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A MESSAGE FROM THE PRESIDENT

Welcome to Walsh University. Walsh is an independent, Catholic university with a strong liberal arts tradition and an international perspective. Students from different religious traditions, different age ranges, different parts of the world, and from various social and economic backgrounds feel at home at Walsh. The Walsh University community respects the diverse backgrounds of all its students.

Walsh University respects the dignity and individual needs of its students and faculty. Our interactions with others, our working together, our support for each other make Walsh an inviting place to teach and grow and an outstanding educational institution.

The primary concern of every Walsh faculty member is the education and welfare of our students. We are also interested in the professional progress of each other, emphasizing teamwork and efficiency. Our goals, based upon our core values and our mission, are the success of Walsh University and the success of each of our students.

I sincerely hope you find your association with Walsh to be meaningful and offer you the opportunity for personal and professional growth. I am confident that your presence and your contribution will enhance the Walsh community.

Sincerely,

Richard Jusseaume
President
INTRODUCTION

This handbook communicates matters concerning your relationship as a faculty member to the university and its students, as well as pertinent university benefits and employment-related policies and information. It does not include all matters of employment policy and practice; it would be impossible to cover all work-related issues and situations. The university reserves the right, at any time, to make changes in the wording of this handbook and/or any other employment policies or procedures. As other employment matters arise, which the university administration believes are deserving of written comment, applicable statements will be issued.

While this handbook is a partial presentation of university employment-related information, a thorough familiarity with the contents of this handbook can be very helpful in matters which relate to your employment, both now and in the future. If, after reading this handbook, you still have questions about it, please contact the offices of Academic Affairs or Human Resources, which will assist you in obtaining the information you desire. We welcome comments and suggestions about this handbook and about faculty employment practices and university policies in general. Such communications from our employees will be given serious attention and consideration.

We hope this handbook helps make our association pleasant and mutually beneficial.

Sincerely

Frank McKnight
Director of Human Resources
FOREWORD

The Walsh University Faculty Handbook has been prepared for full-time and part-time individuals with either faculty rank or status. The policies and procedures contained within remain in effect until such time as they may be amended through regular university procedures, which may include review and approval by the university’s Board of Directors. All revisions of this handbook will be promptly distributed to the faculty.
PART A  HISTORY AND MISSION

History

In 1957, when the Brothers of Christian Instruction first arrived in Ohio to look at potential sites for a new college, they were drawn to the 50 acres of land surrounded by rolling hills of farmland in North Canton. Not only was this a good location, recalls Brother Robert Francoeur, F.I.C., who traveled with a fellow Brother to look at four other sites as well, but the land was affordable—50 acres at $2,000 an acre, for a total of only $100,000. Financing for the purchase and construction of the initial two buildings (College Hall—now Farrell Hall—and La Mennais Hall, the Brothers' residence) was provided by a $500,000 loan from the Brothers and a $300,000 gift from the Diocese of Youngstown.

The doors of Walsh opened on November 17, 1960. The first class was made up of 67 students, all male, and most of them graduates of Central Catholic High School. Staff consisted of seven Brothers, a janitor, and a part-time secretary. All the Brothers, regardless of title, taught at least one class.

Those were the simple beginnings—tuition was $300 a semester and the school's entire operating budget, including living expenses of the Brothers, totaled $33,000.

On that first opening day, Brother Thomas S. Farrell, F.I.C., President, stood on the mezzanine landing of the stairway in the lobby of College Hall and told the new students,

The greatness of an institution is not gauged by the splendor of its buildings, the success of its athletic teams, the size of its stadium; nor by the academic degrees held by its faculty; not even by the number of degrees it may award. An institution of higher education becomes great . . . [when judged] by the quality of the men it sends forth from its doors.

Those words still ring true today, although the name on the gate is now Walsh University, and both male and female graduates, from many backgrounds and even from many nations, are sent forth.

While enrollment has grown and tuition has climbed with the times, new buildings have sprung up around campus and new programs are constantly being introduced, the Walsh mission remains essentially the same—to maintain high standards of academic excellence and close student-teacher interaction. This commitment is reflected each time another assembly of graduates is sent forth.

Mission Statement

Walsh University is an independent, coeducational Catholic, liberal arts and sciences institution. Founded by the Brothers of Christian Instruction, Walsh University is dedicated to educating its students to become leaders in service to others through a values-based education with an international perspective in the Judeo-Christian tradition.

Walsh University believes in the desirability of a small university that promotes academic excellence, a diverse community, and close student-teacher interaction.
The university provides its students a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional, and cultural development. Walsh University encourages individuals to act in accordance with reason guided by the example and teachings of Jesus Christ.

Approved, Board of Directors, October 1999.

The Diocese of Youngstown

Walsh University is named after Bishop Emmet M. Walsh, who invited the Brothers of Christian Instruction to establish a college in the Diocese of Youngstown. A gift from the diocese was used to erect La Mennais Hall as a residence for the Brothers of Christian Instruction and for student brothers and candidates enrolled at Walsh.

In May of 1995 the Board of Directors of the university entered into a sponsorship agreement with the Brothers of Christian Instruction. It continues to this day.

As an academic institution, Walsh University is autonomous. The bishop of the Roman Catholic Diocese of Youngstown authenticates the Catholic identity of the university. Walsh University personnel appreciate the understanding, cooperation, and support which diocesan authorities have given to the university since its foundation and count on the help of the diocesan clergy and laity in enrollment and fund-raising efforts. University administrators collaborate with diocesan officials in the preparation of teachers for schools and parishes and host lectures, workshops, and seminars.

A person originally employed as a diocesan priest, either as chaplain or teacher, cannot expect continued employment at the university if he changes his clerical status. He may be rehired if neither the president of Walsh University nor the bishop of the Roman Catholic Diocese of Youngstown has objections.
PART B  CONTRACT AND WORKPLACE POLICIES AND PROCEDURES  
FOR WALSH UNIVERSITY FACULTY

Definition Of Faculty

The faculty of the university consists of those individuals with either faculty rank or status.

The teaching faculty of the university consists of those individuals who are contracted full- or part-time to teach students in laboratory, classroom, and other settings.

Responsibilities of the Faculty

Faculty members are responsible to the chief academic officer and to respective deans and division chairs/program directors for the fulfillment of all assignments. Duties are:

- To cooperate in the attainment of the university’s educational objectives through the regular conduct of classes assigned and the use of effective teaching methods;
- To assist in construction and revision of the curriculum, to outline courses of study and to establish standards for determining the proficiency of the students in courses taught;
- To model the ideal of being a lifelong learner by participating regularly in professional development activities and engaging in scholarship that meets the criteria of the university and the standards of appropriate national and international academic associations.
- Through Academic Assembly meetings and committees to assist in determining policies and standards relating to admissions, graduation requirements, degree programs, and other academic matters; and
- To contribute to the improvement, development, and good public relations of the university in accord with their professional acumen and breadth of experience.

Professional Duties

Faculty members’ activities are divided into three fundamental categories: teaching, scholarship and service.

Teaching

Teaching includes, but is not limited to: classroom instruction, course preparation and revision, new course development, student advising, and out-of-class course-related assistance to students.

High-quality instruction is the most important professional duty of teaching faculty. They are not only responsible for keeping current in their respective areas of expertise, with regard to both content and pedagogy, but they also serve as the main custodians of the curriculum overall. The teaching faculty review, evaluate and, when necessary, revise degree programs, the majors and minors within those programs, and the university’s general education program. They participate in preparing reports required to maintain accreditation standards. Teaching faculty are mindful of catalog descriptions in outlining syllabi and teaching classes. At the beginning of each semester, teaching faculty provide a written syllabus detailing course objectives, requirements and expectations including policies on attendance, class participation and grading. Teaching faculty members cooperate in teaching writing by requiring that all written work be of university caliber.
Teaching faculty proctor examinations vigilantly, guard against plagiarism in term papers, reports and quizzes; and promptly return written work. Plagiarism and other forms of cheating or dishonesty may result in a failing test or course grade, or suspension.

Scholarship

Scholarship consists of activities that systematically advance teaching, research and professional practice through rigorous work, and which are: (1) significant to the profession, (2) creative, (3) peer-reviewed through various methods, (4) able to be replicated or elaborated, and (5) published, presented, or otherwise documented. Walsh University recognizes four categories of scholarship (customarily referred to as the Boyer model) as defined by the Carnegie Foundation for the Advancement of Teaching. These include: the scholarship of discovery, the scholarship of teaching, the scholarship of integration, and the scholarship of application and practice. The table which follows defines the university's categories of scholarship and provides a rubric for identifying scholarly work.

**SCHOLARSHIP AT WALSH UNIVERSITY: BOYER'S FOUR CATEGORIES OF SCHOLARSHIP**

<table>
<thead>
<tr>
<th>If the scholarly work</th>
<th>Scholarly work typically includes</th>
<th>Accomplishment typically demonstrated by</th>
<th>And typically documented by</th>
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<tbody>
<tr>
<td>Contributes to development or creation of new knowledge (Scholarship of Discovery)</td>
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<tr>
<td>• Primary empirical research</td>
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<td>• Historical research</td>
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<td>• Theory development</td>
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<td>• Methodological studies</td>
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<td>• Philosophical inquiry</td>
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<td>• Peer-reviewed publications of research, theory, or philosophical essays</td>
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<td>• Peer-reviewed/invited professional presentations of research, theory, or philosophical essays</td>
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<td>• Grant awards in support of research or scholarship</td>
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<tr>
<td>• Positive peer evaluation of body of work</td>
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<tr>
<td>--Copies of articles, papers, or presentations</td>
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<tr>
<td>--Conference programs</td>
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<tr>
<td>--Bibliographic citations</td>
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<tr>
<td>--Positive external assessments of body of work</td>
<td></td>
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</tr>
<tr>
<td>--Contracts from publishers</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>--And other sources appropriate for the activity and discipline as recommended by each academic division and approved by the Office of Academic Affairs</td>
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</tbody>
</table>

| Contributes to the critical analysis and review of knowledge within disciplines or the creative synthesis of insights contained in different disciplines or fields of study (Scholarship of Integration) |
| • Inquiry that advances knowledge across a range of theories, practice areas, techniques or methodologies |
| • Includes works that interface between profession and a variety of disciplines |
| • Peer-reviewed publications of research, policy analysis, case studies, integrative reviews of literature, and others |
| • Copyrights, licenses, patents, or products |
| • Published books |
| • Positive peer evaluations of contributions to integrative scholarship |
| • Reports of inter-disciplinary programs or service projects |
| • Interdisciplinary grant awards |
| • Peer-reviewed/invited professional presentations |
| • Policy papers designed to influence organizations or governments |
| • Service on editorial board or as peer reviewer |
| --Copies of articles, papers, or presentations |
| --Conference programs |
| --Bibliographic citations |
| --Positive external assessments of body of work |
| --Documentation of roles in editorial/review processes |
| --Contracts from publishers |
| --And other sources appropriate for the activity and discipline as recommended by each academic division and approved by the Office of Academic Affairs |
### If the scholarly work typically includes

- Development of professional/clinical knowledge
- Application of technical or research skills to address problems

### Accomplishment typically demonstrated by

- Activities related to faculty member’s area of expertise (e.g., consultation, technical assistance, policy analysis, program evaluation, development of practice methods/patterns)
- Peer-reviewed/invited professional presentations related to discipline
- Consultation reports
- Reports compiling and analyzing student, client or health services outcomes
- Products, patents, license copyrights
- Peer reviews of practice
- Grant awards in support of practice
- Reports of meta-analyses related to practice problems
- Reports of demonstration projects
- Policy papers related to practice

### And typically documented by

- Copies of articles, papers, or presentations
- Conference programs
- Bibliographic citations
- Positive external assessments of body of work
- Contracts from publishers
- Formal documentation of a record of activity and positive formal evaluation by users of work
- Documentation of role in multi-authored products
- And other sources appropriate for the activity and discipline as recommended by each academic division and approved by the Office of Academic Affairs

### Contributes to the development of critically reflective knowledge about teaching and learning

- Application of knowledge of discipline or specialty applied in teaching-learning
- Development of innovative teaching & evaluation methods
- Program development and learning outcome evaluation
- Professional role modeling

### Accomplishment typically demonstrated by

- Peer-reviewed publications of research related to teaching methodology or learning outcomes, case studies related to teaching learning, learning theory development, and development or testing of educational models or theories
- Educational effectiveness studies such as those found in comprehensive program reports
- Successful applications of technology to teaching and learning
- Positive peer assessments of innovations in teaching
- Published textbooks or other learning aids
- Grant awards in support of teaching & learning
- Peer-reviewed/invited professional presentations related to teaching & learning

### And typically documented by

- Copies of article, paper, or presentation
- Conference programs
- Bibliographic citations
- Positive external assessments of body of work
- Contracts from publishers
- Documentation of role in multi-authored evaluation reports
- And other sources appropriate for the activity and discipline as recommended by each academic division and approved by the Office of Academic Affairs

### Service

Service is an important part the mission of Walsh University, and faculty members are expected to engage in it. The type of service in which a faculty member engages, however, is voluntary. Service activities provide a recognizable benefit to an identifiable university, college, professional, community or religious group.
The Purpose of Graduate Programs in the University

The Catholic mission and Brothers’ charism call the faculty, curriculum, student, and research to respond to the mission of service to those in need. The university respects the integrity of each discipline and calls each program to create a community of scholars, learners, and practitioners who can use their skills to improve the community and the common good. The Brothers’ charism of education calls both graduate faculty and students to a level of independence and initiative befitting the professional teacher, scholar, and practitioner. The combined challenge of excellence and service should infuse faculty, staff, and student alike.

Graduate learning, teaching and research differ from undergraduate learning, teaching, and scholarship in both intensity and kind. Graduate programs share the foundations of the university’s mission, charism, and curriculum beliefs but call the student and faculty to a task that has different goals than an undergraduate program. Graduate curricula have single-mindedness in focus—an in-depth study of a field—and the goal of leading students to independence in the acquisition and promulgation of knowledge and practice.

Specialization, depth of knowledge and independent application mark graduate learning. A paramount goal of graduate programs is to empower students to become productive members of a profession or field of study able to further the achievements of producing knowledge and improving practice.

Graduate teaching differs from undergraduate teaching because of the necessary added depth in subject matter and the specific skills that students must master. Graduate teaching must empower students to discover, apply, and generate knowledge and to demonstrate informed practice.

In graduate programs, teachers are and students become empowered members of a scholarly community that informs independent practice and generates new knowledge for others. Such membership constitutes graduate-level scholarship.

Students, in graduate programs, complete their program as junior peers to their professors. Students continue their careers as informed and informing practitioners. Whether they stay on the job or in practice, or become educators, they are able to carry on a program of professional growth with their newfound peers.

Faculty of graduate students must already be what they are guiding their students to become: members of a practice or field of study empowered to use best practices in generating new knowledge or charting ways of improved evidence based practice in an environment that recognizes foundational beliefs about reality, the person, society, and culture, as referenced in the university’s “Curriculum Document” (1990).

Professional and support staff share in the foundational beliefs of the community, as well as the mission and charism of the Brothers, through their service to the programs, faculty, and students. As members of our community, they minister to the common good with their talents and gifts so that all are accepted as created in God’s image and they are dedicated to fostering our ministry to students and their success.

The mission of Walsh University’s graduate programs is to provide post-baccalaureate programs that evidence the university’s mission and charism. Graduate programs are specialized courses of study that enroll qualified students and support faculty scholars.

The graduate programs’ vision is to seek to distinguish themselves in dedication to their students, the quality of the program, creative teaching, and scholarship that serves the community and the common good.

In addition to the foundational beliefs and aims of the university, the graduate programs focus on specialized knowledge, evidenced-based practice, independent learning, compassionate service, and engaged scholarship as values fundamental to graduate programs constitutive of Walsh University.
Moved and passed by the Graduate Council, 7 September 2005.
Recommended and approved by the Academic Assembly, 18 November 2005.
Approved by the president, 27 February 2006.
Edited by Academic Affairs (to “Brothers’ charism”), 28 February 2006.

Graduate Faculty and Scholarship

Scholarship in a Catholic university directs the university outward to deal with the world at large and uses resources to better the lot of humankind. The Catholic university directs its scholarship to the betterment and engagement of all communities of interest, regardless of academic discipline.

As noted in Walsh University’s statement regarding the purpose of graduate programs, graduate learning, teaching and scholarship differ from undergraduate learning, teaching, and scholarship in both intensity and kind. Graduate programs call upon both students and faculty members to engage in an in-depth study of their field to achieve the goal of guiding students to independence in the acquisition and promulgation of knowledge and practice.

Rationale for Expectations Regarding Graduate Faculty Scholarship

The following describe the important reasons for graduate faculty members at Walsh University to engage in scholarship:

a. Community of Scholars. Individually and collectively the graduate programs function as a community of scholars, learners, and practitioners who can use their skills to improve the community and the common good. Graduate faculty function as independent faculty scholars who seek new knowledge or the application of knowledge that results in original contributions to a discipline/profession.

b. Role of Graduate Faculty. Graduate faculty represent members of a field of study or profession empowered to use best practices in generating new knowledge or charting ways of improved application of knowledge in an environment that recognizes foundational beliefs about reality, the person, society, and culture.

c. Continuous Advances in Knowledge/Practice. Walsh University must assure that faculty members have the ability to provide teaching and learning experiences that reflect contemporary knowledge/practice. Because knowledge and technology currently change at a rapid pace, faculty must keep up with new information and evaluate how this information influences contemporary application of knowledge. Faculty members accomplish this through a process of critical inquiry, including:

1) Analyzing and applying research findings to practice and education;
2) Evaluating the efficacy and effectiveness of both new and established practice and technologies;
3) Participating in planning, conducting and disseminating basic or applied research.

d. Faculty Serve as Role Models. Essential components of the faculty role include modeling lifelong learning and the importance of making a contribution to the advancement of the discipline/profession. Faculty members have responsibility for the intellectual growth of their students in terms of analytical and critical thinking skills and the delineation of the best application of knowledge or best practice. Scholarship provides the means for faculty to demonstrate the link between theory and application. Students learn the value of scholarship from faculty and have ongoing opportunities to observe various ways in which faculty carry out a scholarly plan.

e. Providing Evidence for the Efficacy of Practice. In all disciplines evidence for the efficacy of practice must continue to grow. As members of the academy, faculty members provide leadership in the discipline/profession in developing the knowledge used to inform both applied knowledge and education. Without
ongoing scholarship, practice patterns and educational standards risk becoming stagnant and cannot reflect contemporary knowledge.

**Graduate Faculty Qualifications**

Decisions about appointment, tenure and promotion involve many criteria, including the applicant's record of scholarship. Walsh University expects graduate faculty members to have a scholarship plan for appointment and a record of scholarly accomplishments for success in the tenure and promotion process. Such faculty members contribute to the stability and ongoing viability of their educational programs.

Walsh University recognizes that the choice to offer graduate educational programs includes the obligation of scholarship among its graduate faculty because of:

- the demands of contemporary practice,
- the need for quality outcomes assessment,
- the complex nature of professional practice, and
- the constant proliferation of knowledge.

Based on this rationale, Walsh expects graduate faculty members to develop a scholarly plan and a record of accomplishments consistent with both the university's guidelines and, if applicable, those of specialized program accrediting agencies. The following outline the fundamental requirements of the scholarly product:

- significant to the discipline/profession,
- creative,
- peer-reviewed through various methods,
- capable of being replicated or elaborated, and
- published, presented, or documented.

In sum, each faculty member must establish credentials as a scholar, which means every faculty member must demonstrate the capacity to engage in one or more types of scholarly activity and present the results of those activities to colleagues.

**The Meaning of Scholarship as Applied to Graduate Education at Walsh University**

The university embraces Boyer's paradigm of four categories of scholarship in its consideration of scholarship for promotion and tenure. Refer to Boyer's model (above) for examples of each type of scholarship.

**Development of a Scholarship Plan**

A scholarship plan outlines long-term goals for building lines of inquiry that will result in original contributions to a discipline/profession. It should include specific objectives that identify types of scholarship, scholarly activities, and anticipated accomplishments with a timeline. The plan may also identify relevant mentorship and collaboration with colleagues. The scholarly plan may change as faculty members' teaching, practice, or research interests evolve, but should also show some consistency over time to allow for professional development and growth in the chosen area of inquiry. To meet the goals of scholarship faculty members will prepare scholarly agendas that they will review and revise annually.

Three factors play a large part in defining a specific faculty member's individual scholarly plan and annual agenda.
• The first relates to the institutional context. Walsh University’s mission affects the resources available to support a scholarly plan.

• Secondly, specific roles assigned to faculty members may influence the depth and breadth of the scholarly plan and agenda. Program directors, faculty members responsible for professional experience placements, faculty on a tenure line (or the equivalent), and faculty with professional appointments may approach scholarship with different goals to reflect their faculty commitments, their professional or teaching responsibilities and their areas of expertise.

• Thirdly, the stage of development of the faculty member as a scholar also plays a role. Faculty new to the responsibility of scholarship may have less well-developed plans and may initially pursue more limited forms of scholarship than senior scholars. Faculty new to the academy also may need to seek assistance from mentors, within or external to the program or institution, in their development as scholars. Plans of more experienced scholars may reflect changes consistent with their on-going professional development and should evidence continued productivity through their scholarly agendas.

Academic Assembly Motion # 08-01; approved by the Assembly, 1 October 2007; approved by the chief academic officer, 3 October 2007; approved by the president, 9 October 2007.

FACULTY POLICIES AND PROCEDURES

Teaching Load

The usual teaching load is 24 semester hours per academic year (fall and spring semesters). A request for a load reduction can be negotiated with one’s division chair or program director, and must be subsequently approved by the chief academic officer or designee.

Teaching faculty may be allowed to teach more than 12 semester hours in one semester (an overload), according to policies detailed below the guidelines directly below. Overload contracts are prepared each semester by the division chair or program director, and faculty receiving overload teaching contracts will earn extra pay in accordance with the current “overload” salary schedule. Teaching faculty who wish to teach in the SPS program must receive permission from their division chair or program director as these hours affect total teaching load. SPS contracts are prepared by the SPS program director in accordance with the SPS compensation rates.

Guidelines for Offering and Assigning Part-Time (Adjunct) and Overtime (Overload) Employment

The offering and assignment of overtime (overload) and part-time (adjunct) employment is a significant managerial activity based upon clear communications and consent among the persons who accept the assignment, who offer the assignment, and who prepare the contracts. These guidelines describe management processes and ranges of authority when offering and assigning part-time (adjunct) or overtime (overload) employment.

Principles

1. Excellent management requires that proper managerial deliberation and consent among faculty members, directors, chairs, deans, and the chief academic officer take place before the preparation and distribution of contracts.
2. Contract request forms are prepared and sent to the Office of Academic Affairs in a timely manner.
3. Only division chairs, associate division chairs, deans, and the chief academic officer make offers and assignments of part-time and overtime employment.
For Adjuncts

1. Division chairs may offer and assign one or two courses per semester.
2. A third course requires consultation with the assistant dean of non-traditional programs, if applicable, and the consent of the chief academic officer.
3. SPS and main campus chairs, as applicable, are responsible for verifying the total number of assignments offered to any one individual.

For Fulltime Faculty

1. Division chairs may offer and assign one 3-credit overload course (or its equivalent) per fulltime or half-time faculty member per semester.
2. Two overloads per semester require consultation, if necessary, with the assistant dean for non-traditional programs and the consent of the chief academic officer.
3. Three overloads require the consent of the chief academic officer.

For Program Directors

1. Division chairs may offer and assign one overload per semester.
2. Any additional offer or assignment requires the consent of the chief academic officer.

For Division Chairs and Deans

Division chairs and deans do not offer and assign overloads to themselves without consent of the chief academic officer.

For Summer Assignments

Except for programs that run year round, summer assignments are not included in these guidelines and are offered and assigned at the discretion of the division chairs, deans, and the chief academic officer, as appropriate.

For Independent Studies

Independent studies are not included in these guidelines and are offered through the independent study application and review process.

For Faculty on Sabbatical

Faculty on sabbatical are not assigned overtime employment.

For Faculty with Release Time

1. Assignments for release time are recommended by the division chair and approved by the chief academic officer.
2. The chair’s recommendation and the rationale for the recommendation are submitted to the chief academic officer.
3. The faculty member requesting the release time must:
   a. prepare a semester plan that states project outcomes and
   b. submit a final report documenting accomplishments.
4. Division chairs may offer and assign one overload with the consent of the chief academic officer.
Walsh University Faculty Handbook  
August 2008

**Grading**

Walsh University adopted the following system of letter grades for its undergraduate program, effective Fall 1990:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation</th>
<th>Quality Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Very good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Above average</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Below average</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Very poor</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>Very poor</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>**</td>
</tr>
</tbody>
</table>

**Grade | Designation          | Quality Points Per Credit**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>**</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew officially</td>
<td>**</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew with passing grade</td>
<td>**</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew with failing grade</td>
<td>**</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>**</td>
</tr>
<tr>
<td>IN</td>
<td>Incomplete</td>
<td>#</td>
</tr>
<tr>
<td>IP</td>
<td>In process</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Not in attendance</td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>No grade submitted by instructor</td>
<td></td>
</tr>
</tbody>
</table>

**Not computed**  #Computed after completion of course requirements

The graduate and undergraduate catalogs outline the grading system at Walsh University. The grades W, WP and WF are given if a student officially withdraws from a course, or if a student is withdrawn by a faculty member in accordance with the university's administrative withdrawal policy. W indicates a withdrawal within eight weeks of the beginning of a semester. WP or WF indicates authorized withdrawals (passing or failing) after the eight-week period but prior to two weeks before the end of the semester. No student may withdraw from a course during the last two weeks of classes. Student withdrawals require the approval of the teaching faculty member or division chair and the registrar by completing the appropriate add/drop form.

Faculty may exercise an administrative withdrawal when a student has missed at least 9 hours of class time in a given semester (including summer sessions). The professor must have a syllabus that states this policy and must accrue and document evidence (attendance records) of the student's non-attendance. The faculty member acting upon this option must notify the student in writing, complete the appropriate administrative withdrawal form (including student's ID number, the course registration number or CRN for the course, signature of the division chair or program director), and submit the form to the registrar for final processing.

A course change from credit to audit status may be granted with the approval of the teaching faculty member and the registrar. The course will be recorded as "audit" only if the student attends classes regularly.

An incomplete (IN) grade is temporary. The grade of IN may be provided when a student has not fulfilled all course requirements because of conditions beyond the student's control. No IN grade is authorized without the approval of
the teaching faculty member. Teaching faculty who choose to give an IN are required to submit an official form for an incomplete with the grade sheet at the end of the semester. This form includes justification for providing an incomplete grade plus the requirements and deadline, not to exceed one semester (excluding summer sessions), for completing the course. Failure to complete course requirements or to meet the deadline results in a grade of F for the incomplete course. Teaching faculty members who choose to give an incomplete (IN) can obtain an IN form in the registrar's office.

An NA grade (Never Attended) indicates that the student was registered for the course, never attended, and did not officially withdraw. NA is granted during midterm time only.

An NG (No Grade Reported) grade is assigned by the registrar's office when a faculty member fails to submit a grade for a student and the faculty member cannot be located. The grade does not calculate into the GPA and can only be changed by the faculty member submitting a grade.

When a final grade has been reported to the registrar, it can be changed only because of a clerical error such as a miscalculation of the grade or an erroneous entry on the grade sheet.

Final examinations are given in all courses according to a schedule issued by the registrar. Any planned variation of this policy must have the permission of the faculty member’s division chair or program director, and the chief academic officer. For final exams and ordinary classes, teaching faculty should not impinge on other classes, nor allow students to do so.

Mid-semester grades are reported online via the Cavalier Center (C- or lower) and are used primarily for advising. Mid-semester grades are not placed on the student's official transcript.

2.0 is the lowest acceptable grade point average at Walsh University for undergraduate students.
3.0 is the lowest acceptable grade point average at Walsh University for graduate students.

The instructor has jurisdiction in determining grades; the student, however, has the right to appeal a grade or academic decision that he or she believes to be in error or unfair. The formal appeal process is a very serious matter and should not be entered upon lightly by a student, or lightly dismissed by an instructor. The appeal process typically involves the following steps, but may be resolved at any level:

1. The student confers with the instructor involved.
2. The student and instructor (preferably together) confer with the division chair and/or program director.
3. When the issue is not resolved by steps one and two above, the student may initiate a formal written appeal to the dean of instruction. The dean of instruction may forward the appeal to an ad hoc Academic Review Committee for its review and recommendation. A formal written appeal must be made no later than the sixth week following the end of the semester for which the grade was posted, or by a prescribed date in cases of suspension and dismissal.

A medical leave policy is contained in the Student Handbook for students unable to complete academic or social responsibilities due to personal/emotional difficulties.

**Student Advising**

Fulltime teaching faculty are responsible for the academic advising of a certain number of students within a major or program. Teaching faculty assist advisees to plan their course of studies and fulfill core and major requirements.
Teaching faculty devote special attention to students on academic probation and assist all to prepare for graduate or professional schools.

**Office Hours**

Teaching faculty make themselves available to students for advising and academic assistance (fulltime teaching faculty—at least four hours per week; part-time teaching faculty—at least two hours per week). During the fall and spring semesters, teaching faculty post their office hours and list them on their syllabi.

**Academic Freedom**

Walsh University endorses the following statement on academic freedom.

Academic freedom is essential to teaching and to the pursuit of scholarly activities within an academic community. Such freedom requires free inquiry, free expression, intellectual honesty, respect for the academic rights of others, and openness to change. The rights and responsibilities exercised within the academic community must be compatible with these requirements. All members of the faculty, in common with all other members of the academic community, share the responsibility for maintaining a professional atmosphere.

The mission of the university is to provide a Catholic, liberal arts education that encompasses an international or global perspective and promotes critical thinking. While this places no obligation on faculty members with regard to their personal beliefs or religious practices, it does require faculty members to respect Catholic beliefs and practices. Although faculty members are entitled to freedom in the classroom in discussing their subject and exposing students to diverse points of view, they are expected to refrain from promoting doctrines opposed to the essentials of the Catholic faith or which are inimical to the aims and purposes of the university as a Catholic institution committed to the upholding of Christian faith and morality. The very nature of religious belief requires free, un-coerced consent, just as the nature of the university requires a respect for evidence, for investigation, for reason, and for enlightened assent.

Faculty members are expected to refrain from imposing their personal religious beliefs and practices. However, faculty members, in accordance with the university’s mission statement, have the opportunity, where appropriate, to enhance their personal, professional, and cultural development, exploring not only ideas and values based on the Catholic tradition but also ideas and values based on other global or international traditions.

Faculty members are entitled to full freedom in research and in publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the university.

Faculty members are entitled to freedom in the classroom in discussing their subject. They can incorporate Catholic, general, international, and liberal arts perspectives.

**Walsh University as an Equal Opportunity Employer**

Walsh is a Catholic university and thus may prefer, in order to maintain its Catholic identity, to hire individuals who are Catholic or who demonstrate adherence to the ideals expressed in the university mission statement. All employees at Walsh University are entitled to equal employment opportunity and equal treatment without regard to race, religion, color, sex, national origin, disability, age, or veteran status.
Members of the university community are responsible for ensuring equal employment opportunity to, and equal treatment of, all Walsh University employees. The university is committed to full compliance with federal, state, and local laws pertaining to equal employment opportunity.

**Search Procedures for New Faculty Members**

Once a faculty position has been identified, a search committee will be established by the chief academic officer and the appropriate division chair. The search committee consists of the chief academic officer or designee, the division chair (who serves as chair of the search committee), division members, and at least one faculty member from another division. The search committee meets and writes the position description to be published either in the *Chronicle of Higher Education* and/or discipline specific national publications. Only qualified candidates with appropriate and earned terminal degrees may be hired as tenure track faculty. In rare cases, a non-terminal degree candidate may be hired on non-tenure track status with explicitly stated expectations as the terminal work is being finished; upon completion of the terminal degree, the tenure clock starts.

The search committee reviews applications and selects the top candidates who will be brought to campus. Members of the search committee check references prior to issuing an invitation to a candidate. All candidates for teaching positions may be expected to teach a class during the interview day.

During the interview process, division members will have the opportunity to meet with each candidate and to attend the teaching demonstration. After interviews are completed, the search committee develops a recommendation that goes to the chief academic officer. The chief academic officer's written recommendation is sent to the president.

The chief academic officer, in consultation with the division/program chair, works out details of salary, rank, etc. The chief academic officer makes the official job offer.

**Appointments**

Faculty appointments are made by the president, who has the right to accept or deny any employment recommendation, on the recommendation of the chief academic officer and the appropriate academic program director or division chair.

Annual contracts setting forth the terms and conditions of service for full and part-time faculty are ordinarily issued by the president on March 1 and returned to the president's office by April 1. Contracts for adjunct faculty are issued every semester.

**Mentoring Program for New Faculty**

The Mentoring Program for New Faculty is designed to assist new members of the university's faculty as they integrate into the campus community and to provide an opportunity for them to benefit from the experience of a senior colleague.

The dean of instruction chairs the Committee on Faculty Retention, Tenure and Promotion and is responsible for mentoring new faculty during their first year of service at Walsh University. Through regular meetings and workshops, the dean of instruction orient new faculty to all policies and practices regarding both the first-year faculty evaluation process and subsequent evaluations leading to tenure and/or promotion. The dean of instruction aids new faculty in preparing their first-year portfolios, and assists division chairs, where necessary, in clarifying their responsibilities in the first-year evaluation process (see below). During the spring semester of each academic year, the dean of instruction reviews the portfolios of every new faculty member, and submits prior to March 1 a written report to the chief academic officer regarding the performance of each faculty member in the areas of teaching, scholarship, and service. Once all decisions concerning contract renewal have been completed, the dean of
instruction will meet with all new faculty members to return their portfolios, to discuss their first-year performance appraisals, and to formulate an action plan to address any areas of concern.

**New Faculty Evaluation**

In the fall of the first year of teaching at Walsh University, and after consultation with the new faculty member, the division chair observes a class session and has that class complete the questionnaire “Student Evaluation of Instructor.” Based on the classroom visit, on responses to the questionnaire, and on other documentation supplied by the faculty member (such as syllabi, tests, and assignments), the division chair prepares a first-year formative teaching evaluation. Both the faculty member and the chair discuss and sign the chair’s written evaluation. The faculty member may choose to respond to the evaluation in writing. The faculty member and division chair will each retain copies of both the evaluation and response, and submit copies to the dean of instruction prior to Thanksgiving. Faculty members may also choose to have a senior faculty member, using the same process, prepare an additional first-year formative teaching evaluation. At the end of each course in the fall semester, all new faculty members will administer the IDEA student evaluations in each of their classes.

In the spring semester all new faculty members prepare a personal portfolio for a comprehensive summative evaluation of their performance regarding teaching, scholarship, and service (see “Faculty Portfolio Description” below). Division chairs will submit the completed portfolios of faculty members within their divisions to the dean of instruction no later than February 1. If the teaching faculty member is not to be renewed, notification is received not later than March 1.

**Annual Faculty Appraisal**

The policy of annual faculty appraisal applies to all fulltime and all part-time teaching faculty holding annual contracts.

In academic years in which fulltime ranked faculty are required to complete a faculty portfolio (see “Faculty Evaluation toward Tenure and/or Promotion: A Multi-Year Process”), the portfolio comprises the annual faculty appraisal for that year. In all other years, all faculty will complete the annual faculty appraisal process described below.

In exceptional circumstances, after consultation with the dean of instruction and the chief academic officer, and notification to the faculty member involved, a division chair or program director can initiate an appraisal of faculty in advance of the timeline below.

The fundamental **purposes** for establishing meaningful faculty appraisal at Walsh University are:

- To recognize and reward excellent performance in the areas of teaching, scholarship and service.
- To identify where performance in the areas of teaching, scholarship, and service needs improvement to meet standards of excellence.
- To motivate, through the support of appropriate human and material resources, continuous improvement in the areas of teaching, scholarship, and service.

The purposes cited above define the **scope** of the annual Walsh University faculty performance appraisal. It should address three areas of activity: **teaching, scholarship, and service.**

The faculty appraisal **process** should relate clearly and specifically to procedures and programs designed to motivate faculty, to reward faculty for exceptional performance, and to continuously improve teaching, scholarship, and service.
Each academic year, for faculty not subject to the faculty portfolio requirement, the annual faculty appraisal process proceeds in three stages:

**Stage One**

At the beginning of September the Office of Academic Affairs will distribute to faculty the annual faculty appraisal weightings form. Faculty will complete the form and submit it to their division chairs by October 1. The individual annual faculty appraisal weightings form describes goals in the areas of teaching, scholarship, and service to be achieved during the upcoming academic year. Accordingly, each faculty member will propose a weighting for each of those areas. The weightings, reached after negotiation and agreement among the faculty member, the faculty member’s supervisor, and/or the chief academic officer, will provide the foundation for evaluating the faculty member’s annual faculty self-appraisal at the end of the academic year. Weightings for full-time faculty should adhere to the constraints listed below. Weightings for part-time faculty should more heavily emphasize and perhaps exclusively focus upon teaching.

**Full-time Faculty Weight Limits**

- Teaching should not be less than 40%.
- Scholarship should not be less than 20%.
- Service should not be less than 20%.

**Stage Two**

At the end of the spring semester, at the conclusion of final exams, the Office of Academic Affairs will distribute to faculty the annual faculty self-appraisal form. Faculty will complete the form and submit it to their division chairs by May 31.

The individually prepared annual faculty self-appraisal should include assessment concerning only the three areas noted above: teaching, scholarship, and service, and should specifically address the goals described in the faculty member’s annual faculty appraisal weightings form submitted the previous October. Activity considered exemplary by the reporting individual must be documented. Documentation could include, but is not limited to:

- **Teaching**—syllabi of current courses with student learning outcomes described, reports of classroom visits by colleagues (partners/mentors/chairs), syllabi of new courses being developed, commentary on individual students advised, student course appraisals accompanied by course grade distributions.

- **Scholarship**—articles published, papers presented, articles/papers written but not yet published, IRB approved research completed but not yet published, progress made in courses of study (Ph.D. and/or master’s degree programs), active participation and/or presentation in national, state, or local scholarly meetings of academic disciplines, proposals prepared for external funding.

- **Service**—service activities include, but are not limited to: evidence of active participation (letters, meeting minutes) on university committees and in community and professional organizations. The service does not have to be specifically related to the faculty member’s discipline since any meritorious service accrues invaluable good will toward the university.
Stage Three

After the individual annual faculty self-appraisal is submitted to the faculty member’s division chair or other immediate supervisor, he or she reviews the self-appraisal and prepares an independent assessment with recommendations. The faculty member then reviews this assessment and discusses its contents with his/her division chair or supervisor, adding any changes or rebuttal responses deemed appropriate. Once the faculty member and chair or supervisor have agreed on the final content of the report, it is forwarded to the dean of instruction by July 1. The dean of instruction reviews the combined reports (individual annual faculty self-appraisal and chair’s or supervisor’s assessment). The dean of instruction can endorse the combined reports, re-open negotiations on specific points, or prepare an independent assessment. All three reports (individual annual faculty self-appraisal, chair’s or supervisor’s assessment, and chief academic officer’s assessment) become part of the faculty member’s personnel record.

In addition, faculty whose base and/or supplemental contracts include administrative responsibilities will undergo annual performance appraisals of those duties by their immediate supervisors in accordance with protocols described in the Employee Handbook.

The combined reports provide the primary data to be reviewed when decisions concerning rewards, motivation, and improvements are made.

Academic Assembly Motion #08-10, approved, 18 Jan 08.

Personnel Records

Personnel records such as annual evaluations are maintained in the chief academic officer’s office. Faculty are entitled to review and challenge their records. If there is disagreement over the contents of the record, faculty members have a right to have their responses placed in their personnel files. Curriculum vitae should be updated yearly and forwarded to the chief academic officer.

Faculty Status

Full- or part-time employees designated as faculty, but without rank normally associated with teaching and research.

Faculty Rank

In principle, faculty rank presupposes a master’s degree or its equivalent.

Part-Time Faculty

A person with a master’s degree or equivalent qualifications appointed to fill a part-time (adjunct) position is ranked as a lecturer. Adjunct faculty receive contracts to teach a limited number of specific courses for one academic semester. Courses are assigned according to the needs of the academic divisions as determined by the division chair and according to the section in this handbook titled: “Guidelines for Offering and Assigning Part-Time (Adjunct) and Overtime (Overload) Employment.” Stipends for adjunct faculty can vary depending upon the lecturer’s credentials and experience, prior teaching at the university, the program in which the class is being offered, and class enrollment. Information about current reimbursement rates for adjunct faculty is available from the Office of Academic Affairs.
Visiting Faculty

Visiting faculty are full-time faculty hired on one-year contracts, with rank dependent upon qualifications and experience. The creation of such positions is contingent upon enrollment and the renewal of such contracts is dependent upon the needs of the academic division as determined by the division chair and the chief academic officer. Visiting faculty will receive notification of renewal or non-renewal no later than May 1 of the current contract year. Newly hired visiting faculty can choose, but are not required, to prepare a first-year faculty portfolio according to the new faculty evaluation procedures described in this handbook; however, visiting faculty are encouraged to do so, for in the eventuality a visiting position is converted into a full-time tenure track or clinical/professional track position, the faculty member is eligible to receive advanced standing towards tenure and/or promotion for all or part of the years of service in a visiting capacity. In such cases, advanced standing is negotiated between the faculty member and the chief academic officer and is written into the faculty member’s contract. The professional duties and responsibilities of visiting faculty are consistent with those of faculty of the same rank holding tenure track and clinical/professional track positions as described in earlier sections of this handbook.

Tenure Track Faculty

Assistant Professor

Tenure track faculty hired with a terminal degree will be appointed at least as an assistant professor. Advancement towards tenure normally begins with a faculty member’s appointment as an assistant professor. At the discretion of the chief academic officer, a faculty member hired as an assistant professor, or an instructor promoted to assistant professor, may receive advanced standing towards tenure and promotion of from one to three years. Advanced standing is negotiated between the faculty member and the chief academic officer at the time of appointment or promotion; it is then written into the faculty member’s contract.

Associate Professor

After six years of service as an assistant professor that include excellent ratings as a teacher, evidence of scholarship appropriate to the position held, and service to Walsh and the community, a tenure track faculty member is eligible to apply for promotion to associate professor and tenure. The person must have a terminal degree. In cases where an assistant professor has received, at the time of appointment or promotion, advanced standing towards becoming eligible for promotion to associate professor and/or being awarded tenure, the period of service will be reduced by the prescribed number of years. Advanced standing is negotiated between the faculty member and the chief academic officer and is written into the faculty member’s contract.

