Allegheny College
Faculty Handbook

2013-2014

PREAMBLE

This Handbook contains facts, policies, and procedures of special interest to faculty. It supplements the College *Catalogue*; the contents of both should be familiar to all faculty. An electronic version of the most recent edition of the *Handbook* (http://sites.allegheny.edu/facultyresources/all-faculty/faculty-handbook/) can be accessed from the Provost's Faculty Information page. The My Allegheny website (http://sites.allegheny.edu/my/) contains additional information related to policies, Committees, and resources.

Allegheny College is an Equal Opportunity Employer and is committed to a policy of non-discrimination. Allegheny College adheres to principles that all persons shall have equal opportunity and access to its educational facilities, activities, and employment without regard to race, color, sexual orientation, creed, national origin, sex, age, or handicap.

Further, Allegheny College does not discriminate and is required not to discriminate in admission, employment, or administration of its programs on the basis of race, color, national origin, sex, or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, or other federal, state, or local laws or executive orders.

Inquiries related to any of the above, or to discriminatory or sexual harassment, should be directed as follows:

- EEO, Title VI, or Section 504 of the Rehabilitation Act: the EEO Officer or the Director of Human Resources.
- Title IX: the Title IX/Sexual Harassment Officer
- Discriminatory harassment and hate crimes:
    - Students: Dean of Students
    - Faculty: Provost
    - Staff: Human Resources
    - Visitors and after hours: Safety and Security Office
- Sexual harassment and sexual assault: to the Title IX/Sexual Harassment Officer and/or:
    - Students: Counseling Center, Health Center
    - Faculty: Provost
    - Staff: Human Resources
    - Visitors and after hours: Safety and Security Office

Please consult the Human Resources Office, 814-332-4356, for contact information for any of the personnel listed above.

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Section 1

Introduction

1.1 Allegheny College Mission Statement

Allegheny's undergraduate residential education prepares young adults for successful, meaningful lives by promoting students' intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny's faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

(Revised Spring, 2004)

1.2 History

Allegheny College was founded in 1815, and Timothy Alden, a Harvard graduate, was named its first president. Initially, classes were held in Meadville's log courthouse and in Alden's home. Within half a dozen years, however, Alden had succeeded in attracting sufficient funds to begin building a campus, having traveled throughout the eastern states seeking support for a planned library and classroom building. John Adams headed the subscription list of donors from New England.

The most significant donations were the fine private libraries of Dr. William Bentley, Judge James Winthrop, and Isaiah Thomas. The 1823 library catalog lists some 8,000 titles, a number of them unique today, making this collection one of the finest held by any of the early colleges.

The need to properly house the library led to the construction of Bentley Hall in the 1820s, today a leading example of early American architecture. Designed by Alden, this structure still crowns the hill on which the campus is located. If you are interested in learning more about College history, you might find the following publications of interest. All are available in Pelletier Library.

1. Ernest Ashton Smith, *Allegheny–A Century of Education 1815-1915* (1916)
2. Jonathan E. Helmreich, *Through All the Years: A History of Allegheny College* (2005)
3. Jonathan E. Helmreich, *Allegheny College: A Tour of the Historic Campus.* Sound recording Compact Disk (2000) [Circulation CD-ROM 378.748 A Wzh. or Faculty Shelf]
4. Jonathan E. Helmreich, *Eternal Hope: The Life of Timothy Alden, Jr.* (2001). [922 AL22 h or Faculty Shelf]

5. *Laughter on the Hill: A Treasury of Allegheny College Humor*, compiled and edited by Nels Juleus (1979) [817 J941 L]

1.3 Allegheny Organization

Allegheny College is organized into a number of divisions, and each division is headed by a Vice President, Provost, or Director. The Academic Affairs division is headed by the Provost and includes the faculty; the Associate Deans and Associate Provosts of the College; the Registrar's Office; and Learning, Information & Technology services (including Pelletier Library and the Learning Commons). The most recent organizational chart of the entire College is available as Appendix A of the *Exempt Employee Handbook* on the Human Resources site:
http://sites.allegheny.edu/hr/employee-handbooks/exempt-employee-handbook/

Section 2

Organization of the Faculty

2.1 Faculty Meetings

The first meeting in the fall is typically held on the first Friday of classes; later meetings, four or five a semester, are held on Thursdays at 4:20 p.m. The last meeting of the year is held on the Friday morning preceding Commencement. There are also occasional evening discussion meetings. All faculty members are expected to be present at all sittings. Part-time faculty may attend faculty meetings but may not vote.

Minutes of faculty meetings are placed on the web a few days after each session. If not amended at the next sitting of the Faculty, they are considered approved. Items of major import must be read at two separate sittings.

2.2 Faculty Moderator

The Moderator of the Faculty will be a faculty member elected by a vote of the Faculty for a three-year term. The Moderator will preside at all faculty meetings. All full-time faculty members are eligible to serve as Moderator.

The election procedure will make use of an approval voting method as follows: In the first round voters will be presented with a list of eligible faculty. They may vote for any number of candidates. Based on the results of the initial round of voting, a final ballot listing three names will be prepared. Again, Faculty will be directed to vote for as many of the candidates as they wish.

The Moderator will be responsible for working with chairs of the standing committees, the President, and other administrators to determine and distribute in a timely fashion the agenda for each meeting. The Moderator will accept faculty requests made prior to each meeting to speak on any agenda item, and will actively solicit participation in the debate of faculty who possess the expertise and points of view which he or she believes will enrich the quality of the discussion. All remarks made during debate will be addressed to the Moderator.

The Moderator will have sole responsibility for recognizing speakers and otherwise managing debate. Committee chairs and others introducing proposals for faculty consideration will have no role in recognizing speakers, although members of the committee responsible for the measure being discussed will normally be given preference by the Moderator when they request the floor.

2.3 Secretary of the Faculty

The Secretary of the Faculty will be a Faculty member nominated by the Faculty Council and elected by the Faculty. In nominating a Secretary, the Council will take into account seniority and/or record of contribution to the College.

The Secretary represents the Faculty at the Commencement Ceremony by participating in the awarding of degrees and affixing his/her signature to all diplomas. For meetings of the Faculty, the Secretary advises the Moderator in setting the yearly schedule; solicits items of business for each meeting, creates the agenda in consultation with the Moderator, and calls all meetings through advance distribution of the agenda; provides for the distribution of handouts and attachments relevant to the agenda (and the retrieval of unused copies) as necessary; serves as Parliamentarian of the Faculty by ruling on matters relevant to faculty tradition and the order of debate; records the proceedings of each meeting (except executive sessions) in the form of Minutes, posts them along with relevant attachments on the College's website or at the appropriate venue and signs and deposits an official copy for each meeting in the College archives.

(Fall, 2002)

2.4 Faculty Council

The Faculty Council is an elected committee with the functions to advise the President and the Provost in the development of general college policies, advise the President on Honorary Degrees, serve as the Committee on Committees, and consider and deal appropriately with issues brought to it by any member of the college community. See Section 3.7 for the complete charge and description of Faculty Council.

2.5 Standing Committees

Allegheny College is distinguished by its commitment to shared governance. This commitment rests upon three principles:

1. We are a community dedicated to a common project: engaging with our students in a liberal education.

2. We believe that this common project is best advanced when we draw upon the broad competencies of all members of our community.

3. We think that the general direction of the college should be determined by democratic practices and habits.

The commitment to shared governance imposes certain responsibilities and burdens on members of the Allegheny community. It also conveys great benefits. Among the most important are faculty leadership and participation in shaping our common future. The committee system is the principal means through which we realize this commitment.

Faculty members of standing committees are either faculty-elected positions (Faculty Review, Faculty Council) or are appointments that are nominated by Faculty Council and approved by the faculty. Student members are appointed by the Student Government from a list of student applicants. Faculty members usually are not asked to serve on committees during their first two years at the College, but are expected to be available thereafter. A current list of committees and their personnel may be found in the College *Catalogue*.

(Spring, 2007;
Revised Spring, 2009)

2.6 Department Chairpersons: Responsibilities

For the purposes of this discussion the word 'department' refers to an academic department or program that oversees a curriculum of study taken by students as a major.

The Chair of a department is the chief academic and administrative officer for that department and is accountable directly to the Provost. (S)he is responsible for the proper functioning of the department/program with respect to curriculum, facilities, budgets, hiring, faculty development, student concerns, and engagement in the broader community.

The Provost, following consultation with all continuing full time faculty in the department, appoints the Chair for a four-year term, which may be renewed for up to one additional four-year term. Selection criteria include: experience in leadership positions; the point in a person's career with respect to sabbaticals, research plans, etc; placement of sabbaticals within the department; and tenure status—under normal circumstances only tenured faculty will be asked to serve as Chair of a department. Chairpersons serve at the pleasure of the Provost, who will evaluate the Chair's work regularly, and assist when appropriate. Near the end of the first four-year term the Provost, after meeting with continuing full time faculty, will determine if reappointment is mutually desirable.

Under ordinary circumstances, the Chair is relieved of one course per year as compensation for Chair duties and responsibilities. In rare cases, this allowance may increase, at the discretion of the Provost. To receive a second course release, the Department Chair must request it in writing to the Provost by January 15. A second course release is not automatically renewed from one academic year to the next, which means the Chair must write each year he or she believes circumstances warrant a second release. Factors to be considered for increasing the course allowance include departmental size, sabbatical leaves, departmental searches, personnel matters, or other issues that may result in large departmental time demands placed upon the Chair. If circumstances prohibit a Chair from taking a course reduction, a stipend can be negotiated.

Outlined below is a list of the specific duties of the department Chairperson. This list is meant to provide direction in administering the responsibilities of this position, which may vary somewhat from department to department. Departments should maintain a list of specific job duties to ensure the smooth operation of departmental business.

1. **Leadership:** The Chair is responsible for fostering a climate of respect, collegiality, and interaction within and among departments so that student learning, faculty development, and programmatic and interdisciplinary successes are fostered and encouraged. Facilitating an ongoing program for long-range planning and innovation, including curriculum, within the department is also the Chair's

responsibility. This plan should reflect balance between departmental goals/mission/needs and those of the college.

2. **Departmental Representative and Liaison:** The Chair acts as the spokesperson in all official transactions with department members, as well as with other members of the college and community-at-large (off-campus contacts). (S)he oversees department policies and practices, guides planning, and serves as the "certifying officer" of the department on official matters. The Chair also facilitates communication with other academic departments and programs where concerted efforts would be of mutual benefit.

3. **Personnel:** The Chair has oversight responsibility for department staff, including building coordinators, technicians, program assistants, and all other personnel whose duty lies within the department. The Chair is the first point of contact and has primary responsibility for mediating conflicts among department staff as well as handling student and parental concerns or complaints. The Chair has principal responsibility for all department personnel searches and serves as the chief coordinator for recruitment into the department; (s)he may delegate this responsibility where appropriate. The Chair should work closely with new faculty to ensure proper orientation to departmental policies. First-year faculty should not be expected to provide academic advising for students or serve as a first reader on senior projects. Exceptions may be made for the senior project, in consultation with the Chair and the Provost. A first-year faculty member may be asked to serve as second or third reader on a small number of senior projects.

4. **Handling and Keeping of RSE Narratives:** All narratives will be sent to the chair of the faculty member's home department/program. In the event that there is no home department/program, a department/program chair will be designated upon consultation between the faculty member, the Provost, the Registrar, and the chair in question. The chair should provide copies of narrative evaluations to untenured faculty but must retain the original narratives. Copies of narratives should be provided to tenured faculty upon their request. Narratives should only be destroyed under one of the following circumstances:

    - The instructor has left the college and is not expected to return, or
    - The instructor has achieved the rank of full professor and at least five years have elapsed since the course was taught.

5. **Faculty Development and Evaluation:** The chair ensures that the faculty are aware of the department's expectations and that each faculty member's own expectations and concerns are addressed when appropriate. Chairs provide opportunities for ongoing conversation with department colleagues about their professional responsibilities and development and shall hold such conversations with tenure-track faculty members annually. The chair will coordinate all departmental evaluations; and when the college considers faculty for promotion or tenure, the chair (with contributions from other faculty members as appropriate) will be the primary author of department faculty evaluations.

6. **Departmental Meetings:** Chairs are responsible for calling regular department meetings; a minimum of three meetings per semester is required. The Chair insures that agendas are made available to department members and that department business is recorded as appropriate.

7. **Course Scheduling:** The Chairperson is responsible for organizing class schedules, subject to approval by the Provost. Although the task of actually coordinating schedules may be delegated, untenured faculty members should not be asked to perform this task. It is the Chair's right to ensure that scheduling burdens are equitably shared by department members, who must be aware that it may be necessary to teach a five-day schedule one semester per year.

8. **Certifying Minors and Transfer Credit Approval:** It is the Chair's responsibility to certify that requirements for minors have been met and to approve credit for transfer and off-campus courses. Although the task of certifying minors may be delegated, primary oversight belongs to the Chair.

9. **Physical Operations:** The Chair is responsible for the general management and oversight of departmental facilities, including office-classroom-lab-studio space and equipment. The Chair should be aware of department needs with respect to facilities, and represent those needs to the administration.

10. **Budget:** The Chair is responsible for planning and maintaining the department operations budget.

11. **Classroom Observation Policies:**

    Every academic department and program at the college is expected to establish a written policy by which the regular classroom observations of untenured faculty will be conducted. Reasons for such a policy are manifold. For the evaluative work tenured faculty must do, direct observation of colleagues' teaching is an irreplaceable feature of the accurate and fair assessment of pedagogical practice. Formalizing such policies in writing ensures their routine implementation and demonstrates an institutional commitment to teaching that is both thorough-going and equitable.

    Each department's and program's specific classroom observation policy should be designed to fit its particular nature—its size, its culture, its pedagogies—but all such policies should be consistent with the following expectations:

    - **Frequency.** Every tenure-track colleague should be observed teaching by at least one tenured colleague each year, for formative or summative purposes (depending on when the observations take place in the observed faculty member's review schedule);

    - **Sequence.** Classroom observations should happen on two sequential classes or as close together in the calendar as circumstances allow;

    - **Scheduling.** The observed faculty member should help determine the dates of the visits at least a week ahead of time (no surprise visits). If the observed faculty member is visited by more than one tenured colleague in a semester, every effort should be made to avoid having more than one or two faculty observing the same class meeting;

    - **Before-and-after meetings.** The observer should meet with the observed colleague both before the class observation sequence to put those classes into context, and afterwards (one day or at most a week after the last observed class). These before-and-after meetings should be understood as occasions during which the colleague getting observed can inform the observer about the course in general, what he or she is trying to accomplish in these particular class meetings, and what he/she would like the observer to look for. After the classroom visits, the

observing faculty member should describe what he or she observed in the areas the observed faculty member designated beforehand and in other areas where the observer discerned noteworthy strengths and challenges. A written report of classroom observations must be placed annually in both the Department's and the Provost's file.

Each classroom observation policy should represent the consensus of the department or program creating them and should be reviewed by the department/program every five years. A copy of a department's or program's new policy should be sent to the Provost's Office. In the spirit of making these documents consistent with the college's minimum expectations described above, the Provost or Associate Provost may on occasion discuss possible revisions in a department's or program's guidelines. Each department/program's guidelines will also be posted on the Faculty Resources website (http://sites.allegheny.edu/facultyresources/) when available.

Additional resources related to classroom observations can be found on-line at http://sites.allegheny.edu/facultyresources/principles-of-classroom-observation/ and http://sitesmedia.s3.amazonaws.com/facultyresources/files/2011/02/A-Class-Visit-Model.pdf.

(Spring, 2002;
Revised Spring, 2004; Spring, 2011; Spring, 2012)

2.7 Faculty Input into the Reappointment of the Provost and Dean of the College

The Provost and Dean of the College serves at the pleasure of the President and may be reappointed for one or more subsequent terms. If the Provost is to be considered for reappointment, faculty input about her or his performance shall be collected by Faculty Council during the fall of the final year of the Provost's current appointment. By September 15, Council shall solicit written input from all department chairs and program directors and also invite letters from any other faculty members, including non-tenure track and part-time faculty. All faculty input into the review process must be submitted to Council by October 1. Council shall then review, discuss, and share its findings during a meeting with the President by October 15. The contents of all letters and other communications will be treated as confidential by both Council and the President. This process shall be discontinued if the Provost indicates that she or he does not wish to be considered for reappointment.

(Spring, 2012)

2.8 Faculty Input into the Reappointment of Associate Deans and Associate Provosts of the College

The President or the Provost and Dean of the College will consult with Faculty Council before reappointing an Associate Dean or Associate Provost of the College.

(Spring, 2012)

Section 3

Standing Committees of the Faculty

Faculty members of standing committees are either faculty-elected positions (Faculty Review, Faculty Council) or are appointments that are nominated by Faculty Council and approved by the faculty. Student members are appointed by the Student Government from a list of student applicants. Faculty members usually are not asked to serve on committees during their first two years at the College, but are expected to be available thereafter. A current list of committees and their personnel may be found in the College *Catalogue*.

3.1 General Rules

1. The Faculty Council will serve as the "Committee on Committees" and will nominate for Faculty consideration and approval persons eligible to fill vacancies on the Standing Committees. Faculty members who have completed at least two years of teaching may be considered eligible for service on a Standing Committee. Faculty in their second year of service will not normally be asked to serve on Standing Committees.

2. Faculty members will normally serve three-year terms on committees. Faculty completing three consecutive years of service on either appointed or elected committees (Faculty Review Committee, Faculty Council) will not normally be appointed to a committee for two years. Committee service on appointed committees will not affect eligibility for elected committee positions (Faculty Council, Faculty Review). Members of an elected committee are ineligible for service on another elected committee and may not appear on any ballot for committee election. Persons serving a full term on an elected committee (Faculty Review Committee, Faculty Council) shall be ineligible for election to either elected committee for three years following the expiration of their terms.

3. Elections for elected committees (Faculty Council and Faculty Review) shall be conducted by Faculty Council using an approval voting procedure described as follows: in the first round voters will be presented with a list of eligible faculty one week prior to the faculty meeting at which the first round of voting is conducted. At the designated faculty meeting, faculty may vote for any number of candidates. Based on the results of the initial round of voting, a final ballot (listing double the number of names to fill the vacancies) will then be mailed to all eligible voters. The second round of voting will close no earlier than one week after final ballots have been mailed.

4. When not specified, faculty membership on standing committees should, wherever possible, reflect affiliation with all academic divisions of the College.

5. Students will normally serve two-year terms on committees, but seniors will not be excluded from consideration for committee vacancies.

6. No faculty member may serve simultaneously on more than one standing committee.

7. When a faculty member resigns from a committee, the chair of the committee and the chair of Faculty Council should be notified in writing. In the event that a member of an elected committee cannot complete his/her term and that time constraints make a new election infeasible, Faculty Council will revisit the voting results from the most recent appropriate election to identify the next eligible faculty member with the highest number of votes and will ask that person to serve the remainder of the vacated term.

8. Exceptional matters that any committee wishes to call to the attention of the President and/or the Faculty should be brought to the Faculty Council.

9. All committees, except the Faculty Review Committee, will hear and consider related issues brought to them by any member of the college community.

10. All committees are responsible for periodically reviewing and updating the charge for their committee. Any changes will be brought to Faculty Council for review and presentation for a vote of the Faculty.

11. Unless otherwise stated, the reporting frequency and procedures are:

    a) An agenda will be established for each meeting and distributed to Committee members in advance of the meeting.

    b) The Committee will appoint a Secretary who will keep minutes of the meeting. Minutes will be sent electronically to the Associate Provost's Office Coordinator to be posted on the committee web site for distribution to the college community.

    c) An annual report will be filed with Faculty Council at the end of the academic year.

(Revised Spring 2007)

3.2 Academic Standards and Awards

1. Functions

The principal function of this committee is to make certain that students meet the academic requirements established by the faculty. The Committee's specific responsibilities are:

a) To recommend to the Faculty grade standards students are expected to satisfy and consequences for not doing so.
b) To consider the cases of students eligible for dismissal and to determine which will be dismissed and which will be allowed to register for another semester. The Committee will report the results of these decisions to the Faculty.

c) To consider petitions for readmission from students who have been dismissed and make a favorable or unfavorable decision in each case.

d) To recommend to the Faculty the policies and procedures for dropping a course without grade penalty.

e) To establish a Dean's Exemption Committee to consider and decide upon requests from students for exemption from College academic regulations.

f) To recommend to the Faculty standards for the awarding of Latin Honors.

g) To serve, in conjunction with the office of the Dean of Students, as a review board in the selection of student recipients of various College awards for superior performance in scholarship and general merit.

h) To provide advice and support to the Dean of Students and the Provost in implementing the above responsibilities.

2. Membership, Membership Selection, Terms of Office and Chairperson Selection

a) The Committee will be composed of the following:

i. Four faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms with no more than two members in any academic division;
ii. Four students appointed by the Allegheny Student Government each year for up to a two-year term with no more than two majors (or prospective majors) in any academic division;
iii. The Dean of Students, the Provost or a designated representative, and the Associate Deans of Students as *ex officio*, voting members;
iv. The Registrar, the Director of the Counseling Center, the Allegheny Student Government Director of Educational Affairs, and other non-voting consultants as determined by the Committee.

b) Student members will not attend or participate in any meeting where the academic record or performance of an individual student is discussed.

c) In cases of academic dismissal and readmission, only the four faculty members of the Academic Standards and Awards Committee vote. If one of the four faculty members is unable to be present for a vote, a vote by the Provost or Associate Dean of the College may be substituted.

d) The Chairpersons will be a Faculty member selected by the Committee for a two-year term and the Dean of Students.

3. Dean's Exemption Committee

A special subcommittee of the Academic Standards and Awards Committee is empowered by faculty to adjust a student's academic program and requirements. Normally this subcommittee deals with waivers of regulations; its decisions are individual and are not considered as establishing precedent. The Committee is chaired by the Provost or a designated representative. Voting members include the Chair,

the Dean of Students or a designated representative, and at least two faculty members from the Academic Standards and Awards Committee. Non-voting consultants may be included as appropriate.

