All course papers written for ICS, including the master's thesis,³³ must conform to the usage of widely accepted standards for academic writing, such as:

³³ Doctoral junior members admitted to the dissertation phase of their degree at the VU, will need to conform to the usage in place at the VU.

- The Chicago Manual of Style (Chicago style)
- The Publication Manual of the American Psychological Association (APA style)
- The Modern Language Association Handbook for Writers of Research Papers (MLA style)

Chosen style must be used accurately and consistently within an essay.

5. Deadlines for the Submission & Grading of Coursework

Junior Member Deadlines

Deadlines for the submission of course assignments and papers are set by the instructor. The due date for major course essays must fall between the third and the sixth week after the end of the semester in which the course was offered.

Senior Member Deadlines

An instructor must notify junior members in advance if he or she is unable to evaluate and return written work within three weeks of submission. Instructors who require longer than one month to return grades must seek the approval of the Academic Dean for a revised reporting schedule.

6. Incomplete Work and Extensions

Junior members who do not complete their coursework by the prescribed deadline will automatically receive a grade of Incomplete. This grade can be reversed if the junior member negotiates an extension, and submits his or her work by the annual “final deadline”. Otherwise the grade of Incomplete becomes a permanent part of the student’s academic record, and its corresponding grade point of zero (0) is worked into his or her grade point average (GPA).

Extensions may be granted at the discretion of the instructor. It is the responsibility of the junior member to seek the written approval of the instructor and the Academic Dean for a new deadline. “Request for Extension” forms are available from the Academic Office, and must be returned to the Registrar once complete.

Students who complete their work before the annual “final deadline”, but who have not negotiated an extension in advance, and in writing, will have their grade docked by one notch³⁴ for each week, or part thereof, the paper is late.

7. Annual “Final Deadline”

Junior Member Deadline

Except in the most extraordinary circumstances, work for the fall and spring terms may not be submitted after the last weekday in July, normally July 31. In the case of summer courses, the last possible date to submit coursework is the last weekday in August, August 31.

Senior Member Deadline

³⁴ That is, A+ work will receive an A, A work an A-, and so on. For grade notches, see the Grading Scale, below.

Senior members are required to submit grades for fall and spring courses to the Academic Office no later than August 21. Grades for summer courses must be submitted by September 21.

8. Grading Scale

The Institute uses the following grading scale:³⁵

<i>Letter Range</i>	<i>Numerical Grade</i>	<i>Grade Point</i>	<i>Grasp of Subject Matter</i>	<i>Other qualities expected of students</i>
A+ - A-	Excellent – student shows original thinking, analytic and synthetic ability, critical evaluation, broad basis of knowledge			
A+	90-100	4.0	Profound and Creative	Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; master of an extensive knowledge base
A	85-89	4.0	Outstanding	As above
A-	80-84	3.7	Excellent	Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluations; broad knowledge base.
B+-B-	Good – student shows critical capacity and analytic ability, understanding of relevant issues, familiarity with the literature			
B+	77-79	3.3	Very good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature
B	73-76	3.0	Good	As above
B-	70-72	2.7	Satisfactory at a post-baccalaureate level	Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature.
Other				
NP	0-69	0	No Pass	Failure to meet above criteria
Inc		–	Incomplete (Temporary)	Student failed to complete work by stated deadline, but has an extension on file
Inc		0	Incomplete (Permanent)	Student failed to complete work by extended deadline
WD		–	Withdrawal	Student withdrew from the course after the deadline for doing so

General Notes

Assignments for all degree programs are assessed according to this grading scale. However, expectations for the amount of work and standard of academic performance within the scale vary with the level of the program of study.

Language requirements in both the MA and PhD programs, and the doctoral pre-thesis examination are assessed on a Pass/No Pass basis.

³⁵ The ICS grading scale matches that of the Toronto School of Theology.

9. Remediation of Unsatisfactory Grades

Students who submit unsatisfactory work prior to the annual “final deadline” may, at the discretion of the Instructor, be given an opportunity to revise and resubmit their work.

A junior member who receives either a permanent Incomplete or a final grade of No Pass, must substitute an additional unit to meet his or her program requirements or, in the event of a course which is a requirement for graduation, repeat the course. A junior member may repeat a unit only once.

It is not permitted to repeat the thesis in the MA program.

10. Dismissal on Account of Academic Performance

Junior members enrolled in an ICS program³⁶ who fail to maintain an adequate standard of academic performance will be required to withdraw from their program of study. Any of the following combinations of grades constitutes grounds for dismissal under this rubric:

- Two (2) No Passes
- One (1) No Pass plus two (2) Incompletes
- Three Incompletes
- Failure of the master’s thesis examination³⁷
- Two (2) successive No Passes in the either the written or oral components of the doctoral pre-thesis examination³⁸

11. Junior Member Feedback to Faculty

Course Evaluations by Junior Members

At the end of each semester, the Academic Office makes course evaluation forms available to all course participants. Course evaluations are intended to help instructors develop in their role as teachers. They are also used to assess a faculty member’s teaching when he or she undergoes a periodic review.

Junior member course evaluations are confidential. Results are tabulated in the Academic Office, and made available to the Academic Dean or Academic Dean and individual senior members after the due date for grades to be submitted to the Academic Office.

Faculty Appointments and Reappointments

Junior members also have roles to play in the appointment and reappointment of senior members, as detailed in Appendix 10.

³⁶ This applies to masters and Certificate-level junior members, as well as to doctoral students engaged in the coursework portion of their degree.

³⁷ For a detailed description of the master’s thesis examination, see Appendix 5.

³⁸ For a detailed description of the doctoral pre-thesis examination, see Appendix 5.



CO-CURRICULAR OPPORTUNITIES

1. Faculty Office Hours

Senior members must specify a minimum of two office hours per week when they will be available on a regular basis to meet with any junior member who so chooses. A sign-up sheet with appointment times will be posted on each senior member's door.

2. Symposia and Guest Lectures

Approximately four (4) times during the academic year, the Institute hosts a Symposium to allow guest speakers, faculty (and especially new faculty), or doctoral junior members to present a work-in-progress for discussion and feedback.³⁹

All senior members are expected to attend, as are doctoral students throughout at least one year of their studies.

3. Christianity and Learning Lectures

Description

From time to time the Institute holds a Christianity and Learning lecture series⁴⁰. The purpose of the series is to stimulate dialogue between senior and junior members and a leading Christian thinker who works within a different tradition of scholarship. Christianity and Learning lecturers are encouraged to present new material closely connected to the role of faith in relation to basic issues in their own scholarship.

Criteria for Lecturers

The criteria for the selection of Christianity and Learning lecturers are that they be:

- established scholars, with a reputation for academic excellence
- sufficiently well known to appeal to the wider academic community
- able to relate to the interdisciplinary character of the academic work of the Institute

Responsibility for Planning

Individual senior members take responsibility on a rotating basis for recommending a Christianity and Learning lecturer to the Academic Council and, with assistance, for seeing through all necessary arrangements.

³⁹ The Institute has a number of institutional goals for the Symposium in addition to the development of academic collegiality. These include re-establishing and maintaining good relationships with alumni and friends of ICS, as well as cultivating academic friends in the wider academy, including sister institutions.

⁴⁰ The Christianity and Learning Lectures are in abeyance while the Institute reviews their purpose, feasibility, and format.

Publication

If necessary, and if resources are available, ICS will assist with the publication of these lectures.

4. Academic Conference Allowances

ICS encourages its junior members, particularly at the doctoral level, to submit papers for publication, and to make proposals for academic conferences. Up to ten awards of \$100 are given to junior members who are involved in these scholarly endeavours.

Production Expenses

To this end, ICS will bear the cost of printing, copying, and mailing any junior member's paper which has been accepted for a conference or publication. Arrangements should be made through the Academic Office.

Travel Expenses

In addition, the Institute makes a modest amount available annually⁴¹ to defray the travel costs of junior members making presentations at academic conferences.

5. Research Assistantships

Each fall, ICS makes available several research assistantships⁴², for which full time junior members in the "required" phase of their program are invited to apply.⁴³

Position Description

Research assistants work closely with the senior member to which they are assigned. They may work a maximum of 60 hours (no more than 10 hours per week), and their duties may include:

- research related to a section or aspect of a course or publication
- suggestions for and review of readings for a course or senior member publication
- compilation of bibliographies
- preparation of course materials
- presentation to a class based on the research
- participation in class sessions

Research assistantships are to promote a junior member's academic development, and ought not to be purely clerical in nature.

Application Procedure

Proposals for research assistants are prepared by senior members, and posted no later than September 15 for the review of interested junior members. Normally, the proposal includes

- the name of the senior member
- the nature of project to be undertaken
- the total number of hours, and time frame, for completion
- qualifications required

41 In 2006–2007, \$6,000.

42 Each full time senior member is entitled to a research assistant; not all exercise their entitlement.

43 MA students in the first two years of their program, PhD students in the first four years, and any full time MWS student.

An application deadline is posted, and the faculty meet by the end of September to assign assistantships. An effort is made to match research projects with the research interests of particular junior members. When there is a surfeit of applicants, priority is given to junior members at the most advanced level of study.

Remuneration

A research assistant's remuneration is not considered to be part of any financial assistance he or she may have received, and selection as a research assistant will not result in any downward adjustment of that assistance.

The hourly rate of pay for research assistants is set annually by the Board of Trustees of the Institute. Research assistants are inscribed on the ICS payroll, and are paid, should monies be owing, on the 15th and 31st of each month. Research assistants should meet with a representative of the business office as soon as possible after their appointment in order to settle matters related to salary, deductions, and mode of payment. The Institute prefers to pay its employees by direct deposit.

Each research assistant is to keep a time sheet, available from the academic office, and to submit his or her hours to the supervising senior member for verification. Time sheets must be turned in to the business office no later than three business days after either the 15th or the 31st of the month if payments are to be ready at the following payday. Pay stubs (or cheques) are distributed to junior member mailboxes.

6. Teaching Assistantships

Senior members may request a teaching assistant in lieu of a research assistant.

Each spring, Academic Council is empowered to approve senior members' requests for teaching assistants. Those positions receiving approval are normally posted by the middle of February. The selection and assignment of teaching assistants from amongst those who have applied is entrusted to the faculty, whose decisions are made by mid-March.

Role

The duties of a teaching assistant may include:

- conducting occasional classes
- selection of readings for class sessions, in consultation with the senior member
- assisting junior members to use research materials and techniques or in planning research projects
- compiling bibliographies
- assisting in the evaluation of papers (but excluding the assignment of grades)

Remuneration

The remuneration of teaching assistants is subject to the same rates, protocols, and procedures as apply to research assistants.

7. Work-study

Each fall ICS makes available several work-study positions, for which junior members can apply. The job description of the position is posted no later than September 15 for the review of junior members, and an application form is provided. Normally the job description includes:

- the name of the supervisor
- the nature of the job
- the total number of hours and time-frame for completion
- qualifications required
- the rate of pay.

8. Courses Taught by Junior Members

ICS is committed to having advanced doctoral junior members propose, develop and teach Worldview courses, when circumstances warrant.

Course Approvals

Each spring, eligible junior members, preferably working in teams of two, are invited to submit a preliminary course description and reading list for the consideration of the Educational Policy Committee. The EPC, in consultation with the junior members' mentor(s), is responsible for choosing which submission will go forward for further development, and course approval.

The process for course approvals at ICS includes timely review by the Educational Policy Committee, Academic Council, and Senate. Courses to be listed in the catalogue of the Toronto School of Theology must also be approved by that body.

Supervision in Course Development and Delivery

A junior member team whose proposal is selected to go forward works closely with their mentor(s) to clarify and elaborate the proposal and course outline. Attention is paid to pedagogical coaching with respect to course development, teaching skills, and student assessment.

During the course, the instructors meet with the supervising mentor(s) to review the pedagogical development of the course. The mentor(s) sit in on a class session at least once, preferably early, during the semester. After the course is completed, and junior member evaluations have been tabulated, the mentor(s) write a brief pedagogical evaluation of both the course and the instructors' assessment of junior member coursework. This summary is shared with the instructor and placed in his or her student file.

This kind of close supervision applies equally to junior members teaching a second or third course.

Remuneration

Doctoral candidates are remunerated at the same rate as part time instructors. If a course is co-taught, the stipend is split equally between the instructors. If such a course is cancelled due to lack of enrolment, the candidates may be paid half the usual stipend, to compensate for their work in preparing the course. Such payments are made at the time the course was scheduled to start.



1. The Library Collection

The ICS Library is a 60,000 volume collection centred on reformational and foundational studies, philosophy, philosophy of the disciplines, biblical studies, and the Calvinian tradition, e.g. Groen van Prinsterer, Kuyper, Dooyeweerd, Vollenhoven, and Rookmaaker. It includes collections of Herman Dooyeweerd, M.C. Smit, Bernard Zystra and George Vandevelde. There are Dutch materials, dissertations from the Free University in Amsterdam, student theses and papers, and faculty works. The library acts as a central repository for faculty publications and presentations. An online catalogue is provided, as well as access to Internet resources such as the Routledge Encyclopedia of Philosophy and other library catalogues. Senior and junior members also have borrowing privileges at the University of Toronto Library (upon acquisition of a library card). ICS students registered in a TST course can use remote access to use the electronic journals, indices, and books located in the University of Toronto Library system. Those not registered in a TST course, may access the electronic resources by contacting the ICS librarian.

2. Mission Statement

The mission of the ICS Library is to serve the research needs of ICS junior and senior members and staff, by acquiring materials in appropriate and sufficient quantity, depth and diversity to support teaching and basic research in the subject areas of the curriculum. Because of the uniqueness of the Institute’s focus on foundational and interdisciplinary studies in a Christian perspective, we also recognize the importance of maintaining an archive of relevant materials for use by those outside our community. In order to foster intellectual partnerships with students, faculty and staff, the library encourages its users to assist in building its collections by recommending purchases.

Recommendations and donations will be evaluated according to the following criteria:

- relevance to the curriculum
- support for the research needs of the Institute
- support for faculty course preparation
- relationship to existing holdings and availability at Robarts Library (U of T)

3. ICS Library Borrowing Policy

Loan Categories

The ICS Library supports ICS students, faculty, adjunct faculty, and Toronto School of Theology students taking ICS courses. In order to maximize access to information resources, the following loan categories and loan periods are in place:

Category	Loan Period
Regular materials: most books, pamphlets, general resources	4 weeks – renewable at the discretion of the librarian
Reserve materials: some assigned reading materials, available current textbooks	<ul style="list-style-type: none">• Required reading materials must be used in the library

	<ul style="list-style-type: none"> • Recommend reading materials may be borrowed for 1 day loan
Reference materials, journals, special collection items, including non-catalogued materials and tape collection	Not available for loan
Long-term loans	Requests for long-term loans should be negotiated with the librarian. Junior and Senior members may request long term loans when borrowing materials to be used during the summer period. Items may be taken for long term loan from April 30 through the summer months. All items must be returned on the first day of registration in September. If requested by another user (after the initial 30 days), the item must be returned to the ICS library, with the cost borne by the borrower.

Borrowing Policy

All materials leaving the ICS Library for any reason must be checked out by library staff.

Borrowers must be ICS students, faculty or staff. Special borrowing privileges may be extended to other clients.

Borrowed materials must be returned directly to the library. In the event the Library is closed, materials may be left at the Reception desk of ICS.

Overdue Policy

The prompt return of all materials is strongly encouraged, in order to ensure that all members of the ICS community have equal access to materials. Borrowers are responsible for returning loan items by closing time on the due date. E-mail notices will be sent for overdue items. Junior members must return all borrowed materials to the library by the day of their thesis defense, and all library fines must be paid in order to graduate.

Fines

In keeping with policies enforced at the University of Toronto and TST Libraries, fines are charged at the rate of 0.50/day per book. No fines are charged for the first day a book is overdue if the book is returned on that date. Fines on Reserve Shelf materials (1 day loan) are charged at the rate of \$5.00/day per book. Fines for recalled books are \$2.00/day per book. When fines reach the maximum of \$20.00, borrowing privileges will be suspended until the item(s) is returned and the amount owing has been paid. When notice has been given, and items have not been returned within a reasonable amount of time (2 weeks), the item(s) will be considered lost and a replacement charge will be assessed in addition to the overdue fine. Library privileges will be withheld until fines are paid.

Lost Items

Lost library books are subject to \$75.00 replacement charge. For more valuable items, a higher replacement charge may be implemented. The library reserves the right to charge fines in addition to the replacement cost.

4. Acquisition/Collections Development Policy

First priority material will meet the following criteria:

Subject Matter

The subject matter will directly support programs or institutional emphases, as outlined in the mission statement. The collection will thus be centred on:

- foundational studies
- general philosophy (especially Reformational and continental philosophy)
- philosophy of the disciplines
- course-related texts and supplementary readings
- works on the development of a Christian worldview
- biblical studies

Intellectual Content

- key work in the field
- key author
- major critical study
- substantial new contribution to learning
- bibliographic access to other materials, or
- received positive reviews and/or prominent citation

Potential Use, based on:

- number of junior members in course or area of interest
- research or program interest
- required or supplementary text for course

Relation to Collection:

- central to existing collection or closely related
- provides specialized information necessary to intellectual integrity

Bibliographic Considerations

- cost
- availability (at U of T, TST, or elsewhere)
- in/out of print
- condition (new, used, hard cover, paperback, other)
- general emphasis on reference works, bibliographies

Language:

- major language(s) of topic
- English and second working language(s) of topics
- major foreign language accessible to users

5. Library Services

Bibliographic Instruction

The librarian will introduce the library collections, policies and guidelines of the library during one of the first sessions of each class. Each course syllabus (located online on the ICS website) will have a short library tutorial pertaining to course related resources. Short, directed tutorials on various electronic indexes located on the University of Toronto Library system will be offered frequently during the academic year. New publication notices for indexes, journal articles and monographs will be published on the ICS intranet. Junior members are encouraged to seek the assistance of the librarian, when they have difficulties in locating pertinent resource materials, or in formulating their research strategy for electronic or print indexes. In addition, students requiring further assistance may make an appointment with the librarian.

Inter-library Loans

You may request inter-library loans through the librarian. Inter-library loan costs generated by the loaning libraries will be charged to you. It may take up to 2 to 3 weeks for books to arrive, however periodical articles are normally received within 1 week. The period may be longer if material is requested from another country.

Internet/World Wide Web Access

The library has five computers available for student use, all with access to the Internet. Students can use the library computers to access the ICS catalogue, the University of Toronto online catalogue, or any other Internet resources related to research.

Junior Member Theses

Upon completion of their thesis defense, each junior member will deposit three copies of their thesis with the Registrar, who will forward them to the Librarian. Two copies will be bound for the library thesis collection, while the third copy will be sent to LAC (Library & Archives Canada) to be digitized for the Theses Canada Portal by UMI. Junior members must also sign the Theses Non-Exclusive License (<http://www.collectionscanada.ca/obj/s4/f2/frm-nl59-2.pdf>). An abstract should also accompany each thesis. The abstract is used by UMI/Proquest for their Digital Dissertations Index. An abstract for a Master's thesis should be no more than 150 words, and an abstract for a Doctoral thesis should be 350 words.

6. Faith and Learning Network

Mission and Goals

The mission of the Faith and Learning Network is to improve access to Christian academic resources and scholars. Its goals are thus:

- to improve global access to Christian scholarship regardless of format (books, articles, etc.) or source (professional publications, speeches, papers, etc.)
- to facilitate collaboration and sharing of ideas for both research and teaching.

Bibliography

The Faith and Learning Network is an online resource centre, which will include a comprehensive bibliographic database of resources related to faith and scholarship. The project will incorporate materials produced by scholars whose academic work is rooted in their Christian faith. This includes materials that explicitly address the role of faith in learning as well as materials that, while not addressing this matter directly, embody an effort to engage in scholarly work as a Christian.

Document Delivery/Inter-Library Loan

Many documents/articles listed in the database will be provided to North American scholars via inter-library loan or document delivery on a fee-for-service basis. For scholars in developing nations, materials will be made available at subsidized rates.

