



# BIRMINGHAM THEOLOGICAL SEMINARY FACULTY HANDBOOK

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2026 Edition

Birmingham Theological Seminary  
2200 Briarwood Way • Birmingham, Alabama 35243 • (205) 776-5650  
[www.bts.education](http://www.bts.education)

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## Welcome from the Chief Academic Officer

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*Dear Faculty,*

*In 1972 Dr. Frank Barker Jr. and Dr. Bill Hay founded what was then called “Birmingham Extension Seminary for Theological Education.” Their vision and purpose were to provide theological education for people that were unable to study full-time, to uproot their lives and families or to leave their jobs to pursue a seminary education. For over fifty years Birmingham Theological Seminary has been committed to training men and women for Gospel ministry. During that time, more than 5,000 students have taken courses and over 400 have been awarded master’s level degrees.*

*Our commitment to this purpose remains “to make faithful theological education accessible to learners everywhere, equipping leaders for Christ’s church and to bring value to the church and the surrounding community.” We also maintain our commitment to the historic, reformed faith and confessional orthodoxy. As such, we strive to be a Trinitarian, Gospel-centered learning community committed to the inerrancy of the Scriptures and the redemption secured for us in the crucified, risen and ascended Lord Jesus Christ. We aim to maintain high academic standards. We value the local church and the training of men and women for service. We also value generational, denominational, and ethnic diversity.*

*As faculty you bring all these values together as you use diverse educational delivery systems to meet the needs of our students as we continue in the global engagement of Gospel ministry. Thank you for your commitment to teaching others; Christian education is the ministry of bringing believers to maturity in Jesus Christ, a ministry of service to others. As Chief Academic Officer, it is my privilege to labor beside you in this calling: “to present everyone mature in Christ” (Col. 1:28).*

*Thank you for your service, the love you have for Jesus Christ and the passion in your hearts to see and participate in fulfilling the Great Commission.*

*Yours in His Kingdom work,*

*Justin Richardson*

*Chief Academic Officer*

*Birmingham Theological Seminary*

## Part I — Institutional Identity

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### Our Rich History

Birmingham Theological Seminary (BTS) was founded as a reformed multi-denominational seminary in Birmingham, Alabama in 1972. Two men, Dr. Frank Barker, Pastor of Briarwood Presbyterian Church, and Dr. Bill Hay, Pastor of Edgewood Presbyterian Church, saw the need for men and women to be trained for full-time Christian service to enrich their personal lives, increase their knowledge of the things of the Lord, and for men to be better equipped to teach, preach, and witness for the Lord Jesus Christ. These men also saw the need to enable those who felt God’s call to study for Christian work to do so on a part-time basis if obligations would not allow them to study full-time.

BTS was initially known as the “Birmingham Extension Seminary for Theological Education,” often referred to as “BES.” BES began offering classes in the fall of 1972 at the Edgewood Presbyterian Church located in Homewood. As members of Edgewood Presbyterian Church departed to found Covenant Presbyterian Church (PCA), led by Dr. Bill Hay, BTS became associated with Briarwood Presbyterian and Covenant Presbyterian as originating churches (1975). The seminary began with two degrees, Master of Divinity and Master of Religious Education. Six classes were offered, with 52 students enrolled: 17 M.Div., 14 M.R.E., and 21 audits. It was the original expectation that eventually BES would become the extension of a major seminary. However, in 1980, the name of the seminary was changed to “Birmingham Theological Seminary,” and BTS has continued to operate as a separate institution since that time.

During its more than 50-year history, more than 5,000 students have taken courses and over 400 students have been awarded master’s and doctoral level degrees. BTS offers courses in various locations around the state of Alabama and in foreign countries such as New Zealand, Uganda, Cuba, and Australia, by distance education and through relationships with other seminaries. In addition, BTS has successfully launched new reformed seminaries in New Zealand and Uganda and, through our partnership with Thirdmill Ministries, currently enrolls over 25,000 students in a free online Certificate program.

We are privileged to enjoy a wonderfully diverse group of students and professors and hope to continue serving Birmingham, Alabama, America, and the world with quality, affordable, reformed theological education until our Lord returns.

### Mission, Vision, and Values

**Mission:** BTS is committed to making faithful theological education accessible to learners everywhere, equipping leaders for Christ’s church.

**Vision:** BTS strives to be the number one seminary for quality, sound, affordable theological education that extends to learners in diverse environments for kingdom impact on their communities through service to the local church.

**Extended Mission:** BTS is committed to making faithful theological education accessible to learners everywhere, equipping leaders for Christ’s church. We offer multiple graduate and postgraduate programs, both locally and online, to bring value to the church and the surrounding community. We serve individuals and churches by training future and current pastors, counselors, and lay leaders—both domestically and internationally. We are an historic, reformed seminary committed to Biblical inerrancy, infallibility, and authority and hold ecclesiastical recognition from multiple Protestant denominations. BTS utilizes Pastor/Professors to bring focused academic and theological training with practical application, designed to develop vocational and volunteer leaders in the church. BTS is a multi-site seminary that provides resources to students on a full-time and part-time basis. BTS believes education is a service that should be extended as far as reasonably possible to help the church grow spiritually and to bring kingdom impact to local communities with the good news of salvation through Christ alone.

## Institutional Values

### Primary Values:

- **Gospel-Centered:** built on Scripture, Trinitarian, redemptive and restorative
- **Academic:** maintain strong and clear academic standards
- **Pastoral:** equipping Christians to serve in the local church
- **Biblical Diversity:** multi-generational, men and women, multi-ethnic
- **Confessional:** guided by the major Protestant confessions
- **Flexible:** meet students where they are to guide them where God leads
- **Affordable:** making seminary financially viable
- **Service:** provide excellence in serving students, the local church, and communities

### Operational Values:

- **Lean Operations:** grow only when necessary
- **Shared Spaces:** partnering with the local church, utilizing existing space
- **Pastor/Professors:** bring wisdom and experience to the classroom

### Educational Values:

- **Academic:** maintain strong and clear academic standards
- **Pastoral Theology:** the pastor’s experience is a significant part of the education
- **Practical Application:** God’s word applied to everyday life
- **Leadership:** BTS education should impact, inspire, and train students for leadership

### Aspirational Values:

- **Biblical Diversity:** multi-generational, men and women, multi-ethnic
- **Multi-generational:** classrooms with young enthusiasm and aged wisdom

- **Academic:** grow academic credibility
- **Pastoral:** train more pastors
- **Extendable:** develop better delivery systems
- **Outcomes-oriented:** track the impact of the degree programs from students and alumni