(Revised Spring 2007)

3.3 Academic Support

Allegheny College must have talented faculty members who remain vital and current both as teachers and as scholars. To this end, the Academic Support Committee provides access to funding that supports teaching, professional development, and faculty research. The Committee also serves as a focal point for consideration of issues related to these matters.

1. Functions

Faculty representatives and the Provost work together to maintain a forum for discussion of academic support issues, including enhancement of teaching and scholarship and educational technology resources. The Committee's functions are:

a) To consider and advise the Provost on faculty applications for grants to support teaching and scholarship, and to award funding where possible and appropriate.

b) To advise the Provost on faculty development issues including applications for sabbatic and pre-tenure leaves and the budget to support such initiatives.

c) To advise the Vice President for Information Services and Planning on educational technology initiatives that support teaching, learning and research, and when necessary, direct these initiatives to the appropriate committee or office on campus for further feedback.

d) To support and encourage on-campus programs dealing with teaching and research.

e) To advise the Director of the Library on library resources that support teaching and faculty research.

2. Membership, Membership Selection, Terms of Office, and Chairperson Selection

a) The Committee will be composed of the following:
   i. Four members of the Faculty nominated by Faculty Council and elected by the Faculty for three-year staggered terms, with at least one member from each academic division.
   ii. The Associate Provost of the College, the Director of the Library and the Vice President for Information Services and Planning as *ex officio*, non-voting members;

b) The Chairperson will be an elected faculty member chosen by the Committee for a one-year term.

(Revised Spring 2011)

3.4 Animal Research

1. Functions

The principal function of the Animal Research Committee (ARC) is to insure the welfare of animals used in teaching and research that originates at the College. The Committee conducts initial and continuing review of all research and classroom projects involving animals carried out by members of the college community. The ARC reviews research proposals initiated by faculty members in connection with their respective academic pursuits.

a) The specific responsibilities of the ARC are:

   i. To conduct both initial and continuing review of all research and classroom projects carried out by faculty and students in connection with their normal academic pursuits;
   ii. To provide such review and certification of research and classroom projects as requested by appropriate outside agencies, including state and federal governments;
   iii. To review alleged violations of the Statement of Principles Regarding Research with animals (see below) or established professional codes when such a review is requested; if in the judgment of the ARC a violation has occurred, it will be reported, in the case of faculty, to the Provost and, in the case of students, to the Campus Life and Community Standards Committee. Appeal in each case follows established procedures;
   iv. To conduct a continuing review of state and federal guidelines regarding the care and use of animals in research;
   v. To conduct a continuing review of all research guidelines published by various academic disciplines involved in non-human research;
   vi. To establish and publish College procedures that will govern the initial approval and subsequent review of all research and classroom projects with animals.

b) Projects to be reviewed by the ARC include those:

   i. Involving animals to be conducted in the classrooms or laboratories of the College;
   ii. To be submitted for funding for outside agencies, if required by that agency;
   iii. For which any member of the college community requests a review.

2. Procedures for submitting proposals for review

a) Approval must be secured in writing before the purchase or acquisition of subjects may begin, or, in the case of those projects employing animals bred on-site, before the experimenter may begin any procedures. The information about a proposed study should be submitted to the ARC at least one month prior to the anticipated beginning of the project so as to insure time for review.

b) Research proposals should be submitted using the ARC Review Forms. These Forms are available from the Chair and members of the ARC.

c) Changes in the research topic, subject or procedure must be approved in advance by the ARC.

d) When the ARC has examined a proposal, copies of the evaluation will be sent to key participants (i.e., student, faculty adviser, research supervisor, etc.) This procedure will be followed in cases where permission is given to proceed (perhaps with recommendations for improving the procedure) as well as in those cases where additional information is required. No project may begin until written notice from the ARC is received.

e) Projects will normally be reviewed during the regularly scheduled meetings of the ARC. Special meetings may be called by the Chairperson on an "as-needed" basis. All actions of the ARC will be by majority vote by those present.

f) The ARC will provide additional reports as required by state and federal regulations.

3. Membership, Membership Selection, Terms of Office and Chairperson selection.

a) The ARC will be composed of the following:

i. Two faculty members nominated by Faculty Council, approved by the faculty, and appointed by the President for three-year, staggered terms and including one faculty member who is engaged in animal research and one faculty member who is not a practicing scientist and does not use animals in teaching or research;
ii. The College's principle animal caretaker, appointed by the President;
iii. One member of the Meadville community, appointed by the President, who does not use laboratory animals in any way and whose only affiliation with the College is membership on the ARC;
iv. A licensed veterinarian appointed by the President.

b) The Chairperson will be one of the faculty members elected by the ARC.

Statement of Principles Regarding Research with Animals

The Statement of Principles pertains to Allegheny's institutional commitment to the rules and regulations regarding research with animals as specified in the *Guide for the Care and Use of Laboratory Animals* published by the Office of Animal Laboratory Welfare of the National Institutes of Health. Sections One and Two of Allegheny's Institutional Assurance of Compliance read as follows:

I. Applicability of Assurance

This Assurance is applicable to all research, research training, experimentation, biological testing, and related activities, hereinafter referred to as activities, involving live, vertebrate animals supported by the Public Health Service (PHS) and conducted at this institution, or at another institution as a consequence of the subgranting or subcontracting of a PHS-conducted or supported activity by this institution.

"Institution" includes the following branches and major components of Allegheny College: Academic Departments and Programs and faculty included in the Natural Science, Humanities, and Social Science Divisions. All branches are located on the main campus in Meadville, Pennsylvania.

II. Institutional Commitment

A. This institution will comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals.

B. This institution is guided by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training."

C. This institution acknowledges and accepts responsibility for the care and use of animals involved in activities covered by this Assurance. As partial fulfillment of this responsibility, this institution will make a reasonable effort to ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this Assurance as well as all other applicable laws and regulations pertaining to animal care and use.

D. This institution has established and will maintain a program for activities involving animals in accordance with the *Guide for the Care and Use of Laboratory Animals* (http://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf).

E. This institution agrees to ensure that all performance sites engaged in activities involving live vertebrate animals under consortium (subaward) or subcontract agreements have an Animal Welfare Assurance and that the activities have Institutional Animal Care and Use Committee (IACUC) approval.

(Revised Spring 2007)

3.5 Assessment Committee

1. Functions

The principal functions of the Assessment Committee are to monitor progress on the college's assessment of student learning, to work with the Administration, including the Office of Institutional Research, on the prioritization of academic assessment-related data collection and survey information, to facilitate communication between campus constituencies about assessment initiatives, and to make recommendations to the Provost regarding assessment plans and projects.

The specific responsibilities of the Assessment Committee are:

a) To assist in the prioritization of assessment of learning outcomes.

b) To consult with the Administration on college survey instruments, identifying areas of importance for learning outcomes.

c) In consultation with the Director of Learning Assessment, work with the Administration to identify priorities for situating Allegheny's assessment practices and results with respect to relevant comparison groups and information.

d) In consultation with the Director of Learning Assessment, formulate recommendations to the Provost and Associate Provost of the College on assessment initiatives, including the Middle States institutional review process.

2. Reporting Frequency and Procedure

a) Meetings of the Committee will normally be open to all members of the College Community.

b) The Committee will report periodically to the Provost.

c) An annual report in the form of an Executive Summary will be filed with the Faculty Council and the Administrative Executive Committee; it will also be deposited in the College Library.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

a) The Committee will be chaired by a faculty member selected by the Committee for a one-year term who will determine an agenda in consultation with the Director of Learning Assessment and the Director of Institutional Research.

b) The Committee membership, selected to represent broadly the campus community, will be composed of the following voting members:

i. The Director of Learning Assessment;
ii. The Director of Institutional Research;
iii. Three faculty members, one from each division, nominated by the Faculty Council and elected by the faculty for three-year staggered terms;
iv. Institutional consultants, retained by the Provost, who regularly advise on assessment matters will serve as non-voting members.

(Approved April, 2008)
(Revised April, 2013)

3.6 Curriculum

Many matters pertaining to the academic operation of the College, including the calendar, curriculum, and introduction of new courses and programs are reviewed by the Curriculum Committee, jointly chaired by a faculty member and the Provost. Major proposals, including new courses and curricular changes, designed to be acted upon within a given academic year will be presented to the committee by the end of October of that year.

1. Functions

The principal function of this Committee is to consider and formulate the College's educational priorities and educational goals, and to recommend ways and means by which these priorities and goals should be reflected in the academic program. The Committee's specific responsibilities are:

a) To consider and recommend the degrees to be awarded by the College and the requirements for these degrees;

b) To formulate criteria and consider requests for new major, minor, and other academic programs, for recommendation to the faculty;

c) To consider, evaluate, and approve Student-Designed programs;

d) To consider, evaluate, and recommend proposals for cooperative programs with other institutions;

e) To consider, evaluate, and recommend proposals to add, delete and alter college courses;

f) To recommend to the Faculty the Academic Calendar;

g) To review the curriculum periodically and systematically, with Committee decisions and recommendations subject to Faculty approval;

h) To provide advice and support to the Provost in implementing the above responsibilities;

2. Membership, Membership Selection, Terms of Office and Chairperson Selection

a) The Committee will be composed of the following:

i. Five faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms, and no more than two faculty in the same academic division;
ii. Six students appointed by the Allegheny Student Government for two-year terms;
iii. The Provost and the Registrar as *ex officio*, voting members;
iv. The Director of the Library as *ex officio*, non-voting member;
v. The Associate Provost of the College and the ASG Director of Educational Affairs as Consultants to the Committee.

b) The Chairpersons will be a faculty member selected by the Committee for a two-year term and the Provost.

(Revised Spring 2007)

3.7 Faculty Council

The functions of the Faculty Council are to advise the President and the Provost in the development of general college policies, advise the President on Honorary Degrees, serve as the Committee on Committees, and consider and deal appropriately with issues brought to it by any member of the college community.

1. Functions

The specific functions of the Faculty Council are:

a) To advise the President or Provost concerning the development of the College's educational and administrative policies, including policies and procedures for tenure and promotion.

b) To provide a forum for the discussion of specific issues brought by any member of the college community, to bring to the attention of the Faculty or Administration matters for implementation or decision, and to consider motions submitted by any member of the faculty. After appropriate deliberations, Council may present such motions to the Faculty with or without endorsement or may choose not to present them at all. In all cases, Council has the obligation to advise the originator of a motion about Council's position. This clause does not abrogate the right of faculty members who make motions from the floor at faculty meetings.

c) To advise the President of the College and the Provost with respect to staffing.

d) To recommend changes in the committee structure to the Faculty.

e) To appoint *ad hoc* committees and to inform the Faculty of the responsibility and personnel of these committees.

f) To nominate faculty for membership to the Standing Committees.

g) To inform the trustees annually about matters of faculty concern.

h) To accept and file annual reports from all Faculty Committees.

i) To advise the President on honorary degrees. A subcommittee of the elected members of Council will convene with students and the Director of Alumni Affairs to provide advice to the President.

j) As a member of the Great Lakes College Association, Allegheny sends two representatives to the GLCA Academic Council, which typically meets once per year. GLCA Academic Council representatives are appointed by Faculty Council, with one representative being a member of Council. The representatives should serve three-year, staggered terms and represent two different divisions of the College.

(*Revised Spring, 2011*)

2. Reporting Frequency and Procedures

a) Either the President of the College or the Chairperson of the Faculty Council may convene Council.

b) An agenda will be established for each meeting and distributed to Council members in advance of the meeting.

c) The Council will appoint a Secretary who will keep minutes of the meetings; after approval the minutes will be distributed to the faculty and administration.

d) The Council will request a place on the agenda of each Faculty Meeting to bring to the Faculty for deliberation issues of special concern.

e) The Council will issue at least one oral or written report of its activities to the Faculty during each of the two semesters of the academic year.

f) An annual report of Council will be placed in the College Library at the end of each academic year.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

a) The Council will be composed of the following:

i. The President and the Provost, as *ex officio* non-voting members;

ii. Seven members elected from and by the College Faculty for three-year, staggered terms. Any full-time faculty member, so listed in the College *Catalogue* or so designated by the Council, who has completed two years of service at Allegheny is eligible for election. However, no one serving for a three-year term shall be eligible for re-election until three years have expired after the completion of the term for which the person was elected. Members of the Faculty Review Committee are also ineligible for service on the Faculty Council and may not appear on any ballot for election to the Council.

b) The Chairperson will be an elected member of the Council selected by the Council for a one-year term.

(Revised Spring, 2004)

3.8 Faculty Review

The function of the Faculty Review Committee is to make recommendations to the President in matters of tenure, promotion and three-year appointments in accordance with the faculty appointment guidelines and promotion guidelines approved by the Faculty and the Board of Trustees.

1. Functions

The Committee's specific responsibilities are:

a) To administer, through the Office of the Provost, the process by which faculty are considered for tenure, three-year appointment, and promotion;

b) To consider evidence submitted by departments and other sources that bears on the qualifications of faculty who have been nominated or are otherwise eligible for tenure, three-year appointment, and promotion;

c) To recommend to the President, through a formal vote of the elected members, appropriate action on each eligible candidate.

2. Reporting Frequency and Procedure

a) The Committee Chair, in consultation with the Provost and other Committee members, will determine the time, place, and agenda of each meeting.

b) The Committee will select a Secretary who will advise members of impending meetings and who will count the number of votes cast in support of and in opposition to recommendations made to the President. The Provost records the vote.

c) Meetings of the Committee will be held in closed session.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

a) The Committee will be composed of the following:

i. The Provost, an *ex officio*, non-voting member;
ii. Six tenured faculty members, two from each division but with no more than one member from any one department, elected by full-time faculty.

b) Faculty members on the Committee shall select the Chairperson from among themselves for a one-year term.

(Revised Spring, 2007)

3.9 Health Professions Advisory

The principal functions of this committee are to help students prepare for post-graduate education in professional health and to obtain information concerning careers in this area.

1. Functions

The Committee's specific responsibilities are:

a) To counsel students concerning career opportunities in the health field;

b) To advise students about undergraduate liberal arts curricula suitable for graduate health education;

c) To assist students in compiling dossiers and obtaining graduate placement;

d) To plan, arrange, and supervise public lectures, symposia, visits by scholars and practitioners, and other programs designed to introduce students to the opportunities and requirements of prospective graduate health fields;

e) To represent Allegheny College at appropriate professional institutions and association meetings;

f) To provide counsel, guidance and support to the Director of The Counseling Center and the Director of Career Services.

2. Reporting Frequency and Procedure

The Committee will issue at least one written or oral report to the Faculty each year summarizing its activities, decisions and degree of student success in obtaining post-graduate placement.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

a) The Committee will be composed of the following:

i. Four faculty members, drawn from appropriate departments and nominated by the Faculty Council for three-year, staggered terms;
ii. Four students elected for two-year, staggered terms, from and by the Allegheny students participating in the Pre-Health program;

iii. The Health Professions Advisor—appointed by the President—will be an *ex officio*, voting member;
iv. The Associate Provost of the College will be an *ex officio*, non-voting member.

b) One Co-Chairperson will be a faculty member and official member of the Committee selected by the Committee for a two-year term. The Health Professions Advisor will serve as the other Co-Chairperson to the Committee.

(Revised Spring, 2007)

3.10 Institutional Review Board

The principal function of the Institutional Review Board is to safeguard the rights and welfare of participants taking part in research activities either originated by members of the College community or conducted at the College by others. Since the College IRB is registered with the Office of Human Research Protection (OHRP) of the U.S. Department of Health and Human Services (DHHS), policies and procedures of the IRB are consistent with OHRP standards, specifically the Code of Federal Regulations (CFR) Title 45, Part 46:
http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html).

1. Functions

a) The specific responsibilities of the IRB are:

i. To conduct both initial and continuing review of all human research conducted by any member of the College community either on or off campus as well as any research conducted at the College by outside groups or organizations to determine if such research is (a) exempt from review, or (b) subject to either expedited or full review;
ii. To address any questions as to whether a specific activity constitutes research under relevant OHRP definitions ("research …a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge." CFR Title 46, Part 46, §46.102);
iii. To conduct required reviews of research projects, including classroom projects, that meet the OHRP definition of research;
iv. To review alleged violations of participants' rights in human research as identified in relevant governmental regulations, the Belmont Report, or established professional codes when such review is requested; if, in the judgment of the IRB, a violation has occurred, it will be reported, in the case of faculty, administrators, or staff, to the Provost and, in the case of students, to the Academic Integrity Board;
v. To implement current state and federal regulations regarding the protection of human participants in research projects;
vi. To establish and publish the procedures that will govern IRB decision making at the College;
vii. To establish sub-boards of the IRB authorized to determine exemption from review or to conduct expedited review; all reviews requiring full board review must be conducted by the IRB.

b) Projects to be reviewed by the IRB include research activities:

   i. Conducted by a member of the College community or research conducted at the College by persons who are not members of the College community;
   ii. To be submitted for funding to outside agencies, if required by that agency;
   iii. For which any member of the college community requests a review;
   iv. Involving human participants while a faculty member is at another institution or collaborating with colleagues from another institution, unless that faculty member has obtained the approval of an IRB at the other institution (Note: approval from another institution must be sent to the College IRB);
   v. Involving the sharing of data or tissue from a previously approved project.
   vi. Used for institutional research that collects new data or goes beyond the normal internal management uses of information analysis, or when questions arise in institutional research concerning compliance with protection of human participant guidelines.

2. Procedures for obtaining IRB approval of projects.

   a) Approval must be secured in writing before any recruitment of participants may begin. The specific procedures for the submission of proposals, including deadlines, answers to frequently asked questions, and required forms are available on the IRB web site.

   b) Researchers may request an exemption from review, an expedited review, or a full board review from the IRB. Decisions of the IRB are sent to key participants (i.e., student, faculty advisor, administrator, etc.) in writing. No project may begin until written permission is received.

   c) Full board review requires that a quorum of the members of the IRB are present, including at least one nonscientist, and that accurate records of decisions and votes are maintained. Email and proxy votes are not permitted for full board reviews.

   d) Projects will normally be reviewed during the regularly scheduled meetings of the IRB. Special meetings may be called by the Chairperson as needed. All actions of the IRB require a majority vote of the membership of the IRB. Members of authorized sub-boards will not be considered as part of the membership of the IRB when conducting full IRB reviews.

   e) The IRB makes every effort to work with researchers to ensure that all research is in compliance with relevant governmental and disciplinary ethical standards. In the event that permission to conduct a project is denied, that decision is final. The College administration may, at its discretion, refuse to allow an approved project to proceed, but it cannot give permission to permit a project which has been denied by the IRB.

3. Record Keeping

   a) The IRB has overall responsibility for maintaining records required by the OHRP for both the IRB and any authorized sub-boards. These records include, but are not limited to:

      i. An annual list of members;
      ii. Information on the names of researchers, titles of projects, dates proposals are received, and IRB decisions.

iii. Copies of all proposals and required forms along with copies of any associated correspondence.
iv. Copies of the minutes of all IRB meetings, including the names of those present and a record of all votes taken.
v. Signed informed consent forms which must be retained in a secure location for three years.

b) Sub-boards authorized by the IRB are obligated to provide the chair of the IRB with:

i. An annual list of members;
ii. A list of titles of all projects reviewed by the committee, together with the decision reached on each and all required documentation at least once per year;
iii. The names of the researchers and advisors as well as the date of receipt and approval.

c) The IRB will provide reports as required by either the College or state and federal regulations.

4. Membership, Membership Selection, Terms of Office, and Chairperson Selection

a) The membership of the IRB, excluding sub-boards, will be composed of the following:

i. A minimum of five persons, at least three of whom are Allegheny College faculty, who have successfully completed a College approved IRB ethics certification program;
ii. Among the members, at least one must have a scientific background, at least one must have a nonscientific background, and at least one should have no affiliation with the College, including being a family member of a member of the College community;
iii. IRB members should serve staggered three year terms; members may be re-appointed at the conclusion of their term;
iv. The IRB may, at its discretion, appoint consultants to the IRB to address specific concerns requiring specialized knowledge;
v. The Provost will appoint a Human Protections Administrator who is an ex-officio member of the committee.

b) The chairperson will be one of the faculty members elected by the IRB.

(Revised Spring 2010)

3.11 Public Events

1. Functions

The principal function of this committee is to select a series of public events that enrich the intellectual and cultural life of the Allegheny and Meadville communities. The Committee's specific responsibilities are:

a) To consider and determine the nature and schedule of the public events program;

b) To consider and recommend appropriate budget expenditures and revenue;

c) To consider potential integration of the public events with other academic and artistic programs on campus by:
    i. soliciting responses from the Allegheny community for recommendations of events and the potential link to the curriculum and
    ii. working collaboratively with the faculty and other appropriate offices in the development of appropriate educational residency activities;

d) To consider recommendations from the non-Allegheny community including but not limited to: area schools, social service organizations and local arts organizations;

e) To offer educational opportunities to the Meadville community when possible and without jeopardizing the integrity of a sound adult cultural program;

f) To provide advice and support to the Director of Conference and Event Services.

2. Membership, Terms of Office, Chairperson Selection

3. The Committee will be composed of the following voting members:

    i. Two faculty members nominated by the Faculty Council and approved by faculty vote to serve three-year, staggered terms.
    ii. Four students appointed for one-year terms by the Allegheny Student Government. If, after two meetings the ASG representatives choose not to attend, interested students will be recruited from the general student body.
    iii. The Director of Conference and Event Services, *ex officio*.

a) Any interested person from the Allegheny and/or Meadville communities may join the committee on a regular basis as a non-voting member pending the approval of the appointed committee.

b) Any person from the Allegheny and/or Meadville communities may visit the committee to discuss an idea or issue after calling the Chairperson and securing a place on the agenda.

c) The Chairperson will be a faculty member selected by the Committee for a one-year term and the Director of Conference and Event Services.