Library Collection

ICS will begin to collect many books and periodicals, which will be included in the bibliography. These items will supplement the current collection development practices of the ICS Library.

Collection Criteria

At present citations are being collected for inclusion in the database. Citations that meet the following criteria may be submitted to the Bibliographic Information Manager:

- works which discuss the topic of the relationship between Christian faith and academic scholarship
- works which treat this topic briefly or indirectly
- publications of ICS faculty (present and former)
- publications of ICS alumni
- selected works which demonstrate a Christian perspective in their scholarly approach.



PROFESSIONAL PRACTICE POLICIES

POLICY ON RESEARCH AND ETHICAL RESEARCH PRACTICES

1. Preamble

The Institute for Christian Studies recognises that research and the dissemination of new knowledge and understandings are vital to the mission of the academy. Such research includes all forms of funded and unfunded scholarly and creative work.

The Institute is bound by the highest standards of diligence, honesty, and integrity in all aspects of the scholarly research it undertakes, including proposals, the conduct of research, reporting, and publication. In this regard, it is important for the Institute to have a clearly articulated standard for ethical research practices. This need is evidenced by the adoption of standards for ethical research throughout the scholarly community, and by every major Canadian funding agency, including the Social Sciences and Humanities Research Council (SSHRC), NSERC and MRC, who have established a “Tri-Council Policy Statement (TCPS) on Ethical Conduct for Research Involving Humans.” Any research project of the Institute involving humans will be subject, at a minimum, to the relevant requirements of the Tri-Council Policy Statement, as well as to such standards of ethical review as are required by the relevant granting agency. The requirement to conform to the ethical requirements of granting agencies applies to any research project undertaken.

No workable policy can comprehend the specifics of every conceivable situation. In the interpretation and enforcement of the policy which follows,⁴⁴ ICS expects and depends upon the good sense, trust, collegiality and commitment to justice which ought to characterize any academic community.

2. Facilitation of Research and Scholarship

The Institute for Christian Studies acknowledges its institutional role in facilitating research and promoting excellence in scholarship. This includes its fundamental role in assisting graduate students to become able scholars, through mentorship and collegial engagement with faculty in their own research interests. According to stated policy, ICS will provide regularly scheduled sabbatical leave to its senior members, financial provision for research assistants, and academic allowances to faculty. The Institute will post and publicize information regarding such funding opportunities as may come to the attention of the administration and, having regard to the resources available and agreed priorities, will support grant applications of senior members or junior members, and cooperate with granting agencies in administering successful bids for funding.

⁴⁴ Portions of this policy have been adopted and adapted from the following documents: McGill University Policy on Research Ethics (1995); University of North Carolina at Chapel Hill Policy and Procedures on Ethics in Research (rev. 2001); Oxford Brookes University Research Policy (2003); Queen’s University Code of Research Ethics (1987); and the University of Toronto Policy on Ethical Conduct in Research (1991).

3. **Scope of Policy and Responsibility for Implementation**

- 3.1 This policy applies to all faculty, students, or staff who conduct research at the Institute for Christian Studies.
- 3.2 Each individual covered by this policy is personally responsible for its implementation in relation to any scholarly work with which he or she is associated, as well as for reporting such violations as he or she has reason to believe have occurred. Students conducting research for academic credit shall be subject to the same ethical standards as senior members. It is the responsibility of the instructor, mentor, or supervisor, as the case may be, to inform the student of his or her obligations under this policy.
- 3.3 The Institute for Christian Studies is responsible for ensuring that all persons covered by this policy are made aware of it. ICS will endeavour to facilitate the resolution of disputes arising with respect to this policy. It will take seriously all allegations of misconduct, and will investigate them expeditiously. In the event such allegations are proved, ICS will inform all research partners, including funders, forthwith.

4. **Misconduct**

Faculty, students, and staff of the Institute for Christian Studies have a positive duty to avoid misconduct in research. It is understood that neither honest error, nor honest differences in the interpretation or judgment of data shall be adjudged to constitute misconduct.

Misconduct in research includes the following:

4.1 *Fabrication or Falsification of Data*

Researchers have an obligation to exercise due diligence in ensuring an accurate reading and representation of materials which they use.

4.2 *Plagiarism*

In accordance with stated policy on academic honesty, researchers have a positive duty to acknowledge their sources.

4.3 *Undeclared Conflict of Interest*

A conflict of interest arises where the researcher has a material interest of any kind, including (without limitation) personal, financial, or career-related interests, that may conflict with his or her other duties under this policy. Where such a conflict arises, the researcher must immediately disclose it, in writing, to the Academic Dean, or in the case of the Academic Dean, to the President of ICS, as well as to all other properly interested parties, in accordance with the highest standards of honesty and integrity.

4.4 *Breach of Confidentiality*

When researchers are requested to maintain confidentiality with respect to information provided by another, they have an obligation to do so, using such information appropriately and in the manner authorized by the person(s) who supplied it.

4.5 *Misuse of Research Funds*

Where a granting agency provides guidelines on the disbursement and use of research funds, both researchers and administrative personnel must follow those guidelines scrupulously. Regardless of the source of research funding, it is not permitted to divert any of the research resources for personal or any other use, except in cases where the grant or contract specifically provides otherwise.

4.6 *Failure to Acknowledge Funding*

Subject only to donor stipulations to the contrary, all public and private funding sources used in the conduct of research should be acknowledged in resulting publications. Researchers must in any event disclose all sources of funding, in writing, to the Professional Status Committee.

4.7 *Failure to Report Misconduct*

All members of the ICS community have a strict moral obligation to report such breaches of this policy as come to their attention. Failure to do so is itself a violation, and subject to the same range of penalties as any other breach of this policy.

5. General Procedure for Dealing with Allegations of Misconduct

Any allegation of misconduct under this Policy shall be taken seriously, and treated expeditiously. Proved allegations shall be cause for such disciplinary procedures as generally apply to the offender.

5.1 *Junior Member as Accused Party*

Junior members shall be subject to the full investigative provisions of this policy, as outlined in §5 below, whenever the research in question is published, about to be published, a work for hire, or supported by third party grants. All other breaches of this policy by junior members shall be treated as academic offences, and handled in the first instance by the instructor, who may consult with the Academic Dean.

Work which fails to acknowledge the contribution of others will not be accepted and may result in a reduction of the junior member's grade, the assignment of a "No Pass," or, in a serious case, termination of the junior member's program.

5.2 *Allegation of Misconduct*

Anyone having reason to believe that any individual accountable under this policy has engaged in misconduct in research should consult informally and in confidence with the Academic Dean. If it is deemed that the matter merits further investigation, the Dean shall immediately notify the accused individual of the alleged misconduct.

5.3 *Dean or President as Accused Party*

In cases where the Academic Dean is the accused or accusing party, the person initiating this informal consultation shall speak with the President of ICS, who will assume all roles assigned under this policy to the Academic Dean.

Where the President of ICS is the accused party, the person initiating the allegation shall consult first with the Academic Dean. If in the Dean's judgment, the matter warrants further investigation, he or she will at that time inform the Chair of the Board of Trustees, who will undertake all roles in this Policy normally lodged with the President of ICS

5.4 *First Stage Resolution: Informal Discussion*

The Academic Dean shall first convene a meeting of those who are involved, and an attempt shall be made to resolve the matter by reasonable discussion amongst themselves. Should the allegation be disproved, or otherwise satisfactorily resolved, the matter shall be dropped, and any written references thereto removed from the record of the accused person, and destroyed. Should the accused person admit the truth of the allegation, he or she shall be subject to such disciplinary procedures as may properly apply to his or her position, to the seriousness of the offence, and the context. Should the truth or seriousness of the allegation remain in dispute, the Academic Dean shall see that a formal, written complaint, is made, and delivered to the Professional Status Committee for further investigation.

For the purposes of any such investigation, neither the accused person nor the accuser may sit as a member of the Professional Status Committee. The Committee may appeal to the President of ICS to appoint additional senior members *pro tempore*, should its membership be thus reduced. Such persons shall normally be appointed in order of seniority, as determined by the date of employment.

5.5 *Second Stage Resolution: Internal Review*

The Professional Status Committee shall review the allegation before it, and seek the considered response of the person accused. If the Professional Status Committee determines that there is no substance to the accusation, it will dismiss the allegation, and remove all record of the matter from the accused person's file. If the Committee determines that there is substance to the allegation, and the accused person acknowledges the same, it will forward the matter to the President of ICS, with or without recommendations for appropriate disciplinary measures. If the Committee determines that there is substance to the allegation, but cannot reach an agreement with the accused party as to the nature of his or her misconduct, it shall strike a Board of Inquiry.

5.6 *Third Stage Resolution: External Review*

The Board of Inquiry shall consist of three persons external to the Institute for Christian Studies, whom the Professional Status Committee deems competent to adjudicate the matters in question, and at least one of whom shall not be a sitting member of the Senate of ICS, or its Board of Trustees. The Board of Inquiry shall investigate the matter independently, according to the principles of natural justice, and its findings shall be final. The Board will deliver its report to the President of ICS. It may make a recommendation as to appropriate sanctions, should the accused be found to have violated the terms of this policy, but the decision as to disciplinary measures rests with the President of ICS.

5.7 *Sanctions*

Disciplinary measures will be based upon such factors as the seriousness and magnitude of the misconduct, the degree of public scandal which may have been caused, the readiness of the offending party to admit and make restitution for the misconduct, and the extent to which the breach was calculated, culpably careless, or inadvertently careless. Sanctions will be proportionately more severe in the case of a repeat offence. They may range from a private or public reprimand to dismissal for cause. Allegations of misconduct which are admitted or upheld by the procedures outlined in this policy shall in any case form part of the permanent record of the employee or junior member in question.

5.8 *Exoneration*

Individuals who are exonerated by this process are entitled, as they see fit, to ask for a clear and public statement by the Institute for Christian Studies to that effect. This statement shall be

drafted by the President of ICS and the exonerated party, in language which is acceptable to both, and shall be circulated as widely as the exonerated party deems necessary.

Adopted 27 January 2005

POLICY ON INTELLECTUAL PROPERTY

1. Preamble

The Institute for Christian Studies is dedicated to instruction, research and community service through conferences, seminars and the publication of books and articles (ICS Mission Statement). It is the intention of ICS that its senior members, staff, and junior members carry out their research in responsible freedom and, subject to applicable law and policy, publish the results without constraint.

2. General

- 2.1 In this policy,⁴⁵ ICS affirms its commitment to the personal ownership of intellectual property rights in works of the intellect by their individual creators, whether the creators work alone or with others, and whether they work privately or as members of the ICS community.
- 2.2 It also affirms the commitment of the Institute, in its instruction, research, and community service, to protect the intellectual property rights of others. Except as allowed by law, it is a violation of this policy for faculty, staff, or students to reproduce, distribute, exhibit in public, perform, or electronically transmit any copyrighted work without permission of the copyright owner.

3. Scope & Coverage

This Policy applies to all faculty, staff, and students of ICS. Compliance with its terms is a condition of employment for faculty and staff, and of enrolment for students. The Institute for Christian Studies is responsible for ensuring that all persons covered by the terms of this policy are made aware of it.

4. Definition of Terms

- 4.1 “Author” means any member of the Institute’s faculty or administrative staff, or any student of ICS who has written or created a work.
- 4.2 “Work made for hire” means a work specifically commissioned by the Institute for Christian Studies, in the course of an author’s employment thereby, for use in a publication or forum belonging to the ICS. Such works might include, without limitation, inaugural and exaugural addresses, contributions to a collective work or other texts published and distributed by the Institute for Christian Studies, instructional texts, or other materials created for the express use or purposes of the Institute.
- 4.3 “Substantial Use of Institute Resources” means the contribution of exceptional resources by

⁴⁵ Portions of this policy have been adopted and adapted from the following documents: Calvin College Policy on Commissions, Royalties, and Patents (2003); Duke University Policy on Intellectual Property Rights (2000); Massachusetts Institute of Technology Intellectual Property Policy (2003); McGill University Policy on Intellectual Property (2001); McMaster University Ownership of Student Work Policy (1990); McMaster University Intellectual Property Policy (1998); the Copyright Policy of the University of North Carolina at Chapel Hill (2001); University of Toronto Copyright Policy (2002); York University Graduate Program in Sociology Intellectual Property Policy.

the Institute for Christian Studies, which includes without limitation: extraordinary release time from regularly assigned duties, such as teaching, mentoring students, or committee work, for the primary purpose of creating a work; direct discretionary investment by ICS of funds or staff; or the purchase of special equipment with specific and limited use. It would not normally include basic salary, regularly scheduled sabbatical leave, the normal use of library, secretarial or other administrative support, or the costs associated with the administration of external funding.

- 4.4 “Commercialization” means to make a work available for-profit outside of the Institute, but does not include the publication or distribution of conventional texts by a recognized university or other academic press.
- 4.5 “Net Revenue” means the royalty, licensing and other income or equivalent financial return received from the commercialization of a work created with substantial use of Institute resources, less legal and other fees incurred directly in the process of establishing and maintaining the legal protection of those rights.

5. Authorship

Authorship shall be credited only to those who make a substantial intellectual contribution to a work, and generally authors’ names shall be listed in an order which reflects, in descending order, the relative magnitude of said contribution. Minor editorial revisions to a student’s thesis, article, or dissertation, do not constitute a sufficient contribution to merit being named a co-author. Authors accept both credit and responsibility for their work. Such responsibility includes rigorous compliance with the principles of academic honesty.

6. Copyright

- 6.1 In relation to any work, unless ICS and the author(s) have a formal written agreement to the contrary, copyright does not reside with ICS. The author is entitled both to determine how the work is to be disseminated and what to do with any income derived from the work.
- 6.2 Notwithstanding §6.1, copyright in a work might not belong to the author under any of the following conditions:
 - 6.2.1 Copyright has been assigned to a third party pursuant to a contractual agreement, as for example when the work is created as a result of sponsored research. Intellectual property rights in works supported by grants or contracts shall be governed according to the terms and conditions of such grants or contracts. In the event such grants or contracts are silent as to intellectual property rights, such grants or contracts shall be governed by this policy.
 - 6.2.2 The work is a work for hire, and created pursuant to a formal agreement with the Institute, wherein copyright is determined by specific terms of the agreement.
 - 6.2.3 The work was created with substantial use of the resources of the Institute for Christian Studies.

7. License to the Institute for Christian Studies:

The Institute is automatically granted a non-exclusive, royalty-free, irrevocable, indivisible and non-transferable license to use, for its own research, and for the teaching by ICS faculty of ICS students, all works created by an author: (a) with ICS assistance; or (b) with the use of ICS equipment, facilities, or resources; or (c) in the course of academic duties of study, research or teaching. This includes student papers eligible for copyright which are submitted in fulfillment of course requirements, as for example, theses and dissertations. This license shall not give the Institute the right to commercialize a work, nor, with the exception of such practices for fair dealing as are established by law (cf. Copyright Act [R.S. 1985, c. C-42]), to reproduce or disseminate a published work in any manner, including electronically, without the express permission of the author.

8. Provisions Applicable to Courses of Instruction

- 8.1 Intellectual property rights arising in courses approved for ICS credit ordinarily belong to their individual creators in accordance with the general principles expressed in §6.1 of this policy. Rights may vest in the Institute for Christian Studies in so far as a course or some portion of it is acquired or developed by ICS according to the exceptions set out in §6.2.
- 8.2 With respect to each such course every member of the ICS community at large (including students, faculty, staff and administrators) shall enjoy a permanent non-exclusive, royalty free license to make all traditional, customary or reasonable academic uses of the immediate content of that course for the purposes of ICS.
- 8.3 Works which are not part of the immediate content of a course, even if they are created for the express purpose of being assigned or used (in whole or in part) in the teaching or delivery of the course, shall not be subject to the Licence invoked in §8.2 above. Such materials may include, without limitation, articles, books, lecture notes, photography, recordings, or audiovisual works.

9. In-House Publishing or Ownership of Copyright by ICS

When ICS publishes or distributes a work made for hire, or otherwise owns the copyright on a work created by a senior member, staff member, or junior member, the revenue from sales shall be used first to discharge any expenses incurred in the production, promotion, and distribution thereof. Thereafter, the author shall be entitled to a royalty on all sales, as determined by the author and the Institute in advance of publication, and in writing.

10. Disposition of Monies Received by ICS

Funds which the Institute for Christian Studies retains from royalties and/or other income from a work, after the disbursements provided for in §9, shall be placed in a fund restricted for the support of further research and scholarship. The Director of Finance and Administration shall be responsible for the management of such funds, and shall distribute them as directed by the President of ICS.

11. Administration of this Policy

This policy shall be interpreted and administered by the Professional Status Committee, who shall be accountable, through the Academic Council, to the Senate of the Institute for Christian Studies. The Academic Council shall be empowered, between meetings of the Senate, to adopt such additional guidelines as may be necessary for the effective application of this policy.

12. Dispute Resolution

- 12.1 If a dispute arises between a creator of intellectual product and the Academic Council regarding the application of this policy, the author shall have the right to address the Senate at the meeting to which the Academic Council's related recommendations are brought for approval. If Senate and the author cannot reach an agreement which is mutually acceptable, the matter shall be referred for decision, at the request of either party, to an Arbitration Panel.
- 12.2 The Panel shall be composed of one member chosen by the author, one member chosen by the Senate of ICS, and one member chosen by the first two. The parties shall bear their own costs with respect to the arbitration, although the Panel may in its sole discretion award costs and expenses if it perceives that one party has acted in bad faith. The decision of the Arbitration Panel shall be binding upon both parties.
- 12.3 Until a decision is given by the Arbitration Panel, no action shall be brought by the author against the Institute, or by the Institute against the author, in any court of law on any matter arising out of this policy.

Adopted 27 May 2004

POLICY ON ACCESS TO STUDENT RECORDS

1. Preamble

The academic records of junior members are the property of the Institute for Christian Studies. It is the responsibility of the Institute to set and implement appropriate policy⁴⁶ relating to their safekeeping and disclosure. In so doing, ICS commits itself to meet or exceed the requirements of regulatory bodies to which it is accountable.

The purpose of this policy is to establish a consistent yet flexible⁴⁷ framework to:

- ensure that junior members and alumni of ICS have as much access to their own academic records as is feasible and justifiable;⁴⁸
- protect junior members' right to privacy in respect of access to their academic records by third parties, whether internal or external to the Institute for Christian Studies;⁴⁹
- keep the confidence of persons who have provided information to the Institute under promise of confidentiality.

2. Storage Media

- 2.1 Some student records, particularly those generated prior to admission, are kept in paper format only. Personal information, grades, and course evaluations are stored both electronically and in a junior member's paper file.
- 2.2 In the event of a discrepancy between a paper and electronic grade, the paper grade shall be considered correct.

3. Content of Academic Records

- 3.1 The Institute for Christian Studies collects and maintains information in its junior member files which is needed to ensure the effective administration of its academic programs, to monitor student progress, and to comply with the requirements of government, and student funding agencies.
- 3.2 To this end, the following kinds of information, without limitation, are retained in a student's academic record:

Personal information:

- name, contact information, citizenship and, after admission, SIN or SSN, a copy of photo identification, student number

⁴⁶ University of Toronto Policy on Access to Student Records, 1(a).

⁴⁷ *Ibid.*, 1(b).

⁴⁸ *Ibid.*, 1(b)(i).

⁴⁹ *Ibid.*, 1(b)(ii).

Materials relating to a student's admission:

- letters of reference, transcripts, TOEFL scores, academic sample, statement of purpose, admissions committee comments, copies of correspondence, including email correspondence, copies of the letter of offer and of the student's contract with the Institute

Materials related to academic progress

- documents related to registrations, course enrolment, extensions, registration and course enrolment forms, program trackers, changes of status and the like

Materials related to academic performance

- grades, and evaluative comments, records of attendance, academic awards, any record of disciplinary measures taken against the student in respect of any ICS policy

Financial Information (kept separate from other student documents)

- applications for financial assistance, student loan documents, tuition owed

4. Access to Information

4.1 Admissions Documents

4.1.1 As part of its admissions process, relevant documents in an applicant's dossier will be circulated to members of the Admissions Committee, and to all other senior members if the Committee thinks the applicant is qualified enough for full consideration.

