The concept of full-time service, with reference to a faculty member, is more easily understood than defined. Nevertheless, some basic guidelines and descriptive statements are in order for the mutual benefit of the faculty members and the administrative officers.

Full-time service includes, but is not limited to, scheduled teaching. Normally, a full-time faculty member teaches an average of at least twelve (12) teaching units each semester in the undergraduate programs and ten (10) in the graduate programs. Some distinction is made in the designation of teaching units for different types of instruction (e.g., lecture, activity, laboratory, supervision). Even so, it is recognized that not all differences in teaching workload can be accurately represented by differences in teaching units, so the specific assignments may vary somewhat above and below the average for each full-time faculty member. Scheduled teaching, of course, includes full and adequate preparation for the class periods and also follow-up in the form of paper grading, etc. It also includes provision of ample opportunity for individual contacts with students who are in the classes, including contacts during scheduled office hours, by appointment, and by means of informal contacts. Full-time service includes study in the subject areas of professional interest and service. This includes not only study in preparation for scheduled teaching, but also in keeping abreast of scholarly developments in the specific and broader fields of relevance.

Full-time service includes involvement in some form of scholarly research or other form of creative work in the subject area. Insofar as is feasible, this involvement should result from time to time in a definite product such as a published article or book, a piece of art work, a recital or a scholarly lecture. In any event, this involvement should demonstrably enhance the faculty member's effectiveness and enthusiasm in his or her teaching work.

Full-time service includes general involvement in the overall life of the institution and full participation in, and positive contribution to, the institutional distinctives. The specific form of this involvement may vary widely from one person to another, but each one should be significantly involved in it. Full-time service frequently includes attendance at meetings and/or other involvements in professional societies and in the intellectual life of the subject field beyond this campus. Full-time service should include involvement in some local church community and it may include involvement in other community groups.

Full-time service extends beyond the time of instruction as listed in the academic calendar. Summers and other periods of academic recess provide special opportunities for extended preparation for teaching and for varied forms of scholarly and professional activity, as well as for vacations. To an extent more limited than during the regular academic year, full-time faculty members should generally be available on a reasonable basis to university personnel and for the transaction of university business.

The several broad areas of full-time service, as identified in the preceding paragraphs, could readily fill more time than could possibly be made available for them. Realistically, all of them are important to the individual as a professional person and to the institution and individuals will vary from one to another in how much time and energy are spent on each. The inner motivation of each person is the driving force for each one, not any externally prescribed average or minimum amounts of time. In general, however, it is not reasonable to expect that a full-time faculty member could serve to his or her full potential in less than five full days of work per week, with less than four days of that week being on campus during scheduled academic weeks, or with less than eight scheduled office hours.
per week. Each full-time faculty member is expected to be available for the scheduling of teaching duties from 7:30 A.M. through the evening hours, Monday through Friday. In some subject areas, such as music and athletics, scheduled activities may involve weekends as well.

Since work outside the university can complement the faculty member's university activities, other forms of paid work for full-time faculty members are not prohibited. However, the first loyalty is to the university and every effort should be made to avoid any outside conflict of interest with the basic responsibility of full-time service at the university. In particular, time schedules for outside activities must be adjusted to fit the teaching assignments, not vice versa. Also, outside activities should not keep one from being present on campus at least four of the days from Monday through Friday of the academic calendar. Along with the time factor, special care should be taken to ensure that one's intellectual and physical energy is not drained away by outside activities to the detriment of full effectiveness in service here. A full-time faculty member should not seek or accept any opportunity to teach concurrently in another institution unless it be for teaching during a limited time period (short series of lectures or summer session, for example) that does not overlap the regular academic calendar here and with clear identification by the host institution that it is a visiting appointment of a person who is a regular faculty member of Biola University. Finally, all agreements for outside paid work, beyond very incidental and short time commitments, should be reported to the school dean prior to initiating the work.

If any question or problem should arise over conflict of interest, whether actual or perceived, the burden of proof is upon the faculty member to show the dean compliance with the full spirit of full-time service. Institutional resources and services should not be used in support of the outside activities unless in special cases arrangements are made in advance for reimbursed usage.