(Revised Spring 2007)

Section 4

Standing Committees of the College

4.1 Administrative Executive Committee

The AEC is comprised of the President; Provost; Executive Vice President; Vice President for Development and Alumni Affairs; Vice President for Enrollment and Communications; Dean of Students; Vice President for Information Services and Planning, Associate Provost/Director of the Gateway; and Chief of Staff. The Chair of the Faculty Council also participates in AEC meetings. The AEC is the primary policy-making body of the College. The AEC reviews all major financial, administrative, academic, and programmatic issues.

4.2 Campus Life and Community Standards

1. Functions

The Campus Life and Community Standards (CLCS) Committee formulates and recommends policy related to the nature and quality of life on campus, represents the faculty and the student body in hearings concerning the Honor Code and appeals concerning the non-academic student conduct system, and provides faculty consultation to the Athletics Department.

The specific responsibilities of the Campus Life and Community Standards Committee are:

a) To provide advice and consultation on the quality of campus life and the nature of student involvement in out-of-class activities. All members of the community may raise issues for the Committee's consideration, but the Committee will pay particular attention to matters related to the residential college experience, intercollegiate athletics and recreation, spiritual and religious life, experiential learning, admissions, student activities, and student conduct issues.

b) To represent the faculty and student body on the Academic Integrity Board. The Academic Integrity Board is the hearing board for cases of alleged violations of the Honor Code. A full description of the Allegheny Student Conduct System is found in Section 11.11.

c) To represent the faculty and student body on the Community Standards Board. The Community Standards Board is the appeals board for all non-academic student conduct cases.

d) To provide two faculty members, one man and one woman, to serve as Faculty Athletic Representatives to the athletic department and relevant NCAA conferences.

2. Membership, Membership Selection, Terms of Office and Chairperson Selection.

a) The Committee will be composed of the following:

i. Five faculty members, nominated by the Faculty Council and approved by faculty vote to serve three-year, staggered terms. Attempts should be made to have divisional and gender representation on the committee. All faculty members of the Committee will serve as the faculty representatives on the Community Standards Board and the Academic Integrity Board. Additionally, two of the faculty members will serve as the Faculty Athletic Representatives. Faculty substitutes are appointed by Faculty Council in the event that there are not enough board members present to conduct a hearing for either the Academic or Community Standards Boards;

ii. The Dean of Students, Chaplain, Director of Athletics, Director of Student Involvement, Director of the Counseling Center, and Director of Residence Life (or their substitutes if they are unable to attend), and one staff representative appointed by the Staff Advisory Committee as *ex officio*, voting members of the CLSC Committee;

iii. Student members of the Committee will include the student Director and Assistant Director of Student Affairs for the Allegheny Student Government and six other students, three men and three women, selected at-large and appointed by a two-thirds vote of the student government. In making appointments, every effort will be made to ensure representation of many facets of student life, including (but not limited to) athletics, spiritual and religious life, cultural activities, and residence life. The six students selected at large will serve as the student representatives on the Academic Integrity Board and the Community Standards Board. The ASG President and Vice-President are not eligible to serve on the boards but are welcome to attend CLSC Committee meetings. Honor Committee members are not eligible to serve on the Academic Integrity Board. Residence Life staff members are not eligible to serve on the Community Standards Board. Additionally, student members who are on probation during the time of service will not be eligible to serve as a member of the boards.

iv. The Assistant Dean of Students coordinates all administrative functions of the Academic Integrity Board and the Community Standards Board. This person can attend CLCS committee meetings but is not a voting member.

b) The faculty chairperson for the Academic Integrity Board will be elected from among the faculty members of the Campus Life and Community Standards Committee to serve for one year (the AIB chair should not be one of the Faculty Athletic Representatives). If unable to serve for a particular AIB hearing, the chairperson appoints a substitute chairperson from among the faculty members. A chair for the Community Standards Board will be appointed for each hearing and can be either a faculty representative or one of the administrative members of the CSB.

c) The Chairperson of the Campus Life and Community Standards Committee will be a faculty member selected by the Committee. The Dean of Students will serve as co-chair to assist with administrative matters and to stand in for the chair as needed.

4.3 Council on Diversity and Equity

1. Functions

The principal functions of the Council on Diversity and Equity (CODE) are to recommend and promote policies, practices and programs that foster effective participation in a diverse and inclusive community; to examine formal and informal structures and processes that impede or facilitate progress toward diversity goals and recommend improvements; to identify strategies and approaches to raise awareness and sustain dialogue; to share diversity best practices; to engage in institutional diversity planning and assessment; to make policy recommendations to AEC, Faculty Council, and the Board of Trustees on issues related to diversity, equity and access within Allegheny; and to deliver findings and recommendations every other year as the "Biennial Report on the Status of Diversity and Equity."

The specific responsibilities of CODE are:

a) To ensure compatibility of College policies, procedures and practices with the goal of a diverse, inclusive and safe campus.

b) To monitor and provide guidance and education in cases of discriminatory harassment, hate crimes, sexual harassment and sexual assault reported by students, employees or visitors.

c) To assist with empirical studies about the College and the development of a diversity plan, including the monitoring of institutional progress toward achieving stated diversity goals.

d) To provide a forum where representatives from various segments of the College community can come together to discuss and consider forward-looking, proactive strategies, methods, and approaches that will help to make Allegheny a more diverse and welcoming environment.

e) To provide input regarding diversity and inclusion in the College's strategic plan.

f) To review and recommend improvements in a comprehensive, integral way for achieving diversity and inclusion at Allegheny (student diversity, workforce diversity, and curricular/co-curricular diversity).

g) To examine and analyze the diversity and inclusiveness of the curriculum and make recommendations for improvement.

h) To work with Faculty Council and other appropriate groups to encourage the representation and active participation of historically underrepresented minorities and women by including these community members on committees empowered to make decisions.

i) To review comparable data and materials from Allegheny's standard comparison groups that are intended to enhance and celebrate diversity.

j) To collect, analyze and summarize data on Allegheny faculty and staff hiring, retention, and promotion by race, gender, sexual orientation, religion, and other available diversity characteristics.

k) To develop recommendations for faculty and staff professional development experiences and student development focused on diversity issues.

l) To recommend strategies for stimulating diversity research, internal and external, as well as theoretical and applied.

m) To initiate projects to advance diversity goals in consultation with appropriate staff, administrative offices, and other standing committees of the College or Faculty.

2. Reporting Frequency and Procedures

a) Either the Chief Diversity Officer (CDO) or faculty co-chair may convene the full membership and/or Diversity Work-Groups (DWGs). Faculty members serving on permanent DWGs will do so as their committee assignment.

b) CODE will meet twice per semester, excluding summer, and an established meeting time will be selected by the membership based upon majority availability. Diversity Work-Groups will meet regularly (as agreed upon) until their work is completed.

c) One out of the two CODE meetings each semester will be open to all members of the College community. An agenda will be established and circulated with supporting materials to all members prior to each scheduled meeting as well as made available to members of the College community.

d) CODE Co-Chairs will appoint a Secretary who will keep minutes of each meeting. Each DWG will select a Secretary who will keep minutes of each meeting. After approval, a summary of CODE and DWG minutes will be posted to the appropriate website for the College community on a timely basis.

e) Diversity-related topics which impact the College community, special topics on diversity, or requests from student or employee groups to present information to CODE may be submitted to the CDO's assistant at least seven days before each published open meeting. The individual or group will be informed whether their topic will be included on the upcoming agenda in advance of the meeting.

f) CODE will report periodically to the campus community.

g) The "Biennial Report on the Status of Diversity and Equity" will be delivered in the spring semester of even-numbered years.

3. Membership, Membership Selection, Terms of Service

a) The CDO and a faculty member elected by CODE from among its members will serve as co-chairs. The faculty co-chair will serve a one-year term and a new faculty co-chair will be elected by CODE membership for one-year terms in subsequent years.

b) CODE membership, selected to represent broadly the campus community, will be organized in staggered "terms of service" and composed of the following:

i. CDO;
ii. Sexual Harassment Officer (*ex officio*);
iii. Six faculty members representing a mix of division, diversity, tenured and non-tenured, and appointed by the Faculty Council for three-year terms;
iv. Representatives from the Offices of Diversity Affairs, Religious and Spiritual Life, and International Programs and Services for three-year terms;
v. Representatives from Admissions, Human Resources, Staff Advisory Committee (non-exempt), and Administrative Advisory Committee (exempt) for two-year terms;
vi. One representative each from the Board of Trustees, Meadville community, and Allegheny Alumni Council (all *ex officio*) appointed and confirmed by the President of the College for two-year terms;
vii. Four students (selected through an open application process facilitated by the Office of Diversity Affairs and Allegheny Student Government) for two-year terms;
viii. Representatives from the Offices of Institutional Research, Campus Communications, and the Learning Commons will serve as non-voting consultants of CODE.

c) CODE co-chairs will assess and evaluate the need for appointing **permanent** and/or *ad hoc* DWGs to address issues of diversity, equity and access. Those appearing in bold will serve as permanent DWGs.

i. **Assessment and Accountability**
ii. **Campus Climate and Offensive Behavior** (Discriminatory Harassment and Hate Crimes, Sexual Harassment and Assault)
iii. **Domestic and International Diversity Integration** (Curricular and Co-Curricular)
iv. Faculty Recruitment, Development, and Retention Initiatives (Dissertation Fellowship, Diversity Scholar or Artist-in-Residence)
v. Student Recruitment, Development, Retention, and Graduation Initiatives (Community Partnerships, Pre-College and Bridge Programs)
vi. Staff Recruitment, Development, and Retention

d) CODE co-chairs will appoint DWG co-chairs (one faculty and one staff member from CODE membership). DWG co-chairs for *ad hoc* groups will serve until the work is completed (usually within one year). DWG co-chairs for **permanent** groups will serve up to a three-year appointment.

e) A gender balance, as well as adequate representation of minority groups, will be maintained in the selection of members.

4.4 Finance and Facilities

1. Functions

The principal functions of this Committee are to participate in the determination of general financial and facilities planning policy for the College and to serve as a liaison between Administration, Faculty and Staff on financial matters.

The Committee's specific functions are:

a) To engage in a continuing review of the financial and facilities situation at the College and to report this information to the campus community;

b) To monitor the financial condition of the College and the state of the College's facilities as compared to other institutions;

c) To advise the Administration on all financial and facilities matters that concern the members of the College community, such as the size of the College, the level of tuition and fees, the size and distribution, over broad categories, of the College budget, needs for new construction, renovation, and deferred maintenance on the campus, and long-range financial and facilities planning;

d) To recommend priorities for broad financial aggregates and ratios, and for construction, renovation and maintenance projects;

e) To hear and deal with related issues brought to the Committee by any member of the College Community.

2. Reporting Frequency and Procedure

a) Meetings of the Committee will normally be open to all members of the College community. An agenda will be established for each meeting and distributed to Committee members and made available to members of the College community in advance of the meeting.

b) The Committee will appoint a Secretary who will keep minutes of each meeting.

c) The Official Meeting Minutes will be made available to members of the College community on a timely basis.

d) The Committee will report periodically to the campus community.

e) An annual report will be filed with the Faculty Council and the Staff Advisory Committee at the end of each academic year. In addition, the annual report will be deposited in the College Library.

3. Membership, Membership Selection, Terms of Office, and Chairperson Selection

The Committee membership, selected to represent broadly the campus community, will be composed of the following:

a) Five faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms;

b) Two administrative and two staff members appointed by the President of the College for four-year staggered terms;

c) Four students nominated by the Allegheny Student Government and confirmed by the President of the College for two-year staggered terms;

d) The Executive Vice President and the Provost *ex officio*.

e) The Vice President for Finance and Administration, the Associate Vice President for Finance, the Director of Human Resources, the Director of Institutional Research, and the Director of Physical Plant, Facilities and Construction will serve as non-voting consultants to the committee.

f) The Co-Chairpersons of the Committee will be the Executive Vice President and a faculty member of the Committee selected for a one-year term.

(Revised, Spring 2007)

4.5 Administrative Advisory

The Administrative Advisory Committee (AAC) is elected to communicate the interests and opinions of exempt (salaried) employees and acts as a liaison to the Administrative Executive Committee (AEC).

The committee is comprised of eleven exempt employees. Representatives are elected by their peers to serve a two-year term of office. AAC meets regularly and members of the campus community are welcome to attend. AAC by-laws and most recent minutes can be found online at:
http://sites.allegheny.edu/aac/

4.6 Staff Advisory

The Staff Advisory Committee (SAC) is elected to communicate the interests, opinions and concerns of the non-exempt (hourly) staff to the Administrative Executive Committee (AEC).

The SAC is comprised of eleven non-exempt employees who are elected by their peers to serve a two-year term of office.

SAC meets regularly and members of the campus community are welcome to attend. The SAC Web page, http://sites.allegheny.edu/sac/, shows the SAC by-laws, recent minutes, and the dates, times and location of upcoming meetings.

4.7 Study Away and Campus Internationalization

1. Functions

The Study Away and Campus Internationalization Committee is responsible for coordinating international educational opportunities and initiatives, including overseeing international aspects of the curriculum, evaluating and approving study away programs, and administering resources related to study away and campus internationalization.

The Committee's specific functions include:

a) developing and periodically updating a comprehensive internationalization plan, including an inventory of areas such as globally focused course offerings, international faculty development opportunities, study away programs and enrollment, EL travel seminar frameworks, and international student and scholar recruitment and retention.

b) setting benchmarks and timelines for the comprehensive internationalization plan and monitoring institutional progress.

c) ensuring coherence and communication between curricular and co-curricular aspects of international education.

d) vetting new off-campus study programs, EL Seminar Proposals, and Study Away proposals, and making changes to existing programs in support of strategic goals before their review by the Curriculum Committee.

e) providing an academic context and framework for the work of the International Programs and Services Office.

f) promoting recruitment and retention of international students.

2. Reporting Frequency and Procedures

a) An agenda will be established for each meeting and distributed to Committee members in advance of the meeting.

b) Meetings of the Committee normally will be open to all members of the College community.

c) The Committee will appoint a Secretary who will keep minutes of each meeting. After approval by the Committee, minutes will be made available to the campus community.

d) The Committee will file an annual report with Faculty Council.

3. Membership, Membership Selection, Terms of Office, and Chairperson Selection.

The Committee will be composed of the following:

a) Voting members:

i. Three faculty members nominated by Faculty Council and elected by Faculty for three-year, staggered terms with divisional representation;
ii. The Study Away Faculty Liaison;
iii. The Director of the International Programs and Services Office;
iv. The Associate Director of Admissions and Coordinator of International Recruitment, or another representative from Admissions;
v. Two student members appointed by Allegheny Student Government for two-year staggered terms.

b) Non-voting member: representative from the Allegheny Executive Committee (AEC).

c) The Committee Co-Chairs will be a member of the faculty and the Director of International Programs and Services.

Section 5

Faculty Appointments

5.1 Guidelines for Recruiting Full-Time Faculty

Introduction

These procedures are guidelines; they are subject to change and exceptions to them may be granted. These procedures are designed to ensure that the best possible faculty member is hired, that all interested applicants have an opportunity to apply, and that all those who do are treated fairly, equitably, and humanely. Against these goals of quality, opportunity, and equity will be judged all requests for exceptions. All such requests should be directed to the Provost and Dean of the College.

1. Identifying A Vacancy

a) Resignations and Retirements

When a faculty member expresses an intent to resign or retire, the department chairperson should encourage that faculty member to submit as soon as possible a letter to the Provost indicating the effective date of the resignation or retirement. (If the chairperson wishes to prevent a resignation by means of a counter-offer, contact the Provost immediately to discuss how to proceed.) The chair should next contact the Provost requesting permission to recruit a replacement. The chair should be prepared to explain the need for maintaining the position within the department. Should a question arise concerning the continued need for the position, the Provost shall discuss it with the chair, members of the department, and Faculty Council.

b) New Position

When a department or program desires an additional position, it should submit a written request with supporting documentation as early as possible. The documentation should include the job description detailed below and clearly articulate the need for the position from an institutional perspective. In particular, the request should describe how the position will further programmatic objectives and support the mission and strategic priorities of the College. The request should also include enrollment data and a description of programmatic history and goals. The Provost shall discuss requests for new positions with Faculty Council.

2. Writing the Position Description or Job Ad

A detailed job ad should be developed by the department or program as a whole. (When teaching in a second department or program is contemplated, the appropriate chair(s) should be consulted.) The description should include at least the specialties, training, degrees, and experience required; an indication that commitment to teaching and learning in a liberal arts context is expected, including a contribution to the teaching of general education courses and FS courses, interdisciplinary courses, and/or courses fulfilling all-college requirements; the rank(s) available. If the job is of limited duration, for example if the position is a sabbatical replacement or tenure ineligible, this information must be included in the description.

There must be a direct relationship between the duties to be performed and the credentials and experience required. Doctoral degrees should be specified in most academic disciplines, but they are not always required in the creative and performing arts; in these areas, appropriate terminal degrees are normally expected. The job description, therefore, must distinguish clearly between required credentials and experience as opposed to desirable ones. Finally, the job ad must include directions on how to apply, including the need for at least three references and a deadline for the receipt of applications, as well as the internet address of the department or program.

The chair should request a copy of the latest job ad template from the Provost's Office and follow that template. The job ad must be approved by the Provost before any further steps in the search process are undertaken.

3. Planning The Search

Once the request to recruit has been approved, the department chair should prepare a search plan in consultation with the department.

a) Advertising and Posting

Announcement of positions available should be as broad as possible. The prime purpose of advertising and posting is to amass a large pool of qualified applicants, including female and minority candidates. Some potential resources to broaden the pool include national journals, departments at other institutions, academic and professional associations (including committees within these associations), listservs, and websites.

Posting of ads internally will be arranged by the Provost's Office. The department chair will be responsible for placing other ads in a timely fashion and for sending the ad to those institutions and groups appearing on the list submitted as part of the search plan.

Departments are encouraged to make contact with colleagues and departments at other institutions to identify potential applicants, including those from diverse backgrounds. Another good practice is to utilize directories and rosters of prestigious fellowship programs at both pre- and post-doc levels, including those that support individuals from diverse backgrounds; for example, the University of California System President's Postdoctoral Fellows Program (http://www.ucop.edu/acadadv/ppfp) and the Ford Foundation Fellow Program (http://sites.nationalacademies.org/PGA/FordFellowships/index.htm). Finally, departments are encouraged to attend conferences that provide opportunities to recruit applicants.

b) The Search Committee

Search committees normally consist of at least three members of the department or program, one faculty member from another department within the division, and one faculty member from a department outside the division. Search committees for interdivisional positions should include at least one faculty member not affiliated with the interdivisional program. Committees should be selected to reflect the diversity of the college faculty. If it is part of the departmental culture, students may serve on the search committee and vote. At a minimum, students should be included in all on-campus interviews. The department or program chair will chair the search unless other arrangements are made in advance.

In its initial meetings, the department or program should decide who from the department will serve on the search committee and create a list of four to six faculty from outside the department who might also serve on the search committee. The list of suggested search committee members should be forwarded to the Provost, who will approve the committee. Faculty who were denied renewal of contract or who have resigned their positions may not participate on the search committee unless approved beforehand by the Provost. Any adjustments in the composition of the search committee must be arranged by the chair and approved by the Provost.

While all members of the search committee are expected to gauge the potential of applicants to contribute to the College's broader mission, the committee members from outside the searching department(s) or program(s) are charged with assessing an applicant's potential to contribute to teaching and learning in a liberal arts context. Particular attention should be paid to a candidate's ability to communicate disciplinary material to nonspecialists, as well as their willingness and ability to work with students and faculty in a variety of contexts and courses, both inside and outside of the discipline. The outside members are also ideally situated to present the broader institutional context to candidates during the interview process. Outside members of the search committee should not be expected to read all the files, but rather only those chosen after an initial screening process conducted by the department. Generally, approximately 15 - 20 files are reasonable.

Faculty and students serving on the search committee should be made aware that, even though the College will normally hire a candidate recommended by the committee, the role of the committee is to screen candidates and offer a recommendation to the Provost, who makes the final decision.

All members of approved search committees should plan to attend a scheduled Search and Selection Committee workshop hosted by the Provost's Office. During this workshop, the Provost or an appropriate designee will review the legal aspects of faculty searches and relevant diversity materials, such as how to avoid cognitive errors, gender-bias research, and Allegheny data points. The Provost may also be invited by individual departments to attend a departmental meeting so as to discuss process and criteria, and to answer questions that may arise.

c) Preliminary Interviews

If it is expected that candidates will be interviewed at a professional conference, the chair should identify the conference, where and when it will take place, which search committee member(s)

will be attending, and the approximate cost of this activity. Preliminary interviewing at conferences can be an excellent way to narrow the pool of finalists. If a professional conference is not an alternative, the search committee should strongly consider conducting preliminary interviews by means of teleconferencing.

d) Summary: The Search Plan

The following items, described above, should be sent to the Provost for approval:

i. job notice for posting;
ii. advertising list and groups;
iii. search committee membership; and
iv. conference/preliminary interviewing plans.

4. Keeping Records

As soon as the search plan is approved, the chair should decide whether to manage the search files electronically or in paper. If managing the search electronically, a folder in an approved electronic repository (such as Sakai) should be created to store the files. Electronic copies of the approved job ad should also be stored in the repository, as well as copies of the ads as they appeared in print or electronic form. All applications received should be placed in the repository in a .pdf or similar format, and applications received in paper should be scanned and added to the online site. To reduce workload, departments may choose to specify in the job ad that all applications must be received electronically and refuse to accept print applications. Details about how to manage files in an electronic repository are available from the Provost's office. If managing the search in paper, the chair and the building coordinator should begin by identifying a file drawer to be used exclusively for the search. The search file or drawer must be secure and safe, yet readily available to members of the search committee. No one may take candidate files out of the building. The approved job ad should also be placed in the drawer along with the ads themselves as they appear in print or electronically. Whether the department uses hard copies or electronic copies of the files, all files must be retained for at least three years after the conclusion of the search. If the successful applicant is a non-resident alien, files must be retained for five years.