4.1.2 Information received by ICS under promise of confidentiality, as for example from referees, is to be used by those for whom it was intended, and is in no circumstances to be shared with third parties, including the student. A student who is not accepted is not entitled to see or have summarized the materials sent in support of his or her application. Any reason given for the rejection of the application must protect the confidence of referees.⁵⁰

4.2 Financial Information

4.2.1 The financial information submitted by students seeking a financial award from ICS will be reviewed by members of the Financial Awards Committee. Thereafter, these documents are kept by the Financial Aid Officer.

4.2.2 Other information related to the financial circumstances of junior members, financial assistance, and loan documents shall be kept separate from the rest of a junior member's academic record. It is accessible only to the designated financial award officers of the Institute, and to persons engaged by ICS to perform compliance and enrolment audits as required by law.⁵¹

4.2.3 Should there be a breach of confidentiality the FAO will consult immediately with the President, who shall respond to the breach in a timely manner with an effective response according to their discretion. The President along with the FAO will work as expeditiously as possible to bring about resolution, while observing the principles of natural justice, and attending prudently to the complexities of the dynamics involved.

⁵⁰ This is the gist of an opinion provided by the solicitor for the University of Toronto. *Ibid.*, Appendix 1, Section 6.

⁵¹ These obligations are laid upon us by OSAP and other financial award agencies.

4.3 *Students and Alumni*

- 4.3.1 Students and alumni may see their own transcripts, course evaluation forms, program-tracking documents, registration forms, or any other document in the file to which the student has, or should have, affixed his or her signature.

4.4 *Third Parties Internal to ICS: Administration and Faculty*

- 4.4.1 The Registrar of ICS shall have custody of academic records.
- 4.4.2 Records may be viewed by a junior member's academic advisor or mentor, the academic dean, academic dean, administrative staff of the Academic Office, any senior member who has been asked by the junior member in question to write a letter of reference, or who wishes to consult the file for purposes related to the performance of his or her duties.⁵²
- 4.4.3 Medical information related to a student's academic performance will be shared with third parties only with the consent of the junior member involved.
- 4.4.4 Notwithstanding the right of a senior member or other third party to information contained in the Student Manager database, the only persons who shall have direct access to the database itself are the Dean, the Registrar, the Academic Officer, the Director of Student Services, and the Manager of the database. Requests for information contained therein must be directed to the Registrar or Academic Officer. No student, even if that person is in the employ the Institute, may have access to the files of any other student currently enrolled at ICS, without the express permission of that junior member.

4.5 *Third Parties External to ICS*

- 4.5.1 ICS requires the personal request or consent of junior members or alumni before releasing their transcripts, confirmations of enrolment, or other academic documents to any member of the public or other external agency.
- 4.5.2 ICS will in no case release any document to which the student is not entitled.
- 4.5.3 Notwithstanding these provisions, records will be produced upon receipt of a court order, or to fulfill the requirements of compliance and enrolment audits. ICS will also confirm the receipt or non-receipt of a degree to persons or agencies seeking to validate qualifications which have been claimed by a junior member or past student of the Institute.
- 4.5.4 Should there be a breach of confidentiality the FAO will consult immediately with the President, who shall respond to the breach in a timely manner with an effective response according to their discretion. The President along with the FAO will work as expeditiously as possible to bring about resolution, while observing the principles of natural justice, and attending prudently to the complexities of the dynamics involved.

5. **Transcripts**

- 5.1 Junior members may request copies of their own transcripts.
- 5.2 No transcript will be released to any junior member or third party until the junior member's tuition and fees are paid in full.

⁵² This is the wording adopted, after considerable debate, by the University of Toronto.

- 5.3 Transcripts will be provided free of charge to junior members currently registered in a program.
- 5.4 Alumni and past students who request official transcripts will be charged \$10 for the first transcript, and \$5 per additional copy. These fees are applicable each time a request is made.



ACADEMIC ADMINISTRATION

REGULATIONS OF THE ACADEMIC COUNCIL OF ICS

1. Composition

- (a) The Academic Council shall consist of the President, Academic Dean, not more than eight full time senior members, and a number of junior members equal to half of the highest even number of senior members. The highest number of senior members shall be defined as the highest number of senior members eligible to attend Academic Council during the course of the entire academic year. Non-academic staff whose work has a special relationship to an item on the Academic Council agenda, are requested to attend the meeting and to participate in the deliberations for the duration of the item. The Academic Council may appoint academic administrative personnel as voting or non-voting members of the Council or ask them to be present for agenda items that are relevant to their specific tasks. Other administrative personnel may also be asked to join meetings with agenda items that are relevant to their specific tasks. The Academic Office will inform non-academic staff if such matters arise and will provide them with relevant materials.
- (b) Junior member council representatives shall be elected by their peers, giving consideration to the need to have representation from the various ICS programs. The maximum term of office for a junior member representative is two years.
- (c) On occasion, the Academic Council may wish to invite all junior members to participate in discussion though not to vote.
- (d) A quorum shall normally consist of at least half of all those entitled to attend a council meeting, provided that both senior and junior members are represented. If this quorum is not present, those in attendance may by unanimous vote decide that for the purposes of specific items on the agenda, sufficient members are present to make a decision, provided that:
 - minimally three of the eligible members are present
 - at least either the President or Academic Dean is among those in attendance
 - the actions taken are not policy or personnel decisions, and do not preclude later amendment by the Academic Council
 - actions taken under these circumstances must be ratified in the next meeting of the Academic Council at which a quorum is present.

2. Meetings

- (a) The Academic Council will elect one of its members, other than the President or Academic Dean, to serve as Chairperson. The Chairperson will normally serve for one academic year.

- (b) Dates and agendas for Academic Council meetings shall be set by the Academic Dean or his/her designate. Any item shall be added to the agenda at the written request of any two senior/junior members, given to the Academic Dean at least one week before the meeting.
- (c) Council shall meet at least once every two months during the academic year (September–April).
- (d) The Academic Dean shall call a meeting of Council at the written request of four Council members. Such a meeting will be scheduled within two weeks of the date of the request.
- (e) Normally, materials for action should be distributed not later than a week before the meeting and should include a description of the item, background information, a clear recommendation, and grounds for it.
- (f) Academic Council meetings are open meetings except when the Council formally decides to meet in camera. Council shall restrict the dissemination of the minutes of in camera sessions.
- (g) With the exception of the restriction in (f) above, Council minutes will be made available to all senior and junior members and the Senate and Board of Trustees as requested.

3. Task

- (a) The Academic Council may initiate recommendations to the Senate on any of the academic matters referred to in subsection 17 inclusive of the powers and duties of the Senate detailed under Section 6 of the Act.
- (b) The Academic Council shall make recommendations on academic matters when requested to do so by the Senate or Board of Trustees or the President or Academic Dean.
- (c) The Academic Council shall work with the President and Academic Dean in implementing the academic programs and policies approved by the Senate and Board of Trustees, and in monitoring the operation of these programs and policies.
- (d) Academic Council may receive for information and comment on major matters which, though not directly academic, may affect the functioning of the academy.
- (e) The Academic Council shall, without recourse to the Senate, have jurisdiction over the application of academic policies and rules. senior and junior members may, however, appeal such Council decisions to the Senate.
- (f) Council shall facilitate the appointment of senior and junior representatives on the Senate, pursuant to section 6(l) (c) and (e) of the Institute for Christian Studies Act.

4. Process

The route for academic decisions shall normally be as follows:

- (a) An issue is discussed at the Academic Council meeting, usually in response to reports from one of its Standing Committees. Council either formulates a recommendation to the Senate or refers the matter to an appropriate committee.

- (b) In the latter case, after consideration of the committee's recommendation/report, the Council develops a recommendation to the Senate.
- (c) The President or Academic Dean presents the recommendation to the Senate indicating support or lack of support for it. If the presenting academic administrator does not support a recommendation, Council may designate one of the senior or junior member Senate representatives as its spokesperson with regard to that recommendation.

5. Amendment

The Regulations of the Academic Council may only be altered or amended according to the procedure spelled out in Article XII (c) of the Regulations of the Board of Trustees.

6. Conflicts:

In the event that these Regulations bring the functioning of the Council into apparent conflict with the functioning of any official body or officer of the Institute, the conflict, if unresolved by the parties involved, shall be jointly brought to the Trustees, whose decision in the matter, subject to section 6 of the Act, shall be final and binding upon all parties concerned.

Senior members are appointed to standing committees by the Academic Council upon recommendation by the Academic Dean. The normal term of office is two years, and ordinarily one person will not serve more than two consecutive terms.

Junior members are appointed to standing committees by the Academic Council upon recommendation by the junior member body and the Director of Student Services. The normal term of office is two years, and no one may serve more than two consecutive terms on one committee.

Most committee work occurs between September and April, but staff and faculty members on the standing committees should be available to meet between May and August if necessary.



STANDING COMMITTEES OF ACADEMIC COUNCIL

Standing Committees of Academic Council

Senior members are appointed to standing committees by the Academic Council upon recommendation by the Academic Dean. The normal term of office is two years, and ordinarily one person will not serve more than two consecutive terms.

Junior members are appointed to standing committees by the Academic Council upon recommendation by the junior member body and the Director of Student Services. The normal term of office is two years, and no one may serve more than two consecutive terms on one committee.

Most committee work occurs between September and April, but staff and faculty members on the standing committees should be available to meet between May and August if necessary. The composition of the standing committees shall normally conform to the following:

	CLC	EPC	EDC	LSC	PSC	SEC	SSC
Senior Members	1	3	2	2	2	1	2
Junior Members	2	2	2	1	0	2	1
President					1		
Academic Dean		1		1	1		1
Registrar			1			1	
Librarian				1			1
Director of S. Services	1		1				
Senators and Alum				1			1
# Com. members	4	6	6	6	4	4	6
Committee Chair	D. of S. S.	Senior Mem.	Senior Mem.	Librarian	President	Senior Mem.	Academic Dean

Community Life Committee

Mandate

The Community Life Committee serves as the Institute's principal agent in matters pertaining to the well-being of individual members and the community as a whole. It is especially concerned with the life and learning of junior members beyond their course work in formal academic programs. It works closely with

the Director of Student Services to ensure that co-curricular events and programs serve the holistic needs of junior members from diverse backgrounds and with a variety of gifts.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- Promote junior members' participation in ICS as a learning community through appropriate programs and policies.
- Oversee and review co-curricular activities to ensure their fit with the Institute's educational policies and goals and their relevance to needs in the ICS community.
- Advise the Director of Student Services and other administrators as requested, recommend improvements to existing co-curricular events (such as chapel, fall and spring retreats, and the annual Christmas party), and assist in the planning and staging of such events.
- Help junior members organize to address governance issues, secure needed resources, and improve facilities and equipment for junior members' use.
- Develop policies and long-range plans in these areas and recommend them to the Academic Council.

Reporting Relationships

The Community Life Committee reports to the Academic Council on matters of policy and planning, and it advises the Director of Student Services and other administrators on matters of implementation and action.

Composition

Four members: One senior member; two junior members; and the Director of Student Services, who chairs the committee.

Educational Policy Committee

Mandate

The Educational Policy Committee serves as the Institute's principal agent in the planning and coordination of curriculum, instruction, and educational services. It reviews and develops policies in these areas to assure that all educational programs, both degree and non-degree, fulfill the Institute's mission and benefit the participants in those programs.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- Initiate and conduct periodic reviews of specific programs and their interlacements.
- Decide on all proposed changes in the curriculum and make recommendations to the Academic Council where appropriate.
- Recommend program and degree requirements.
- Encourage the use of pedagogical methods and means of assessment that are appropriate to various learning styles and programmatic requirements.
- Oversee the development of courses and programs that use non-traditional modes of delivery, involve collaboration with other institutions, or cross disciplinary boundaries, including distributed learning, summer seminars, and the annual Interdisciplinary Seminar.

Reporting Relationship

The Educational Policy Committee reports to the Academic Council on matters of policy and planning, and it advises the Academic Dean and other academic administrators on matters of implementation and action.

Composition

Six members: Three seniors, one of whom is the committee chair; two junior members; and the Academic Dean.

Enrolment Development Committee

Mandate

The Enrolment Development Committee serves as the Institute's principal agent for planning and coordination in the areas of recruiting, admitting, funding, and retention of junior members. It reviews and develops policies in these areas to assure that suitably qualified junior members join and complete ICS programs and enjoy the benefits these programs offer.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- Review policies and propose improvements in recruitment, admissions, funding, and academic advising and mentoring.
- Review policies and propose improvements in various forms of learning assistance and co-curricular activities, such as ESL, foreign-language instruction, and research and teaching assistantships.
- Support the recruitment efforts headed by the Director of Student Services.
- Adjudicate applications for admission and for financial assistance.

Reporting Relationships

The Enrolment Development Committee reports to the Academic Council on matters of policy and planning, and it advises the Academic Dean, Director of Student Services, and other administrators on matters of implementation and action.

Composition

Six members: Two senior and two junior members, one of whom is in the doctoral program, and neither of whom sits when applications are adjudicated; the Registrar, and the Director of Student Services. A senior chairs this committee, and the Director of Student Services serves as committee convener.

Library and Scholarship Committee

Mandate

The Library and Scholarship Committee serves as the Institute's primary agent in matters pertaining to the library, faculty research and publications, and junior member publications, including theses and dissertations.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- Advise the Librarian about guidelines and procedures for library acquisitions, access, circulation, and external library partnerships, and review policies and plans proposed by the Librarian in these areas.
- Advise the Librarian about the development of library resources, information technologies, and published materials that support the Institute's educational programs, including the Faith and Learning Network.
- Determine the needs of the faculty for continued development in research and publication; develop proposals for development in these areas; and plan and review programs and services for meeting the faculty's development needs in research and publication.
- Advise the faculty and administration on external grant opportunities and other programs that would foster faculty development in research and publication.
- Advise the faculty, administration, and junior members on matters pertaining to junior member conference papers, external grants, and publication.

Reporting Relationships

The Library and Scholarship Committee reports to Academic Council on matters of policy and planning, and it advises the Librarian and the Academic Dean on matters of implementation and action.

Composition

Six members: The Librarian, who chairs the committee; two faculty members, normally the Director of Research and Scholarship and the Placement Officer; the Academic Dean; one junior member; and one local Senator.

Professional Status Committee

Mandate

The Professional Status Committee serves as the Institute's principal agent in matters pertaining to the status of the faculty and academic administrators. This committee ensures that the Institute's faculty and academic administration have a firm commitment to the Institute's mission, are academically and professionally well-qualified, maintain their academic and professional competence, and receive ample opportunity to develop their gifts and fulfill the Institute's mission.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- Develop and review guidelines and procedures for appointment, reappointment, and promotion, and recommend suitable changes.
- Review applications and make recommendations to the Senate for new appointments to the teaching faculty and to specifically designated positions of academic administration.
- Make recommendations to the Senate for reappointments or promotion of the teaching faculty and specifically designated academic administrators.
- Determine the needs of the faculty for continued development in teaching and mentoring; develop proposals for development in these areas; and plan and review programs and services for meeting the faculty's development needs in these areas.
- Review proposals for sabbatical and other leaves and recommend action on the proposals to the Academic Council or the Academic Dean, as appropriate.
- Advise the administration concerning all aspects of faculty compensation.

- Review and propose policies and procedures involving faculty workload, outside employment, retirement, and different types of faculty appointment (e.g., part time, full time, reduced load, full load, adjunct).
- Review existing faculty positions and designated academic administrative positions when they are due to become vacant, propose new positions, and make recommendations about how vacant or new positions should be filled.
- Oversee the nomination and conferral of honorary doctorates.
- Review cases involving purported incompetence or irresponsibility and advise the President concerning their disposition.

Reporting Relationships

The Professional Status Committee reports to the Academic Council on matters of policy and planning; it reports to the Senate on faculty appointments, reappointments, and promotion; and it advises the President and Academic Dean on matters of implementation and action.

Composition

Four members: Two seniors, the Academic Dean, and the President, who chairs the committee.

Special Events Committee

Mandate

The Special Events Committee serves as the Institute's principal agent in planning and offering both public and academic events. "Public events" are open to the general public and welcome others into the life and work of the ICS community. Examples of such events are the annual Convocation and the Art Talks! Series. "Academic events" address an academic audience and welcome fellow scholars and students into the life and work of the ICS community. Examples of such events are the annual Christianity and Learning lecture series, academic conferences, and Symposium. There is considerable overlap and mixture between these two types of events. The committee aims to ensure that events of both types testify to the vision that sustains ICS, fit the mission ICS pursues, and further the pursuit of the Institute's academic goals.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- Promote and celebrate the ICS as a learning community before the general public and in the wider academic world through appropriate programs and policies, including ones that pertain to ICS alumni/ae.
- Oversee and review public events and academic events to ensure their fit with the Institute's vision and mission and their relevance to the Institute's academic goals.
- Advise the Academic Dean and other administrators as requested, recommend improvements to existing public events and academic events, and assist in the planning and staging of such events.
- Encourage and facilitate the participation of ICS community members in the public events and academic events that ICS offers.
- Develop policies and long-range plans in these areas and recommend them to the Academic Council.

Reporting Relationships

The Special Events Committee reports to the Academic Council on matters of policy and planning, and it advises the Academic Dean and other administrators on matters of implementation and action. This committee does not replace or supervise the work of the Institute's Communications Team, but it does provide a direct link between such work and the Institute's system of academic planning and policy formation.

Composition

Four members: One senior, who is the committee chair; two junior members; and the Registrar or another administrative staff member.

Summer School Committee

Mandate

The Summer School Committee serves as the Institute's primary agent in matters pertaining to the summer school program. This committee ensures that the summer school offers timely, challenging, and appropriate courses taught by well-qualified instructors, and that these courses are publicized to a diverse and suitable audience.

Specific responsibilities of the committee in the pursuit of this mandate include, but are not limited to, the following:

- State and refine the conceptual and financial frameworks for the summer school program.
- Identify topics, themes, and potential instructors.
- Review course proposals and instructor credentials prior to their being submitted to Academic Council and eventually to the Senate.
- Advise the Academic Dean and other administrators on matters of implementation and action.

Reporting Relationships

The Summer School Committee reports to Academic Council on matters of policy and planning, and it advises the Academic Dean, Director of Student Services, and Registrar on matters of implementation and action. When uncertainty arises concerning the appropriateness of potential courses and instructors, the Summer School Committee may refer such courses to the Educational Policy Committee and such instructors to the Professional Status Committee, prior to their being submitted to Academic Council for approval.

Composition

Six members: The Academic Dean, who chairs the committee; the Librarian or some other administrator; two seniors; one junior member; and either one local Senator or one alum appointed by the committee to serve as an advisor.



APPENDIX 1 — CODE OF ETHICS

1. Preamble

The Institute for Christian Studies is committed to fulfilling its mission within the context of the Christian ideal of loving community, recognizing that its common life depends upon the contributions of each and all. To this end ICS expects all persons associated with the Institute to strive for the highest possible ethical standards in every aspect of its corporate life. This includes senior members and others engaged to teach, administrative staff, members of the Board of Trustees, senators, and junior members.

2. Scope

The positive duty to uphold a worthy ethic governs every aspect of the Institute's life, including (1) professional relationships between: faculty and students, employees and their supervisors, colleagues, and peers; (2) the performance of one's work, whether scholarly or administrative; and (3) due concern for the well-being and reputation of the Institute itself.

3. Ethical Principles

The principles to which the Institute subscribes will be embodied in concern and care for the welfare of others, mutual respect for each other's gifts and differences, courtesy, honesty, fidelity, reliability, integrity, and fair dealing in the conduct of all its affairs. The Institute is committed to responsible stewardship of the resources entrusted to it, including money, goods, and people. This includes the safeguarding of confidential information, and the maintenance of appropriate emotional, physical, and material boundaries, particularly between persons (such as students and faculty, or supervisors and employees) whose relationship is intrinsically characterised by an imbalance in power.