Professor

After four years of service as an associate professor, a tenure track faculty member may be considered for promotion to the rank of professor. This rank is not granted as a reward for seniority, but as recognition for outstanding teaching, scholarship appropriate to the position held, and service. A professor must hold a terminal degree. The rank of professor is granted if the candidate has established a record of consistent excellent teaching, research and publication, active participation in one’s professional field at regional, state, or national conference levels, and service to Walsh University and the community. Occasionally, because of previous teaching experience or other qualifications, a faculty member may be hired as an associate professor with advanced standing of one to three years towards promotion to the rank of professor. In such cases the period of service at Walsh University before becoming eligible for tenure and promotion to the rank of professor is reduced by the prescribed number of years. Advanced standing towards promotion is negotiated between the faculty member and the chief academic officer, and is written into the faculty member’s contract. Where qualifications warrant, a faculty member may be hired with the rank of professor. In such cases, the timeline for advancement
towards tenure is negotiated between the faculty member and the chief academic officer at the time of initial appointment and is written into the faculty member’s contract.

Clinical/Professional Faculty

Walsh University may hire or appoint fulltime faculty with clinical faculty status in the divisions of Physical Therapy and Nursing, and fulltime faculty with professional faculty status in the divisions of Education; Business and Economics, Communication; and Language and Letters. Fulltime faculty members may be granted clinical or professional faculty status in other academic divisions under certain conditions. The faculty member must hold an earned master’s degree. Clinical/professional faculty status is granted only to a faculty member whose primary teaching responsibility is in laboratory, clinical or applied professional areas. Faculty members with clinical/professional faculty status are not eligible for tenure, but are eligible for promotion and all other privileges granted to tenure track faculty.

Faculty members holding clinical/professional status are expected to engage in scholarly and professional development activities appropriate to their rank and discipline and consistent with the criteria of the university as described in the document “Scholarship at Walsh University.” They are expected to maintain clinical/professional expertise, and demonstrate a record of excellence in teaching and service. Faculty with clinical/professional status will hold faculty rank.

As for tenure track members, newly hired clinical/professional faculty will prepare a first-year faculty portfolio in accordance with the section in this handbook titled “New Faculty Evaluation.” After their first year as a fulltime faculty member, the annual evaluation process and promotion procedures for clinical/professional faculty are consistent with those for tenure track faculty. Also as for tenure track faculty, clinical/professional faculty will submit an updated faculty portfolio for review and evaluation by the Committee on Retention, Tenure, and Promotion in their third and sixth years of employment, and/or when applying for promotion.

Clinical/Professional Instructor

A person with the master's degree or equivalent qualifications appointed to a fulltime position in the clinical/professional track is ranked as an Instructor. Advancement towards promotion in the clinical/professional track normally begins with a clinical/professional faculty member’s appointment as an Instructor. At the discretion of the chief academic officer, a faculty member hired as a clinical/professional Instructor may receive advanced standing towards promotion to clinical/professional assistant professor of from one to two years. Advanced standing is negotiated between the faculty member and the chief academic officer at the time of initial appointment and is written into the faculty member’s contract.

Clinical/Professional Assistant Professor

After three years of successful university service a clinical/professional Instructor is eligible to become a clinical/professional assistant professor. At the discretion of the chief academic officer, a faculty member hired as a clinical/professional assistant professor may receive advanced standing towards promotion of from one to three years. Advanced standing is negotiated between the faculty member and the chief academic officer at the time of appointment or promotion and is written into the faculty member’s contract.
Clinical/Professional Associate Professor

After six years of service as a clinical/professional assistant professor that include excellent ratings as a teacher, evidence of scholarship appropriate to the position held, and service to Walsh and the community, a clinical/professional assistant professor is eligible to become a clinical/professional associate professor. In cases where an assistant professor has received, at the time of appointment, advanced standing towards becoming an associate professor, the period of service before becoming eligible for associate professor will be reduced by the prescribed number of years. Advanced standing is negotiated between the faculty member and the chief academic officer and is written into the faculty member’s contract.

Clinical/Professional Professor

After four years of service as an associate professor, a clinical/professional associate professor may be considered for promotion to the rank of professor. This rank is not granted as a reward for seniority, but as recognition for outstanding teaching, scholarship appropriate to the position held, and service. A clinical/professional professor must hold a terminal degree. The rank of professor is granted if the candidate has established a record of consistent excellent teaching, scholarship that meets the university’s criteria for clinical/professional faculty, active participation in one’s professional field at regional, state, or national conference levels, and service to Walsh and the community. Occasionally, because of previous teaching experience or other qualifications, a faculty member may be hired as a clinical/professional associate professor with advanced standing of one to three years towards promotion to the rank of professor. In such cases the period of service at Walsh University before becoming eligible for full professor is reduced by the prescribed number of years. Advanced standing towards promotion is negotiated between the faculty member and the chief academic officer and is written into the faculty member’s contract. Where qualifications warrant, a faculty member may be hired with the rank of clinical/professional professor.

Professor Emeritus

After retirement, a professor with 20 or more years of distinguished service at Walsh University may be proposed for the rank of professor emeritus. Such a proposal is initiated by the division chair or academic program director in which the retired professor served and is presented through the president to the Board of Directors.

Changing Faculty Status

The procedures by which a faculty member filling a tenure track position may later apply for clinical/professional faculty status are:

The faculty member initiates a request for clinical/professional faculty status to the appropriate division chair and/or program director. If the chair and/or director determine that the faculty member’s duties fit the parameters for clinical/professional faculty status, then the chair and/or director petition the chief academic officer to change the status of the faculty member to clinical/professional faculty.

The procedures by which a faculty member holding clinical/professional faculty status may later apply for rank in a tenure track position are:

The faculty member initiates a request for tenure track status to the appropriate division chair and/or program director. If the chair and/or director determine that the faculty member’s duties fit the parameters for tenure track faculty status, then the chair and/or director petition the chief academic officer to change the status of the faculty member to clinical/professional faculty. In this event, the number of years accrued as a clinical/professional faculty member that might be counted towards eligibility for tenure is determined solely by the chief academic officer.
Final decisions on changing the status of a faculty member are the prerogative of the chief academic officer and the president of the university.

**Promotion Procedures**

Each year the chief academic officer confers with division chairs and academic program directors concerning teaching faculty members eligible for promotion.

Promotion policies at Walsh University depend on professional degrees and certificates, and documentation of excellence in the areas of teaching, scholarship, and service. Promotions may occasionally be accelerated for outstanding performance or delayed or denied for substandard performance.

A faculty member seeking promotion, apart from tenure, undergoes formal evaluation (see below, “Faculty Evaluation toward Tenure and/or Promotion: A Multi-Year Process”), and submits his/her portfolio (see the section on portfolio contents) through the dean of instruction to the Committee on Faculty Retention, Tenure and Promotion for review. The Committee on Faculty Retention, Tenure and Promotion will forward its evaluation and recommendation in writing to the chief academic officer.

**Tenure**

Walsh University offers tenure to qualified teaching faculty. Tenure grants the teaching faculty member the contingent right to retain his/her appointment without term until retirement. Tenure may be terminated, other than by retirement, because of grave misconduct, moral turpitude, gross neglect of academic duty, a disability which substantially impedes discharge of academic duties, and financial exigency. To be eligible for consideration for tenure, a teaching faculty member must satisfy three criteria: an appropriate terminal degree, fulltime appointment, and length of service.

For teaching faculty hired without previous service in a tenure track position or its equivalent at another college or university, the length of service prior to being granted tenure will be six years. New teaching faculty appointed as associate professors or professors are eligible for advanced standing towards tenure of from one to three years. Clearly delineated eligibility for tenure and promotion at the outset of hire is to be on record for every fulltime tenure track hire. The expectation is that the tenure track hire will stand for tenure at the designated time, but no longer than six years from the date of notification of eligibility. A tenure track hire standing for tenure prior to the normal sixth year requirement will still complete the sixth year evaluation as described below.

**Faculty Evaluation toward Tenure and/or Promotion: A Multi-Year Process**

The teaching faculty member begins building a professional portfolio (described below) in the first year of fulltime teaching at Walsh University. The first-year portfolio is reviewed by the division chair/program director, the dean of Instruction, and the chief academic officer. The recommendations of the division chair/program director, the dean of Instruction, and the chief academic officer concerning reappointment or non-reappointment will be forwarded to the president of the university no later than March 1.

Other aspects of first-year faculty review are described elsewhere. Second-year faculty undergo only the standard annual appraisal. For third-year faculty the chair repeats the first-year review process; additionally, a designated faculty representative mutually agreed upon by the chief academic officer and the faculty member observes the faculty member’s teaching. The third-year professor updates the professional portfolio (begun in the first year and described below) and submits it to his or her division chair or program director. The faculty member’s portfolio, with the division chair’s or program director’s written feedback, is then forwarded to the chair of the Retention, Tenure and
Promotion Committee. The committee reviews the portfolio and completes a written evaluation of whether the faculty member is making satisfactory progress towards tenure and/or promotion.

Fourth- and fifth-year faculty undergo only the standard annual faculty appraisal.

The sixth-year review is also applicable to first- and third-year portfolio reviews. During the fall semester of the faculty member’s sixth year of fulltime service, the program director or division chair observes and evaluates the faculty member’s teaching.

- The chairperson observes at least one class session of the teacher’s choice and completes a report of that observation.
- The teaching faculty member has students from each fall semester class complete the IDEA evaluation forms and designates a student to collect and deliver the forms to the Office of Academic Affairs.
- The results of the IDEA evaluation are given to the division chair after final grades have been posted. The teaching faculty member will receive the results for his or her portfolio.
- The chairperson surveys at least one class of the teaching faculty member to ascertain typical student reactions, using the same questionnaire as for the first-year evaluation.
- The chairperson reviews all student evaluations and questionnaire responses and prepares a written formative evaluation.
- The chairperson discusses the evaluation with the teaching faculty member. Both then sign the evaluation forms.
- The division chair’s evaluation is given to the teaching faculty member and becomes part of the candidate’s portfolio to be forwarded to the Committee on Faculty Retention, Tenure and Promotion.

The teaching faculty member may ask another person to evaluate his/her teaching.

The director or division chair writes a summative letter of evaluation consisting of:

- his/her recommendation regarding reappointment or non-reappointment (first-year portfolio), satisfactory progress towards tenure and/or promotion (third-year portfolio) or tenure and/or promotion (sixth-year portfolio and subsequent promotion portfolios).
- comments on performance in the areas of teaching, scholarship, and service to the university, community, and other identifiable organizations or groups.
- comments on outstanding achievements in the areas of teaching, scholarship, and service.
- comments on significant leadership responsibilities undertaken.
- comments on areas of strength and areas for growth.
- comments on the faculty member’s alignment with the mission of the university.

The director or division chair’s summative letter of evaluation becomes part of the candidate’s portfolio. Both the faculty member and the chair discuss and sign the chair’s written evaluation. The faculty member may choose to respond to the evaluation in writing. The faculty member and division chair will each retain copies of both the evaluation and response.

The candidate’s portfolio is forwarded through the dean of instruction to the Committee on Faculty Retention Tenure and Promotion for review and evaluation. The committee may, at its discretion, ask for revisions or clarifications regarding components of the portfolio. The Committee on Faculty Retention, Tenure and Promotion finalizes its recommendations and prepares a written report. After adding his or her evaluation and recommendation, it is the chief academic officer’s responsibility to forward the recommendations of the Committee on Faculty Retention, Tenure and Promotion to the president of the university.
Candidates for tenure are notified (in writing) of the decision and a copy of the letter is placed in each candidate's permanent personnel file.

**Procedures for Tenure and/or Promotion Review**

- The process normally begins in May of each year, when the chief academic officer provides written notification to eligible candidates and convenes a meeting with candidates to discuss the tenure/promotion procedures and portfolio.

- At the beginning of each academic year the chief academic officer, in consultation with the chair of the Retention, Tenure and Promotion Committee, will establish timelines for the submission of tenure and/or promotion portfolios.

In accordance with the above timelines:

- The candidate submits the portfolio to his/her division chair or program director.

- The academic program director or division chair evaluates the candidate and discusses with the candidate his or her written evaluation and recommendation. When the candidate is serving as division chair or a program director reporting directly to the chief academic officer, the evaluation and recommendation will be conducted by the chief academic officer or a designated faculty representative mutually agreed upon by the chief academic officer and the tenure and/or promotion candidate.

- The candidate’s program director or division chair forwards the portfolio along with his or her evaluation and recommendation to the dean of instruction.

- Upon receipt of the completed portfolio, the dean of instruction convenes the Committee on Faculty Retention, Tenure and Promotion and, in the cases of candidates for tenure, solicits the recommendations of the remaining tenured teaching faculty for each candidate. The Retention, Tenure and Promotion Committee is composed of the dean of instruction, who serves as chair and is a non-voting member, and six (6) tenured teaching faculty members elected by the tenured teaching faculty, at least one (1) of whom must be graduate teaching faculty.

- In order to provide continuity on the committee—and to assure that at least a portion of the committee is in place for both a faculty member’s first- and third-year evaluations, and a faculty member’s third- and sixth-year evaluations—members of the Committee on Faculty Retention Tenure and Promotion will be elected to three-year terms, renewable once.

- After consideration of all recommendations and pertinent documents submitted by the candidate, the Committee on Faculty Retention, Tenure and Promotion submits its final recommendations to the chief academic officer.

- After adding his or her evaluation and recommendation, the chief academic officer will forward the evaluation and recommendation of the Committee on Faculty Retention, Tenure and Promotion to the president of the university.

- Decisions concerning promotion are made by the president of the university.

- In the cases of candidates for tenure, after considering the candidate’s portfolio, the evaluations and recommendations of the Committee on Faculty Retention, Tenure, and Promotion, and those of the chief
academic officer, the president forwards his or her recommendation, along with all appropriate supporting documents, to the Board of Directors. Immediately after the board's next meeting, the chief academic officer informs each candidate of the board's decision.

- The candidate for tenure may end his or her candidacy at any time prior to the Board of Directors meeting. If a rejected candidate believes he/she has been treated unfairly, he/she may call for action by the faculty grievance procedure.

- Progress toward tenure or promotion is not interrupted by sabbaticals or by authorized leaves of absence.

**Faculty Portfolio Description**

The portfolio represents the cumulative work of the faculty member with the goal of recording and presenting it as accurately as possible. A portfolio is developed from a variety of sources, each of which documents the professor's effectiveness in the areas of teaching, scholarship, and service. The portfolio consists of no more than two volumes. The contents of volume 1, described below, comprise the most significant documents verifying a faculty member's performance in the areas of teaching, scholarship, and service. Volume 2 is an appendix containing additional supporting items. Faculty members should be selective in deciding which material to include or not include in volume 2. It should not be treated as a catch-all of every artifact that might have related, even tangentially, to the faculty member's accomplishments in the areas of teaching, scholarship, and service; rather, it should highlight the best of what the faculty member has done. Faculty portfolios of more than two volumes will be returned for revision.

The dean of instruction will serve as the faculty facilitator throughout this process.

**Portfolio Contents, Volume 1:**

Normally faculty members will prepare a faculty portfolio in the first, third, and sixth years of their fulltime employment at Walsh University. Faculty members hired with or later granted one or more years of advanced standing towards tenure and/or promotion will follow a timeline agreed upon between themselves and the chief academic officer.

Volume 1 of a faculty member's portfolio will consist of four chapters.

**Chapter One:**

- Sixth-year summative evaluation from Retention, Tenure and Promotion Committee
- Sixth-year summative evaluation from division chair and/or program director
- Sixth-year summative self-evaluation. The summative self-evaluation should address in detail how the faculty member's philosophy and practice in the areas of teaching, scholarship and service align with the mission of the university.
- Current *curriculum vitae*
- Sixth-year formative teaching evaluation to include:
  2. Results of “Student Evaluation of Instructor” questionnaire
  3. IDEA evaluations (current semester)
- Fifth-year chair’s annual appraisal
- Fifth-year faculty self-appraisal report
• Fifth-year faculty appraisal Weightings
• Fourth-year chair's annual appraisal
• Fourth-year faculty self-appraisal report
• Fourth-year faculty appraisal weightings
• Pre-tenure/third-year chief academic officer's review
• Pre-tenure/third-year summative evaluation from Retention, Tenure and Promotion Committee
• Pre-tenure/third-year summative evaluation from division chair and/or program director
• Pre-tenure/third-year summative self-evaluation. The summative self-evaluation should address in detail how the faculty member's philosophy and practice in the areas of teaching, scholarship and service align with the mission of the university.
• Current curriculum vitae
• Pre-tenure/third-year formative teaching evaluation to include:
  2. Results of “Student Evaluation of Instructor” questionnaire
  3. IDEA evaluations (current semester)
• Second-year chair's annual appraisal
• Second-year faculty self-appraisal report
• Second-year faculty appraisal weightings
• First-year chief academic officer’s review
• First-year review by dean of instruction.
• First-year summative evaluation from division chair and/or program director
  1. First-year summative self-evaluation. The summative self-evaluation should address in detail how the faculty member’s philosophy and practice in the areas of teaching, scholarship and service align with the mission of the University.
  2. Current curriculum vitae
  3. First-year formative teaching evaluation to include:
     o Report of chair’s classroom visit.
     o Results of “Student Evaluation of Instructor” questionnaire
     o IDEA evaluations (current semester)

Chapter Two: teaching narrative
Chapter Three: scholarship narrative
Chapter Four: service narrative

Contract Termination of Non-Tenured Faculty

Notice of non-reappointment, or the intention not to recommend reappointment, is given to faculty in writing in accordance with the following standards:

- No later than March 1st of the first academic year of service.
- No later than December 15 of the second academic year of service.
- At least 12 months before the expiration of an appointment after two or more years at the university.
- No later than May 1st for those with visiting faculty status, or by the date specified on the faculty member’s contract.
Normally the person who stands for but does not receive tenure and who has been at the university at least two years is issued a one-year terminal contract.

**Contract Termination of Tenured Faculty**

Appointments may be terminated:

- By the faculty member, with the consent of the president or the Board of Directors.
- By the president or the Board of Directors, with the consent of the faculty member.
- By the Board of Directors who may terminate the service of any faculty member for cause which is defined to include grave misconduct, moral turpitude, neglect of academic duty, a disability which substantially impedes discharge of academic duties, and financial exigency. Upon receiving written notice of dismissal or suspension, the faculty member may appeal that decision through the faculty grievance procedure.

**Faculty Grievance Procedure**

This grievance procedure is a process by which teaching faculty members who allege errors, inequities, or prejudices in official actions of the university as regards their tenure status, salary, promotions, and sabbaticals may have those concerns reviewed. All other claims of wrongful treatment or actions may seek redress to the university Equity Board or university Grievance Board. This procedure is intended to facilitate, with all due speed, in the simplest, most direct manner, the resolution of grievances, within established channels.

A faculty member claiming a grievance ("the claimant") may seek resolution of his/her grievance as follows:

- Within thirty (30) days of learning of the alleged offense, the claimant shall submit the grievance, in writing, to the division chair, who shall respond in writing within ten (10) working days.

- If the claimant is not satisfied with the division chair's response, the claimant may appeal, in writing, to the chief academic officer. The appeal must be submitted within five (5) working days of the claimant's receipt of the division chair's response, and the chief academic officer shall respond in writing within ten (10) working days.

- If the claimant is not satisfied with the chief academic officer's response, the claimant may appeal, in writing, to the chief academic officer. The appeal must be submitted within five (5) working days of the claimant's receipt of the chief academic officer's response and the chief academic officer shall respond in writing within ten (10) working days.

- At any stage in the process, the recommendation can be to refer the claimant to the next step. If all the preceding steps have been taken, and the claimant still alleges a grievance, the claimant may demand that a Faculty Grievance Committee be convened to hear the grievance. The claimant's written demand shall be delivered to the president of the university within ten (10) working days of the claimant's receipt of the chief academic officer's response. The president will then convene a Faculty Grievance Committee within ten (10) working days of receipt of the claimant's written demand.

- The Faculty Grievance Committee shall consist of three tenured teaching faculty members. The claimant shall nominate one member of the committee; the president of the university shall nominate one member; the two members so nominated and appointed shall select the third member of the committee.
• The claimant shall choose to present his/her case or select a representative to represent him/her before the committee; neither the claimant nor his/her representative shall have a vote on the committee. The president shall select a representative to represent the administration and such representative shall have no vote on the committee.

• The committee shall receive and consider all evidence submitted by the claimant and by the administration at the committee hearing. The committee shall report its findings and recommendations, in writing, to the president within fifteen (15) working days of the conclusion of the hearing. A copy of the committee's findings and recommendations shall be provided to the claimant at the same time.

• After receipt of the committee's report, the president shall either act in accordance with the recommendations of the committee or meet with the committee for conference concerning its findings and recommendations.

• The president's decision shall be rendered within fifteen (15) working days of his/her receipt of the committee's report. If the president does not accept the committee's recommendations, he/she shall deliver a written explanation of the decision to the claimant.

• If the claimant is not satisfied with the president's decision, the claimant may appeal, in writing, to the university's Board of Directors. The appeal must be submitted within ten (10) working days of the claimant's receipt of the president's decision. The Board of Directors shall issue its decision in writing not later than thirty (30) working days after the board's first regularly scheduled meeting subsequent to receipt of the claimant's appeal.

• The decision of the university's Board of Directors shall be final and binding on the claimant and the university.

• All written materials concerning any grievance shall be kept in a secure, confidential grievance file maintained by the executive vice president. None of the grievance materials shall be placed in the claimant's individual files.

**Retirement**

There is no absolute retirement age for Walsh University faculty.

**Salaries**

Faculty compensation is subject to annual review by the president and Board of Directors. Stipends for summer teaching, overloads and part-time instruction are reviewed yearly.

**Sabbatical Policy**

Upon recommendation of the chief academic officer and after initial approval by the president, the Board of Directors may grant a sabbatical leave for a member of the teaching faculty who is eligible.

**Rationale**

In a continuing effort to strengthen and build upon academic foundations of the institution, Walsh University supports standards of excellence in its teaching faculty members' proposals for intellectual renewal. Both
the institution and the teaching faculty agree that a professional leave represents a major component for effecting such plans.

Eligibility

Fulltime tenured and fulltime clinical/professional members of the teaching faculty who have served for six consecutive years are eligible for a sabbatical leave.

The president can approve a maximum of four sabbaticals are available per year. Full-year sabbaticals are compensated at two-thirds pay, and half-year sabbaticals are compensated at full pay. Ordinarily no more than one teaching faculty member of a discipline shall be on leave during any one semester. Priority shall be based on rank, length of fulltime service, and the manifest importance of the proposed plan to Walsh University and to the teaching faculty applicant.

Procedure

By November 1 the teaching faculty member shall submit an application for sabbatical leave to the Committee on Faculty Affairs and the chief academic officer. The Committee on Faculty Affairs will evaluate the applications according to the criteria cited in the preceding paragraph and will make recommendations to the chief academic officer by January 15. The chief academic officer will in turn make recommendations to the president, who will either make the decision or refer to the Board of Directors if there are more than four recommended applicants. The decision of the president (and board if necessary) regarding the application(s) will be communicated in writing to the teaching faculty member(s) no later than one week after the winter Board of Directors meeting.

Sabbatical applications shall include a detailed prospectus of the proposal designed for the professional development of the recipient. Such proposals may include scholarly projects leading to publication or conference papers, further study, work on advanced degrees, research with or without a grant from a foundation, creation of new courses, exploration of new teaching methodologies, and other work that will lead to professional development and will be of benefit to the university. Faculty whose sabbatical projects entail professional travel, must, in addition, submit a faculty development application per faculty development fund guidelines prior to travel.

Conditions

- The recipient of a sabbatical leave may accept financial reimbursement from sources outside the university.
- The recipient of a sabbatical leave will return to Walsh University for two years. The recipient shall reimburse the university for the sabbatical leave if he or she does not comply with this condition.
- A period of sabbatical leave shall not be considered as part of the consecutive employment towards subsequent sabbatical leave eligibility. A year of sabbatical leave shall be counted as a year of service to the university for purposes of promotion.
- Teaching faculty may apply for sabbatical leave during the sixth year of consecutive service. The two years owed to Walsh after a sabbatical leave shall be counted in the time for eligibility for the next sabbatical.
• Medical and retirement benefits shall be continued at normal rates for the teaching faculty member on sabbatical leave.

• During the academic year in which the sabbatical occurs, the recipient will not serve on any standing or ad hoc committees of the university. Terms of service on committees to which a faculty member has been elected, however, will not be shortened by a sabbatical. Sabbatical recipients will resume their terms of service during the next academic year.

• A sabbatical leave may be granted for one semester at full pay or a full academic year at two-thirds of a year's pay.

• Within three months of their return, the teaching faculty members will submit to the chief academic officer a written report of their activity during the sabbatical leave.

• Following a decision to deny a request for a sabbatical leave, the president will provide the teaching faculty member with a written rationale for the decision.

**Faculty Development Fund Policies and Procedures**

Walsh University faculty are urged to become active members of learned and professional societies. Membership fees are the responsibility of the individual faculty member.

Teaching faculty attendance and presentation of scholarly papers at regional and national meetings of academic or professional associations are also encouraged. Requests to attend such meetings are made to the facilitator for the faculty development fund prior to attendance if funding from the university is requested.

The Faculty Affairs Committee administers the faculty development fund under the auspices of the chief academic officer in accordance with the following guidelines:

All fulltime and part-time teaching faculty are entitled to reimbursement of expenses within established limits for:

• attendance and/or participation at conventions, meetings, or workshops pertinent to their professional academic development;

• expenses incurred during scholarly research on specific projects related to the preparation of material for publication or presentation at academic conferences and for curricular development.

The faculty development fund does not reimburse for tuition expenses.

The Faculty Affairs Committee selects a teaching faculty member to serve as facilitator for the faculty development fund. The facilitator has the authority and responsibility to determine the legitimacy of all applications submitted under these guidelines. In the event of disagreement concerning the facilitator's decision, the teaching faculty member involved may appeal the judgment to the Faculty Affairs Committee for a majority vote. The decision of the Faculty Affairs Committee is final.

The facilitator forwards approved requests for reimbursements and/or advance payments to the chief academic officer. The facilitator through the secretary of academic affairs shall retain copies of all requests and transactions for records.

Faculty members apply for faculty development fund as follows:
• For attendance at academic conferences, the teaching faculty member shall submit to the facilitator a statement of the nature, purpose, and dates of the meeting and an estimate of expenses to include air fare or round trip mileage, lodging, meals and incidentals (see per diem reimbursement below), and registration fee. The teaching faculty member is entitled to receive in advance of the trip the registration fee and travel expenses within the limits set below. The business office will mail the conference fee directly or reimburse the faculty member upon proof of payment. Further reimbursement shall be made after the teaching faculty member returns from the conference and submits the form “Travel Expense Report” for other expenses within the limits.

• For research expenses the teaching faculty member shall submit to the facilitator a detailed prospectus of the nature and purpose of the research, the dates when and locations where the research will be conducted, and an estimate of expenses to include air fare or round trip mileage, lodging, meals and incidentals (see per diem reimbursement below), copying, and postage. The teaching faculty member is entitled to receive an advance if the research involves travel mileage reimbursement within the limits. Further reimbursement shall be made after the teaching faculty member returns from the trip, prepares a detailed summary of the research conducted, and submits receipts for other expenses within the limits set below.

• The facilitator shall have the authority to fund one or more application requests per faculty member up to the established cap per fiscal year including professional conferences, sabbatical, and faculty-scholar-related expenses. The facilitator shall submit subsequent applications to the full Faculty Affairs Committee for approval if the faculty member’s second request exceeds the cap established annually by the committee. The full committee, in collaboration with the chief academic officer, will establish the annual cap available per faculty member each academic year, based on monies allocated to the fund and determine equitable guidelines for distribution.

• The facilitator will make every attempt to distribute the fund equitably. Faculty must have an application processed prior to incurring professional expenses in order to ensure reimbursement under this policy.

The faculty will be reimbursed from the faculty development fund for professional travel within a five-day limit according to the schedule below.

**Reimbursable Expenses**

**Transportation**

• Travel by common carrier shall be at the lowest available rate in the chosen method of travel. For any university travel, whether or not a reimbursement is requested, the travel itinerary issued with the ticket should be submitted with the form stating expenses if not submitted in advance with the request.

• Purchased transportation from travel agencies or common carriers will be billed directly to an individual’s personal credit card and later reimbursed (until such time as the university may have an advance travel purchase system).

• The use of a privately owned automobile or van will be reimbursed at the current IRS rate for per-mile reimbursement. An individual who uses a privately owned vehicle on university business must meet liability insurance requirements of the motor vehicle financial responsibility laws of the state of Ohio.

• If it is necessary for the traveler to rent a car from a car rental agency, the university’s blanket auto insurance policy automatically covers these rentals provided that the university is identified as the lessee and the faculty member is on the list of approved drivers covered under university insurance.
Transportation costs, such as parking fees, tolls, taxi, and airport limousine fares, are reimbursable on an actual cost basis. Original receipts must be obtained and submitted for transportation expenses.

Meals

No reimbursement will be made for the actual cost of meals. Meals will be reimbursed in accordance with the regular federal per diem method for meals and incidentals (federal per diem rates can be accessed on the Internet at [www.policyworks.gov/perdiem](http://www.policyworks.gov/perdiem) or in the IRS publication on Per Diem/M & IE (meals and incidental expenses) rates:

- Meal per diem reimbursements are pro-rated for less than a full day on travel status as follows:
  1. Breakfast—15% daily rate (must be on travel status from seven a.m. through at least nine a.m.)
  2. Lunch—25% daily rate (must be on travel status from noon through at least two p.m.)
  3. Dinner—60% daily rate (must be on travel status from five p.m. through at least seven p.m.)

- No reimbursement will be made for a meal that is provided at a conference as part of the registration.

- According to IRS regulations, the meal allowances above include incidental expenses for laundry, cleaning and fees and tips for services.

- Per diem meal reimbursement rates are not intended to cover the cost of alcoholic beverages.

- According to IRS regulations, business travel completed without an overnight stay is not eligible for a per diem meal reimbursement.

Lodging

- When in-state travel on official business requires overnight lodging more than fifty miles away from the traveler’s home or headquarters, reimbursement will be made for the actual and reasonable cost plus taxes per night. When in the state of Ohio, the traveler should inquire as to the availability of a state tax exemption due to the tax exempt status of the university. Claims for reimbursement must be supported by original hotel receipts. A credit card charge slip is not acceptable documentation for reimbursement.

- No reimbursement will be made for overnight lodging closer than fifty miles from the traveler’s home or headquarters except in unusual circumstances described in the statement of explanation accompanying the request for reimbursement.

- When out-of-state travel requires overnight lodging, reimbursement will be made for the actual and reasonable cost plus taxes. Claims for reimbursement must be supported by original hotel receipts. A credit card charge slip is not acceptable documentation for reimbursement.

Conference and Registration Fees

Expenses directly included with a conference or special meeting, such as registration fees and banquets, are reimbursable, without regard to standard limitations, providing they are reasonable and supported by original receipts.
Faculty Scholar Program

Purpose

The Faculty Scholar Program gives members of the university teaching faculty the opportunity to complete research within their fields of expertise specifically for the purpose of scholarship. One of the core values of Walsh University is excellence in the teaching/learning process. This program affirms administrative recognition of the compatibility of teaching and scholarly research and our commitment to retaining and rewarding active scholars on our campus.

Description

The Faculty Scholar Program allows a teaching faculty member to be released from one course during one academic semester to pursue a research project intended for publication. Ordinarily no more than one faculty scholar will be selected during each of the university’s two regular terms during any academic year. During the summer, two teaching faculty will be eligible to receive stipends equivalent to the fullest remuneration for one 3-credit overload class to undertake research intended for publication.

Conditions

A faculty scholar must be a fulltime member of the teaching faculty.

A faculty scholar must remain in residence at the university during either of the two regular terms of the academic year. There is no residency requirement during the summer session. The summer stipend is intended to support teaching faculty during four consecutive weeks of fulltime research and writing. The summer stipend is taxable as income and can be used to cover living expenses.

Being a faculty scholar does not constitute a break in fulltime employment at the university and will be considered part of the service requirement for tenure, promotion or sabbaticals.

Faculty scholars will make a formal presentation of their research to the campus community in the term following that in which the release time or summer stipend is awarded.

Faculty scholars must acknowledge Walsh University in published materials resulting from research activities supported through release time or summer stipends.

Teaching faculty are eligible for the Faculty Scholar Program once every two years.

Research Projects

Projects must be intended to result in scholarly publication and to promote the applicant's professional development. Projects already in progress and projects of longer duration than a single academic term qualify to be considered. Projects initiated by invitation will be given priority in the selection process. Faculty scholars whose research projects entail professional travel must, in addition, submit a faculty development fund application following faculty development guidelines, prior to travel.
Application Procedures

Applications to participate for the summer or fall must be received in the Office of Academic Affairs by March 15; for spring, applications must be received by September 15. Summer and fall decisions will be announced on April 15, and spring decisions will be announced on October 15.

The committee selecting faculty scholars will consist of the chief academic officer and the facilitator of the faculty development fund. An application must include the following:

- A current curriculum vitae;
- A letter of application that states the term for which the candidate is applying to the program and the course for which the applicant seeks release time, if applicable;
- A project summary, including a description of the project’s significance to the field, not to exceed three pages;
- Any other relevant documentation such as a letter of invitation, a letter of support from the division chair, etc.;
- A scholarly agenda and timeline;

Two copies of the application must be submitted to the Office of Academic Affairs on or before the appropriate application deadline.

The Faculty Scholar Selection Committee will review applications and notify applicants by mail. The committee’s decision will be final. The committee may choose not to select a faculty scholar during any particular term.

At the conclusion of the semester in which a faculty member has received a faculty scholar award, the faculty member will submit a report to the chief academic officer on the results of the project. The report should document the work completed.

Fringe Benefits for Fulltime Faculty

The university offers a comprehensive fringe benefit plan which includes health insurance, dental insurance, life insurance, disability insurance, retirement health insurance and tuition remission. The university participates in, and contributes to, the TIAA-CREF retirement plan. Also, contributions are made on behalf of employees to the social security system, unemployment compensation system and worker’s compensation. Details of current criteria regarding faculty benefits are available from the Office of Human Resources and in Appendix II.

Benefit plans may be revised periodically. Human Resources will disseminate detailed information about fringe benefits and eligibility requirements.

Division Chair, Associate Division Chair, Program Coordinator, and Program Director Responsibilities

The responsibilities of a faculty member serving as an academic administrator, and the stipends for such service, are described in detail in the annual academic administrative contract negotiated between the faculty member and the chief academic officer.

Process for Program Review

The recommended process for program review will involve administration, IAP and/or Graduate Council, and faculty of the program involved. Administration will continuously review programs to identify any area requiring special attention. Conditions that could initiate the review process include, but are not limited to, the following: 1) fiscal
status, 2) institutional emergencies, 3) retention issues, 4) strategic planning, and/or 5) external mandates from accrediting bodies. If data suggests a need for review, the following process for review will be followed:

- Administration will notify IAP or Graduate Council of any situation (and provide supporting data) that requires program review and identify which of the above conditions apply.
- IAP and/or Graduate Council will appoint an ad hoc committee to review the data and formulate recommendations for intervention or resolution of the situation.
- The ad hoc committee will consist of the following members:
  - Department or program chair
  - Two (2) teaching faculty from the program involved (if feasible—some programs might not have two faculty)
  - Two (2) faculty from other disciplines.

In addition, all faculty who would be directly affected by the review will be asked by the ad hoc committee to provide information pertinent to the consideration of the situation.

In the conduct of its responsibilities, the ad hoc committee will be mindful, at all times, of the university’s mission. Other criteria that must be considered include the following: 1) the program’s financial contribution to the university, 2) potential for program growth, 3) the program’s role in supporting or contributing to other programs, and 4) the program’s ability to attract resources and other indirect benefits.

After careful consideration of all pertinent information, the ad hoc committee will develop an action plan in accordance with principles and contracts regarding tenure and forward the plan to IAP and/or Graduate Council.

IAP and/or Graduate Council will prepare a formal recommendation for consideration by Academic Assembly.

**Policy for the Use of Human Subjects in Research**

Any research activity, regardless of its scale or scope, conducted at or sponsored by Walsh University, which involves human subjects is subject to the guidelines established in the Human Subjects Review Policy and is subject to review by the Human Subjects Review Committee. Students and faculty should be aware that the policy applies to: interviews, tests, observations, and inquiries designed to elicit or obtain nonpublic information about individuals or groups. Any faculty member or student intending to engage in these activities as part of research must review the Human Subjects Review Policy available in the Walsh library or in the appendices to this handbook or online at http://www.walsh.edu/pdf/HSRPolicy2005.pdf. Faculty and students should allow sufficient time for review of their studies and research instruments by the Human Subjects Review Committee.
PART C ACADEMIC POLICIES OF INTEREST TO FACULTY

Academic Integrity Policy and Procedures

Academic integrity lies at the heart of student-teacher relationships involving learning, free inquiry, and the search for knowledge and truth. Inspired by the spirit of the Judeo-Christian tradition expressed in the university’s mission statement, Walsh University requires all faculty and students to act honestly, morally, and ethically in the maintenance of professional standards for learning, research, writing, and assessment. To maintain the academic integrity of the university, students are responsible for their own academic work. Academic dishonesty is not acceptable.

The university implements the policy stated above, when violations occur, through a process outlined in Appendix III. The policy and procedures, along with definitions, are outlined as well in the university catalog and in the Student Handbook.

Acceptable Information Systems Use Policy

Information systems, comprised of all Walsh University PC and networked applications and hardware, are provided for the use of individuals currently affiliated with Walsh University. These individuals include currently enrolled undergraduate and graduate students, faculty, and staff. Information technology resources are provided by the university to support the university mission, enhance instruction, supplement research, and provide for university-sponsored public service. Use of all Walsh University telecommunications resources should be consistent with the principles incorporated in the university mission statement.

Acceptable use of the Walsh University telecommunications and computer systems is based upon the principles of academic freedom, common sense, common decency, and civility as applied to the networked technology environment.

Unacceptable use has been articulated by the Technology Committee. See Appendix III for information systems policies.

Book Selection and Purchase

The selection of textbooks and auxiliary materials is the responsibility of individual faculty. Desk copies are ordered by individual faculty directly from publishers, or faculty may request that faculty secretary obtain them. (Desk copy forms can be obtained from the bookstore.) Orders for textbooks for classroom use are made in a timely manner through the bookstore manager.

All Walsh employees receive a ten percent (10%) discount on most items purchased at the bookstore. The discount does not apply to textbooks and may not apply to sale or discontinued items.

Campus Speakers

The mission of the university is to provide a Catholic, liberal arts education that encompasses an international or global perspective and promotes critical thinking. Walsh University believes that a free and open forum for the exchange of ideas and opinions is essential in our pluralistic society and that every member of an educational enterprise bears responsibility for this freedom. Speakers and programs are attuned with the goals of the university.
when they provide an open forum for the exchange of ideas. If an approved speaker comes to present non-Catholic opinions, those ideas should be presented in a debate or in a forum where the Catholic perspective will also be stated. Sponsoring individuals/organizations and the approved speaker are required to respect Catholic beliefs and practices; they are expected to refrain from promoting doctrines opposed to essentials of the Catholic faith or contrary to the upholding of Christian faith and morality.

Speaker invitations come from a member of the faculty, a member of the administration, or recognized groups on campus. Members of the university community who have special competence are especially encouraged to contribute to such discussions. Arrangements for the presence of speakers on campus by faculty and by any non-academic staff are approved and made through the Office of Academic Affairs (approval for speakers sponsored by student organizations routes through the Office of Student Affairs) to ensure open and balanced examination of issues. The president, representing the Board of Directors, has final authority over such arrangements and approvals.

Course Evaluations

Teaching faculty members are required to have all students in their classes complete course evaluations at the conclusion of each semester. The purpose of course evaluation at Walsh University is twofold: 1) to provide constructive feedback aimed at improving instruction and 2) to provide input into the faculty evaluation process for tenure and/or promotion. Student evaluation of instruction is a mandatory component of all faculty portfolios (see “Faculty Portfolio Description” in Section B). For adjunct faculty, course evaluations aid division chairs in their decisions about renewal of part-time contracts. Walsh University conducts student evaluations of instruction using the IDEA Student Ratings System through Kansas State University. The process of course evaluation is coordinated through the Office of Academic Affairs. Each semester the secretaries of each academic division prepare evaluation packets for faculty in that division. Once students have completed the evaluation forms and they are processed by the IDEA Center, the results are forwarded to each faculty member and their division chairs.

Faculty Absences

Teaching faculty are expected to conduct all classes assigned to teach. Foreseen absences, such as attendance at meetings or conferences of professional organizations or field trips with students, as well as absences due to illness or other reasons, are reported to the Office of Academic Affairs, and to the faculty member’s division chair through notification to the division secretary. When possible, faculty should note foreseen absences in their class syllabi, and should clarify for students the impact of unforeseen absences on course requirements.

For classes over ninety minutes, a break of five minutes for each hour of class time is appropriate, but classes should not otherwise be abbreviated

Family Educational Rights and Privacy Act (FERPA)

Walsh University is covered by, and subscribes to, the Family Educational Rights and Privacy Act (FERPA) -- informally known as the Buckley Amendment. Passed by the U.S. Congress, Public Law 93-380, as amended, became effective November 19, 1974. The law permits students to seek access to their educational records as maintained by the appropriate offices and agencies of the university and to protect their privacy. The law intends to define and apply broadly students’ rights. In other words, Walsh considers students as “owners” of their education records, and the institution as the “custodian” of those records. The university may release directory information to anyone without the student's consent unless the student requests otherwise in writing to the Office of the Registrar before the first day of the academic term in which the request to withhold is to become effective.
FERPA rights begin when a college education record begins—i.e., when a student becomes 18 or enrolls at any age in a higher education institution. Basic FERPA rights of students are:

- Notification of their FERPA rights at least annually
- Inspection and review of their records in any office. The request is initiated in the Office of the Registrar. A response must be given to the student within 45 days.
- Amendment of an incorrect record
- Consent to disclosure (with exceptions)

Education Records include any institutional record related to the student (in whatever format or medium) with some narrowly defined exceptions:

- Records in the "sole possession of the maker" (e.g., private advising notes)
- Law enforcement records created by a law enforcement agency for that purpose
- Employment records (unless the employment is based on student status). So the employment records of student employees (e.g., work-study, wages, graduate teaching associates) are part of their education records.
- Medical/psychological treatment records (e.g., from a health or counseling center)
- Alumni records (i.e., those created after the student was enrolled)

Students have the right to inspect and review everything in their "education record," except information about other students, financial records of parents, and confidential letters of recommendation if they waived their right of access (which cannot be required). There is no records retention policy under FERPA. It does not state what records faculty members must make or how long they must keep them. Those are institutional decisions. The university cannot destroy records once they are requested.