The building coordinator should prepare a search log form for keeping tabs on applications received. This log should have space for the day the application was received, the name and mailing address of the candidate, and the dates various actions were taken concerning the applicant’s candidacy. A sample search log form is available from the Provost’s Office. It should be arranged so that applications can be numbered and filed by a number. (Filing alphabetically by the last name of the applicant can become a chore.)

The building coordinator should prepare a form letter for acknowledging receipt of an application. This should be duplicated so that it can be sent out the day the application is received. Postcards should not be used, and whenever possible, correspondence should be sent to the candidate’s home address.

A cover sheet must be used for each candidate. This cover sheet should be placed at the front of each candidate’s file so that the search committee can tell at a glance if the file is complete, if it has been reviewed by all committee members, and if the candidate is still being considered for the position. A sample form is available from the Provost’s Office.

5. Screening Applications

Prior to beginning the selection process, the chair should review the applicant pool to determine whether women and underrepresented minority applicants are represented at about the rate of their estimated availability in the field. If not, the search committee needs to ask if recruitment and outreach efforts were sufficiently broad and consider re-opening the search with expanded, inclusive efforts. The Provost will often have availability data as a resource and can make this information available to search committees. Data reports are from the National Opinion Research Center and Survey of Earned Doctorates, where most recent information is accessible.

Before the review of applicants begins, the full committee must meet to develop a set of criteria for screening candidates. The criteria should adhere closely to the qualifications outlined in the notice of vacancy. Although screening procedures may vary from committee to committee, the chair must keep a record of why each candidate was rejected. The reasons may range from the candidate not meeting the minimum job requirements to the collective judgment of the committee. In every instance, the reasons must be free from bias and indicated on the candidate's cover sheet and on the search log.

All members of the search committee should be encouraged to review materials contained in the Faculty Search and Selection Resource Materials from the Provost's Office about cognitive errors and gender bias. These materials contain many best practices that should be kept in mind and followed throughout the selection process. For example, research has shown that it is important to take time to read thoroughly the files of all applicants who meet minimum standards. It is also extremely important **not to rank** candidates but rather to use large categories such as: Yes, No, Maybe or Acceptable, Not Acceptable. At this stage in the review, and with only a file from which to make a judgment, more precise rankings can be inaccurate. In addition, all decisions must be based on evidence. Members of the search committee and the search committee as a whole must be able to back up their opinions, statements, and decisions with evidence in the file.

6. Initial interviews

To expedite the process of reviewing candidates, the committee may elect to form one or more subcommittees that will conduct a first screening to eliminate candidates who are clearly not qualified. The outside members of the search committee should not be involved with this initial screening, which should result in a list of approximately 15 - 20 candidates. The full committee should then narrow this list to a dozen or so candidates, called the short list.

It is a good idea to conduct preliminary interviews with all short-listed candidates at a national conference or using teleconferencing. At least two search committee members should conduct initial interviews, and they should use a prepared set of questions for all candidates that has been approved beforehand by the committee. The chair should be sure to contact all interview candidates well in advance if the preliminary interviews take place at a conference.

Interviewers should keep in mind that all interviewing is a two-way street: an opportunity for Allegheny to learn more about the candidate and for the candidate to learn more about Allegheny. Search committee members should be positive about the College and Meadville and be sure to leave time for questions to be asked by candidates.

Studies have shown that the solo minority is far less likely to succeed than minorities in mixed on-campus pools. Therefore, search committees should plan to interview more than one woman or underrepresented minority faculty member.

Upon returning to campus or after teleconference interviews are completed, the interviewers should share comments with the search committee. Together, the committee should then develop the list of five or six candidates who will be considered for interviews on campus. These five or six candidates **should not be ranked.** It is expected that qualified minority or female candidates will be on this list.

The search chair should send the files to the Provost for review; the Provost and search chair will decide together which two to three candidates to invite to campus.

7. On-Campus Interview

The chair should be sure to review the Memorandum contained in the Faculty Search and Selection Resource Materials from the Provost's Office for a more detailed description of guidelines for on-campus interviews. Once it is agreed upon who will be invited to campus, the chair should call the candidates to establish the dates. The chair is responsible for all arrangements except where explicitly stated in the paragraphs that follow.

When confirmation of a candidate's travel plans is received, the chair should tell the Provost's Office. Most candidates will find it necessary to spend one night, and sometimes two nights, on campus. The building coordinator is responsible for making arrangements at one of the area B&Bs.

Each on-campus interview should involve the following: meetings with department faculty, both collectively and individually; the offering of a research seminar and/or classroom teaching; meeting or lunch with students; a 30-minute interview with the Provost; some contact with faculty from other departments; a brief tour of the campus, departmental facilities and, if time permits, the town.

All continuing, full-time members of the department should participate in the on-campus interview; faculty who are not continuing may participate only with the approval of the Provost. Once the chair has assembled the schedule, a copy of it should be sent to everyone who will be conducting an interview. This schedule should also indicate where each interview will take place and identify who is responsible for getting the candidate from one place to the next. A one-page curriculum vitae of the candidate should be attached to the itinerary.

During these interviews, the candidate should be clearly informed regarding department and college expectations in terms of courses to be taught, professional growth, advising and so forth. The nature of the position and possibilities for the future should also be discussed. If a candidate inquires about salary and benefits, he or she should be told that the Provost will discuss those items generally with candidates, but not name a specific salary figure except when making an offer.

The department chair may inform each candidate regarding the number of other candidates still to be interviewed and give some general estimate of when he or she may expect to hear from us. The candidate should be told that if he or she is faced with a job offer decision prior to hearing from us, the candidate should call the chair or the Provost to inquire about his or her standing.

Questions asked during employment interviews should be directly related to determining the candidate's qualifications for the appointment. These might appropriately deal with institutions attended, specializations, work experience and accomplishments, skills, references, self-evaluation and goals, educational philosophy, research program, and the like. Inquiries regarding race, religion, ethnic background, national origin, marital status, dependents, or age are inappropriate and possibly prejudicial.

Lunch should normally be on campus (bills may be sent to the Provost Office with the name of the department also indicated thereon); the luncheon group should be limited to three or four individuals plus the candidate. The dinner group should not exceed four persons including the candidate. Search committees should also exercise restraint when ordering alcohol, though one glass of wine is appropriate, if so desired.

If possible, a member of the department should meet the candidate at the airport and return the candidate to the airport. These are the candidate's first and last contacts with the College; thus while the task of transporting the candidate may be onerous, it is also important. A College car may be available through the Office of Safety and Security; if private cars are used, the College will reimburse the owner at the current established mileage rate.

The College does not cover travel expenses for a candidate's spouse or partner, although the spouse or partner may accompany the candidate if he or she desires. If the spouse or partner does come along, the department should arrange for some department members or their spouses/partners to visit with the candidate's spouse or partner, although the department should not feel responsible for entertaining the spouse or partner throughout the entire period. The Provost's Office should be notified in advance if the spouse or partner will be coming with the candidate. The spouse or partner should not accompany the candidate during his or her interviews.

Before the candidate leaves, the chair should ask whether the candidate remains interested in the opening, offer to provide additional information, and furnish the candidate with the candidate travel expense form so that the costs may be reimbursed by the College. This form when completed should be signed by the department chair and forwarded directly to the Provost's Office.

8. Recommending Candidates

Soon after the final candidate has left campus, the chair should collect the opinions and input from everyone who met the candidate during the interview. (Forms for doing so are contained in the Faculty Search and Selection Resource Materials from the Provost's Office.) When all the opinions on all the candidates have been collected and collated by the building coordinator, the search chair should call a meeting of the committee to discuss a recommendation for filling the position.

If the search committee believes that no candidate was strong enough for Allegheny, the chair should immediately contact the Provost so that additional on-campus interviews can be arranged. Otherwise, the committee should indicate which of the interviewed candidates were "acceptable" and which were "unacceptable." Within the acceptable group, the committee may indicate a preference for one candidate over another, although this is not required.

After consultation with the search committee, the search chair will discuss with the Provost the strengths and weaknesses of each on-campus candidate. The Provost and search committee chair

together will decide who will receive an offer. When agreement is reached all around, the Provost will telephone the candidate to offer him or her the position.

9. Hiring And After

When an oral acceptance has been received from a candidate, the Provost will notify the chairperson and prepare a letter of appointment. The Provost's Office will notify the chair when a signed contract has been returned so that the chairperson can notify the rest of the candidates that the position has been filled. These letters should only be sent out after a signed contract has been returned to the College; for candidates who were brought to campus a more personal letter may be sent, and no letter should be sent to any candidate who was offered the position but declined.

Extreme care should be exercised in composing rejection letters. The letter must not include a precise or specific cause for rejection. Rather, the language should be cast in deliberately vague terms. These letters should talk about the identification of other candidates whose credentials and experience appear to better suit the College's particular needs.

It is important that contact be maintained with the new faculty member over the months prior to his or her arrival on campus. Not only does it keep the new faculty member's interest and enthusiasm high, but also it can greatly ease his or her adjustment to the College and community and avert minor problems in the fall. The Associate Provost of the College will also write to new faculty in August informing them of the fall orientation program. The department chair or program director will presumably stay in touch regarding plans, syllabi, textbook orders, and the like for the courses to be taught by the new faculty member.

The new faculty member's greatest initial concern may well be housing. The Provost's Office keeps a list of apartments and houses available for rent or purchase. This list depends, however, on individuals informing them of places available. Advertisements in the *Tribune* may be of help, and new faculty members will probably wish to work through a realtor. Any assistance the department can provide in this regard is generally greatly appreciated. The new faculty member, however, must take responsibility for arranging for housing; it is not the responsibility of the department or the College.

10. Concluding The Search

After the last rejection letter has been sent, the search chair should do the following: 1) complete a Summary Search Report (the appropriate form is contained in the Faculty Search and Selection Resource Materials from the Provost's Office); 2) attach a copy of the completed search log form to the Summary Search Report; and 3) store the search materials, including minutes and notes, in a safe place for three years, or five years if an international candidate was hired (procedure for optional "digital" storage of search materials is available in the Faculty Search and Selection Resource Materials from the Provost's Office).

11. Late-Occurring Vacancies

Any vacancy that develops after April 1 will be considered a late-occurring vacancy if recruitment is for September 1 of the same year. Persons interviewed for such positions should be informed that the post is automatically a one-year temporary post and that a regular search will be held during the coming year to fill the position for the following year. Exceptions to this rule must be approved by the Provost. Under

normal conditions, the person holding the one-year temporary position may apply and be a candidate during the full search, but there is no guarantee that he or she will be the individual selected.

Job announcements for the late-opening vacancy should be sent to universities and professional registers as under normal recruitment procedures, if possible. Many times the best option for a one-year replacement can be regional colleges or universities. Telephone calls or letters should be sent to all nearby major institutions (please keep a list). These should include, but not be limited to, Penn State, Pitt, WVU, Ohio State, Case Western, Rochester, Syracuse, SUNY at Buffalo, Penn, Temple, Carnegie-Mellon, Kent State, University of Michigan, and Bowling Green State University. The job description should be posted on the Allegheny web page.

For temporary hires, care should be taken to minimize costs during the search, both in terms of time and dollars. Therefore, outside faculty members are not usually necessary. In addition, the interview may be shortened to one day, and candidates will meet with the Associate Provost rather than the Provost. Sometimes it might also be possible to bring in one candidate at a time for an interview, or even to conduct the interview via advanced technology.

12. Part-Time Openings

For full-time one-semester sabbatical replacements or part-time openings, recruitment is usually local rather than national. The job description should be posted and announced internally by the Office of Human Resources, and neighboring institutions should be contacted. Care should be taken not to allow the duties of the position to expand beyond those indicated in the description after the person is employed. Visiting faculty who are hired to work full-time as one-semester, sabbatical replacements will be eligible to enroll in the following benefits: medical insurance, dental insurance, and vision insurance. No other benefits are available to full-time, one-semester sabbatical replacements. Half-time appointments are not eligible for benefits. Only persons who have been employed more than half-time for the two immediately preceding academic years may be promoted to full-time without a regular search, and only with the approval of the Provost.

(Revised Fall 2012)

5.2 Faculty Appointments

Introduction

1. The Faculty is composed of the President, the Provost, the Deans, the Chaplain, the Librarian, and all Professors, Associate Professors, Assistant Professors, full-time Instructors, and other College employees holding academic tenure or designated as faculty by the President in a letter of appointment. Faculty status confers upon the holder a responsibility to attend general meetings of the Faculty and to participate in matriculation, commencement and other official ceremonies of the College wearing academic regalia. It confers the privilege of being listed in the College's *Catalogue* among members of the Faculty, voting at Faculty meetings and in Faculty elections, serving on standing committees in the governance structure of the Faculty or College, and serving as Faculty Moderator. Among those with Faculty Status, only those with Faculty Rank (i.e. Instructor, Assistant Professor, Associate Professor, or Professor) may be tenured as members of the Faculty or be elected to serve on Faculty Council or Faculty Review Committee. Those with faculty status, but not faculty rank, are considered administrators in all respects other than those outlined above.

2. Allegheny College is a community of scholars dedicated to serve, with respect and concern, the intellectual, cultural, moral, and spiritual needs of its constituency. The most important continuing responsibility of such a community is to maintain the excellence of its teaching staff. To accomplish this, the traditions, strengths, and goals of the College and the strengths, interests, and ambitions of individual faculty members must be creatively and imaginatively integrated by the mutual efforts and concerns of faculty and administration. Such mutual endeavor requires encouragement and support of faculty and program development, fair and humane assessment of faculty performance, continuing dedication to and support of those disciplines for which faculty are responsible, and active support of the College program as a whole.

3. The presupposition of such mutual endeavor and respect is the principle and exercise of academic freedom. The College, as a community, firmly commits itself to the following statement of this A.A.U.P. principle:

    a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the [College].

    b) The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

    c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in a community imposes special obligations. As a [person] of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.

4. Any reappointment takes place within an institutional context. Because the College is an integrated community, the professional appraisal of an individual faculty member occurs within the context of an appraisal of the College. The individual's performance and promise is judged within the context of her/his department(s), division(s) and the College as a whole. Through normal college communication channels, the individual should be aware of that context. The department chairperson will discuss fully with the individual his/her particular place within the context. The discussion will include such factors as rank and imminent retirements within the department, teaching and advising loads, the development of areas of expertise, and the ratio of tenured to untenured faculty. The College does not limit the number or percentage of faculty tenured in a department, even though the College as a whole will not have a faculty made up entirely of tenured people.

Standards

5. The College seeks for its faculty persons who will, most importantly, make outstanding contributions in teaching; will demonstrate excellence in research (as defined below); and will contribute to the

total life of the community. All are essential. Some of the personal qualities which contribute to excellence in these three areas are: intellectual ability and curiosity, analytical power, initiative, energy, imagination, creativity, clarity of expression, integrity, and a sympathetic appreciation for the viewpoints of others.

6. The College, for its part, will seek to assist faculty by providing a context of freedom, protection from harassment, and, commensurate with its ability, adequate physical facilities for teaching and research, support in money and time for responsible and promising research, encouragement of professional development, and resources for the improvement and development of skills.

7. The College is also responsible for the periodic evaluation of its faculty both in terms of the individual's record of performance and the promise in that performance. The amount and type of information available for evaluating a person will change as his or her career advances. The burden of proof rests on the faculty member to demonstrate performance and promise. By the time the individual is considered for tenure, he or she must have demonstrated conclusively outstanding contributions in teaching, excellence in research, and contributions to the learning community. There should be ample reason to expect that once granted tenure, an individual will continue to be productive in the areas of teaching, research, and community service.

Criteria for Evaluation

8. The criteria for the evaluation of faculty members by peers, students and the college administration reflect high standards of performance. The criteria themselves are based on the responsibilities of the faculty to the college community. These fall into three broad categories: teaching, research, maintaining a learning community. These are interdependent and all relate finally to teaching, the faculty's primary responsibility.

Criteria: Teaching

9. Allegheny College seeks to employ men and women who demonstrate both outstanding ability and creativity in teaching and contribute significantly to the intellectual activity of their disciplines. Effective teaching communicates to the student enthusiasm for learning. In addition to demonstrating mastery of subject matter, successful teachers evoke thoughtful, reasoned, and creative responses to the material presented. Faculty members must maintain high standards for their students' performance, but they must also provide the resources and support necessary to allow students to meet these standards.

10. The faculty is responsible for the academic program of the College. Faculty members design and teach courses and programs (both departmental and interdisciplinary) which serve to educate our students in their respective disciplines and which are appropriate to an undergraduate liberal arts curriculum. These activities are based on current knowledge in a specific field of specialization and on an ability to place this knowledge within a broader context. Faculty members are at once specialists and generalists.

11. Faculty members are also members of the larger academic community, professionals who represent their various disciplines to the Allegheny community. As such, they contribute to the intellectual life of that larger community of scholars and interact with colleagues in their field of specialization. In

order to communicate to students and to colleagues the present state of a constantly evolving body of knowledge, their teaching must be informed by research. It is essential that our students understand not only the values and methodologies of a discipline but also its unanswered questions. Ongoing research enables the faculty to teach by example, to teach creativity, to demonstrate enthusiasm for and commitment to the intellectual life. It is in these ways that teachers/scholars transmit their enthusiasm for and their understanding of the liberal arts to our students.

12. Teaching at Allegheny is not limited to the classroom but is carried on in a variety of activities such as advising and development of co-curricular activities. Advising of students, both formal and informal, is considered an integral part of teaching at Allegheny. Teachers should be sensitive to student problems and create positive learning situations in the classroom and in informal discussions. In a residential college, the faculty, through its contributions to college policy, through interaction with students and by example ensure that the intellectual, ethical and aesthetic values inherent in the academic disciplines are manifested in the life of the college.

13. The following is a list of the specific criteria on which we base evaluations as well as the sources of evidence which are used in the assessment of each faculty member's performance. These are not meant to be exclusive. Those who wish to present additional evidence may do so. In evaluating performance in teaching the degree of excellence attained in doing the following is assessed.

    a) Demonstrating competence in one's field of specialization and across disciplines. In order to demonstrate such competence, faculty members should do the following:

        - Know the literature of their fields including current research.
        - Understand and evaluate the research of others.
        - Introduce current research into their courses.
        - Demonstrate an ongoing concern for problems of practitioners in their field and for finding innovative solutions to these problems.
        - Teach their discipline within a liberal arts context, thus enhancing students' and peers' awareness of the place of their field of specialization within the larger body of human knowledge.
        - Demonstrate a willingness and ability to explore new areas of inquiry. (See also *Criteria: Research*.)

    b) Designing and organizing appropriate courses. Courses should be academically sound and should be organized clearly and logically in such a way as to interest, stimulate and challenge students. Courses should be appropriate to the departmental or interdisciplinary program of which they are a part and also appropriate to the liberal arts curriculum.

    c) Presenting course materials. In presenting course materials, faculty members should do the following:

        - Communicate effectively and clearly.
        - Demonstrate enthusiasm for teaching and learning.
        - Encourage students to think critically and independently.
        - Encourage students to participate actively.
        - Challenge and motivate students.

d) Maintaining standards and evaluating students. In order to help students realize their potential, faculty members should do the following:
    - Demonstrate personal and professional integrity.
    - Adhere to high standards for student performance.
    - Devise appropriate and challenging assignments and examinations.
    - Grade assignments and examinations fairly.

e) Advising and aiding students. In order to advise students effectively and to create positive learning situations outside the classroom, faculty members should do the following:

    - Be available for student consultation.
    - Participate in or organize co-curricular activities.
    - Be sympathetic to student needs.

Sources of Evidence:

- Self-evaluations. These may include any materials faculty members think appropriate to assessing their performance.
- Assessments by colleagues based on classroom observation. For purposes of assessment as well as mentoring, the candidate may find it helpful to initiate classroom visitations by colleagues early in his or her career at Allegheny and continuing throughout the probationary years.
- Assessments by colleagues within the discipline (these may include outside specialists where appropriate). These are based primarily upon course materials such as syllabi, reading lists, hand-outs, assignments and exams, observation of performance and in interaction with students, student theses and comprehensives.
- Assessment by other members of the professional staff of the College as appropriate.
- Assessments by students.
    - Student evaluations.
    - Letters from students and alumni.
    - Interviews with students.

Criteria: Research

14. Research is defined here as a systematic and extended effort to enhance one's understanding and competence in areas of academic responsibility and interest. This process is essential to maintaining the intellectual vitality and growth of the individual teachers/scholars who make up the faculty. The results or findings testify to the life of the researcher's mind. Research and public presentation of results to peers are thus essential for that dialectical process which marks scholarly advancement and achievement. The College is more interested in the quality of the communications than in the number of items published or presented and will do what it can to encourage and facilitate such quality work within the College.

15. Excellence in research rests on a person's capacity to develop significant findings from investigation or original thought. It may be demonstrated through a wide range of efforts to advance knowledge or understanding, including research projects, descriptions and analyses of a field, and the

development or improvement of analytical tools. It may also be demonstrated through teaching and by guiding and encouraging the research of others, including students.

16. The products of research ordinarily appear in the form of published or public works and presentations. Books, monographs, literary forms, articles, papers, reports of studies to seminars and other professional groups, theatrical productions, recitals, concerts, and exhibitions, and electronic productions including computer programs, CD ROM's and internet-based materials all show the quality of an individual's intellectual or artistic contribution. Beyond these, the College recognizes less formal but telling communication within academic circles and within professional associations.

Criteria: Maintaining a Learning Community

17. The Allegheny faculty has always shouldered a special responsibility for the ongoing task of building and maintaining a learning community. This responsibility cannot be divorced from teaching and research but is rather an extension of these. Faculty members share their knowledge and expertise with both students and colleagues through their teaching and research activities. By helping to develop and implement college policies, they demonstrate the responsibility of educated men and women to the larger community and create an environment which reflects the ideals of liberal arts learning. Some of the ways faculty members contribute to building and maintaining the academic community are:

    - Participating in departmental meetings and undertaking administrative tasks for the department.
    - Participating in faculty meetings and ceremonial occasions.
    - Serving on *ad hoc* and standing committees.
    - Providing advice and support to members of the administration.
    - Advising student groups.