4. Ethical Conduct

ICS recognizes that it is neither possible nor desirable to legislate behaviour or to particularize principles for every conceivable circumstance. The Institute counts upon the wisdom and goodwill of all whom it holds accountable to translate ethical principles into ethical conduct. In some cases, however, the Institute has developed detailed policies which adumbrate its ethical expectations and standards. These include:

- Policy on Conflict of Interest
- Policy on Intellectual Property
- Policy on Research and Ethical Research Practices
- Sexual Harassment Policy
- Policy on Therapeutic Counseling of Students by Faculty

5. Grievances

Where the ethical conduct of one or more persons becomes a cause for concern, and cannot be resolved by informal means, complainants are encouraged to make use of the relevant established grievance procedure.

Approved 27 May 2004



APPENDIX 2 — SEXUAL HARASSMENT POLICY

1. Introduction

Since its inception, the Institute for Christian Studies (ICS) has been committed to the Christian ideal of community and to mutual concern and loving care for others' welfare. All ICS' practices, institutional and individual, are expected to be outworkings of this commitment. All members of ICS are expected to show Christian concern and love in their interactions with each other. Consequently, ICS is committed to providing a safe work and study environment for junior members, senior members and staff, where the dignity of each person is upheld and respected. Sexual harassment within a graduate school fosters a hostile and unjust environment that contradicts the mission and goals of ICS "to honour and proclaim Jesus Christ as the Redeemer of life and the Renewer of thought and learning (see Mission Statement)." In accordance with our commitment to the norms of a compassionate and just Christian community, and as required by provincial and federal law,⁵³ ICS will not tolerate sexual harassment in the community formed by junior members, senior members, staff or any persons acting in any capacity under ICS auspices. ICS needs a sexual harassment policy because we know and confess that we are a community marred by sin. All members of the ICS community share responsibility for creating and maintaining an environment that is free from sexual harassment.

2. Applicability

This policy and its procedures cover harassment which occurs:

- on the Institute's campus, or
- anywhere else that academic or administrative staff or junior member responsibilities or relationships may require staff or junior members to be present, including, but not limited to:
 - ICS-related social functions
 - the course of assignments outside of ICS
 - ICS-related conferences or seminars
 - ICS-related travel
 - ICS-related telephone conversations

Normally this policy comes into effect when a specific complaint is made by one person. In the case of repeated complaints against one individual, the President or Sexual Harassment Officer may use his/her discretion in initiating a complaint on behalf of the Institution, as repeated complaints may indicate a pattern of harassment which has not been addressed through the resolution of individual complaints. If the President or Sexual Harassment Officer believe that sexual harassment may have taken place or is taking place, he/she may address the issue even if no complaint is made, or if a complaint is subsequently withdrawn (as is the complainant's right). Third parties may also initiate complaints by reporting to the Sexual Harassment Officer.

⁵³ The Ontario Human Rights Code, Ontario Workers' Compensation Act, Canadian Human Rights Act and the Canadian Labour Code. The Ontario Human Rights Code (the Code) protects against harassment with respect to "employment" and "accommodation." The Code does not entitle students to a school environment free from harassment. However, the Institute is still committed to providing a harassment free school environment for junior members. In accepting admission to the Institute, therefore, junior members are agreeing to abide by this policy.

3. Definitions

“President” means the President of the Institute for Christian Studies or his/her designate.

“Sexual Harassment Officer” means the individual(s) identified by the President to serve as the first official contact in allegations of sexual harassment and provider of confidential advisory/information service to persons with sexual harassment questions or concerns.⁵⁴ In selecting this person and his or her designate, the President shall seek the approval of the Administrative and Academic Councils.

“ICS Community” or “Community” means, but is not limited to, the academic staff, administrative staff, junior members, and any volunteers who conduct the work of the Institute for Christian Studies.

“Academic Staff” means, but is not limited to, senior members, adjunct senior members, instructors, adjunct faculty, Distinguished s, visiting scholars, retired instructors, external examiners, librarians, and junior members when performing duties as teaching assistants or lecturers.

“Administrative Staff” means staff not referred to above and includes, but is not limited to, full-time, part-time, sessional, contract, casual and temporary employees, whether budget- or grant-funded, and research s.

“Junior member” means, but is not limited to, any person registered as a participant in, or auditing, any course or program of study offered by or through ICS, any person entitled to a valid student card who is between sessions but is entitled because of junior member status to use ICS facilities, and post-doctoral students.

“Complainant” means the person or persons who make a written complaint to the Sexual Harassment Officer.

“Respondent” means the person named, in writing, by a complainant with respect to a sexual harassment incident.

4. Sexual Harassment

4.1 The Ontario Human Rights Code defines harassment as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.” These words or actions disparage or humiliate a person in relation to one of the grounds prohibited by the Code. Sexual harassment is an offence against the law, and thus under this policy. The relevant sections are: Ontario Human Rights Code, Sections 5 (1),(2); 7(2),(3)(a) & (b); 9(f).

4.2 Sexual harassment can be an expression and abuse of power or authority that results in another person feeling pressured, intimidated or uncomfortable. Sexual harassment can be verbal or physical, expressed or implied. Sexual harassment can happen to anyone, male or female. It can be perpetrated by a superior (instructor, supervisor), by a peer (fellow junior member, co-worker), or by a subordinate (junior member, administrative assistant, supervisee), and aimed at someone of the same or opposite sex.

4.3 Sexual Harassment is:

⁵⁴ In 2008–2009, the Sexual Harassment Officer is Robbin Burry.

- A reprisal or threat of reprisal for the rejection of a sexual solicitation of advance where reprisal is made or threatened by a person in the position to confer, grant or deny a benefit or advancement to the person.

The normal exercise of supervisory responsibilities including training, counseling, evaluation and discipline when necessary, do not constitute harassment under this policy.

- The second type of sexual harassment, “poisoned environment” harassment, includes conduct that is hostile, intimidating or offensive to an employee or junior member but which does not cause any loss in tangible employee or student benefits. This type of harassment creates an offensive working or studying environment. Examples include:
 - unwelcome remarks, jokes or innuendoes; taunting a person’s body, attire or sexual orientation;
 - gender-biased insults or sexist remarks; insults based on sexual orientation;
 - displaying of pornographic or other offensive or derogatory pictures;
 - telephone calls with unwelcome sexual or intimate overtones;
 - sexual assault;
 - implied to expressed threat of retaliation or actual reprisal or the denial of opportunity or benefit or refusal to comply with a sexually oriented request;
 - inquiry regarding or comments about an individual’s sex life;
 - sexually degrading words to describe an individual;
 - condescension or fraternalism, based on gender, which undermines self respect;
 - proposals for physical intimacy, dates, sexual favours and propositioning;
 - favouritism based on gender which undermines self respect;
 - coaxing, threatening or in any way coercing someone to invoke the procedures in this policy.
- For the purposes of the policy, sexual harassment also includes retaliation against and individual.
 - for having invoked this policy (on behalf of oneself or another); or
 - for having participated or cooperated in any investigation under this policy; or
 - for having been dealt with a person who has invoked this policy or participated in these procedures.

4.4 Sexual Harassment is not:

- any interaction of mutual consent such as a hug between friends or mutually acceptable, appropriate, flirtation or banter, or a relationship of mutual consent. Mutuality between persons functions as the central criterion in judging acts of sexual harassment
- discussions of gender, sexuality or sexual orientation in ICS educational contexts which are characterized by mutuality. This policy is not intended to discourage such discussion.

5. Operating Principles

Education

The prevention of sexual harassment through education in general and the awareness of this policy in particular is important. The Sexual Harassment Officer will be responsible for providing educational

services. Any member of the ICS community has the opportunity to seek confidential advice and information regarding sexual harassment from the Sexual Harassment Officer.

Confidentiality

The nature of the complaint, specific details and the names of the complainant and the respondent will not be disclosed to any person except to the extent necessary for the purpose of investigating the complaint or taking appropriate action including disciplinary measures in relation thereto.

Time Frames

Under normal circumstances a complaint of sexual harassment should be made within six months of the alleged incident. If the complainant is a junior member, the complaint should be made within six months of the alleged incident or, should the Respondent be an instructor, two months after he or she has submitted the junior member's grades, whichever is later.

Complaints received must be acted on within 10 working days. This applies to complaints received by the SHO or the President. Each procedure must be initiated within 10 working days. If during the course of resolution, timelines specified in the procedures are not followed, the complainant or respondent may appeal to the President, in writing, setting out any prejudice suffered by the respondent or complainant as a result of the delay. Timelines specified in the procedures can be adjusted, if agreed upon by all parties. Delays can occur (e.g. illness).

President as Complainant or Respondent

If the President is the complainant or respondent, the Chair of the ICS Board of Trustees shall assume all duties of the President under this policy.

Sexual Harassment Officer as Complainant or Respondent.

If the Sexual Harassment Officer is the complainant or respondent, the President shall appoint a designate to assume all duties of the Sexual Harassment Officer under this policy.

6. Procedures for Sexual Harassment Policy

A person who believes he or she has experienced sexual harassment may:

- discuss the situation directly with the person who she or he feels has initiated the harassment; or
- discuss the situation with the Sexual Harassment Officer. The complainant will be provided with a standard form of complaint which must be completed in order to continue with the complaint. This form will include names, dates, places and possible witnesses involved in the alleged incident(s). The respondent will then be notified that a complaint has been lodged, and advised of his or her rights under this policy.

From this point forward both the Complainant and the Respondent are entitled to be represented and/or accompanied by counsel of their choice.

The SHO will consult immediately with the supervisor, or in the case of a junior member, the mentor, of the person accused (unless the supervisor is the Complainant), who shall together respond to the written complaint according to their discretion by:

- meeting and advising both parties; or

- mediating between both parties; or
- choosing another party to mediate; or
- referring the matter directly to the President.

In the latter case, the President will respond by:

- mediating between both parties; or
- choosing another party to mediate; or
- striking an ad hoc committee of three members (who must not all be of the same sex, and none of whom may be employees of the Institute). This committee is empowered to meet with each party, to make a judgment regarding the complaint, and to advise the President, or appropriate governing body or bodies, on a resolution.

The SHO and supervisor will make every reasonable effort to initiate the option of their choice within 10 working days of the written complaint having been received. The SHO, or the President, as the case may be, will work as expeditiously as possible to bring about resolution, while observing the principles of natural justice, and attending prudently to the complexities of the dynamics involved.

In any of the above options it is important for the complainant to maintain detailed, dated accounts (on a confidential basis) of all acts of sexual harassment to support the allegations at a later date if necessary.

During the resolution process, no record of the complaint will be placed in an employee or junior member file unless a disciplinary response is determined to be appropriate in the circumstances. In such a case, the discipline shall be provided, in writing, to the person receiving the discipline and a copy included in the person's employee or junior member file.

7. Sanctions

If an allegation of sexual harassment is sustained, it shall be the responsibility of the President to determine the appropriate disciplinary response, if any. The nature and severity of any sanction imposed will depend upon the gravity and frequency of the misconduct, including whether the respondent has previously been disciplined by ICS for sexual harassment or misconduct. Disciplinary measures may include a public or private reprimand, the requirement to participate in counseling or sensitivity training, limitations placed upon certain functions or activities, suspension with or without pay, or in extreme cases, termination for cause (in the case of an employee), or termination of one's program of study (in the case of a junior member).

If it is shown that no sexual harassment occurred, and that the complaint was made frivolously or maliciously, the President will take suitable disciplinary action against the complainant.

8. Appeals

Should a complainant or respondent wish to appeal a decision made during resolution, she or he may contact either the Chair of the Board of Trustees or the Chair of the Senate, in writing, stipulating the grounds for appeal. Grounds for appeal may include:

- lack of due process, or the failure to observe the principles of natural justice
- errors in judgment believed to have affected the outcome of the investigation
- the nature or severity of any sanction imposed

A copy of the appeal must also be provided to the other party. Appeals must be filed within 30 days of the completion of the last applicable step of the procedures outlined in §6, above.

The Chair so contacted shall strike an Appeal Panel to consist of one person nominated by the appellant, one by the respondent to the appeal, and a third chosen by the first two. Within 30 days of the appointment of the third member, the panel will deliver a ruling on whether the grounds for the appeal merit a re-opening of the investigation. Should the appeal be granted, the Panel may call, examine, and cross-examine witnesses, and review the evidence submitted to date. The Panel shall inform the constituting Chair of its findings within 60 days of granting the appeal.

The decision of the Appeal Panel is final, except in so far as the complainant or respondent seeks recourse to such external agencies as may have jurisdiction over the affairs of the Institute for Christian Studies.

9. Recourse to External Agencies

As an institution operating by authority of a provincial statute, the ICS is subject to Ontario law.

The Employment Standards Act, The Ontario Human Rights Code, and The Workers Compensation Act apply to provincially regulated workplaces. In Canada, federal human rights legislation also covers sexual harassment in the workplace. The Ontario Human Rights Code and The Workers Compensation Act are particularly relevant to workplace sexual harassment.

Anyone seeking recourse to an external agency should contact the Ontario Human Rights Commission for further information.

10. Records

The Sexual Harassment Officer is responsible for record-keeping. Records shall be kept of:

- all complaints reported to the SHO which proceed to resolution;
- withdrawn complaints;
- all complaints reported to the President.

All files relating to sexual harassment complaints shall be kept secure in the Office of the President, separate from employee and junior member files. They will be kept in the strictest confidence, excepting only those records which are required to monitor agreed-upon penalties or remedies, and/or such files as are required to be produced for discovery in a judicial process.

All records shall remain on file for seven years plus one day from the date of final resolution, which shall be deemed to have occurred after the settlement of any proceedings in any external Court or tribunal, and after all rights of appeal have been exhausted and times for appeal have expired. After that time, except where it may be reasonable to expect that ICS may be under liability or responsibility at law in connection with the matters recorded, the records will be destroyed, and only statistical data shall be kept.

Files relating to sexual harassment complaints shall not be used in any other procedures or decisions affecting the complainant or respondent, with the exception that disciplinary action shall be recorded in the appropriate employee or junior member file.

Files may not be released (except as required by law) without the written consent of the complainant and respondent.
Revised 27 May 2004



APPENDIX 3 — GRIEVANCE POLICY

1. Preamble

Since its inception, the Institute for Christian Studies (ICS) has been committed to the Christian ideal of community and to mutual concern and loving care for others' welfare. All ICS' practices, institutional and individual, are expected to embody this commitment. All members of ICS are expected to show Christian concern and love in their interactions with each other, in accordance with our commitment to the norms of a compassionate and just Christian community.

2. Applicability

This policy and its procedures cover incidents which occur on the Institute's campus, or anywhere else that academic or administrative staff or junior member responsibilities or relationships may require staff or junior members to be present, including, but not limited to:

- ICS-related social functions
- the course of assignments outside of ICS
- ICS-related conferences or seminars
- ICS-related travel
- ICS-related telephone conversations.

Normally this policy comes into effect when a specific formal complaint is made by a person or group of persons.

This policy and its procedures are not applicable to matters covered by the Sexual Harassment Policy, or other policies which have explicit provisions for addressing grievances.

3. Definitions

"President" means the President of ICS or his/her designate.

"ICS community" or "community" means, but is not limited to, the academic staff, administrative staff, junior members, and any volunteers who conduct the work of the Institute for Christian Studies.

"Academic staff" means, but is not limited to, senior members, adjunct senior members, instructors, adjunct faculty, Distinguished s, visiting scholars, retired instructors, external examiners, librarians, and junior members when performing duties as teaching assistants or lecturers.

"Administrative staff" means staff not referred to above and includes, but is not limited to, full-time, part-time, sessional, contract, casual and temporary employees, (both budget- and grant-funded), and research s.

"Junior member(s)" means, but is not limited to, persons registered as participants in or auditing any course or program of study offered by or through ICS, any person entitled to a valid student card who is between sessions but is entitled because of junior member status to use ICS facilities; and post-doctoral students.

“Complainant⁵⁵” means the person or persons who initiate a complaint under this policy.

“Respondent” means the person or persons named, in writing, by a complainant in a matter to which this policy applies.

4. Grievance

4.1 A grievance is:

- any complaint brought under this policy by a member or members of the ICS community arising from the interpretation or application or alleged violation of an Institute policy or procedure;
- any complaint brought under this policy by a member or members of the ICS community arising from the action(s) of another member or members of the ICS community which are deemed by the complainant to be injurious to his/her/their person or academic reputation, or are deemed by the complainant to be contrary to the Institute’s commitment to community and mutual concern as expressed in the Preamble and the Institute’s Code of Ethics.

4.2 Notwithstanding §4.1 above, allegations of misconduct as defined by the Policy on Research and Ethical Research Practices shall be handled according to the provisions of that Policy. Likewise, disputes arising from the application of the Policy on Intellectual Property shall be managed in accordance with the provisions set out therein.

5. Operating Principles

5.1 *Confidentiality*

The nature of the complaint, specific details and the names of the complainant and the respondent will not be disclosed to any person except to the extent necessary for the purpose of investigating the complaint or taking appropriate action including disciplinary measures related to the complaint.

5.2 *Time Frames*

A grievance must normally be presented within 30 days after the grounds of the grievance were known or ought reasonably to have been known by the complainant. If a grievance is presented after this time period, the President will decide whether it will be heard. If the President decides that the complaint will not be heard, the complainant may appeal to the appropriate body (see §8).

An earnest effort will be made to settle grievances fairly and promptly. Action on complaints must be initiated within 10 working days. Normally resolution is to be achieved within 10 working days thereafter. Time limits on Procedures may be extended with the mutual consent of the complainant and the person or body hearing the complaint.

⁵⁵ In subsequent sections of this policy the singular forms of “complainant” and “respondent” are used for simplicity of expression. In cases involving more than one complainant or respondent these should be read as plural.

5.3 *President as Complainant or Respondent*

If the President is the complainant or respondent, the Chair of the ICS Board of Trustees shall assume all duties of the President under this policy.

5.4 *Board as Complainant or Respondent*

If the Board of Trustees is the complainant or respondent, an independent arbitrator acceptable to both the complainant and the respondent will be appointed. The arbitrator will assume the duties of the Board under this policy.

6. **Grievance Procedures**

A person who believes that an action to which this policy is applicable has occurred may exercise one or more of the following options for resolution:

6.1 *Grievances Pertaining to Injurious Actions*

In the case of a grievance arising from the action(s) of another member of the ICS community perceived by the complainant to be injurious to his/her/their person or academic reputation, or deemed by the complainant to be contrary to the Institute's commitment to community and mutual concern as expressed in the Preamble, the complainant may:

- discuss the matter directly with the person deemed by the complainant to have committed the action; or
- discuss the matter with the person who has supervisory responsibility for the person who he or she feels has committed the action. The complainant will be provided with a standard form of complaint which must be completed in order to continue with the complaint. This form will include names, dates, places and possible witnesses involved in the alleged action(s). The respondent will then be notified that a complaint has been lodged.

Once an official complaint has been lodged under §6.1, both complainant and the respondent are entitled to have the counsel of their choice present at all subsequent meetings, and to speak on their behalf.

The supervisor will respond to a written complaint according to her or his discretion by:

- meeting and advising both parties; or
- mediating between both parties; or
- choosing another party to mediate; or
- referring the matter directly to the President.

If a resolution is reached at any stage of any of these procedures, the resolution will be recorded on the complaint form, and the complainant and respondent will be provided with a copy.

6.2 *Grievances Pertaining to the Breach or Interpretation of Policy*

In the case of a grievance arising from the interpretation or application or alleged violation of an Institute policy, practice or procedure:

- a junior member complainant should first take up the matter with his or her mentor or the Director of Student Services and complete a complaint form. If the complaint concerns a decision of the mentor, the junior member may bring the complaint to the chief academic officer or the Director of Student Services. If the complaint concerns the chief academic officer, the complaint may be brought to the President.
- an administrative staff member complainant should first take up the matter with his or her supervisor and complete a complaint form. If the complaint concerns the supervisor, the complaint may be brought to the President.

- an academic staff member complainant should first take up the matter with the chief academic officer and complete a complaint form. If this is inappropriate to the complaint, or if the complaint concerns the chief academic officer, the complaint may be brought to the President.