## Student Learning Outcomes

BTS measures its educational effectiveness through eight institutional student learning outcomes:

1. **Scripture:** Students will effectively articulate the truth of Scripture and Scripture as truth, engaged with learning biblical knowledge and reformed principles of the supremacy of Scripture as God’s word.
2. **Reformed Theology:** Students will be able to engage and reproduce the primary and essential elements of Reformed Theology relative to the Five Solas.
3. **Local Church:** Students will be engaged in applied ministry projects in the local church.
4. **Wisdom:** Students will grow in character, increasing in their demonstration of wisdom and its fruits.
5. **Discipleship:** Students will be able to understand and articulate the nature and importance of discipleship—both ordinary (means of grace) and extraordinary (biblical counseling).
6. **Communication:** Students will grow in the efficacy of their communication (articulation, teaching/speaking, and preaching—respective to various departments) both in content knowledge and rhetorical strategies.
7. **Worldview:** Students will demonstrate a growing ability to apply God’s word to all spheres of life, evidenced through class discussion and other assigned assessments.
8. **Leadership:** Students will grow in their understanding of godly leadership and ability to lead others in service of the local church.

## Theological Commitments

### General Theological Commitments

BTS is a multi-denominational reformed seminary. We hold to the following faith distinctives, giving us an orthodox, reformed, covenantal, and confessional direction:

- God is sovereign over all of his creation in all ways and at all times.
- The Bible is the only infallible, inerrant, sufficient standard of faith and practice and, while it does not contain answers to every question regarding God’s creation, it does contain all that is needed for repentance and salvation unto God. The worldview crafted on the sufficiency of Scripture can give the believer the appropriate grid and framework to interpret common grace insights and general revelation.
- The broadly accepted five principles of the Reformation are a categorical encapsulation of the work of God unto the salvation of the elect and may be broadly applied in many different denominations (*sola scriptura, sola fide, sola gratia, solus Christus, soli Deo gloria*).

- That God is covenantal and works his relationship with his creation and his people through a series of covenants, fulfilled in the New Covenant of the Covenant of Grace.
- The fundamental creeds and confessions of the early church encapsulate the fundamental principles of orthodox Christianity (Creeds found in Scripture, the Apostles' Creed, the Nicene Creed, the Chalcedonian Creed, and the Athanasian Creed).
- While containing some differences in doctrinal interpretation, the listed confessions of the Reformation broadly agree on salvation, the Trinity, God's relationship to his creation, the person and work of Jesus Christ, the ministry of the Holy Spirit, the nature of the church and the sacraments, and the moral obligations for the Christian in sanctification. All faculty at BTS must attest to one of these confessions: the Westminster Confession and Standards, the London Confession of 1689 or Philadelphia Confession of 1742, the Three Forms of Unity (Belgic Confession of Faith, the Canons of Dort, and the Heidelberg Catechism), or the First and Second Helvetic Confessions.

## Statement of Faith

BTS adheres to the following General Statement of Faith:

*God is one Being existing in three Persons: the Father, the Son, and the Holy Spirit. God is Sovereign, the Creator and the Sustainer of all things. God is the Source of and end of all truth.*

*The Scriptures are the written Word of God; inerrant in their original writings, and the infallible authority by which He directs and governs all our activities.*

*Jesus Christ is the eternal begotten Son of God, conceived by the Holy Spirit and born of the Virgin Mary—truly God—truly Man. Through Christ's life, death, resurrection, and ascension, He accomplished a decisive victory over sin for His people and established His kingdom among men.*

*Man (Humankind) was created in the image of God as a rational, moral, and spiritual being. Man sinned in Adam and fell with him in his first transgression. Man's fall affected him spiritually, intellectually, and physically. He is restored only by the renewing grace of the Holy Spirit and the cleansing blood of the Lord Jesus Christ.*

*The Lord will return in glory and triumph for the final judgment and the consummation of His Kingdom.*

All members of faculty, coordinators, and Board members must also agree and adhere to one or more of the following historic creeds:

- Westminster Confession of Faith and Standards
- Three Forms of Unity
- London Confession of 1689 or the Philadelphia Confession of 1742
- First and Second Helvetic Confessions

In addition, our faculty must agree to follow the parameters—educationally, theologically, and ecclesiastically—outlined in this Faculty Handbook. BTS’s positions on theological issues like Federal Vision, Gender and Sexuality, and Women in Ministry align with the Presbyterian Church in America (1973) and are represented by their study papers and committees. Appropriate papers are included as Appendix B.

## **BTS, the PCA, and Other Denominations**

The Master of Divinity curriculum has been specifically designed to fulfill the requirements of the Uniform Curriculum of the Presbyterian Church in America (PCA) and has been approved by the Theological Education Committee of the PCA General Assembly (1978). Thus, Master of Divinity graduates of BTS are eligible for ordination in any presbytery of the PCA. BTS graduates have been ordained in the PCA since as early as 1980.

Other denominations recognize the Uniform Curriculum of the PCA as one of the most comprehensive in ministerial education. Students who are not in the PCA and pursuing ordination in other denominations may make course substitutions as appropriate (polity, confessional survey of systematic theology, etc.) with approval of the Academic Affairs team.

The PCA adopted an internship program which must be completed prior to ordination in addition to the Master of Divinity degree. BTS is structured to accommodate this additional requirement.

## **Relationship to Briarwood Presbyterian Church**

Birmingham Theological Seminary is a 501(c)(3) Board-Directed Ministry of Briarwood Presbyterian Church. BTS operates from the Briarwood Presbyterian Church campus under a permanent agreement. While BTS does not own its facilities, this arrangement provides the seminary with stable, long-term access to classrooms, office space, and campus resources. The relationship with Briarwood reflects BTS’s founding commitment to church-centered theological education.

## **Accreditation**

BTS is a charter member of the Association of Reformed Theological Seminaries (ARTS) and has been accredited by ARTS for over 20 years.

The mission of the Association of Reformed Theological Seminaries (ARTS) is “to preserve and advance the academic quality, accountability, and improvement of institutions committed to educating students in the tenets of Reformed Theology.”

As an accrediting agency, ARTS is recognized by the Council for Higher Education Accreditation (CHEA) for the following scope of accreditation:

*ARTS Commission on Accreditation accredits United States-based institutions and other locations as determined by the Commission on Accreditation, which offer baccalaureate and/or graduate degrees in*

*fields aimed at preparing students for Christian service and ministry through biblical and theological studies of Reformed traditions. (2024)*

As a religious institution offering graduate degrees under the supervision of a local church, BTS has been approved as exempt from Alabama education licensure laws. BTS is a 501(c)(3) non-profit corporation, able to grant degrees in the State of Alabama pursuant to Chapter 46 of Title 16 of the Alabama Code.