18. The faculty member should communicate frequently with his/her department chairperson concerning community service. Faculty work on committees is too important to go unrecognized, and the chairperson must know what the faculty member is doing both to help assure equity in workload and be aware of the faculty member's willingness to serve and actual service in these important tasks.

Teaching and Research in More Than One Field

19. While faculty are generally based in a department, Allegheny also encourages its faculty to reach across the disciplines in their teaching and research when it seems intellectually fruitful and sensible and to follow ideas and paths of inquiry wherever they logically lead. The Provost and the chairperson(s) of the appropriate department(s) will help faculty plan their activities in a way that will offer them a full opportunity, consistent with the College's resources and needs, to develop and demonstrate their capacity. The department(s) of original hire shall ordinarily control a faculty member's assignments and activities, unless reassignments are made by the Provost after consultation with the individual. Similarly, in the evaluation procedures described below, the department(s) of original hire shall evaluate the faculty member. If, however, he/she teaches more than an occasional course in a second department, that department will also evaluate the faculty

member utilizing the procedures described below. The candidate may also request an evaluation from the program director of the interdisciplinary area in which the candidate has been active.

Progression of Full-Time, Tenure-Track Faculty Appointments

20. All faculty are expected to provide the Provost and their department chair a written "Annual Faculty Activities Report." Each summer, the Provost's office will remind faculty of this expectation and provide a recommended format and deadlines for the report. Activity reports are added to the faculty member's file and are used in the regular review of faculty for continuation, tenure, promotion, and salary considerations.

    The chart below summarizes the normal progression of contracts. If the notification deadline or due date for submitted materials for the second appointment, pretenure appointment, tenure, or promotion process falls on a non-working day, notifications and materials will be due on the next working day.

Appointment	**Appointment Length**	**Notification Deadline**
initial	two academic years	…
second	two academic years, or termination of service	November 1 of the second year of service
pretenure	three academic years, or terminal one academic year	December 15 of the fourth year of service
tenure	tenure awarded, or terminal one academic year	December 15 of the seventh year of service

    Faculty who are granted a leave (paid or unpaid) of three or more course-equivalents in a twelve month period, with the exception of a pre-tenure leave, may receive a one-year extension to the current contract for each such leave. Extension requests must be made within six months of return to service.

    When two individuals share a single position, each person has the option of extending the progression for up to two years by adding one year to the second contract and/or to the pretenure contract. To receive this extension, faculty in shared positions must request the extension from the Provost by September 15 of the second year of service.

    Exceptions to this policy may be made only by the President. No exceptions will be made after January 1 of the year in which a candidate is considered by the Faculty Review Committee for the first time.

21. As the progression of appointments indicates, the normal probationary period for full-time faculty stretches over seven years of active service. This period allows faculty to demonstrate performance and promise. It also provides the College with the opportunity to assist the faculty in professional growth and development as well as to collect necessary evidence to make contractual decisions. Since it is important for the College to acquire the best possible people in teaching, in research, and in building a learning community, credit will not normally be awarded for teaching service elsewhere. Exceptions will be made only as part of the initial appointment letter. Faculty who do not possess the appropriate terminal degree will normally be appointed at the instructor level.

Instructors who do not receive the terminal degree will normally be terminated in their fourth year of service. During the probationary period, work assignments of the faculty member may be adjusted by the department chairperson in consultation with the Provost to create opportunities for professional growth and to be able to answer questions about performance and promise. For this reason, it is expected that faculty in their first two years of service will not serve on College committees. Committee work, a part of building the community, should not under normal circumstances be a significant component of the work time of a faculty member until he/she has completed three full years of teaching at Allegheny.

22. While the College will guide and assist the faculty member in his/her professional growth and development throughout the probationary period, the burden of proof rests on the faculty member to demonstrate performance and promise. Although the areas to be evaluated do not change during the course of the probationary period, the level of competence in performance and promise must change. With every appointment, especially the pretenure, the level of confidence must be higher.

The Second Appointment

23. The evaluation process begins with the faculty member preparing a self-evaluation covering the period since the date of hiring. This self-evaluation should employ the criteria and standards discussed above and should indicate the faculty member's strengths and weaknesses. The faculty member may append to the narrative any supporting materials he or she deems appropriate. The self-evaluation requires the signature of the candidate and must be submitted along with a current c.v. by September 15 of the second year to the department chairperson. The chairperson must send the self-evaluation and c.v. together with the departmental evaluation(s) to the Provost by 5 p.m. on October 1.

24. Before that, the department chairperson shall convene the tenured members of the department to review and discuss the self-evaluation (including supporting documents, if any); to decide what areas may require additional exploration; to share observations about the candidate and his/her work; and to draft a departmental evaluation of the candidate including a recommendation for renewal or non-renewal. These deliberations, and the recommendations resulting from them, must take into account current staff, department needs and plans, and, to the extent possible, the direction of the College. If one departmental evaluation is not possible, then several may be submitted provided that the author(s) sign the document(s). Departmental evaluation(s) will follow closely the criteria and standards discussed above, and should delineate specific areas where improvements are required as well as specific areas where the candidate has achieved excellence or demonstrates particular promise. The departmental evaluation(s) require(s) the signature of the candidate and must be in the Office of the Provost by 5 p.m. on October 1. The candidate should be given a copy of the evaluation(s). The candidate's signature on the evaluation(s) indicates simply that he or she has read the document(s); signing does not imply agreement. The candidate may submit a document in response to the departmental evaluation(s) directly to the Provost within seven calendar days of signing.

25. The Provost reviews the materials which have been submitted and delivers a recommendation to the President within two weeks, with copies to the candidate and department chair. This recommendation notes agreement with the departmental evaluation(s) or indicates how the Provost's assessment of the candidate's areas of strength, promise, or weakness deviates from the departmental assessment. The faculty member may prepare a response to the Provost's

recommendation provided the President receives it by 5 p.m. on October 24. At a later time the candidate meets with the Provost to discuss the recommendation. At that meeting the candidate signs and dates a copy for the file. Signing does not imply agreement.

26. The President will review the materials and decide whether a second two-year contract will be offered to the candidate. The decision of the President is final and binding. In the event that the President's decision differs from the department's recommendation, the reasons for that decision will be communicated to the department chairperson orally and in confidence. The candidate will be notified by November 1.

The Pretenure Appointment

27. In February of the candidate's third year of service, the Provost will ready the file for review. File materials will include all annual evaluations and recommendations, plus any supporting materials, since the point of initial hiring. It is the responsibility of the candidate to add other pertinent materials, such as a current c.v., copies of all relevant scholarly work (manuscripts, offprints, proposals, etc.), and any other letters, memos, and pieces of evidence deemed important by the candidate. The candidate can continue to add material to the file through 5 p.m. on October 1, at which point the file will close to all additions except the departmental evaluation(s) (together with the candidate's self-evaluation and c.v.) and, if applicable, the candidate's response to the departmental evaluations(s).

28. By October 1 of the fourth year of service, the faculty member must complete and sign a self-evaluation and c.v. similar to that described in Paragraph 23 above and submit it to the department chairperson. The chairperson must send the candidate's self-evaluation and c.v. together with the department evaluation(s) to the Provost by 5 p.m. on October 15.

29. The departmental evaluation(s), together with the candidate's self-evaluation and c.v., is due in the Office of the Provost by 5 p.m. on October 15. The departmental evaluation should follow the guidelines described in Paragraph 24.

    It is the candidate's responsibility, along with the department Chairperson, to ensure that the departmental file approximates as nearly as possible the file in the Provost's office. Besides the candidate the only department member who has access to the file in the Provost's office is the Chair. The department's review of the file should begin with the self-evaluation.

    The department is also encouraged to review previous recommendations and evaluations to help it see better what growth has occurred over time, and it is reminded that the greater contract length presumes greater confidence in the candidate's performance and promise. The longer contract length and more thorough reviews at this point are intended to serve as a pretenure review. Candidates unlikely to receive tenure should not be recommended for a pretenure appointment. A frank appraisal, including discussion of both strengths and weaknesses, is more helpful to the candidate than an evaluation that ignores potential problem areas. The department evaluation(s) is to be read and signed by the candidate who receives a copy at the time of signing. The signature on the evaluation(s) indicates simply that the candidate has read the document; signing does not imply agreement. The candidate will then have until 5 p.m. on October 22—that is, seven calendar days after the report is due—to read and respond to the departmental evaluation(s).

30. The Provost will share these new materials with the members of the Faculty Review Committee. All inquiries and deliberations involved in this process will be conducted in the strictest confidence. At the conclusion of the discussion of each candidate, a preliminary poll on whether the candidate should be recommended for the pretenure contract will be taken. After each candidate has been considered and all preliminary polls have been completed, the Committee will vote officially on whether to recommend the pretenure contract for each candidate. Members of the Faculty Review Committee who have served as Institutional Mentors to, or who are in the same department as, a candidate may neither participate in the discussion nor vote on the Committee's recommendation.

    The Secretary of the Committee will count the vote, the Provost will record the vote, and it will constitute the Committee's recommendation to the President. After receiving the recommendations of the Faculty Review Committee and the Provost and after reviewing the files, the President will meet with the Faculty Review Committee and the Provost for a discussion of the candidates' qualifications and the reasoning behind the recommendations. The Provost will submit independently his/her own recommendation to the President. The general substance of the deliberations, but not the exact vote, will be shared separately with the candidate and the appropriate department chairperson by the Provost and the Chairperson of the Faculty Review Committee. The Faculty Review Committee will prepare a set of Discussion Points summarizing the committee's deliberations, and this will be placed in the file. At his or her discretion, the Provost may add a separate memorandum to the file reflecting on these Discussion Points. The candidate will receive a copy of the Discussion Points and, if applicable, the Provost's memorandum. The Department Chairperson will also receive copies of these documents for inclusion in the candidate's departmental file.

31. The President will review the materials and decide whether the pretenure contract will be offered to the candidate. The decision of the President is final and binding. By December 15 of the fourth year of service, the President will notify the candidate by letter whether he/she will be granted a pretenure contract. A negative decision will result in a terminal one-year appointment. In the event that the President's decision differs from the Faculty Review Committee's recommendation, the reason for that decision will be shared with the Committee orally and in confidence.

The Fifth and Sixth Years of Service

32. During the three years before the final tenure decision the members of the department and the candidate will work together to ensure that professional growth and development continues. Special attention should be given to areas which were identified earlier as needing improvement. To encourage this process, the candidate may submit to the department chairperson a brief self-evaluation by April 15 of the fifth year of service. If such a self-evaluation is submitted, the department chairperson shall convene the tenured members of the department as described in Paragraph 24 to draft a departmental evaluation. If the tenured members of the department cannot agree on a common evaluation, several may be submitted provided that the author(s) sign the document(s). The departmental evaluation together with the self-evaluation are due in the Office of the Provost by May 1 of the fifth year of service. The departmental evaluation requires the signature of the candidate, which indicates that he/she has read the documents. In case of disagreement the candidate should follow the procedure as described in Paragraphs 24 and 29.

Regardless of whether or not the candidate chooses to exercise this option, the department is of course free to submit a department evaluation at this point or at any other point during the pretenure years.

Tenure

33. Academic tenure is an arrangement under which faculty appointments are continued until retirement, subject to dismissal for adequate cause or termination on account of financial exigency or change of institutional program. The award of tenure is the single most important personnel decision the College makes; it must be awarded with the gravest care. Tenure shall be awarded only by the Board of Trustees upon recommendation of the President.

34. In February of the candidate's sixth year of service, the Provost will ready the file for review. File material will include all evaluations and recommendations, plus any supporting materials, since the point of initial hiring. It is the responsibility of the candidate to add other pertinent materials, such as a current c.v., copies of all relevant scholarly work (manuscripts, offprints, proposals, etc.), and any other letters, memos, and pieces of evidence deemed important by the candidate. Because the Faculty Review Committee begins its review during the spring of the sixth year of service, the candidate is urged to bring his or her file up to date as early in the process as possible.

35. The Faculty Review Committee will appoint a tenure subcommittee to prepare a report on the candidate. The tenure subcommittee will consist of three tenured members of the faculty, representing where possible the three divisions of the college, and will be chaired by a member of the Faculty Review Committee. The appointment of the two other members requires approval by the Provost.

    The tenure subcommittee will meet with the candidate at the beginning of the process to explain the procedure, remind the candidate of deadlines, and ask for any additional information that the candidate wishes the subcommittee to have. It will review carefully all of the accumulated materials; interview each member of the department individually as well as any faculty at Allegheny in cognate areas; interview, as appropriate, students and alumni; and, if deemed necessary, or if requested by the candidate, arrange with the Provost for extramural peers to review the research, syllabi, course assignments, senior projects, etc. of the candidate.

    The final report from this committee must be completed by 5 p.m. on October 15 of the candidate's seventh year of service and added to the candidate's file in the Office of the Provost on that date. A copy of the subcommittee report will be given to the candidate by the Provost's office on the first working day thereafter. Further, this report will not contain a recommendation for or against granting tenure to the candidate since its main purpose is fact finding and clarification of issues. The candidate may read the report when it is filed and has seven days to comment on the report.

36. In keeping with a sub- section of Paragraph 13 ("Assessment by Students"), student evaluation of a faculty member will be solicited in three ways: in-class evaluation(s); interviews with the faculty member's tenure subcommittee; and letters from recent alumni.

    The quantitative summaries of RSEs are automatically placed in the files. Candidates may also add reports from classroom visitations and narrative course evaluations to their files. If narrative evaluations other than those in the RSE are included, candidates should provide clarification as to

how these evaluations were administered. All original narrative responses to the RSE must be kept by the department/program chair (as described in Section 2.6); a copy of the narrative responses should be given by the chair to untenured candidates. When for some reason in a particular case the Faculty Review Committee would like to consider a candidate's narrative evaluations, it may do so by obtaining them from that person's department/program chair.

For the interviews with students, the candidates should submit a list of seven or eight student names to the chair of his or her subcommittee during the spring of the year in which the tenure decision will be made. Where possible, these students should be exiting seniors. An appropriate balance should be maintained between men and women; majors and non-majors; those enrolled in upper-division, lower-division, and FS courses; and those whose work represents a range of grades, but no lower than a C−. The department chair should submit a second list of seven or eight names to the chair of the subcommittee using similar distribution criteria.

For the evaluation by alumni, a list of 20 graduates will be solicited from the candidate during the spring of the year in which the tenure decision will be made. An appropriate balance should be maintained between men and women, majors and non-majors, those enrolled in upper-division, lower-division, and FS courses; and those whose work represents a range of grades, but no lower than a C−. Where possible, this list should not include those students already chosen for interviews. A second list of 40 names will be obtained through a random sample, using similar distribution criteria and drawing the sample, when possible, from those alumni who have graduated in the three years since the candidate's last review. Any student who has been the subject of a judicial proceeding brought by the faculty member being evaluated will be barred from participating in this review at the latter's request as will all students who have received a grade of less than a C- in the faculty member's courses. The drawing up of the random sample will be administered by the Registrar.

A form letter will be drafted by the Provost and approved by the Faculty Review Committee which will ask each alumnus to address the candidate's performance in teaching and advising. The Provost will send this letter to each alumnus whose name appears on the lists.

The Office of the Provost will accept alumni letters through September 1. After that date, the Provost will meet with the Chair of the Faculty Review Committee and together they will delete any references that, in their judgment, might identify the author.

The alumni letters will be made available by September 8 to the candidate, who will then have until September 15 to remove, if he or she chooses, any two letters from the group. The remaining letters will be added to his/her file on September 15th. On this date, upon addition of the alumni letters to the candidate's file, the file will be closed to the department chairperson. The alumni letters will be part of the candidate's file only at the time of the tenure review. They will be destroyed after the tenure decision has been made and any appeal that may have been lodged has been exhausted.

37. By September 15 of the seventh year of service, the faculty member must complete and sign a self-evaluation and c.v. similar to that described in Paragraph 23 above and submit it to the chair of the tenure subcommittee and the department chairperson. The department chairperson must send the candidate's self-evaluation and c.v. together with the departmental evaluation(s) to the Provost by 5 p.m. on October 15. This self-evaluation should span the career of the candidate at Allegheny and include a statement of future research and teaching plans. The candidate can continue to add

material to the file through 5 p.m. on October 1, at which point the file will close to all additions except the departmental evaluation (together with the candidate's self-evaluation and c.v.), the tenure subcommittee report, and if applicable, the candidate's responses to either or both of those reports.

38. The departmental evaluation(s), together with the candidate's self-evaluation and c.v., is due in the Office of the Provost by 5 p.m. on October 15. It should follow the guidelines described in Paragraph 24.

    It is candidate's responsibility, along with the department Chairperson, to ensure that the departmental file approximates as nearly as possible the file in the Provost's office. Besides the candidate, the only department member who has access to the file in the Provost's office is the Chair. Because the Faculty Review Committee begins its review during the spring of the sixth year of service, the candidate is urged to bring his or her departmental file up to date as early in the process as possible.

    The department's review of the file should begin with the self-evaluation. When writing the departmental evaluation(s), the department should review previous recommendations and evaluations to help it see better what growth has occurred over time. It should specifically address those areas identified in the past as needing improvement. A frank appraisal, including discussion of both strengths and weaknesses, is more helpful to the candidate than an evaluation that ignores potential problem areas. If one departmental evaluation is not possible, then several may be submitted provided that the author(s) sign the document(s). The department is reminded that tenure is the single most important personnel decision made by the college.

39. The departmental evaluation(s) and the tenure subcommittee report will be added to the file by 5 p.m. on October 15, and a copy of the latter will be given to the candidate by the Provost's office on the first working day thereafter. The candidate will then have seven calendar days to read and respond to both reports. That response will be included in the candidate's file when submitted. Only the President may, at his or her discretion, consider additional information regarding the candidate after October 15.

40. The Provost will arrange for the Faculty Review Committee to review all of the materials submitted and accumulated (Paragraphs 34 through 39 above). At the conclusion of the discussion of each candidate, a preliminary poll on whether the candidate should be recommended for tenure will be taken. After each candidate has been considered and all preliminary polls have been completed, the Faculty Review Committee will vote officially on whether to recommend tenure for each candidate. Members of this Committee who are in the same department as a candidate for tenure may neither participate in the discussion nor vote on the Committee's recommendations. The Secretary of the Committee will count the vote, the Provost will record the vote, and it will constitute the Committee's recommendation to the President. After receiving the recommendations of the Faculty Review Committee and the Provost and after reviewing the files, the President will meet with the Faculty Review Committee and the Provost for a discussion of the candidates' qualifications and the reasoning behind the recommendations. The Provost will submit independently his/her own recommendation to the President. The general substance of the deliberations, but not the exact vote, will be shared separately with the candidate and the appropriate department chairperson by the Provost and the Chairperson of the Faculty Review Committee. The Faculty Review Committee will prepare a set of Discussion Points summarizing the committee's deliberations, and this will be

placed in the file. At his or her discretion, the Provost may add a separate memorandum to the file reflecting on these Discussion Points. The candidate will receive a copy of the Discussion Points and, if applicable, the Provost's memorandum. The Department Chairperson will also receive copies of these documents for inclusion in the candidate's departmental file.

41. The President will review the materials and decide whether the candidate will be recommended to the Board for tenure. The decision of the President is final and binding. By December 15 of the seventh year of service the President will notify the candidate by letter about his/her decision. A negative decision will result in a terminal one-year appointment. In the event that the President's decision differs from the Faculty Review Committee's recommendation, the reason for the decision will be shared with the Committee orally and in confidence.

Appeal Procedures

42. Decisions not to reappoint or not award tenure to a probationary faculty member may be appealed on the grounds that a governmental statute has been violated. These appeals will be processed through the normal grievance procedure. The decision of the President is final and binding.

43. Decisions not to reappoint or not to award tenure to a probationary faculty member may also be appealed on grounds that allege a violation of academic freedom or a violation of procedural guidelines. No other grounds for appeals will be entertained. When these violations are alleged, the faculty member will send a written complaint to the President within ten calendar days of the alleged violation or of the date when the faculty member could reasonably have been expected to know of the alleged violation. In filing this complaint, the faculty member will identify a tenured member of the faculty to serve on a review committee. The President and the Faculty Council will each appoint one tenured faculty member. None of the three appointed tenured faculty members should have been previously involved in the case, for example as a member of the department, the Faculty Review Committee, or the tenure subcommittee. This committee of three shall review the record and, as necessary, interview the participants, discussing only matters related to the alleged violations. Within fifteen calendar days of receiving the assignment, the committee shall advise the President in writing of one of three options:

    a) No violation discovered, in which case the appeal is denied and the matter closed;

    b) Violation discovered, but of a technical nature which would suggest that it made no difference to the outcome of the case, in which instance the President shall review the Committee's report and decide whether to close or to reopen the case; or

    c) A major violation that could have made a difference in the outcome, in which instance the case would be reopened. In reopening a case, the President will, depending on the circumstances and the time of year, either cause the case immediately to be reviewed *de novo* or offer a year contract so that the case could be reviewed *de novo* the following year.

Early Tenure Decisions

44. A department chairperson may propose that an untenured faculty member be considered for tenure prior to the expiration of his or her probationary period. Such recommendations ought not to be

forthcoming except in exceptional circumstances; for example, a faculty member not only who has definitely proven excellent teaching and research ability, but also whose continued employment is essential to the program.

45. In such exceptional cases, the normal procedures described above will be followed, essentially, although the time frame for conducting these procedures may be shortened by the Provost. A chairperson proposing an early tenure decision will ask permission to do so of the Provost, who will indicate whether it is permissible and outline the time frame and deadlines that will have to be followed.