The supervisor (or in cases which have been referred to the President, the President) will respond according to one or more of the procedures outlined in §6.1, above. From this point forward, both the complainant and the respondent are entitled to have a third party of their choice present in any meeting to adjudicate the complaint.

If a resolution is reached at any stage of any of these procedures, the resolution will be recorded on the complaint form, and the complainant and respondent will be provided with a copy.

6.3 Repeat Complaints

If a complaint is lodged while a record of a complaint of a similar nature concerning the same respondent is on file, the matter shall be referred directly to the President. The President will strike an ad hoc committee consisting of three persons, one nominated by the complainant, one by the respondent, and the third by the first two. The task of this committee will be to meet with each party, to make a judgment, and to advise the President concerning a course of action.

During any of the procedures in §6.1, §6.2 or §6.3, above, no record of the complaint will be placed in an employee or junior member file unless a reprimand or disciplinary response is determined to be appropriate in the circumstances. In such a case, a description of the reprimand or discipline shall be provided, in writing, to the Person receiving the reprimand or discipline and a copy included in the person's employee or junior member file.

7. Records

The President is responsible for keeping a record of grievances.

Records shall be kept of all complaints which proceed to resolution, and of withdrawn complaints. Files relating to grievances shall be kept in the strictest confidence, except where access to those records is required in order to monitor agreed-upon penalties or remedies.

All records shall remain on file for seven years plus one day from the date of final resolution, which shall be deemed to have occurred after the settlement of any proceedings in any external Court or tribunal, and after all rights of appeal have been exhausted and times for appeal have expired. After that time, except where it may be reasonable to expect that ICS may be under liability or responsibility at law in connection with the matters recorded, the records will be destroyed and only statistical data shall be kept.

Records will be kept in a secure location, separate from employee and junior member files.

Files relating to grievances shall not be used in any other procedures or decisions affecting the complainant or respondent, with the exception that a reprimand or disciplinary action shall be recorded in the appropriate employee or junior member file.

Files may not be released (except as required by law) without the written consent of the complainant and (where applicable) respondent.

8. Appeals

Should a complainant or respondent wish to appeal a decision made during resolution, she or he may contact the Chair of the Senate if the complaint is a matter of academic policy or procedure, or the Chair

of the Board of Trustees if the matter not does not concern academic policy or procedure. Grounds for the appeal must be stipulated in writing.

Appeals must be filed within 30 days of the completion of the last applicable step of the procedures outlined in §6, above. A grievance will be deemed to have lapsed if not appealed in this time frame.

Appeals will be dealt with at the first Senate or Board meeting after an appeal is filed. The Senate and Board will normally finalize their decision concerning an appeal at the meeting at which the matter was first placed on the agenda. If the matter is held over to the subsequent meeting the appellant will receive an explanation in writing.

The decision of the Senate or Board concerning an appeal will be final.

9. Recourse to External Agencies

As an institution operating by authority of a provincial statute, the ICS is subject to Ontario law. The Employment Standards Act, The Ontario Human Rights Code, and The Workers Compensation Act apply to provincially regulated workplaces. Complainants who believe ICS to be in violation of these statutes may appeal to the appropriate enforcement agency.

Revised 28 May 2004



APPENDIX 4 — POLICY ON MENTORS AND ADVISORS

1. Preamble

The Institute for Christian Studies strives to establish an individual mentoring relationship for each junior member with a senior member in his or her field of study. Mentors at ICS are more than faculty advisors. In addition to guiding junior members through their program requirements, an ICS mentor assists his or her junior members fully to develop their abilities as emerging scholars.

2. Assignment of Advisors and Mentors

During the admission process each incoming junior member will be assigned an advisor for the first semester of study. Normally, this advisor will be the senior member deemed most likely to serve as the mentor thereafter. He or she will guide the incoming student through the early stages of program design and course selection.

In the case of MWS or Special Studies students, the advisor will serve for the duration of the student's program. In the case of MA and PhD students, there will be an opportunity near the end of the first semester to evaluate the relationship, and either to confirm the advisor as the ongoing mentor, or to make a change. To this end, the Director of Student Services will interview all new MA and PhD students in November (or March, as the case may be). The recommendations of the Director of Student Services will be brought to a meeting of the faculty before the end of the semester, at which time mentors will be assigned. Senior members will sign a Mentor Assignment form, and junior members will be informed by the Director of Student Services of the decisions taken.

3. Disputes and Subsequent Changes

In cases of disagreement as to the most appropriate advisor or mentor, a final decision will be made by the Academic Dean.

Junior members in any program may request a change of advisor or mentor at any time by approaching the Director of Student Services the Registrar.

4. Responsibilities of Mentors

Each advisor/mentor will develop his or her own style of mentorship. Amongst the standard responsibilities are the following:

- Meet each junior member during registration week to provide advice about his or her program of study
- Maintain contact with the junior member on a regular basis. The first meeting is to be held at registration (September or January). At this time, the mentor will arrange a second appointment, roughly six weeks later.
- Ensure that the junior member understands what is involved in preparation for graduate courses, graduate research and paper writing, and the production of thesis or dissertation proposals

- Encourage the junior member to hand in proposals for papers and theses, including title, summary, outline, and core bibliography, early in the life of course
- Help the junior member develop and maintain research and writing schedules
- Keep track of the junior member's overall progress, and encourage the junior member to work to deadline
- Report absences of four consecutive weeks to the registrar
- Advocate for a junior member to other faculty or administrators when such appears desirable
- Normally serve as the primary supervisor of the master's thesis or the dissertation proposal
- Continue thesis or other supervision during a sabbatical or other long-term leave, and make arrangements for other senior members to carry out specific mentoring tasks during such periods

5. Junior Member Expectations

- Junior members may seek their mentor's advice at any time
- Junior members may expect the mentor to fulfill their stated responsibilities, and should notify the Academic Dean if this is not the case
- The mentor is the person a junior member will first approach with problems or difficulties, including those arising in relation to other faculty when these cannot readily be resolved. It is normally the responsibility of the junior member to initiate such a request for help.

6. Junior Member Responsibilities

- Junior members are responsible for taking full advantage of the opportunities the mentoring relationship affords. This includes initiating contact when such would be fruitful.
- Junior members are to advise their mentor and the Office of the Registrar as soon as possible of any proposed deviation from the normal progress of a degree program as outlined in the Junior Member handbook, or as previously agreed upon with their mentor.



PROTOCOL FOR THE MA THESIS EXAMINATION

1. Timing and Deadlines

The deadline for formal submission of the MA thesis is ordinarily July 31 of the second year of the program. The thesis examination is ordinarily held by the following October 15. Extensions to the deadline for thesis submission may be requested, with grounds. Thus, junior members must either submit an acceptable draft of their MA thesis by July 31 of their second year, or submit an extension request to the Academic Dean (over the signature of their mentor) by July 31. The July 31 deadline for an acceptable draft allows for further revisions to occur in August, before a final draft is sent to the external examiner.

Mentors are responsible for tracking junior members' progress toward the completion of the MA thesis and identifying a likely date of completion. To this end, mentors must have met with junior members whose MA theses they are supervising by the same date on which course work for spring semester courses is due (i.e., around May 24). Mentors will submit a standard form (available from the Academic Office) recording the meeting and its outcome to the Registrar by May 31.

Any deviation from this pattern requires the written approval of the Academic Dean prior to the relevant deadline(s). The scheduling of first and subsequent drafts of the thesis is, within these parameters, at the discretion of the mentor in consultation with the junior member.

2. External Examiner

Six months prior to the projected completion date of the thesis, the mentor and junior member will consult about the selection of an external examiner. The mentor is responsible for inviting the external examiner, and for seeing that he or she receives a copy of the completed thesis, and the relevant protocol, at least 4 weeks prior to the oral examination. Upon agreeing to serve, the external examiner will send the mentor his/her current curriculum vitae, which will be filed with the Registrar in the junior member's thesis examination file. The junior member should not contact the external examiner personally about the thesis.

External examiners should be well-qualified, impartial, and experienced individuals, and have an arm's length relationship with the junior member. They should have established reputations in the area of the thesis research. If there is any question about the competence or suitability of a proposed external examiner, the mentor should consult with the Academic Dean before extending an invitation.

The external examiner submits a written evaluation of the thesis to the mentor at the time of the oral examination. The content of the report is confidential and should not be discussed with the junior member prior to the oral examination. After the exam is completed and a grade has been decided, the mentor will distribute copies of the report to the members of the examination committee. After the examination, this evaluation is shared with junior member and with the Academic Dean. The chair of the examining committee ensures that a copy is sent to the Registrar and is placed in the junior member's file.

For the examination to go forward, both the mentor and the external examiner must agree, *ten days prior* to the scheduled examination date, that the thesis is defensible and worthy, on its own merits, to receive a passing grade. Should the external examiner identify possible significant problems with the thesis, the

Academic Dean will meet with the mentor and the chair of the examining committee to determine the seriousness of the concerns, and to prescribe a course of action.

The external examiner will be paid an appropriate honorarium (\$150.00) plus approved travel expenses, compensation that the mentor will present at the end of the oral examination. *One week prior* to the oral examination, the mentor will contact the Registrar to process the honorarium, as well as a cheque to cover approved travel expenses. Funds for external examiners are budgeted by the Academic Office.

3. Committee Preparation

The oral thesis examination committee consists of the mentor, the internal reader, and the external reader, and is chaired by a senior member who is not a member thereof. Examinations are closed to guests. Tape recording of the examination is not permitted. Before the candidate is invited in, the examiners exchange information and comment on the thesis. Each examiner writes down (but does not yet report) a letter grade for the thesis (A+, A, A-, B+, B, B-, No Pass). The examiners determine the format of the examination, including: the order in which participants will ask questions; the time available to each examiner in the first round of questions; the number of rounds; whether each examiner will take a turn alone or whether other examiners may join in on someone else's turn.

4. The Examination

The candidate is invited in, and the chair leads in prayer. The examination proceeds for about 60 to 90 minutes, after which the candidate is excused.

5. Post-examination Evaluation

The examiners, each in turn, reveal their previously assigned thesis mark, and indicate their assessment of the impact of the examination on the final grade. The chair records the examiners' comments on the academic quality of the thesis, and the candidate's supporting knowledge as demonstrated in the examination. If the external examiner is not present, the chair shares his or her written report at this time.

The examiners decide whether to recommend or require revisions prior to the submission of bound copies of the thesis. They may also recommend that the thesis be made available as an ICS publication, and whether changes need to be made for these purposes. The chair then reads a draft report to the examiners, and receives further comments and suggestions.

6. Communication of Results

The candidate is invited back into the room, and the chair communicates the grade and the elements of the report. The examiners are given an opportunity to add remarks, and the candidate is given an opportunity to respond.

All examiners are encouraged to give a written copy of their comments on the thesis, and their key examination questions, to the candidate after the examination. Following a successful defense, the junior member will make any corrections and revisions requested by the examiners.

The chair prepares a summary evaluation, including the grade, and submits it to the Registrar for inclusion in the junior member's file. The report of the external examiner is also placed in the candidate's file.

The mentor provides to the Editor of *Perspective* basic information on the thesis (title, a 50–100 word summary of the contents).

7. Thesis Distribution

Three unbound copies of each master's thesis are to be placed on deposit with the Library of the Institute, two to be added to the ICS collection, and one for the Canada Thesis Portal of the Library and Archives of Canada. A brief abstract of the thesis should also be provided for use by UMI's Dissertation Abstracts Index. The cost of production, binding and submission to the Canada Thesis Portal is borne by the junior member.

Copyright and any permission to reproduce student theses are subject to the provisions of the Institute's Policy on Intellectual Property. In addition, the National Library of Canada requires the author to sign a "Non-exclusive License to Reproduce Theses."⁴ at the time the thesis is submitted.

8. Grading Scale

ICS uses the following grading scale, which is also used at the Toronto School of Theology at the University of Toronto. (ICS is affiliated with TST.)

A+ 90-100% 4.0 Profound and Creative. Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; master of an extensive knowledge base.

A 85-89% 4.0 Outstanding. As above.

A- 80-84% 3.7 Excellent. Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluations; broad knowledge base.

B+ 77-79% 3.3 Very good. Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature.

B 73-76% 3.0 Good. As above.

B- 70-72% 2.7 Satisfactory at a post-baccalaureate level. Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature.



PROTOCOL FOR THE DOCTORAL PRE-THESIS EXAMINATION

1. Preamble

The successful completion of the doctoral pre-thesis examination is a pre-requisite for admission to the dissertation phase of the doctoral program in both ICS-alone and ICS/Free University stream.

The examination is not to be understood as a comprehensive examination in the classic sense. Rather, it is designed to demonstrate the candidate's mastery of signal works addressing the central and supporting figures and topics (identified by one or another of our "Interdisciplinary Clusters") about whom and which the candidate proposes to write the thesis, and his or her readiness to do so.

The examination consists of both a written and an oral component. Candidates must successfully complete the written examination before proceeding to the oral exam.

The entire process, from planning to the examination itself, is expected to take between four to six months.

2. Examination Committee

In the conjoint ICS/VU stream, once a junior member PhD candidate has completed all of his or her course work, and written the PhD thesis proposal (to be submitted after a successful pre-thesis examination to the dean of the Department of Philosophy of the VU and eventually to the VU supervisor) if one is assigned) for a second and final approval), the candidate and mentor together will identify and secure an examination committee. The committee will include:

- the mentor (competent in the central and supporting figures/topics addressed by the proposed thesis);
- two other internal members, whether other senior members or anyone that has the equivalent of ICS faculty status—adjunct faculty, emeriti senior members, any current ICS Senator or Distinguished Associate, any TST faculty with AD status—(also competent in at least some of the central and supporting figures/topics addressed by the proposed thesis);
- an external examiner (competent in the central figures/topics addressed by the proposed thesis).

In the ICS only stream, once the PhD candidate has completed all of his or her course work, and had her or his PhD thesis proposal approved by her or his supervisory committee, the candidate and mentor together will identify and secure an examination committee. Normally, the committee will include:

- the three members of the candidate's supervisory committee
- an external examiner (competent in the central figures/topics addressed by the proposed thesis).

3. Reading List

Once the Examination Committee is in place, the candidate will compile, under the mentor's guidance, a gross list of books, book chapters and articles from the bibliographical section of the formal thesis proposal, and the required texts of any course that the candidate took during the course-work part of the program. The list is to be organized under three headings:

- major figure(s) intrinsic to the background of the thesis proposal;
- major themes or topics brought up in the thesis proposal;
- figure(s) addressing themes or topics of the thesis proposal from other historical periods and other disciplinary clusters than those identified in the first bullet.

The candidate and mentor/thesis supervisor then cull the gross list to approximately 30 items.

The culled list must then be confirmed by the other three examiners, at which point a date for the oral examination should be set.

4. Written Examination

Format and Timing

Two weeks before the date set for the oral examination, the candidate will be given eight questions: four formulated by the mentor and two each by each of the other two internal examiners.

The candidate has one week to complete essay-responses to four of the questions, choosing two of the mentor's questions, and one each of the other internal examiner's questions. All four essays are to be submitted to the mentor one week prior to the oral examination date.

Evaluation

The mentor is to distribute copies of the examination papers to the other examiners, who will report their assessment to the mentor.

Should the evaluations expose serious problems with the essays, the committee will then decide whether the examination should proceed to the oral component. If they decide the examination should be halted, they are to produce grounds, and as concrete a sense as possible as to what would constitute a successful written component of the examination. The mentor is to relay the committee's decision and advice to the candidate. The mentor also advises the candidate that she or he may rewrite the failed examination, but that a second No Pass is final.

Candidates who pass the written examination proceed to the oral examination.

5. Oral Examination

Committee Preparation

Before the candidate enters, the examiners decide upon the order in which they will ask questions. Normally, the order is: internal examiners, external examiner, mentor.

The Examination Proper

The candidate is invited into the room. Introductions are exchanged, and the mentor leads in prayer.

The mentor invites the candidate to speak for approximately ten minutes to introduce the nature of the thesis and its significance for the candidate and pertinent scholarly fields. This presentation may be prepared ahead of time.

The examination will usually have two rounds, a first and more formal round, in which each examiner questions the candidate for approximately 15 minutes, and a second less formal round, to last roughly half an hour.

The second round gives the examiners an opportunity to ask follow-up questions. The intent is for the round to develop into a philosophical conversation in which all participate freely.

At the conclusion of the second round the candidate will be asked to leave and the examiners will decide if the candidate has passed or failed.

Communication of Results to Candidate

The candidate is readmitted, and informed of the results.

If the candidate is judged not to have passed, meaning that the examiners are unconvinced that he or she is ready to write the thesis, the committee must determine what is required for the candidate to earn a pass. The committee will then inform the candidate that the examination has been adjourned. The mentor is responsible both to relay to the candidate what the committee understands as necessary for a pass, and to inform him or her that it is permissible to sit the oral examination a second time. In this event, the mentor is responsible for reconvening the examiners and candidate at a later date.

If, after the second attempt at the oral examination, the committee judges that the candidate has not passed, the mentor will advise him or her of this fact. A second failure is final.



APPENDIX 6 — AGREEMENTS WITH EXTERNAL AGENCIES

AGREEMENT BETWEEN ICS AND THE VRIJE UNIVERSITEIT (VU) REGULATING THE THESIS DEFENSE (PROMOTIE) OF ICS GRADUATES AT THE VU

Important Note

This appendix contains the text of the ICS-VU agreement applying to ICS junior members who reached the dissertation stage of their program prior to September 2005. Please read the section “Doctoral Program” (pp 38-39) before consulting this appendix.

1. This agreement specifically regulates the cooperation between ICS and the VU in the area of *promoties*.
2. At ICS the director of doctoral studies supervises the activities subject to this agreement, while at the VU this is the responsibility of the dean of the Department of Philosophy.
3. Admission of a qualifying ICS candidate to the *promotie* is based on article 6 of the *Promotiereglement* (rules and regulations of the *promotie*) of the VU. The *Promotiereglement* applies to this agreement in every respect.
4. The College of Deans of the VU grants admission on the recommendation of the *promotiecommissie* of the Department of Philosophy, the latter having received the advice of the examinations committee of the Department of Philosophy.
5. The examinations committee of the Department of Philosophy officially declares in writing that a qualifying ICS candidate can be granted exemption from the *doctoraal examen* (pre-doctoral examination) on the basis of:
 - (a) a request from the person in question for exemption from the *doctoraal examen*;
 - (b) official documentation that the person in question successfully completed the ICS pre-doctoral examination;
 - (c) a detailed description of the proposed thesis project and of the already completed phases of the project as intended in 6.V., below;
 - (d) official transcripts of degrees, diplomas, certificates, and other academic records on the basis of which the candidate was admitted to the ICS doctoral program;
 - (e) a documented declaration from ICS that the programs intended under (d) comprised at least 84 *studiepunten* (VU curricular units, representing two full years of academic work) and constituted sufficient preparation for a concentration in systematic philosophy, the history of philosophy, or the philosophy of some discipline.
6. The doctoral studies program at ICS comprises minimally 84 *studiepunten* (where 42 *studiepunten* represent a full year of academic work) spread over twelve semester courses which each comprise 42 seminar hours with 750 pages of literature. To complete the requirements of these 12 courses students must write a minimum of 6 papers of 35 pages (10,000 words) each. The 12 courses or their equivalent are all of a philosophical character, whether systematic, historical or disciplinary, and are specified as follows:

- (i) four courses in general philosophy (i.e. not in the philosophy of a discipline) consisting of two courses in each of two different philosophical areas, or two philosophical area and one in each of two different philosophical areas;
 - (ii) four courses differing from I, chosen in consultation with a Senior Member and the director of doctoral studies, to constitute an area of concentration;
 - (iii) two courses in addition to (i) and (ii) which complement (i) and (ii);
 - (iv) one course in interdisciplinary philosophical study;
 - (v) one course (supervised by the Senior Member involved in 11) consisting of an
 - (vi) independent project in the area of the proposed thesis project, made up of 1 500 pages of literature (including at least two book-length works), a paper of 20 pages (5500 words), and a thesis proposal of at least 15 pages (4500 words), consisting of a brief explanation of the importance and relevance of the thesis topic, a précis, a detailed outline, and a core bibliography.
7. The pre-thesis examination is an oral examination of two hours, covering the literature, the paper, and the thesis outline mentioned under 6.V., with additional selections from other areas of the program. It is conducted by four examiners, namely the ICS Mentor (involved in II and V), two other ICS Senior Members, and someone from another institution who specializes in the area described under V. At this time determination will be made of the sufficiency of the candidate's knowledge of two languages other than English.
 8. The ICS director of doctoral studies sends the dean of the Department of Philosophy:
 - (a) the documents mentioned in 3;
 - (b) a proposal about the department which can best co-supervise the thesis;
 - (c) a proposal regarding both the ICS supervisor and the VU *promotor*.
 9. The dean of the Department of Philosophy sees to it that the ICS director of doctoral studies is at all times informed about the regulations concerning the *promotie* (thesis writing and defense process), as these are incorporated, in conformity with the VU Constitution, in the VU *Promotiereglement*, or as they have been further specified within the department in question.
 10. Both the Dean of the Department of Philosophy and the ICS director of doctoral studies maintain an active file on the candidate, containing all the documents mentioned in this agreement regarding the candidate.
 11. The dean of the Department of Philosophy makes arrangements for the exemption from the *doctoraal examen*.
 12. The dean of the Department of Philosophy facilitates the appointment of a VU *promotor* in consultation with the ICS supervisor.
 13. For every *promotie* of a qualifying ICS candidate there will be a VU *promotor* from within the university, as well as an ICS *promotor* or *co-promotor* from within the institute.
 14. All VU professors qualify as VU *promotor*.
 15. ICS Senior Members qualify as ICS *promotor* when they are granted a continuing appointment (the equivalent of tenure at a North American university). ICS Senior Members who have not yet been granted a continuing appointment may serve as *co-promotor*.
 16. When there is reason to designate a department other than the Department of Philosophy as the department taking responsibility for the *promotie*, the dean of the Department of Philosophy will contact the department in question and will communicate in the admission proposal or the proposal for the

appointment of the *promotoren*, as the case may be, that the Department of Philosophy proposes to assign the *promotie* to the *promotiecommissie* of the department in question.