## **BTS and Ordination**

BTS holds itself responsible for providing Christ-honoring studies in accordance with our mission purpose statement. BTS does not ordain clergy or attempt to evaluate an individual's personal calling or position in the body of Christ. Ordination is handled by local churches and their denominations.

## Part II — Organization and Governance

### Board of Directors

Birmingham Theological Seminary is governed by a Board of Directors comprising 19 Directors. Sixty percent of the Board is required to hold membership in Briarwood Presbyterian Church. The Board provides fiduciary oversight, approves new academic programs, and ensures the institution operates in accordance with its mission and theological commitments. The Board Chair is Mr. Don Murphy.

### Academic Committee

The Academic Committee is composed of members of the BTS Board of Directors, the Chief Academic Officer (who serves ex officio), and a faculty representative. Dr. Cheryl Blackmon serves as the ex officio Faculty Representative on the Academic Committee. The Academic Committee may be called upon to make academic decisions that relate to enrollment, curriculum development and changes, and to resolve matters pertaining to individual students.

### Chief Academic Officer

The Chief Academic Officer oversees the entire academic department. He and the seminary staff ensure that every aspect of the academic experience meets the needs of BTS’s students, is in accordance with BTS’s mission statement, and meets accreditation requirements. The Chief Academic Officer sits ex officio on the Board’s Academic Committee and guides the process by which new courses and programs are incorporated into BTS’s curriculum.

### Administrative Staff Directory

The following is the current BTS administrative team. For the most current contact information, visit [www.bts.education](http://www.bts.education) or contact the seminary office at (205) 776-5650.

Position	Name	Email	Phone
President	Mr. Ike Reeder	Ike@bts.education	(205) 776-5280
Chief Academic Officer	Mr. Justin Richardson	Justin@bts.education	(205) 776-5386
Chief Admissions & Communications Officer	Mr. Dave Latham	David@bts.education	(828) 275-8991
Chief of Staff (Part-Time)	Dr. Jay Haley	Jay@bts.education	
VP of Development	Mr. Jason Jacobs	Jason@bts.education	

Position	Name	Email	Phone
VP Emeritus; Director, Prison Initiative & Intl. Programs	Dr. Thad James, Jr.	Thad@bts.education	
Registrar	Mrs. Norma Thompson	Registrar@bts.education	(205) 776-5354
Director of Distance Education & Technology	Mr. Brandon Robbins	Brandon@bts.education	(205) 243-7912
Office Manager & Assistant to DE Director	Dr. Deb Quenelle	Deb@bts.education	(205) 776-5650
Communications Specialist	Mrs. Emily Hayes	Emily@bts.education	
Administrative Coordinator	Mrs. Irene Hayes	Admin@bts.education	(205) 776-5354
Finance Coordinator	Mrs. Lauren George	Finance@bts.education	
Website Design & Online Marketing (Contract)	Mr. Robert Hill		

## Department and Degree Program Heads

**The Harry Reeder Center for Pastoral Studies:** TBD 2025

**Biblical Counseling Department:** Dr. Howard Eyrich

**Public Theology Department:** Contact Chief Academic Officer

**Biblical Studies Department:** Dr. Jud Davis

**Historical Theology Department:** Contact Chief Academic Officer

**Systematic Theology Department:** Dr. Roy McDaniel

**Research and Writing:** Dr. Pat Sanders

## Doctor of Ministry Program Head and Track Directors

**Director of Post-Graduate Studies & Huntsville Campus Coordinator:** Dr. Roy McDaniel

**Pastoral Leadership Director:** Harry Reeder Center for Pastoral Studies Executive Director — TBD 2025

**Biblical Counseling Director:** Dr. Howard Eyrich

**Public Theology Director:** Dr. David Filson

**Church Vitality and Multiplication Director:** Dr. Tom Hawkes

**Director of Chaplaincy Programs (Contract):** Col. (Ret.) Pete Sniffin, DMin

## Office Hours and Contact Information

**General Informational Email:** Admin@bts.education

**Office Hours:** Monday–Thursday, 8:30 AM–4:30 PM. Friday: Office closed unless by appointment.

**Physical and Mailing Address:** Birmingham Theological Seminary, 2200 Briarwood Way, Birmingham, AL 35243

**Phone:** (205) 776-5650

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## Part III — Faculty Classifications and Appointment

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### Faculty Overview

Faculty is the general term used to refer to the academic staff of Birmingham Theological Seminary. BTS operates on a stipend-based faculty model in which the seminary relies on part-time, contract-based instructors rather than full-time tenure-track faculty to deliver its academic programs. This model means that every BTS instructor teaches from a context of active service to Christ's Church, bringing current professional experience into the classroom. The strengths of the BTS faculty are manifold with experience being a key element. Each faculty member has a strong commitment to God, to the teaching of God's people, and is a current ministry practitioner.

### Faculty Classifications

#### Core Faculty

To be considered for the Core Faculty of BTS, a professor will have taught for a minimum of two years with at least two semesters per academic year. If a professor goes one full year without teaching or two years only teaching one semester, he or she may be redesignated as Visiting Faculty.

Core Faculty members carry institutional responsibilities beyond teaching, including curriculum oversight, syllabus design and revision, evaluation of student course submissions, governance participation (including potential Academic Committee representation), assessment processes, and program review. These institutional responsibilities distinguish Core Faculty from Visiting Faculty and provide the academic continuity and theological consistency essential to BTS's mission.

#### Visiting Faculty

Visiting Faculty teach on a course or semester basis and have not yet attained Core Faculty status. To be listed as Visiting Faculty, a professor must have taught a minimum of three classes. Visiting Faculty are active ministry practitioners who are teaching while the institution evaluates fit and continuity.

### Faculty Qualifications

Faculty members are expected to have earned terminal, postgraduate degrees in their fields of study (PhD, DMin, EdD, ThD, or equivalent), to be working on a terminal degree, or to have long-term (20 years or more) ministry experience in their teaching field. Faculty teaching master's-level courses possess terminal degrees or advanced graduate credentials with substantial ministry experience. Faculty are selected based on academic preparation, teaching competency, ministerial experience, and alignment with institutional mission. Faculty annually affirm the seminary's doctrinal commitments.