The student's right to consent to disclosure is not required for school officials with a "legitimate educational interest" or "need to know." In such cases employees and legal agents have access to education records in order to perform their official, educationally-related duties. Disclosure is permitted to organizations conducting studies to improve instruction or to accrediting organizations. Disclosure is permitted to parents of dependent students only (IRS definition). Disclosure is also permitted to comply with a judicial order or lawfully issued subpoena or to address a health/safety emergency. And disclosure of directory information is permitted.

Directory Information includes those data items that may be publicly released, so long as the student does not have a "No Release" on his or her record. Each institution establishes what it considers to be directory information. Common examples include: name, address (local, home and e-mail), telephone (local and home), academic program of study, dates of attendance, most recent educational institution attended, and degrees and awards received.

- Directory information cannot include race, gender, SSN, grades, GPA, country of citizenship, or religion.
- Every student must be given the opportunity to have even directory information suppressed from public release. Everyone within the institution must respect a student's "No Release" request on his or her record.

Further FERPA issues specific to faculty and instructional staff include:
• **Posting grades.** Since grades can never be directory information, it is generally inappropriate to post grades in a public setting. However, if the instructor posts grades so that only the instructor and the individual student know the posted grade (e.g., with a personal ID—but not an SSN or institutional student ID number), that is acceptable. Such a posted list should not be in the same order as the class roster or in alphabetical order.

• **Course web sites.** Many courses are supported by class websites and/or discussion groups. Only directory information can be available to the general public, so it is recommended that such websites have a security layer such that only class members and instructors can access appropriate information.

More information on FERPA may be found in Appendix III.

**Honorary Degrees and Awards**

The honorary doctorate degree is conferred by Walsh University upon recommendation of the Academic Assembly and with the approval of the Board of Directors and usually at the annual spring commencement exercises, although the Board of Directors may authorize conferral at other times and in other settings. The degree awarded should reflect the character of the person in his/her service and the citation should describe the achievements for which the person is being honored. See Appendix III and Appendix IV for details.

The Distinguished Service Medal, established in 1985 and formally approved by the Board of Directors, is awarded on special occasions to individuals who have rendered distinguished professional or volunteer service to others, whether in the national, regional, local, or Walsh University community. The person Walsh University chooses to honor with this medal must be of such acknowledged good character that the university itself is honored by its judicious selection of honorees.

The Founders’ Medal, also established in 1985 and approved by the Board of Directors, is awarded on special occasions to individuals of national stature who illustrate in their lives ideals that inspired and motivated Venerable John de La Mennais, and Gabriel Deshayes, the saintly founders of the Brothers of Christian Instruction. These ideals are faith in God, fidelity to the Catholic church, active concern for Christian education, dedication to authentic social justice, and courageous promotion of human welfare, especially among the less fortunate and disenfranchised.

**Student Absences**

Students are expected to attend all classes. Teaching faculty members establish their own policy concerning attendance and include it on syllabi to students at the beginning of each semester.

Faculty may exercise an administrative withdrawal when a student has missed at least 9 hours of class time in a given semester (including summer sessions). The professor must have a syllabus that states this policy and must accrue and document evidence (attendance records) of the student's non-attendance. The faculty member acting upon this option must notify the student in writing, complete the appropriate administrative withdrawal form, have it signed by one’s division chair or program director, and submit the form to the registrar for final processing. Please refer to "Section B, Grading" for additional information.

A policy for medical leave is contained in the *Student Handbook* for students unable to complete academic or social responsibilities due to personal/emotional difficulties. See Appendix IV for the medical leave policy for students.
Student Participation in Graduation

Students are not permitted to participate in commencement activities unless all academic and financial responsibilities and obligations have been successfully met. In cases of compelling extenuating circumstances regarding participation in commencement, students may submit written appeals to the chair of the Committee on Enrollment Management for consideration by that committee. Students completing requirements in the summer may petition to walk in the spring ceremony. All petitions must be submitted in writing to the committee by February 1.

Syllabi

During the first week of each semester, faculty members are responsible for providing students in their classes with a copy of current course syllabi. This might be done by posting syllabi on Sakai or by distributing printed copies in class. Faculty should also submit an electronic copy of syllabi to their division secretary for filing. Syllabi should include office hours, contact information (including Walsh e-mail address), course description and objectives, required assignments and materials, grading criteria and grading scale, a policy concerning academic integrity, and a course content outline. As part of the annual faculty appraisal process, and the portfolio evaluation process for recommendations regarding tenure and promotion, division chairs’ evaluations should address the quality of a faculty member’s syllabi.
PART D  ACADEMIC SERVICES OF INTEREST TO FACULTY

Academic Regalia

Academic regalia for formal convocations are provided on a purchase basis through the bookstore. The university will pay 50% of the cost of the academic attire of full-time faculty.

Budgets

Faculty and administrators operate within the framework of an annual budget approved by the Board of Directors and are expected to manage their budgets wisely. Budget requests are submitted through the appropriate division chair or academic program director. To facilitate observance of budgetary limitations, the Finance Office issues monthly expenditure print-outs.

Copying Services

Copy services for faculty are available in the Print Room in Farrell Hall; in classroom buildings (Timken, Aultman, Betzler, Barrette Center, Hannon), the Library, La Mennais and Farrell halls, and the PE Building. Copies for instructional purposes are charged to the appropriate division budget. Faculty who make extensive use of the copier should charge students for materials. Offset printing instead of copy machines is to be utilized for 75 copies or more of an item.

Copying not related to instructional or other university-related activities is available at $.05 per copy to faculty and staff.

All university personnel are expected to comply with copyright laws. See Appendix III—for copyright basics.

Information Systems/Computing Services

The Department of Information Systems is responsible for all computing at the university. Walsh operates a campus LAN which is connected to the Internet, three main computer labs, a number of smaller labs, and individual computers throughout the main and remote campuses.

Connections to the Walsh network, email accounts, and repair services can be scheduled by contacting the Information Systems Customer Service Center at 330-244-4500 or extension 4357 (HELP) on the main campus. Anyone having trouble accessing Walsh supported systems (Banner, Cavalier Center, Sakai, etc.) can also call the customer service center.

Permanent classrooms with a computer and projection equipment are located on all campuses. Four computer/projector carts are available for use in Aultman/Betzler, the Chapel, David Center and Farrell Hall. Please call the help-desk to schedule a training session prior to reserving their use.

A wide variety of software is supported on campus. Requests for upgrades, or different software, should be made to the director of information systems at 330-490-7241. Consultation on the purchase of equipment or software should be made with the director of information systems.

Training classes are scheduled periodically throughout the year; times and places are electronically announced.
A web page is maintained for general information. The address is http://www.walsh.edu.

E-mail account requests should be made to the Information Systems Customer Service Center at 330-244-4500 or extension 4357 (HELP) on the main campus. To access e-mail from home, go to http://mail.walsh.edu.

Library

The Brother Edmond Drouin Library offers convenient hours and many services.

Hours

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday-Thursday</td>
<td>8:15 am - 11:00 pm</td>
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<tr>
<td>Friday</td>
<td>8:15 am - 5:00 pm</td>
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<td>Saturday</td>
<td>10:00 am - 5:00 pm</td>
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<tr>
<td>Sunday</td>
<td>1:00 pm - 10:00 pm</td>
</tr>
<tr>
<td>Special holiday and break hours</td>
<td>Posted at library.walsh.edu.</td>
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</tbody>
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Staff

- Dan Suvak, Associate Dean for Library Services, Ext. 7183
- Joanne Vennetti, Head Technical Services, Ext. 7186
- Shirley Lewis, Instruction Librarian, Head Public Service, Ext. 7187
- Melissa Meggitt, Electronic Resources, Ext. 4658
- Suzanne Cable, Circulation/ILL Reserves, Ext. 7204
- Linda Lallathin, Cataloging, Ext. 7188
- Beth Parsons, Acquisitions, Video Bookings, Ext. 7377
- Cathy Catazaro, Evening Circulation, Voicemail 5011

Online Access

The Walsh University Library’s website is http://library.walsh.edu. Here is access to the library’s catalog and more than 200 databases, 30,000 electronic journals, and 70,000 electronic books. Almost all databases are available from off-campus with a library barcode number. Faculty who need a barcode may contact the library at 330-490-7185.

Course Reserve

Forms are available for putting hard copy materials on reserve for students. Materials on reserve include library books, personal books, audiovisual materials, journal articles, and student papers. For items that faculty require students to read or view, the faculty member should provide one copy per 10 students. Reserve periods vary from 2 hours to 3 days. The library issues a report to the faculty member at the term’s end showing how many individuals checked out each item. Electronic reserves are also available for articles, chapters, and other short documents at sakai.walsh.edu. Matt Hudas in information systems (330-490-4656) can help set up courses on Sakai, the university’s course management system.

Instruction

Librarians will come to a class to introduce students to reference materials, databases, and other research aids. Faculty should discuss the assignment with a librarian, who will tailor a session to the needs of an individual class. The library does not give broad introductions to classes without specific assignments as
these do not effectively impart library research skills. Forms for requesting these instruction sessions are available. For more information, contact Shirley Lewis (330-490-7187).

Interlibrary Loan

Faculty may request books, journal articles, and videos online via the OhioLINK databases or at http://library.walsh.edu, using the online interlibrary loan form.

Imaging Services

A color copier is available to produce documents from hard copy, the web, or a computer file. The library also has equipment to scan, convert paper text documents to Word documents, and capture streaming media.

Media Rental

An audiovisual collection in the library is available in the library for student or faculty use. More than 2,000 educational videos are available for online streaming or downloading via the digital video collection (see the library website). Faculty may also borrow media via OhioLINK or interlibrary loan or suggest titles for classroom use for library purchase.

Collection Development

The library is intent of matching the collection to the needs of the curriculum. Success requires faculty’s help. Instructors developing a new area of study, new course topics, a special book list or reading list to be used over several semesters assist librarians by sharing their plans.

Personal Books at a Discount

The library receives a 41% discount on books ordered from Ingram Books and will order personal copies for faculty members and pass this discount on. This offer is limited to books available from Ingram (popular, recent titles) and not specialized or scholarly works. Contact Beth Parsons (330-490-7366).

Publications

Via e-mail the library publishes a “New Books and Media” list. Faculty may send an internet address to Joanne Vennetti (jvenetti@walsh.edu, 330-490-7186) to receive this.

Media Carrels

The audiovisual section of the library has open media carrels equipped with compact disc, VHS and DVD players. A room is also available where small groups may view videos or DVDs.

Tower Conference Room

The Tower Conference Room on the second floor of the library may be scheduled for group use (committees, clubs). The conference table seats 12; an alcove offers comfortable seating for post-meeting discussions. Classes or seminars may be scheduled there only on special occasions. The room has a sink, so beverages may be served. Call Kathy Robertson at ext. 7379 for reservations.
Other Library Services

A Quiet Study Room for serious faculty and students is at the north end of the first floor. An adjacent vending lounge with booths, vending machines and a microwave is a handy gathering spot.

Typing and Printing Services

Faculty have access to typing services provided by faculty secretaries. Printing services are available in the Print Room of Farrell Hall, Room 05A. A lead time of at least two (2) working days for services at ordinary times and four (4) working days for services during midterms and final exams is required.

Arrangements for handling and delivering test materials should be made with the appropriate faculty secretary. The secretaries will ensure that sensitive materials are handled confidentially. If non-test materials cannot conveniently be picked up from printing, they are returned to the faculty member's mailbox.
PART E UNIVERSITY POLICIES OF INTEREST TO FACULTY

Alcohol- and Drug-Free Workplace

Walsh University is committed to maintaining an academic environment which is free of unsafe or unsatisfactory impairment or influence of alcohol or drugs, and which is free of unauthorized possession, use or disposition of alcohol, or of drugs or other controlled substances. Thus, the unauthorized possession, use, manufacture, distribution, dispensing, purchase or sale (or solicitation of purchase or sale) of alcohol, or of any intoxicant, hallucinogen, narcotic, or other controlled drug or substance, or being under the influence of any such drug or substance on Walsh University premises, or while conducting university business, is strictly prohibited.

The preceding does not apply to medication lawfully and properly prescribed by a licensed medical practitioner, and possessed or taken only by the person for whom the medication is prescribed in authorized dosages, provided that use of such medication does not substantially impair work performance or threaten the health or safety of the employee taking the medication, or of students and other university employees or visitors.

To fulfill Public Law 100-690, Title V, Subtitle D (Drug-Free Workplace Act of 1988), Walsh University has adopted the following policy.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Walsh University.

Any employee who violates such prohibition will be subject to disciplinary action.

To conform to Public Law 100-690 Walsh University certifies to the federal government that we are committed to maintain a drug-free workplace.

Walsh University conducts drug awareness programs through the university's health services. All employees are encouraged to attend and participate in these programs to learn more about the dangers of drug abuse.

Employees engaged in the performance of a federal grant will receive a copy of this policy and will be required to abide by it as a condition of continued employment under the federal grant. Employees must notify Walsh University if they have been convicted of any workplace violation of criminal drug statute no later than five days after that conviction. Walsh University will notify the appropriate federal funding agency within ten days after receiving notice of such a violation.

Within 30 days of receiving notice of such a violation, Walsh University will either:

- Require the employee to participate satisfactorily in an approved drug abuse rehabilitation program, or
- Take appropriate disciplinary action against the employee, up to and including termination.

Athletic and Cultural Events

Annual passes are available for all faculty/staff for admission to Walsh’s athletic events (excluding certain conference playoff tournaments) held on campus. Invitations are also sent throughout the year to other university events such as concerts, plays, dinners, etc. Participation is encouraged at university functions and events.
Campus Police

The Walsh University Campus Police Department is a function of the Office of Student Affairs. The department's primary goal is to provide a safe and secure environment for the campus community. The staff consists of sworn law enforcement officers who are certified by the Ohio Peace Officers Training Council. The officers have full arrest power, are armed with weapons, and are able to provide all necessary police services on university property. Please be advised that as sworn law enforcement officers, Campus police are qualified to use appropriate force in life-threatening situations. The “Use of Deadly Force Policy” appears in the Campus Police Department Manual and can be reviewed by consulting the chief of campus police or the vice president for student affairs. Officers are identified by their white police shirts, gold badge, and Walsh University campus police sleeve patches. A patrolling officer may be reached at ext. 7474. The chief of campus police can be reached at ext. 7373.

By observing the following guidelines, employees will be doing their part to maintain a safe, secure environment.

- Keep personal belongings in a safe place.
- Any crimes or suspicious acts should be reported immediately to the campus police at Ext. 7474 or North Canton police at 330-499-5911.
- Employees must comply with campus parking regulations. Violators will be given tickets.
- When leaving the building or office, employees are asked to close windows, turn off lights, and close the door.

Chapel

Our Lady of Perpetual Help Chapel is located on the east side of campus. All students and staff are invited and welcome to use this sacred space for private prayer and meditation at any time it is not being used for religious services. Sunday and weekday celebration of the Eucharist (mass) is scheduled on a regular basis and as announced. Additionally, communal and devotional services that serve both the Roman Catholic community and the ecumenical community of the university will be posted in a timely manner.

Credit Union

All employees are eligible to join the Stark Federal Credit Union. The basic objectives of the credit union are to teach and encourage thrift among members and, through their combined savings, extend to members low-cost credit for any worthwhile purpose.

Emergency Calls 911

If an emergency requiring North Canton police, fire or ambulance arises, dial 911. Give the operator:

- The gate the emergency vehicle should enter: Westgate, Centergate, Eastgate, or the Market Street entrance
- Name of building or residence hall and room number

North Canton police may be reached directly at 330-499-5911.
**Emergency- and Weather-Related Closings**

Walsh University will not close as readily as area elementary and secondary schools because:

- Walsh University is an adult-oriented institution. It follows area business and industry patterns to stay open except in extreme circumstances.
- With resident students on campus, Walsh University makes every effort to maintain normal services and classes.

The cancellation of classes because of severe weather conditions will be announced on local radio and television stations. In addition, details will be broadcast via the Walsh emergency alert system. This system will send information via voice messaging, e-mail and text messaging as specified by each employee through the human resources office. Whenever possible, the closings will be announced by 7:00 a.m. for day and 3:30 p.m. for evening classes. Off-campus sites may not be affected by the closing of the main campus. Call 330-490-7005 (listed in the phone book) for university closing information.

**Exit Interview**

When appropriate, an exit interview will be scheduled for Walsh faculty leaving employment for the purpose of obtaining information that can assist in making the Walsh community a better place in which to work. Faculty are required to surrender keys, equipment, credit cards, identification, computers files and passwords, and all other items considered university property created during the duration of the employment.

The director of human resources shall provide the employee information concerning health insurance benefit continuation rights under the COBRA statute.

**Expense Reimbursement**

For expenses incurred while attending professional development workshops/meetings, reimbursement is made through the Finance Office. Such expenses may include registration, mileage, parking, meals, and lodging at per diem rates. An estimate must be submitted to the faculty development funds facilitator and approved by the chief academic officer prior to the scheduled workshop/meeting. Section B has more details on specific kinds of expenses, under faculty development funds.

**Faxing**

A fax machine is located at the switchboard in the David Campus Center. The number is 330-490-7165.

**Food Service**

Faculty and staff have the option of purchasing a meal plan that offers a block of any twenty (20) meals in the Schervish Dining Center located in the David Campus Center. The meal plan can be purchased in the Student Service Center located in Farrell Hall.

**Fitness/Wellness Center**

Walsh University offers faculty/staff wellness programs focus on the health and well-being of the total individual: mind, body and spirit. Two of Walsh University’s four fitness centers accommodate faculty, staff and their
dependents. The Cavalier Fitness Center in the Physical Education Building is fully staffed, equipped with free weights and power stations, and utilized by students, athletic teams, faculty/staff and community clinic participants.

The lower level of the David Center houses an additional fitness center for faculty/staff and dependents. This center features state of the art cardio equipment, weight resistance machines, and locker rooms and showers (across the hall). Faculty/staff may also reserve the aerobic/dance floor in the lower level of the David Center for special events.

Faculty/staff dependents, 12 years and older, may apply for a fitness center card. The Walsh employee or spouse must be present with and is responsible for dependents 12 to 18 while in either fitness center. All users must abide by general fitness center policies (Walsh ID, attire, etc.)—see Appendix III. Failure to observe these guidelines may result in university judicial action and/or removal from the fitness center.

Please see the Walsh University website [www.walsh.edu](http://www.walsh.edu) for a complete list of wellness programs and for fitness center operational hours—under quick links click on “Wellness Center.” For cards for dependents or reservations of the dance floor, contact the wellness center and programming director.

**Gifts and Grants**

No funds or gifts/grants are solicited without the knowledge and approval of the vice president of advancement. Funds obtained in an approved solicitation are processed through the Office of Advancement.

The university encourages the faculty to pursue grant dollars in accordance with the university grants policy approved by the Board of Directors (see Appendix III). According to the policy, faculty members interested in grant awards should contact the director of grants in the advancement office who will assist them as they prepare and submit grant proposals and manage their grant awards.

**Health Center**

The student health center is located on the first floor of the Mercy Wellness Center in the Physical Education Building. While established for students, health services may be available through the center if needed and requested by employees. An RN is on duty part-time during the day from August through April when classes are in session.

**ID Cards and Parking Permits**

Faculty identification cards may be used for free admission to most campus events and facilities. The cards are issued by the Office of Student Affairs at the beginning of each academic year. Parking permits, available from the student affairs office at the David Campus Center, are required to park in the designated faculty/staff spaces on campus as detailed in the parking section of this manual.

**Income Tax Statements and Forms**

W-2 forms are distributed annually by the payroll department in January. Payroll reminds employees via email each December to update their federal W-4 form and state IT-4 form if necessary. Common reasons to update include a change in marital status or a change in the number of dependents.

**Keys**

Employees are responsible for safekeeping of all building or office keys issued. Employees should not permit unauthorized use, transfer to another person, or duplicate the keys.
If a key is lost or stolen, employees shall notify the director of facilities and grounds immediately. Employees must turn in all keys at the exit interview prior to release of their final paycheck.

Employees may be charged for the replacement of lost or stolen keys.

**Mail**

Incoming mail and campus communications are distributed in assigned mailboxes located in the David Campus Center. Outgoing mail is picked up daily at 2:30 p.m. at the receptionist’s desk in David.

**Money Services**

Personal checks may be cashed in the student service center located in Farrell Hall ($100 maximum).

An ATM machine is located in the David Campus Center. It accepts most credit cards—i.e., Cirrus, Plus, Quest, MasterCard, Visa, American Express and Discover.

**Other Employment**

If a fulltime employee of the university takes a full- or part-time job elsewhere, it shall be understood that his/her primary responsibility is to Walsh University. Professional staff shall notify their supervisor of any external employment arrangement. Failure to notify one’s supervisor may be cause for the professional staff employee’s termination. If the employee’s performance at Walsh suffers due to other employment, the employee may be asked to resign the other job. Refusal to do so may result in termination.

**Parking**

There are several parking lots with reserved spaces marked Faculty/Staff, including these parking lots: Eastgate, Westgate, Barrette Center, Timken, Library, and South (behind Aultman and Betzler science centers). Parking is permitted in any of these reserved spaces or in any of the unmarked student parking areas. Parking in disabled, grass, fire lane, visitor, or other restricted areas (including those marked “Special Permit”) is a parking violation and will result in a written parking ticket. Each employee’s vehicle must be registered through the Office of Student Affairs located in the David Center. Parking permits must be displayed by all registered vehicles when parked on campus.

**Paychecks**

Salaries are paid every two weeks with payments made in twenty-six (26) equal installments. Paychecks are direct deposited or distributed at the Finance Office every other Friday. Employees are encouraged to use the direct deposit benefit. Paychecks are not mailed unless the faculty member personally arranges this with the payroll department.

Overload and adjunct contracts are paid twice during the fall and spring semesters; once at midterm and once at the end of the semester. Summer overload and adjunct contracts are paid at the end of the applicable summer session. Payroll dates may be altered with appropriate notice due to the holiday schedules.

The university is required to make payroll deductions for federal income tax, state income tax, local income tax and Social Security tax. Contributions to the Walsh University Annual Campaign, United Way, and deductions to the Stark Federal Credit Union may be processed through payroll deductions.
Phone System

The fiber-optic analog digital phone system has capabilities of phones, faxing, voicemail and networking. For information on how to activate and use voice mail system, contact the switchboard. Faculty are asked to check voice mails regularly and to empty their accounts so that critical new messages may arrive. The use of university phones for personal business should be minimal.

The telephone receptionist, located in the lobby of the David Campus Center, serves as a center for all incoming telephone calls and campus telephone communications. Employee mail and internal memos are distributed through this office.

Requisitions

Requisition requests follow the procedure outlined below:

- Faculty member obtains a requisition request from the Finance Office, fills it out, and forwards it to the division chair for approval.
- The division chair approves the requisition request and processes the requisition, forwarding it to the appropriate party. Expenditures exceeding $500 must be approved by the chief academic officer.

Faculty should contact their division chair to determine that unit's purchasing procedures. As a private, nonprofit educational institution, Walsh University is exempt from paying most federal excise and state sales and use taxes. Purchasing merchandise or services through the university’s exempt status for personal use is prohibited.

Smoke-Free Environment

All Walsh University buildings are smoke-free environments. Exceptions are made for the residence area of La Mennais Hall (Brothers’ residence). Additionally, Walsh University has implemented a policy regarding smoking in accordance with Ohio Revised Code Chapter 3794.

In view of the requirements of this legislation and Walsh’s desire to promote the health and well-being of students, visitors, faculty and staff, the university policy provides a working environment that is free from tobacco smoke. Smoking is not permitted in, or within 20 feet of, Walsh University buildings, shelters and indoor athletic facilities. Smoking is also not permitted in university vehicles.

The policy applies to all staff and students throughout university premises. It also applies to visitors, contractors and subcontractors while on university premises.

Smoking is not permitted near entrances to any university buildings. Smoking receptacles have been removed from these entrance areas. Please do not throw cigarette butts on the ground near entrances. Designated smoking areas have been provided in certain areas with effective ventilation. In addition, smoking receptacles will be located in these areas. While smoking is permitted outdoors, preferential consideration should be given to nonsmokers whenever it is clear they are exposed to involuntary smoke.

Appropriate signage, as required by the new law, has been added to all nonsmoking areas including all university buildings, athletic facilities, and vehicles.
In addition to complying with the new legislation, these efforts will assure that everyone knows where smoking is permitted and that nonsmokers know that they can, with few exceptions, avoid contact with secondhand smoke. Faculty/staff cooperation is critical to making these efforts a success.

**Solicitation and Distribution**

In no event shall non-employees, other than students, be permitted to solicit, post or distribute any materials on the premises of Walsh University, except for charitable organizations approved by the Office of Human Resources.

Unless approved in writing in advance by the Office of Human Resources, employees shall not post or distribute handbills or other printed matter, or sell any article, or directly or indirectly solicit, collect or accept money for pledges, memberships, subscriptions or admissions for any public or private organization or enterprise, or for any loans, gifts or purchases of any nature, during the working time of any involved personnel.

Distribution of literature or materials in work areas or on bulletin boards is prohibited at any time, without the prior written approval of the human resources department, student affairs and advancement as appropriate.

**Special Events Rental**

On a space available basis, employees may use certain university facilities. Contact the Office of Campus and Community Programs for details. Groups and organizations are able to rent campus facilities for meetings, seminars, conferences, and special events.
PART F   STUDENT AFFAIRS POLICIES AND PROCEDURES OF INTEREST TO FACULTY

Student Handbook

Faculty should acquaint themselves with the Student Handbook. Copies are available online and at the Office of Student Affairs.

Medical Leave Policy for Students

A medical leave policy is contained in the Student Handbook for students unable to complete academic or social responsibilities due to medical/personal/emotional difficulties. The policy follows.

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Walsh University may request a medical leave of absence. The dean of students grants a medical leave of absence (usually based upon the recommendation from the director of counseling services). Obtaining a medical leave can impact several areas of student life including but not limited to housing, financial aid, scholarships, medical insurance and athletic eligibility. While on medical leave a student is not permitted to attend classes or participate in extracurricular or co-curricular events or activities. It is the student's responsibility to research effects of a medical leave of absence so as to make an educated decision on whether to pursue such leave.

Details on the procedures for receiving a medical leave of absence may be found in Appendix IV and in the Student Handbook.
Board of Directors, 2008-09

Voting Members

Chair: Bro. Marcel Sylvester, FIC, North Canton, Ohio
Vice-Chair: Gerald Walsh, Columbiana, Ohio

Robert F. Belden, Canton, Ohio
Dennis Biery, Louisville, Ohio
Bro. Daniel Caron, FIC, Alfred, Maine
Donald L. Caster, Columbus, Ohio
Thomas E. Cecconi, Canton, Ohio
Nate Cooks, Canton, Ohio
Daniel P. Cunningham, Stow, Ohio
William W. Cushwa, Granger, Indiana
Nandita Dash, Canton, Ohio
Roger DeVille, Canton, Ohio
John E. Dowling, Bethlehem, Pennsylvania
The Honorable Sheila G. Farmer, Clinton, Ohio
Keith Gloeckl, Belleair Beach, Florida
Gretchen A. Graham, Canton, Ohio
Mark Grossi, Westlake, Ohio
Fr. Mark Gruber, OSB, Ph.D., Latrobe, Pennsylvania
James F. King, M.D., Canton, Ohio
Edward Klekotka, Columbus, Ohio
Judith Barnes Lancaster, Massillon, Ohio
Bro. Jerome Lessard, North Canton, Ohio
Gene Little, Canton, OH
Gregory W. Luntz, Canton, Ohio
William C. Meier, Massillon, Ohio
Leonard Milazzo, Naperville, Illinois
The Most Reverend Bishop George V. Murry, Youngstown, Ohio
Michael A. Petrecca, Upper Arlington, Ohio
Bro. Joseph Power, FIC, North Canton, Ohio
Alfonso Revollo, Rockville, Maryland
Bro. Guy Roddy, North Canton, Ohio
Edward J. Roth, III, Canton, Ohio
Sheila M. Rutt, Ph.D., MBA, Wooster, Ohio
Mark Joseph Shepard, M.D., Canton, Ohio
Theodore Stults, Canton, Ohio

Non-Voting Members

Linda Barclay, Ph.D., Faculty Representative
Laurence Bove, Ph.D., Secretary
Philip Daniels, Treasurer
Richard L. Jusseaume, President

Directors Emeriti

Dominic J. Guzzetta, Ed.D., Copley, Ohio
Harry Parr, Canton, Ohio
Jane Schirack, North Canton, Ohio
George Volkman, Canton, Ohio

BOD Meetings, 2008-09

September 27, 2008 February 14, 2009 May 2, 2009

Walsh University Board Committees

Academic Affairs
Building and Grounds
Development
Executive
Finance
Governance
Investment
Student Affairs/Athletics

Meetings of BOD Committees generally occur the day before the full board meets.
# Administrative Officials, 2008-09

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td><strong>Richard Jusseaume</strong></td>
<td>President</td>
</tr>
<tr>
<td><strong>Nancy Blackford</strong></td>
<td>Vice President for Academic Projects</td>
</tr>
<tr>
<td><strong>Janet Howard</strong></td>
<td>Executive Director, Leadership Institute</td>
</tr>
<tr>
<td><strong>Laurence Bove</strong></td>
<td>Provost</td>
</tr>
<tr>
<td><strong>Dave Baxter</strong></td>
<td>Dean of Instruction</td>
</tr>
<tr>
<td><strong>Shaannette Fowler</strong></td>
<td>Director of Career Services</td>
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<tr>
<td><strong>Andy Grant</strong></td>
<td>Dean of Academic Services</td>
</tr>
<tr>
<td><strong>Edna McCulloh</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>Tim Oberschalke</strong></td>
<td>Director of Information Systems</td>
</tr>
<tr>
<td><strong>Dan Suvak</strong></td>
<td>Associate Dean of Library Services</td>
</tr>
<tr>
<td><strong>Gary Tschantz</strong></td>
<td>Assistant Dean for Nontraditional Programs</td>
</tr>
<tr>
<td><strong>Phil Daniels</strong></td>
<td>Vice President for Finance</td>
</tr>
<tr>
<td><strong>Shelley Brown</strong></td>
<td>Director of Finance/Controller</td>
</tr>
<tr>
<td><strong>Brendan Dick</strong></td>
<td>Manager of Campus Grounds/Hoover Park Operations</td>
</tr>
<tr>
<td><strong>Jacqueline Manser</strong></td>
<td>Director of Alumni and Special Events</td>
</tr>
<tr>
<td><strong>Frank McKnight</strong></td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td><strong>William Myers</strong></td>
<td>Director of Capital Projects</td>
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<tr>
<td><strong>John Schissler</strong></td>
<td>Director of Facilities and Grounds</td>
</tr>
<tr>
<td><strong>Ravinder Singh</strong></td>
<td>Director of Residential and PE Buildings</td>
</tr>
<tr>
<td><strong>Holly Van Gilder</strong></td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td><strong>Brett Freshour</strong></td>
<td>Vice President for Enrollment Management</td>
</tr>
<tr>
<td><strong>Bridgette Neisel</strong></td>
<td>Vice President for Advancement</td>
</tr>
<tr>
<td><strong>Jennifer Craig</strong></td>
<td>Director of Planned Giving</td>
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<tr>
<td><strong>Dan Gravo</strong></td>
<td>Director of Alumni Relations</td>
</tr>
<tr>
<td><strong>Teresa Griffin</strong></td>
<td>Director of Marketing</td>
</tr>
<tr>
<td><strong>Karen Hodge</strong></td>
<td>Director of Grants and Prospect Research</td>
</tr>
<tr>
<td><strong>Andrea Summerlot</strong></td>
<td>Director of University Relations</td>
</tr>
<tr>
<td><strong>Dale Howard</strong></td>
<td>Vice President for Student Affairs and Athletic Director</td>
</tr>
<tr>
<td><strong>Bryan Badar</strong></td>
<td>Director of Residence Life</td>
</tr>
<tr>
<td><strong>Robyn Brown</strong></td>
<td>Director of International Programs and Services</td>
</tr>
<tr>
<td><strong>Jim Dennison</strong></td>
<td>Head Football Coach, Associate Athletic Director for Football Operations</td>
</tr>
<tr>
<td><strong>Tom Hardie</strong></td>
<td>Director of Food Services (Sodexho contract)</td>
</tr>
<tr>
<td><strong>Tiffany Kinnard</strong></td>
<td>Coordinator, Office of Multicultural Affairs</td>
</tr>
<tr>
<td><strong>Michael Koluch</strong></td>
<td>Director of Student Activities and Orientation</td>
</tr>
<tr>
<td><strong>Amy Malaska</strong></td>
<td>Dean of Students</td>
</tr>
<tr>
<td><strong>Francie Morrow</strong></td>
<td>Director of Counseling</td>
</tr>
<tr>
<td><strong>Mary Niedenthal</strong></td>
<td>Coordinator of Student Outreach</td>
</tr>
<tr>
<td><strong>Miguel Chavez</strong></td>
<td>Director of Campus Ministry</td>
</tr>
<tr>
<td><strong>Laurel Wartluft</strong></td>
<td>Assistant Athletics Director—Senior Women’s Administrator</td>
</tr>
</tbody>
</table>
### Advisory Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Institution</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td>Mr. William Allen</td>
<td>Pro Football Hall of Fame</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Michael J. Blate</td>
<td>Academy Uniforms &amp; Promotions</td>
<td>North Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mrs. Hortense B. Bobbitt</td>
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<tr>
<td>Mr. Michael W. Bruin</td>
<td>Benefit Related Services, L.L.C.</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Raymond T. Bules</td>
<td>Day Ketterer</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Steven J. Burger</td>
<td>Emak USA, Inc.</td>
<td>Wooster</td>
<td>OH</td>
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<tr>
<td>Mr. Mark A. Butterworth</td>
<td>The Herbert W Hoover Fdn</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Rev. Msgr. James A. Clarke</td>
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<tr>
<td>Thomas W. Connors, Esq</td>
<td>Black McCuskey Souers</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Stephen C. Coon</td>
<td>Coon Restoration &amp; Sealants</td>
<td>Louisville</td>
<td>OH</td>
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<tr>
<td>Mr. Steven P. Cress</td>
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<tr>
<td>Ms. Rebecca J. Crowl</td>
<td>Aultman Col of Nurs &amp; Hlth Sci</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. William J. Curran</td>
<td>Wayne-Dalton Corporation</td>
<td>Mount Hope</td>
<td>OH</td>
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<tr>
<td>Mr. Frank G. D’Angelo</td>
<td>Metavante Corp</td>
<td>Milwaukee</td>
<td>WI</td>
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<tr>
<td>Mr. Phil M. Dannemiller</td>
<td>Convoy Inc</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Dan DeHoff</td>
<td>Prudential DeHoff Realtors</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Thomas J. Deighton</td>
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<tr>
<td>Mr. David DePasquale</td>
<td>Fitzpatrick &amp; DePasquale Law</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. William F. Downey</td>
<td>Kenan Advantage Group</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Michael G. Eberhart</td>
<td>Hall Kistler &amp; Co., L.L.P.</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. George Elum</td>
<td>Elum Music Co.</td>
<td>Massillon</td>
<td>OH</td>
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<tr>
<td>Peter D. Ferguson, DC</td>
<td>Ferguson Chiropractic Office</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Ms. Sondra L. Fronimo</td>
<td>Melymbrosia Associates, Inc.</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Ms. Barbara Frustaci</td>
<td>Mercy Medical Center</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Michael R. Gallina</td>
<td>North Canton City Schools</td>
<td>North Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Dr. Gary L. Giammarco</td>
<td></td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Lester Glarner</td>
<td>SEBO America, L.L.C.</td>
<td>North Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Lynn S. Hamilton</td>
<td>KeyBank USA</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mrs. Kenneth Hamilton</td>
<td>Canton Country Day</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Ms. Barbara Hammontree-Bennett</td>
<td>Hammontree &amp; Assoc., Ltd.</td>
<td>North Canton</td>
<td>OH</td>
</tr>
<tr>
<td>James P. Hanretty, Esq</td>
<td>Marshall, Dennehey, et al</td>
<td>Akron</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Jeff Hasapis</td>
<td>Stark Development Board Inc</td>
<td>Canton</td>
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<tr>
<td>Mr. Alexander Hays, IV</td>
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<tr>
<td>The Hon. Taryn L. Heath</td>
<td>Stark Co Court of Common Pleas</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Ms. Catherine M. Heitger</td>
<td>Heitger Funeral Service</td>
<td>Massillon</td>
<td>OH</td>
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<tr>
<td>Mr. Raymond C. Hexamer</td>
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<tr>
<td>Ms. Joan C. Houck</td>
<td>Bristol-Myers Squibb Co.</td>
<td>Plainsboro</td>
<td>NJ</td>
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<tr>
<td>Mr. Lawrence V. Hug, Jr.</td>
<td>Certified Public Accountant</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Michael Jacobsen</td>
<td>Diebold, Inc.</td>
<td>North Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Geoffrey M Karcher</td>
<td>The Karcher Group</td>
<td>North Canton</td>
<td>OH</td>
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<tr>
<td>The Hon. Richard T. Kettler</td>
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<tr>
<td>Mr. Richard T. Kiko, Jr</td>
<td>Kiko Auctioneers &amp; Realtors</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Dr. Richard Klapchar</td>
<td>Huntington Bank</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Richard F. Kress</td>
<td></td>
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<td>OH</td>
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<tr>
<td>Richard A. Langsdorf, D.O.</td>
<td>R Langsdorf, D.O., L.L.C.</td>
<td>Massillon</td>
<td>OH</td>
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<tr>
<td>Mr. William J. Lemmon</td>
<td>Lemmon &amp; Lemmon, Inc.</td>
<td>North Canton</td>
<td>OH</td>
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<tr>
<td>Beth A. Marcinkoski, M.D.</td>
<td>North Canton Medical Foundation</td>
<td>N Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Ray Martinez</td>
<td>First Energy Corp</td>
<td>Massillon</td>
<td>OH</td>
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Advisory Board—Honorary Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Institution</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William H. Belden, Jr.</td>
<td>The Belden Brick Company</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Dennis H. Biery</td>
<td>Biery Cheese Co.</td>
<td>Louisville</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Donald R. Black</td>
<td>Goodwill Industries</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Alex C. Bonvechio, III</td>
<td>McDonald &amp; Co. Securities</td>
<td>North Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Gary L. Braehler</td>
<td>Mercy Medical Center</td>
<td>Palm Beach Gardens</td>
<td>FL</td>
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<tr>
<td>Mr. Thomas E. Ceconi</td>
<td>The Timken Company</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Donald R. Colaner</td>
<td>United Way of Summit County</td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mrs. Charlene A. Corlett</td>
<td>Merrill Lynch</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Richard E. Croasdale, Jr.</td>
<td></td>
<td>Canton</td>
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<tr>
<td>Mr. Michael Darrah</td>
<td></td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Salvatore J. DiPietro, Jr.</td>
<td>Skyland Pines, Papa Bear's</td>
<td>Louisville</td>
<td>OH</td>
</tr>
<tr>
<td>Mr. Steve DiPietro</td>
<td>Skyland Pines Golf Club</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mrs. Lynne S. Dragomier</td>
<td>Mercy Medical Center</td>
<td>Canton</td>
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<tr>
<td>Mr. Mark G. Endres</td>
<td>First Federal of Charleston</td>
<td>Summerville</td>
<td>SC</td>
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<tr>
<td>The Hon. Sheila G. Farmer</td>
<td>5th District Court of Appeals</td>
<td>Clinton</td>
<td>OH</td>
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<tr>
<td>Mr. Alfred R. Frank</td>
<td></td>
<td>Navarre</td>
<td>OH</td>
</tr>
<tr>
<td>Mrs. Helen J. Garofalo</td>
<td></td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mrs. June B. Gold</td>
<td>Skyland Pines, Papa Bear's</td>
<td>Buffalo Grove</td>
<td>IL</td>
</tr>
<tr>
<td>Mrs. Thomas Graham</td>
<td></td>
<td>Canton</td>
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</table>
Advisory Board—Honorary Members, cont’d.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Company</th>
<th>City</th>
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</thead>
<tbody>
<tr>
<td>Mrs. Bonnie W. Gwin</td>
<td>Heidrick-Struggles</td>
<td>Shaker Heights</td>
<td>OH</td>
</tr>
<tr>
<td>Dr. Thomas W. Hannon</td>
<td>The Hannon Company</td>
<td>Louisville</td>
<td>OH</td>
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<tr>
<td>Mrs. Nan B. Johnston</td>
<td></td>
<td>Poinciana</td>
<td>FL</td>
</tr>
<tr>
<td>Rev. Robert W. Kaylor</td>
<td>Central Catholic High School</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. J. Sean Keenan, Esq.</td>
<td></td>
<td>North Canton</td>
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<tr>
<td>Rev. Ronald M. Klingler</td>
<td></td>
<td>Canton</td>
<td>OH</td>
</tr>
<tr>
<td>The Honorable Sara E. Lioi</td>
<td>United States District Court</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Gregory W. Luntz</td>
<td>Luntz Services Corp.</td>
<td>Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Robert A. Luntz</td>
<td>PO Box 20309</td>
<td>North Canton</td>
<td>OH</td>
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<tr>
<td>Mr. Edward A. Mahoney, III</td>
<td></td>
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<tr>
<td>Sheila Markley Black, Esq.</td>
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<tr>
<td>Vinayak T. Mehta, M.D.</td>
<td>Stark County Coroner</td>
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<tr>
<td>Mr. Michael J. Mokodean</td>
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<tr>
<td>Mr. Norman J. Nicola</td>
<td>Sirak Financial Services</td>
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<tr>
<td>Mr. Gerald Pellegrino, Jr.</td>
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<tr>
<td>Mr. J. Kevin Ramsey</td>
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<tr>
<td>The Honorable Ralph S. Regula</td>
<td>16th Congressional District</td>
<td>Navarre</td>
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<tr>
<td>Richard J. Reichert, M.D., M.P.H.</td>
<td>US HealthWorks of Ohio</td>
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<td>Mrs. Louis Rose</td>
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<tr>
<td>Mr. Glen A. Schaffert</td>
<td>Ernst &amp; Young</td>
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<tr>
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<td>Mr. Theodore M. Stults, II</td>
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<tr>
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<td>Mr. John C. Vaught, Sr.</td>
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<td>Mr. James Weber</td>
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<td>Mr. John R. Werren</td>
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<td>Mrs. Marilynn Williamson</td>
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<tr>
<td>Mr. Harold E Ziegler, Jr.</td>
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### Alumni Board

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<tr>
<td>Justin Atkinson '95</td>
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<tr>
<td>Annette Bernard '98</td>
<td>Wadsworth, Ohio</td>
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<tr>
<td>Michelle Biery '98</td>
<td>Louisville, Ohio</td>
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<tr>
<td>Tom Brinza '77</td>
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<tr>
<td>Dana Burgardt '92</td>
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<tr>
<td>Michael Cinson '05</td>
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<tr>
<td>Lucia Cirese '91</td>
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<tr>
<td>Jennifer Defrance '02</td>
<td>Ravenna, Ohio</td>
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<td>Joe Eaton '70</td>
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<tr>
<td>Maria Emmons '01</td>
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<tr>
<td>Carol Frazee '87</td>
<td>Uniontown, OH</td>
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<td>Angela Grucella '93</td>
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<td>Tom Hardie '99</td>
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<tr>
<td>Craig Henzel '94</td>
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<tr>
<td>Rebecca Heyne '99</td>
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<td>Jennifer Kessel '99 &amp; '03</td>
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<td>Michael Maloney '03</td>
<td>Chippewa Lake, Ohio</td>
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<td>Chris Morris '05</td>
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<td>Michael Reed '87</td>
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<td>Dick Reichert '78</td>
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<td>Greg Sbaraglia '71</td>
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<td>Ken Shook '05</td>
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<td>Lisa Tavallali '94</td>
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<tr>
<td>Joe Tomlinson '99</td>
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### Women’s Committee

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mrs. Krishna Agarwala</td>
<td>Massillon</td>
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<tr>
<td>Mrs. Philip J. Alonzo</td>
<td>Louisville</td>
</tr>
<tr>
<td>Mrs. Alka Arora</td>
<td>Canton</td>
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<tr>
<td>Mrs. Esther Ash</td>
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<tr>
<td>Mrs. Marilyn A. Austin</td>
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<tr>
<td>Mrs. William Bresson</td>
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<tr>
<td>Ms. Patricia Capri Adkins</td>
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<tr>
<td>Ms. Katherine Catazaro-Perry</td>
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<tr>
<td>Mrs. Michael Cirone</td>
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<tr>
<td>Mrs. Janice Contie</td>
<td>Canton</td>
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<tr>
<td>Mrs. Surendra Dash</td>
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<tr>
<td>Mrs. Rose M. DeGraaf</td>
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<tr>
<td>Ms. Carmie C. DeVito</td>
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<tr>
<td>Mrs. Anthony DiMattio</td>
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<tr>
<td>Mrs. Robert DiSimone</td>
<td>North Canton</td>
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<tr>
<td>Mrs. Carole J. Eaton</td>
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<tr>
<td>Ms. Marlene Eggeman</td>
<td>Massillon</td>
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<tr>
<td>Ms. Eleni Helen K. Esber</td>
<td>North Canton</td>
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</table>
Women’s Committee—Sustaining

Mrs. Robert Barone                              Bonita Springs       FL
Mrs. Daniel Belden                              Canton              OH
Mrs. Costas Biris                               North Canton        OH
Mrs. David Cassel                               Canton              OH
Ms. Jennifer Cecchini                          Massillon           OH
Mrs. Gary Farey                                Canton              OH
Ms. Deborah A. Freudeman                       North Canton        OH
Mrs. Louise Gibbs-Lilly                         North Canton        OH
Mrs. Kenneth Hamilton                          Massillon           OH
Mrs. Elaine Girdlestone                        Canton              OH
Women's Committee—Sustaining Members, cont’d.