17. In the event that a *promotor* from a department other than the Department of Philosophy is to be appointed, he or she ascertains to his/her satisfaction that the ICS candidate has the required knowledge and competence in the area of the proposed thesis project.
18. The VU *promotor* and the ICS *promotor* will consult with one another and with the candidate regarding the approval of the thesis proposal and about drawing up a schedule for the submission, reading and return of the chapters.
19. The VU *promotor* and the ICS *promotor* inform the dean of the Department of Philosophy and the ICS director of doctoral studies in writing about the approved thesis proposal and the accepted schedules.
20. Either the candidate or one of the *promotoren* may propose that the thesis proposal and/or schedule be changed. Such changes require the mutual agreement of the candidate and *promotoren*.
21. ICS receives compensation of DFI. 3,000.00 from the VU for a completed *promotie*. This amount will be paid by the department responsible for the *promotie*.
22. This agreement is in effect starting June 9, 1997 and will remain in force for a period of 5 years. Amendments during the life of the agreement are possible only with the agreement of both parties.

This agreement has been confirmed by the Department of Philosophy and by the Rectorium of the Vrije Universiteit on the 26th day of March 1997 and by the Senate of the Institute for Christian Studies on the 2nd day of May, 1997.



MEMORANDUM OF AGREEMENT BETWEEN THE TORONTO SCHOOL OF THEOLOGY AND ICS

Whereas the Institute for Christian Studies (ICS) is incorporated in the province of Ontario under the Institute/or Christian Studies Act, 1983, and has the authority to grant the degrees of Master of Philosophical Foundations and Master of Worldview Studies as well as to offer a program of studies leading to the Doctor of Philosophy granted by the Vrije Universiteit in Amsterdam under a Ministerial Consent from the Government of Ontario;

Whereas the aims of ICS, which include preparing people for service in academic and other vocations and engaging in Christian scholarship which explores the philosophical dimensions of various academic disciplines and cultural concerns, are consonant with the aims of the Toronto School of Theology (TST);

Whereas ICS desires structured interaction with the university community in general and TST in particular;

Whereas TST desires to enhance further the ecumenicity and breadth of its academic offerings through a structured interaction with ICS;

Whereas the By-Laws of TST, revised as of November 23, 1998, sets out in Article III two distinct classes of membership, Member Institutions and Affiliated Members, and requires that the terms of participation of Affiliated Members be defined in each instance by mutual agreement; and

Whereas ICS seeks Affiliated Membership in the TST;

The following Memorandum of Agreement has been drawn up and accepted by TST and ICS:

1. The purpose of this agreement is to facilitate the structured interaction which these institutions seek. This interaction includes sharing of academic resources on various levels, cross-registration, and participation in the direction of graduate students.
2. For the duration of this agreement ICS will be an Affiliated Member of TST.
3. In accord with Article VI, Section 2, (a) of the TST By-Laws, ICS will be entitled to nominate one voting member to the Board of Trustees of the TST, who will be the President of ICS. This person will be elected to the Board of Trustees of TST at the Annual Meeting of the Members of the TST. When the ICS President is not available for Board functions the Academic Dean may serve as alternate.
4. TST and ICS will each make available to the other a copy of its annual report.
5. ICS will recognize the academic qualifications of all TST Faculty Members to teach and supervise at the Basic and Advanced Degree levels, as determined by TST. Should ICS wish to appoint TST Faculty Members as adjunct faculty, such appointments shall be subject to criteria and procedures outlined in the ICS Faculty Handbook.
6. ICS Faculty Members may apply to be cross-appointed as special Faculty Members of TST (as defined in the TST By-laws, Article 9), and thus become members of TST departments. They may also apply to become members of the TST advanced degree faculty. The applicable criteria and procedures to deal with such applications will be the same as those applied internally in TST. Any rules adopted by the TST during the life of this agreement for the acquisition and/or maintenance of faculty status within the TST will also apply to ICS Faculty Members seeking or holding TST status. Schedule B contains the rules in effect at the time of the signing of this agreement.

7. The approval of ICS courses will continue to be handled by ICS according to its criteria and procedures, and the approval of TST courses will continue to be handled by TST and its member institutions according to their criteria and procedures. ICS and TST will each accept the course approval process of the other.
8. In accordance with the TST Advanced Degree Council's policy that doctoral students should be provided with opportunities for the development of competence in teaching, ICS doctoral students who have completed their coursework may teach basic degree courses which have received the usual TST departmental approval. The CV's of such students and the name of the supervising ICS faculty mentor will be provided along with course particulars.
9. Students enrolled in one of the TST member institutions will be entitled to register for TST credit in ICS courses which are cross-listed by an ICS Faculty Member who is cross-appointed to the TST, subject to the programme requirements of the TST and of the pertinent TST member institution, and subject to the ICS conditions of admission which apply to ICS students taking that course. In such cases TST students must contact the ICS registrar for course registration purposes. Any tuition charged for those courses will be collected and kept by the member institution of TST, and any entitlement to government operating grants which may thereby be generated will accrue to the pertinent TST member institution.
10. Students enrolled at ICS will be entitled to register for ICS credit in TST courses, subject to the programme and course-load requirements of ICS and the TST conditions of admission which apply to TST students taking that course. In such cases ICS students must contact the TST registrar for course registration purposes. Any tuition charged for those courses will be collected and kept by ICS.
11. Articles 9 and 10 apply also to summer courses, except that ICS students will pay tuition not to the ICS for TST basic degree summer courses but to the TST college which offers the course at the regular rate set by that college, and TST students will pay tuition not to their own college for equivalent summer courses in ICS but to ICS at the regular rate set by ICS.
12. Students enrolled in either TST or ICS who decide to transfer to a program at the other institution will be subject to the policies of the institution to which they apply with regard to transfer credit and advanced standing. In any event, a student cannot transfer more than five semester course credits from one institution to the other.
13. ICS will pay an annual assessment of 1.0% of the total general levy charged against the member institutions of TST.
14. (a) TST and ICS will each keep records of the academic involvement of their professors with students of the other school and of their students with professors of the other school. This includes course cross-registration in courses for credit and other forms of academic activity which are not assessed a specific course fee. At the end of each academic year (April 30) ICS and TST will compare the numbers they have reached and establish a final count. Schedule A will be used to quantify other forms of academic activity in credit course equivalencies.
 - (b) Once agreement has been reached on the above numbers, the difference between the total credit courses and credit courses equivalencies contributed by the each institution will be multiplied by the then current TST credit semester course fee for basic degree Canadian students. This total will be multiplied by 20%. The resulting amount will be added to the ICS annual assessment if TST provided more credit course equivalencies for ICS students than ICS provided for TST students, and will be subtracted from the ICS assessment if ICS provided more credit course equivalencies for TST students than TST provided for ICS students. If this calculation results in a balance owing to ICS, this balance will be credited to ICS's assessment for the following year.

15. Administrative procedures for course nomenclature and registration, for limited enrolment courses in either institution, for grading and the communication of grades will be reviewed at the request of either party.
16. In order to promote cross-registration, TST and ICS will make available to each other as soon as published annual bulletins and course calendars with the supplements or modifications which may be made to them. The TST course calendar will contain a listing of ICS courses offered by ICS faculty who are cross-listed in TST. TST will make copies of the TST course calendar, catalogue or bulletin available to ICS each year, as well as a sufficient number of supplements to cover the needs of the students and faculty, at cost. The TST website will include a link to the ICS website, and vice versa.
17. TST will submit the names of ICS faculty who are approved as special TST Faculty Members for library privileges in the integrated TST/ University of Toronto system. TST faculty may make use of the resources of the ICS library in accord with ICS library regulations.
18. The bulletins of ICS, TST, and the member institutions of TST will in appropriate ways make this affiliation known.
19. ICS will recognize and respect the commitment of TST and its member institutions to the principles of academic freedom and non-discrimination, and the guarantees pertaining to dismissal, as articulated in section 14 (i through v) of the Memorandum of Agreement between TST and the University of Toronto.
20. ICS faculty will continue to be appointed by and hold their contracts of employment with ICS and continue to be subject to the procedures and disciplinary jurisdiction of ICS, and not those of the TST. ICS reserves the right to appoint its professors and assign their duties according to the requirements of its mission as expressed in its basis statement. ICS is committed to the consistent practice of principles of academic freedom in the critical pursuit of scholarly research and teaching, and principles of natural justice and peer adjudication in the procedures for dealing with cases of dismissal for cause or alleged infringement of academic freedom.
21. This Memorandum of Agreement will be in force for a five-year period beginning July 1, 2004. Either party, having given six months notice, may withdraw from the agreement, or request that it be reviewed and/or renegotiated in full or in part. By July 1, 2008 the two parties will establish a joint committee of two persons from each institution to review the agreement and to report, with recommendations concerning its continuance, modification or discontinuance beyond the current five-year term.

Signed on the ___ May 2004

Christopher Lind, Director
Toronto School of Theology

Harry Fernhout, President,
Institute for Christian Studies

Michael Deck, Board Chair
Toronto School of Theology

John Hulst, Board Chair
Institute for Christian Studies



APPENDIX 7 — Conjoint Degree Agreement

Agreement between the Vrije Universiteit, Amsterdam and
the Institute for Christian Studies, Toronto

Important Note

Please read the section “Doctoral Program” (pp 22-25) before consulting this appendix. This appendix contains the text of the new conjoint PhD agreement between ICS and the VU which was signed in December 2006.

Preamble

The Vrije Universiteit (VU) and the Institute for Christian Studies (ICS) have enjoyed a longstanding collaboration with regard to a program of doctoral studies, doctoral thesis supervision, and thesis examinations. In 1997 this collaboration was formalized in a five-year Agreement “regulating the thesis-defense (‘promotie’) of ICS graduates at the VU.” In 2002 the two parties agreed to extend this Agreement for five years, or until such time as changes in the Institute’s degree-granting authority warranted a revision of the Agreement. The Government of Ontario’s decision in December 2004 to authorize ICS to grant the PhD (Philosophy) degree brought about this revision. This new Agreement replaces the Agreement “regulating the thesis-defense (‘promotie’) of ICS graduates at the VU” and reflects the commitment of the VU and ICS to further develop their collaborative relationship in the area of doctoral studies, making it possible for ICS doctoral candidates to pursue a joint degree.

Agreement

The VU and ICS hereby agree that ICS doctoral candidates may pursue a VU-ICS doctoral degree under the terms of Article 37 of the VU Doctoral Regulations, with the following additional stipulations:

1. ICS will certify to the VU in writing that any candidate seeking conjoint degree conferral under Article 37 meets the requirements of Article 6-a of the VU Doctoral Regulations.
2. Any ICS professor who could qualify for appointment as thesis supervisor under Article 8-3 of the VU Doctoral Regulations may serve as a thesis supervisor under this Agreement, in which case a VU professor will serve as fellow supervisor. ICS faculty members who do not yet hold the equivalent of tenure may serve as co-supervisors, in which case a VU professor will serve as thesis supervisor. In the context of this agreement and contrary to Article 12-3 of the VU Doctoral Regulations the ICS co-supervisor is appointed as a member of the Thesis Committee.
3. In the context of this Agreement, a Thesis Committee as referred to in article 12 of the VU Doctoral Regulations, will normally consist of the candidate’s ICS supervisor and the VU fellow supervisor, an additional ICS professor, an additional VU professor, and an external professor with appropriate expertise who holds a regular faculty appointment at a university. The ICS supervisor, or if applicable, the ICS co-supervisor, will be responsible for securing Thesis Committee members from ICS or a North American university (where applicable). The VU fellow supervisor, or if applicable, the VU supervisor, will be responsible for securing Thesis Committee members from the VU or another European university (where applicable). The ICS supervisor, or if applicable, the ICS co-supervisor will normally convene the Committee.

4. The Thesis Committee will follow the process outlined in the VU Doctoral Regulations. The supervisor will direct the recommendation of the Thesis Committee to the Doctoral Examination Committee which will conduct the thesis defense.
5. The thesis defense will be deemed to be a joint VU and ICS event, and the procedures outlined in Articles 26 through 30 of the VU Doctoral Regulations will apply, except that (i) representatives of both the VU and ICS shall confer the degree with official pronouncements, and (ii) the doctoral degree certificate will bear the names, seals and signatures of officials of both institutions.
6. The Dean of the Philosophy Faculty at the VU will serve as the VU Coordinator to facilitate the effective functioning of this Agreement, while at ICS this function will be carried out by the Academic Dean or his/her designate.
7. In each individual case the VU, i.e. the faculty concerned will determine an amount to cover the travel and lodging costs for the doctoral defense for the candidate and the ICS supervisor or the ICS co-supervisor as well as the cost for the public defense (reception and dress) and of producing the required number of copies of the doctoral thesis in the format required by the VU. Where possible and when such is required, additional arrangements will be made to cover travel and lodging costs for the candidate to meet and consult with the VU members of the Thesis Committee during the writing and revision of the thesis. The participation of VU and ICS in these costs will be determined by the VU and the ICS well in advance.
8. Representatives of the VU and ICS should meet at least biannually, preferably in conjunction with other activities such as conference attendance or faculty exchanges, to review the effective functioning of this Agreement and other inter-institutional matters. Payment of the costs of such meetings will be determined by the VU and ICS on a case-by-case basis.
9. This agreement is in effect starting January 1, 2007 and will remain in force for a period of 5 years. Amendments during the life of the agreement are possible only with the agreement of both parties.

This agreement has been confirmed by the Rectorium of the Vrije Universiteit on September 20, 2006 after approval of the Faculty of Theology and the Faculty of Philosophy and by the Senate of the Institute for Christian Studies on May 25, 2006.

Signature

Signature

John Suk, President

L.M. Bouter, Rector

Institute for Christian Studies

Vrije Universiteit, Amsterdam

Date: December 6, 2006

Date: December 20, 2006



APPENDIX 8 — Financial aid guideline

Assumptions Operative in Guideline:

1. ICS should seek to identify and achieve maximum enrollment in all its programs. This must be so to legitimate our funding community's annual and considerable investment in ICS.
2. Maximum enrollment, however, is to be decided on an adjustable basis by balancing a number of relevant criteria: faculty mentoring loads, to be sure, but also ICS's capacity to support its junior members relative to their financial need, ICS's capacity to recruit highly qualified junior member candidates to its programs.
3. ICS runs three separate programs: 2 at the master's level, MA and MWS and a PhD program, at this point leading to a conjoint degree with the VU in Amsterdam. Each program has its own integrity and importance, each makes its own distinctive contribution to the work of ICS, each needs to be properly funded, and what proper funding means in each program is also different from the other programs.
4. *Present master's funding levels compare favorably with funding levels at other institutions. ICS master's funding should continue as it has been, that is, to be as widely dispersed as possible in the form of tuition grants (and fractions) for the one or two years of a candidate's program (one year for the MWS and two years for the MA), grants made for a combination of financial need and academic accomplishment.*
5. Heretofore, the same funding levels and criteria for funding disbursement have also been used with respect to PhD candidates. But these levels and criteria, when applied *in concreto*, inadvertently hobble ICS PhD candidates, for they have been in school longest as a rule and so cannot be expected to acquire significant new debt, having already acquired plenty as undergraduates and again during their master's study. They need to be given financial aid at a significantly higher level, aid disbursed according to different criteria, if they are to avoid the situation in which they have to work to be able to study, but are unable to study because they work. There is a justice issue here. In addition, our present funding level and criteria become a recruiting problem for they contrast poorly with funding level at other institutions that grant PhDs. In short, ICS's present mode of funding PhD candidates is inadequate from the point of view of both recruitment and junior member need (upon having been successfully recruited). Minimally, this will impact the number of candidates we can fund and therefore can expect to recruit into our program in a given year, and will have the temporary effect of lowering significantly the percentage of our junior members who are PhD candidates.
6. *Consequently, eligible PhD candidates should be supported with significant bursaries above and beyond tuition grants for the first four years of their PhD study. This funding should be given simply as a matter of course upon admission to a determinate number of qualified candidates and maintained on the basis of subsequent academic accomplishment. Academic accomplishment in the last sentence means 1) a minimum average of B+ at the Master's level and A- at the Doctoral level and 2) no incompletes without documented and approved dispensation.*

The Guideline:

MA and MWS:

- ICS will continue to fund MA and MWS (including CASC work in the context of the MWS) programs.
- It will do so largely via tuition grants (full, half, etc.), with a view to dispersing aid monies as widely as is possible.
- It will continue thereby to use the current optimum faculty mentoring load of 28 MA level junior members as operative in recruitment/enrollment planning, and fund as many of these as possible.⁵⁶
- It will also plan for up to 5 full-time MWS candidates per year, funding as many of these as possible.
- Any junior member accepted into the MA program with funding will be promised the same level of funding in the second year of the MA that she or he received in the first (MWS candidates are only eligible for one year's funding), provided she or he has completed his or her first year work with a minimum average of B+ and no incompletes unless there is documented and approved permission.
- If an MA candidate needs and is granted part or all of a third year of study to complete his or her program, she or he is not eligible to receive any grant money for that period of study.
- As a fall back position, the total amount of grant money to be made available to MA and MWS candidates is to be 40% of the total amount of financial aid monies available in a given academic year. Nevertheless, the percentage actually disbursed will depend on the number and quality of applications for study to ICS programs in any given year (the figure moving in one direction if MA candidates are significantly stronger in a given year than their Ph.D. counterparts, and in the opposite direction if Ph.D. candidates are of significantly higher number and quality).⁵⁷
- The actual disbursement is to be supervised by the Financial Aid subcommittee of EDC and with a view to an eventual, far more adequate funding of highly qualified PhD candidates while maintaining current levels of MA level funding.
- ICS reserves the right to alter its disbursement of financial aid if a master's level junior member receives monies from granting agencies outside of ICS or the junior member's financial circumstances change favorably in other ways.

PhD:

- ICS commits itself to transform as swiftly as possible the present state of funding of PhD candidates within the junior member body.
- The transformation, however, must also be just and fair to funding-eligible PhD candidates already in the program and may not gut ICS aid to master's level candidates.