### Faculty Recruitment

The Chief Academic Officer maintains active files of resumes of prospective faculty according to their area of expertise. These files are kept current through yearly review of dated materials.

When a faculty vacancy or additional need exists due to increased enrollment, the Chief Academic Officer reviews files, contacts personal resources (e.g., seminaries, schools, professional acquaintances), and conducts preliminary investigation to create a pool of possible candidates.

As appropriate, the Chief Academic Officer will establish a pool of candidates based upon education, experience, and doctrinal viability.

The President confers with other faculty and Board members as deemed appropriate and then recommends prospective faculty to the Board of Directors.

## **Faculty Tenure**

The seminary employs on an “at-will” basis (contract), so no faculty tenure is to be expected by faculty.

## **Independent Contractor Status and Termination**

BTS employs faculty on a contract basis each semester. BTS faculty are considered Independent Contractors. BTS’s relationship with its faculty, as reflected in the faculty contracts, is intended to give the faculty member the freedom to exercise their teaching gifts fully and to allow a cordial working relationship between all parties involved. Whenever either party in the contractual arrangement determines that a working relationship is not possible, or is no longer desired, the relationship can be terminated by either party with a simple written notice for any reason. However, the faculty member agrees not to terminate this relationship during a semester in which they are teaching a class, absent unusual circumstances which prevent the faculty member from fulfilling their obligations.

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## Part IV — Faculty Expectations and Conduct

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### Faculty Lifestyles

BTS is a religious, non-profit seminary representing Jesus Christ to Birmingham and the world. The policies of BTS have been and continue to be in submission to the Word of God. BTS expects its faculty to conduct themselves in a manner that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior (1 Corinthians 10:31, Colossians 3:17). Faculty should be aware that this includes how they utilize such technology as the internet, texting, social networking, and blogging.

Birmingham Theological Seminary embraces, affirms, and teaches the gift of sexuality, divinely designed as an act of intimacy to be embraced only within the bounds of a heterosexual, monogamous, covenantal, conjugal marital relationship. Sexual activity outside of those bounds or advocacy of same is not consistent with the Christian lifestyle BTS expects of faculty.

BTS faculty is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow Matthew 18 principles when an issue arises with fellow faculty or students. The BTS Statement of Faith expects all faculty to maintain a lifestyle based on Biblical standards of moral conduct in which Christ has pre-eminence (Colossians 1:18).

BTS faculty members are not allowed to bring firearms, weapons, explosives, or other dangerous materials on campus unless certified by the State of Alabama as a Law Enforcement/Peace Officer.

### General Expectations of Faculty

Preparation is essential to successful teaching. Professors are usually contacted approximately two months prior to start of the semester and thus have adequate time to prepare syllabi, bibliographies, class notes, and study guides. The faculty should take advantage of this time by preparing these materials at least one month in advance. Even courses the professor has taught previously should be updated and refreshed.

It is expected that professors will put forth every effort to be at class on time. Habitual tardiness may imply a carelessness and indifference which the faculty member does not wish to convey. He or she must set a good example for students in this matter.

In the conduct of classes, each session should be opened with prayer. Taking roll is essential, but the method is optional and the time devoted to it should be kept at a minimum.

Class conduct of students shall be befitting the standards and objectives of BTS. Class sessions must conform to the standards of respectable consideration for others and of the highest achieving of the courses' aims and objectives. Students who disturb class should be dealt with promptly and in accordance with biblical principles.

In the event circumstances make it impossible for a professor to be present in class, appropriate arrangements must be made and the Chief Academic Officer and Registrar apprised. If classes must be canceled by the faculty member, as much advance notice as possible is expected and notices sent to students immediately. Please contact the seminary immediately upon making the decision. It should be remembered that some students drive long distances to attend classes, and their inconvenience and expense should be kept to a minimum.

## Educational Distinctives

The BTS faculty is characterized by the following educational distinctives:

- Our faculty is a ministry of practicing professionals who engage the students theologically and spiritually in the development of a Biblical worldview.
- The BTS faculty in its pursuit of academic excellence is encouraged and supported in the earning of terminal degrees.
- The BTS faculty fosters an academic climate that is theologically reformed and evangelical through a thorough commitment to Biblical inerrancy.
- The BTS faculty is committed to the global engagement in gospel missions through a variety of delivery systems, primarily utilizing our online distance education platform in LearnDash.

## Team Effort and a Positive Spirit

Romans 12:3–21 gives the most salient advice to the faculty and all those associated with BTS that can be given. Remember that the seminary exists for students. A negative spirit or demeaning statements from faculty can demotivate students and thus thwart the mission and purpose of the institution.

## Official Functions

Faculty members are expected to attend the annual faculty meeting (October) and graduation (May). Attendance at extension faculty meetings is also encouraged for extension professors.

## Academic Garb

At the Commencement exercises, the faculty appears in full academic regalia. Those holding degrees wear the cap, gown, and hood distinctive of their degree and administrative position. Male faculty members are asked to wear white dress shirts, dark suits, dark ties, and dark socks and shoes at all such academic convocations. Female faculty members will wear the female equivalent. For those who do not own personal regalia, BTS rents academic regalia (robe, cap, and hood) for them. However, the faculty member must communicate with the seminary's administrative staff regarding their need for academic regalia and provide sizes and other requested information. Faculty members do not have to renew badges and are not required to pay a fee for their badges.

## Part V — Faculty Evaluation and Development

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### Faculty Evaluation Process

BTS employs a multi-component faculty evaluation process designed to ensure instructional quality, theological fidelity, and continuous improvement across all academic programs. The evaluation process consists of four components:

#### 1. Semester Course Evaluations

Each semester, students are asked to complete an electronic course evaluation for each class. Students receive an email containing a link to the course evaluation for each course in which they are registered. Participation is strongly encouraged. Students have a four-week window to complete the evaluation.

#### 2. Faculty Evaluation Reports

At the end of each semester, BTS compiles a faculty evaluation report for each faculty member based on the student course evaluations administered that semester. The compiled report is sent to the faculty member along with a link to the raw anonymous student evaluation data. This process ensures that faculty receive both a synthesized summary of student feedback and the ability to review individual anonymous responses for additional detail.

#### 3. Classroom Observation

The Chief Academic Officer conducts classroom observation of each faculty member on a biennial rotation (once every two years). Classroom observations assess teaching effectiveness, theological fidelity, student engagement, and alignment with course objectives. Observation results are documented and discussed with the faculty member.