<table>
<thead>
<tr>
<th>Member Name</th>
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<tr>
<td>Mrs. Dorothy M. Hanlon</td>
<td>Hartville</td>
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<tr>
<td>Mrs. Thomas Hannon</td>
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<tr>
<td>Mrs. Helen J. Heller</td>
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<td>Mrs. Jane Herzog</td>
<td>North Canton</td>
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<tr>
<td>Roberta C. Higley, Esq.</td>
<td>Orrville</td>
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<tr>
<td>Mrs. Angela M. Jerse</td>
<td>Canton</td>
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<tr>
<td>Mrs. John Kerchner</td>
<td>Canton</td>
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<tr>
<td>Mrs. James King</td>
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<tr>
<td>Mrs. Woodrow Lahr</td>
<td>Hartville</td>
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<tr>
<td>Mrs. Elinor R. Lavin</td>
<td>Rancho Mirage</td>
<td>CA</td>
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<tr>
<td>Mrs. Karen L. Mackan</td>
<td>Canton</td>
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<tr>
<td>Mrs. Edward Mahoney</td>
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<tr>
<td>Ms. Ruth E. McGrann</td>
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<tr>
<td>Mrs. William Meier</td>
<td>Canton</td>
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<tr>
<td>Mrs. Kathryn S. O'Connor</td>
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<td>Mrs. Alfred Olivieri</td>
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<tr>
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<td>Mrs. Veronica A. Sirpilla</td>
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<td>Mrs. Jane Smyth-Ryan</td>
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<td>Mrs. Joan L. Spittler</td>
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<td>Mrs. Angelo Vagotis</td>
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<tr>
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<tr>
<td>Mrs. Cyrus Yaghooti</td>
<td>Canton</td>
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Additional boards and members—e.g., for nursing and for education—are listed in the university bulletin.
APPENDIX I GOVERNANCE PLAN

This Governance Plan results from the work of the 1994/95 interim University Senate whose members coordinated the review of all aspects of the existing governance plan, including the written suggestions requested from and submitted by all committees and constituencies. As part of this revised governance plan, sections on election processes and a glossary of terms follow. This revised plan was approved unanimously by the interim University Senate April 21, 1995.

Bylaws from each standing committee on campus are included in these appendices. This governance plan is a working document requiring periodic modification and refinement. Proposed changes to the plan may be submitted to the chair of the University Senate who will appoint an ad hoc committee with representatives drawn from each constituency. This ad hoc committee of senators will review the issues and make recommendations to the University Senate. After appropriate deliberation, the University Senate will make its recommendations and forward them to the president for action by the Board of Directors.

* Recommends non-academic policies
Committees
Artists and Lecturers
Equity Board
Grievance Board
Honorary Degree and Commencement Speakers
Planning and Assessment Review
Student Affairs

* Recommends academic programs and policies
Committees
Enrollment Management
Faculty Affairs
Faculty Forums
Faculty Retention, Tenure and Promotion
Graduate Council
Human Subjects Review
Graduate Academic Review
Graduate Curriculum Review
Instruction and Academic Policy
Library
Scholarships
Selection Subcommittee
Technology
University Senate and Academic Assembly may request a motion for review of program that may impact the other body.

The University Senate

The University Senate is the major governance organization of all internal constituencies which reports to the president. It oversees committees reporting to it and recommends internal approval of non-academic program additions or revisions and new or revised non-academic policies.

The University Senate includes 15 members: 2 undergraduate faculty, 1 faculty who teaches in a graduate program, 2 professional staff, 2 support staff, 2 undergraduate students (1 undergrad should be an athlete), 1 graduate student, the chairs of four standing committees (Equity, Grievance, PARC, and Student Affairs), and 2 non-voting executive staff.

The senate reviews and acts on the recommendation of its standing and ad hoc committees. It recommends non-academic programs and policies to the president for approval/veto and/or submission to the Board of Directors.

The six committees within the University Senate are: Artists and Lecturers Committee, which schedules and hosts speakers and performing artists for the university; the Equity Board, which implements Walsh University’s discrimination policy and addresses issues of harassment; the Honorary Degree and Commencement Speakers Committee; the Grievance Board, which works to promote and promulgate standards of conduct approved by Walsh University constituencies; the Planning and Assessment Review Committee, which reviews the university’s operating plans of the previous year, reviews and monitors the current year’s operating plan, and provides feedback to the president and president’s staff for strategic and long range planning; and the Student Affairs Committee, which reviews concerns and policies addressing the needs of all students.

At senate meetings each committee chair presents a brief oral report on the committee’s activities. Committees reporting to the University Senate may also submit recommended changes of bylaws to the senate for approval. Approved revisions are submitted to the president for approval or veto and/or submission to the Board of Directors.

Artists and Lecturers Committee

The purpose of the Artists and Lecturers Committee is to advise and assist the coordinator of cultural events in planning and executing a program of activities fostering an appreciation of the arts and enhancing the understanding of the liberal arts and sciences in the Walsh University and greater Stark County communities. In accordance with the university’s policy on campus speakers (see Appendix IV), it brings to the university lecturers and performers in music, art, literature, and theater.

The committee consists of the coordinator of cultural events, the director of student activities, two faculty (appointed), and two students.

Equity Board

The Walsh University Equity Board:

- provides a way for employees and students to bring acts of sexual/racial/religious discrimination and/or sexual harassment to the attention of the university;
- investigates alleged incidents of discrimination and/or sexual harassment at the university;
- develops proactive strategies to educate Walsh students and employees about discrimination, harassment, and the university’s discrimination policy,
Any employee or student who may have been a victim of or witnessed sexual/racial/religious harassment should notify an Equity Board member as soon as possible after the incident has occurred. The names of Equity Board members are posted in each campus building and listed on campus publications. Upon request, a copy of the Walsh University discrimination policy, outlining in detail the procedures, can be obtained from any Equity Board member. See also Appendix III and Appendix IV.

This board, balanced so far as possible by gender, race, and ethnicity, consists of 10 elected members, two each from the following constituencies: president's staff, faculty, professional staff, support staff, and students.

**Grievance Board**

The Grievance Board works to promote and promulgate the standards of conduct approved by Walsh University constituencies. The Grievance Board works with all community members in further defining appropriate standards of conduct and in promoting methods of resolution protective of a community member's due process rights.

The Grievance Board is authorized to receive, investigate, and resolve grievances from all members of the Walsh community in the manner it deems most appropriate. The purpose of the Grievance Board is to guide members of the community towards the most appropriate channel of appeal in order to resolve their grievance in the most expeditious and judicial manner and to act as an appellate body to members of the community who feel that they were denied due process in their pursuit of a resolution through the normal operating procedures of the university. If necessary, the board will form a representative panel of its members to adjudicate formal grievance hearings initiated from the community at large. A copy of specific Grievance Board procedures is available from any board member and in Appendix IV.

The Grievance Board is composed of ten individuals, two each from the following constituencies: students, faculty, professional staff, support staff, and president's staff. All members serve two-year terms with the terms designed, if at all possible, to keep one veteran member from each constituency on the board at all times.

**Honorary Degree and Commencement Speakers Committee**

The responsibilities of the committee are:

- convene with the president in September to select a chair
- review, with the president, nominations for honorary degrees received from members of the Walsh University community according to the “Honorary Degrees and Commencement Speakers Guidelines” (see appendices III and IV)
- submit nominations, qualifications and backgrounds to the president's office by March 1
- after approval by the president, present the nominee(s) with supporting documentation to the Academic Assembly for a vote of approval
- also consider nominations from the campus community for distinguished service or founders' medals

The committee consists of two faculty, two students and one administrator.

**Planning and Assessment Review Committee**

The Planning and Assessment Review Committee (PARC) assists Walsh University’s president and the president’s staff in the planning process by:
1. Reviewing the assessment of Walsh University’s prior year operating plans.
2. Reviewing and monitoring the implementation of the current year’s operating plan.
3. Providing feedback for strategic and long range planning

The work of the committee, in the form of written reports on the operating plans, their assessments and implementations, shall be transmitted to the president and to the University Senate.

PARC consists of seven members with two-year terms and two ex officio members:

- Two faculty members elected by Academic Assembly, one of whom must teach in a graduate program (staggered terms)
- One professional staff member elected by constituency
- One support staff member elected by constituency
- One undergraduate student
- One graduate student
- One member of the SPS (School for Professional Studies) staff
- One member from the community at-large who has expertise in planning and/or assessment—preferably an alumnus
- The director of institutional assessment (ex officio)
- The director of institutional research (ex officio)

**Student Affairs Committee**

The elected and appointed members of this standing subcommittee of the University Senate address concerns of student and other constituencies related to student life on campus and other issues affecting the general community welfare. In an advisory capacity, the committee also considers and brings to the attention of appropriate staff ideas for improving student life.

Membership consists of five (5) students and eight (8) faculty/staff:

1. President of Walsh University Student Government (WUSG) or designee
2. Representative of graduate school
3. Representative of Captains’ Council (athletics)
4. Commuter commission representative
5. Chair of the residence hall association
6. Vice president for student affairs/director of athletics
7. Dean of students (committee chair)
8. Director of residence life (chair of Food Service Committee)
9. A campus minister
10. Director of student support services
11-12. Two faculty as elected by Academic Assembly
13. Support staff representative as elected by that constituency group.

**Academic Assembly**

Academic Assembly is the major governance organization of the faculty which reports to the president, oversees committees reporting to it, recommends internal approval of academic program additions and revisions, and new and revised academic policies.

The Academic Assembly functions as a faculty committee of the whole and is composed of the Walsh University teaching faculty, fulltime and part-time, and those granted faculty status.
Enrollment Management Committee

The responsibilities of the committee are to review individual applicants who do not meet the university's admissions standards and criteria and to make recommendations regarding their admission to the university. The committee reports to the vice president for enrollment management. Decisions made by the Enrollment Management Committee may be appealed to the chief academic officer.

The committee consists of two undergraduate faculty, two professional staff, the director of retention and wellness, the director of counseling services, and the vice president of enrollment management who serves as chair.

Faculty Affairs Committee

The committee is a standing committee of the Academic Assembly. As elected representatives of the ranked faculty, the Faculty Affairs Committee oversees university policies related to teaching faculty, representation of the teaching faculty in the university governance system, and conditions of work and employment for teaching faculty at the university.

Responsibilities

1. Develop policies and recommendations for the consideration of the Academic Assembly and its committee structure with respect to:
   - the role and effectiveness of the faculty in university governance including the organization of Academic Assembly and its committee structure;
   - issues pertinent to scholarly activity, professional development, faculty scholar and sabbatical policies, salaries, fringe benefits, evaluation procedures, rank, and tenure criteria;
   - issues pertinent to the general working environment of faculty (e.g. classroom and office facilities and conditions, Faculty Lounge, support equipment—its maintenance and access, and availability and accessibility of support services);
   - accountability procedures for representatives of the Academic Assembly serving on the Board of Directors, standing and ad hoc committees of Academic Assembly.
   - criteria and guidelines for equitable disbursement of monies from the faculty development fund;
   - election procedures for committees in Academic Assembly facilitated by a subcommittee, to be called the Committee on Selection, consisting of five elected members of the Academic Assembly
   - additional matters as deemed appropriate by the committee or by the Academic Assembly;

2. Periodically review and revise the Faculty Handbook and maintain up-to-date files of policies and procedures to facilitate such revisions

Membership

The committee consists of seven ranked faculty, including four tenured faculty, at least one who has graduate faculty status, and at least three who are fulltime undergraduate faculty. Members are elected according to policies and procedures established by the Selection Committee. A member wishing to resign will submit a letter of resignation to the chair. Upon notification of the resignation, the chair will ask the Selection Committee to fill the vacancy.

Faculty Forums Committee
The responsibility of this committee is to:

- represent the interests of the faculty in the planning of forums and other events as needed;
- plan and implement at least one faculty development event per semester designed to promote effective teaching and learning;
- coordinate and plan for other forums on topics of interest to the members of the university community.

The committee consists of three faculty and works in consultation with the chair and vice chair of Academic Assembly.

**Faculty Retention, Tenure and Promotion Committee**

The Committee on Faculty Retention, Tenure and Promotion (FRTP) is a standing committee of Academic Assembly. FRTP reviews and evaluates the portfolios of full-time faculty members with rank as they advance towards and then apply for tenure and/or promotion according to the policies and procedures approved by the Board of Directors and set forth in Section B of the *Faculty Handbook*. Recommendations concerning adequate or inadequate progress toward tenure and/or promotion are forwarded in writing to the chief academic officer. Recommendations concerning granting tenure and/or promotion are also forwarded in writing to the chief academic officer who then makes a formal recommendation to the president. Final decisions on promotion are the prerogative of the president. In matters of tenure, final decisions are made by the Board of Directors.

The Committee on Faculty Retention, Tenure and Promotion is composed of the dean of instruction who serves as chair and is a non-voting member, and six (6) tenured teaching faculty members, elected by the tenured teaching faculty, at least one (1) of whom must be graduate teaching faculty. A full description of committee procedures is in Appendix IV.

**Graduate Council**

The Graduate Council reviews and recommends policies for the graduate program to the Academic Assembly and to the appropriate administrative officer for further action. It also functions as the appeals board for graduate students.

Members of Graduate Council include the directors of graduate programs, the chief academic officer (ex officio), and one graduate faculty member representing each program. The chair of Graduate Council is nominated and voted by members of Graduate Council at the April meeting of the council each year.

Committees of Graduate Council include:

a) The Human Subjects Research Committee (HSR) reviews and approves all research involving human subjects done by faculty or students at the university. In accordance with federal regulations, HSR includes:

- one member from philosophy/theology with representatives alternating from each discipline per term
- one member who is not otherwise affiliated with Walsh University and who is not part of the immediate family of a person who is affiliated with the university
- one member from nursing, physical therapy, or natural sciences whose graduate training included education and experience in behavioral and/or scientific research with human subjects
- two members (they may not both be from the same departmental unit) from behavioral sciences, counseling and human development, education (graduate and undergraduate) or business/MBA, each of whose graduate training included education and experience in behavioral research with human subjects. At least one of these members must be graduate faculty.
b) The Graduate Academic Review Committee oversees the academic performance of graduate students in their respective program of studies. Its responsibilities include consideration of: 1) admission standards, academic promotion, suspension, dismissal, and readmission of students; 2) policies on evaluation of student performance/progress. Membership in this committee includes a representative from each of the graduate programs and the chief academic officer.

c) The Graduate Curriculum Review Committee monitors graduate courses within each area of study to ensure it is of the highest quality and meets prescribed professional standards within the discipline (or as mandated by the corresponding accrediting body). Included among its responsibilities are: 1) evaluation and review of curriculum within each area; 2) consideration of proposals for new programs of study.

**Instruction and Academic Policy Committee**

This committee develops recommendations on the character, content, and overall balance of the curriculum and presents them to the Academic Assembly. The committee also identifies and reviews financial implications for the university of the proposals under consideration. It consults with other members of the university regarding their proposals and invites these members to present and discuss these proposals at committee meetings.

Specific responsibilities include:

- to consider divisional proposals for change in specific undergraduate majors, minors or academic programs;
- to review periodically and evaluate proposals concerning the core curriculum/general education and associate and bachelor degree requirements, in keeping with current developments in higher education;
- to consider proposals for new undergraduate majors, minors and academic programs and the addition of courses which may impinge on existing curricula;
- to consider policies on the evaluation of instruction and other matters related to the overall quality and effectiveness of the undergraduate curricula;
- to review and recommend policies for awarding undergraduate academic honors;
- to consult with the vice president for finance and business affairs or his/her direct designate as appropriate.

Members are: chief academic officer, registrar, one representative each from the admissions office and the library, six elected undergraduate faculty from different areas of study, and two undergraduate students appointed by student government. All members have voting rights.

**Library Committee**

The responsibilities of this committee are to:

- assist the library staff in planning for the development and use of the library to serve the educational needs of the university;
- review and make recommendations for changes in policies governing acquisitions, circulation, and other information services to the Walsh University faculty, staff, and students;
- serve as an appeal board for the library penalties, fines, and objections to library policy which are not resolved by seeing the librarian.

The committee consists of the head librarian, three faculty, one professional librarian with faculty status, one library support staff, two students, and one alumnus.
Scholarships Committee

The responsibility of the Scholarships Committee is to recommend policies and establish criteria for allocation of scholarship moneys, review scholarship applications, and oversee the granting of scholarship awards to Walsh University students. The committee consists of eight members: five elected by Academic Assembly and three ex officio members (the director of financial aid, the vice president for enrollment management, and the director of the Honors Program).

Selection Subcommittee

The Selection Committee is a standing subcommittee of the Faculty Affairs Committee as described in the governance plan, and the members are elected in accordance with the procedures and policies established by the Selection Committee. See Appendix IV under Academic Assembly Election Procedures.

Technology Committee

The Technology Committee is an advocate for providing the faculty of Walsh University with access to information technology so as to enhance the faculty’s teaching, research and service, as well as students’ learning experience.

More specifically, the committee’s purposes are to:

- Enhance teaching, research, service and learning processes through the use of technology.
- Work to provide all faculty with appropriate technology.
- Promote the effective use of information technology (IT) in the instructional, research and faculty-related administrative activities of Walsh University
- Identify and recommend new and emerging technologies to assist faculty with their teaching, research and service objectives
- Serve as liaison to each academic division concerning technology matters

To accomplish these purposes, the committee functions are to:

- Provide advice and recommendations to the chief academic officer and director of technology concerning IT strategic directions and operating policies, affecting faculty IT needs
- Maintain relationships with other Walsh University committees that deal with IT-related issues
- Ensure that all faculty technology needs are addressed

The Technology Committee membership consists of seven (7) elected voting members with no more than two from the same division. The director of technology is a non-voting member of the Technology Committee. For bylaws see Appendix IV.

Expeditious Process for Extraordinary Program Approval

When, in the judgment of the president and chief academic officer, a program needs to move through an expeditious approval process, representatives from several constituencies will be convened to review the program for its final soundness and planning consequences for the university. Committee members will include, but are not limited to, the following: the president, the chief academic officer, a member of Graduate Council, the librarian, the vice president for finance or his/her representative, the chair of the Instruction and Academic Policy Committee, and the chairs of
Academic Assembly and University Senate. Recommendations will come through the chief academic officer to the president to be taken to the appropriate committee of the Board of Directors.

**Professional Staff**

The professional staff acts as the governing body of all Walsh University employees classified as professional staff. This group:

- serves as the vehicle through which professional staff are kept informed of university matters
- provides a forum through which professional staff can voice concerns, offer input, and, where appropriate, give or withhold endorsement on university matters, actions, and policies
- assists in building and maintaining morale and professional development for all professional staff
- advocates, where appropriate, on behalf of the professional staff group
- selects members for appointment to University Senate, University Senate's standing committees, and other governance committees

All university employees classified as professional staff are eligible and automatically members of the professional staff. See Appendix IV for more details.

**Support Staff**

Support staff is the governing body of Walsh University non-contract employees which reports to the University Senate and to the president; serves as the means through which the members are informed of university matters; provides a forum through which members can voice concerns, offer input, and, where appropriate, give or withhold endorsement on university matters, actions, or policies; assists in building and maintaining morale among its members; and advocates, where appropriate, on behalf of itself and/or its members.

All non-contract employees of the university are automatically members of the support staff.

Elections for committee members will be held at the last meeting prior to the beginning of the academic year. Interest forms will be sent to each member one month before the meeting. A ballot made up of names taken from the interest forms will be sent to each member prior to the meeting. If an elected member is unable to fulfill his/her obligation, the support staff will determine the need for another election. See Appendix IV for more details.

**Student Government**

This election process was voted on and unanimously approved at the February 16, 1995, meeting of the Walsh University Student Government (WUSG):

1. The first step is to receive the list of committees needing student representatives from the dean of students.
2. The president of WUSG reads the list of committees at the next senate meeting and asks for nominations.
3. After all nominations are made, the senate votes to either approve or disapprove nominations.
4. All remaining committee vacancies are then appointed by the student government president.
5. According to the WUSG constitution, representatives on University Senate will be the president and vice president of WUSG.

The University Senate asks for three students. Since student government does not include graduate students, this process will apply only to undergraduate students. The full bylaws are in Appendix IV.
Glossary for Governance Plan

**Academic Assembly**—The major governance organization of faculty which reports to the president, oversees committees reporting to it, recommends internal approval of academic program additions and revisions, and new and revised academic policies.

**Ad Hoc Committee**—A committee organized to accomplish a specific purpose or task in a specific period of time, no longer than an academic year.

**Administrator**—An individual contracted full- or part-time to plan, organize, oversee, and/or evaluate academic and non-academic programs.

**Board of Directors**—The major governance organization of the university which has the final authority for hiring, program and policy approval, mission and fiscal integrity. All university committees, through the president, the Academic Assembly and University Senate, report to the board, which grants final approval of university policy and programs.

**Brothers of Christian Instruction**—Roman Catholic order of Brothers that founded and sponsor Walsh University.

**Committee**—A governance unit reporting to the University Senate or Academic Assembly and performing one or more of the following committee functions:

(a) functions that need assembly or senate approval—i.e., propose new or revised policy or propose new or revised programs;
(b) functions that are reported to the assembly or senate—i.e., conduct studies or implement existing policy; or
(c) functions that require neither approval nor reporting—i.e., advise administrators.

**Faculty**—A generic term referring to individuals with faculty rank or status.

Teaching Faculty—Individuals contracted full- or part-time to teach students in laboratory, classroom, and other settings.

Undergraduate Faculty—Teaching faculty contracted primarily to teach undergraduate students.

Graduate Faculty—Teaching faculty contracted primarily to teach graduate students.

Faculty with Graduate Status — Teaching faculty that regularly teach graduate students as a part of their overall teaching assignment, but are primarily members of the undergraduate faculty.

Faculty Rank—Instructor, Assistant Professor, Associate Professor, and Professor are the academic ranks of qualified university teachers and researchers.

Faculty Status—Individuals designated as faculty, but without the rank normally associated with teaching and research.

**Internal Constituencies**—The five internal constituencies are: students, faculty, president's staff, professional staff, and support staff.

**President**—The individual contracted by the Board of Directors to be the chief executive officer of the university. All internal constituencies and governing bodies report to the president.

**President's Staff**—Vice presidents reporting directly to the president.

**Professional Staff**—governance organization of university professional staff employees which reports to the University Senate and to the president.
**Professional Staff Member**—An individual contracted to provide and/or to administer the institution’s non-teaching services.

**Recommend Internal Approval**—Actions of the assembly and senate which approve program and policy additions and revisions that are sent to the president for final approval/veto and/or submission to the Board of Directors.

**Student**—An individual enrolled in a course or program of study.
- Undergraduate Student—An individual enrolled in an undergraduate course or program of study.
- Graduate Student—An individual enrolled in a graduate course or program of study.
- Commuter Student—An undergraduate or graduate student who resides off-campus.
- Resident Student—An undergraduate or graduate student who resides in on-campus university housing.

**Subcommittee**—A standing committee with an ongoing function; serves as a recommending body to the full committee. The chair of the subcommittee is a member of the full committee. Membership is not limited to the members of the full committee. Members are placed on the subcommittee in accordance with the procedures established by the various constituencies. Subcommittee status, once granted by the Academic Assembly or the University Senate, must be included in the bylaws of the full committee. The bylaws of the subcommittee must be consistent with those of the full committee.

**Support Staff**—The governance organization of university non-contract employees which reports to the University Senate and to the president.

**Support Staff Member**—An individual employed by the university on a non-contractual basis.

**University Senate**—The major governance organization of all internal constituencies which reports to the president, oversees committees reporting to it, recommends internal approval of non-academic program additions and revisions, and new and revised non-academic policies.

**Vice President**—An individual contracted to manage one of the major divisions of the university: academics, student services, finance, development, and enrollment management. A vice president reports to the president and is, in effect, the chief operating officer of that division.

**Walsh University Community**—A generic term that refers to all those that are connected to Walsh.

**Walsh University Student Government (WUSG)**—The governance organization that represents undergraduate students.
APPENDIX II BENEFITS

Cobra Benefits (The Consolidated Omnibus Budget Reconciliation Act of 1985)

Federal law requires that employers sponsoring group health plans offer qualified employees the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end.

Employees of Walsh University covered by university-sponsored group health insurance have a right to choose this continuation coverage if they lose group health insurance because of a reduction in hours of employment or termination (for reasons other than gross misconduct). All pertinent information regarding coverage, cost and length of time for coverage will be sent to employees from a third-party administrator at the appropriate time.

Disability Insurance

The university provides all fulltime employees with disability insurance coverage which provides short-term and long-term disability compensation as follows:

- 1-4 years of service
  - 1 month full pay
  - 2 months at 60% of gross monthly salary
- 5-9 years of service
  - 2 months full pay
  - 1 month at 60% of gross monthly salary
- 10 or more years of service
  - 3 months full pay

After 90 days of disability fulltime faculty are entitled to long-term disability up to 60% of their monthly salary to a maximum of $10,000. An employee starts disability on the date the doctor states that the employee can not work. This is in effect until the doctor signs a release.

Equal Employment Opportunity

Walsh University has an established policy of equal employment opportunity. This policy is applied to all qualified employees and applicants for employment, without regard to race, color, sex, age, national origin, veteran status, or mental or physical handicap as defined by law. All employees at Walsh University are entitled to equal employment opportunity and equal treatment without regard to race, religion, color, sex, national origin, disability, age, or veteran status. With respect to religion or creed, Walsh University reserves the right to exercise discretion in employment decisions in a manner consistent with its status as a Catholic university committed to Catholic principles and values. As a Catholic university Walsh may prefer, in order to maintain its Catholic identity, to hire individuals who are Catholic or who demonstrate adherence to the ideals expressed in the university mission statement.

Members of the university community are responsible for ensuring equal employment opportunity to, and equal treatment of, all Walsh University employees. The university is committed to full compliance with federal, state, and local laws pertaining to equal employment opportunity. All management and supervisory personnel are to set an example for other employees of the university by currently and continually intensifying their efforts to hire and advance qualified minorities, females, disabled individuals, and Vietnam Era veterans, throughout all employment levels and qualifications. Each department manager is expected to assure that equal employment opportunity is being implemented effectively and that no employee or applicant for employment shall suffer any form of unlawful discrimination because of race, color, religion,
sex, age, national origin, disability, or status as a disabled or Vietnam Era Veteran, subject to legally permitted considerations of our religious and philosophical policies and objectives as a Catholic university.

The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) requires certain employers, such as Walsh University, to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Walsh employees are eligible for such coverage if they have worked for the university for at least one year and have worked at least 1,250 hours during the 12 months immediately preceding the beginning of the leave. Eligible employees who meet certain conditions and qualifications established by the university, as authorized by FMLA, shall be granted up to 12 weeks of unpaid leave in a 12-month period (measured by rolling backward from the date the leave starts) for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

At the option of the employee or the university, vacation or paid leave may be substituted for FMLA leave.

Health and Dental Insurance

Walsh University primarily funds the university’s health care program. Elected coverage is effective on the date of hire.

All participating employees are responsible for a monthly contribution towards the plan, currently deducted from employee paychecks. Periodically, the university will review its health coverage conditions for purposes of updating and changing benefits or conditions. Employees must have fulltime status to be eligible for medical and dental insurance. Family coverage is available for the participant’s spouse and dependents.

A schedule of benefits describing the comprehensive major medical plan options and dental plan is issued to each eligible employee. Benefit payments cannot be considered until the employee has initiated the appropriate claim forms. These forms are available in the Office of Human Resources.

Leave Without Pay

Faculty may obtain leave without pay for determined periods of professional improvement or special projects. Authorization is given by the president upon recommendation of the employee’s immediate supervisor.

Life Insurance

The university provides all fulltime faculty* with group term life insurance equal to one year’s salary or a minimum of $20,000. There is no cost to the employee for this insurance; however, coverage ceases at termination of employment. The employee may purchase supplemental insurance coverage at the employee’s cost directly from the insurer. An employee Group Life Insurance Book, which is issued to each eligible employee, explains the details of the plan.

* Fulltime faculty are defined in this document as persons issued a “Faculty Employment Agreement” by which they are contracted to teach a minimum of 18 credits or the equivalent to a maximum of 24 credits or the equivalent.

Jury Duty

Employees who perform jury duty shall receive paid time off at their normal rate of pay less jury compensation to perform jury duty, subject to presentation of acceptable documentation of such service. They are expected to report for work all or part of any day when not engaged in jury duty. Under appropriate special circumstances, the university may suggest or
require the filing of a petition for an employee to be excused from service, due to hardship to the university or the employee.

Military Leave

An employee is allowed up to four weeks' leave of absence to participate in annual military training duty. The university will pay the difference between the employee's regular compensation and the military pay earned during such time of military duty, upon receipt of a statement from the employee's commanding officer or other appropriate official, showing the exact days of duty and compensation. Such pay calculations will be based upon the employee's regularly scheduled work hours per workweek.

Retirement Annuity Program

Walsh University sponsors a retirement annuity program through Teachers Insurance and Annuity Associates (TIAA) and College Retirement Equities Fund (CREF). Changes to our TIAA-CREF Retirement Annuity Program make participation by all qualifying employees (who have completed one full year of service with Walsh University, or another educational organization preceding employment with Walsh University) a mandatory requirement for continued employment. One of the main goals of the new federal tax laws is to assure that people plan for retirement. Our TIAA-CREF Retirement Annuity Program is built upon the base plan of the university contributing 4% and the employee not required to make any contributions. Beyond the base plan, the university will match any employee contribution up to an employee contribution of 3%. This means the following options are available:

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<th>UNIVERSITY CONTRIBUTION</th>
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These options will be available to all that qualify. In addition to our basic retirement plan, fulltime employees can set aside additional funds for retirement through supplemental retirement annuities. Please contact the Finance Office for details.

A summary description of the retirement annuity program and supplemental retirement program is issued to each eligible employee.

Social Security

All personnel are automatically included in the federal Social Security program.

The period of enrollment through the local Social Security Administration Office of Social Security retirement benefits and Medicare benefits is currently three months prior to the 65th birthday through three months following the 65th birthday.

Further details as to Social Security retirement, disability, death benefits, and Medicare are available through the local Social Security Administration Office. The Office of Human Resources will assist in areas related to Social Security benefits.

Tuition Remission

Faculty and staff members and their eligible dependents, as defined below, may participate in the tuition remission program as follows:
Full tuition remission except for the Physical Therapy Program is calculated at a rate of 100% of current tuition charges.

For new employees hired while they or their dependents are currently enrolled in classes the tuition remission benefit will be available to them upon their next enrollment in classes provided they have been employed for 90 days.

Fulltime faculty and staff and their eligible dependents receive full tuition remission from Walsh University, with the exception of the Physical Therapy Program.

Part-time staff and their eligible dependents receive prorated tuition remission based on the scheduled hours of work of the respective part-time employee.

Special contracted service employees and graduate assistants are eligible for tuition remission benefits based on the allotment of remission credits to the respective program and their individual contract.

Adjunct faculty members earn tuition remission credits based on credit hours taught. Adjunct faculty must use the remission credits by the end of the academic year in which they teach.

Employees and their dependents must pay all general and course fees.

Dependents who are full-time students, primarily children, are limited to eight semesters of tuition remission. Summer terms occurring over the course of the eight semesters are in addition to the eight semester limit; this does not apply to graduate programs.

Dependents who are part-time students, primarily spouses, are limited to the number of credit hours required for an undergraduate degree taken over eight or more semesters.

In the event that a dependent transfers to Walsh as an undergraduate, tuition remission available for the graduate level will be determined based on the actual tuition remission benefits used at the undergraduate level.

Dependents of adjunct faculty are not eligible for tuition remission.

Tuition remission does not apply for payment or reimbursement for room and board charges.

Tuition remission does not apply to Communicate Institute classes, testing out of classes, portfolio assessments or independent study.

Tuition remission for the Physical Therapy Program is calculated at 30% of current tuition charges for full-time employees and their dependents and is prorated for part-time employees and their dependents.

Eligible dependents are defined as follows:

- The fulltime employee’s current spouse.
- The natural or adopted unmarried children of the fulltime employee or employee’s spouse if claimed by the employee or the employee’s spouse as a dependent on the most recently filed federal income tax return.
- In the case of a divorce situation, the natural or adopted unmarried children of the employee who, due to the divorce decree is claimed as a dependent by the employee’s ex-spouse on the most recently filed tax return.

If an employee resigns while the employee or the employee’s dependent is enrolled in classes at Walsh tuition remission will be affected as follows:

- If the date of the employee’s resignation is on or before the date on which 60% of the semester has transpired the tuition remission will be reduced by 50% for the current semester. Tuition remission for all future semesters will cease.
- If the date of the employee’s resignation is after the date on which 60% of the semester has transpired tuition remission will remain the same for the current semester. Tuition remission for all future semesters will cease.
- The date on which 60% of the semester has transpired is established by the Office of Financial Aid.

If an employee is terminated for cause while the employee or the employee’s dependent is enrolled in classes at Walsh tuition remission will be affected as follows:

- Tuition remission for current and future semesters will cease for the employee.
If the date of the employee’s termination is on or before the date on which 60% of the semester has transpired, the tuition remission for a dependent will be reduced by 50% for the current semester. Tuition remission for all future semesters will cease.

If the date of the employee’s termination is after the date on which 60% of the semester has transpired, tuition remission for a dependent will remain the same for the current semester. Tuition remission for all future semesters will cease.

The date on which 60% of the semester has transpired is established by the Office of Financial Aid.

Dependents of deceased faculty and staff maintain their eligibility for tuition remission if they qualify at the time of the employee’s death. The amount of the benefit is calculated at 10% for each year or partial year of full-time employment.

Faculty and staff must complete a form for tuition remission authorization and have it signed by a human resources representative to certify eligibility for the tuition remission benefit. Faculty and staff should also check with the finance or human resource offices regarding the most current IRS regulations regarding the taxation of the tuition remission benefit as imputed income.

Walsh University is currently a member of Tuition Exchange, Inc., and Council of Independent Colleges Tuition Exchange Program. These programs offer exchange scholarships for faculty and staff dependents at participating colleges and universities. Contact the Office of Human Resources for details.

Students receiving tuition remission benefits or tuition exchange scholarships can potentially receive financial assistance from federal, state and other external sources. In some cases this assistance will offset the tuition exchange award or tuition remission benefit according to the following guidelines. Students receiving tuition remission benefits or tuition exchange scholarships are usually not eligible for other Walsh University scholarships or grants.

In any case, the total of any student’s tuition remission benefits, tuition exchange award, outside scholarships and governmental grants may not exceed the student’s direct cost (tuition, fees, room and board for resident students) of attending Walsh University.

Self-help aid that is awarded to the student, such as loans and work-study, may be applied to any applicable fees and/or other educationally related expenses and should not affect the amount of the tuition remission benefit or tuition exchange scholarship.

**Unemployment Compensation**

After termination of employment, the affected employee may apply for benefits through the Ohio Department of Job and Family Services. The individual may or may not receive such benefits, depending on the circumstances of termination.

**Workers’ Compensation**

Employees who sustain a work-related injury may be entitled to workers’ compensation benefits as provided by Ohio law. If an employee sustains such a work-related injury, it must be reported immediately to the employee’s direct supervisor and a detailed written statement must be forwarded to the Office of Human Resources within two working days explaining the nature of the employee’s injury.

An employee is not eligible to receive compensation for both sick leave payments and workers’ compensation benefits for the same loss of work time.
APPENDIX III UNIVERSITY POLICIES

Academic Integrity Policy

Policy Statement

Academic integrity lies at the heart of student-teacher relationships involving learning, free inquiry, and the search for knowledge and truth. Inspired by the spirit of the Judeo-Christian tradition expressed in the university’s mission statement, Walsh University requires all faculty and students to act honestly, morally, and ethically in the maintenance of professional standards for learning, research, writing, and assessment. To maintain the academic integrity of the university, students are responsible for their own academic work. Academic dishonesty is not acceptable.

Penalties and Sanctions

Violations of academic integrity and appropriate penalties vary in severity, and range from failure of a specific test or assignment, reduced course grade, failure of the course, probation, suspension, to expulsion from the university. The faculty member has primary jurisdiction in determining the student’s grade. However, the Office of Academic Affairs handles the process of probation, suspension, or expulsion from the university, on the recommendation of the faculty member through the division chair. It is the responsibility of the faculty member to provide all documentation and supporting materials related to violation of academic integrity.

IAP recommended; 14 Jan 05; Academic Assembly passed; president approved; revised 8/06.

Acceptable Use of Walsh-Managed Information Technology

Walsh University makes various computing resources available to employees, students, and certain contractors (hereafter referred to as users). These elements of information-technology (hereafter referred to as Walsh IT) are at the user’s disposal and are meant to be beneficial tools in pursuit of university-related administration and academic activities. They include all university-owned, operated, leased or contracted computing, networking, telephone and information resources, whether they are individually controlled, shared, standalone or networked. Examples include:

- personal computers (e.g., desktop or laptop units)
- server computers (e.g., e-mail, Banner, Walsh websites)
- printers (locally attached or networked)
- operating system software (e.g., Windows NT, Windows 2000)
- application software (e.g., Outlook e-mail, Word, Excel)
- university-wide data network (providing electronic connectivity within the Walsh community)
- access to the public internet (providing electronic connectivity with non-Walsh entities)

These computing resources are owned or managed by Walsh University. Their use, along with all information maintained in any form within the university’s computer resources, is subject to various laws, regulations, contracts, licenses, policies and procedures, some of which are detailed in this statement. Infractions of this acceptable use policy may result in loss of access to Walsh IT resources, as well as other penalties, disciplinary measures and/or prosecution. Walsh University does not accept any liability for illegal activities on the part of users that circumstantially involve Walsh IT.
User Rights and Privileges

- Intellectual Freedom: The university is a forum for learning, understanding, questioning, and expressing new ideas. Recognizing that Walsh is a private, Catholic institution, and taking into account its mission, values and critical success factors, Walsh constituents are encouraged to use Walsh information technology as a conduit for this forum.

- Intellectual Property Rights: Certain Walsh-sanctioned activities on the part of faculty or students may result in the creation of electronic material that is explicitly or implicitly recognized as the personal property of the respective faculty or student. Although created via and perhaps stored on Walsh-managed computing resources, this does not imply Walsh co-ownership or liability for such material.

- Freedom from Disruption: Walsh University will strive to provide for all its constituents a computing infrastructure that is stable, accessible, and responsive during normal working hours. Potentially disruptive maintenance to the infrastructure will be planned in advance, and implemented during off-hours whenever possible. Disruptive activities on the part of other users will be addressed immediately by Walsh IT staff.

- Privacy and Security: It should be recognized that nothing is perfectly secure in the electronic world, but Walsh University will provide industry-standard mechanisms to protect the privacy and confidentiality of software, data and correspondence created by Walsh users. The user must assess the risk/rewards of electronically creating and storing such material using Walsh IT resources.

User Responsibility and Accountability

The user of Walsh IT is responsible for knowing and abiding by all applicable laws, regulations, contracts, licenses, policies and procedures. Walsh University will utilize appropriate means to communicate to users on a timely basis any changes to this acceptable use policy statement. All users will be required to acknowledge that they have read, understand, and agree to abide by same.

Any recognition of infractions by others of this acceptable use policy statement should be brought to the immediate attention of Walsh security.