⁵⁶ This document's language conforms with that of our policy on faculty mentoring loads.

⁵⁷ Note the maintenance of the 40/60 split between MA level and PhD level financial aid. Note also the further specification of context. First, it is acknowledged that the ratio does not reflect a stable practice within the institution; this cannot be a reason for assuming it in practice. Consequently, the role the ratio is to play is weakened. It is to be seen as a fall-back position, all else being equal. As such, it is to be seen as subject to self-conscious alteration given the relative academic quality of the two groups of Junior Members and applicants accepted for study and the shape of ongoing institutional discussions about the relative emphasis upon MA level and doctoral level study at ICS. The 40/60 ratio has been maintained, because MA funding is not a problem and is even an advantage for us (given the collapse of MA funding elsewhere). It can be put under a little pressure and still work for us. On the other hand, our current PhD funding is truly woeful and that even what is proposed here cannot in and of itself rectify the situation but only make it less difficult for PhD candidates. Faculty and the Academic Council via the report from the faculty of 7 December 2005 have noted that the Supervisions Document accepted by Academic Council and Senate in the last two years represents a ratification of the expansion of the Ph.D. with respect to Master's programs at ICS to a position (in principle) of what can be called demographic parity.

- ICS commits itself to work in a staged way *toward* a situation in which it will promise support only to those highly qualified candidates to whom it can provide a tuition grant and a bursary of \$12,000 above and beyond the tuition grant.
- Consequently, starting this year (2006), it will only accept annually the number of qualified candidates that contribute to a process that has *as its end* (ideally within four years) to arrive at a total number of eligible PhD candidates that ICS can fund as described above. Even so, it retains the right to adjust the number of funding eligible candidates under exceptional circumstances to include simple tuition grants to exceptionally qualified Ph.D. applicants who do not need full funding but would not come if there were no funding made available.
- Moreover, ICS will further investigate and establish as a future maximum annual intake of new PhD candidates numbers that it can fund (in relation to its funding targets) or that are self-funding, and that it has mentoring room for (appropriate interest fit with mentor being understood).⁵⁸
- Eligible entering PhD candidates are to be promised at least the same levels of funding in the second through fourth year of their program (minus any scholarship funds including any present or future scholarships for incoming junior members) that they received in the first year, provided their work of preceding years maintains a minimum average of A-, is complete or permission has been granted with cause and documented as to why there is outstanding work.
- The total amount of financial aid monies made available to PhD candidates is for now to be calculated in terms of the relative numbers and quality of applicants to all ICS programs and relative to ICS's funding targets for the Ph.D. program. All other things being equal however it will reserve for PhD candidates 60% of the money it budgets for financial aid as a fall back position.⁵⁹
- This fall back percentage is to be reviewed annually by the Financial Aid subcommittee of EDC and with a view to achieving the funding level described above, while remaining just toward master's programs and funding eligible PhD candidates already in the program.
- In the interim, the number of highly qualified candidates to be accepted with funding starting this year must not exceed the number of candidates ICS can fund in a manner that moves toward its funding targets. That is, in lean financial years, this could entail a decline in the number of funding eligible PhD candidates in the program so as to move funding levels toward the tuition grant + bursary of \$12,000 over four years.
- It may be that next year (2006-7) ICS will only be able to give its funding eligible PhD candidates, new and old, full-tuition grants and no bursaries. Nevertheless, since it will have a smaller total number of funding eligible PhD candidates next year, it should be able to raise present funding levels some way toward the situation envisioned and explained above.
- ICS reserves the right to alter its disbursement of financial aid if a Ph.D. candidate receives monies from granting agencies outside of ICS or if that candidate's financial circumstances change favorably in other ways. That is, it reserves the right to "claw back" up to 100% of aid given above tuition. Candidates, however, will continue to receive tuition from ICS. The point is to guarantee that successful grant recipients are guaranteed to be ahead even in spite of an ICS claw back. Hereby the ICS hopes to provide an incentive to take the business of grant writing seriously, and to acknowledgement that successful grant writing provides to ICS additional benefits: it can disperse aid monies to other worthy candidates who would otherwise not get money, and their success eases the way for future grants from subsequent ICS junior member applications.

⁵⁸ Both junior and senior members were concerned that placement ought not to be a factor in the calculation of how many applicants should be accepted into the PhD program.

⁵⁹ See note 2 above.

Appendix:

- Financial aid, as the term is being used in this Guideline, does not
 - a) include ICS scholarships that are available to those who meet their eligibility conditions, though scholarships and grants awarded by external granting agencies can entail that a junior member becomes ineligible for an ICS scholarship; and
 - b) neither does the term financial aid include the offer of work-study to ICS junior members. This is so because scholarship monies are not open to all; and work-study monies are monies provided by an employer to an employee and therefore are not technically aid. Nevertheless, these additional monies are also available to eligible and willing junior members and are dispersed above and beyond ICS's Financial Aid package.
- It should be further added that Financial Aid monies offered to junior members that are not taken up because the junior member in question goes elsewhere or ceases his or her program—these monies will normally be returned as it were to the Financial Aid Subcommittee of EDC for redistribution to the other funding-eligible junior members. ICS does reserve the right to deploy these monies as it sees fit in the context of its own financial needs. The procedure for this redistribution is as follows:
 - a) When the Financial Aid Committee becomes aware of the availability of funds for redistribution it is to send notification to all funding eligible junior members, both on site and those who have indicated that they were coming.
 - b) In the notification they will be invited to apply for a portion of the additional funds by a specified date.
 - c) To do so they are asked to supply a note indicating that desire and to list and demonstrate grounds. Funding redistributions will then be administered by the Financial Aid Committee using the same criteria used for the initial disbursement. The point will be to make a tangible difference for some rather than to give a negligible amount to all.⁶⁰
 - d) During the transition period all financial aid eligible Junior Members will be considered as eligible for redistribution of funds not taken up by or clawed back from those to whom they had been originally assigned. Once the new system is in place, funds will be redistributed to financial aid eligible Junior Members at the MA level. This redistribution will be decided on by the Financial Aid Subcommittee of the EDC.

⁶⁰ It should be noted that this draft does not propose an appeals procedure for Financial Aid. There already exists a general grievance policy that might be accessed in the rare case, but to have a specific policy for Financial Aid is to invite endless appeals. The ability of ICS to provide sufficiently for its Junior Members is dwarfed by their needs. Decisions as to who to fund at what level are delicate works of art and are by definition contestable. Second-guessing the committee could not but become endemic, given the chronic financial pressure on our Junior Members. In short, to have such a procedure could multiply the work load of the Financial Aid Sub-committee unmanageably as it would lead to countless appeals that would have to be processed and adjudicated. And each judgment, because it would be by definition contestable, would leave open the real possibility that unsuccessful appellants would be left unconvinced and resentful.



APPENDIX 9 — Curriculum Diagram

Y E A R 1	MWS (DE)	MWS (Ed)	MA (Philosophy)	PhD		Y E A R 1	
	1	Biblical Foundations (CASC) OR equivalent	Biblical Foundations		Prerequisite 1: Scripture, Faith & Scholarship		P1
	2	Worldview Foundations (CASC) OR equivalent	Religion, Life and Society: Reformational Philosophy		Prerequisite 2: Religion, Life and Society: Ref. Phil.		P2
	3	Elective 1	Education 1	Cluster Course 1	Cluster Course 1		1
	4	Elective 2	Education 2	Cluster Course 2	Cluster Course 2		2
	5	Elective 3	Education 3	IDS OR Faithful Thinking ⁶¹			
	6	Elective 4	Education 4	Elective 1	Cluster Course 3		3
	7	Major Research Paper ⁶² OR 2 Electives		Elective 2	Cluster Course 4		4
8							
	8	IDS			5	Y E A R 2	
	9	Cluster Course 3	Pre-Thesis Lit. Rev.	6			
	10	Cluster Course 4	Exam and Thesis				
	11	GR in Thesis Area					
	12	Thesis and exam					
	13						
	14						
	Thesis and Defense					Y E A R 3	
	Thesis and Defense					Y E A R 4	

⁶¹ “Faithful Thinking as ‘World’ Orientation.”

⁶² This could include a professionally-oriented research project.



Appendix 10 - Policy on Faculty Appointments and Reappointments

The following policy statement was approved by the ICS Senate in two stages, on May 25, 2006 and May 10, 2007. It incorporates, revises, and expands policy statements that had previously appeared in the *Faculty Handbook*.

1. Appointment Policy and Procedures

1.1 Field Review and Criteria

1.1.1 Field Review and Declaration of Vacancy

Appointments to the Faculty of the Institute for Christian Studies are preceded by a review of the position and field in which an appointment is to be made. The field review determines priorities for appointment, including whether to continue or to redefine the position of a retiring or departing senior member. The Professional Status Committee (PSC), chaired by the President and expanded to constitute a Hiring Committee, conducts this review, in communication with the junior members, other administrators, and up to three external senators designated for this role by the Senate. PSC files its review with the Academic Council and then draws up a proposed position to be declared vacant. Academic Council and Senate or the Senate Executive must approve the proposed vacancy before it is advertised.

When an appointment becomes necessary due to retirement, the field review should take place at least two years before the senior member retires, to allow a recommendation about the position to be considered before the senior member's last year of service.

1.1.2 Criteria for Determining Field Priorities

The following criteria are applied in determining priorities for future faculty appointments:

- cultural importance of the field
- place and importance of the field in advancing the Institute's mission to engage in research affecting the foundational integrity of scholarship
- place and importance of the field in the Institute's programs; significance of the field in the development of an encyclopedic nucleus of fields
- resources available in the Institute's intellectual tradition to make a significant contribution to this field
- student interest (past record and prospects for the future)
- potential for contribution to the wider academic community
- potential for contribution to the deepened integrity of the life experience of the wider Christian community

1.1.3 Criteria for Assessing Applicants

Core Criteria

- Christian commitment, manifested in agreement with the Institute's Educational Creed
- fit in the Institute's intellectual tradition
- fit in the advertised field (including suitability for foundational work in the given field)
- evidence of distinctly Christian scholarship
- academic competence (academic reputation, recommendations, promise as a scholar)
- teaching record and experience
- ability to participate in interdisciplinary work

Secondary Criteria

- collegiality
- administrative abilities
- potential for curricular leadership
- relevance of scholarly work to the situation of the Christian community and ability to communicate with the community at large

Additional Criteria

- priority of field
- gender
- citizenship

1.1.4 Gender Considerations

The Institute for Christian Studies wishes to give careful consideration to the further development of gender equity within the faculty. In any search to fill full-time positions, the President or Academic Dean is to report to the Senate concerning female applicants who are not recommended for interview or appointment.

1.2 Hiring Committee and Search Committee

Two bodies provide judicial oversight for faculty appointments: Professional Status Committee and Senate. Formal interviews for faculty appointments occur in these bodies, as well as in the Board of Trustees. The President, who chairs PSC, presents successful candidates to the Senate and the Board of Trustees. When there is no Academic Dean, the President also serves as Chief Academic Officer (CAO). The CAO or the CAO's designate provides administrative oversight.⁶³ For the purpose of faculty appointments, Professional Status Committee constitutes itself as a Hiring Committee that includes all current senior members. There are only two exceptions in this regard: (1) senior members whose retirement or departure is the occasion for appointing new faculty members and who must not participate in the formal search for their successors, and (2) senior members whose approved sabbatical or leave takes them away from campus for an

⁶³ Because configurations in academic administration have changed frequently in ICS's history, the term "Chief Academic Officer" (CAO) is used generically to refer to the position that provides greatest administrative oversight for the work of the faculty. This could be the President, the Academic Dean, the Academic Dean, or the Chair of Faculty, depending on the current configuration. The term "CAO's designate" becomes particularly relevant in years when there is no Academic Dean or Academic Dean and when the President serves as CAO.

extended time during the hiring process. Senior members whose sabbatical or leave occurs in or near Toronto are expected to serve on the Hiring Committee.

The Search Committee is a subcommittee of the Hiring Committee and normally consists of three faculty members. It is appointed by the President to screen applications and to recommend a short list of candidates to be interviewed. Normally no more than one search will be conducted in any academic year and no more than three candidates will be interviewed for one position.

1.3 Advertising and Recruitment

Once a vacancy is declared, the CAO or CAO's designate collects and pursues suggestions about candidates to be recruited, places advertisements in suitable professional venues, and sets up a process for responding to inquiries and applications. Advertisements will clearly state the type of expertise sought and the level of the intended appointment (e.g., whether it is a junior or senior appointment or unspecified). Normally an application will include a letter of application, an up-to-date curriculum vitae, reports on teaching experience and assessments, a writing sample, and names of three references. The Search Committee evaluates candidates on the basis of these materials. Once the search process is finished, the CAO makes sure that these materials are destroyed.

1.4 Campus Visit

The CAO or CAO's designate arranges and coordinates the campus visit of each candidate selected to be interviewed. The campus visit has five components, as follows:

- A meeting with academic administrators to achieve orientation for the visit.⁶⁴ The meeting will discuss the candidate's understanding of the mission and basis of ICS, his or her sense of calling as a Christian scholar, and specific issues such as cost of living, salary range, etc. The CAO will prepare a confidential written summary of this meeting and will verbally report on any relevant items to the Hiring Committee at an appropriate time.
- Either a sample class or a plenary meeting with junior members who respond to an open invitation, to explore the candidate's research interests and approach to pedagogy and supervision. Subsequently junior members who so choose will individually communicate their impressions, either verbally or in writing, to the CAO.
- The candidate's public presentation and discussion of a short academic paper (about 25 minutes), to which all junior members, senior members, and staff are invited.
- A formal *in camera* interview with the Hiring Committee, normally led by the CAO. One or two junior members may join this interview, at the invitation of the CAO.
- Dinner with selected faculty members and administrators.

1.5 Deliberation and Recommendation

Once all interviews for a position have been completed, the Hiring Committee discusses the merits of each candidate, with a view to recommending one for appointment. Voting is normally by secret ballot. Under no circumstances will more than one candidate be recommended to Senate at one time for one position. The Hiring Committee also approves grounds for recommending a candidate and specifies the exact nature, term, and rank of the appointment. The President brings the recommendation and grounds to Senate, which then interviews the candidate and votes either to recommend or not recommend that the Board appoint the

⁶⁴ Here the term "academic administrators" is left undefined because the configuration of academic administrative positions has been in flux for the past several years. At a minimum, "academic administrators" include (when these positions are filled) the President and the Academic Dean. It can also include the Director of Student Services and other positions, depending on the circumstances and on judgments to be made when interviews are arranged.

candidate. The Board interviews the recommended candidate and decides whether to offer the appointment.⁶⁵

2. Reappointment Prior to Continuing Appointment

- 2.1 Normally the first appointment to the faculty is at the rank of Assistant Professor and for three years. To qualify for appointment at this rank or above, the candidate must show evidence of ability to undertake independent activity as a scholar and graduate instructor, normally the successful completion of a doctoral program. A successful candidate who does not so qualify should be appointed as an Assistant Professor (Conditional). The Senate may approve exceptions, upon the President's recommendation, when the candidate either has sufficient prior experience to be considered for another rank or for continuing appointment or shows sufficient promise to offset the lack of a doctoral degree.
- 2.2 A faculty member appointed at the Assistant Professor (Conditional) rank remains at that rank until the doctoral degree is conferred or other evidence of satisfactory scholarly work is offered, at which point he or she becomes eligible for appointment at the rank of Assistant Professor. Normally a faculty member will not hold the Conditional rank for more than three years.
- 2.3 Faculty appointed as Assistant Professors receive a review for possible reappointment no earlier than May 1 of the second year of their initial appointment. The reappointment is for a second three-year term. The review is conducted by the Professional Status Committee, constituted as a Reappointment Committee. This review differs in purpose and procedures from a review for continuing appointment. The committee should consider two questions, both of which concern the candidate as a member of ICS's graduate faculty.
- Has the appointee's performance been sufficient for a second three-year appointment prior to continuing appointment?
 - If reappointment is recommended, what support should the appointee receive to help improve areas of weakness and maintain areas of strength?
- 2.4 When considering these questions, the committee will use the following sorts of benchmarks:
- Is the candidate on track to build a solid record in research and publication?
 - Is the candidate's roster of graduate courses developing well?
 - Have the candidate's teaching and courses received appropriately high scores on an appropriate evaluation instrument?
 - Have junior members shown a positive response to the candidate's teaching and mentoring?
 - Has the candidate proved to be a willing and effective participant in the life and work of ICS?
- 2.5 In exceptional circumstances, with the approval of the President, a candidate may be considered for continuing appointment before completing the two three-year terms stipulated above, but only with the candidate's written consent, and in no case prior to serving a minimum of three years (excluding cases where the candidate is initially appointed with continuing status). With the candidate's consent and the President's approval, consideration for continuing appointment may also be delayed for up to two years, to take account of specific personal or family circumstances.
- 2.6 Faculty appointed initially at the rank of Professor either are considered for continuing appointment when first appointed or receive a three-year appointment and are considered for

⁶⁵ As of August 2007, the ICS Board is reconsidering whether and in what fashion to interview candidates for full-time faculty positions.

continuing appointment in the third year of the appointment. Consideration for continuing appointment may occur earlier, but only with the candidate's written consent.

- 2.7 Faculty appointed initially at the rank of Professor should receive a continuing appointment at the outset, unless the nature of the position is primarily administrative.

3. Continuing Appointment

- 3.1 Continuing appointment at ICS indicates the institution's trust and confidence in the faculty member's abilities, accomplishments, and future contributions. It obliges the institution to uphold the faculty member's academic freedom, and it obliges the faculty member to be conscientious and caring in the discharge of responsibilities as a teacher, scholar, and member of the academic profession. Continuing appointment is granted only by a definite act under stipulated conditions on the basis of merit.

- 3.2 Continuing appointments are granted on the basis of four essential criteria, all of them pertaining to the work of a graduate faculty member: achievement in research and publication, effectiveness in teaching and mentoring, clear promise of future intellectual and professional development, and contributions in community service.

- 3.2.1 Successful research leads to the advancement of knowledge through contributions of an original nature. Achievement in research is evidenced primarily, but not exclusively, by published work in the candidate's field; in this context, published work may include books, monographs, articles, and reviews, and, where appropriate, significant works of art or scholarly research expressed in media other than print. It may also be evidenced by various other types of creative or professional work where such work is comparable in level and intellectual calibre with scholarly production and relates directly to the candidate's academic field. Research also encompasses unpublished writings and work in progress. Scholarly achievement may be demonstrated by consideration of theses or other material prepared or written under the candidate's direct supervision. In some exceptional cases, weight should be given to "unwritten scholarship" of the type displayed in public lectures, formal colloquia, and informal academic discussions with colleagues. In every case, evidence of originality and importance to the candidate's field is sought.

In general, quality outweighs quantity, and certain types of scholarly activities are more significant than others. But this requires nuanced judgments. For example, although publications usually seem more significant than oral presentations, an important address on a distinguished occasion might outweigh several minor publications. Again, although a book publication usually represents more work and achievement than several articles, one essay of singular quality and significance might outweigh some books. Accordingly, the following descending order of significance provides no algorithm, but merely some rules of thumb:

- refereed publications
- books
- articles
- papers published in conference proceedings
- book reviews
- refereed grant proposals
- nonrefereed publications
- refereed oral presentations

- invited, nonrefereed oral presentations
- other nonrefereed oral presentations
- participation in scholarly seminars and conferences
- other scholarly contributions: serving on editorial boards, refereeing manuscripts and grant applications, etc.

Given the importance of quality, and the diversity of venues and fields in which faculty publish, no precise and detailed quantitative criteria can be given. A minimum standard would be at least one high quality and refereed article published per year on average (or the equivalent), accompanied by other forms of written and oral publication on an annual basis.