#### 4. Annual Faculty Meeting Review

Class evaluations and evaluation results are discussed collectively at the annual faculty meeting. This annual review provides an institutional touchpoint where faculty performance, course feedback, and professional development priorities are addressed across the faculty as a whole.

### Faculty Professional Development

BTS maintains a Faculty Development Fund which helps to supply professors with either missionary teaching opportunities or with personal advancement through conferences and continuing education. BTS determines how much it can contribute to travel, conference registration, or hotel costs based on available resources. Faculty are encouraged to pursue ongoing scholarly development and professional growth in their areas of expertise.

## Personal Record File

Each faculty member must have the following items on file at the seminary office:

- Faculty Data Sheet (please keep the seminary office informed of any contact changes)
- Curriculum vitae
- Official academic transcript (highest degree conferred)
- Account of personal Christian experience
- Signed BTS Faculty Affirmation and Agreement—required annually
- Photograph

## Part VI — Faculty Remuneration

### Stipend Scale

BTS has the following payment scale as approved by the BTS Board of Directors. Payment is based on the size of the class at the end of the drop/add period each semester (end of the second week of class), excluding audit students. Minimum class size is five students. When a class has enrollments of fewer than five students, the professor may choose to teach the students under the guidelines of the directed study program. It is the professor's decision. All faculty remuneration is processed via electronic fund transfer through Gusto.

### Graduate Course Stipend Scale

Class Size	Pay
1–3 students	100% of Class Tuition
4–5 students	\$700
6–8 students	\$800
9–10 students	\$900
11–12 students	\$1,000
13–15 students	\$1,200
16+ students	\$1,500

### Doctor of Ministry Course Stipend Scale

Class Size	Pay
1–3 students	\$1,500
4–5 students	\$2,000
6–9 students	\$2,500
10+ students	\$3,000

### Post-Graduate Advisory and Examination Service

BTS invites appropriately credentialed faculty to serve in advisory and examination roles for the Doctor of Ministry (including standard, Chaplaincy, and Honors tracks) and Master of Theology programs, even if they do not teach directly in those programs. All post-graduate advisory and examination appointments are made by

the Director of Post-Graduate Studies in consultation with the Chief Academic Officer. Faculty interested in serving in these capacities should communicate their availability and areas of expertise to the CAO.

### **Dissertation/Thesis Advisor**

Advisors provide ongoing academic guidance to the student throughout the research and writing process. The advisor must hold credentials appropriate to the student's field of study and be approved by the Director of Post-Graduate Studies or the relevant program director. Responsibilities include meeting with the student three times per semester (normally via video conference), collaborating with the student to create a workplan for the semester, and reviewing the student's end-of-semester deliverables (e.g., reading plans with annotated bibliography, chapter completions).

**Compensation:** \$600 per student per semester for the period of advisement.

### **Outside Reader**

Outside readers provide an independent critical evaluation of the completed thesis or dissertation manuscript. The outside reader is not a member of the student's examination committee but provides written feedback to the student and the committee.

**Compensation:** \$200 per reading.

### **Oral Examination Committee Member**

Committee members serve on the committee that conducts the oral defense of the thesis or dissertation. Service includes reading the thesis or dissertation and participating in the oral examination. Committee composition is determined by the Director of Post-Graduate Studies in consultation with the CAO.

**Compensation:** \$200 per committee service.

## **Tax Forms**

Faculty should expect to receive a 1099 form from our accounting firm in the month of January if they receive over \$600.00 in remuneration for the previous calendar year.

## **Reimbursement for Expenses**

### **Travel**

Faculty members may be reimbursed for out-of-town travel at the standard IRS rate, but each trip must be approved by the BTS President or Chief Academic Officer in advance in writing.

### **Books**

The seminary will purchase faculty copies of class books pertaining to the course and required for it. Prior approval by the Chief Academic Officer is necessary. Be aware that many publishers will provide "professor

copies” of textbooks free of charge, so please check with publishers prior to requesting copies from BTS. BTS will also provide books if a professor has been asked to and agreed to teach or plan a new course.

### **Expense Request Forms**

Expense request forms may be obtained from the Registrar. These must be approved by the Chief Academic Officer before submission for reimbursement.

### **Faculty Grievance**

As with any other dispute, the aggrieved party(s) should seek resolution privately with the offending party(s). However, if the parties are unable to resolve the matter, they should seek the assistance of the Chief Academic Officer for assistance or a decision. The Chief Academic Officer may choose to refer the matter to the Academic Committee for resolution. The decision of this Committee is final.

## Part VII — Academic Policies (Faculty Responsibilities)

### Academic Programs

BTS offers programs in the following categories:

- Learning Certificates (4 classes / 8 credit hours)
- Advanced Certificates (15 classes / 30 credit hours)
- Professional Master’s Degrees, including the Master of Biblical Studies (20 classes / 40 credit hours)
- Academic Master of Arts Degrees (minimum 30 classes / 60+ credit hours)
- Master of Education (36 credit hours)
- Master of Divinity (51 classes / 102 credit hours)
- Master of Theology (ThM)
- Doctor of Ministry, including concentrations in Pastoral Leadership, Biblical Counseling, Public Theology, Church Vitality and Multiplication, and Chaplaincy

The Academic Catalog contains a complete list of all degree programs and their course checklists, as well as brief course descriptions. It is available on the website or by contacting the Registrar’s office at registrar@bts.education.

### Syllabus Requirements and Submission

Objectives, course outline, grading scales, and requirements for each course are to be submitted in a class syllabus by each professor for examination by the Chief Academic Officer. Syllabi are due in the Chief Academic Officer’s office one month in advance of the beginning of the semester so students can obtain books and the respective syllabi may be posted to the BTS website. The model syllabus is provided for reference at Appendix A. Specific assignments are up to the professor in designing the course.

### Grading Scale and Quality Points

The seminary has adopted a four-point grading scale as follows:

Grade	Score Range	Quality Points
A	96–100	4.0
A–	90–95	3.5
B	85–89	3.0
B–	80–84	2.5
C	75–79	2.0

Grade	Score Range	Quality Points
C-	70-74	1.5
D	65-69	1.0
D-	60-64	0.5
F	Below 60	0.0

## Grade Descriptions

**A:** Represents a superior understanding of the subject matter, prompt and complete preparation of assignments, outstanding ability as manifested by such things as original thinking, extra reading or projects, and an interested attitude in and contribution to class discussions.

**B:** Represents a good understanding of the subject matter, prompt and complete preparation of assignments, above average ability as manifested by reading comprehension, and an interested attitude in and contribution to class discussion.