46. A candidate proposed for early tenure who does not receive it will be permitted to continue in the normal progression of contracts in his/her probationary period. In other words, an early tenure decision is not an "up and out" decision.

Linkage of Tenure and Promotion

47. Those holding the rank of Instructor or Assistant Professor who are granted tenure will be automatically promoted to the next rank (Assistant or Associate Professor, respectively).

Review of Tenured Faculty

48. The principal purposes of consulting with tenured faculty are to recognize the contributions of the faculty member since tenure or the most recent consultation, to identify areas of continuing development and interest, and to determine how the College might assist the faculty member in accomplishing his/her goals. The consultation should also aid the faculty member in identifying and correcting impediments to those goals or areas which might be considered weaknesses. The consultation will cover teaching, scholarly activity, and contribution to the learning community. Although the performance standards in these areas will be those identified above, this consultation will recognize that a person's time commitment to a particular area may change. No timetable is mandated for tenured faculty consultation, which may be convened at the request of the tenured faculty member, her or his department chair, or the Provost. Faculty and department chairs are strongly encouraged to initiate a consultation in the year prior to the faculty being proposed for promotion to Professor.

49. The tenured faculty consultation is convened by written request of the faculty member, her or his department chairperson, or the Provost. These three then plan a meeting to discuss the contributions and accomplishments of the faculty member since the last formal consultation or review, and his/her future plans. If the department chairperson is not a full professor, the faculty member should request a colleague with the rank of full professor to assume the responsibilities of the department chair for the consultation process. Should the consultation be for the department chairperson, the meeting shall be composed of the chairperson, a faculty member of his or her choice with the rank of full professor, and the Provost. In this case, the full professor faculty member will assume the responsibilities of the department chair during the consultation process. The consulting faculty member should begin this process by preparing a self-evaluation of what has been accomplished since the last consultation or review and what he or she hopes to accomplish in the coming years, and submitting this document to the department chairperson and Provost. The self-evaluation may refer to recent Annual Faculty Activities Reports submitted to the Provost. During

the month after receiving this document, the chairperson will consult confidentially with the tenured members of the department, the Provost and, as necessary and appropriate, other faculty. The Provost will convene a meeting with the faculty member and the chairperson, which generally shall occur no later than six weeks following receipt of the self-evaluation. The chairperson will keep a record of this conversation and send a copy of it to both the faculty member and the Provost. This record will acknowledge the accomplishments of the faculty member, make note of continuing and proposed interests and projects, indicate the ways in which the College intends to support these endeavors, point to areas of possible improvement, and make note of ways in which the faculty member intends to address these issues. If, as a result of the tenured faculty consultation, the Provost and chairperson believe there is a cause for concern in the faculty member's performance, this concern shall be duly communicated to the faculty member, remedial steps suggested, and deadlines for improvement established.

Termination for Cause

50. Termination of a term appointment before it expires as well as termination of a tenure appointment shall be for adequate cause or for financial exigency or program discontinuance. Adequate cause for dismissing faculty should be primarily concerned with violations of essential rights, freedoms, and responsibilities of teaching and inquiry. Failure to fulfill teaching obligations, interference with the efforts of colleagues or students to exercise their rights of inquiry and expression, medical incapacity, incompetence or dishonesty in teaching or research, substantial neglect of duty, gross personal or professional misconduct, moral turpitude, or substantial decline in one's professional performance are considered adequate cause for dismissal.

51. **Mental or physical incapacity:** In cases involving alleged mental or physical incapacity, any decision to terminate shall be based on evidence submitted to the Provost. If there is objection by the faculty member concerned to such a decision it may be processed in the form described in Paragraphs 52a) through 52d), below. Faculty members whose appointments are terminated for mental or physical incapacity shall receive six months' salary over the six months following the date of termination of their employment; after this, they will be eligible to apply for disability insurance. Their dependent children shall continue to be eligible for the tuition remission fringe benefit in effect at time of termination. In the event that the faculty member is not is not eligible for disability insurance, he/she will receive an additional six months' salary.

52. **Alleged violations of essential rights, freedoms, and responsibilities of teaching and inquiry, failure to fulfill teaching obligations, interference with the efforts of colleagues and students to exercise their rights of inquiry and expression, incompetence or dishonesty in teaching or research, neglect of duty, gross personal or professional misconduct, or moral turpitude** shall be submitted in writing to the Provost, who shall determine whether a *prima facie* case exists. In making this determination the Provost must, if the charges appear to warrant further consideration, seek the advice of the tenured members of the Faculty Council. If a *prima facie* case is found to exist, the faculty member shall be notified of the charges in writing, and shall have ten calendar days to respond before the procedures listed below begin.

    a) The first procedural step after such notification shall be discussion between the faculty member and appropriate administrative officers with a view to reaching a mutually satisfactory settlement.

b) If a faculty member faced with termination of his/her appointment so desires, he/she may contest the charges against him/her. In such event, he/she shall be entitled to a review and hearing of his/her case by three tenured members of the faculty sitting as a Review Panel; provided that he/she so requests within ten days after receiving notice of those charges. This hearing will be closed to the public unless the faculty member in question wishes it to be open. The faculty member will pick one member of the Review Panel; the Faculty Council will pick a second member; and, the President will select the third member. The faculty member shall have at least twenty days from the time the review is requested to prepare a defense. The review hearing shall begin no later than thirty days after submission of the request unless postponed by mutual agreement between the faculty member and the appropriate administrative officers.

c) At the hearing the burden of proof shall be upon the College, and the faculty member shall have the opportunity to be heard in his/her own defense, to have with him/her an advisor of his/her own choosing who may act as counsel, to present witnesses and introduce evidence in his/her own behalf, to question witnesses adverse to him/her, and to be informed of the author or source of all adverse statements made elsewhere and presented to the Review Panel for its consideration. The evidence presented must be relevant to the charges. An audio recording of the proceedings shall be created, of which a copy shall be furnished to the faculty member upon request.

d) Within fourteen days after the close of the hearing, the Review Panel shall report its findings to the Provost, the President, and the faculty member. The Panel will base its findings on the materials presented at the hearing, not on personal observations. This report will indicate clearly what evidence supports which charges. After consulting with the Review Panel and with the faculty member, if the latter so requests, and after reviewing all the proceedings, the President shall render a decision on the case in writing within thirty days after his receipt of the Review Panel's report.

53. **Substantial decline in professional performance:** If the Provost or a Department Chair believes there has been a substantial decline in a tenured faculty member's performance, he or she may request a Tenured Faculty Consultation (see Paragraphs 48 and 49 above). If the tenured faculty member's performance improves as a result of the Consultation, the matter will end there.

If the Provost believes insufficient improvement in the tenured faculty member's performance has resulted from the Tenured Faculty Consultation, the Provost shall bring any allegation of substantial decline in performance to the Faculty Review Committee. In these circumstances, the Faculty Review Committee will read the Tenured Faculty Consultation and all supplementary documents, including any plan for improvement, the remedial steps taken, and evidence of improvement by the established deadlines. The Faculty Review Committee will also meet separately with the appropriate department chairperson and the faculty member in question. On the basis of this review, the Faculty Review Committee will communicate to the President whether it believes there has been a substantial decline in the faculty member's professional performance or not. The President shall make the final decision. If the President decides there has not been a substantial decline in the faculty member's professional performance, the matter will end there. If the President decides sufficient time and opportunities have been presented and insufficient improvements have been made by the faculty member, termination for cause proceedings shall be instituted. These proceedings are described in Paragraphs 52a) through 52d), above.

54. The Board of Trustees reserves the right to terminate any faculty position, tenured or non-tenured, for reasons of financial exigency of the College or of any part or unit of the College. Such action shall be taken only after consultation with the Faculty Council. The Board shall discuss with the Faculty Council the data indicating financial exigency, but the final decision shall be made by the Board of Trustees.

55. Termination of tenured positions, because the faculty voted to discontinue departments or programs for reasons other than financial exigency, shall be based primarily on educational considerations as determined by the President after consultation with appropriate College committees and with the approval of the Board of Trustees. Tenured faculty members whose appointments are terminated because of such discontinuance shall receive the equivalent of one year's salary over the twelve months following the date of termination of their employment.

56. A tenured faculty member terminated by the President for adequate cause or discontinuance of departments or programs, and a non-tenured faculty member dismissed prior to the end of his/her contract, shall have the right to appeal to the Board of Trustees. Such appeal shall be in writing filed with the Board within twenty days after receipt of notice of the termination. The decision of the Board of Trustees on the appeal shall be final.

(Revised Spring, 2005, 2009)

5.3 Guidelines for Promotion to Professor

Promotion to the rank of Professor is an honor bestowed upon a faculty member which recognizes his or her continued and deepening contribution to the life of Allegheny College. While it is anticipated that most tenured members of the faculty will eventually reach professorial rank, such a promotion is seen not as automatic but as a meaningful recognition of achievement and performance. In keeping with the liberal arts mission of the College and the maintenance of a community of scholars, candidates for promotion are expected to have distinguished themselves in teaching, to have sustained a program of research or other forms of professional growth, and to have rendered service and some leadership to the College community. While exceptional contributions in any one of these areas may increase the likelihood of promotion, ordinarily some strength in all three areas is expected. Criteria relevant to the assessment of a candidate's record of teaching, scholarship, and service are those described in Paragraphs 8—18 of Section 5.2.

Normally a faculty member will not be promoted to professor until he or she has completed seven years at the associate rank. The candidate may undergo promotion review in the seventh year, but promotion will not take effect until the following academic year. If a promotion is to be granted before seven years, an extremely strong case must be made. It should also be noted that simply being in rank for seven years is not of itself sufficient to warrant promotion. The faculty member is encouraged to discuss the timeliness of his or her case with the Provost.

Decisions on promotion follow the process below.

1. Nominations for promotion to full professor may be initiated by a department chairperson, the Provost, or any faculty member(s) senior in rank, with the consent of the candidate; alternately, the candidate may submit his or her name for consideration for promotion. All nominations for

promotion must be submitted to the President through the office of the Provost by 5 p.m. on October 15.

2. By 5 p.m. on February 15, every candidate for promotion must compile a "short file" containing the following materials:

   a) a reflective self-assessment of activity since tenure: the document should include evidence of teaching and advising, research and professional growth, and service to and leadership of the College community.

   b) an updated curriculum vitae.

   c) post-tenure course evaluations (added from the Provost's files).

   d) copies of significant work completed since the last performance or promotion review.

3. The candidate may include additional materials documenting a record of teaching, service, and professional achievement. Some examples of relevant materials are: a description of or evidence of work in progress; letters from alumni; evaluations from colleagues within the College community; evaluations from specialists in the candidate's field from other institutions.

4. The Provost will solicit from each respective department the written views of all members holding a rank higher than that of the nominee on the merits of his or her candidacy. These views may be presented as a collective statement reflecting consensus or as individual statements.

5. The Provost may add any other pertinent information to the promotion file.

6. All materials must be in the candidate's file no later than 5 p.m. on February 15 in the academic year in which the decision is made.

7. Candidates should initial each item in the file no later than 5 p.m. on February 20 of that year. Initialing does not imply agreement. At this point the candidate may add a note of clarification regarding any item(s) in the file.

8. The Provost will arrange for the Faculty Review Committee to review all of the materials submitted and accumulated. The voting members of the Faculty Review Committee will then meet with the Provost to discuss each candidate. After full discussion, the committee members will vote to recommend that promotion be awarded or denied. The result of this deliberation and vote shall be recorded by the Provost.

9. The Provost and the chairperson of the Faculty Review Committee will discuss with each candidate and respective Department Chairperson, singly, the Committee's recommendation to the President. The Faculty Review Committee will prepare a set of Discussion Points summarizing the committee's deliberations, and this will be placed in the file. At his or her discretion, the Provost may add a separate memorandum to the file reflecting on these Discussion Points. The candidate will receive a copy of the Discussion Points and, if applicable, the Provost's memorandum. The Department Chairperson will also receive copies of these documents for inclusion in the candidate's departmental file.

10. The final recommendation shall be made by the President in consultation with the Provost and shall be communicated to the candidate, in writing, by March 31. Where the President's recommendation is contrary to the recommendation of the Faculty Review Committee, the President will share with the Committee his or her reasons for denying or affirming promotion.

11. These guidelines also apply to non-mandated promotions at ranks below that of professor; in such cases, however, there is no expectation of a minimum number of years in current rank.

(Revised Spring, 2005)

5.4 Joint Appointments Between a Department and a Program

In the case of joint appointments between a program and another department, the Director of the Program will fulfill the responsibilities assigned to a Department Chairperson in Section 5.2, and the role of "tenured members of the department" will be filled by faculty members appointed as "Senior Faculty in the program." For the purposes of this review, the role of the "department" will be fulfilled by Senior and Affiliated Faculty of the program. However, if there is a large number of Program Affiliated Faculty, in fulfillment of Section 5.2, Paragraph 35, the FRC subcommittee will not be expected to interview all "departmental" members, but a selection of them.

Senior Faculty in the program will be tenured faculty members who have:

1. demonstrated serious and continuous interest in the program,

2. participated in the teaching and/or administration of the program and thereby understand the functioning of the program,

3. agreed to take on the responsibilities of mentoring and evaluating an untenured faculty member in the program, and

4. been appointed by the Provost. After consultation with all members of the program, an initial number of Senior Faculty in the program will be nominated by the Program Steering Committee and approved by the Provost. Thereafter, a new appointment as a Senior Faculty in the program will be made by the Provost on the recommendation of the Director of the program in consultation with the Senior Faculty in the program.

Note: Currently, the Women's Studies Program is the only program to which this section applies.

5.5 Named Professorships

Named professorial chairs at Allegheny College have been created over a period of decades, with many of the current associated practices dating back to the 1960's. Named professorships have been established under a wide variety of circumstances: some have been partly or fully endowed; some have featured reduced teaching responsibilities and/or expense stipends; most are occupied by faculty appointed for indefinite duration, normally meaning until retirement.

The purpose ascribed to many of the named/endowed professorships was to attract professionally active scholars to a college more notable for excellent teaching than scholarship. That strategy was largely successful, helping to increase the quality of the academic experience and reputation of Allegheny College. The close connection between teaching and scholarship has for some time been a regular part of our self-understanding as a faculty and institution, and evidence of scholarly activity is expected in evaluations for tenure and promotion.

Under these changed circumstances, and in consideration of the wide variety of arrangements that have emerged over time, it is appropriate to take a comprehensive approach to dealing with existing and future professorships. The policies detailed here have evolved from discussions involving the President, Provost, Faculty Council, and the Academic Affairs Committee of the Board.

This approach takes into account current understandings as well as anticipates retirements and creation of additional professorships with future gifts. It is designed to provide for college-wide availability of scholarship-enhancing opportunities while protecting academic course offerings. The policy also provides for a systematic approach to establishing and filling professorships and for honoring faculty and future donors.

Two categories of named professorships will be established. The first will be comprised of two professorships in each academic division plus one additional professorship in an interdisciplinary area. Professorships in this first category are specifically designed for the targeted advancement of scholarship, broadly understood to include additional categories defined by Ernest Boyer. They will have associated with them a uniform reduction in teaching responsibilities over a standard, non-renewable, three-year term of appointment. The second category will be department- or program-based professorships of five-year renewable terms. The latter will not have reduced teaching responsibilities, but they will include provision for professional development and student collaboration on scholarship.

Both types of professorships will be limited to tenured members of the faculty and will serve as recognition of distinguished performance and potential. These policies are subject to periodic review and revision by the Provost and President, in consultation with the Faculty Council.

Department- and Program- Based Named Professorships

(These policies will become effective in individual cases when current chair holders retire or resign. They also apply to new department or program based professorships when endowment gifts are received in the future.)

- Appointments will be made for five-year terms, with the possibility of renewal.
- The President will make appointments in consultation with the Provost.
- Named professorship appointees will be drawn from the tenured faculty.

Each departmental/program professorship will provide annual support for professional activities such as equipment or travel. An additional allotment will be provided specifically to encourage the use of student collaborators through support of the student's work. The Provost will approve and administer these funds, the amount of which will be determined annually ($2,000/$2,000 initially).

Division-Wide Teacher-Scholar Appointments

There will be two professorships in each division (humanities, social sciences, and natural sciences) as well as a professorship in an interdisciplinary area. All seven of these professorships fall under the guidelines below. The NEH Chair constitutes one of the professorships in the humanities. The remaining professorships will be specifically named as designated endowment gifts are received. Prior to that time, these appointees are called [Department/Program Name] Teacher-Scholars.

Appointments will be for three-year terms and are not renewable.

Professorship holders will be eligible for release from the equivalent of one year's teaching responsibilities (six courses, or normally five in the laboratory sciences) over the three year term. The pattern of course release will be governed by college and program needs, after consultation with department chairs, determined by the Provost with approval by the President.

Professorship holders will continue to perform other normal college and departmental responsibilities throughout the terms of their appointments.

Appointments will be considered through written application to the Provost who, after consultation with the respective department or program chairs, will make recommendations to the President. Consideration will be given not only to the merits of the proposed project but also to the contribution candidates have made to the life of the college. Appointments will only be made if there are qualified applicants with appropriate projects.

Eligibility is limited to tenured members of the faculty, and sabbatical eligibility is not affected by an appointment.

New endowments for professorships will not increase the total number of courses released college-wide.

5.6 Renewable full-time non-tenure-track (NTT) positions

Responsibilities for a faculty member holding a renewable full-time NTT position emphasize teaching excellence above all else, followed by service to the department and College. Publication in the form of peer-reviewed articles, books, or performance is welcomed, but depending on the nature of the appointment it is not generally essential for success in these positions. Scholarly presentations on campus or at professional conferences are also encouraged, though not essential. Faculty in NTT positions are eligible to receive annual faculty development funding in the same amount and by means of the same method as tenure-track faculty members.

Full-time renewable NTT faculty are eligible for all benefits received by full-time employees of the College except those limited specifically to tenure-track or tenured faculty such as a pre-tenure leave or a one-course reduction in teaching load during the first year of employment.

Renewable NTT faculty will carry academic titles commensurate with their experience and credentials: Instructor, Assistant Professor, Associate Professor, and Full Professor, and may be promoted based upon years of service to the institution and quality of performance. However, without peer-reviewed scholarship, promotion from Associate to Full Professor would be highly unusual. Renewable NTT faculty

members are expected to teach in the FS program (including FS101) and may serve as official advisors for both non-major and major students. They will be expected to serve on a standing committee starting in their third year of employment. They are expected to attend departmental meetings and faculty meetings, and they will continue to be accorded full voting rights on the faculty floor.

Under normal circumstances, renewable NTT faculty will serve infrequently as first readers for Senior Projects and will not accrue Senior Project points. If, however, departmental need suggests regular or even heavy service as first readers, prior approval must be obtained by the departmental chair from the Provost. Points from service on Senior Project boards must also be approved ahead of time by the Provost. Under normal circumstances, renewable NTT faculty will not be eligible for sabbatical leaves, although exceptions may be made on a case by case basis for a well-defined and institutionally/departmentally valuable project related to teaching or scholarship. Finally, renewable NTT faculty will not serve on any departmental or college-wide evaluation committees related to the tenure and promotion process for tenure-track or tenured faculty.

Evaluation

Renewable NTT faculty will be hired on an initial two-year contract; thereafter contracts will be for three years. The review of full-time NTT faculty will occur in the spring of the final year of the contract. By February 1, the faculty member must complete a self-evaluation similar to that described in Section 5.2, Paragraph 23, but with a focus on teaching first and service to the department and College second. Criteria for teaching excellence are described in Section 5.2, Paragraphs 9 through 13; criteria for maintaining a learning community are described in Section 5.2, Paragraphs 17 and 18. If the faculty member has engaged in significant scholarship, he or she should also include a section on scholarly contributions to the field. The self-evaluation should indicate strengths and weaknesses, and the faculty member may append any supporting materials deemed appropriate. The self-evaluation requires the signature of the candidate and must be submitted along with a current c.v. by February 1 to the department chairperson.

The department chairperson must send the self-evaluation and c.v. together with the departmental evaluation(s) to the Provost by 5 p.m. on February 15. The department's evaluation should follow the guidelines described in Section 5.2, Paragraph 24. The Provost reviews the materials which have been submitted and provides to the President by March 1 either an endorsement or a lack of endorsement of the department's recommendation. If the Provost does not endorse the department's recommendation, he or she must submit a detailed explanation for the negative endorsement to the President, with copies to the candidate and department chair. For both the department and the Provost, staffing needs are legitimate criteria for the review process.

If either the department or the Provost recommends termination of contract, the NTT faculty member has the option of requesting that the FRC hear the case. The Chair of the FRC will convene it for a review of the file, following the evaluation criteria outlined above and the evaluation process used by the FRC for all candidates. The Provost will not be part of these deliberations. The FRC will render its decision by March 31.

The President will review the materials and decide whether a contract renewal will be offered to the candidate. The candidate will be notified by April 15. If the candidate's contract is not renewed, the candidate will receive one additional transitional year of employment at the College.

Decisions not to reappoint a NTT faculty member may be appealed on the grounds that a governmental statute has been violated. These appeals will be processed through the normal grievance procedure. The decision of the President is final and binding.

Decisions not to reappoint a NTT faculty member may also be appealed on grounds that allege a violation of academic freedom or a violation of procedural guidelines. The process outlined in Section 5.2, Paragraph 43 of the *Faculty Handbook* will be followed in such an appeal.

Negative decisions based on departmental and institutional staffing needs cannot be appealed.

5.7 Lecturer

Part-time faculty who teach for the College on a regular basis have the opportunity to become a Lecturer and receive a salary at 20% above that of adjuncts. In addition, Lecturers will receive a two-year contract as opposed to an annual contract. A Lecturer may teach up to eight credits in any given semester and is eligible for professional development funds through the Provost's Office, as described in Section 7.1 of the *Faculty Handbook*.