The user is the steward of all information technology resources at his/her disposal. Common sense in the use/handling of all computing hardware and network components is expected. Any recognized damage or potential damage should be brought to the attention of Walsh IT staff.

The implementation of any unauthorized hardware, software or network components within the Walsh IT infrastructure is prohibited. Requests for authorization should be forwarded to Walsh IT administration.

User-id and password are the principal components of privacy and security within the Walsh IT infrastructure. Users may not share their personal id with any other individual. Password secrecy is of paramount importance, and users are encouraged to change their password on a regular basis. Software rules are in place to limit the use of passwords that might easily be guessed. Users should not leave their workstation unattended while still logged into the network or onto an application. It should be standard practice to log out or lock the workstation to assure that the user’s account will not be tampered with.

The user is expected to take reasonable precautions against importing and spreading of computer viruses. Walsh University will provide up-to-date software for virus detection and recovery, but the user must remain vigilant for potentially damaging e-mail or data files that may not be caught by software.

Users share a very complex computing infrastructure at Walsh University; therefore accessibility and performance problems are inevitable. Users should report such events to the Walsh IT Help Desk (4357) immediately so that
corrective action can be initiated. The primary purpose of the Walsh IT infrastructure is to enable academic pursuits and administrative processes. Use of Walsh IT for personal, frivolous or entertainment purposes that impacts accessibility or creates performance problems should be immediately curtailed.

All users are expected to practice common courtesy in their use of Walsh IT so as to be minimally disruptive to others (e.g., audio levels).

**General Policies and Guidelines**

Excepting the intellectual property rights of faculty and students, all software, data and correspondence stored within the Walsh IT infrastructure is owned or managed by Walsh University. Regardless of ownership, all software, data and correspondence is subject to this policy along with all laws, regulations, contracts and licenses that bind Walsh University. Walsh University reserves the right to randomly audit the contents of its computing resources for infractions and to take appropriate action. Walsh University will cooperate with all legitimate law enforcement agencies in regards to their investigations and relevant search and seizure laws.

Any use of Walsh computing resources for illegal activities is prohibited.

The user must not take any deliberate actions to cause interference to the Walsh computing infrastructure or to the work of others. Deliberate attempts to circumvent privacy and security safeguards or procedures are prohibited. Such activities will be viewed as criminal in nature under applicable state and federal laws and will be reported to the appropriate authorities.

Unauthorized possession, copying, use, disabling or destruction of Walsh-owned computer hardware, network components, software, user accounts or data is prohibited.

The user may not utilize Walsh IT resources for personal gain that has not been pre-authorized by the university. Any authorization may be further restricted by the regulations of Walsh maintaining an “.edu” internet domain. The user may not utilize Walsh IT resources for commercial gain, nor for solicitation, advertisement, or promotion of commercial services or products.

Except for university-authorized research, the user may not initiate or perpetuate any form of electronic communications or data storage with pornographic or otherwise offensive or harassing content as defined in the university’s policy on sexual, racial and religious harassment. Sending or responding to chain letters is prohibited.

The user will not attempt to hide or misrepresent his or her identity as part of using any Walsh IT resources. This will constitute violation of applicable federal and/or state fraud or forgery laws and regulations.

The user will not duplicate copyrighted electronic material without the expressed prior permission of the owner, except as permitted by fair use guidelines.

Users are required to uphold the terms of all contract and licensing agreements entered into by Walsh University for computer hardware and software.

**Alcohol- and Drug-Free Workplace**

Walsh University is committed to maintaining a work environment which is free of unsafe or unsatisfactory impairment or influence of alcohol or drugs, and which is free of unauthorized possession, use or disposition of alcohol, or of drugs or other controlled substances.
Thus, the unauthorized possession, use, manufacture, distribution, dispensing, purchase or sale (or solicitation of purchase or sale) of alcohol, or of any intoxicant, hallucinogen, narcotic, or other controlled drug or substance, or being under the influence of any such drug or substance on Walsh University premises, or while conducting university business, is strictly prohibited. A violation of this policy will result in appropriate disciplinary action, which could include immediate discharge.

The preceding paragraph does not apply to medication lawfully and properly prescribed by a licensed medical practitioner and possessed or taken only by the person for whom the medication is prescribed in the authorized dosages, provided, the use of such medication does not substantially impair work performance or threaten the health or safety of the employee taking the medication, or of other employees, contractors, customers, or visitors of the university. Any employee taking such medication should bring the matter immediately to the attention of his/her supervisor.

The university recognizes alcohol and drug abuse and dependence as a major health problem and a potentially serious safety and security concern. Employees needing help in dealing with such problems are encouraged to contact student health services for assistance.

**Drug-Free Awareness Program**

Walsh University will continue its alcohol and drug awareness programs through the university’s student health services. All employees are encouraged to attend and participate in these programs to learn more about the dangers of alcohol and drug abuse.

**University and Employee Responsibilities**

1. Employees engaged in the performance of a federal grant will receive a copy of this policy and will be required to abide by it as a condition of continued employment under the federal grant.

2. All employees must notify Walsh University of any criminal drug statute conviction, no later than five days after that conviction.

3. Walsh University will notify the appropriate federal funding agency within ten days after receiving notice of such a violation.

4. Within 30 days of receiving notice of such a violation, Walsh University will either:

   a. Require the employee to participate satisfactorily in an approved drug abuse rehabilitation program, or
   b. Take appropriate disciplinary action against the employee up to and including termination.

**Anti-Discrimination Policy**

Walsh University does not discriminate on the basis of race, religion, age, sex, sexual orientation, color, disability, national or ethnic origin, or status as a veteran, in policies and programs such as those specified below. This statement applies to all academic programs, all athletic programs, and to all polices and procedures concerning students and student activities. This statement applies to all personnel and administrative policies. In order to maintain its Catholic identity, Walsh University may prefer to hire individuals who are Catholic or who demonstrate adherence to the ideals expressed in the university mission statement. Finally, it is the policy of the university to maintain an environment free of sexual harassment and intimidation.

It is the stated policy of Walsh University to promote and maintain a campus environment free from all forms of discrimination, intimidation, and exploitation, including sexual harassment. The use of one’s institutional position or authority to promote discrimination against any individual or group or to solicit unwelcome sexual relations with a member
of the Walsh University community is incompatible with the mutual trust and respect among the university community fundamental to the mission of the university. Discrimination and sexual harassment are considered unethical and unprofessional activities, especially when they involve persons of unequal power, authority, or influence. Furthermore, discrimination and sexual harassment are illegal under Title VII of the 1964 Civil Rights Act.

In accordance with the mission statement and compliance with non-discrimination laws, Walsh University regards freedom from discrimination and sexual harassment an individual employee and student right protected by policy. Members of the Walsh community must stand against assaults upon the dignity and value of any individual. Walsh University is committed to freedom of expression; however, the value of free expression is undermined by acts of discriminatory harassment that harass, intimidate, or humiliate members of the community or create a hostile or offensive campus environment. Protected free expression ends when prohibited discriminatory harassment begins. It is imperative that members of the Walsh community know that discriminatory harassment will not be tolerated.

Definitions

Discriminatory behavior involves the singling out, excluding, or demeaning any individual on the basis of age, gender, religion, sexual orientation, race, ethnicity or national origin, disability or veteran status.

Discriminatory harassment generally includes conduct (oral, written, graphic or physical) directed against any person or groups of persons because of age, gender, race, ethnicity or national origin, sexual orientation, disability, veteran status or religious preference, and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatened or actual abuse or harm.

Sexual harassment includes unwelcome sexual advances, requests, for sexual favors, and other verbal, nonverbal, or physical contact of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such contact by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working educational, or living environment.
4. submission to or rejection of such contact by an individual is used as the basis for academic or employment decisions affecting the individual; or
5. such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working educational, or living environment.

Sexual harassment includes the following examples:

- demeaning verbal remarks that are lewd, obscene, or sexually suggestive in the form of jokes, teasing, or insults directed at a person or group
- inappropriate behavior of touching, pinching, patting fondling, kissing, or cornering
- pressure for dates and/or sex
- requests for sex in exchange for grades, salary raises or promotion.

Dissemination of the Policy

All university vice presidents, deans, and division and department chairs should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, administration, faculty and staff are expected to assist in implementing this policy. Equity Board (described below) provides resources to educate the university community on discrimination issues.


Anti-Violence

Walsh University maintains a strict policy prohibiting any violent conduct, or threats of violence by university employees, students or visitors on university property or in connection with any university business or activity.

This anti-violence policy is vigorously enforced, in conjunction with university policies concerning such related matters as drug and alcohol use, sexual harassment, crime, campus police, safety, health, student admissions, hiring, progressive discipline, expulsion, and termination.

Employees and students are strongly encouraged to report any violent act or threats (including concerns about the violent tendencies of any university-related individual) to the campus police at Ext. 7474. Any such report will be investigated and will be handled with appropriate confidentiality.

The university reserves the right to take appropriate disciplinary action, up to criminal prosecution, employment termination and student expulsion, with respect to violations of this anti-violence policy.

In its application and enforcement of this policy, the university will work closely with campus police personnel and with community law enforcement authorities, as needed. Furthermore, the university will provide reasonable assistance concerning such matters as faculty and supervisory training in recognizing and dealing with violence issues, stress management, conflict resolution, and basic skills of assertiveness and self-protection.

All university students and employees, and their friends and family are encouraged to cooperate with the university in providing a safe and healthy university environment, free of violence.

Bloodborne Pathogens Exposure Control Plan

In compliance with the requirements of the Occupational Safety and Health Administration, the university provides a bloodborne pathogens exposure control plan. Employees with known risks are educated regarding exposure control methods and policies. They are also given the option to receive hepatitis B vaccinations. Details of the Walsh University pathogens exposure control plan are available from the Office of Student Services.

Campus Speakers

The mission of the university is to provide a Catholic, liberal arts education that encompasses an international or global perspective and promotes critical thinking. Walsh University believes that a free and open forum for the exchange of ideas and opinions is essential in our pluralistic society and that every member of an educational enterprise bears responsibility for this freedom. Speakers and programs are attuned with the goals of the university when they provide an open forum for the exchange of ideas. If an approved speaker comes to present non-Catholic opinions, those ideas should be presented in a debate or in a forum where the Catholic perspective will also be stated. Sponsoring individuals/organizations and the approved speaker are required to respect Catholic beliefs and practices; they are expected to refrain from promoting doctrines opposed to essentials of the Catholic faith or contrary to the upholding of Christian faith and morality.

Speaker invitations come from a member of the faculty, a member of the administration, or recognized groups on campus. Members of the university community who have special competence are especially encouraged to contribute to such discussions. Arrangements for the presence of speakers on campus by faculty and by any non-academic staff are approved and made through the Office of the Academic Affairs (approval for speakers sponsored by student organizations routes through the Office of Student Affairs) to ensure open and balanced examination of issues. The president, representing the Board of Directors, has final authority over such arrangements and approvals.
Code of Conduct Policy

The Walsh University’s code of conduct applies to the following members of the university community: individuals employed by the university, using university resources or facilities, or receiving funds administered by the university; consultants, vendors, and others under contract with the university; and individuals who perform services for the university as volunteers. The code of conduct refers to all these persons collectively as members of the university community, community members, or members.

Walsh University’s code of conduct requires members of the university community to observe the highest standards of professional conduct and ethics in the conduct of their duties. Employees and other representatives of the university must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. All members are expected to understand and comply fully with all state and federal laws, regulations, and interpretations thereof that are related to their particular duties.

Confidentiality

The university maintains confidential records for a variety of business needs. Records include detailed information about students, job applicants, employees, finances and future planning. All of this information must be kept strictly confidential and not released to anyone outside the provider without written consent or lawful court order. All personnel must avoid discussing confidential information with outsiders, or where others, including family, can overhear them.

Cooperation with Law Enforcement and Government Investigations

Federal and state agencies have broad rights to investigate matters involving employees, students, patients, clients, and research subjects. Walsh University policy is to cooperate with law enforcement investigations and activities within the bounds permitted by law. Anyone who is contacted, orally or in writing, at home or at work, by a person stating that he or she is investigating on behalf of the government or an insurer, has the right if they so desires to state that they will respond only in the presence of an attorney, and therefore has the right to delay the investigation for that purpose. If you are presented with a subpoena, warrant, or court order, you have the right to an attorney when speaking with the government agent. Any person who elects to speak with a law enforcement officer should tell the complete truth.

Discrimination

It is against the law to discriminate against an employee or student on the basis of race, ethnicity, color, sex, age, national origin or other protected status. Any person with information that an individual is improperly discriminating or being discriminated against should report that information. For more information on university policy concerning discrimination, please see the Walsh University Handbook.

Conflicts of Interest

All personnel associated with Walsh University should avoid conflicts of interest and situations that could appear to be a conflict of interest. This means that personnel should not personally benefit from doing business with Walsh University, should not have independent relationships with those who deal with Walsh University, should not use their employer’s property for their personal benefit and should not compete with Walsh University. Any potential for conflict of interest should be disclosed to your supervisor and through the annual conflict of interest survey process. Members of the Board of Directors are required to disclose any conflicts of interests through annual reports.
Record Retention

State and federal laws require that providers and others within Walsh University keep certain records for specified periods of time. It is Walsh University’s policy to maintain records for the legally required duration. The legal requirements are many and varied. Before discarding any documentation, check with your supervisor regarding any requirements that might exist. All Walsh University personnel should learn and follow the record retention policies of their department.

Payments, Discounts and Gifts

It is generally illegal and unethical to pay for referrals or to pay for a recommendation that someone lease or buy something from a Walsh employee. It is Walsh University’s policy not to pay for referrals or recommendations or to accept payment for referrals we make.

Payment does not have to be cash; it can be anything of value, such as a discount, free service or piece of equipment. An employee should avoid entertaining or giving gifts of more than token value to those who can refer business to Walsh University.

Accepting Gifts

Tangible personal gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of university policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable.

Billing

It is against the law and against Walsh University policy to knowingly submit false claims for payment. Submitting a false claim might include using the wrong billing codes, falsifying the record, reporting inaccurate research effort or billing for services not provided or not necessary. Violations of these laws can be punished by fines, prison, or both. Walsh University’s policy is to bill accurately and only for necessary services that are provided and documented. Any subcontractors that perform billing services for Walsh University providers must ensure compliance with billing requirements as well.

Discussions with Competitors

The antitrust laws prohibit competitors from agreeing on prices or rates. More specifically, it is illegal and against Walsh University policy for employees to discuss services, rates, or proposals with competitors. Any questions about whether it is legal to share business information (prices, contract terms, salaries) with competitors should be raised with a supervisor. Penalties for antitrust violations are substantial and can involve fines and prison.

Tax Issues

Walsh University is tax-exempt because of its charitable mission, which may include education, research and service. The IRS imposes rules on such organizations. In general, a tax-exempt entity may not permit insiders (such as officers or others who can influence organization decisions) to benefit personally from dealing with the organization, nor may any private person (insider or not) receive a benefit from the organization beyond what is necessary for the organization to fulfill its mission (e.g., employees may be paid a fair salary.) Issues such as these arise most often with respect to compensation arrangements, contracts, loans, and leases. Those Walsh does business with should not receive more than fair market value for the goods or services they provide.
Violations of the tax rules can result in an organization losing its tax exemption, or can cause the IRS to penalize the person receiving an excess benefit, and the institution personnel who approved the payment. The IRS imposes other limits on tax-exempt organizations. Income from certain activities unrelated to the charitable purpose can be taxed. Also, allowing individuals the personal use of space financed by tax-exempt bonds can result in tax liability. Tax-exempt organizations cannot make political contributions or lobby excessively.

Securities

Walsh University may issue tax-exempt bonds that are publicly traded. It is illegal for any person with non-public, "inside" information that might affect the value of those bonds to buy or sell those bonds or give information to others who do so. Penalties may include fines, prison, and civil liability.

Environmental Health, Safety and Waste Disposal

The university must comply with government rules and regulations that protect the environment and the public and that promote workplace safety. Dangerous materials must be properly controlled and monitored at all stages of use in accordance with laws and regulations. All persons with access must comply with various environmental laws in the disposal of "select agents," waste, and other hazardous materials. Individuals should learn and follow their organization's waste disposal policies. Spills or releases must be reported promptly to campus security.

Controlled Substances

Federal and state laws affect the handling and dispensing of controlled substances, including narcotics. Walsh University will not tolerate unauthorized manufacture, distribution or possession of controlled substances. Anyone having information about a violation of this policy or the law should report it promptly, or may be subject to discipline.

Scientific Misconduct

Those who receive grants must obey certain federal requirements described in regulations. Some of the regulations apply to scientific misconduct—such as falsifying data or copying results from other studies. Walsh University does not tolerate scientific misconduct and complies fully with governmental requirements for investigating and sanctioning that behavior. Any person who learns of or suspects scientific misconduct should report that to the chief academic officer.

Alcohol- and Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances including illicit drugs, is prohibited on property owned or operated by Walsh University and is grounds for disciplinary action. No Walsh University employee may report to or engage in university related work while under the influence of illegal drugs or intoxicated on alcohol. Employees who are convicted of a violation of a criminal drug statute as a result of an incident occurring in the workplace or while on university property, must notify the director of human resources in writing within five days of his or her conviction. Such conviction will be grounds for mandatory evaluation and possible treatment for substance abuse disorder and for disciplinary action, up to and including termination.

Other Laws, Regulations, University Policy

The above is only a summary of significant laws, regulations and policies affecting the university. All personnel must adhere to all laws, regulations and policies, even if they were not specifically mentioned above. For additional policies and procedures please see other sections of this same appendix.
Individual Responsibility

Each employee is personally responsible to act in accordance with the policies of Walsh University as set forth in this document and otherwise. Violating these policies or failing to report violations could subject an employee to disciplinary action, up to and including termination.

Code of Conduct Policy, initial draft prepared by John Wray, VP for Finance & Business Affairs, 1/31/06.

Compliance Policy – Walsh University Whistleblower Policy

The Sarbanes-Oxley Act requires all organizations, including not-for-profit universities, to establish procedures for the following:

- The receipt, retention, and treatment of complaints received by the university regarding accounting, internal controls, or auditing matters.
- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the institution, on a confidential and anonymous basis.

[Public Law 107-204, Title III, Corporate Responsibility, Sec. 301, Public Company Audit Committees.]

Responsibility to Report Improper Accounting Matters of Suspected Violations

Each director and employee of Walsh University has an obligation to report in accordance with this policy the following:

- Questionable or improper accounting or auditing matters, and
- Violations and suspected violations of the university's code of conduct (collectively referred to as concerns).

Copyright Basics

What Is Copyright?

Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

• To reproduce the work in copies or phonorecords;
• To prepare derivative works based upon the work;
• To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
• To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
• To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
• In the case of sound recordings, * to perform the work publicly by means of a digital audio transmission.

In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information, request Circular 40, Copyright Registration for Works of the Visual Arts. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright.
These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of “fair use,” which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a “compulsory license” under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office.

*note: Sound recordings are defined in the law as “works that result from the fixation of a series of musical, spoken, or other sounds, but not including the sounds accompanying a motion picture or other audiovisual work.” Common examples include recordings of music, drama, or lectures. A sound recording is not the same as a phonorecord. A phonorecord is the physical object in which works of authorship are embodied. The word “phonorecord” includes cassette tapes, CDs, LPs, 45 r.p.m. disks, as well as other formats.

Who Can Claim Copyright?

Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright. In the case of works made for hire, the employer and not the employee is considered to be the author. Section 101 of the copyright law defines a “work made for hire” as: 1 a work prepared by an employee within the scope of his or her employment; or 2 a work specially ordered or commissioned for use as:

- a contribution to a collective work an instructional text
- a part of a motion picture or other audiovisual work
- a supplementary work
- a compilation
- a translation
- a test
- answer material for a test
- an atlas

if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. The authors of a joint work are co1owners of the copyright in the work, unless there is an agreement to the contrary. Copyright in each separate contribution to a periodical or other collective work is distinct from copyright in the collective work as a whole and vests initially with the author of the contribution.

Two General Principles

- Mere ownership of a book, manuscript, painting, or any other copy or phonorecord does not give the possessor the copyright. The law provides that transfer of ownership of any material object that embodies a protected work does not of itself convey any rights in the copyright.
- Minors may claim copyright, but state laws may regulate the business dealings involving copyrights owned by minors. For information on relevant state laws, consult an attorney.

Copyright and National Origin of the Work

Copyright protection is available for all unpublished works, regardless of the nationality or domicile of the author. Published works are eligible for copyright protection in the United States if any one of the following conditions is met:

- On the date of first publication, one or more of the authors is a national or domiciliary of the United States, or is a national, domiciliary, or sovereign authority of a treaty party,* or is a stateless person wherever that person may be domiciled; or
- The work is first published in the United States or in a foreign nation that, on the date of first publication, is a treaty party. For purposes of this condition, a work that is published in the United States or a treaty party within 30 days after publication in a foreign nation that is not a treaty party shall be considered to be first published in the United States or such treaty party, as the case may be; or
- The work is a sound recording that was first fixed in a treaty party; or
- The work is a pictorial, graphic, or sculptural work that is incorporated in a building or other structure, or an
architectural work that is embodied in a building and the building or structure is located in the United States or a treaty party; or
• The work is first published by the United Nations or any of its specialized agencies, or by the Organization of American States; or
• The work is a foreign work that was in the public domain in the United States prior to 1996 and its copyright was restored under the Uruguay Round Agreements Act (URAA). Request Circular 38b, Highlights of Copyright Amendments Contained in the Uruguay Round Agreements Act (URAA-GATT), for further information.
• The work comes within the scope of a Presidential proclamation.

*A treaty party is a country or intergovernmental organization other than the United States that is a party to an international agreement.

What Works Are Protected?

Copyright protects “original works of authorship” that are fixed in a tangible form of expression. The fixation need not be directly perceptible so long as it may be communicated with the aid of a machine or device. Copyrightable works include the following categories:

1 literary works
2 musical works, including any accompanying words
3 dramatic works, including any accompanying music
4 pantomimes and choreographic works
5 pictorial, graphic, and sculptural works
6 motion pictures and other audiovisual works
7 sound recordings
8 architectural works

These categories should be viewed broadly. For example, computer programs and most “compilations” may be registered as “literary works”; maps and architectural plans may be registered as “pictorial, graphic, and sculptural works.”

What Is Not Protected by Copyright?

Several categories of material are generally not eligible for federal copyright protection. These include among others:

• Works that have not been fixed in a tangible form of expression (for example, choreographic works that have not been notated or recorded, or improvisational speeches or performances that have not been written or recorded)
• Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents
• Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration
• Works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources)

How Long Copyright Protection Endures

Works Originally Created on or after January 1, 1978

A work that was created (fixed in tangible form for the first time) on or after January 1, 1978, is automatically protected from the moment of its creation and is ordinarily given a term enduring for the author’s life plus an additional 70 years after the author’s death. In the case of “a joint work prepared by two or more authors who did not work for hire,” the term lasts for 70 years after the last surviving author’s death. For works made for hire, and for anonymous and pseudonymous works (unless the author’s identity is revealed in Copyright Office records), the duration of copyright will be 95 years from publication or 120 years from creation, whichever is shorter.
Works Originally Created Before January 1, 1978, But Not Published or Registered by That Date

These works have been automatically brought under the statute and are now given federal copyright protection. The duration of copyright in these works is generally computed in the same way as for works created on or after January 1, 1978: the life-plus-70 or 95/120-year terms apply to them as well. The law provides that in no case would the term of copyright for works in this category expire before December 31, 2002, and for works published on or before December 31, 2002, the term of copyright will not expire before December 31, 2047.

Works Originally Created and Published or Registered before January 1, 1978

Under the law in effect before 1978, copyright was secured either on the date a work was published with a copyright notice or on the date of registration if the work was registered in unpublished form. In either case, the copyright endured for a first term of 28 years from the date it was secured. During the last (28th) year of the first term, the copyright was eligible for renewal. The Copyright Act of 1976 extended the renewal term from 28 to 47 years for copyrights that were subsisting on January 1, 1978, or for pre-1978 copyrights restored under the Uruguay Round Agreements Act (URAA), making these works eligible for a total term of protection of 75 years. Public Law 105-298, enacted on October 27, 1998, further extended the renewal term of copyrights still subsisting on that date by an additional 20 years, providing for a renewal term of 67 years and a total term of protection of 95 years. Public Law 102-307, enacted on June 26, 1992, amended the 1976 Copyright Act to provide for automatic renewal of the term of copyrights secured between January 1, 1964, and December 31, 1977. Although the renewal term is automatically provided, the Copyright Office does not issue a renewal certificate for these works unless a renewal application and fee are received and registered in the Copyright Office. Public Law 102-307 makes renewal registration optional.

Thus, filing for renewal registration is no longer required to extend the original 28-year copyright term to the full 95 years. However, some benefits accrue to renewal registrations that were made during the 28th year. For more detailed information on renewal of copyright and the copyright term, request Circular 15, Renewal of Copyright; Circular 15a, Duration of Copyright; and Circular 15t, Extension of Copyright Terms.

Excerpted from Copyright Basics
U.S. Copyright Office · Library of Congress · 101 Independence Avenue SE · Washington, DC 20559-6000 · www.copyright.gov

The Family and Medical Leave Act of 1993 (FMLA)

FMLA requires covered employees to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

• to care for the employee's child after birth, or placement for adoption or foster care;
• to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
• for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.
Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- For the duration of the FMLA leave, the employer must maintain the employee's health coverage under any group health plan.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

The Family Educational Rights and Privacy Act (FERPA)*

*Faculty should be sure to read the section on FERPA in Part F.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

Walsh University is covered by, and subscribes to, the Family Educational Rights and Privacy Act (FERPA)—informally known as the Buckley Amendment. Passed by the U.S. Congress, Public Law 93-380, as amended became effective November 19, 1974.

This law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the university. Also, it affords students the right to request that amendments be made to ensure that their records are accurate.

A copy of the Act and the Federal Regulations is available for examination in the university library, the Office of the
Definitions

“Student” is any person who attends or has attended Walsh University.

“Educational Record” is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Walsh University which directly relates to a student. The following exemptions are not part of the educational record or subject to this act:

1. Personal records maintained by university staff/faculty if kept in the sole possession of that individual, and the information is not accessible or revealed to any other person—for example, a faculty gradebook.
2. Employment records not contingent on student’s enrollment.
3. Law enforcement records that are created by a law enforcement agency for that purpose.
4. Medical and psychological records used solely for treatment.
5. Alumni records disclosing information about a student who is not considered enrolled.

Right to Inspect and Review Educational Records

Students have the right to inspect and review their educational records within 45 days of the day the university receives a request for access.

Procedure

A student should submit to the appropriate university official a written request that identifies the records to be inspected. Arrangements for access will be made by the university official, and notification will be given to the student of the day, time, and location where records will be inspected.

Exceptions

Students are granted the right to inspect and review all their educational records except for the following:

1. Information regarding other students;
2. Financial records of parents;
3. Confidential letters of recommendation, confidential letters or statements of recommendation for admission, employment, or honorary recognition put in education files before 1/1/75.

Disclosure of Educational Record

Walsh University accords all rights under FERPA to each student. Outside individuals or agencies will not have access to, nor will the university disclose any information from a student’s educational record without the written consent of the student. The university may, however, furnish information within the university’s community serving in the educational interest of the student (i.e., faculty, administration, support staff, advisors, campus security, campus student service departments such as financial aid and housing).

Exceptions made to the disclosure policy are:

1. to university officials listed in the above paragraph;
2. to federal/state educational officials in connection with legislative requirements;
3. in connection with financial aid for which the student has applied;
4. to organizations conducting studies on behalf of the University;
5. to accrediting organizations; to the parents of dependent students (e.g., parent information listed on the FAFSA [Free Application for Federal Student Aid]);
6. to comply with a lawful judicial order or subpoena;
7. to appropriate individuals in health/safety emergencies;
8. limited directory information.

Directory Information

Walsh University, in accordance with FERPA, has designated the following information as directory information. The university may release directory information to anyone without the student's consent unless the student requests otherwise in writing to the Office of the Registrar prior to the first day of the academic semester or term in which the request is to become effective. This will remain effective until removed by the student.

Information the university may release (unless the student requests all information to be withheld as described above) includes:

1. Name
2. Address (local and home)
3. Telephone (local and home)
4. Major field of study
5. Participation in officially recognized university activities and sports
6. Weight and height of member of athletic teams
7. Dates of attendance
8. Enrollment status
9. Degrees and awards received
10. Most recent previous educational agency or institution attended.

The student has the right to consent to disclosures of personally identifiable information contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to university officials with legitimate educational interests. Personally identifiable information is information that, if disclosed, would make a student's identity easily traceable, e.g., Social Security number.

Amendment of Educational Records

Under FERPA, students have the right to request an amendment to educational records they believe are inaccurate, misleading, or in violation of their privacy rights under this act. Procedures are as follows: Students must submit a written request to the appropriate university official to amend a record. In doing so, the student should clearly identify the part of the record to be amended, and clearly state why it is inaccurate or misleading.

If the university determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

If the university determines that it is not appropriate to change the record, the appropriate university official will notify the student of the decision. The student will be advised of his or her right to a hearing regarding the request for amendment. At that time, information regarding the hearing procedures will be provided to the student.
Compliance Office

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Walsh University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Fitness Center Policies

- All users must have a valid Walsh ID or pass and show it upon arrival.
- Use equipment and workout at one’s own risk.
- No one may workout in the fitness center alone.
- Theft or damage to the equipment will not be tolerated.
- Street clothes are not allowed. Athletic attire only.
- Clean athletic rubber-soled shoes must be worn!
- Shirts must be worn at all times.
- No food, drink, or tobacco products. Water bottles permitted!
- Personal radios not allowed without headphones.
- Clean each piece of equipment after use.
- No fighting, wrestling, horseplay, or abusive language.
- Children under 12 are not permitted to use equipment.
- Courtesy to all staff and other patrons is expected from all.
- Exercise mats, jump ropes, fitness balls and various DVD-led work-outs may be checked out

Failure to observe these guidelines may result in university judicial action and/or removal from the fitness center.

Grants Policy

Purpose and Authority

The purpose of this organization-wide policy statement on grant-writing and administration is to establish policies for the administration of grants at Walsh University. The authority to issue policies and procedures on grant administration lies with the president of the university and its Board of Directors.

Persons and Areas Affected

This university-wide policy statement affects all departments that apply for or administer grants.

Policy

Authority to Apply for Grant Funding

Only the president, a vice president, or an authorized designee may sign and submit grant applications on behalf of Walsh University.

Coordination of Grant Policy and Grant Operations

Walsh University must be able to track and manage grants at all stages of the grants process, from initial funding through the project closeout. To ensure that this policy is adhered to, the grants office (within the Office of Advancement) shall be responsible for:
Developing, revising, and distributing the official grants policies and procedures of Walsh University
o Assisting project directors with the tracking of grant applications, awards and major project management decisions associated with awarded grants
o Assisting departments with the interpretation and application of city, county, state, federal or other grants policies
o Assisting with the resolution of disputes between funding sources
o Offering training and technical assistance

Submission of Grant Applications

All grant proposals submitted to a funding source must first be authorized for submission by the chair/director of the department, the vice president of that division, and the advancement office. In the case of research including human subjects, approval must also be obtained through the human subjects review process. Only the president of Walsh University, a vice president, or authorized designee may sign grant applications.

Acceptance of Grants

The president or approved designees are the only persons authorized to sign and accept grant awards.

Stewardship of Funds

All grant funds must be held by the university and are subject to all Walsh accounting and auditing procedures. Funds are to be logged in through the advancement and the finance offices, according to official Walsh accounting and auditing procedures. It is the responsibility of those securing the grant to inform advancement and finance of the existence of the grant.

The Office of Advancement is responsible for official university acknowledgement of the grant and the Finance Office is responsible for internal accounting and auditing processes. The project director/manager is responsible for reporting to the funding source.

All items purchased with grant funds are the property of Walsh University and must be kept on university grounds unless removing the item from campus is necessary for the execution of the grant and doing so has been approved in writing by the department chair/director (written approval must be forwarded to the director of finance). Walsh University continues to be the owner of the item despite its location.

All items purchased with grant funds that have a cost basis equal to or greater than the University’s capitalization threshold will be tagged with a Walsh University property tag.

Funds are to be spent according to the budget submitted with the grant application and approved by the funding source. Deviations must be approved by the department chair, the vice president of that division, and the funding source.

Stipends or honoraria may be paid to university personnel for performance of duties relevant to execution of a grant funded project; however, these duties must be above and beyond the scope of the individual’s regular job tasks. Stipends and honoraria must be reasonable for the work performed and approved by the department chair. They must also be part of the original grant budget approved by the funding source.

Funds provided through a grant to cover indirect costs will be transferred to the general fund immediately upon receipt of grant funds, unless otherwise stipulated by the funding source.
Proposal Development

The grants office located within the Office of Advancement is a university-wide point of contact for funding research and the writing of grant proposals. This office is to:

- Inform all departments about funding opportunities
- Assist with proposal writing
- Review proposals written by other departments upon request
- Offer grants training and technical assistance
- Assist in establishing university accounts in the advancement and finance offices

Departments are strongly encouraged to develop their own expertise in grant proposal writing and to use the services of the grants office when needed.

Departmental Responsibility for Grants

Department heads and key technical staff are responsible for generating funding ideas, helping to identify funding opportunities, participating in program planning and proposal writing and managing the day-to-day functions associated with a successful grant award.

Department heads are accountable for grants within their departmental jurisdiction. In cases where more than one department is responsible for a grant, a lead department shall be designated for accountability.

Each department head shall:

1. Designate a project manager for every grant awarded to the department.
2. Notify both the grants and the finance offices of the grant award.
3. Implement awarded grant projects according to the terms and conditions of each grant award.
4. Ensure that the department’s grant project manager tracks grant awards and consults with both the grants and the finance offices on a regular basis.
5. Ensure that the department’s project managers know how to monitor project funding according to university policies and procedures.
6. Ensure that requests for grant funds are promptly submitted to minimize the advance use of internal funds. All draw-downs of grant funding must conform to internal policies as well as to policies prescribed by the funding source with respect to the receipt of grant funds.
7. Ensure that project reporting requirements and deadlines for submission are observed. The project manager is responsible for follow up reporting to the funding source; however, the grants office is available as a resource to assist in this process.
8. Adhere to all Walsh University purchasing and accounting procedures when spending grant funds. Failure to do so will prevent the release of grant funds.

Finance Department Grant Functions and Responsibilities

The director of finance shall:

Have exclusive authority to deposit all grant funding received by Walsh University into appropriate accounts. Establish appropriate account code assignments for charging costs to grants. (Account code assignments must not conflict with the items of cost contained in the approved grant budget.) Record revenues and expenditures associated with approved grants. Ensure that the accounting system of Walsh University is capable of tracking revenue and expenditures associated with every grant award regardless of how grant funding is appropriated.
Issue regular reports on the status of grant-funded projects to operating departments and issue special reports when required by the Board of Directors, president, vice presidents, etc.

**Internal Audit of Approved Grants**

All grants awarded to Walsh University are subject to the possibility of a compliance audit in accordance with the most currently approved audit plan of the Department of Business and Finance. The Board of Directors, president, or vice presidents may request a special internal audit of any grant awarded to Walsh University.

**Policy Implementation**

The grants office shall be responsible for implementing this statement of policy on grants administration through procedures or other guidance documents.

**Status of Previous Policies and Procedures**

This policy statement supersedes all previous policies on grant administration adopted by Walsh University. Any existing procedures shall be amended to conform to this policy statement. This policy statement is effective as of May 2007.

**Grievance Board: Statement of Policy**

**Purpose of the Board**

1. To promote and promulgate the standards of conduct approved by Walsh University constituencies.
2. To involve members of the community in further defining appropriate standards of conduct and promoting methods of resolution protective of a community member's due process rights.
3. To guide members of the community towards the most appropriate channel of appeal in order to resolve their issue/complaint in the most expeditious and effective manner.
4. To act as an appellate body to members of the community who feel that the university policies or procedures were unfairly or inappropriately applied.
5. To receive, investigate and resolve issues/complaints from all members of the Walsh community in the manner the Grievance Board deems most appropriate.
6. To make recommendations to the president in order to protect the rights of the student or employee through such means as appropriate, including, but not limited to, sanctioning members of the community (i.e., letter of reprimand, restitution, suspension, dismissal, etc.) or altering campus policies/procedures.

**Composition of the Board**

There shall be a Grievance Board comprised of ten individuals: two (2) students, two (2) faculty members, two (2) president's staff members, two (2) professional staff members, and two (2) support staff members. Board members shall be elected at the end of each academic year. At the first meeting in the fall semester, a vice chair of the board will be elected from among the first year members of the board. The vice chair will succeed to the chair in his/her second year term. If the vice chair is unable to succeed to chair for any reason, it will be the responsibility of the prior year chair to call to order the first meeting in the fall semester, at which a new chair and vice chair will be elected. President's staff members are excluded from holding chairmanship. All members serve two-year terms with the terms designed, if at all possible, to keep one veteran member from each constituency on the board at all times. Each committee member shall sign a confidentiality intent regarding the requirement of confidentiality for all committee proceedings.
Retribution

Every effort will be made to safeguard the privacy and reputation of all individuals involved, and to protect those involved from unprofessional, inappropriate, or retaliatory action resulting from an initial report or complaint, and any subsequent investigation or proceedings.

Hazard Communications Program (Safety with Hazardous Materials)

It is the supervisor’s responsibility to inform each employee of any materials in their work area that are hazards if they are not handled or stored properly. Furthermore, supervisors will train employees in the proper use and handling of any hazardous material in their work area.

Honorary Degree Guidelines

The honorary doctorate degree is conferred by Walsh University upon recommendation of the Academic Assembly and with the approval of the Board of Directors and usually at the annual spring commencement exercises, although the Board of Directors may authorize conferral at other times and in other settings. The degree awarded should reflect the character of the person in his/her service and the citation should describe the achievements for which the person is being honored.

General Philosophy and Policy

The candidate for an honorary degree should reflect the character, vitality, interests and concerns of the Walsh University community. In particular, the candidate should reflect the mission statement of Walsh University.

Honorary degrees should be awarded to individuals in recognition of outstanding service to Walsh University or to those who have demonstrated distinguished commitment to, or significant accomplishment in the following: his/her field of expertise/study; the local or global community; or the university community's intellectual and human interests. Special effort should be made to identify the relatively unrecognized person or institution, genuinely deserving of wider acknowledgement.

Special efforts should be made to find ways in which an honorary degree recipient can contribute to the intellectual and educational life of the university in conjunction with the receipt of the honorary degree.

The commencement speaker, may or may not, be awarded an honorary degree. In order to preserve the high value of honorary degrees they should be awarded relatively infrequently. The practice of granting not more than three degrees each year, except upon extraordinary occasions, should be maintained. Honorary degrees would ordinarily not be granted in absentia.

Individuals chosen for a given year normally should include persons of different sex, race, age, and contributions to, or perspectives concerning the university. Example: four alumni will not be nominated at one ceremony, nor will four people from the business community. The candidates may come from the academic community, the arts, the business community, and alumni, but it is necessary that the final candidates will come from all different professions.

Present faculty and administrators are ordinarily not eligible for honorary degrees. Former or emeriti faculty and administrators will become eligible for consideration to receive an honorary degree after they have left the employment of Walsh University and three calendar years have elapsed.
Elected individuals, except as noted below, currently serving in public political life would ordinarily not be selected to be main speakers or recipients of honorary degrees at commencement convocations. People currently in elected public political life may be nominated for an honorary degree only when their public service is indeed long, distinguished and worthy of such recognition and not currently seeking re-election.

Final responsibility and authority for granting honorary degrees rests with the Board of Directors.

**Types of Honorary Degrees**

The honorary degrees awarded shall be as chartered by the Ohio Board of Regents.

**Human Subjects Review Policy***


**Ethical and Professional Standards for Use of Human Subjects in Research**

The use of human subjects in research can be extremely important to the development of new knowledge in many areas. Ultimately, the only sure means for learning specifically about human beings is by studying them. Responsible investigation involving human beings as subjects, however, demands that careful attention be given to questions of ethics and human dignity. During the War Crimes Trials following World War II, the Nuremberg Code (1947) was drafted as a set of standards for judging physicians and scientists who had conducted biomedical experiments on concentration camp prisoners. This code has been widely adopted by investigators conducting studies on human beings and has served as the prototype of many later codes intended to ensure that research involving human subjects would be carried out in an ethical manner.

Since 1947, various codes for the proper and responsible conduct of research involving human subjects have been developed by professional associations to guide investigators working in the various disciplines involved. Over the years, experience has shown that while these codes have been helpful, they are frequently difficult to interpret or to apply, particularly in non-medical research projects that involve human subjects. As part of its work, the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research developed broader ethical principles to provide a basis on which specific rules could be formulated, criticized, and interpreted. These principles are discussed in *The Belmont Report* (1978).

In 1990, *Ex Corde Ecclesiae*, the Apostolic Constitution on Catholic universities, was released by the Vatican. This document provides guidelines for research conducted in Catholic universities. As stated in this document, “By means of a kind of universal humanism, a Catholic university is completely dedicated to the research of all aspects of truth in their essential connection with the supreme Truth, who is God. It does this without fear, but rather with enthusiasm, dedicating itself to every path of knowledge” (p. 267). In today's world, characterized by rapid growth in science and technology, those who conduct and approve research must keep in mind the authentic good of individuals and society by including the moral, spiritual, and religious dimensions in its research. In addition, members of a Catholic university must “evaluate the attainments of science and technology in the perspective of the totality of the human person” (p. 268).

The Belmont Principles, the Nuremberg Code, and the Apostolic Constitution are stated and/or highlighted below.

*The Belmont Principles:*

Three basic principles, among those generally accepted in our cultural tradition, are particularly relevant to the ethics of research involving human subject: *respect for persons, beneficence, and justice.*
1. Respect for Persons. Respect for persons incorporates at least two basic ethical tenets: first, individuals should be treated as autonomous agents and second, persons with diminished autonomy are entitled to protection. The principle of respect for persons thus divides into two separate moral requirements: the requirement to acknowledge autonomy and the requirement to protect those with diminished autonomy.

To respect autonomy is to give weight to autonomous persons' considered options and choices while refraining from obstructing their actions unless they are clearly detrimental to others. Respect for the immature and the incapacitated may require protecting them as they mature or while they are incapacitated. In most cases of research involving human subjects, respect for persons demands that subjects enter the research voluntarily and on the basis of adequate information about the research situation and possible consequences.

2. Beneficence. Persons are treated in an ethical manner not only by respecting their decisions and protecting them from harm, but also by making efforts to secure their wellbeing. Such treatment falls under the principle of beneficence. Two general rules have been formulated as complimentary expressions of beneficent actions in this sense: (1) do not harm and (2) maximize possible benefits and minimize possible harms. Learning what will, in fact, benefit may require exposing persons to risk. The problem posed by these imperatives is how to decide when it is justifiable to seek certain benefits, despite the risks involved, and when the possible benefits should be foregone because of the risks.