**C:** Represents meeting all requirements, a satisfactory understanding of the subject matter and promptness in preparation of assignments. Considered below average for graduate school.

**D:** Represents a poor understanding of the subject matter and/or inadequate work in outside assignments. This is the lowest grade given credit in a course.

**F:** Failure. Examinations or class work or both are below par and the course must be repeated if credit is to be obtained.

Minus appendages to letter grades indicate a finer distinction between the quality of work.

**Additional Grade Designations:** WF (Withdrew while failing), WP (Withdrew while passing), INC (Incomplete).

## Incomplete Grades

An incomplete grade indicates either: (a) a temporarily excusable absence from final examination, or (b) one or more important items have not yet been completed because of extenuating, excusable absences such as an extended illness, and the professor has set a deadline, not to exceed six weeks, for completion of the work. Such six weeks begins with the last day of the semester. Incompletes are at the discretion of the Chief Academic Officer and are not considered a student right.

The professor is required to report a grade of an “I” (Incomplete) to the seminary office within two weeks of the end of the semester. The student has six weeks from the semester’s end to have the professor change the incomplete grade to a final grade. If no final grade is received in the seminary office by the six-week deadline, a failing grade will be posted to the official transcript.

If a student submits course materials after the end of the semester but within the six-week grace period, the student's final course grade will be lowered by one letter grade. Course materials will not be accepted after the six-week grace period.

## Grade Submission

Computer grade sheets with final grades and notations are to be returned to the Registrar's Office two weeks after the end of the semester. Failure of faculty to meet deadlines will result in faculty pay being withheld. Each professor must keep grade books or computer files containing the regular grade of each student's record each semester.

## Assessment Return Turnaround

Rapid lesson turn-around time is crucial to student motivation, morale, and course completion and is therefore crucial in determining BTS's success as a learning institution. Professors are encouraged to grade exams and papers promptly and provide those results to the students.

## Official Roll

Official class rosters will be sent to the faculty when the drop/add period has ended. Faculty should verify that the roster matches their actual class attendance. If there is a student in class that is not on the roster, the student is not registered and should be informed of the situation and advised to contact the Registrar to enroll. However, the student should not be forced to leave the classroom and may sit through the first class. If there is a name on the roster and the student is not present, faculty members should alert the Registrar.

## Academic Advising

Formal Academic Advising is conducted by the Registrar, Director of Distance Education, and the Chief Academic Officer. Informal Academic Advising can be carried out by professors working with students to discuss degree programs and student advancement directions, but professors should direct students to verify upcoming course plans with the Registrar's office.

## Directed Studies

Directed Studies classes must be approved by the Chief Academic Officer. Directed studies are course credits obtained by working directly with a professor in a group of 2–4 students or individually. These arrangements are permitted only for students who cannot schedule a necessary course before their planned graduation.

Guidelines for directed studies:

- Minimum of two book critiques—combined readings should be 600–1,000 pages; each report is a minimum of 3–5 typed pages.

- The critique must reflect that the student has read and comprehended the materials and should demonstrate critical thinking and analysis.
- At least two exams are recommended based on course directions of the respective professor.
- One course project, 12–15 pages in length, with an average of two footnotes per page and a bibliography of 5–7 books.
- All research papers must be formatted in accordance with Turabian Chicago standards.
- Students have four months to complete the course. A one-month extension may be applied for with a fee of \$50.00. Incomplete work at the end of the extension results in a failing grade.

## Textbook Selection

Textbooks are generally selected by the professor to provide the maximum benefit to our students. While BTS holds that no Scripture is of “private interpretation,” it recognizes that academic scholarship demands that views contrary to our own need to be examined and discussed. Therefore, BTS recognizes that some supplemental texts may express views contrary to our doctrinal beliefs. It is generally recommended that notations are made to that effect in syllabi.

## BTS Recording Policy

In the age of hybrid in-person and video conference classes, BTS policy is that all classes on video conference will be recorded and those recordings will be made available to all students in the class. However, if the class is not on video conference, if the student wishes to record it, it is their responsibility.

## Writing Standards

BTS has adopted the Turabian style of writing format for all research papers, clinicals, and dissertations (DMin). All papers are to be double-spaced, 12 point, Times New Roman font. Please refer to *A Manual for Writers of Research Papers, Theses and Dissertations* (8th Edition) by Kate Turabian and *Quality Research Papers for Students of Religion and Theology* (3rd Edition) by Nancy Vyhmeister.

## Plagiarism and Generative AI Policy

In addition to the BTS plagiarism policy, BTS enforces a Generative AI policy that is designed to promote intellectual integrity and the cultivation of wisdom. This policy recognizes that while AI tools are a modern reality, their use in a seminary context must be guided by the principles of faithful discipleship and academic rigor.

Unless clearly directed by the instructor, all students should submit their own original work, independent of artificial intelligence tools. The use of generative AI to write papers or to write significant portions of assignments is considered an ethical violation of the Student Code of Conduct and a violation of general academic integrity.

## 1. Content: A Vision for Intellectual Integrity

As a seminary committed to strong academic standards, we expect students to develop their own critical thinking and theological synthesis skills. While AI tools can assist with research, they cannot replace the prayerful study and intellectual diligence required for theological education.

- **Permitted Uses:** Students may use generative AI as a research aid for tasks such as brainstorming initial ideas, creating rough outlines, or summarizing complex texts to gain a basic understanding.
- **Required Practices:** When using AI for these purposes, students must critically evaluate the generated content for accuracy and theological soundness. All ideas, arguments, or structures derived from AI must be properly cited as a source and integrated into the student's own original work.
- **Prohibited Uses:** Using generative AI to write papers, create significant portions of assignments, or generate content without verification and citation is strictly prohibited.

## 2. Character: The Cultivation of Wisdom

A core purpose of a BTS education is to help students grow in character and demonstrate wisdom and its fruits. This policy is designed to cultivate intellectual honesty and personal diligence.

- **Theological Integrity:** Our commitment to the truth of Scripture requires a corresponding commitment to intellectual truthfulness in all academic work. Taking intellectual shortcuts by misusing AI compromises the character necessary for faithful ministry.
- **Stewardship:** As future leaders, students are called to be faithful stewards of the gifts and minds God has given them. Delegating essential intellectual work to an algorithm hinders this development and undermines growth as a disciple.

## 3. Competency: Equipping Leaders for a Digital World

BTS is dedicated to equipping leaders for service in the local church. This includes the ability to communicate effectively and apply God's Word to all spheres of life in a digital age.