There are two different methods by which an adjunct faculty member may become eligible to apply for Lecturer status:

- If the adjunct faculty member has a terminal degree, he or she may be eligible after teaching four courses at Allegheny.
- If the adjunct faculty member has an advanced degree (at least a Master's Degree) but does not have a terminal degree, he or she may be eligible after teaching at Allegheny on a regular basis (usually at least two courses each year) for seven years.

Conferral of the Lecturer status is also contingent upon institutional needs. It is possible that an adjunct who has served with dedication for a number of years may nonetheless be denied or lose Lecturer status if staffing needs do not support the application.

The adjunct faculty member who applies for Lecturer status must submit a self-evaluation that focuses on teaching, but that can also outline the faculty member's scholarly work as well as his or her contributions to the learning community. Teaching will be evaluated on the basis of RSE scores and narratives, as well as other pertinent sources of information such as classroom visits, syllabi, and the self-evaluation. The department or program in which the adjunct works must submit an evaluation of the adjunct's teaching performance, a discussion of the adjunct's credentials and qualifications for the position, as well as a justification for continuation of the position for the following two years. Adjunct faculty who teach primarily in the FS program must have the support of the Director of the FS Program.

The application must be submitted to the Provost by 5 p.m. on March 1 for the following academic year. The Provost will render a decision by March 31. The same process and deadlines will be followed for renewal.

Section 6

Employee Benefits

While it is expected that the benefit plans described below will continue for the foreseeable future, the College reserves the right to modify or discontinue them at any time. The language generally summarizes some of the terms and conditions of participation in the programs. Please refer to the plan documents and brochures available in the Office of Human Resources for detailed guidance.

6.1 Introduction

This section contains information about certain benefit programs which the College currently offers to regular full-time employees. Eligible employees will receive printed summaries of the various insurance and retirement plans. However, the precise terms of those plans are set forth in the plan documents themselves, which are the controlling documents. The brief descriptions in this Handbook can neither expand nor contract the provisions of the plans themselves. Copies of the plan documents are available in the Office of Human Resources, and employees may make arrangements to review these documents during normal office hours. The plans may be changed from time to time or eliminated at the sole discretion of the College.

6.2 Eligibility for Benefits

In general, the date of employment for the purpose of determining eligibility for benefits will be the date the employee begins work as a regular full-time employee.

6.3 Group Insurances

The College currently offers life, medical, and disability insurances to eligible full-time regular employees.

Life Insurance

Group term life insurance coverage is provided to all regular full-time employees of Allegheny College. Regular full-time employees are eligible on the first day of the month following their hire date.

The life insurance coverage is 1-1/2 times the employee's annual base salary, subject to a maximum amount of insurance of $250,000. The amount of insurance will be rounded to the next higher multiple of $1,000, if not already an exact multiple.

The premiums are paid in full by the College. Federal tax law requires that the amount of group term life insurance coverage in excess of $50,000 is taxable and subject to social security withholding. If your amount of life insurance is over $50,000, the taxable amount will be added to your taxable income and will appear on your pay stub.

In the event of an approved paid leave of absence, the life insurance coverage will be continued by the College. A person on leave of absence without pay is not eligible for the insurance coverage pursuant to the terms of the life insurance plan.

You may designate the beneficiary of this insurance and should notify the Office of Human Resources of any change in beneficiary.

Medical Group Insurance

The College offers basic and major medical coverage for full-time regular employees. Coverage will be effective on the first day of the month following the hire date. Coverage requires an employee contribution of a percent of premium based upon salary level and type of coverage selected (i. e., single, family, employee and spouse or partner). Please contact the Office of Human Resources for rates specific to your situation.

Employees who are already covered by an existing medical plan may elect not to participate in the plan offered through Allegheny College and will receive an opt out benefit payment which will be treated as ordinary taxable income. In order to be eligible for this benefit payment, proof of other coverage must be provided to the Office of Human Resources. One of the following documents will satisfy as proof of coverage: 1) a letter from the insurance carrier, 2) a letter from the other employer, or 3) a copy of the insurance card.

It is extremely important that an employee advise the Office of Human Resources of any changes of family status (such as marriage, divorce, births, etc.) and of address changes within 30 days of the event so that the necessary forms can be completed to ensure ongoing coverage.

Paid and Unpaid Leave

Appendix III includes policies governing the following types of faculty leave:

- Short-term disability leave (including disability leave due to childbearing)
- Unpaid leaves of absence
- Other paid leaves of absence
- Occupational Illness/Injuries (Worker's Compensation)
- Long-Term Disability Insurance
- Family and Medical (FMLA) Leave

6.4 Voluntary Insurance Offerings

In addition to the health, life, and disability insurance funded by the College, the College has worked out an arrangement that permits employees to purchase other types of insurance through payroll deduction. Both dental and vision coverages are available for the employee, his/her spouse or partner, and/or children. Both are offered at group-discounted rates. Eligible employees may enroll when hired or annually during the open enrollment period held every June with coverage effective July 1st. A more detailed explanation of each program is available in the Office of Human Resources.

6.5 Section 125 Spending Accounts

The College makes flexible spending accounts available to its regular full employees. Flexible spending accounts allow employees to pay for certain types of un-reimbursed medical expenses and dependent care expenses with pre-tax dollars. Eligible employees can enroll annually during the open enrollment period held each December with enrollment effective January 1st. Please consult the Office of Human Resources for further information.

6.6 Tuition Benefits

Under the Allegheny College sponsored Tuition Benefit Program, two distinct approaches are taken to provide continued education for all of the College's employees, spouses, domestic partners and dependent children: Tuition Remission (attendance at Allegheny College); and Tuition Exchange (attendance at other participating institutions). In addition, employees hired on or before July 1, 1998, and their children/spouses/partners may be eligible for the Tuition Grant Program.

A. Tuition Remission

The College currently provides tuition remission to regular full-time employees, their spouses, domestic partners, and dependent children according to the following conditions and limitations:

There is no service requirement connected with tuition remission at Allegheny except that an employee must be a full-time regular employee when application is made and while enrolled in classes. All applicants must meet Allegheny's general admission requirements. Tuition remission is limited to tuition charges only.

An employee may take four credits per semester or eight credits per academic year with the approval of both the Admissions Office and his/her Supervisor and respective AEC member. Employees engaged in a degree program may take up to five credits in those semesters they are completing one of the Academic Planning (APL) units. Employees are required to make up the time they are away from their work.

A spouse, partner, or dependent of a full-time employee who attends Allegheny must apply for financial assistance from the Pennsylvania Higher Education Assistance Agency and any other gift/grant program requested by the Office of Financial Aid, or proves that he or she is not eligible. The Allegheny tuition

remission may be reduced by an amount equal to any such state or federal monies received by the spouse, partner, or child to prevent an over award of funds by federal regulations.

The total tuition remission per dependent is limited to the equivalent of four academic years of undergraduate education, but they need not be consecutive years.

B. Tuition Exchange

The College provides tuition exchange to qualified dependents of regular full-time employees.

There is no service requirement connected with the tuition exchange program except that an employee must be a regular full-time employee when application is made and while the dependent is enrolled in classes. Tuition exchange is contingent upon acceptance for admission and enrollment under the tuition exchange program at one of the participating institutions listed at The Tuition Exchange (www.tuitionexchange.org) or at the Council for Independent Colleges Tuition Exchange Program (https://wp.cic.edu/Chapter/CICChapterMembers.aspx?CID=4776a598-90cd-db11-a182-005056873acc).

C. Tuition Grant Program

The Tuition Grant Program is available only to dependents of regular full-time employees hired on or before July 1, 1998, or to full-time employees who received an offer of employment letter dated on or before July 1, 1998. A list of employees who qualify for the Tuition Grant benefit is maintained in the Office of Human Resources.

Employees hired or who received an employment letter prior to July 1, 1998, are eligible to apply for the tuition grant benefit. However, if the institution the student wants to attend participates in the tuition exchange program, application must be made through tuition exchange first, and only if the student is denied tuition exchange, will the employee be given the grant benefit.

D. Provisions

The following provisions apply to the above-referenced tuition programs:

Eligibility

Employee must be a regular, full-time employee of Allegheny College;

Spouse must be married to a regular, full-time employee of Allegheny College;

Partner must be in a committed relationship of at least one full year with a full-time regular employee and financially interdependent as defined in the Allegheny College Domestic Partner Benefits Policy;

Dependent Child must be a dependent of a regular, full-time employee and be claimed as a dependent of the employee on his/her federal income tax statement for 3 consecutive years prior to application for tuition. Legal documentation showing that the employee is the custodial parent for at least 50% of the time for three consecutive years prior to application for tuition is acceptable proof of dependency.

Eligibility is limited to the equivalent of eight (8) semesters of full-time enrollment. The age limit for completion of benefits is 25 years of age.

Note: Dependent children of deceased, retired, or disabled employees are eligible when the service requirement of the program is satisfied (see below).

Service

Service requirements for Tuition Exchange and Tuition Remission are immediate eligibility for active employees; at least 6 years of service if employee is deceased; at least 10 years of service if employee is retired or disabled.

Coverage

All programs cover tuition payments only.

Availability

Tuition Remission and Tuition Exchange Programs are available for eligible dependent children. Employees, spouses, and partners may apply under the Tuition Remission Program only.

Degrees

Dependent Child candidates must be accepted in a 2- or 4-year degree program to be eligible for consideration under both tuition benefit programs. Only institutions issuing a diploma will be accepted. Certificate programs will not be considered.

Employee, Spouse, and Partner may be degree seeking or not, or already have a 4-year degree. If desiring credits for a degree, the individual must be accepted as a viable student by the College.

Termination of Tuition Benefits

Tuition benefits for all of the above programs end upon termination of employment.

Administration

Applications for Tuition Remission and Tuition Exchange are available in the Financial Aid Office. Employees interested in any of the tuition programs listed above may obtain additional information from the Financial Aid Office at 332-2701.

(Revised September 2007)

6.7 Retirement Plan

Regular full and part-time employees who work at least 1000 hours per year are eligible to participate in the Section 403(b) retirement program administered by Teachers Insurance Annuity Association-College

Retirement Equity Fund, known as TIAA-CREF. Within the TIAA-CREF plan, there are two annuity options to choose from: The Retirement Annuity (referred to as the RA), and the Supplemental Retirement Annuity (referred to as the SRA).

The College provides a contribution towards an eligible employee's retirement annuity, provided the employee elects to participate in the RA. Participation in the retirement plan is voluntary.

Contributions by employees are made on a pre-tax basis through a salary reduction election. There is a maximum allowed by the IRS on the total amount saved for a retirement plan. You can contact either the Director of Human Resources or TIAA-CREF to determine your maximum deferral limit for your retirement contribution.

Eligible employees may join the RA on or after the first day of the month upon completion of one year of full-time continuous service with the College. The one-year waiting period is waived for those employees with one or more years of full-time, benefit-eligible service in another institution of higher education in the twelve months immediately preceding their joining Allegheny College. Written documentation from the previous employer is required to waive the one-year waiting period.

Eligible employees may join the SRA at any time.

The primary difference between the RA and the SRA is that the College's matching contributions are made to the RA, but not to the SRA. There are also other differences in these programs outlined in the Plan Documents and brochures available from the Office of Human Resources.

6.8 Early Retirement Policy

Tenured faculty members may elect to take advantage of one of two early retirement programs, the transitional sabbatical leave or the phased retirement option. To be eligible for the benefits of either program, the faculty member must be a tenured member of the Allegheny College faculty who has served Allegheny as a full-time faculty member for at least ten consecutive years and who is at least 58 years of age but not over 63 years of age in the semester immediately preceding the beginning of the early retirement program. Tenured faculty who meet these eligibility requirements must officially notify the Provost and Dean of the College no later than September 1 of their final year of full-time teaching at the College of their decision to retire and receive either the transitional sabbatical leave or the phased retirement option.

Eligible faculty interested in taking advantage of one of the early retirement options should contact the Office of Human Resources to obtain an application form. Faculty members with questions about the programs, including eligibility dates, should contact the Director of Human Resources or the Provost and Dean of the College.

The Transitional Sabbatical Leave

For eligible tenured faculty members who elect to voluntarily retire under this program, the College will provide the faculty member with a one-semester transitional sabbatical leave at full pay (based on the preceding semester's salary) and full benefits. The salary payments during the transitional sabbatical will be spread over a six-month period. For Fall Semester sabbatical leaves, the salary payments will be

made from September through February. For Spring Semester sabbatical leaves, the salary payments will be made from March through August. An eligible faculty member electing the transitional sabbatical leave does not incur an employment status change. Therefore, retirement distributions cannot begin until the end of the transitional sabbatical.

At the end of the six-month period of the transitional sabbatical leave, the faculty member's retirement will become effective and employment with the College will officially end. The faculty member's last day of assigned duties and responsibilities for the College will precede the beginning of the transitional sabbatical leave, although the faculty member is welcome to attend faculty meetings and related faculty activities during the sabbatical.

Salary payments during the transitional sabbatical leave will be made on regular College pay days for faculty. The College will make TIAA/CREF contributions on those salary payments as it does on salary paid during other types of paid sabbatical leaves. This program will not provide any payments to faculty beyond the expiration of the faculty member's transitional sabbatical leave. The College, of course, reserves the right to modify or terminate this program at its discretion.

Phased Retirement Program

This program offers eligible tenured faculty members a two-year period to phase into retirement. During the first year of the program, the faculty member will work two-thirds of a normal full-time faculty schedule. During the second year, the faculty member will work one-third of a regular full-time faculty schedule. At the end of the second year, the faculty member will fully retire and employment with the College will end at that time. The faculty member will be paid two-thirds of his or her regular salary during both the first year and the second year of the program. The faculty member will continue to be eligible for the College's benefits programs (life insurance, healthcare, dental and vision coverage, disability insurance, and TIAA/CREF) throughout both years of the phased retirement program. The faculty member remains eligible for salary increases on the same terms as all other faculty members. An eligible member electing the phased retirement program does not incur an employment status change. Therefore, retirement distributions cannot begin until the end of the phased retirement program.

Salary payments during the two years of phased retirement will be made on regular College pay days for faculty. The College will make TIAA-CREF contributions on those salary payments. Office and laboratory space for both years of the two-year phased retirement program will be negotiated on a case-by-case basis with the Chair of the department involved and the Provost. The College, of course, reserves the right to modify or terminate this program at its discretion.

6.9 Retiree Benefits

Allegheny retirees are eligible for the following College benefits, provided they have completed at least ten (10) years of full-time continuous employment with the College immediately prior to retirement and have attained the age of 58:

1. College paid group health insurance in lieu of COBRA Medical Coverage until age 65. Retiree will continue to pay his/her portion of the premium as required of all other College employees.

2. Tuition remission for dependent children.

Additional benefits/services available for Allegheny retirees include:

- Allegheny I.D. card
- Bookstore discount
- Pelletier Library privileges
- Computer lab privileges (no individual computers will be provided)
- Allegheny E-mail account
- Wise Center facility pass
- Athletic event pass
- Employee rate for Playshop Theatre performances
- Early purchase privileges for Centerstage tickets
- Continuation of Allegheny Magazine
- Continuation of discounted ALLTEL telephone service
- Shared office space in Faculty Lounge

(Revised Spring, 2009)

6.10 Emeritus/Emerita Status for Faculty

Emeritus/Emerita status is an honor that may be conferred by the President on faculty who have retired from the College, provided the faculty member is at least 58 years of age at the time of retirement, does not hold full-time employment at another academic institution, and has completed at least ten years of full-time and distinguished performance on the Allegheny faculty. Emeriti/Emeritae faculty are listed in the College *Catalogue* and may elect to participate in ceremonial occasions of the College wearing academic regalia. Emeritus faculty do not hold faculty status in the governance structure of the college.

6.11 Leaves of Absence

The College grants Sabbatic Leave in accordance with established policy (see Section 7.7). Appendix III includes the policies governing all other types of faculty leave.

6.12 Statutory Benefits

Statutory benefits are those benefits provided on behalf of each employee by Allegheny College as required by law. They include:

Social Security/Medicare

All employees are covered by the Federal Social Security Act. Social Security pays benefits when you retire, become disabled, or die, if eligibility requirements are met. Both you and the College share the tax payments for social security benefits. Your social security tax is withheld from your paycheck, and the College matches dollar for dollar your contribution.

Workers' Compensation

Allegheny College covers all employees with workers' compensation insurance as a protection for illness or injuries arising out of, or in the course of, their employment, which are compensatory under the Workers' Compensation and Occupational Disease Act. All work-related accidents, including minor ones, must be reported immediately to the supervisor and to the Office of Human Resources. An Accident Report form must also be completed and submitted to the Office of Human Resources within 24 hours of the occurrence, even though there is no loss of time or medical attention. Failure to report a work-related injury in a timely fashion may jeopardize eligibility for payment of benefits for medical bills or lost time.

Our Workers' Comp third-party administrator (TPA) recommends that follow-up doctor appointments or therapy sessions should be scheduled either after hours or at the end or beginning of the work day in order to cause the least amount of disruption to the department work schedule.

Unemployment Insurance

Allegheny College pays taxes on your behalf for benefits for which you may become eligible under Pennsylvania's Unemployment Compensation Law.

Continuation of Health Insurance (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) generally allows employees to continue their health coverage on the College's group medical insurance plan for a certain period of time after they leave employment, at their own expense. Employees will receive detailed information from the Office of Human Resources regarding cost and procedures to continue their health coverage.

6.13 Facilities and Services

Recreational Facilities

The Wise Center includes weight machines, cardiovascular equipment, basketball courts, racquetball courts, a swimming pool and an indoor running track. Hours of operation are posted in the facility. An employee ID is required in order to use the Wise Center facilities.

Postal Services

A broad range of postal services is available through the Post Office and Mail Room located in the Campus Center. This includes purchase of stamps, mailing of letters and parcels through the U.S. postal service, UPS, or other carriers, and other related services. These services are available to Allegheny employees.

Outgoing mail and interoffice communications (usually referred to as "campus mail") are picked up from and delivered to College offices on a regular schedule. Reusable campus mail envelopes are available

from departmental offices and from the mail room. The name of the person and the departmental box number should be used when sending interoffice communications.

Personal correspondence to be sent outside the College must be stamped before placing it in the outgoing mail. Postage for professional correspondence is usually charged to the department. Outgoing College mail must be marked to identify the department or account to be charged for the postage costs.

Bookstore Discounts

Upon presentation of the employee's ID card, employees are entitled to a 10% discount on most purchases in the College bookstore.

6.14 Domestic Partner Benefits Policy

Introduction

Allegheny College benefits are an important part of your total compensation. The availability of benefits coverage for domestic partners is an extension of the College's efforts to maximize the effectiveness and value of its benefits programs.

Eligibility

All regular full-time faculty, administrators, and staff employees are eligible to enroll for domestic partner benefits.

Definition of Domestic Partner

Allegheny defines same- or opposite-sex domestic partners as two people who:

1. Are living together in a committed exclusive relationship of mutual caring and support with the intent that the domestic partnership be permanent;

2. Are financially interdependent so that they are jointly responsible for the common welfare and financial obligations of the household;

3. Are not in a relationship solely for the purpose of obtaining benefits;

4. Are not legally married to any other individual, and if previously married, a legal divorce or annulment has been obtained, or the former spouse is deceased;

5. Are mentally competent to enter into a contract according to the laws of the state in which they reside;

6. Are at least 18 years of age;

7. Do not have a blood relationship that would bar marriage under applicable laws of the state in which they reside.

Your Domestic Partner's Children

Allegheny's definition of an eligible dependent includes your domestic partner's children if they meet all other definitions of an eligible dependent. For benefit coverages, eligible dependents include unmarried children under age 19, or under age 23 if full-time students.

Documentation Required

Allegheny College requires employees to sign an Affidavit of Domestic Partnership and to provide documentation from the following list of documents:

1. Notarized Domestic Partnership Agreement or Proof of Registry with a Domestic Partner Registry.

   If either of the documents identified in 1 above cannot be provided, then two forms of documentation from the following list of documents will be required:

2. Current joint mortgage, title to real estate which is the primary residence or joint lease for residence by both partners;

3. Evidence of durable powers of attorney for property and health care;

4. Evidence of joint ownership of motor vehicle, jointly held bank accounts, joint credit account; or designation of Domestic Partner as primary beneficiary for life insurance or retirement plan;

5. Such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case at the discretion of the Director of Human Resources.

Paying for Domestic Partner Benefits

Allegheny College pays the majority of the cost to provide medical insurance coverage for a domestic partner and eligible dependent children. All Allegheny College employees who select partner or family coverage are required to make a contribution based on a percent of premium and also upon salary level and type of coverage.

Because of IRS requirements, domestic partner benefits will include the value of any health contributions to your taxable income. The College will withhold federal, state and local taxes on the value of the coverage provided to your partner and/or partner's children. However, if your domestic partner and his or her children are your tax qualified "dependents" as defined under Section 152 of the Internal Revenue Code, you may be able to claim a tax exemption on your federal tax return. You should consult with a tax advisor to determine if you qualify for the tax exemption.

Qualifying Life Events and Domestic Partnerships

Because of the tax advantages, the IRS limits an employee's ability to make benefit coverage changes during the year. Benefit elections made every July 1st are effective from July 1 through June 30 of each year, unless an employee has a qualifying life event. With regard to your domestic partnership, the following are considered as qualifying life events:

1. Filing and approval of an Affidavit of Domestic Partnership where none existed previously;

2. Ending your domestic partnership by filing an Affidavit of Termination of Domestic Partnership;

3. Birth, adoption, or placement of a child with you for adoption or foster care (including yours and/or your partner's);

4. Loss of dependent child status;

5. Change in your partner's employment status and/or benefit eligibility;

6. Death of a dependent, including your domestic partner.

Any change(s) must be requested within 31 days of the date of your qualifying life event. Also, the change(s) must be consistent with the event. If you acquire a new dependent, for example, adding medical coverage for that dependent would be allowed – but it would not be a reason to drop dental coverage on yourself.

Termination of Domestic Partnership

If a domestic partnership no longer meets all of the criteria of this policy, and to which the employee and his/her partner attest in their Affidavit of Domestic Partnership, you must notify the Human Resources Office within 31 days by filing an Affidavit of Termination of Domestic Partnership.

