All people who do work for Biola University must be hired with the advance approval of Human Resources, regardless of the intended duration of the assignment. Excepted from this requirement are guest speakers, guest musicians, and sports referees who are U.S. citizens or resident aliens, as well as independent contractors approved in accordance with the university’s formal contracting procedures.

Employment of staff employees is at the will of either the employee or Biola University. This means that an employee may quit at any time with or without notice, and Biola may terminate an employee’s employment at any time with or without notice. There is no promise that employment will continue for a set period of time, nor is there any promise that employment will be terminated only under particular circumstances. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of Biola include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction; cessation or expansion of operations; merger or consolidation of operations; determinations regarding use of equipment, methods, or facilities; or any other terms and conditions that Biola may determine to be necessary for the safe, efficient, and economic operation of the university. No employee or representative of Biola, other than the President of Biola, has any authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the foregoing.

Employees who are under formal contract to the university (e.g., instructional faculty) may be restricted with regard to resignation/termination of employment, in accordance with the terms of his/her contract.