- **Communication Competency:** The process of writing papers and preparing sermons is a primary way students grow in their communication efficacy and content knowledge. Misusing AI circumvents this essential development, leaving future ministry leaders ill-equipped to "rightly handle the word of truth."
- **Consequences:** A violation of this policy is a serious breach of academic integrity and will result in a zero on the assignment and/or a lowered letter grade for the course. If determined to be an egregious violation, it could lead to further sanctions, including expulsion from BTS.

## Syllabus Summary of Plagiarism & AI Policy

The following summary should be included in every course syllabus:

*In alignment with our commitment to intellectual integrity and the cultivation of wisdom, all students must submit their own original work on all assignments. Plagiarism, which includes the uncredited use of*

*others' ideas or words, and the misuse of generative AI tools to write papers or significant portions of assignments, is considered an ethical violation and will be subject to academic discipline. AI tools may be used as a research aid for brainstorming or outlining, but all ideas must be verified, critically evaluated, and properly cited. For a full explanation of these policies, including details on appropriate and inappropriate uses, please refer to the Student Handbook.*

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## Part VIII — Distance Education and Intellectual Property

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### Board-Adopted Distance Education Policy

BTS operates under a Board-adopted Distance Education policy that governs the delivery of academic programs through correspondence, video conference, and online modalities. As a religious institution, BTS operates under applicable religious institution exemptions for distance education. Faculty who teach in any distance education modality are expected to comply with the policies and standards outlined in the Distance Education policy, which is maintained in the seminary office and available upon request.

### Video Conference Policies and Procedures

- Laptops and desktops are the preferred method of attending a video conference course. Information will be shared on the screen, so phones will be less useful.
- In video conference, it is preferable for the student to keep their video on (when possible) so that students and faculty may engage with one another. Extended periods of dark screen will result in follow-up and potential removal from class.
- Faculty teaching video conference courses are expected to ensure that recordings are made and submitted for student access in accordance with BTS recording policy.

### Intellectual Property Policy

BTS recognizes that its faculty are active scholars, ministers, and practitioners who create valuable intellectual content. The following policy governs intellectual property rights for faculty-created materials within the BTS academic ecosystem.

#### Track One: Live and Video Conference Courses

Faculty retain full intellectual property ownership of all content they create for live and video conference courses—including lectures, videos, course materials, study guides, and examinations. Faculty are free to use that content at BTS or at any other institution or in any other context they choose. BTS places no restriction on faculty use of their own intellectual property.

By creating and delivering course content within the BTS academic ecosystem, faculty grant BTS a perpetual, non-exclusive license to use the syllabus as a foundational institutional document. This means that BTS retains the institutional right to assign any qualified faculty member to teach any course in its catalog and to use the existing syllabus as the structural foundation for that course. A new professor teaching the same course may build from the syllabus framework—course description, objectives, assessment structure, and reading

requirements—even if the original creator is no longer teaching it. This license does not extend to the original creator’s lecture recordings, proprietary study guides, or other created materials beyond the syllabus itself.

## **Track Two: Distance Education Correspondence Courses**

When a professor creates a Distance Education correspondence course, they grant BTS the right to utilize that material in any context for the purposes of correspondence and distance education delivery. This grant is perpetual and survives the termination of the faculty relationship; BTS may continue using the DE course materials for as long as they serve the institution, regardless of whether the professor remains active at BTS.

The terms of DE course creation are governed by a separate DE Creation Contract. The one-time course creation fee of \$3,500 compensates the professor for this broader grant of use. Grading for DE correspondence courses is generally done by BTS-approved course graders.

On occasion, BTS will use a live video conference or in-person class to fashion a new online class. When taping a live course for distance education purposes, the professor will be compensated based upon the number of students enrolled. The professor will not be paid any amount above their ordinary teaching pay when a course is recorded in the classroom. A professor will be paid an amount set by BTS when the course is recorded “in studio” for distance education purposes. Payment will be made upon the completion of the taping and receipt of the course syllabus, supplements, study guides, and exams.

## Part IX — General Information

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### Privacy

Students have the right to review educational records relating to them and the right to request, by informal amendment or by formal hearing, changes in those records if it is believed that the records are inaccurate, misleading, or violate the students' rights. Information about students' records will not be released to third parties without the express written consent of the student (including transcripts and financial records). However, BTS reserves the right to release such records to its contractors and government agencies as necessary to conduct the ordinary operations of BTS, including tax reporting, compliance with federal and state law and court orders, and financial compilations or audits. BTS will request that such third parties maintain the confidentiality of student records.

### Publication Notice

Every effort is made to provide accurate and up-to-date information. Birmingham Theological Seminary reserves the right to change statements in the Faculty Handbook concerning, but not limited to, policies, academic offerings, tuition, and fees. BTS will make a reasonable effort to alert current faculty of any changes. However, it is the professor's obligation to review this handbook periodically and be aware of its content. The information in this handbook supersedes and replaces the information in all previous publications. Where there is a conflict between the versions of the handbook, the most current version takes precedence.

### Faculty Contact Information

Current faculty contact information is necessary for the staff and students at BTS to communicate with the faculty. Every faculty member is responsible for ensuring that BTS has accurate postal address information, a telephone number, emergency contact information, and a current email address. Each time their contact information changes, faculty should notify the seminary office via email at [admin@bts.education](mailto:admin@bts.education).

### Faculty and Student ID Badges

BTS requires an identification badge and card for each student and faculty member. Badges must be worn to all classes, as they help identify students and faculty at the various seminary locations. The ID cards may also be used to secure student and faculty discounts at certain stores and may also allow entrance to certain libraries. Faculty members do not have to renew badges and are not required to pay a fee for their badges.

### Claims and Disputes

Any claim or dispute arising from or related to a faculty member's relationship to BTS shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of

the Rules is available at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## **Non-Discrimination Policy**

Birmingham Theological Seminary admits students of any race, color, sex, handicap, national, or ethnic origin to all the rights, privileges, and activities generally afforded or made available to all its students, namely the opportunity to study at BTS. BTS does not discriminate on the basis of sex in the educational programs or activities including admission or employment, except in the matter of ordination or related oversight of pastoral studies, and certain courses restricted to men, related to the question of ordination. While not being an official agency or institution of the Presbyterian Church in America, BTS is associated with the PCA and adheres to the position of the denomination, which biblically restricts the ordained office to men. BTS will make every reasonable effort to accommodate disabilities, and disabled students are welcome.