The obligations of beneficence affect both individual investigators and society at large, because they extend both to particular research projects and to the entire enterprise of research. In the case of particular projects, investigators and members of their institutions are obliged to give forethought to the maximization of benefits and the reduction of risks that might occur from the research investigation. In the case of scientific research in general, members of the larger society are obliged to recognize the longer term benefits and risks that may result from the improvement of knowledge and from the development of novel medical, psychotherapeutic, and social procedures.

3. Justice: Who ought to receive the benefits of research and bear its burdens? This is a question of justice—in the sense of "fairness in distribution" or "what is deserved." An injustice occurs when some benefit to which a person is entitled is denied without good reason or when some burden is imposed unduly. The selection of research subjects needs to be scrutinized in order to determine whether some groups (e.g., welfare patients, particular racial and ethnic minorities, or persons confined to institutions) are being systematically selected simply because of their easy availability, their compromised position, or their manipulability, rather than for reasons directly related to the problem being studied. Even in the case where research supported by public funds leads to the development of therapeutic devices and procedures, justice demands that such research should not unduly involve persons from groups unlikely to be among the beneficiaries of subsequent applications of the research.

The Nuremberg Code

1. The voluntary consent of the human subject is absolutely essential.

2. The experiment should be such as to yield fruitful results for the good of society, unprocurable by other means or methods of study, and not random and unnecessary in nature.
3. The experiment should be so designed and based on the results of animal experimentation and knowledge of the natural history of disease or other problems under study that the anticipated results will justify the performance of the experiment.

4. The experiment should be so conducted as to avoid all unnecessary physical and mental suffering and injury.

5. No experiment should be conducted where there is an a priori reason to believe that death or disabling injury will occur—except perhaps in those experiments where experimental physicians also serve as subjects.

6. The degree of risk to be taken should never exceed that determined by the humanitarian importance of the problem to be solved by the experiment.

7. Proper preparations should be made and adequate facilities provided to protect the experimental subject against even remote possibilities of injury, disability, or death.

8. The experiment should be conducted only by scientifically qualified persons. The highest degree of skill and care should be required through all stages of the experiment of those who conduct or engage in the experiment.

9. During the course of the experiment, the human subject should be at liberty to bring the experiment to an end if she or he has reached the physical or mental state where continuation of the experiment seems to her or him to be impossible.

10. During the course of the experiment, the scientist in charge must be prepared to terminate the experiment at any stage if there is probable cause to believe, in the exercise of good faith, superior skill, and careful judgment required, that a continuation of the experiment is likely to result in injury, disability, or death to the experimental subject.

The Apostolic Constitution on Catholic Universities. *Ex Corde Ecclesiae*

The basic mission of a university is to search for truth through research as it communicates knowledge for the good of society. A Catholic university participates in this mission with its own specific purposes and characteristics. Through the results of its research, the Catholic university will be able to help the church respond to the problems and needs present in society.

1. The Catholic university is an academic community that assists in the protection and advancement of human dignity and of a cultural heritage through research.

2. Whereas each academic discipline retains its own integrity and has its own methods, a dialogue between faith and reason demonstrates that research within every branch of learning, when carried out in a scientific manner and in accord with moral norms, can never interfere with faith. Freedom in research is recognized and respected so long as the rights of the individual and of the community are preserved.

3. Research in a Catholic university is always carried out with a concern for the ethical and moral implications both of its methods and of its discoveries. The cause of the human person will be served only when knowledge is joined with conscience.
4. A Catholic university community is characterized by a spirit of freedom, an agreement of mutual respect, a quest for sincere dialogue, and a protection of individual rights.

5. Encouraged research activities include the study of serious contemporary problems in areas such as the dignity of human life, the promotion of justice for all, the quality of personal and family life, the protection of nature, the search for peace and political stability, a more just sharing in the world's resources, and a new economic and political order that will better serve the human community at the national and international levels.

Policy for Use of Human Subjects in Research

Applicability

This policy is applicable to any research activity conducted at or sponsored by Walsh University which involves human subjects, i.e., living individuals about whom an investigator (professional or graduate/undergraduate student) conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information. The policy is therefore applicable to research involving human beings whose physical, emotional, or behavioral conditions, responses, tissues, or fluids are investigated for any purpose other than for the sole purpose of benefiting the subject as an individual. It is applicable to the use of interviews, tests, observations, and inquiries designed to elicit or obtain nonpublic information about individuals or groups. The policy is applicable whether the research is undertaken on a large or small scale. Pilot projects, student dissertation projects, independent study projects and course projects must follow this policy if they involve human subjects in research (See section C "Definitions").

Statement of Policy

Walsh University affirms the need for academic freedom in the conduct of research and the value of well-designed, responsible activities that involve human subjects. At the same time, it recognizes its basic responsibility to ensure the protection of any human subjects so involved. Moreover, as a Catholic institution of higher learning, Walsh University seeks to sponsor research projects that reflect a respect for the dignity of human life and the social justice values proclaimed in the gospel message.

To this end, it has adopted the following statement of policy.

1. Investigations conducted at or sponsored by the Walsh University must:
   a. adhere to the Belmont Principles, and
   b. comply with the Nuremberg Code or one of the ethical codes developed by the various professional associations, and
   c. respect the moral principles outlined in Ex Corde Ecclesiae and
   d. adhere to the policies and procedures set forth in this document.

2. Participation of human beings as subjects in research governed by this policy must be voluntary, i.e., it must occur as the result of free choice, without compulsion or obligation. Both the rights of such individuals to be protected against injury or invasions of their privacy and their interests as members of a free society in preserving their dignity are recognized as major concerns and must be protected. Therefore, research involving human subjects should be undertaken only with the voluntary consent of the subject or, if the subject lacks the capacity to consent, with the consent of her or his authorized representative. Where minor, cognitively disabled or mentally disabled persons, individuals with limited civil freedom, pregnant women, or children are subjects in research, special care must be taken to ensure that consent for participation is obtained in
accordance with applicable statutes and regulations. The consent of authorized representatives is usually required for subjects who have diminished capacity to consent. The assent of the subjects themselves is usually required as well as the consent of their representatives.

3. Adequate standards for informed consent must be satisfied. In addition to voluntariness as described above, disclosure and comprehension are essential elements of the consent process. Disclosure generally includes: the research procedures; their purposes, risks, and anticipated benefits; alternative procedures where therapy is involved; and a statement offering the subject the opportunity to ask questions and to withdraw at any time from the research. The extent and nature of information should be such that persons, knowing that the procedures are neither necessary for their care nor perhaps fully understood, can decide whether they wish to participate in the furthering of knowledge. Even when some direct benefit to them is anticipated, subjects should understand clearly the range of risk and the voluntary nature of participation.

In some research, fully informing the subject would invalidate the research. In such cases, it may be necessary to withhold information from the subject. However, information should not be withheld if withholding it would affect a reasonable person's decision to participate, or damage her or his subsequent self-esteem. Information about risks should never be withheld for the purpose of eliciting the cooperation of subjects, and truthful answers should always be given to direct questions about the research. Incomplete disclosure is only justified if it is clear that:

a. incomplete disclosure is truly necessary to accomplish the goals of the research,

b. there are no undisclosed risks to subjects that are more than minimal, and,

c. where appropriate, there is an adequate plan for debriefing subjects and disseminating research results to them.

Care should be taken to distinguish cases in which disclosure would destroy or invalidate the research from cases in which disclosure would simply inconvenience the investigator.

Comprehension is the third essential element in informed consent. The manner and context in which information is conveyed is as important as the information itself. Consideration must be given to the subject's ability to understand the language and terminology used as well as the subject's physical and mental state. Investigators are responsible for ascertaining that the subject has comprehended the information.

4. Adequate provision must be made to protect the privacy of subjects and to maintain the confidentiality of identifiable information throughout the research process. Confidentiality provisions must meet reasonable standards for protection of privacy and comply with applicable laws. Identifiable information must not be disclosed outside the research group unless the subjects expressly agree otherwise.

5. The selection of subjects must be carefully considered. The principle of justice gives rise to moral requirements that there be fair procedures and outcomes in the selection of research subjects. For example, individual justice dictates that subjects should not be selected for potentially beneficial research on the basis of favoritism. Nor should risky research be restricted to subjects who are powerless. Social justice requires recognition of differences among groups in the ability to bear burdens; gives an order of preference in the selection of types of subjects (for example, adults before children); and dictates that some types of persons (for example, institutionalized mentally infirm or prisoners) may be involved as research subjects only on certain conditions.
Certain groups, such as racial minorities, the economically disadvantaged, the very sick, students, employees, and the institutionalized, may continually be valuable as research subjects owing to their ready availability in settings where research is conducted. Given their dependent status and/or their frequently compromised capacity for free consent, they should be protected against the danger of being involved in research solely for administrative convenience or because they are easy to manipulate as a result of their illness, socioeconomic condition or subordinate status.

6. The methods used for approaching subjects and securing their participation should be designed carefully to protect the privacy of the subjects and should be reasonable in terms of their condition or circumstances. No coercion, explicit or implicit, should be used to obtain or maintain cooperation. Where the professional-client, faculty-student or employer/employee relationship is converted into an investigator-subject relationship, special care must be taken to ensure that the subject feels completely free to decline to participate. Where access to subjects is gained through cooperating institutions or individuals, care should be taken not to abridge prior commitments made to the subjects about the confidentiality or other terms of the primary relationship.

7. Any payment made to subjects should not be large enough to constitute excessive inducement for participation of the subjects.

8. Projects involving human subjects should be carefully designed to minimize risks to the subjects. As far as possible, any risk should be anticipated in advance. Proper precaution should be taken and plans made to deal with emergencies that may develop in the course of even seemingly routine activities.

9. All research involving human subjects conducted at or sponsored by Walsh University must be submitted for prior preliminary review to the Chair, Human Subjects Review Committee. After approval, research projects may be required to be submitted for timely periodic review in accordance with the policies and procedures of the Human Subjects Review Committee. Furthermore, changes in approved research may not be initiated without prior review. Projects that meet the "no risk" criteria at the prior preliminary review are, as Level I projects, exempt from further involvement with the Human Subjects Review process.

Definition of Terms

Research

Human beings may be studied in many ways and under a vast variety of circumstances and conditions. For these reasons, the word research is elusive and difficult to define with precision. On the one hand, research may be used to describe something as innocuous as a new approach to teaching or the questions in a public opinion survey. On the other hand, research may refer to procedures in which the subject may be exposed to the gravest mortal risk, such as the astronaut who prepares to be launched into space to orbit the earth or journey to the moon.

In this document, the word research is defined as a trial or special observation, usually made under conditions determined by the investigator, which aims to test a hypothesis, to discover some unknown principle or effect, or to reexamine some known or suggested truth. The term research is intended to apply to systematic studies in which any substance or stimulus is administered to a subject by any route. It is intended to apply to studies involving changes in physical or psychological state or environment or major changes in diet, and to the pertinent methods for studying alterations in body functions and behavior under such conditions. It is intended to apply to
the use of interviews, tests, observations, and inquiries designed to elicit or obtain nonpublic information about individuals or groups.

Activities that meet this definition constitute research whether or not they are supported or funded under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. The term research is not intended to apply to routine course development, including evaluation of the effectiveness of such development, of courses sponsored by Walsh University nor is it intended to apply to informal classroom activities which meet Level I (no risk criteria) or demonstrations of research methods that are part of classroom exercises designed to teach research methodology.

Human Subject

The term human subject means a living individual about whom an investigator (professional or student) conducting research obtains:

- data through intervention or interaction with the individual, or
- identifiable private information.

**Intervention** includes both physical procedures by which data are gathered and manipulations of the subject or the subjects' environment performed for research purposes.

**Interaction** includes communication of interpersonal contact between investigator and subject.

**Private information** includes information about behavior that occurs in contexts in which an individual can reasonably expect that no observation or recording is taking place and information that has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public. Information is individually identifiable if the identity of the subjects is, or may be, readily ascertained by the investigator or associated with the information.

The definition of subject excludes all accepted and established service relationships, such as the normal relationship of patients to physicians, students to professors, and other clients to professionals in which the patient, student, or client is receiving aid or services consistent with accepted and established practice, and intended only to meet her or his own personal needs.

The professional-client relationship has the welfare of the client as the primary objective, whereas the investigator-subject relationship has the discovery of new knowledge as its primary objective. This difference may not be fully understood by the subject who is also a client, and can result in the investigator's gaining consent without free decision—in part due to a trust based on a presumed role that the investigator is not necessarily fulfilling at that time (IRB, 1992).

**Walsh University Standards**

**Informed Consent**

The ethical and professional codes governing the use of human subjects in research all require that the participation of the subject must be voluntary, i.e., the subject gives her or his informed consent, or her or his authorized representative consents if the subject lacks the capacity to consent.
The principle of voluntary participation of subjects applies whether or not the research is governed by federal regulations. The methods used to obtain consent may vary. They should be designed to fit the nature of the research, the nature and magnitude of the risks involved, the research setting, the nature of the subjects who will participate, and the requirements of applicable policies, laws, and regulations.

Core Elements of Consent

The core requirements for informed consent are:

- disclosure of the nature and general purpose of the research procedures and identification of any procedures which are experimental
- disclosure of any risks and the anticipated benefits of the research, either to the subject or to society
- where therapy is involved, a description of alternative procedures or courses of treatment, if any, that might be advantageous to the subject, and
- provision for ensuring that the subjects understand they may ask questions and/or withdraw at any time from the research.

Please note that additional elements of informed consent are required for work governed by the Department of Health and Human Services (HHS) (i.e., all work supported by HHS and other agencies which have adopted the HHS regulations). The specific elements required by HHS regulations are given in appendix D.

Additional Consent Requirements

Five additional requirements regarding consent must be met:

- The consent may not include any exculpatory language through which the subject is made to waive, or appear to waive, any of her or his legal rights, including any release of the institution or its agents from liability or negligence.
- Applicable federal, state, or local laws that require additional information to be disclosed in order for informed consent to be legally effective must be complied with.
- The consent requirements described herein place no limits on the authority of a physician to provide emergency medical care to the extent the physician is permitted to do so under applicable federal, state or local law.
- When children are involved as subjects in research and are capable of assent, normally their assent to participate must be solicited in addition to the permission of their parents.
- Where participation as human subjects of students enrolled in the course of instruction at Walsh University forms an integral part of the conduct of the course, the official University bulletins and timetables shall state that fact in the description of the course. A statement such as the following shall be included in the course description: "Includes limited voluntary participation as a subject in research activities. " This statement will serve to alert registrants of this characteristic of the course, but would not suffice as the only means of ensuring that the subjects' participation in a specific research activity is voluntary. Care must be exercised to ensure the absence of coercion, either real or perceived, in utilizing students as subjects.

Consent Process

An investigator shall seek consent only under circumstances that provide the prospective subject or the subject's representative sufficient opportunity to consider whether or not to participate and that minimize the possibility of coercion or undue influence. The information that is given to the subject or the representative...
shall be in language understandable to the subject or the representative. Investigators are responsible for ascertaining that the subject or subject's representative has comprehended the information.

Occasionally, fully informed consent may itself have an injurious effect on the subject, or it may invalidate the research. Incomplete disclosure is only justified if it is clear that:

- incomplete disclosure is truly necessary to accomplish the goals of research or to protect the subjects; and
- there are no undisclosed risks to subjects than are more than minimal; and
- where appropriate, there is an adequate plan for debriefing subjects and for dissemination of research to them.

Information shall not be withheld if withholding it would influence a reasonable person's decision to participate or damage her or his subsequent self-esteem. Information about risks shall never be withheld for the purpose of eliciting the cooperation of subjects, and truthful answers should always be given to direct questions about the research. Care shall be taken to distinguish cases in which disclosure would simply inconvenience the investigator. The justification for incomplete disclosure must be explicitly stated in the materials submitted for review. The methods used to obtain consent may vary. They should be designed to fit the nature of research, the nature and magnitude of the risks involved, the research setting, and the nature of the subjects who will participate.

Consent Methods for Minimal Risk Research:

Written consent or its taped, oral equivalent, should include at least the core requirements for informed consent given above and should also include the telephone number of an individual who will be available to answer inquiries from subjects. When a written consent form is used, a copy shall be given to the subject. If the basic elements of consent are presented orally and only the subject's formal consent is obtained in writing, the subject should be given a copy of a written summary of the oral explanation. The materials submitted for HSR review must include a copy of the written consent form and summary of oral explanation, if any. (Examples of consent forms are provided in the Appendix B).

Consent Methods for Research Involving More Than Minimal Risk

When the research places the subjects at more than minimal risk, the investigator is to obtain legally effective informed consent. The informed consent document must be signed by the subject or the subject's legally authorized representative. A copy must be given to the person signing the form. The subject or the subject's legally authorized representative must be given an opportunity to read the form before it is signed, even if the consent form is read to the subject.

The written informed consent document may either be a long-form document incorporating all the basic elements of informed consent or a short-form document that makes reference to an oral presentation of the basic elements of informed consent. If the short form is used, the HSR Committee must approve a written summary of what is to be said to the subject or the subject's representative. Further, there must be a witness to the oral presentation when the short form is used. Whereas the subject or her or his representative only needs to sign the short form, the witness and the person actually obtaining consent must sign both the short form and a copy of the summary. A copy of the summary must be given to the subject or her or his representative in addition to a copy of the short consent form. (Examples of consent forms are provided in the Appendix B).
The HSR Committee may waive the requirement for the investigator to obtain a signed consent form for some or all subjects if it finds that the only record linking the subject and the research would be the consent document and the principle risk would be potential harm resulting from a breach of confidentiality.

Documentation of Consent

For research which involves only minimal risk, the investigator must keep a description of the consent process used and copies of any written, signed consent documents themselves for three years from the date the consent was obtained. If the research involves more than minimal risk, the investigator must retain copies of a sample of the written consent form, copies of the signed consent documents, and a copy of the written summary of an oral explanation, if any, signed by the person obtaining consent and the witness to the oral explanation. These consent documents must be retained for a period of three years after the consent was obtained, unless applicable law or supporting agency requirements demand a longer retention of such records.

If the HSR committee permits use of a method other than written informed consent for research involving more than minimal risk, the investigator and the HSR Committee should retain a copy of the description of the method used and the justification for waiving the requirement for written informed consent. Note that work governed by the HHS regulations must comply with the documentation requirements set forth in the Appendix.

Confidentiality of Data

In all research involving human subjects, confidentiality of identifiable information is presumed and must be maintained unless the investigator obtains the express permission of the subject to do otherwise. The university recognizes the rights of the subjects to be protected against injury or illegal invasions of their privacy, to preserve their dignity, to protect their interests as members of a full society. The more sensitive the material being collected for research, the greater the care that must be exercised in obtaining, handling, and storing data. Ordinarily, the following requirements must be met, subject only to their applicability to the particular activity:

a. Questionnaires, inventories, interview schedules, and other data gathering instruments and procedures should be carefully designed to limit the personal information to be acquired to that which is absolutely essential to the activity.

b. Data that include information which would reveal a subject’s identity should be transported from and returned to, and stored in files accessible only to the project investigator and his or her authorized project staff.

c. As early as feasible, the data should be handled in coded form, i.e., the subject’s name and information that would reveal her or his identity should be removed. Plans for the ultimate disposition of the data should be made; or if they are to be retained indefinitely, plans must be made for their continued security.

d. The indemnity of subjects must not be released except with their express permission.

e. Use of storage data or information, which was originally obtained for different purposes and which involves identifiable subjects, requires examination of the risks involved, a determination of whether the new use is within the scope of the original consent or whether obtaining additional consent is necessary and feasible, and provision for the preservation of anonymity of the subjects.

Data that are part of the public domain are not covered by the foregoing restrictions (IRB, 1992).
Classification of Risk and Required Safeguards

Types of Risk:

There are different risks inherent in different research procedures. Risk is most obvious in medical and behavioral science research projects involving procedures which may induce a potentially harmful altered physical state or condition: surgical procedures; the administration of drugs or radiation; the use of indwelling catheters or electrodes; the requirement of strenuous physical exertion; subjection to deceit, public embarrassment, humiliation, or emotional stress.

There is a wide range of medical, social, and behavioral projects and activities which pose no immediate physical risk to the subject, e.g., those involving the use of personality inventories, interviews, questionnaires, observation, photographs, taped records, and stored data. However, some of these procedures may involve varying degrees of discomfort, harassment, or invasion of privacy, or they may constitute a threat to the subject's dignity through the imposition of demeaning conditions. Some studies depend upon stored data or information that was obtained for different purposes.

If the material to be used in the research involves identifiable subjects, the assessment of the risk involved must include a determination of whether the use of these materials is within the scope of the original consent, whether consent is necessary, and whether it can be obtained. If the material to be used in the research does not involve identifiable subjects, there is no risk to the subjects.

Classification of Risks and Level of Review

For the purposes of safeguarding human subjects and ensuring that these safeguards are continuously provided, the following classifications of risks are introduced:

Level I. No Risk

If there is no risk to the subjects, the project may qualify for an exempted review. The subjects must be 18 years of age or older and the risks of harm anticipated in the proposed research activities are not greater than those ordinarily encountered in daily life and:

- the research does not involve the use of identifiable confidential information;
- the research does not deal with sensitive aspects of subjects' behavior—e.g., illegal conduct, alcohol/drug use, sexual behavior, etc., the disclosure of which outside the research could place subjects at risk for criminal or civil liability, or may be damaging to subjects' financial standing, employability or reputation; and
- the research does not involve a protected group or groups: children, prisoners, pregnant women, and physically or mentally disabled individuals.

Level II. Minimal Risk

If there is minimal risk to the subjects, the project may qualify for an expedited review. The subjects must be 18 years of age or older (see exception below) and the risks of harm anticipated in the proposed research activities are not greater than those ordinarily encountered during the performance of routine physical or psychological examinations or tests; or during routine survey or interviews and/or:

- the research is conducted in established or commonly accepted educational settings, involving normal educational practices, including research on regular and special
education instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. Exception: This category may be applied to research involving children.

- the research involves the use of educational testing (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior. Exception: This category relating to standardized educational tests or observation of public behavior may be applied to research involving children.

This level of review is **not** applicable if survey or interview research involves:

- the use of and the recording of confidential information so that the subject can be identified,
- the audiotaping or videotaping of subjects, and
- the research involves a protected group or groups: children (with the exception of the above considerations), prisoners, pregnant women, and physically or mentally disabled individuals.

**Level III. More than Minimal Risk**

If the subjects are subjected to more than minimal risk, a full review is required. The anticipated risks in the proposed research activities exceed, either in probability or magnitude, the minimal risks identified above. All research protocols that involve:

- procedures that may induce potentially harmful, altered psychological or physical states, or impose demeaning conditions to individual dignity, or involve the use of deceptions unexplained at the end of the experiment;
- or procedures which involve the use of untried diagnostic or other procedures or devices; biopsy or surgery procedures; the administration of drugs or radiation; the use of indwelling medical devices; or procedures which require strenuous physical exertion fall in this category
- Alternately, or in addition to the above stated risk level, any research project which involves as subjects, children, prisoners, pregnant women, or physically or mentally disabled individuals falls into this category.

**Specific Safeguards According to Risk Classification**

The two categories of risk require different safeguards for the rights and welfare of the subjects. Investigators, directors, and department heads are responsible for ensuring that these safeguards are provided accordingly.

**For Activities Involving No Risk or No More than Minimal Risk**

- Participation must be voluntary; ordinarily but not necessarily, voluntary consent is documented through a signed written consent form.
- All subjects should be able to state that they have no disorder or defect contraindicating their participation in the proposed project. (Whether or not subjects are in fact asked to make such a statement will depend upon the nature of the project.)
- The project must be supervised by a qualified faculty or staff member who thereby assumes responsibility for the protection of the human subjects.
For Activities Involving Greater Than Minimal Risk

- Participation must be voluntary and signed written consent forms are mandatory, unless another method for obtaining and documenting consent is specifically approved by the HSR Committee.
- A written record of the research detailing the procedures employed and the results obtained shall be made and kept for reference.
- The project must be supervised by a qualified faculty or staff member who thereby assumes responsibility for the protection of the human subjects.
- When the risk involved is a significant physical or psychological risk, the investigator and those who review her or his plans must determine:
  - whether it will be necessary for the subjects' physical (or psychological) condition to be evaluated by a licensed physician (or licensed mental health professional) who is acquainted with the possible hazards of the proposed investigations; and
  - whether supervision or ready availability of a physician (or licensed mental health professional) is advisable for the project.
- No investigational new drugs (drugs not certified by FDA for clinical use) nor significant risk devices (as defined in 21 CFR 812.3 [m]) may be administered or used without compliance with the FDA requirements.

Approved by Academic Assembly, 9/20/1996; University Senate, 10/06/1996.

Intellectual Property

Preamble

The intellectual property policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of innovations developed at this college, and provide for the equitable distribution of monetary and other benefits derived from intellectual property.

Application

This policy applies to all faculty, administration, staff, students, and any other persons employed by the college or receiving funding from the college.

This policy applies to intellectual property disclosed to the college after the effective date of the policy.

Definitions

"Creator" means the individual or group of individuals who invented, authored, or were otherwise responsible for the actual creation of the intellectual property as defined in this policy.

"Intellectual property" means any invention, discovery, improvement, copyrightable work, integrated circuit mask work, trademark, trade secret, and licensable know-how and related rights. Intellectual property includes, but is not limited to, individual or multimedia works of art or music, records of confidential information generated or maintained by the college, data, texts, instructional materials, tests, bibliographies, research findings, organisms, cells, viruses,
DNA sequences, other biological materials, probes, crystallographic coordinates, plant lines, chemical compounds, and theses. Intellectual property may exist in a written or electronic form, may be raw or derived, and may be in the form of text, multimedia, computer programs, spreadsheets, formatted fields in records or forms within files, databases, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, two or three-dimensional works of art, musical compositions, executions of processes, film, film strips, slides, charts, transparencies, other visual/aural aids or CD-ROMs.

"Net income" means the gross monetary payments the college receives as a result of transferring rights in the intellectual property less the college's expenses (including legal fees) directly attributable to protecting, developing, marketing or transferring that intellectual property.

"Regular academic work product" means any copyrightable work product which is an artistic creation or which constitutes, or is intended to disseminate the results of, academic research or scholarly study. Regular academic work product includes, but is not limited to, books, class notes, theses and dissertations, course materials designed for the web, distance education and other technology-oriented educational materials, articles, poems, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination. Software specifically needed to support a regular academic work product or which is designed to disseminate the results of academic research and scholarly study is also considered a regular academic work product.

"Employee" means a person employed or otherwise compensated by the college, including faculty members, administrators, staff members, and students.

"Specially commissioned work" means a work specially ordered or commissioned and which the college and the creator expressly agree in a written instrument signed by them shall be considered as such.

Ownership

College Ownership

Subject to the exceptions identified in subdivisions B and C of this section the college shall be the sole owner of all intellectual property created through the use of college resources or facilities, supported directly or indirectly by funds administered by the college, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to the college.

Exceptions to College Ownership

The college shall have no ownership rights in the following intellectual property, which shall be owned by its creator:

a. Regular academic work products, provided that the regular academic work product was not assigned in writing to the college or specifically ordered or commissioned and designated in writing by the creator and college as a specially commissioned work, and that the work was done by the creator on his/her own time and involved no more than incidental use of college facilities.

b. Intellectual property created by a student solely for the purpose of satisfying course requirements, unless the student assigns ownership rights in the intellectual property to the college in writing or assignment of such ownership rights to the college is made a condition for participation in a course.
c. If the intellectual property referred to in (a) or (b), however, is a derivative of or otherwise uses pre-existing college-owned intellectual property, this provision shall not prevent the college from asserting its pre-existing rights.

For intellectual property created in the course of or pursuant to sponsored research, external sales, business affiliation programs, or other contractual arrangements with external (non-college) parties, ownership will be determined in accordance with the terms of the college's agreement with the external party and applicable law.

For intellectual property created in the course of or pursuant to activities that fall within and comply with the college's policy on outside consulting, service activities, and other work, ownership will be determined in accordance with the terms of any agreement governing intellectual property developed pursuant to such activities.

Special Privilege

When requested, special privilege may be granted to the creator of course materials for the online program to use those course materials when personally teaching for another institution.

Rights to Publish

Nothing in this policy shall be construed as affecting the rights of a creator to publish, except that the creator must agree to observe a brief period of delay in publication or external dissemination if the college so requests and such a delay is necessary to permit the college to secure protections for intellectual property disclosed to it by the creator.

Use of Teaching Materials

In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy, Individuals who contribute teaching materials used in jointly developed and taught college courses thereby grant a nonexclusive, nontransferable license to the college to permit other contributors to the course to continue using those jointly produced teaching materials in college courses.

Distribution of Income

Intellectual Property Derived from Academic Research or Scholarly Study

Unless otherwise agreed in writing by the college and creator, in the event that the college receives income from intellectual property that is derived from academic research or scholarly study, that is disclosed to and licensed or otherwise transferred by the college, and that is not agreed in writing to be a specially commissioned work, any net income will be divided equally between the creator and the college.

Other Intellectual Property

If the college receives income from intellectual property disclosed to and licensed or otherwise transferred by the college and not covered by (A) above, it may be appropriate to share some portion of the net income with the creator in the form of a bonus or other temporary salary supplement. Any such distribution will be made at the discretion of the president in consultation with the creator's supervisor.
College Responsibilities

The college shall have the responsibility to:

- Provide oversight of intellectual property management and technology transfer.
- Establish effective procedures for licensing and patenting intellectual property.
- Promote effective distribution and marketing of intellectual property.
- Protect the college's intellectual property.
- Inform individuals covered by the intellectual property policy about its provisions.

Responsibilities of Employees and Other Covered Individuals

Employees, all persons receiving funding administered by the college or receiving other compensation from the college, and all graduate students and post-doctoral fellows regardless of funding or employment status, have a responsibility to:

- Adhere to the principles embodied in this policy;
- Sign, when so requested by the college, the college's intellectual property policy Acknowledgment;
- Create, retain, and use intellectual property according to the applicable local, state, federal, and international laws and college policies;
- Disclose promptly in writing intellectual property owned by the college pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties that are governed by section IV, sub-point B-2, and assign title to such intellectual property to the college or its designee to enable the college to satisfy the terms of any applicable funding or contractual arrangement; and
- Cooperate with the college in securing and protecting the college's intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

Compliance

Failure to comply with the provisions of this policy is a violation and may result in discipline of an employee in accordance with applicable college policies and procedures.

Acknowledgement

I have read and understand the attached "Intellectual Property Policy." I understand that the provisions of this policy apply to all faculty members, administrators, staff members, students, and any other persons employed by the college, and to all persons receiving funding; administered by the college; or receiving other compensation from the college. I agree to abide by the provisions of this policy.

Name (Please print or type) _____________________________ Date______________
Signature______________________________ Date______________
Nepotism Policy

Purpose

The nepotism policy enables the university to make administrative decisions representing its best interests where considerations of kinship or household membership may exist. It is the policy of Walsh University to decline employment to those individuals who are of the immediate or additional family or members of the same household.

DEFINITIONS

Immediate family: Includes spouse, children, parents, brothers, sisters, stepparents, stepchildren, stepbrothers, and stepsisters.

Additional family: Includes grandparents, parents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunts, uncles, first cousins, nieces, nephews, grandchildren, and great grandparents.

Members of the same household: Includes individuals who are members of the same household as employees of the university, with the exception of religious.

Hiring of New Employees

It is the intent of the university that employees not be involved in decisions affecting employment of individual members of their immediate and additional families or household. Therefore, a person will not be considered for employment at Walsh University from immediate or additional family members or members of the same household. In rare exceptional cases where the relative or member of the same household is clearly demonstrated to have unique and unusual skills and experience necessary for the position and where these skills and experience are not readily available in the labor market, a waiver may be sought. When such conditions exist, a written request for waiver must be submitted to the director of human resources, or his designate, for approval prior to making an employment offer.

In cases where a waiver has been approved, an individual may not be in a position to effect personnel actions (such as retention, promotion, salary and leaves of absence) affecting members of the employee’s immediate and additional family or household. Prior authorization for these personnel actions must come from the employee’s department head or the next higher level of supervision, whichever is higher.

Promotion and Transfer of Current Employees

A current university employee shall not be promoted or transferred if it would:

- Create a reporting relationship between the employee and members of his/her immediate family, additional family or household.
- Have the potential for creating an adverse impact on work performance, or
- Create a conflict of interest.

Employees of the university who marry may continue employment as long as it does not result in a conflict with Items as listed above. If one of these events should occur, attempts will be made to find a suitable position within the
Implementation

The Office of Human Resources will communicate this policy to all current employees.

The human resources department will screen all applications and resumes for compliance with this policy and shall determine which applicants will be considered for employment.

Applicants will be advised of this policy and are expected to disclose any potential conflict of interest involving immediate family, additional family or members of the same household during the employment application process and before accepting an offer of employment. Failure to do so will be grounds for dismissal.

In the event that a relative or member of the same household of a university employee applies for a position with the university, the university employee must disclose this to the director of human resources or his designate.

University employees are expected to disclose any potential conflict of interest involving relatives or members of the same household that may occur as a result of transfers, organizational changes, changes in marital status, or changes in an employee’s household.

Responsibility

The administration of this policy is assigned to the Office of Human Resources. The president makes the final decision on all matters concerning the employment of individuals who are of the immediate or additional family or members of the same household of current Walsh University employees.

Sexual, Racial, and Religious Harassment

Sexual Harassment

The Equal Employment Opportunity Commission has published guidelines emphasizing that sexual harassment is a form of sex discrimination, in violation of Title VII of the Civil Rights Act of 1964. These guidelines provide, in part, as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
2) submission to or rejection of such conduct by an individual issued as the basis for employment decisions affecting such individual, or
3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Walsh University will neither condone nor tolerate any form of sexual harassment. Any employee found to have engaged in sexual harassment of another employee or student of the university will receive prompt and appropriate disciplinary action, up to and including termination.
Employees who feel they have a sexual harassment complaint are urged to contact a member of the Equity Board to learn the proper procedures for having their complaint documented.

**Racial and Religious Harassment**

When any member of our educational community is threatened by discriminatory acts, our fundamental freedoms are threatened. Racial and/or religious harassment is generally defined as an act or communication causing emotional stress specifically addressed to individuals or groups intended to harass, intimidate, or humiliate an individual or group because of race, ethnicity, religious preference, sexual orientation or national origin. Members of the Walsh community must stand against assaults upon the dignity and value of any individual.

Walsh University is committed to freedom of expression; however, the value of free expression is undermined by acts of racial harassment, intimidation, or humiliation of members of the community or the creation of a hostile or offensive campus environment. Protected free expression ends when prohibited discriminatory harassment begins.

It is imperative that members of the Walsh community know that racial and religious harassment will be addressed and will not be tolerated. The Equity Board will adjudicate issues of racial and religious harassment.

For information regarding the equity procedures, please refer to the anti-discrimination policy in Appendix III. There are also copies in the library, human resources office and campus ministry.

**Terminal Degree List**

- Art Education and Art History: Ph.D., Ed.D.
- Biology, Botany, and Zoology: Ph.D.
- Business and Accounting: Ph.D., D.BA, E.D.M.
- Chemistry and Biochemistry: Ph.D.
- Communication and Journalism: Ph.D.
- Computer Science: Ph.D.
- Counseling and Human Development: Ph.D.
- Education: Ph.D., Ed.D.
- English, ESL, and Composition: Ph.D., Ed.D., D.A.
- Foreign Language: Ph.D.
- History, American Studies, Area Studies: Ph.D.
- Mathematics and Mathematics Education: Ph.D., Ed.D.
- Music and Music Education: DMA, Ph.D., Ed.D.
- Nursing: Ph.D., Ed.D., DNSc, DNP
- Philosophy: Ph.D.
- Physical Therapy: Ph.D., Ed.D., Sc.D., DHS, Dr.P.H. (all only with PT license)
- Physics, Astronomy, and Astrophysics: Ph.D.
- Political Science and Government: Ph.D.
- Psychology: Ph.D., Psy.D.
- Sociology: Ph.D.
- Studio Art and Performing Art: MFA
- Theater History and Production: Ph.D. or Ed.D.
- Theater (Performance): MFA
- Theology and Pastoral Ministry: Ph.D., STD, Th.D., D.Min., S.S.D.

**Weapons**

Possession of firearms, knives, swords, arrows, or any other weapons are strictly forbidden in vehicles on campus or on any other university-owned or operated property. Possession or use of weapons in violation of this policy will result in immediate confiscation of the weapons and serious judicial action.

Individuals who have applied for and successfully completed the application process for the Ohio concealed carry permit must follow the law as prescribed. Firearms are not permitted to be carried on any university grounds or university-owned property.
APPENDIX IV  BYLAWS AND PROCEDURES

Academic Assembly Bylaws

Article I. Name:
The name of this group shall be the Academic Assembly.

Article II. Definition and Purpose
Academic Assembly is the major governance organization of the faculty which reports to the president, oversees committees reporting to it, recommends internal approval of academic program additions and revisions, and new and revised academic policies.

The assembly also considers and deals with common problems of instruction and management; secures cooperative action in advancing the common purposes of its members and of Walsh University; and maintains the courses of instruction in conformity with the mission statement of Walsh University.

In furtherance of these purposes and objects, but not in limitation thereof, the assembly shall have responsibility:

1. To collect and disseminate statistics and other information to guide the decision-making process.
2. To conduct research and submit reports with reference to academic concerns and policies or practices that affect Academic Assembly members.
3. To analyze comparative academic practices and methods.
4. To foster and promote sound and equitable employment practices.

Article III. Membership
The Academic Assembly functions as a faculty committee of the whole and is composed of the Walsh University teaching faculty, and those granted faculty status.

Membership types:

1. Active. Any person employed by Walsh University, either fulltime or on a permanent part-time basis, and identified as faculty on a current Walsh University contract is an active member of this assembly. Active members have voting rights at Academic Assembly meetings.

2. Inactive. Any individual who was previously included in the category of active membership but is on sabbatical, extended sick leave, or leave without pay status from Walsh University, is an inactive member. Inactive members have voting rights at Academic Assembly meetings.

3. The Walsh University president is a non-voting member who can attend Academic Assembly meetings as needed. The president is not included in the number which determines a quorum.

Article IV. Meetings

Section 1. Frequency.
Meetings shall be held when there is business to conduct, and at least twice per semester. To this end, the chair shall give each member written notice at least once per month during the months of September through April to request items for the agenda.

Section 2. Quorum.

If and only if a majority of the active members be present at a meeting of this assembly then there shall be a quorum. The first order of business at a meeting shall be to determine whether there is a quorum. If there is not, the presiding officer may continue the meeting informally, until such time as a quorum is present, and shall adjourn the meeting in reasonable time if a quorum is not found. It is expressly noted that no business can be done if a quorum is not present.

Section 3. Agenda.

In the normal course of business, the agenda shall be submitted to members prior to meetings.

Section 4.

The order of business may be altered or suspended at any regular meeting by a majority vote of the members, a quorum being present.

Section 5.

Minutes. Minutes will include action taken by the assembly in the form of motions, and a specific statement made in discussion will be included only if the individual making the statement specifically requests inclusion, or if the assembly approves a motion to include the statement in the minutes. Minutes will be kept in writing and sent to:

1. All Academic Assembly members  4. Archives
2. Faculty lounge  5. Director of university relations
3. Library  6. Anyone requesting

Section 6.

Unless the chair or the membership by majority vote specifies otherwise, Academic Assembly meetings are open to anyone who wishes to attend. Only active and inactive members have voting rights.

Section 7.

Meetings are called by the chair. If a member of the Academic Assembly believes a meeting is necessary, the member should notify the chair. If a meeting is not scheduled within two weeks, the member may petition the chief academic officer to convene a meeting.

Article V. Officers

Section 1.

The elective officers of this organization shall be chair, vice chair, and corresponding secretary.
Section 2.

Each elective officer shall take office at the last regularly scheduled Academic Assembly meeting of the spring semester and shall serve for a term of one year or until a successor is duly elected and installed.

Section 3.

No one may serve as chair, vice chair, or corresponding secretary for more than three consecutive years.

Section 4. Chair.

The chair shall be the chief officer of this assembly and shall prepare the agenda and preside at all meetings of this assembly. The chair shall also perform such other duties as are necessarily incident to the office of chair or as may be prescribed by the membership.

Section 5. Vice Chair.

The vice chair may be delegated by the chair to perform the duties of the chair, in the event of temporary disability or absence from meetings.

Section 6. Corresponding Secretary.

The corresponding secretary's duties shall include: (a) Handle all correspondence between Academic Assembly and other constituencies, administrators, governing bodies and individuals. (b) Finalize all recorded minutes of Academic Assembly meetings for distribution to members. (c) Follow-up and report on the status and progress of all actions taken by the assembly and forwarded to administrators or other governing bodies. (d) Perform other specific duties as requested by the chair of Academic Assembly.

Article VI. Election of Officers

Section 1.

Nominations will be made in writing by Academic Assembly members to the Committee on Selection. Nominators must obtain written agreement before submitting a name to the Committee on Selection. The positions of chair, vice chair and corresponding secretary will have at least two nominees. If sufficient nominations are not forthcoming, the committee itself will seek individuals willing to stand for election.

Section 2.

The election of chair, vice chair and corresponding secretary will be determined by plurality provided that the number of votes for the winner is at least 35 per cent of the number of eligible voters. The election will be conducted by secret ballot outside the meeting time of the Academic Assembly. Ballots will be distributed and counted by the Committee on Selection. The results of this election will be communicated to Academic Assembly members prior to election of elected committee positions.

Section 3.

Representatives to the Board of Directors will be determined by plurality vote. Run-off elections will be conducted as needed.
Section 4.

Within two weeks of the end of the spring term, Academic Assembly will hold a meeting, at the end of which formal transition to new officers occurs. (See Article VII, Section 6.)

Article VII. Committees.

Section 1. Appointive and Ad Hoc Committees

The chair, in conjunction with the vice chair and the chief academic officer, and subject to the approval of the membership, shall appoint such special or ad hoc committees as may be required by the bylaws or as the chair may find necessary.

Section 2.

Standing committees of this assembly are:

A. Graduate Council
B. Committee on Instruction and Academic Policy
C. Committee on Enrollment Management
D. Committee on Scholarships
E. Committee on Faculty Affairs
F. Committee on Faculty Retention, Tenure and Promotion
G. Committee on Technology

Section 3.

Appointive, standing, and ad hoc committees of the Academic Assembly may include individuals who are not members of the Academic Assembly.

Section 4.