- 3.2.2 Effectiveness in teaching is demonstrated in lectures, seminars, and tutorials as well as in more informal situations such as mentoring students and directing them in the preparation of theses. It is recognized that scholarship must be manifested in the teaching function and that a dogmatic attempt to separate “scholarship” and “teaching” is somewhat artificial. Three major elements should be considered in assessing the quality of a candidate’s teaching: the degree to which he or she is able to stimulate and challenge the intellectual capacity of students, to communicate academic materials effectively, and to show mastery of his or her subject area.
- 3.2.3 An assessment of promise of future intellectual and professional development will inevitably be based on the vitality and progress the candidate has demonstrated as a teacher and scholar prior to consideration for continuing appointment. A positive judgment on this criterion means that the members of the Reappointment Committee are reasonably convinced that, following the granting of continuing appointment and the long-term relationship that it implies, the candidate not only will continue to make a valuable contribution to his or her field but also will exercise leadership in it.
- 3.2.4 Community service primarily means work on Academic Council, ICS committees, and other aspects of administration, governance, and community life at ICS. Secondly it means contributions to academic, educational, ecclesiastical, and civic organizations beyond the walls of ICS that further the scholarly goals and educational mission of ICS. It does not include general service to the community that is unrelated to the candidate’s scholarly or teaching activities however praiseworthy such service may be.
- 3.3 Clear promise of future intellectual and professional development must be affirmed for continuing appointment to be awarded. Demonstrated excellence in one of research and teaching, and clearly established competence in the other, form the second essential requirement for a positive judgment by the Reappointment Committee. Only outstanding performance with respect to community service should be given any significant weight and, even then, only if there are no substantial reservations relating to the criteria of research, teaching, and future promise.

4. Promotion to Professor

- 4.1 Faculty are promoted to the rank of Professor upon successful completion of a review for continuing appointment. They remain at this rank until they successfully complete a review for promotion to full Professor. In exceptional cases and on the basis of previous experience, faculty may receive Professor status prior to the review for continuing appointment. In all cases, however, receiving this status will be based on evidence that the candidate can successfully meet the criteria for continuing appointment (see §3.2 above).

- 4.2 Professors who are on continuing appointment will be subject to a comprehensive internal reappointment review every five years. A unique schedule of comprehensive internal reappointment reviews will be devised for Professors who have not yet received continuing appointment (see also §2.5 above).

5. Promotion to Professor

- 5.1 Faculty are eligible to be reviewed for promotion to Professor five years after they receive continuing appointment. Normally this review coincides with a regularly scheduled five-year reappointment review. Unlike other reappointment reviews, and like a review for continuing appointment, it involves an external review of publications. Promotion to Professor will be granted on the basis of the criteria for research, teaching, and community service outlined in section 3.2 above. In addition, and having the greatest weight, is the criterion of professional achievement, which replaces the criterion of future promise (§3.2.3) used in reviews for continuing appointment.
- 5.2 Professional achievement involves both the quality and the reputation of the candidate's scholarship and teaching. Successful candidates for promotion to Professor exercise leadership in their fields of interest. They are expected to have established a wide reputation, to be deeply engaged in scholarly work, and to have shown themselves to be effective teachers. These are the main criteria, and assessment for them includes an external review of publications. However, either excellent teaching alone or excellent scholarship alone, sustained over many years, could also in itself justify eventual promotion to the rank of Professor. Administrative or other service to ICS and related activities will be taken into account in assessing candidates for promotion, but given less weight than the main criteria: promotion will not be based primarily on such service. Promotion to Professor is not automatic, but it is expected that most full-time faculty on continuing appointment at ICS will attain this rank.

6. General Procedures for Performance Reviews and Reappointment Reviews

- 6.1 Performance reviews are distinct from reviews for reappointment. Performance reviews occur every year and aim "to provide a senior member with constructive feedback to enable further growth as a scholar and teacher. The review will identify areas at which he or she excels, in addition to setting goals for those areas ... needing attention" (FH 17). In the language of assessment, performance reviews are primarily "formative" (assessment *for* learning) rather than "summative" (assessment *of* learning), although the documentation provided for performance reviews feeds into reviews for reappointment. Reviews for reappointment are primarily "summative" and not merely "formative": one's future standing in the faculty and, more broadly, in the academic profession depends on the outcome of reappointment reviews. Hence distinct procedures are required for the two types of reviews.
- 6.2 Annual performance reviews are based on the faculty member's Academic Plan, annual Activity Report, updated curriculum vitae, and teaching evaluations. They are collegial occasions undertaken within the faculty. They involve all senior members (including faculty members on PSC and Senate), but their outcomes are not reported to the Professional Status Committee and Senate. Because of the role annual Activity Reports play in reappointment reviews and in documenting the work of the faculty as a whole, however, such reports do go to these bodies for information. Normally a faculty member on continuing appointment, and preferably one holding the rank of full Professor, is responsible for organizing annual performance reviews, interviewing each faculty member, and preparing a formative assessment for the faculty member's use. This assessment is confidential. It does not become part of the faculty member's personnel file.

- 6.3 There are four main types of review for reappointment: three-year reviews prior to continuing appointment, five-year reviews after continuing appointment, reviews for continuing appointment, and reviews for promotion to full Professor. As is explained below (see §7), the first two will be called “non-status” reviews, and the other two will be called “status reviews.” All of these reviews for reappointment take the following pathway: Faculty Member -> Academic Dean or President -> Reappointment Committee/Professional Status Committee -> Senate. To illustrate, here is the pathway for continuing appointment. The Faculty Member submits the materials to be reviewed. The Academic Dean or President appoints the Reappointment Committee, assembles the materials, and arranges other parts of the review (such as securing external referees and soliciting views from junior members and alumni/ae). The Reappointment Committee assesses the candidate’s work and sends a recommendation with grounds to the Professional Status Committee. PSC interviews the candidate, approves or modifies the recommendation and grounds, and sends them on, via the President’s office, to the Senate and Board. Normally the Senate interviews faculty who are up for continuing appointment or for promotion to full Professor, but not on other occasions.
- 6.4. For status reviews, the Reappointment Committee should have the following composition: 3 ICS faculty members, one of them on PSC, and no more than one of them an adjunct faculty member; 1 external faculty member, normally from TST or U of T or from the ICS Senate; and 1 junior member in the PhD program who has completed the pre-dissertation exams. Normally full-time faculty members on the Reappointment Committee should be senior to the candidate under consideration. For non-status reviews, PSC, expanded by the addition of one post-examination PhD student and one external faculty member, will serve as the Reappointment Committee.
- 6.5 Documentation for all reappointment reviews includes:
- a current curriculum vitae, using the OCGS format
 - a consolidated activity report for the period under review
 - an updated academic plan
 - the candidate’s own written self-assessment, incorporating a sabbatical report (if relevant)
 - tabulated and digested teaching evaluations prepared by the Academic Dean’s office

In addition, documentation for continuing appointment and full Professor reviews includes:

- a digest of written comments received from alumni/ae, junior members, senior members, and administrators, prepared by the Academic Dean’s office
- confidential assessments received from external referees
- copies of the candidate’s written scholarly work during the period under review

Documentation provided to external referees includes:

- a copy of ICS program descriptions
- the senior member’s curriculum vitae (in OCGS format)
- the senior member’s updated academic plan
- copies of the candidate’s written scholarly work during the period under review (published, in press, submitted)

7. Detailed Procedures for Status and Non-Status Reappointment Reviews

The following procedures aim to combine confidential professional assessments with timely support and encouragement for the candidate. Most of the procedures apply to both status and non-status reappointment reviews. Here “status” means a reappointment review intended to lead to a change in faculty status, either to continuing appointment or to full professorship; “non-status” refers to other reappointments, such as the first three-year review prior to continuing appointment and five-year reviews after continuing appointment, where no change in status is envisaged. Where additional or modified procedures are required for status reviews, this is made explicit.

7.1 Oversight

Two bodies provide judicial oversight for reappointment reviews: Professional Status Committee and Senate. Formal interviews for status reappointments occur in these bodies. The Chief Academic Officer provides administrative oversight. The CAO maintains a rolling schedule of reappointment reviews and each spring informs PSC and Senate of reviews to take place in the next academic year. The CAO notifies all candidates for reappointment by May 1 in the academic year preceding the year in which they will be reviewed.

By June 1 the CAO (or the CAO’s designate) lets each candidate know which individuals the President intends to ask to serve on the Reappointment Committee or, in the case of non-status reviews, to add to the Professional Status Committee so as to constitute PSC as a Reappointment Committee. If the candidate has reason to believe that any proposed member of the committee, including the committee chair, cannot make his or her decision solely on the basis of the evidence available at the time of the Reappointment Committee’s deliberations, the candidate should indicate this to the CAO (or the CAO’s designate). The President will take this information under advisement before striking the Reappointment Committee. The CAO shall then formally notify the candidate of the final composition of the Reappointment Committee, when the process of review, including assembling of documentation, is to begin, and when it will be completed.

In consultation with the candidate, the CAO compiles the appropriate reappointment dossier (see §6.5 above) and presents it to the Reappointment Committee. For status reviews, the CAO also makes arrangements to prepare digests of written comments from informal assessors and to obtain and distribute confidential assessments from external referees. All of these documents will be ready for the Reappointment Committee’s review by October 1. The CAO prepares a brief summary of the content of all teaching evaluation reports, informal assessments, and external reviews (where applicable), without identifying their source, and provides this to the candidate when the dossier is submitted to the Reappointment Committee.

7.2 Details about Documentation

Many details about documentation can be found elsewhere in the *Faculty Handbook*, but some additional instructions are warranted.

Curriculum Vitae. Although in OCGS format, the candidate’s curriculum vitae should include some information not indicated by the OCGS format, namely, a list of committees and other relevant community roles, both internal and external, where the candidate has served.

Self-Assessment. This is a brief reflection (about 750 words) on the candidate’s work during the period under review, both in relation to ICS’s mission and programs and in relation to the candidate’s own Academic Plan. It should highlight significant accomplishments, challenges faced, and hopes for the future.

Teaching Evaluations. These can take four forms: evaluations by junior members in courses, evaluations of the candidate's mentoring and supervising by advisees and former advisees, peer evaluations by fellow faculty members, and evaluations conducted by administrators, members of the Senate, or external evaluators. Since this is a topic of ongoing discussion, the exact mix and format are not specified here.

Verbal Comments from Junior Members. Prior to submitting the candidate's dossier to the Reappointment Committee, the CAO will convene a meeting of all interested junior members to discuss the candidate's contributions and qualifications. The intent of this meeting is to call attention to topics that junior members think the reappointment process should address. The CAO's written report to the Reappointment Committee, which the candidate also receives, will include salient points from this meeting, while maintaining the anonymity of junior members who made comments in the meeting

Confidential Written Comments from Informal Assessors (status reviews only). The CAO solicits confidential written comments from selected alumni/ae, junior members, senior members, and administrators, as follows. The CAO receives from the candidate names of four current junior members and, where applicable, two alumni/ae who could comment on the candidate's qualifications as a classroom instructor, mentor, and supervisor. Of the four current junior members, at least two should not be supervised by the candidate. From this list the CAO selects three names (one "major," one "non-major," and one alumnus/a), adds to it three other names distributed across the same categories, and invites these six persons to provide confidential written comments. The CAO also invites all faculty members and academic administrators who are not on either the Reappointment Committee or PSC to provide confidential written comments about the candidate's qualifications. All such written comments are then forwarded in confidence to the Reappointment Committee with, if appropriate, the CAO's comments on the status and competence of these informal assessors. A brief digest of the informal assessors' written comments is included in the CAO's summary that the candidate receives when his or her dossier is submitted to the Reappointment Committee.

Confidential Assessments from External Referees (status reviews only). When the Reappointment Committee is struck (usually in June), the CAO invites the candidate to nominate three scholars from other institutions who are qualified to evaluate the candidate's research and publications. In consultation with PSC, the CAO then secures two external referees, one of whom shall have been nominated by the candidate. The referees should, if possible, be senior to the person under review and should not have close ties to the academic work, administration, or governance of ICS. The external reviews should be available for submission to the Reappointment Committee by October 1, along with any comments from the CAO on the status and competence of the referees. Summaries and brief excerpts from the referees' reports may appear in the CAO's summary that the candidate receives, but the candidate shall not see a full report or know a referee's identity unless the referee has explicitly granted permission, and then only after the Reappointment Committee has completed its review and drafted a recommendation and grounds.

7.3 Approval Procedures for Status Reviews

The Reappointment Committee considers all the evidence put before it, distributing specific reading assignments across the committee to ensure that all of the submitted materials receive due consideration. The quorum of the committee is the full membership. The candidate may be given an opportunity to make a written statement and/or to appear before and make an oral statement to the committee, but is not entitled to be present throughout or otherwise participate in the reappointment consideration. In cases where the committee finds it difficult to reach a clear-cut recommendation on the basis of the evidence available, it may recess for a short period,

normally no longer than a month, to obtain additional or supplementary information from the candidate or other sources.

The meetings of the Reappointment Committee are held in camera. Each committee member must agree to treat as confidential all information given to the committee and all matters pertaining to deliberations of the committee. The committee has the power to take only one of two possible decisions: to recommend that reappointment be granted or that reappointment be denied, in either case with written grounds for the recommendation. A recommendation to grant a status reappointment, whether to continuing appointment or to full Professor, must be approved by at least four of the five members of the committee. Voting is by written and signed ballot. When the voting is concluded, the committee chair announces to the committee how each member of the committee voted, and the total number of votes for and against the granting of reappointment. If there are two or more negative votes or abstentions, this constitutes a decision to recommend that reappointment not be granted.

The Reappointment Committee's decision must be taken on the basis of the evidence available at the time of the meeting. Where the committee is unable to reach a decision promptly, a new committee shall be established immediately to take one of the two decisions required, unless the President is convinced that the circumstances are unusual enough to delay appointing a new committee for a period of up to one year. For the purposes of this section, a new committee is one in which all of the members, except the ex officio members, are new.

Reasons for a proposed negative recommendation shall be given to the candidate, who shall have an opportunity to respond to them, either orally or in writing, within fifteen days of notification. Thereafter, the committee shall make its final decision on the recommendation and communicate this to the Professional Status Committee, along with a statement of the reasons for the decision, and, in the case of a negative decision, a summary of the evidence. The summary of the evidence should be prepared in sufficient detail to enable the candidate to make a particular response to all of the significant components if he or she appeals the decision. As soon as practicable after the Reappointment Committee's decision, the Chief Academic Officer should inform both the President and the candidate whether or not tenure has been recommended. At this point, in the event of a negative recommendation, the candidate should be furnished with the statement of reasons for the decision and the summary of evidence.

In the event of a negative recommendation from the Reappointment Committee, PSC reviews the evidence considered by the Reappointment Committee. If PSC concurs with the negative recommendation, it advises the President concerning the duration and nature of the candidate's contract. If PSC does not concur with the negative recommendation, it advises the President on the course of action to be taken next.

In the event of a positive recommendation, the Professional Status Committee interviews the candidate in light of the documentation provided to the Reappointment Committee and the Reappointment Committee's recommendation and grounds. Normally the interview is led by the President, who chairs PSC. It focuses on the candidate's achievements and vocation, with a view to ICS's mission and programs. If the interview is satisfactory, PSC endorses or modifies and endorses the recommendation and grounds. At this point the President notifies the candidate and forwards the recommendation and grounds to Senate. Senate also receives the CAO's summary, plus any other documentation that the PSC deems relevant for Senate deliberation. Senate interviews the candidate, normally at the next regularly scheduled Senate meeting, and takes one of two actions: either to recommend to the Board the requested reappointment, or to refer the matter back to PSC for further consideration.

7.4 Appeals of Status Review Decisions

7.4.1 Grounds for Appeal

A person who has been denied either continuing appointment or promotion to full professor may appeal this decision on one or more of the following grounds:

- a significant irregularity or unfairness in the procedures followed;
- an improper bias or motive on the part of any member of the Reappointment Committee or PSC;
- the unreasonable character of the decision, given the evidence available and the standards generally applied in similar decisions at ICS in recent years.

7.4.2 Appeal Procedures

Appeals concerning status review decisions are heard by an ad hoc Status Review Appeal Committee appointed by the Chair of Senate after consultations with the President, Senate, and Chair of Faculty. The committee will consist of one ICS faculty member, one external faculty member, and one external Senator who chairs the committee. Normally the ICS faculty member on this committee will not have served on the committees whose decision is under appeal. The external faculty member should be a tenured professor from another university whose field is similar to that of the individual under review.

A candidate must give notice of appeal against a negative status review within thirty working days of being informed of the relevant decision. The Chair of Senate has the power, under exceptional circumstances, to extend this time limit. The notice of appeal should be addressed to the Chair of the ICS Senate, with a copy to the President of ICS, and should specify the grounds on which the appeal is based. Upon receipt of the appeal, and after proper consultation, the Chair of the ICS Senate will determine whether the appointment of an ad hoc Status Review Appeal Committee is warranted. If the Chair of Senate decides to strike a Status Review Appeal Committee, he or she will inform the candidate of this. If the candidate wishes to protest the inclusion of any member on the Status Review Appeal Committee, it is his or her responsibility to present to the Chair of Senate evidence that this individual's previous involvement in the contested decision would justify disqualification.

The Status Review Appeal Committee will have the following two options open to it, and its decision concerning these two options will be final. It may either (1) dismiss the appeal or, if it finds that any grounds in §7.4.2 above are substantiated, (2) take up the case and reach a further recommendation. This recommendation will not be subject to further review.

The Status Review Appeal Committee will be empowered to obtain such information and to interview such persons as it deems useful to reaching a judgment concerning the case. The appellant has the right to make representation to the committee (either orally or in writing as the committee may direct). Information about the appellant to be considered should pertain to the appellant's performance for the period up to the time of the original status review. No contributions to teaching and research made subsequent to the contested decision will be admissible for consideration.

The quorum of the Status Review Appeal Committee is its full membership. All members of this committee including the chair have a vote. A recommendation to reverse the contested decision and to grant continuing appointment or full professorship must be unanimous. One negative vote

or abstention will constitute a decision to recommend that continuing appointment or full professorship not be granted.

Meetings of the Status Review Appeal Committee are held in camera, and each person accepting appointment to the committee agrees to treat as confidential all information given to the committee and all matters pertaining to deliberations of the committee.

The chair of the Status Review Appeal Committee will report the committee's recommendation to the Chair of Senate. The Chair of Senate will inform the candidate of the decision with a statement of reasons supporting that decision.

In matters of procedure not provided for in this subsection, the procedures prescribed for the original Reappointment Committee and PSC will apply.

7.4.3 Rights of Successful Appellants

If a faculty member is granted continuing appointment or full professorship by the Status Review Appeal Committee, that person shall immediately be considered for any promotion and be eligible for any salary increases that may have been denied him or her by reason of the original denial. In the event of undue delay or similar circumstances, a faculty member who has been granted continuing appointment or full professorship by the Status Review Appeal Committee may apply to the President of ICS for reimbursement of expenses responsibly incurred in his or her status review appeal.

7.5 Terms of Employment after Unsuccessful Status Reviews

7.5.1 Without Appeal

When a candidate is denied continuing appointment and does not appeal this decision, ICS normally will offer a one-year terminal appointment. By exception, ICS may decide to offer a probationary three-year appointment, at the end of which the candidate will have a second review for continuing appointment. The second review will commence no earlier than May 1 of the second year in this probationary three-year appointment, and it will follow the usual guidelines for continuing appointment reviews. ICS will not offer a probationary appointment unless two conditions are met: (a) the candidate shows sufficient potential for a successful second continuing appointment review; and (b) there are other substantial reasons to keep the candidate on ICS's regular faculty for more than one terminal year.

A candidate who is denied promotion to full professor and does not appeal this decision will be eligible for renewed consideration three years after the unsuccessful review. The request for renewed consideration may come from either the faculty member or PSC.

7.5.2 After Appeal

A faculty member who unsuccessfully appeals a negative continuing appointment review will normally be offered a one-year terminal appointment, unless there is cause for immediate termination.⁶⁶

⁶⁶ These formulations do not address questions concerning the termination of continuing appointments. The current formulation on this topic in the *Faculty Handbook* (FH 17) is inadequate and needs additional work.

8. Sources Consulted

The following documents were consulted, and in some cases liberally employed, in the writing of this document. Passages taken directly from these documents are not attributed, but their usefulness is hereby gratefully acknowledged.

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