## Part X — Resources

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### BTS Writing Center

The BTS Writing Center provides resources on proper writing and citation methods, information on how to use BTS's online library facilities, research links, and seminar opportunities. Resources are available at [www.btswritingcenter.net](http://www.btswritingcenter.net). The Writing Center runs 2–3 Writing Workshops every semester. They are very helpful and highly recommended for both students and faculty.

### Birmingham Theological Journal

Beginning in 2023, BTS began publishing the Birmingham Theological Journal to showcase the work of BTS students, faculty, alumni, and guest contributors. The BTJ is currently an internally blind-reviewed journal with plans to make it a peer-reviewed, blind copy journal by 2028. Copies are available in the seminary office or online at: [www.btswritingcenter.net/btj](http://www.btswritingcenter.net/btj)

### Logos Bible Software and Remote Library

All BTS students and faculty have access to the Logos Remote Library Software, which contains up to 3,000 reference volumes and the Galaxie Research Journal Library, containing the majority of reformed theological academic journals. Access is granted if the student stays in good standing academically and fiscally at the seminary. BTS runs a Logos training lab one Saturday each Fall and Spring semester.

### Perlego Digital Library

Beginning in 2027, BTS will provide faculty and students with access to the Perlego digital library, expanding the seminary's digital resource offerings. Perlego provides access to a large collection of academic textbooks and reference materials in digital format. Details on access and enrollment will be communicated through the seminary office.

### BTS Website

The BTS website ([www.bts.education](http://www.bts.education)) provides up-to-date and pertinent information for all current and potential students and faculty. The complete BTS Course Catalog, degree checklists, PDF versions of the Student and Faculty Handbooks, syllabi, curriculums, and course descriptions can all be found on the website. In addition, current schedules, workshops, conference dates, and course rotations are all available.

### Academic Calendar

BTS operates on a Fall, Spring, and Summer calendar year. Fall is the start of a new school year, which concludes the following August.

- Fall Semester always starts the Tuesday after Labor Day.
- Spring Semester always starts the Tuesday after Martin Luther King, Jr. Day.
- Summer Semester always starts the Tuesday after Memorial Day.

BTS Spring Break occurs during the week of the Briarwood Presbyterian Church Global Missions Conference in February, and BTS Fall Break occurs during the week of the Briarwood Presbyterian Church National Missions Conference annually. No classes will meet that week. BTS also operates a Winter Intensive term (January term) and a May term window.

## Holiday Schedule

BTS observes the following holidays annually: New Year's Day, Martin Luther King Jr. Day, Spring Break (Briarwood Global Missions Conference), Easter Break (Wednesday–Friday), Memorial Day, Juneteenth Day, Independence Day, Labor Day, Fall Break (Briarwood National Missions Conference), Thanksgiving (Wednesday–Friday), Christmas Eve, Christmas Day, and New Year's Eve.

## BTS Forms

All BTS administrative forms are available from the seminary office or the Registrar. Contact the seminary office at [admin@bts.education](mailto:admin@bts.education) or (205) 776-5650.

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# Appendix A: Model Syllabus and Outcomes Evaluation

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Birmingham Theological Seminary  
2200 Briarwood Way • Birmingham, Alabama 35243 • (205) 776-5650

## [Course Name] Syllabus

**Semester:** [Semester]

**Course:** [Course #] Course Title

**Day & Time:** [Day & Time]

**Room:** [Room]

**Professor:** [Professor Name]

**Credits:** 2

**Email:** [Instructor email]

**Phone:** [Phone]

### Course Note:

Here you may put any specific information you would like students to know about the course, delivery, or content prior to the official Course Description.

### Course Description:

Please see the BTS Course Catalog for the official Course Description. Descriptions are designed to cover the basics of information on the course. Professors may add one to two sentences to personalize the course.

### Course Objectives:

Course Objectives should be Cognitive (Content), Affective/Motivational (Character), and Volitional/Application (Competencies). Each area should have 2–3 objectives.

### Required Texts:

1 Credit Hour = 300–400 pages of reading (graduate). Please include estimated number of pages for reading. If you are using books that are controversial or for review purposes, please identify with an asterisk (\*) and a note. Link any articles for online reading.

**Collateral or Recommended Texts:**

An extended list of texts recommended to students. This should represent a diverse background of texts and serve as a springboard for research on assigned paper topics.

**Course Requirements and Assessments:**

Course assessments should total no more than 20–25 pages of written work and may include: book reviews, book critiques, short papers (8–10 pages), research papers (10–15 pages), projects, personal response papers, personal journal responses, and objective quizzes or exams.

**BTS Format, Style, and Writing Standards:**

All research papers must be formatted in accordance with Turabian Chicago standards including the title page. All papers are to be #12 font Times New Roman and double-spaced.

**BTS Plagiarism / Generative AI Policy:**

Include the current BTS Plagiarism and Generative AI Policy in each syllabus.

**Course Schedule:**

Include: lecture outline, reading plan, and primary assignment due dates.

**Attendance Policy:**

Students are expected to demonstrate punctuality and attend all class sessions. Students may miss up to three classes without a course penalty. Asynchronous students who identify their status at the beginning of the semester may attend without incurring a penalty, provided they are turning in all their work on time.

**Course Bibliography / Extended Bibliography:**

A list of 20–100 works for student research. Books in this list do not need to conform to traditional reformed standards, but it is recommended that the professor briefly walk students through the bibliography identifying potentially useful research texts or texts that argue from outside the reformed tradition.

**BTS Outcomes Evaluation**

Faculty are asked to rank each institutional outcome on a scale of 1–5 for each course they teach:

- 1:** this outcome is not covered in this class
- 2:** this outcome is only touched on in this class
- 3:** this outcome is discussed in conjunction with class material
- 4:** this outcome is lightly assessed as part of course assessment (one assignment)
- 5:** this outcome is fully integrated into the assessment of this course (multiple assignments)

Outcome	Rank	Rationale (one sentence)
Scripture		
Reformed Theology		
Local Church		
Wisdom		
Discipleship		
Communication		
Worldview		
Leadership		

## Appendix B: Position Papers

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The following position papers are available digitally from the Chief Academic Officer's office. Links to digital copies are maintained and updated by the CAO.

- Models of Ordination
- PCA Uniform Curriculum
- PCA 2021 Human Sexuality Report
- PCA Federal Vision Report
- PCA Report on Paedocommunion
- PCA Women in Ministry Report
- PCA Study Paper on Race and Ethnic Reconciliation
- BTS White Paper on Women in Ministry
- BTS Narrative on Women in Theological Education
- The Briarwood Statement on Human Sexuality (2019)
- Briarwood Paper on Sonship Theology