Membership eligibility, selection and elections for committees are determined in accordance with the governance plan of the university. Using prior balloting and stated preferences when possible, the Selection Committee shall appoint members to fill vacancies and to make sure that committees have members in accordance with their bylaws and the governance plan.

Section 5.

The chair will review special and ad hoc committees at the end of each term of office and will make recommendations regarding their continuation to the incoming chair.

Section 6.

During a recess of the Academic Assembly meeting that occurs within two weeks of the end of the spring term, new and continuing members of Academic Assembly committees will meet to choose their new leaders, whose terms will commence at the end of that day’s meetings, and whose identities will be reported to and publicized by the incoming Academic Assembly corresponding secretary.

Article VIII. Parliamentary Authority.
The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the assembly may adopt.

**Article IX. Amendments.**

These bylaws may be amended, repealed, or altered, in whole or in part, by a two-thirds vote at any duly organized meeting of this assembly provided that a copy of any amendment proposed for consideration has been submitted in writing to the membership at the previous regular meeting.

*Revision History: Amended, February 16, 2007; amended, November 16, 2007.*

**Academic Assembly Election Procedures**

**Rationale**

Part of the evaluation of faculty members is service to the university. Committee work is the primary method of offering this service. Therefore, each faculty member should be able to participate on a committee. Committees should have a variety of representations, whenever possible, including persons from different disciplines, persons with different contracts (full- and part-time), and persons teaching in graduate and undergraduate programs.

When there are more than two candidates running for a position, it has been proven there is no perfect voting system. Therefore, this method will have shortcomings. For this reason, not only is it important to build in procedures for its operation but, also, for its refinement.

**General Guidelines and Procedures**

The election/selection process consists of three phases:

- Election of the chair, vice chair and corresponding secretary of the Academic Assembly and its nominees for the representative to the Board of Directors;
- Election of members to elected committees and board committees;
- Selection of members to appointed committees.

To facilitate this process the Committee on Faculty Affairs has a subcommittee, to be called the Committee on **Selection**, consisting of five elected members of the Academic Assembly.

The Committee on Selection adheres to these guidelines for membership on university committees:

- Each committee member serve for two years (one term) and all committees have staggered terms;
- No member of the teaching faculty serves on more than one elected committee at any given time. Service on board committees is excluded from this limitation.
- All election/selection procedures as outlined below are conducted by the Committee on Selection;
- The chair, vice chair and corresponding secretary of Academic Assembly do not serve on university committees to avoid conflict of interest and to ease their burden.
- Preference for service on selected committees is given to those not serving on elected committees.
• Only one member of an immediate family is permitted to serve on a Walsh University committee. Immediate family implies parents, children and spouses.
• During the entire academic year of a sabbatical leave of any length, a faculty member will not serve on any committee; and upon returning, the faculty member will serve on the prior committee completing the unexpired term. The Selection Committee will fill the vacated position following committee bylaws.

Selection/election will take place in the spring semester. New faculty members are free of the obligation of serving on committees for their first year on campus. Members of Academic Assembly will be notified of results in a timely manner, with a complete list of officers and committee memberships distributed before the end of the school year.

If unanticipated vacancies occur in the fall semester, at the next meeting of the Academic Assembly, the Committee on Selection will recommend replacements for approval by the membership. Vacancies occurring in the spring will remain unfilled.

The representatives to Graduate Council will be selected by members of each program as determined by members of that program.

**Phase One: Academic Assembly Elective Positions**

Chair: 1-year term; vice chair: 1-year term; corresponding secretary: 1-year term; faculty representative to Board of Directors 3-year term: 3 nominees. (Final selection of a single representative rests with the board).

Nominations will be made in writing by Academic Assembly members to the Committee on Selection. Nominators must obtain written agreement before submitting a slate of names to the Committee on Selection. At least two candidates for each office of chair, vice chair, and corresponding secretary of Academic Assembly will appear as slates on a single ballot during the election process. If sufficient nominations are not forthcoming, the committee itself will seek individuals willing to stand for election. The election of the slate will be determined by plurality provided that the number of votes for the winner is at least 35 per cent of the number of eligible voters. If a run-off is necessary, it will be between the two slates having the most votes. If a winner does not emerge, the election process will take place anew.

Representatives to the Board of Directors will be determined by plurality vote. In the case of a tie, run-off elections will be conducted.

The election will be conducted by secret ballot outside the meeting time of the Academic Assembly. Ballots will be distributed and counted by the Committee on Selection.

The results of this election will be communicated to Academic Assembly members prior to election of elected committee positions.

**Phase Two: Committees by Election**

*Academic Assembly Committees*

Instruction and Academic Policy Committee (6 undergraduate faculty from different areas); Faculty Affairs Committee (7 ranked faculty [at least 4 tenured, at least 3 fulltime undergraduate, 1 with graduate faculty Status, 1 part-time]; Selection Subcommittee (5 faculty); Faculty Retention, Tenure and Promotion
Committee (6 faculty [all tenured, at least 1 graduate]); Scholarships Committee (5 teaching faculty); Technology Committee (7 faculty [no more than two from one division]).

University Senate Committees

Equity Board (2 faculty); Grievance Board (2 faculty); Honorary Degree and Commencement Committee (2 Academic Assembly members); Planning, Assessment and Review (2 faculty); Student Affairs (2 Academic Assembly members); University Senate (3 faculty [2 undergraduate and 1 graduate]).

Board of Directors Committees

Academic Affairs (chair of the Instruction and Academic Policy Committee, chair of the Faculty Affairs Committee and chair of Graduate Council); Finance (two eligible at-large members of the Academic Assembly); Student Affairs (a faculty member who is the Academic Assembly member of the University Senate Student Affairs Committee and an at-large member of the Academic Assembly); Investment (two eligible at-large members of the Academic Assembly).

The Committee on Selection will prepare and distribute to all faculty committee preference sheets, which identify all committees with vacancies for the upcoming academic year. The preference sheet will indicate committee makeup, number of vacancies and the returning membership. Each member will return the sheet indicating on which committees he/she is willing to serve. Preference sheets will be returned to the faculty secretary designated in the instructions. The faculty secretary will record receipt of preference sheets from faculty members.

The Committee on Selection will prepare and distribute ballots and each member will indicate "approval" for a name(s) on the list by checking next to the names which he/she approves for election. For distribution, collection and recording of ballots (see "Faculty Balloting Procedures" in Appendix V).

Persons with the highest number of approval votes will be elected. Committee positions will be filled in the order in which they are listed with the following exception: If a person is the top vote-getter on more than one committee, he or she will be assigned to the committee for which he or she received the highest number of votes. In case of a tie vote, the winner will be determined randomly. The results of this election will be communicated to Academic Assembly members prior to the appointment of selected committee positions.

Phase Three: Committees by Appointment

Academic Assembly Committees: Enrollment Management (4 undergraduate faculty); Library (3 faculty); Faculty Forums (3 faculty). The appointment of members to non-elected committees is conducted after the election process for elected committee representation is completed. The Committee on Selection will use faculty preferences to appoint members to the non-elected committees. Assignment preferences will be given to those members who hold no elected committee positions.

Timeline for Election Procedures

Fall Semester:

December Academic Assembly meeting: Announce call for nominations for chair, vice chair, corresponding secretary of Academic Assembly.
Spring Semester:

- 1st Monday: Send out nomination forms for chair, vice chair, and corresponding secretary of Academic Assembly and preference sheets for Academic Assembly and University Senate elected and selected committees, faculty representative to the Board of Directors (as needed) and Board of Directors committees.
- 1st Friday: Deadline for returning preference sheets,
- 2nd Monday: Deadline for nominations for chair, vice chair, and corresponding secretary of Academic Assembly and candidates for the faculty representative to the Board of Directors.
- 2nd Tuesday: Selection Committee constructs ballot for candidates nominated for chair, vice chair, and corresponding secretary of Academic Assembly and the faculty representative to the Board of Directors.
- January Academic Assembly Meeting: Announce nominations for chair, vice chair, corresponding secretary.
- 3rd Monday: Mail ballots for voting for chair, vice chair, and corresponding secretary of Academic Assembly and faculty representative to the Board of Directors.
- 3rd Friday: Deadline for voting and returning ballots for chair, vice chair, and corresponding secretary of Academic Assembly and faculty representative to the Board of Directors.
- 4th Tuesday: Selection Committee meets to count ballots.
- 4th Wednesday: Inform winners of chair, vice chair, and corresponding secretary of Academic Assembly and candidates for the faculty representative to the Board of Directors. After all candidates have been informed, formally announce winners to Academic Assembly.
- 6th Tuesday: Distribute elected committee ballots, based on faculty’s preference sheets.
- 7th Friday: Deadline for elected committee ballots to be returned.
- 8th Tuesday: Selection Committee meets to count elected committee ballots.
- 8th Wednesday: Elected committee members announced.
- 10th Tuesday: Selection Committee meets to fill selected committee assignments; announce results.
- Newly elected committees are to meet briefly to elect a chair for their respective committees; this should be done before April Academic Assembly meeting. Outgoing chairs of elected committees should communicate within two weeks of the end of the spring term with the newly elected committee to disseminate information on committee work in progress.

Academic Integrity Procedures

Procedures for Handling Alleged Violations

If a faculty member discovers, suspects, and has reason to believe that the student has committed an academic integrity violation, the faculty member checks the academic integrity repository (in Academic Affairs) for prior offenses and communicates to the student the nature of the charge, the information collected, and the penalty warranted. The faculty member determines the violation, the student's grade, and the penalty imposed.

If the student concurs with the decision, the faculty member notifies the division chair in writing of the decision and the penalty and includes any supporting materials and documentation related to the decision. The chair will send a copy of the report to the Office of Academic Affairs for inclusion in the Academic Integrity Repository file.
If the student maintains that the allegation is in error, or that the decision was unfair, he or she may submit a written appeal of the findings and/or the penalty to the division chair within ten (10) working days.

**Appeal Process**

Within five (5) workdays of receiving the written appeal, the division chair arranges a hearing with the faculty member and the student/s involved. At the hearing, the faculty member presents the documentation and supporting information related to the charge against the student. The student has the opportunity to challenge the charges and present any evidence refuting the charge. After the hearing, the division chair either dismisses the charge or confirms the faculty member’s decision.

If the issue is not resolved at this step, either the student or the faculty member may petition, within ten working days of the division chair’s decision, that the chief academic officer review the case. After receiving such notification, the division chair will forward his or her decision to the Office of Academic Affairs, along with all documentation and supporting information, as well as the minutes of the student’s hearing.

Upon receiving and reviewing all forwarded materials, the chief academic officer (with consideration of any prior violations) may interview the involved parties and then either dismiss the charge, support the decision, or seek a recommendation from the Enrollment Management Committee.

Within five working days after the chief academic officer requests Enrollment Management Committee members to hear the case, the chair of the committee sets a hearing date and informs the principals involved. Each side has the right to testify before the committee and to have witnesses. The committee chair will arrange to have all documentation available to the committee members in advance of the hearing. After the committee members interview the principals and witnesses, they will put their recommendation in writing to the chief academic officer.

After receiving the committee’s recommendation, the chief academic officer will sustain or deny the appeal. The chief academic officer also has the authority to impose a new sanction, and the chief academic officer’s decision is final. Within five working days of receiving the recommendation from the committee, the chief academic officer provides a written notice of his/her decision to the student and places a copy of the decision, along with all documentation and supporting information, into the academic integrity repository.

**Definitions**

- **Academic Dishonesty:** The definition of academic dishonesty is the fabrication or misrepresentation of work, either intentional or unintentional, which includes, but is not limited to, plagiarism, cheating, forgery, sabotage, bribery, and the multi-submission of work.

- **Plagiarism:** Plagiarism is the representation of the works, ideas, data, or arguments of others as one’s own. Whether quoting, paraphrasing, or reiterating others’ ideas, students are responsible for documenting and materials taken from other sources. This means that students identify the source through footnotes, quotation marks and/or other forms of documentation. Sources include books, magazines, newspapers, electronic media, private letters, interviews, or other individuals' work. Additionally, a classroom paper must not be merely a series of phrases, sentences, or paragraphs copied from a source or sources.

- **Cheating:** Cheating is using, or attempting to use, unacknowledged or unauthorized materials, information, data, or ideas. In addition to plagiarism, looking at another student's materials and/or using unauthorized external aids of any sort during an exam or completion of assignments is also cheating.
Forgery: Forgery is the fabricating, altering or counterfeiting of images, documents, or signatures on any information, data, or documents.

Sabotage: Sabotage means deliberately impairing, destroying, damaging, or stealing another's work or working materials such as lab experiments, library resources, computer programs, term papers, exams, or projects.

Bribery: Bribery means offering any service or article with the purpose or effect of receiving a grade or other academic benefit not earned on the merits of the academic work.

Multi-Submission of Work: A classroom paper of any type must be the work of the student submitting it. Students should normally submit credit work for only one course, unless the instructor(s) grant prior written consent for submission to meet requirements for any other course.

Academic Integrity Repository: A confidential file of violations of student academic integrity will be kept in the Office of Academic Affairs. Faculty may request confirmation of prior student offenses.

Artists and Lecturers Committee--TBD

Compliance: Procedures for Reporting Concerns

Employees

Employees should first discuss their concern with their immediate supervisor or department head. If, after speaking with their supervisor, the individual continues to have reasonable grounds to believe the concern is valid, the individual should report the concern to the director of human resources.

In addition, if the individual is uncomfortable speaking with their supervisor, or the supervisor is the subject of the concern, the individual should report their concern directly to the director of human resources.

If the concern was reported verbally to the director of human resources, the reporting individual, with assistance from the director of human resources, shall reduce the concern to writing. The director of human resources is required to promptly report the concern to the chair of the Audit Oversight Subcommittee of the Finance Committee, which has specific and exclusive responsibility to investigate all concerns. If the director of human resources, for any reason, does not promptly forward the concern to the subcommittee, the reporting individual should directly report the concern to the chair of the subcommittee. Contact information for the chair of the subcommittee may be obtained through the Office of Human Resources. Concerns may be also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the chair of the subcommittee of the Board of Directors. Contact information for the chair of the subcommittee may be obtained from the secretary of the Board of Directors, the vice president for finance and business affairs or the university controller.

Directors and Other Volunteers

Directors and other volunteers should submit concerns in writing directly to the chair of the Audit Oversight Subcommittee of the Board of Directors. Contact information for the chair of the subcommittee may be obtained from the secretary of the Board of Directors, the vice president for finance and business affairs or the university controller.

Handling of Reported Violations
The Audit Oversight Subcommittee shall address all reported concerns. The chair of the subcommittee shall immediately notify the members of the subcommittee and the president, of any such report. The chair of the subcommittee will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the subcommittee of the Board of Directors Committee, and appropriate corrective action will be recommended to Finance Committee and the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion or follow-up with the complainant for complete closure of the concern.

The Audit Oversight Subcommittee of the Board of Directors committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

**Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Conduct. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

**Confidentiality**

Reports of concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

**Authority of Audit Oversight Subcommittee**

All reported concerns will be forwarded to the Audit Oversight Subcommittee of the Finance Committee in accordance with the procedures set forth herein. The subcommittee shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Concerns.

**No Retaliation**

This policy is intended to encourage and enable employees, directors, and volunteers to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no employee, director, or volunteer, who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, any employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal or termination of employment.
Equity Board

Equity Board, a committee of University Senate, consists of 10 elected members, two from each of the following university constituencies: students, faculty, support staff, professional staff, and administration. The board exists to provide education to the university community, and to investigate and resolve alleged incidents of discrimination, discriminatory harassment and sexual harassment at Walsh University. In so far as possible, the membership of Equity Board is balanced by gender, race and ethnicity.

The purpose of Equity Board is to provide a way that will allow an employee or student to bring to the attention of the university acts of discrimination and/or sexual harassment. Cases of alleged discrimination and sexual harassment involve sensitive issues and require special attention to ensure confidentiality and fairness. Dissemination of information concerning allegations of discrimination or sexual harassment will be strictly limited on a need-to-know basis. Every effort will be made to safeguard the privacy and reputation of all individuals involved, and to protect those involved from unprofessional, inappropriate, or retaliatory action resulting from an initial report or complaint, and any subsequent investigation or proceedings.

Students and employees may seek information and discuss an alleged incident of discrimination with any appropriate faculty member, department or division chair, or administrator. While the judicial system generally prefers complainants to exhaust internal procedures where possible (i.e., the internal chain of command and/or Equity Board), individuals may choose to utilize external processes to resolve their complaints. Parties may contact the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, or the U.S. Department of Education, Office of Civil Rights. Individuals who choose to file a complaint directly with one of these external bodies must do so within 180 days (6 months) of the alleged incident of discrimination and/or sexual harassment. The use of informal mediation-oriented procedures is entirely voluntary and is not a prerequisite to making a formal complaint either within the university or with external sources such as those listed above.

Informal and/or Formal Procedures

Any employee or student who may have been a victim of or who witnesses discrimination or harassment should do the following:

1. An employee or student who has a complaint should notify a member of the Equity Board as soon as possible after the incident has occurred.
A. Depending on the parties involved, the Equity Board member may request the presence of an additional Equity Board member to hear the complainant present the verbal complaint or may refer the complainant to another Equity Board member.

B. The Equity Board member explains the procedures to the complainant and answers questions.

C. All discussions are confidential.

II. After consulting with the Equity Board member, the complainant may decide to proceed with one of the following:

A. An unwritten informal consultation
   1. The complainant may want only to talk the situation over with someone and not want to pursue the matter further.
   2. The Equity Board member respects the decision of the complainant.
   3. No formal record of the consultation is filed.

B. An informal complaint
   1. The complainant must submit in writing an overview of the harassment charges naming the respondent (alleged offender) and explaining the incident(s) and date(s) of occurrence.
   2. The Equity Board member who agrees to work with an informal complaint may seek consultation from the chair or another Equity Board member at any time during the process. Equity Board members will provide prior notice, in writing, to the complainant of any consultation.
   3. No later than * five (5) working days after receipt of the written complaint, the Equity Board member will notify, in writing, the respondent of the complaint and arrange a time when the complainant, respondent, and Equity Board member will meet to resolve the complaint.
   4. The Equity Board member’s role is to resolve the complaint by acting as mediator between both parties. The complaint must be resolved to the satisfaction of all involved.
   5. Within * ten (10) working days of reaching a satisfactory resolution, the Equity Board member will provide all parties with a written summary of the outcome. This summary must be signed by the complainant, respondent, and Equity Board member.
   6. The signed summary will be kept in a locked confidential file.

C. A formal complaint
   1. The complainant must submit in writing an overview of the harassment charges naming the respondent (alleged offender) and explaining the incident(s) and date(s) of occurrence.
   2. The chair will choose five (5) Equity Board members to hear the complaint and serve on the Review Board.
   3. A representative of the Equity Board may not be a member of the Review Board if he/she or kin is named in the complaint or has another conflict of interest.
   4. A respondent or complainant has the right to request revision of the appointed Review Board.
   5. If five (5) Review Board members can not be assembled from the existing pool of Equity Board members, the chair will choose from an alternate pool of former Equity Board members.
   6. Copies of the complaint will be distributed to the Review Board members and respondent.
   7. The chair may consult with the director of human resources and/or a person from the standing list of consultants with expertise in various categories of discrimination to advise the chair as needed during the proceedings. The chair may also consult the university’s legal counsel for advice, after receiving permission from the university president to do so.
8. Both the complainant and respondent may choose an advocate from the Equity Board to assist them.

9. Both complainant and respondent have the right to submit relevant information and witnesses. Both parties will send the names of all witnesses and a brief description of their testimonies to the Review Board chair at a predetermined date not less than 48 hours prior to the hearing. Lists will be forwarded immediately to the opposing parties.

*All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to ensure a fair hearing.*

**Hearing Proceedings**

I. A closed hearing will be conducted within *fourteen (14) working days after receipt of the written complaint. All information, testimony, and records are confidential. The Review Board will send rules of the hearing to both complainant and respondent.

A. Either party may have an attorney present. However, his/ her function is limited to consultation with his/ her client only.

B. The Review Board Chair will preside over the hearing and read aloud the written formal complaint.

C. Each party will have one-and-a-half hours to present their cases, beginning with the complainant. The Review Board, the complainant or respondent, and their advocates only can ask follow-up questions of each witness. The order of questioning will be 1) opposing party (complainant or respondent), 2) advocate 3) Review Board.

D. The hearing will be audiotaped by the Review Board only. After all information and witnesses have been presented, the hearing will be adjourned.

II. Standards of Proof

A violation of the policy on discrimination or harassment shall be found by the Review Board only when there is a preponderance of evidence the violation occurred.

III. Decisions

A. The Review Board will meet after the hearing to consider the issues and reach a finding as to whether the act or acts alleged in the complaint occurred and whether such an act or acts violate university policy. If the Review Board finds that the act or acts violate(s) university policy a penalty will be proposed.

B. Penalties: The decision of the Review Board shall be designed to remedy the harm done to the complainant and to protect other members of the university community. Complaints often involve unique elements and the remedy fashioned will depend on the findings and the nature of the complaint. The following are examples of penalties for administration, faculty, and staff:

1. permanent prohibition to participate in grading, honors, recommendations, reappointment and tenure or promotion decisions, or other evaluations of the complainant;
2. oral warning; and
3. letter of warning or reprimand placed in personnel file of the respondent.
4. formal disciplinary action (e.g., denial of access to university resources such as travel or merit pay/salary increases for a specified period of time; suspension without pay; or dismissal.

Penalties for students will be consistent with those authorized through the *Student Handbook* and disciplinary system up to and including dismissal.

The Review Board will recommend to the president (or chair of the Board of Directors should the president be the respondent) the proposed penalty. If the president for chair of the Board of Directors should the president be the respondent) rejects the recommended penalty of the Review Board, a meeting will be held between the Review Board and the president (or chair of the Board of Directors should the president be the respondent) to attempt to reconcile the differences. Barring such reconciliation, the decision of the president for chair of the Board of Directors should the president be the respondent) shall stand.

C. No later than *three (3) working days after the hearing concludes, the Review Board shall report its finding(s) to the complainant and the respondent. A written report will be provided to all parties. One copy of the report will be locked in the confidential file.

D. All deliberations are confidential.

**IV. Implementation of the Decision**

A. The president (or chair of the Board of Directors should the president be the respondent) will consult with appropriate university officials, as needed, in implementing the decision of the Review Board

1. The decision of the Review Board with the agreement of the president (or chair of the Board of Directors should the president be the respondent) is binding upon all parties and is reviewable or appealable only if due process has been violated.

B. All pertinent information of the case will be locked in the confidential file four days after the final decision has been rendered, providing an appeal has not been filed. All documents given to the Review Board except those for the confidential file will be collected and shredded once the case is concluded.

**Appeal**

I. Grounds for an appeal must be based on due process only; that is, that the process was flawed and the person was denied a fair hearing. There is no appeal of the decision based on matters of judgment or the facts in the case. The appeal must take the form of a written statement clearly outlining the violation(s) of due process and how those violations materially affected the outcome of the case.

II. An appeal must be submitted in writing within *three (3) working days* to the chair of the Equity Board.

III. The chair of the Equity Board will convene an Appeal Committee composed of:

A. Him/herself (or in the event the chair was a member of the hearing in question another Equity Board member).

B. A second Equity Board member who was not a member of the hearing in question.

C. President of the university or designated employee.
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IV. The Appeal Committee will review all audiotapes and written information (or those portions thereof related to the due process challenge) pertaining to the hearing in question.

A. Within *five (5) working days the Appeal Committee will meet with the Review Board, complainant, respondent, and advocates to announce the decision.

B. Since the appeal process solely is based on due process considerations, findings of the appeal may result in one of the following outcomes:

1. A finding that due process has been violated and that the case, in part or in whole, is remanded back to the Equity Board for a rehearing in compliance with proper procedural due process; or
2. A finding that a due process violation occurred but does not affect materially the outcome of the case, thus, the decision should stand; or
3. A finding that no violation of due process occurred and, thus, the decision should stand.

C. All parties will receive a written summary of the Appeal Committee’s decision.

D. One copy of this summary will be added to the other information pertinent to the case and locked in the confidential file. All documents given to the Appeal Committee except those for the confidential file will be collected and shredded once the decision has been made.

V. The decision of the Appeal Committee is final.

*All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to ensure a fair hearing.

Approved by University Senate, March 21, 2003.
Approved by university president, June 26, 2003.

Faculty Affairs Committee Bylaws

Article I. Name

The name of this committee shall be the Faculty Affairs Committee.

Article II. Definition and Purposes

The committee is a standing subcommittee of the Academic Assembly. As elected representatives of the ranked faculty, the Faculty Affairs Committee oversees university policies related to teaching faculty, representation of the teaching faculty in the university governance system, and conditions of work and employment for teaching faculty at the university.

The responsibilities of the committee are to:

1. Develop policies and recommendations for the consideration of the Academic Assembly and its committee structure with respect to:
   - the role and effectiveness of the faculty in university governance including the organization of Academic Assembly and its committee structure;
• issues pertinent to scholarly activity, professional development, faculty scholar and sabbatical policies, salaries, fringe benefits, evaluation procedures, rank, and tenure criteria;

• issues pertinent to the general working environment of faculty (e.g., classroom and office facilities and conditions, faculty lounge, support equipment–its maintenance and access, and availability and accessibility of support services);

• accountability procedures for representatives of the Academic Assembly serving on the Board of Directors, standing and ad hoc committees of Academic Assembly.

• criteria and guidelines for equitable disbursement of monies from the faculty development fund;

• election procedures for committees in Academic Assembly;

• additional matters as deemed appropriate by the committee or by the Academic Assembly;

2. Periodically review and revise the Faculty Handbook and maintain up-to-date files of policies and procedures to facilitate such revisions;

**Article III. Membership**

The committee consists of seven ranked faculty, including four tenured faculty, at least one who has graduate faculty status, and at least three who are fulltime undergraduate faculty.

Members are elected according to policies and procedures established by the Selection Committee.

A member wishing to resign will submit a letter of resignation to the chair. Upon notification of the resignation, the chair will ask the Selection Committee to fill the vacancy.

**Article IV. Chairpersons**

In May, following the Selection Committee announcement of the Faculty Affairs Committee membership, the outgoing chair will call a meeting of the new committee members to elect a chair and vice chair. The chair and vice chair will serve for one year.

**Article V. Meetings**

Section 1. Frequency.

Regular meetings will be held at least once a month during the academic year, unless there is no pending business. Meetings will be held according to the teaching schedules of the members for that semester.

Section 2. Quorum. If and only if 5 of the 7 committee members are present at a meeting shall there be a quorum. If there is not, the chair may continue the meeting informally, but no business can be done if a quorum is not present.

Section 3. Majority Vote.

A simple majority vote is required to carry a motion, a quorum being present.
Section 4. Extraordinary Meetings.

At the discretion of the chair, an extraordinary meeting may be called upon one week notice.

Section 5. Agenda.

The chair will prepare the agenda.

Section 6. Minutes.

Minutes will be taken by a faculty secretary or a committee volunteer. Minutes will be kept in writing and sent to: members of the committee, chair of the Academic Assembly, and the archives.

Article VI. Committees

The Selection Committee is a standing subcommittee of this committee as described in the governance plan, and the members are elected in accordance with the procedures and policies established by the Selection Committee.

The Faculty Affairs Committee selects a teaching faculty member to serve as facilitator for the faculty development fund. The facilitator has the authority and responsibility to determine legitimacy of all applications submitted under these guidelines. In the event of disagreement concerning the facilitator’s decision, the faculty member involved may appeal the judgment to the full Faculty Affairs Committee for a majority vote. The decision of the Faculty Affairs Committee is final.

Article VII. Parliamentary Authority

Meetings shall be conducted informally, by consensus and majority vote.

Article VIII. Amendment of the Bylaws

These bylaws may be amended, repealed, or altered, in whole or in part, by a vote of 5 out of the 7 members of the committee.

Academic Assembly Motion #08-12, January 2008.

Faculty Forums Committee

The responsibility of this committee is to:

- represent the interests of the faculty in the planning of forums and other university-wide events as needed;
- plan and implement at least one faculty development event per semester designed to promote effective teaching and learning;
- coordinate and plan for other forums on topics of interest to the members of the university community.

The committee works in consultation with the chair and vice chair of Academic Assembly. The committee consists of three faculty.
Faculty Retention, Tenure and Promotion Committee: Procedures

The Committee on Faculty Retention, Tenure and Promotion (FRTP) is a standing committee of Academic Assembly. FRTP reviews and evaluates the portfolios of fulltime faculty members with rank as they advance towards and then apply for tenure and/or promotion according to the policies and procedures approved by the Board of Directors and set forth in Section B of the Faculty Handbook. Recommendations concerning adequate or inadequate progress towards tenure and/or promotion are forwarded in writing to the chief academic officer. Recommendations concerning granting tenure and/or promotion are also forwarded in writing to the chief academic officer who then makes a formal recommendation to the president. Final decisions on promotion are the prerogative of the president. In matters of tenure, final decisions are made by the Board of Directors.

Membership

The Committee on Faculty Retention, Tenure and Promotion is composed of the dean of instruction who serves as chair and is a non-voting member, and six (6) tenured teaching faculty members, elected by the tenured teaching faculty, at least one (1) of whom must be graduate teaching faculty.

In order to provide continuity on the committee, and to assure that at least a portion of the committee is in place for both a faculty member’s first and third year evaluations, and a faculty member’s third- and sixth-year evaluations, members of the Committee on Faculty Retention, Tenure and Promotion will be elected to three year terms renewable once. Elections will be conducted by the Selection Committee of Academic Assembly in accordance with its bylaws.

Members of the Committee on Faculty Retention, Tenure and Promotion who themselves are being evaluated for tenure or promotion must recuse themselves from all discussions concerning, and all votes taken on, their candidacy. division chairs and program directors who have already passed a summative judgment on an applicant’s candidacy as part of the portfolio evaluation process must also recuse themselves from all discussions concerning, and all votes taken on, that candidate.

Spouses or relatives of candidates who serve on the committee are not allowed to vote or discuss the candidacy of the spouse or relative.

Procedures for Tenure and/or Promotion Review

- The process normally begins in May of each year, when the chief academic officer provides written notification to eligible candidates and convenes a meeting with them to discuss the tenure/promotion procedures and the preparation of their faculty portfolios.

- At the beginning of each academic year, the chief academic officer, in consultation with the chair of the Committee on Faculty Retention, Tenure and Promotion, will establish timelines for the submission of tenure and/or promotion portfolios.

In accordance with these timelines:

- The candidate submits the portfolio to his/her division chair or program director.

- The academic program director or division chair evaluates the candidate and discusses with the candidate his or her written evaluation and recommendation. When the candidate is serving as division chair or a program director reporting directly to the chief academic officer, the evaluation and recommendation will be
conducted by the chief academic officer or a designated faculty representative mutually agreed upon by the chief academic officer and the tenure and/or promotion candidate.

- The candidate’s program director or division chair forwards the portfolio along with his or her evaluation and recommendation to the dean of Instruction. Upon receipt of the completed portfolio, the dean of Instruction convenes the Committee on Faculty Retention, Tenure and Promotion and, in the cases of candidates for tenure, solicits the recommendations of the remaining tenured teaching faculty for each candidate.

- The committee may, at its discretion, ask for revisions or clarifications regarding components of the portfolio. The Committee on Faculty Retention, Tenure and Promotion finalizes its recommendations, prepares a written report, and forwards it to the chief academic officer.

- The candidate for tenure may end his/her candidacy at any time prior to the Board of Directors meeting at which the final decision on tenure will be made. If a rejected candidate believes he/she has been treated unfairly, he/she may call for action by the Faculty Grievance Committee.

- Candidates for tenure are notified (in writing) of the board’s decision and a copy of the letter is placed in each candidate’s permanent personnel file.

- Progress towards tenure and/or promotion is not interrupted by sabbaticals or by authorized leaves of absence.

**Committees and Subcommittees**

There are no committees and subcommittees of the Committee on Faculty Retention, Tenure and Promotion.

**Parliamentary Authority**

Committee meetings will be run according to *Robert’s Rules of Order* with a majority of the membership required to provide closure on a decision.

**Amendment of Bylaws**

Change of the bylaws may be approved by a simple majority of members as set forth in *Robert’s Rules of Order*.

**Graduate Council**

The Graduate Council reviews and recommends policies for the graduate program to the Academic Assembly and to the appropriate administrative officer for further action. It is also the appeals board for graduate students.

Members of the Graduate Council include the directors of graduate programs, the chief academic officer (as ex officio member), and one graduate faculty member representing each program. The chair of Graduate Council is nominated and voted by members of the Graduate Council at the April meeting of the council each year.

**Committees of Graduate Council**

The Review of Research with Human Subjects Committee (HSR)
HSR reviews and approves all research involving human subjects done by faculty or students at the University. In accordance with federal regulations, the HSR committee includes:

- one member from philosophy/theology with representatives alternating from each discipline per term
- one member who is not otherwise affiliated with Walsh University and who is not part of the immediate family of a person who is affiliated with the university
- one member from nursing, physical therapy, or natural sciences whose graduate training included education and experience in behavioral and/or scientific research with human subjects
- two members (both of whom may not be from the same departmental unit) from behavioral sciences, counseling and human development, education (graduate and undergraduate) or business/MBA each of whose graduate training included education and experience in behavioral research with human subjects. At least one of these members must be graduate faculty.

The Graduate Academic Review Committee (GAR)

GAR oversees the academic performance of graduate students in their respective program of studies. Its responsibilities include:

- consideration of admission standards, academic promotion, suspension, dismissal, and readmission of students;
- consideration of policies on evaluation of student performance/progress.

Membership in this committee includes a representative from each of the graduate programs and the chief academic officer.

The Graduate Curriculum, Review Committee (GCR)

GCR monitors graduate courses within each area of study to ensure it is of the highest quality and meets prescribed professional standards within the discipline (or as mandated by the corresponding accrediting body).

Included among its responsibilities are:

- evaluation and review of curriculum within each area;
- consideration of proposals for new programs of study.

Grievance Board: Procedures

Any employee or student who has an issue/complaint should do the following:

Informal Procedures

An employee or student who has an issue/complaint, and, is unfamiliar with the appropriate internal procedures for resolving the issue/complaint, should notify a member of the Grievance Board as soon as possible after the incident has occurred.

A. Depending on the parties involved, the Grievance Board member may request the presence of an additional Board member to hear the verbal complaint or may name a different Board member.
B. The Grievance Board member explains the procedures to the complainant and answers questions.

C. The board member's initial response will be to determine where, if appropriate, the student or employee should begin to pursue their issue/complaint within the procedures already in existence within the university policies. If the student or employee has begun this step on their own, the board member will determine if the student or employee has chosen any, or all, of the appropriate channels of resolution, and, if so, whether they have exhausted these means. If written permission is given by the student or employee, the individual board member may consult with the entire board for assistance in reaching such determinations.

D. It is the policy of the board, in the receipt of any issue/complaint, formal or informal, to initially defer to the jurisdiction of any other authority within the university community under which the issue/complaint may lie. This is to ensure that the Grievance Board is not duplicating the efforts of pre-existing procedures that are, by their nature, protective of the students or employees due process rights. The board may also attempt to resolve the matter informally, if at all possible, including the possibility of a confidential meeting between the parties involved if agreed upon by those parties. In this informal stage of an issue/complaint, the initial Grievance Board member contacted will act as a liaison between the parties.

E. All discussions are appropriately confidential.

F. The complainant may want only to talk the situation over with someone and not want to pursue the matter further.

G. The Grievance Board member respects the decision of the complainant regarding further pursuit of the grievance process.

H. No formal record of the consultation is filed.

**Formal Procedures**

A. The complainant must submit the complaint in writing to a member of the Grievance Board. The issue/complaint must identify the individual or entity ("Respondent") who/which is perceived to be the cause of the issue/complaint. The issue/complaint must provide essential facts (who, what, when, where, why, how) and must identify all individuals with knowledge of the facts involved in the issue/complaint. Copies of any pertinent documents which are material to the issue/complaint must be appended to the issue/complaint. Any effort that was previously attempted to resolve the issue/complaint before submitting this written formal issue/complaint should be documented and presented to the board member.

B. The board may rule, based on a reasonableness standard, that the issue/complaint has not been filed in a timely manner and cannot be pursued, or, that the student or employee is not the appropriate person to pursue the claim. To be timely, the formal issue/complaint must be filed within sixty (60) calendar days of a specific incident causing the issue/complaint or within sixty (60) calendar days of a series of incidents which, in totality, cause the student or employee to reasonably believe an unjust situation exists.

C. If the board determines that the issue/complaint is timely, that the student or employee has appropriate standing, and that all other reasonable avenues of resolution have been attempted, by the student or employee, then the board, as soon as possible and not to exceed thirty (30) calendar days of the receipt of the issue/complaint, will issue its determination. The board's determination shall be in writing and copies shall be sent to the student or employee and to the respondent. At its discretion, the board may order discovery from both parties and/or order both parties to appear in front of the board for a hearing.

D. If the board decides that a hearing is warranted, the chair will select five (5) Grievance Board members, one from each constituency, to form a Review Board and to hear the complaint.
E. A representative of the Grievance Board may not be a member of the Review Board if the representative or his/her kin is named in the complaint. Also, a representative of the Grievance Board may not be a member of the Review Board if he/she had significant contact with the student or employee relative to the grievance.

F. A respondent or complainant has the right to request revision of the appointed Review Board if just cause is demonstrated through appropriate documentation but the final decision regarding such matters remains with the Grievance Board.

G. Copies of the complaint will be distributed to the Review Board members and respondent.

H. A Human Resource person may be used as a resource by the Grievance Board or Review Board.

**Hearing Proceedings**

I. A closed hearing will be conducted within fourteen (14) working days after the board decides that a hearing is warranted. All information, testimony, and records are confidential.

A. Both complainant and respondent may choose a liaison from the Grievance Board to assist her/him during the hearing.

B. Although an attorney may be present, his/her function is limited to consultation with his/her client only without disruption of or interference with the proceedings.

C. At this hearing, the complainant shall present her/his complaint, information, and witnesses relevant to the issue/complaint.

D. The respondent has the right to submit relevant information and witnesses.

E. One of the Review Board members will preside over the hearing and read aloud the written formal complaint.

F. The respondent and her/his liaison will be given time:
   1. to agree or disagree with the complaint.
   2. to question the complainant and all witnesses at the hearing.

G. The complainant and his/her liaison will be given time to question all witnesses and respondent at the hearing.

H. Review Board members may question the complainant, respondent, and witnesses.

I. The hearing may be audiotaped by the Review Board only at the discretion of the Board.

J. The chair may consult with the director of human resources and/or a person from the standing list of consultants to advise the chair as needed during the proceedings. The chair may also consult the university’s legal counsel for advice, after receiving permission from the university president to do so.

K. All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.
II. After all information and witnesses have been presented, the hearing will be adjourned.

III. The Review Board will meet at an appropriate time or times after the hearing to consider the issues and reach a decision.

   A. A finding that an issue/complaint has merit shall be determined by the Review Board only when there is a preponderance of evidence in support of such finding.

   B. All deliberations are appropriately confidential.

   C. Within three (3) working days of reaching its final decision the Review Board will meet with the complainant, respondent, and advocates to announce the decision.

IV. All parties will receive a written summary of the proceedings and decision. One copy will be kept in the confidential file.

V. The Review Board will recommend to the president (or chair of the Board of Directors should the president be the respondent) the proposed penalty. If the president (or chair of the Board of Directors should the president be the respondent) rejects the penalty recommended by the Review Board, a meeting will be held between the Review Board and the president (or chair of the Board of Directors should the president be the respondent) to attempt to reconcile the differences. Barring such reconciliation, the decision of the president (or chair of the Board of Directors should the president be the respondent) shall stand.

VI. The decision of the Review Board, with the agreement of the president (or chair of the Board of Directors should the president be the respondent), is binding upon all parties and is reviewable or appealable only if due process has been violated.

Appeal

I. Grounds for an appeal must be based on due process only; that is, that the process was materially flawed and the person therefore was denied a fair hearing. There is no appeal of the decision based on matters of judgment or the facts in the case. The appeal must take the form of a written statement clearly outlining the alleged violation(s) of due process and how those violations materially affected the outcome of the case.

II. An appeal must be submitted in writing, within three (3) working days after a decision has been made, to the chair of the Grievance Board.

III. The chair of the Grievance Board will convene an Appeal Committee composed of:

   A. Him/herself (or in the event the chair was a member for the hearing in question, another Grievance Board member).

   B. A second Grievance Board member who was not a member for the hearing in question.

   C. President of the university or designated employee.

IV. The Appeal Committee will review any audio tapes and written information (or those portions thereof related to the due process challenge) pertaining to the hearing in question.
A. Within five (5) working days, the Appeal Committee will meet with the Review Board, respondent, and advocates to announce the decision.

B. Since the appeal process solely is based on due process considerations, findings of the appeal may result in one of the following outcomes:

   1. A finding that due process has been violated and that the case, in part or in whole, is remanded back to the Grievance Board for a rehearing in compliance with proper procedural due process; or
   2. A finding that a due process violation occurred but did not affect materially the outcome of the case, thus, the decision should stand; or
   3. A finding that no violation of due process occurred and, thus, the decision should stand.

C. All parties will receive a written summary of the Appeal Committee’s decision.

D. One copy of this summary will be added to the other information pertinent to the case and kept in the confidential file. All documents given to the Appeal Committee except those for the confidential file will be collected and shredded once the final decision has been made.

V. The decision of the president (or chair of the Board of Directors if the president is the respondent) is final.

Approved by University Senate, March 21, 2003; approved by university president, June 16, 2003.

Honorary Degree and Commencement Speakers Committee: Procedures for Selection of Honorary Degree Recipients

The president, with the Honorary Degree and Commencement Speakers Committee of the university, will review any nomination for an honorary degree that is received from any member of the Walsh University community—i.e., the faculty, the student body, the administration, the Board of Directors, or the alumni. Nominations are to be submitted to the president's office by March 1 and should include a statement of the qualifications of the nominee and substantive background information.

The Honorary Degree and Commencement Speakers Committee is composed of:

- Two (2) faculty members elected by the Academic Assembly, serving three (3) year terms. Initially terms are to be staggered one year apart until there are two representatives on the committee. Thereafter faculty representatives will be elected as soon as practical in the fall semester.
- Two (2) student representatives from the junior class elected by the student government, serving two (2) year terms. Initially the student representatives will be elected from each of the next two consecutive graduating classes until there are two representatives on the committee. Thereafter, student representatives will be elected for a two-year term as soon as practical in the fall of their junior years.
- One (1) member of the administration appointed by the president, term length to be at discretion of the president.

