

# **Temple Bible College**

## **Faculty Handbook**

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**I. The Founders** grew up in the same community, the West End of Cincinnati. Three of the four founders attended the same elementary school, Harriet Beecher Stowe, in the mid 1940's and early 1950's. Each of the four founders, attended a different high school, after graduating they continued life as adults, each in his own personal way.

It was in the mid 1960's when these four men would meet again, at Cincinnati Baptist Bible College. All had responded to the Call of God, to preach His Word, and each came for preparation and education. All four graduated from the college between 1968 and 1969. One of the four was an instructor and student.

In September, 1970 Temple Bible College was founded and organized after the founders received a vision from God. The vision concerned the importance of preparation and education for Church leaders of all denominations, not just Baptists. The first classes were held at First Antioch Baptist Church. Clergy and church leaders of all denominations were welcomed to the college. Today, three of the four founders - Calvin A. Harper, Carl P. Adkins and John D. White are still functioning at Temple Bible College. The late Ardie Brown, Jr. went home to be with the Lord in 2001.

## **II. History of Temple Bible College**

Temple Bible College was organized in the summer of 1970 and registered students in September of that year. The first classes were held at the First Antioch Baptist Church, located at 1511 Gilpin Avenue in Cincinnati, Ohio. Temple is an important and unique institution of higher learning in that it provides religious education and preparation for adult church leaders, most of whom will serve in urban churches and organizations of the city. Familiarity with the community and its citizens provides greater opportunities to successfully address the religious, social and cultural needs of the urban community. The college is supported by donations from individuals including the founders. Temple Bible College has maintained low tuition costs for 40 years which makes college affordable to those who may not otherwise have the means to pay higher tuition while also providing for their families.

Over the forty years, many graduates have become very successful pastors and community leaders in Cincinnati as well as other cities. The teaching staff is composed of dedicated, sincere and qualified instructors who approach this ministry with earnestly and with consistency

Temple Bible College is the result of Divine design. The alumni are composed of community and church leaders more equipped to serve and reflect the uniqueness and importance of the institution's work in urban communities

Temple Bible College continues to meet the challenges of our time by providing training for clergy and community leaders that enable them to be effective servants in the community.

**III. The Faculty** is expected to provide quality instruction and exemplify acceptable behavior and communication at all times. Additionally they are expected to respect the administrative and support staff, students, and fellow instructors.

A. An application must be completed and submitted to become a Temple Bible College instructor. Following a successful interview, candidate must be approved by the Administration.

B. Syllabi must be provided to classroom students and a copy to the registrar who maintains a file for syllabi of classes taught at the college. Text books selected by the instructor must be approved by the Administration.

All teachers are requested to approach their teaching ministry with sincerity and dedication. The college does not pay our teachers a salary. However, each class-room instructor is given an occasional honorarium.

All teachers are assigned on a part-time basis, teaching not more than three courses in a semester.

C. Probation Period consists of the first two semesters of instructor's teaching experience. During the probationary period, the effectiveness of instruction and the ability to positively interact with others will be

evaluated. Teachers are also expected to employ confidentiality in matters of students' records and in matters of the College.

(1) Dismissal during the probationary period will be determined by the Dean or President. Instructors, having served more than two semesters may appeal certain dismissal decisions, to the Executive Committee. In cases of serious violations such as blasphemous practices, serious crime against individuals or property, unacceptable conduct or performance, the Executive Committee will weigh the evidence submitted by the instructor and administration then resolve with a written decision or a private meeting. The results of the committee are binding.

**IV. The Executive Committee** is composed of appointed members of the Administration and the Board of Trustees. Its primary purpose is to insure the welfare and effectiveness of the College. The College's integrity, effectiveness, ethical conduct and reflection of Christ's identity must always be maintained.

**V. The Administration** provides the educational program of the College, assigns teachers, advises students and reports to the Board of Trustees.

A. Curriculum is developed by the Deans with intent of providing courses that provide an education that will be useful and current. Scripture and Biblical messages must be translated to the challenges of our time.

B. Supervision of the Faculty, students and facility is done by the Deans who report to the President.

## **VI. The Organizational Structure**

Temple Bible College is a small institution of learning with a simple organizational structure. It has a Board of Trustees, President, Executive Committee, Deans, Registrars and a Librarian.

A. Board of Trustees provides management and upkeep of the College's business, facility, and monetary needs and provides general oversight of the entire college.

B. President provides direct leadership of the educational process this includes the Deans, curriculum, instructors and students. The President reports to the Trustee Board information about the college's matters of needs, progress or decline.

C. Executive Committee is composed of representatives of the Trustee Board and Administration 6 to 8 individuals. The Executive Committee deal with emergencies of the College, disciplinary issues, and report to the Board of Trustees.

D. Deans recommend college's curriculum to the President for approval, develop the class calendar, provide classroom space for instructors. Deans also review transcripts of students seeking transfer credit hours from other acceptable institutions. They work with the registrar in matters of need. They provide support and encouragement to the instructors and students.

E. Registrar files and keeps records of instructors and students applications. The registrar files transcript information and provide grades earned to students. They receive phones calls and mail requested information; call students and instructors when needed.

F. Librarian aids student and faculty in search for books and reading material for classroom purposes and for pleasure reading. Books are available from library and on line.

# Organizational Chart