During September of each academic year, the president shall convene a meeting of the Honorary Degree and Award Committee. As a first order of business the committee will conduct an election of a chair of the committee from its membership. This person will coordinate the business of the committee until the next September.

When, upon support of the Honorary Degree and Award Committee, a nomination is made to the president, the president is to present this recommendation, with supporting documentation, to the Academic Assembly for a vote of approval. After approval, the slate is presented to the Academic Affairs Committee of the Board of Directors for their
action. Normally up to three (3) nominees and their alternates may be submitted in any academic year.

The Academic Affairs Committee of the board will review the president's recommendation and Academic Assembly's and make its recommendation, with supporting documents and designation of degree, to the full Board of Directors.

The Board of Directors will decide on the recommendation from the Academic Affairs Committee. In order to be awarded an honorary degree, candidates must be approved by a simple majority of the directors present at a regular meeting of the board or the board may, at its discretion, conduct this vote by written, mailed or faxed ballot.

All nominations and actions pertaining thereto shall be held in confidence by both committees and the board. When approved by the directors, a nominee becomes an official candidate for an honorary degree. After approval, the president will contact the candidate to offer the honorary doctorate. If the candidate accepts, the doctorate will be conferred at one of the two succeeding commencements (or other special occasions within the two years of approval by directors).

Announcement of candidates for honorary doctorates will be made by the president after each candidate has agreed to accept the award.

Approved: Academic Assembly, 2-26-93; Walsh University Student Government, 2-93; Administrative Council, 3-26-93; Board of Directors, 4-30-93.

Honors Bylaws (TBD)

Human Subjects Review Process and Procedures (Sections I and II for HSR are in Appendix III)

iii. Review Process and Procedures 18

Research conducted at or sponsored by Walsh University must adhere to the ethical principles, policies, and procedures set forth in this document.

A. Timing Considerations

Review must occur prior to the initiation of research activity and prior to the implementation of changes in procedures involving human subjects (unless changes in the research are necessary to eliminate immediate hazards to human subjects.) If the research is being proposed for external funding, review should take place prior to or shortly after submission of the research proposal to the funding agency. Some funding agencies have imposed deadlines for submission of the certification of the Human Subjects Review Committee. Consideration should be given to provide adequate time for the Human Subjects Review Committee to review the research proposal properly.

Occasionally an investigator undertakes research without the intention of involving human subjects, but she or he later decides to use human subjects in the research. Before work with human subjects can begin, the research must be reviewed in accordance with the policies and procedures of this document. For work funded by agencies governed by the HHS regulations, approval of the proposed change to use human subjects must be given by the agency as well.

B. Application Process and Flow Chart for Research Activities

All investigators must first submit an Application for Approval to Use Human Subjects in Research Form (See Appendix A) to the Human Subjects Review Committee chair. The chair then determines if the research should be classified as a Level I (no risk to human subjects), or should be sent to the HSR Committee. If a
preliminary review of the research proposal by the chair determines that there is a Level I classification, then
the proposal is exempt from further Human Subject Review Committee involvement and the research can
proceed pending chair approval and any modifications deemed necessary by the chair. If the chair determines
that the research involves a Level 2 or Level 3 classification, then the research proposal is sent to the HSR
Committee for review. If Level 2 or Level 3 research proposals are not approved, then the investigator and
Human Subjects Review Committee will consult on needed changes. All research, whether Level 1, 2, or 3,
must be approved by the Human Subjects Review chair or the Human Subjects Review Committee prior to the
initiation of any research activity.

C. Continuing Review

For research activities lasting longer than one year, periodic reviews and/or application updates may be
stipulated by the Human Subjects Review Committee. The review interval will be specified in the notification to
the investigator regarding the results of the initial review. The minimum requirements for a continuing review
will include an inquiry regarding the investigator's plans for continuing the research beyond the original period,
modifications to the original protocol, occurrence of any problems involving human subjects, and consideration
of the applicability of any changes in external or Walsh University review requirements. The HSR Committee
may also impose special requirements such as a requirement for a progress report, third party review of the
consent process or third party review of the research. Such specific requirements will normally be stipulated in
the original approval letter. Although the investigator is responsible for initiating the continuing review, the HSR
chair should normally provide a reminder of the necessity for continuing review and any forms to be used for
this purpose.

D. Review of Cooperative Research

Cooperative projects may involve distribution of responsibility for aspects of the research or distribution of
access to subjects among cooperating investigators. With the approval of the HSR chair, Walsh University
may use joint review, reliance upon the review of another qualified HSR Committee, or similar arrangements
to avoid duplication of effort. Such special arrangements must be made well in advance through consultation
with the HSR chair.

E. Records of Review

The review of all research must be documented. The chair will keep a copy of the application for approval to
use human subjects in research form and will also forward a copy to the university archives. These records
must be retained for three years after the completion of the research. The research applications must be
accessible for inspection and copying by authorized representatives of the university and/or the sponsoring
agencies.

F. Suspension or Termination of HSR. Approval of Research

The HSR Committee has the authority to suspend or terminate approval of any research conducted at or
sponsored by Walsh University that is not being conducted in accordance with HSR requirements or that has
been associated with unexpected harm to subjects. Any suspension or termination of approval will include a
statement of the reasons for the HSR Committee's actions and shall be promptly reported to the investigator
and the Walsh University chief academic officer. For any HHS-supported work so terminated, HHS regulations
require that the Secretary of HHS be notified as well.
G. Institutional Oversight

Research that has been approved by the HSR Committee may be subject to further appropriate review and approval/disapproval by the officials of the institution. Institutional officials may not approve the research if it has been disapproved of by the HSR Committee.

IV. Statement of Responsibilities

The responsibility for the protection of subjects is distributed among several parties: faculty/staff and students (principal and/or co-principal) investigators, division/department chairs, the Human Subjects Review Committee, the university administration, sponsoring agencies, the subjects themselves, and those who control access to subjects.

A. Principal Investigator

The primary responsibility for the day-to-day assurance for protection of the rights and welfare of human subjects lies with the individual responsible for the conduct of the activity, (i.e., the principal investigator) specifically, the investigator is responsible for:

• Careful research design
• Careful adherence to ethical codes and applicable policies and procedures of Walsh University, the sponsoring agency, and cooperating institutions, if any
• Training and supervision of staff and students participating in the research
• Providing information required and taking all steps in initial and continuing review of nonexempt research
• Retaining required records
• Obtaining prior approval of Human Subjects Review Committee for changes in a nonexempt research activity
• Prompt reporting to the Human Subjects Review Committee of unanticipated problems involving risk to subjects or others.

B. Division/Department Chair or University Administrator:

The chair/administrator has the responsibility to:

• Ensure that faculty, staff, and students are kept informed of the Human Subjects Review Committee policy and procedures and of their responsibilities for protecting the rights and welfare of human subjects involved in research
• Ensure that for any course offered by the department in which participation of the registrants as human subjects is expected, notification to this effect is given in the course description in the Walsh University Catalogue
• Report promptly to the Human Subjects Review Committee any unanticipated problems involving risks to subjects or others.

C. Human Subjects Review Committee:

The Human Subjects Review Committee is responsible for:

• Initial and continuing review of nonexempt research
• Ascertaining acceptability of proposed research in terms of institutional commitments, applicable laws, and standards of professional conduct and practice
• Documentation of such review in conformity with applicable law, regulations, and policies
D. Sponsoring Agencies:

Sponsoring agencies usually accept responsibility for evaluating research proposed for their support. This evaluation is undertaken in addition to that provided locally. The agency may impose additional conditions prior to or at the time of funding if additional conditions are judged to be necessary for the protection of human subjects. Furthermore, the agency may require that its funding for any project be terminated or suspended if it finds that the institution has materially failed to comply with the terms of its regulations.

D. Subjects: Subjects who participate in research should:

- Consider carefully the decision to participate in research
- Ask questions freely
- Recognize that they are free to withdraw from participation at any time
- Notify the investigator promptly of any adverse effects of participation
- Take unresolved complaints or concerns about their participation in research to the division/department chair or university administrator and, if the matter remains unresolved, to the chairperson of the Human Subjects Review Committee.

E. Individual or Institution Providing Access to Subjects:

If the individual responsible for conducting research activities is not a Walsh University employee or student but is obtaining access to subjects through Walsh University, the individual providing access to the subjects is responsible for ensuring that Walsh University policies and procedures, including review requirements, are met.

If professional practitioners or service agencies provide access to subjects, the individual providing access should ensure that the professional's commitments to the client are not abridged. If access is obtained through cooperating institutions, the authorized official of that institution must be informed of the research and should satisfy herself or himself that the subjects' rights and welfare will be protected and that institutional commitments to the subject will not be abridged.

VI. Administration of HSR Policies and Procedures

The Human Subjects Review Committee serves as the primary locus of institutional authority and responsibility for activities involving the use of human subjects in research. Its responsibilities include:

- Development of policy and procedures for such activities
- Development of information and instructions for investigators, reviewers, and subjects involved with such activities
- Initial and continuing review of such activities
• Ascertaining acceptability of proposed research in terms of institutional commitments, applicable law, and standards of professional conduct and practice
• Documentation of review of such activities in conformity with applicable law, regulations, and policies
• Provision of advice and counsel to investigators engaged in such activities
• Adjudication of differences and review of problems arising out of such activities
• Ensuring compliance with externally imposed policies and regulations
• Reporting to the secretary of Health and Human Services (HHS) unanticipated problems involving risks to subjects and others in work funded by HHS
• Reporting to the appropriate institutional officials and, for research funded by the HHS regulations, to the secretary of HHS, any serious or continuing noncompliance by investigators with the requirements and determination of the Human Subjects Review Committee.

Composition of the HSR Committee and Selection of Its Members

The Walsh University HSR Committee shall have at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. Members will be chosen so that the HSR Committee will be sufficiently qualified to ascertain the acceptability of proposed research in terms of institutional commitments in regulations, applicable law, and standards of professional conduct in practice.

The following factors will be considered in selecting members:

• experience and expertise with behavioral or scientific research with human subjects
• diversity of background, including consideration of the racial and cultural background and sensitivity to such issues as community attitudes
• membership will not consist entirely of men or entirely of women

Specifically, in accordance with federal regulations, the HSR Committee will include the following membership categories:

• one member from philosophy/theology with representatives alternating from each discipline per term
• one member who is not otherwise affiliated with Walsh University and who is not part of the immediate family of a person who is affiliated with the university
• one member from nursing, physical therapy, or natural sciences whose graduate training included education and experience in behavioral and/or scientific research with human subjects
• two members (both of whom may not be from the same departmental unit) from behavioral sciences, counseling and human development, education (graduate and undergraduate) or business/MBA, each of whose graduate training included education and experience in behavioral research with human subjects. At least one of these members must be graduate faculty.

HSR Committee members will serve staggered three-year terms, and may not serve for more than two consecutive terms. Members are responsible for being informed on all HSR policies and procedures and applicable laws and regulations. HSR Committee members are expected to review all materials as well as to attend and to vote at meetings of the HSR Committee as required in this policy.

Procedures for identifying and appointing university members of the HSR Committee are established by the Graduate Council membership; the non-university member is appointed by the chair, HSR Committee. The chair of the HSR Committee is elected by HSR Committee members.
B. Operation of the HSR Committee

The HSR Committee meets each semester (3), or more frequently, as needed, to review proposed and continuing research activities involving human subjects and to carry out various responsibilities and activities related to human subjects.

The committee will determine that the criteria for HSR approval are met and will recommend the frequency on continuing review, if needed, and the nature and extent of any monitoring of the research on consent process to be required. No member shall be involved in either the initial or continuing review of activity in which she or he has a conflicting interest, except to provide information requested by the committee.

The HSR Committee will adopt a variety of mechanisms to ensure depth and breadth of review. These may include a provision for inviting individuals with competence in special areas to assist in the review of complex issues which require expertise beyond or in addition to that available on the committee.

Review and approval of Level I risk research (exempted review) will be done by the chair of the HSR.

In order for Level II (expedited) or Level III research work to be approved by the committee, it shall receive the approval of a majority of those members present at the meeting. A level II (expedited) review procedure requires a quorum of at least three members of the committee. If the recommendation is for approval, the decision will be communicated immediately to the investigator. If the decision is for disapproval or a major change, the chair or a designated committee member will address the concerns and recommendations in a written memo. The investigator(s) has (have) the opportunity to reapply or to submit additional material or explanations to the chair of the HSR. If all issues are appropriately addressed (as determined by the chair), the chair contacts the investigator about the approval. A written confirmation of approval is also sent to the investigator(s).

The committee may provide for expedited review of certain categories of research which it will designate with due consideration of applicable regulations of sponsoring agencies. For research work governed by HHS regulations, expedited review will only be available for Level II risk projects and for minor changes in previously approved research during the period of valid approval.

For review of Level III risk and research governed by HHS regulations, the HSR quorum must include at least one member whose primary concerns are in nonscientific areas and at least three of the four committee members.

For all three levels of review, the committee will provide written notice to principal investigators of the disposition of their proposals. If the proposal is approved, the letter will include any special terms or conditions of approval and/or reporting. If the committee stipulates changes or if it disapproves the proposal, the written notification will state the basis for this decision.

If the decision is for disapproval or a major change, the chair or a designated committee member will address the concerns and recommendations in a written memo. The investigator(s) has (have) the opportunity to reapply or to submit additional material or explanations to the chair of the HSR. If all issues are appropriately addressed (as determined by the chair), the chair contacts the investigator about the approval and a written confirmation of approval is sent.

The committee will maintain adequate documentation of all HSR activities, including minutes of the HSR meetings. These minutes will be kept in sufficient detail to show attendance at the meetings, actions taken...
by the HSR Committee, the vote on the actions, the basis for requiring changes in or disapproval of
research, and a written summary of the discussion of controverted issues and their resolution. Copies of all
applications, research projects, and all committee correspondence and records will be kept with the chair for
seven years.

The HSR Committee functions as a subcommittee of Graduate Council and normally reports on all activities
to that body. Additionally, The HSR Committee also reports all decisions and actions directly to the chief
academic officer for administrative review. Copies of all HSR Committee records are forwarded to University
Archives.

Instruction and Academic Policy Committee

ARTICLE I: NAME

Committee on Instruction and Academic Policy

Article II: Object

Section 1 Purpose

It is the purpose of this committee to develop recommendations on the character, content, and overall
balance of the curriculum and present them to the Academic Assembly. The committee also identifies and
reviews financial implications for the university of the proposals under consideration. It is the practice of this
committee to consult with other members of the university regarding their proposals and to invite these
members to present and discuss these proposals at committee meetings.

Section 2 Responsibilities

- to consider proposals for change in specific undergraduate majors, minors or academic programs
  initiated by divisions;
- to review periodically and evaluate proposals concerning the core curriculum/general education
  and associate and bachelor degree requirements, keeping with current developments in higher
  education;
- to consider proposals for new undergraduate majors, minors and academic programs and the
  addition of new courses which may impinge on existing curricula;
- to consider policies on the evaluation of instruction and other matters related to the overall quality
  and effectiveness of the undergraduate curricula;
- to review and recommend policies for awarding undergraduate academic honors;
- to consult with the vice president for finance and business affairs or his/her direct designate as
  appropriate.

Article III: Members

Section 1

The committee consists of the chief academic officer, the registrar, one representative each from the
admissions office and the library, six undergraduate faculty from different areas of study, and two
undergraduate students. All members have voting rights.
Section 2

The six undergraduate faculty members are elected under procedures stipulated by the Committee on Faculty Affairs. The library representative is a professional librarian elected by the Committee on the Library. The chief academic officer is an ex officio member. The registrar is a member. Undergraduate student representatives are appointed by the Walsh University Student Government.

Section 3

Members notify the committee in writing if they decide to resign from this committee. If a member resigns during a spring term, the position on the committee remains vacant until the next election is held. If a member resigns during a fall term, the position is filled under procedures stipulated in Article III Section 2.

Article IV: Chairpersons

Section 1

The chair and vice chair positions are held by undergraduate faculty members of the committee. The nomination and election process for the chair and vice chair positions occur at the first meeting in the fall term. For each position, the individual receiving the most votes is elected.

Section 2

The chair and vice chair serve one-year terms and may be reelected the following year if they remain on the committee.

Article V: Meetings

Section 1

Meetings are held approximately once per month or as necessary.

Section 2

Seven committee members constitute a quorum. Voting by proxy is not permitted. Written or electronic balloting may be used to vote outside of meetings.

Section 3

The chair may call a meeting as needed with advance notice of one week.

Section 4

The chair compiles meeting agendas. Any member of the university community may submit agenda items that are appropriate to the committee’s purview. A faculty secretary or any designated non-student member of the committee takes meeting minutes.

Article VI: Subcommittees

The Committee on Instruction and Academic Policy has two standing subcommittees: the Honors Subcommittee and the Committee on the Library. These committees shall report directly to the Committee on Instruction and Academic Policy at least once a year. Ad hoc subcommittees are created as needed.
Article VII: Procedural Authority

Meetings are run informally under the direction of the chair. At meetings, a quorum must be present for votes, and all votes are decided by a majority of those attending. Written or electronic ballots are decided by a majority of eligible voters.

Article VIII: Amendment of Bylaws

Any committee member may submit amendments to the bylaws. Suggested amendments from non-members are submitted to the chair. Amendments to the bylaws are distributed in writing or electronically, are voted on by all committee members and are approved by a two-thirds majority.


Library Committee Bylaws

1. Name

The name of this committee is the Committee on the Library

2. Purpose or Object

This committee exists to:

2.1 Address faculty, student, staff and alumni concerns about the library
2.2 Provide constant attention to improving library services
2.3 Bring ideas for service improvement to the attention of the library
2.4 Assist in policy formulation and interpretation
2.5 Serve in advisory capacity to decision-making
2.6 Serve as appeal board for penalties, fines and objections to policy after seeing the librarian

3. Powers and Limitations

3.1 The committee is an advisory group; generally, decisions will be adhered to unless they do not conform to standard professional practice or ethics.
3.2 The committee recognizes the distinction between internal policy, and major policy matters that affect the campus at large. For internal matters, policy becomes effective only after it has been approved by vote, then accepted and signed by the director of the library. Matters of greater importance must be approved by appropriate committees in the governance structure. Policy becomes effective upon signing by the highest authority invoked, or on a future date specified in the policy itself.
3.3 Members may appeal committee decisions or library noncompliance with committee decisions according to the following appeal channel:

- Instruction and Academic Policy Committee
- Academic Assembly
- Chief academic officer
- President
4. **Membership**

1. undergraduate student appointed by student government
2. graduate student appointed by Graduate Council
3. library director (ex officio)
4. library staff member chosen by vote of library staff
5. faculty members (selected in accordance with university governance policy and from different academic divisions), one of whom has graduate status

5. **Terms of Membership**

In accordance with university governance policy, terms of elective and appointive members are two years, with a limit of two consecutive full terms.

6. **Meetings**

6.1 There will be at least one meeting per semester
6.2 Meetings are called by the chair or the chief academic officer. If a committee member wishes to convene a meeting, the member should notify the chair. If a meeting is not scheduled within two weeks, the member may petition the chief academic officer to convene a meeting.
6.3 Members will receive advance notice in writing, with opportunities to add to meeting agendas
6.4 Minutes of meetings will be sent to:

A. All members of the Committee on the Library
B. All library staff
C. President
D. Chief academic officer
E. Vice president for university advancement
F. Vice president for student affairs
G. Archives
H. Any department or individual affected by committee deliberations
I. Spectator
J. Anyone requesting
K. A public internet folder

7. **Officers**

7.1 The chair and vice chair positions are held by faculty members on the committee, elected at the first meeting in the fall term.
7.2 The chair and vice chair serve one-year terms and may be reelected the following year if they remain on the committee.

8. **Parliamentary Authority**

8.1 The committee will adhere to *Robert's Rules of Order Newly Revised*
8.2 A quorum, consisting of at least 51% of the membership, is required to conduct business
8.3 Votes are carried by a simple majority of those present
8.4 Amendments to the bylaws must be approved by 2/3 of all members present.

Approved, February, 1995; amended by Committee on the Library, November 18, 2004; amended by Committee on the Library, February 9, 2005; amended by Committee on the Library, April 15, 2005; amended by IAP, ____ , approved by Committee on the Library, November 17, 2005.
Medical Leave Policy for Students

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Walsh University may request a medical leave of absence. The dean of students grants a medical leave of absence (usually based upon the recommendation from the director of counseling services). Obtaining a medical leave can impact several areas of student life including but not limited to housing, financial aid, scholarships, medical insurance and athletic eligibility. While on medical leave a student is not permitted to attend classes or participate in extra curricular or co-curricular events or activities. It is the student’s responsibility to research how a medical leave of absence may affect them in order to make an educated decision on whether to pursue a medical leave of absence.

The following procedures apply.

I. Procedures for Granting a Medical Leave of Absence

A. Students are referred to the Office of Counseling Services for evaluation by a qualified staff member.

1. Students are to provide documentation from an outside medical/mental health provider verifying academic withdrawal is recommended.
2. Students must also provide a personal letter stating why academic withdrawal is desired at this time.
3. Both of these documents are kept confidential in the director’s office.

B. The director of counseling services may convene an ad hoc assessment team that may formulate appropriate action and/or conditions of return.

1. Programmatic concerns shall be handled by the department in which they originate and referred to the director of counseling services with recommendations.
2. University concerns shall be handled by the medical leave policy.

C. Counseling services recommends to the dean of students the conditions under which a medical leave of absence may be extended to a student.

D. The dean of students authorizes a medical leave of absence. A student will be granted a medical leave of absence from the university to receive assistance as specified by counseling services.

E. After a leave has been granted, the director of counseling services will meet with the student to begin the official withdrawal process.

II. Procedures for Meeting Academic Obligations

A. It will be the responsibility of the student to complete the drop/add form for the registrar. Then the student will be administratively withdrawn from classes due to medical reasons.

B. In the event a faculty member recommends an incomplete in their course, the student is not permitted to begin completing the work until returning from the medical leave of absence.

C. Reimbursable fees will be determined by the university’s add/drop policy. All financial refunds are at the discretion of the business office. It is the responsibility of the student to initiate financial
refunds by submitting a letter of appeal to the Finance Office’s Fees and Charges Committee.

D. The Office of the Registrar will notify the student’s academic advisor and all professors that the student has been medically withdrawn from their class.

III. Procedures for Returning from a Medical Leave

A. Before returning to the university, the student may be required to be evaluated by a psychiatrist or other approved professional. A report of this evaluation is to be forwarded to the director of counseling services. The report should contain a statement indicating whether or not, in the judgment of the psychiatrist or other approved professional, the student is ready to return to the university.

B. When the report and/or request is received by the director of counseling services, a professional staff member will evaluate the student’s readiness to return from medical leave.

C. The director of counseling services may convene an ad hoc assessment team that evaluates the student’s request and professional staff member’s recommendations. In cases where it is deemed that the student is not ready to return from medical leave of absence, the student will be informed as to the date when they may reapply for return from medical leave.

D. After receiving the recommendation from the director of counseling services, the dean of students will inform the student of their status at the university.

IV. Procedures for Returning to Academic Obligations

A. When a student has been granted an incomplete in a course and is permitted to return, he or she should notify the appropriate faculty member that they are ready to begin work.

1. If, in the determination of the faculty member, too much time has elapsed to satisfactorily complete the work, he or she may recommend to the chief academic officer or appropriate graduate director that the student be permitted to withdraw from or retake the course.

B. The student’s academic advisor may also be contacted by the chief academic officer to facilitate the student’s reentry.

Planning Assessment Review Committee Bylaws

Article I: Name

Planning Assessment Review Committee

Article II: Purpose

The Planning Assessment Review Committee exists to assist in the planning process at Walsh University by assisting the president and the president’s staff in several areas:

1. Review the assessment of Walsh University’s prior year operating plans.
2. Review and monitor the implementation of the current year’s operating plan.
3. Provide feedback for strategic and long range planning

The work of the committee, in the form of written reports on the operating plans, their assessments and implementations, shall be transmitted to the president and to the University Senate.

Article III: Members

The Planning Assessment Review Committee shall have seven members with two-year terms and two ex officio members:

- Two faculty members elected by Academic Assembly, one of whom must teach in a graduate program (staggered terms)
- One professional staff member elected by constituency
- One support staff member elected by constituency
- One undergraduate student
- One graduate student
- One member of the SPS (School for Professional Studies) staff
- One member from the community at-large who has expertise in planning and/or assessment preferably an alumnus
- The director of institutional assessment (ex officio)
- The director of institutional research (ex officio)

Article IV: Officers

The Planning Assessment Review Committee shall have three officers, all elected by the members as the first order of business at the first meeting of the academic year. Officers shall assume their duties upon being elected and shall serve for one year or until their successors are elected. The officers shall be:

- Chair, who shall call and conduct meetings and, when necessary, make oral reports to the president, president's staff, or University Senate
- Vice chair, who shall perform the duties of the chair when absent
- Secretary, who shall record the minutes of the committee and prepare reports of the committee’s recommendations for the president and University Senate

Article V: Meetings

The first meeting of the academic year shall be convened by the director of institutional research or, in his or her absence, the director of institutional assessment. Thereafter, meetings will be held to review documents according to the schedule set by the president.

Article VI: Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

Article VII: Amendment Of Bylaws

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.
Professional Staff Bylaws

Article I: Name

The name of this group shall be the Professional Staff.

Article II: Object

Section 1 The professional staff acts as the organized representative body of all Walsh University employees classified as professional staff.

Section 2 The professional staff:

• serves as the vehicle through which the professional staff are kept informed of university matters.
• provides a forum through which professional staff can voice concerns, offer input, and, where appropriate, give or withhold endorsement on university matters, actions, and policies.
• assists in building and maintaining morale and professional development for all professional staff.
• advocates, where appropriate, on behalf of the professional staff group.
• selects members for appointment to University Senate, University Senate's standing committees, and other governance committees.

Article III: Members

Section 1

All university employees classified as professional staff are eligible and automatically members of the professional staff.

Section 2

Resignation from the professional staff can only occur if a member's employment status changes from that of professional staff.

Article IV: Chairpersons

Section 1

The chair is an elected official who serves a one-year term, unless extraordinary events prohibit. The chair will convene each meeting, prepare agenda items (may be forwarded by other professional staffer university officials), manages the elections of the professional staff, representatives for University Senate and representatives for all standing committees.
Section 2

The vice chair is an elected official who serves a two-year term; the first year as vice chair, the second as chair unless extraordinary events prohibit. The vice chair serves as a liaison between the professional staff and its ad hoc committees. The vice chair also convenes meetings in the absence of the chair.

Section 3

The secretary is an elected official who serves a one year term. The secretary takes minutes at each meeting and distributes these minutes to all professional staff and library archives.

Article V: University Senate and its Standing Committees

Section 1

Two professional staff representatives serve on University Senate, serving a one-year term.

Section 2

Professional staff representatives serve a two-year term on each of the following University Senate standing committees:

- Planning Assessment Review Committee—one representative
- Equity Board—two representatives
- Grievance Board—two representatives

Article VI: Elections

Section 1

Elections will be held in April of each year, unless otherwise needed. Voting issues may be facilitated via e-mail or campus mail with an issued deadline.

Article VII: Meetings

Section 1

At least two meetings are to be held in each of the fall and spring semesters. Summer meetings are to be held at the discretion of the chair.

Section 2

A quorum consists of one-third of the membership. Stand-in representation is not permitted. Voting issues may be facilitated via e-mail or campus mail with an issued deadline.
Section 3

Extraordinary meetings are called by the chair with three working days’ advance notice.

Section 4

Agenda items may be submitted to the chair by any member of the group. Minutes are distributed along with the agenda and meeting notice to all members.

**Article VIII: Subcommittees**

No subcommittees exist within the professional staff; however, ad hoc committees can be created as needed.

**Article IX: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the group in all cases to which they are applicable providing they are not inconsistent with these bylaws and any special rules of order the group may adopt.

**Article X: Amendment of Bylaws**

These bylaws may be amended by a two-thirds majority vote of the entire membership, provided that the amendment has been sent in writing to the membership 10 working days prior to the vote.


**Scholarships Committee**

The responsibility of the Scholarships Committee is to recommend policies and establish criteria for allocation of scholarship moneys, review scholarship applications, and oversee the granting of scholarship awards to Walsh University students. The committee consists of eight members: five elected by Academic Assembly and three ex officio members (the director of financial aid, the vice president for enrollment management, and the director of the Honors Program)

**Student Affairs Committee Bylaws**

**Article I. Name**

The name of this committee shall be the Student Affairs Committee.

**Article II. Definition and Purposes**

The committee is a standing subcommittee of the University Senate. As elected and appointed members of the Walsh University community, the Student Affairs Committee addresses student and other constituency concerns related to student life on campus as well as other issues which affect the general welfare of members of the community. The committee also brings ideas for the improvement of student life to the attention of the appropriate staff and serves in an advisory capacity on the above mentioned issues as appropriate.


Article III. Membership

The committee consists of five (5) students identified as follows:

- President of Walsh University Student Government (WUSG) or designee
- Representative of graduate school
- Representative of Captains’ Council (athletics)
- Commuter Commission representative
- Chair of the residence hall association

Also serving on the committee are staff identified as follows:

- Vice president for student affairs/director of athletics
- Dean of students
- Director of residence life (chair of Food Service Committee)
- A campus minister
- Director of student support services
- Two faculty as elected by Academic Assembly
- One support staff representative as elected by that constituency group.

Article IV. Chairperson

The dean of students serves as the chair of the committee and is a voting member. The vice president for student affairs serves in an ex officio capacity and acts as a resource to the committee (non-voting member).

Article V. Meetings

Section 1. Frequency.

Regular meetings will be held at least one per each of the following months: September, October, November, February, March, and April. Other meetings may be scheduled as deemed necessary and appropriate by the committee.

Section 2. Quorum.

A quorum is identified as a simple majority of the whole of the committee (seven members).

Section 3. Majority Vote.

A majority vote is required to carry a motion, a quorum being present.

Section 4. Extraordinary Meetings.

At the discretion of the chair, an extraordinary meeting may be called with one-week notice.

Section 5. Agenda

The chair will prepare the agenda. Normally the agenda will provide for reports/motions from the WUSG president, Captains’ Council representative, graduate school representative, commuter commission representative, chair of the residence hall association, and chair of the Food Service Committee. Other staff,
including the vice president for student affairs, shall make reports/motions as appropriate/needed to share important and/or pertinent information and promote ongoing communication.

Section 6. Minutes.

Minutes will be taken by the student affairs secretary or a committee volunteer when necessary.

**Article VI. Parliamentary Authority.**

Meetings shall be conducted informally, by consensus and majority vote. More strict parliamentary procedure shall be used at the discretion of the chair when deemed necessary to complete the business at hand.

**Article VII. Amendment of Bylaws.**

These bylaws may be amended, repealed, or altered, in whole or part, by a vote of 9 out of the 13 members of the committee.

**Student Governance: Walsh University Undergraduate Student Government (WUSG)**

**Purpose**

The Walsh University Undergraduate Student Government serves as the student body representative whose purpose is to provide capable and responsible student governance; foster student involvement in the governance of the university and student affairs; serve as a forum of student opinion; and serve as a liaison between the students, administration, faculty, and staff. The WUSG is comprised of the executive, legislative, and judicial branches.

**Executive Branch**

The executive branch consists of the WUSG president, vice president, treasurer, standing executive commissions, advisor (ex officio), and all other commissions established by the president as described in the WUSG bylaws. The duties of the executive branch include: keeping the senate and student body informed of pertinent matters; creating an operating budget; making recommendations of action to the senate; submitting a statement of goals for each academic year; and serving the Walsh University student body according to the WUSG bylaws, and the university mission statement.

**Legislative Branch**

The legislative branch consists of the senate chair, vice senate chair, class senators, club senators, senate clerk, and all other standing and ad hoc committees. Duties of the legislative branch include: reviewing and approving the annual operating budget and statement of goals for WUSG; ratifying standing commissions and establishing ad-hoc committees; serving as a voice for the Walsh University student body; fostering student involvement and representation through senate resolutions; and being well-versed in parliamentary procedure so that senate meetings are conducted in accordance with the WUSG bylaws, *Robert’s Rules of Order*, and university and governmental policy.

**Judicial Branch**

The judicial branch consists of the chief justice, executive justice, three full justices, one alternate justice, and a judicial clerk. Responsibilities of the judicial branch include: reviewing and rendering all final decisions on all cases concerning the legality of the WUSG bylaws and senate resolutions; ensuring that all contracts, policies, and
procedures are developed and upheld in the best interest of the student body; providing a systems of checks and balances for the legislative and executive operations; initiating the updating of all WUSG documents; and investigating and resolving grievances and violations involving students and student organizations.

**Commissions**

The WUSG president and senate establish commissions of the WUSG for specific purposes. Commissions may be standing (permanent) or ad hoc (short term). Each commission consists of a minimum of three members, and a chairperson who is elected by a majority vote of the WUSG. All commissions are to report to the president and WUSG senate on a regular basis, and be responsible for the proper implementation of that commission’s duties. Commissions include: Elections; Commuter; Executive Budget; Diversity Affairs; Environmental; Senior; and Service and Social Outreach.

**WUSG Elections**

Elections to the WUSG are held every April in the semester prior to the one in which the office is to be filled. Elections for all WUSG positions except for the freshman representative are held in the first consecutive Monday and Tuesday following April 1st (excluding holidays) in the semester prior to the one in which they will be in office. Polls will be open in the Paul and Carol David Family Campus Center from 9:00 a.m. to 6:30 p.m. The fall general election for freshman senator and other judicial positions are to be held no later than three weeks into the fall semester. The president recommends all other vacant positions.

**WUSG Services**

All meetings of the WUSG, which are held every other Thursday in Timken Science Center, are open to all students, faculty, and staff. Student body participation at these meetings is ensured through the agenda item of “Open Floor” and is highly encouraged.

The WUSG assists students and organizations through funding, and representation regarding various affairs, and university services and policies. Members of the WUSG are elected to university governance committees, as well as other university committees. These representatives are responsible for assessing student opinions on various issues, voicing student concerns and opinions, relaying all factions of the student body, and to vote on issues according to the feelings of the majority of students to the best of their ability.

**Support Staff**

Support staff is the governance body of Walsh University non-contract employees which reports to the university Senate and to the president; serves as the means through which the members are informed of university matters; provides a forum through which members can voice concerns, offer input, and, where appropriate, give or withhold endorsement on university matters, actions, or policies; assists in building and maintaining morale among its members; and advocates, where appropriate, on behalf of itself and/or its members.

All non-contract employees of the university are automatically members of the support staff.

Elections for committee members will be held at the last meeting prior to the beginning, of the academic year. Interest forms will be sent to each member one month before the meeting. A ballot made up of names taken from the interest forms will be sent to each member prior to the meeting. If an elected member is unable to fulfill his/her obligation, the support staff will determine the need for another election.
Technology Committee Bylaws

Article I. Name

Name of the organization is the Walsh University Academic Assembly Technology Committee

Article II. Purpose

The Walsh University Academic Assembly Technology Committee is an advocate for providing the faculty of Walsh University with access to information technology in order to enhance the faculty’s teaching, research and service, as well as the learning experience of students.

The committee’s purposes are to:

1. Enhance teaching, research, service and learning processes through the use of technology.
2. Work to provide all faculty with appropriate technology.
3. Promote the effective use of information technology (IT) in the instructional, research and faculty-related administrative activities of Walsh University.
4. Identify and recommend new and emerging technologies to assist faculty with their teaching, research and service objectives.
5. Serve as liaison to each academic division concerning technology matters

Article III. Functions

1. Provide advice and recommendations to the chief academic officer and director of technology concerning IT strategic directions and operating policies, affecting faculty IT needs.
2. Maintain relationships with other Walsh University committees that deal with IT-related issues.
3. Ensure that all faculty technology needs are addressed.

Article IV. Membership

1. The Technology Committee membership will consist of seven (7) elected voting members. Members shall serve a two-year term. No more than two (2) members can be from the same division.
2. The director of Technology is a non-voting member of the Technology Committee. The director of Technology is not included in the number which determines a quorum.

Article V. Meetings and Voting

1. The committee will meet at least twice each semester (Fall & Spring).
2. A quorum, consisting of at least four of the voting Technology Committee members, is required to conduct business.
3. Votes are carried by a simple majority.
4. Each voting member of the committee has one vote.

Article VI. Governance

Duties of the officers and members of the Technology Committee:
Chair of Technology Committee

1. Convene and preside over regular Technology Committee meetings.
2. Serve as spokesperson for the Technology Committee to the Academic Assembly.
3. Ensure that Technology representative members are elected and vacancies are filled.
4. Establish agenda for all meetings.
5. Forward and present recommendations to the Academic Assembly.

Vice Chair of Technology Committee

6. Assume duties of chair in his/her absence.
7. Assist the chair as requested.

Secretary of the Technology Committee

8. Record and maintain official minutes of all Technology Committee meetings.
9. Tally and record votes at all Technology Committee meetings.
10. Notify Technology Committee members of meetings and distributes agenda.
11. Maintain current version of these bylaws and distributes a copy to all new members.
12. Maintain the official directory of members and terms.
13. Maintain archives of all technology correspondence to ensure that information on the Technology Committee can be passed on to subsequent secretaries.

Terms of Office

14. The chair, vice chair and secretary serve two-year terms as officers.
15. The vice chair’s term is offset by one year from the chair’s elected date.
16. Officers will be elected fall semester by a majority of the voting Technology Committee members present at the meeting.

Members’ Duties

17. Attend all meetings, unless they conflict with teaching duties.
18. Identify and submit information technology-related agenda items to the chair one week prior to regularly scheduled meetings.

Article VII. Parliamentary Authority

1. Robert’s Rules of Order (latest edition) shall govern the Technology Committee in the absence of provision in these bylaws.
2. Amendments to the Technology Committee Bylaws must be approved by two-thirds majority of the voting Technology Committee Members.

Motion #07-19; April 2, 2007, Version 2.

University Senate Bylaws

Article I. Name

The name of this group shall be the University Senate.


Article II. Object or Purpose

The University Senate is the major governance organization of all internal constituencies which reports to the president, oversees committees reporting to it, recommends internal approval of non-academic program additions and revisions, and new and revised non-academic policies.

The University Senate reviews and acts on the recommendations of its standing and ad hoc committees. It recommends non-academic programs and policies to the president for approval/veto and/or submission to the Board of Directors.

Article III. Members

Section 1.

University Senate membership includes 2 undergraduate faculty, 1 faculty who teaches in a graduate program, 2 professional staff, 2 support staff, 2 undergraduate students (1 undergrad should be an athlete), 1 graduate student, the chairs of each standing committee (PARC, Student Affairs, Equity, and Grievance), and 2 non-voting executive staff.

Section 2.

Members are selected in accordance with procedures developed by their respective constituencies. Membership term begins with the university opening day meeting.

Section 3.

When a member resigns from the Senate, the respective constituency or committee shall provide a replacement for the remainder of the term.

Article IV. Officers

Section 1. The Chair and Vice Chair

a. The chair and vice chair of this group shall be elected by majority vote at the first meeting of the academic year.

b. The position of the chair and vice chair of the University Senate shall be a one-year term with a limit of two consecutive years (maximum).

Article V. Meetings

Section 1.

Meetings will be held at least twice a semester during the academic year (August-May). The departing chair or the chief academic officer will convene the first meeting of the new year.

Section 2.
Quorum is attained when two-thirds of the voting members are present.

Section 3.

Extraordinary meetings may be called by the chair of the University Senate, or the chief academic officer as needed with five (5) working days of advance notice.

Section 3.1. The expeditious review process is as follows: When in the judgment of the president or the chief academic officer, a non-academic program or policy needs to move through an expeditious review, the president or chief academic officer will request the senate to review the program or policy for its soundness and fiscal consequences for the university in expeditious fashion. Senate recommendations will go to the president for approval/veto and/or submission to the Board of Directors.

Section 4.

The chair will call for agenda items to University Senate members and chairs of University Senate committees two weeks prior to the regularly scheduled meeting. The agenda will be distributed one week before the meetings. The minutes will be distributed within two weeks of the meeting to members of the University Senate. Approved minutes will be distributed to the archives and affected parties.

Article VI. Committees and Subcommittees

Section 1.

The committees within the University Senate are: The university Grievance Board which works to promote and promulgate standards of conduct approved by Walsh University constituencies; Student Affairs Committee which reviews concerns and policies addressing the needs of all students, the Planning Assessment Review Committee which reviews the university’s operating plans of the previous year, reviews and monitors the current year's operating plan, and provides feedback to the president and president's staff for strategic and long range planning; the Equity Board which implements Walsh University’s discrimination policy and addresses issues of harassment; the Grievance Committee; and the Honorary Degree and Commencement Speaker Committee.

Section 2.

Each committee chair will present a brief oral report on their committee’s activities.

Section 3.

Committees reporting to the University Senate will submit recommended changes of bylaws to senate for approval. Approved revision will be submitted to the president for approval/veto and/or submission to the Board of Directors.
Article VII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the University Senate meetings in all cases to which they are applicable and consistent with these bylaws, and any special rules of order the senate may adopt.

Article VIII. Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote of the voting members present, provided that the amendment has been submitted in writing at the previous regular meeting.

1st revision approved, 3/13/00; 2nd revision, approved 0/11/01; 3rd revision approved, 4/7/06; final revision approved, 4/7/06.
APPENDIX V FORMS

HONORS AND AWARDS NOMINATION FORM

DATE: ____________________________________ NOMINEE: ____________________________________

NOMINATED FOR:
Commencement_______ Convocation_______ Year ______ Honorary Degree_______
Speaker _________ La Mennais Medal _______ Distinctive Service_______ Other_______

Type of Degree:
__________________________________________________

Nominated By: ______________________________________

Relationship of Nominator to University: __________________________

Nominator’s Address: __________________________________

Nominator’s Telephone Number: ___________________ Fax Number: _____________

Nominee Data and Rationale for Nomination: __________________

_________________________________________________

_________________________________________________

_________________________________________________

Current Business Address: _____________________________

Business Telephone: ___________________________ Fax Number: __________________
Education: _________________________________________

___________________________________________________

___________________________________________________

Professional Appointments: ________________________ _____________________________________

___________________________________________________ __________________________________

___________________________________________________ __________________________________

MANNER IN WHICH NOMINEE REFLECTS THE MISSION OF WALSH UNIVERSITY:

1. WALSH UNIVERSITY TRADITION:

___________________________________________________

___________________________________________________

___________________________________________________

2. LIBERAL ARTS TRADITION:

___________________________________________________

___________________________________________________

___________________________________________________

3. GLOBAL TRADITION:

___________________________________________________

___________________________________________________

___________________________________________________

4. ADDITIONAL RATIONALE:

___________________________________________________

___________________________________________________

___________________________________________________

Nominator’s Signature __________________________ Date _________________