Additional Information

If you have any questions about your benefits or coverage for domestic partners, please call the Human Resources Office at 814-332-2312.

(Spring 2007)

Section 7

Faculty Support Services

7.1 Faculty Travel

Limited funding for professional travel is typically available through three sources:

1. External grants. Faculty who are able to obtain external funding to support travel expenses are encouraged to do so. Likewise, faculty whose travel plans are consistent with the purposes of existing grants are encouraged to use these funds.

2. Academic Support Committee. Funds may be obtained from the Academic Support Committee to support travel associated with a specific project related to a faculty member's research or teaching. See Section 7.8 for details and application procedures.

3. Provost's Office. The Provost administers a fund for faculty research and travel. Faculty may request travel support from these funds for presentation of papers, participation on national or regional committees, or similar activities.

For travel expenses to be paid through Academic Support Committee grants or as part of the faculty travel fund in the Provost's Office, a faculty member should complete an online Faculty Travel Authorization Form (https://alleghenycollege.wufoo.com/forms/faculty-travel-authorization-form/). Upon returning from the trip, a detailed travel expense report (http://sites.allegheny.edu/forms/forms/travel/), with receipts, must be filed with either the Associate Provost's Office or the appropriate administrative supervisor.

Faculty are reminded that Allegheny's first priority is teaching. Care should be taken to limit travel which interferes with the faculty member's teaching schedule, and to make up classes which are unavoidably missed.

Allegheny's general policy on travel, including travel expense guidelines, is available in Section 11.12.

7.2 Library Services

Please visit http://library.allegheny.edu/faculty for an up-to-date list of library faculty services.

The Library's staff cooperates with faculty in support of the academic programs and curriculum of Allegheny College. We urge all faculty to share any suggestions they may have about our collections,

policies, services, or procedures. If you have any questions or concerns, please call (x3362), email (lbills@allegheny.edu) or visit the Library Director, Linda Bills.

Locations

- To locate the library book and video holdings, please check our online catalog Allecat: http://allecat.allegheny.edu
- For complete journal holdings, please go to: http://journals.allegheny.edu.
- For a list of our major indexes and databases: http://library.allegheny.edu/databases

Pelletier Library houses all the library services and most of the collections of the College. It is located on Main Street in the block between College and Sherman Avenues. Unless otherwise stated, locations in Allecat are Pelletier locations. Hours are posted on the website: http://library.allegheny.edu/hours.

Special Collections and the Merrick Archives. These collections are in Pelletier and are available on appointment. Special Collections includes the Ida M. Tarbell papers, rare books, and books from the College's original library. The Merrick Archives preserve the history of the College in written materials, videos and artifacts. Both are available for faculty and class use.

The **Alden Collection** houses the most recent books and journals for Computer Science. It is located in the northeast corner of the first floor of Alden Hall and is available when the building is open.

The **Arter Math Collection** houses the most recent books and journals for Mathematics. It is located in the northwest corner of the lowest floor in Arter Hall. The Mathematics Department sets the open hours for this collection; please contact the building coordinator (x5364).

Allecat also tracks materials owned by other campus departments. To date these collections include:

- ACCEL – in Reis Hall
- Game Room – in the Campus Center

Services

Library services are constantly adjusting to meet faculty and student demands. We encourage you to check our website for:

- General services, access to databases, and staff contacts: http://library.allegheny.edu
- Services especially for Faculty: http://library.allegheny.edu/faculty

A brief summary of the kind of services we offer is given below – please inquire if what you need is not here.

- Reference support for students and faculty
- Classroom instruction on research skills and information literacy both generally and for specific class assignments
- Online databases both on and off-campus
- Creation of resource webpages for specific classes
- Interlibrary loan for faculty and students

- Reserve reading/materials for classes.
- Circulating media equipment, netbooks, etc.
- Media-conversion services on a limited basis
- Digital asset management – local database creation for images (Luna)
- Allegheny institutional repository, including committee documents, access to senior projects, and faculty open access publications (DSpace)
- Purchase of library resources needed for the curriculum (see below)

Faculty Open Access Policy

The library administers a fund to support faculty Open Access publishing.

Information concerning the College Open Access policy for faculty publications can be found at http://sites.allegheny.edu/scholarlycommunication/, including forms for waivers, for sending articles to the institutional repository and for financial support to cover open access fees.

Staff

The library staff and their contact information are listed at http://library.allegheny.edu/deptdir.

Collections

The Allegheny College library collections are intended primarily to support student learning and faculty teaching. Most support for faculty research is provided through interlibrary loan and related "just in time" services. The library collections include:

Books, videos, images, and other one-time purchases made each year according to faculty requests. Each department has its own way to organize request submissions. You may submit requests in any format – email, paper, or online form (see our website). In addition, the library sends each department chair slips describing recent publications in their discipline. To request from the slips. simply initial them and return them to the library. Chairs are notified when funds are running out or under-spent.

Journals. Consult http://journals.allegheny.edu to determine which journal titles we have access to in any format. Journals and other subscriptions are also purchased based on faculty recommendations. However, because funds are limited, other subscriptions of equal value must be cancelled when your department needs the library to purchase a new subscription.

Databases and indexes. Consult http://library.allegheny.edu/databases for a list of the major online databases the library subscribes to. (Minor online resources and all ebooks are in Allecat.) New database and index requests also require that cancellations be made to free up funds for the subscription commitment.

The library welcomes faculty requests for new journals or databases even when funds are not available; if we know what is needed we can watch the market for emerging opportunities, price changes and package deals.

7.3 Instructional Technology

Please visit http://sites.allegheny.edu/itechnology/ for up-to-date information and details about instructional technology services. There are two instructional technologists to assist faculty and students. There are also student technology consultants available in the Learning Commons to assist students with problems and projects related to learning technology.

Allegheny College provides the Sakai learning management system where faculty can organize course materials, administer tests, and track grades. Use of Sakai is voluntary on the part of the faculty. All courses and student rosters are loaded into Sakai in advance of each semester so they are available for faculty use; the course sites are not available to the students until and unless the faculty member "publishes" them.

Sakai also allows the creation of "projects" which have all of the same functions as courses except grading. Any Allegheny community member can establish projects to meet curricular or co-curricular needs.

Instructional technologists work with computing user services to keep the faculty up-to-date on campus technology and to investigate options for providing new technology for teaching and learning. Please consult with them about your needs.

7.4 The Maytum Learning Commons

Located in Pelletier Library, the Maytum Learning Commons provides a variety of support services for students and resources for faculty. Learning Commons staff and peer consultants can help students improve their skills in writing, speaking, using technology, and conducting research. Tutoring is also coordinated through the Learning Commons; please visit:
http://learningcommons.allegheny.edu/ to learn more about services available to students.

In addition, the Learning Commons maintains a number of faculty resources related to advising and teaching, especially teaching in the FS program. Faculty resources can be accessed at:
http://sites.allegheny.edu/facultyresources/all-faculty/pedagogy-resources/

Academic Performance Reports

Academic Performance Reports ("APRs") submitted through *WebAdvisor* are an effective way for instructors and advisors to communicate with the Learning Commons about students who are experiencing difficulty in class. Copies of the APR are also sent to the student's Academic Advisor and (when applicable) Athletic Coach.

Faculty are encouraged to complete an APR whenever they are concerned about a student's performance. APRs are particularly important early in the semester because students have time to make adjustments while their efforts can still make a difference.

The Learning Commons requests faculty to submit an APR if they observe any of the following behaviors:

- Two or more class absences within the space of two or three weeks. Failure to attend class for ill-defined reasons (e.g., "I didn't feel well so stayed in bed") is frequently an indication that a student is having other difficulties;
- Poor performance on tests, essays, assignments, or in class activities;
- Sudden negative changes in the quality of a student's work ;
- Disengagement from the course or other behaviors suggesting that the student may be in need of assistance.

Faculty can submit more than one APR for the same student if they have further reason for concern (for example, failure of a second major examination or continued class absences). Multiple submissions when warranted are very helpful in our efforts to retain students and support student success at Allegheny.

A Learning Commons staff member reads all submitted APRs and determines if contact with the student should be made and, if so, who is the best person to make the contact (e.g. Learning Commons, Residential Life, or the Dean of Students Office). The assigned staff member may email, meet with, or call the student. Staff members often consult with the faculty member to determine the best course of action. If you do not want outreach to the student by a Learning Commons staff member, please select "FYI ONLY*: Please take no action at this time. I am working with the student*." on the APR form.

If you have questions about APRs or how the Learning Commons can help your students, please contact a member of the Learning Commons staff at 814-332-2898.

7.5 Printing Services

Allegheny's Printing Services department (http://sites.allegheny.edu/printingservices/) is the campus community's printing consultant, providing high-quality printing, copying, and finishing at reasonable prices.

Copyright Information. The College—as well as its faculty, staff, and students—may be liable for damages if copyrighted materials are reproduced without permission or are in violation of the law. Appendix II provides guidelines for copying classroom materials.

Copy Station. The Printing Services department is equipped with two high-quality, high-production color copiers capable of printing 65 pages per minute (ppm) and one black copier capable of printing 90 ppm. All machines are capable of producing 12"x18" prints. Printing Services also offers envelope printing of sizes up to 10"x13" on a Xante full-color envelope printer.

The department's copying services, which provide quick turnaround at low cost, are popular with students who would like copies of term papers and Senior Comps, among other projects. Students' resumes can be copied on quality bond paper with matching envelopes. The copiers are also equipped to produce black, color transparencies, and tabs.

Wide-Format Printing. Large posters can be printed on either of our two wide-format printers and can also be laminated, mounted, or mounted and laminated on white foamboard. Maximum size of lamination and mounting material is 36"x48".

Desktop Publishing. Using Macintosh or PC computers with scanning capabilities, the department offers layout, design and creative concepts for printed pieces. They also accept various file formats such as Publisher, Word, Excel, Power Point, PDF, In Design, and Photoshop. Call Printing Services at 814-332-4315 if you have questions.

Finishing. Finished orders can be stapled, punched, folded, numbered, cut to size, and shrink-wrapped. Printing Services offers three types of binding: saddle-stitched, spiral, and thermal. Laminating is offered from 2"x3" up to 36"x48".

Other Services. The Printing Services department also provides the following copying, publishing, and designing services:

Binding	Invitations	Pamphlets	Tabbing
Business Cards	Labels	Postcards	Term Papers
Carbonless Forms	Lamination	Posters	Tickets
Color Copies	Letterheads	Programs	Transparencies
Clip Art	Newsletters	Punching	Transparencies
Dissertation Printing	Mailers	Resumes	
Folding	Maps	Senior Projects	

Paper Choices. The department stocks many colors and weights of paper, from 20# text sheets to heavyweight card stocks. They also have access to specialty papers and are happy to find and order special papers upon request. Many of the papers they use are Sustainable Forestry Initiative certified and contain at least 30 percent post-consumer waste. They also carry papers that are 100 percent recycled.

Printing Services Order Form. There is a printable online Printing Services Order Form available on the Allegheny “Inside Forms” page (http://sites.allegheny.edu/forms/).

7.6 Student Assistants

Faculty members who wish to employ students as laboratory, class, or office assistants must complete the *FA Job Posting Database Form (*https://alleghenycollege.wufoo.com/forms/x7q0k9/*)* for both open and filled positions.

Open positions will be posted to the Student Job Database where students searching for employment will be directed. If faculty have an open position, but cannot post the position because of the specific skill set needed from the student worker, please still complete the *FA Job Posting Database Form* (https://alleghenycollege.wufoo.com/forms/x7q0k9/), but add the vacant position to the filled positions question on the form.

Students eligible for Federal Work Study must be given preference for any position; however non-work study students (i.e. campus employment students) may be hired if departmental budgets allow and no Federal Work Study student applicants are suitable for the position. The departmental budget will be charged for all student wages. For additional information, please see the "Student Employment Manual" which is available at http://sites.allegheny.edu/finaid/student-employment/.

7.7 Pre-Tenure and Sabbatical Leaves

Pre-Tenure Leaves

Tenure-track faculty may apply through the department chairperson and the Academic Support Committee for a pre-tenure leave to study and travel in the interest of professional growth. Pre-tenure leaves provide for a one-semester leave at full pay with no responsibilities on campus to allow the faculty member extended time for conducting research or working on course development.

Tenure-track faculty are eligible for the pre-tenure leave after a successful pre-tenure review and after having served at least three years. This means that faculty members on a normal tenure clock are eligible to apply for a pre-tenure leave in the fall of their fourth year of service for the following (fifth) year. Faculty members on an accelerated tenure clock due to prior service are eligible to apply for the leave in the fall of their third year of service for the following (fourth) year.

If combined with a personal or professional leave of absence from the institution, the faculty member may choose to postpone the tenure clock by one year. Full-time non-tenure-track faculty are not eligible for a pre-tenure leave. Faculty members who take a pre-tenure leave are eligible to receive their first regular sabbatical leave after an additional six academic years of full-time teaching.

Sabbatical Leaves

Sabbaticals, like pre-tenure leaves, provide the faculty member time for professional development. Faculty members who do not take a pre-tenure leave are eligible for their first regular sabbatical after receiving tenure and having served for at least six academic years. This means that faculty members on a normal tenure clock are eligible to apply for their first sabbatical leave in the seventh year of service for the following (eighth) year. Faculty members on an accelerated tenure clock due to prior service are eligible to apply for their first sabbatical leave in the sixth year of service for the following (seventh) year. Faculty are eligible for their next sabbatical leave after an additional six academic years of full-time teaching. For example, a faculty member taking a sabbatical leave in the Fall of 2010 and/or Spring of 2011 is eligible to take her next sabbatical leave during the 2017-18 academic year.

Unlike the pre-tenure leave, a sabbatical leave provides the option of either a one-semester leave at full pay or a two-semester leave at five-eighth's pay.

Full-time non-tenure-track faculty with faculty rank (who may not apply for the pre-tenure leave) are eligible to apply for their first sabbatical leave in their seventh consecutive year of service for the following (eighth) year. They are eligible for their next sabbatical leave after an additional six academic years of full-time teaching.

Procedures

Applications for pre-tenure and sabbatical leaves are due on November 1 of the year prior to the academic year in which the leave is to take place.

Pre-tenure and sabbatical leaves are contingent upon the ability of the College to meet its teaching needs during the faculty member's absence. It is understood that a faculty member will continue in the College for at least one regular academic year after the leave unless granted a terminal leave. It is further understood that faculty taking leaves will not seek summer school employment during the summer of the same calendar year as their leave.

The faculty member is also expected to file a report of his or her leave activities with the Provost and the Academic Support Committee within three months of the completion of the leave.

Leaves may not be accumulated. That is, faculty are not eligible for leaves at less than seven-year intervals. If, however, an approved leave is delayed for one academic year for institutional or personal reasons, the faculty member is eligible for the next leave one academic year earlier than would otherwise have been the case.

(Spring 2007)

7.8 Guidelines for Grants and Sabbatic Leave

Introduction and funding guidelines

The Academic Support Committee is charged with granting funds for faculty development in areas related to research and teaching. Funds are available to all full-time continuing faculty: those in the process of establishing a career as well as those sustaining their professional development. The Committee is most likely to fund well defined projects that can be carried out, or significantly advanced, in the time available to the applicant. Funding is available for projects that occur during sabbaticals, summers, or throughout the academic year. The term "project" is used to encompass traditional research, the visual and performing arts, and teaching. Funds from ASC are distributed on the basis of the fiscal year (July 1-June 30). Examples of funding requests the Committee has approved include:

1. Travel, lodging, meals and out-of-pocket expenses associated with a short term trip to develop a specific project.

2. Photocopying, acquisition of documents, slides and microfiche necessary for the development or completion of a project when other sources of funds are not available.

3. The development of on-campus workshops, conferences or seminars related to teaching or scholarship. Where appropriate, the Committee will support small groups of faculty working on a common disciplinary or multi-disciplinary project.

4. Necessary supplies or small equipment purchases which cannot be obtained through other sources of funding (e.g. departmental budget, grants, etc.).

5. Attendance at conferences and workshops related to development of a specific project or to teaching.

6. Hiring of temporary student research assistants when other sources of funds (e.g., departmental budgets) are not available.

7. Supplemental living grants where the project requires the faculty member to live for an extended period away from campus. Such grants are most likely to be considered when the faculty member is on sabbatical. Since such grants may be larger than usual, they are subject to the availability of funds.

If there are any questions concerning the appropriateness of a specific application, faculty are encouraged to consult with the Committee chair, a Committee member, or the Provost prior to submitting an application.

Proposals which the Committee usually does not fund

In unusual cases and circumstances, the Committee will consider requests in these areas; however, a rationale for asking for support in these areas must be provided by the applicant making the request.

1. Requests for assistance with the expenses normally incurred in obtaining advanced degrees.

2. Requests which are primarily for equipment.

3. Requests for funding of projects which already have been completed.

4. Requests for funding while on leave of absence.

5. Requests for supplies and services that are usually available from departments.

6. Requests for publication page charges, reprints, offprints, or preprints.

7. Requests for stipends.

Proposals which are approved and/or funded directly by the Provost's Office

1. Requests for funding for travel to present scholarly work.

2. Requests for released time. (Released time is negotiated among the faculty member, the department chair, and the Provost.)

3. Requests for leave of absence.

4. Proposals specifically concerning department or College-wide curriculum development.

How to Apply for Academic Support Committee Grants and Sabbatic Leave

All requests for funding from the Academic Support Committee should include the following items and should be sent to the Office of the Associate Provost of the College (Box Z):

1. A brief statement (1-2 single-spaced pages) that clearly defines the project to be pursued and related activities. The statement should include a rationale for the project and its relevance to the applicant's professional development. Please remember that the members of the Committee may not have expertise in your area of interest. Avoid jargon, and explain the project as clearly as possible.

2. A budget of all anticipated expenses, divided into appropriate categories: transportation, lodging, food, photocopying, library fees, materials, etc. Faculty are asked to request full funding. The Committee may not be able to award full funding, but the Committee feels it is fairer to all applicants if all anticipated expenses are listed in the proposal. *All requests should clearly indicate in which fiscal year the funding is needed.* The fiscal year ends on June 30. Funds provided for expenditure in one fiscal year cannot be carried into the next fiscal year.

3. A listing of previous Academic Support Committee grants and a brief description of outcomes resulting from the funded work and a copy of the report from that leave.

4. A list of other sources from which the applicant has requested funding and the likely date of notification from those sources. The Associate Provost's office should be informed immediately if alternate sources of funding are obtained.

5. A recent curriculum vitae. C.V.'s should be at most four pages in length. Applicants should select for inclusion those items judged to be of most relevance to the committee in deciding the merits of the applicant's request. Only the most recent publications and presentations need be included unless there is older work that is relevant to the present request. Applicants may wish to indicate the number of items that have not been included (e.g., twelve presentations at disciplinary meetings between 1990 and 1998).

6. Any additional information that the applicant feels will assist the Committee in evaluating the request.

Requests for Sabbatical Leave should also be sent to the Office of the Associate Provost of the College (Box Z). If the applicant is not seeking funding, the application for sabbatical leave should include the following items:

1. A brief statement (1-2 single-spaced pages) that clearly defines the project to be pursued during the leave and related activities. The statement should include a rationale for the project and its relevance to the applicant's professional development. Please remember that the members of the Committee may not have expertise in your area of interest. Avoid jargon, and explain the project as clearly as possible.

2. A recent curriculum vitae. C.V.'s should be at most four pages in length. Applicants should select for inclusion those items judged to be of most relevance to the committee in deciding the merits of the

applicant's request. Only the most recent publications and presentations need be included unless there is older work that is relevant to the present request. Applicants may wish to indicate the number of items that have not been included (e.g., twelve presentations at disciplinary meetings between 1990 and 1998).

3. A statement indicating when the applicant last received a sabbatical leave.

4. A letter of support from the department chair, unless the applicant is a department chair. It is helpful if this letter indicates how the department intends to cover the applicant's absence.

Applicants who are requesting funding with their Sabbatical Leave should also include the following with the Sabbatical Leave request:

1. A budget of all anticipated expenses, divided into appropriate categories: transportation, lodging, food, photocopying, library fees, materials, etc. Faculty are asked to request full funding. The Committee may not be able to award full funding, but the Committee feels it is fairer to all applicants if all anticipated expenses are listed in the proposal. *All requests should clearly indicate in which fiscal year the funding is needed.* The fiscal year ends on June 30. Funds provided for expenditure in one fiscal year cannot be carried into the next fiscal year.

2. A listing of previous Academic Support Committee grants and a brief description of outcomes resulting from the funded work.

3. A list of other sources from which the applicant has requested funding and the likely date of notification from those sources. The Associate Provost's office should be informed immediately if alternate sources of funding are obtained.

Recipient Responsibilities

1. Receipts for reimbursements or receipts indicating how a funding advance was spent must be submitted to the Accounting Office (Box W) by the requested date.

2. Sabbatical leave reports that outline the outcome of the leave should be filed with the Provost within three months of the completion of the leave.

3. Reports to the Academic Support Committee for Committee grants are encouraged; these reports are required when submitting a new grant application. This report is required when submitting any new sabbatic leave applications.

4. Reports to the Academic Support Committee for Committee grants are encouraged; these reports are required when submitting a new grant application.

5. Support from the Allegheny College Academic Support Committee should be acknowledged in publications.

6. If faculty do not use all of the approved funds, the Committee should be notified immediately.

7. Grant monies may be used only for the purpose outlined in the proposal. Should circumstances necessitate a significant change in the use of the funds, permission must be obtained from the Committee or the Associate Provost of the College.

Application Deadlines

1. November 1 of the year prior to the requested sabbatical is the deadline for submitting sabbatical leave requests. The Committee will consider sabbatical leave requests during the month of November.

2. November 1 is the first deadline for Committee grants and sabbatical leave funding. Requests received after that date will be considered if the funds are still available.

3. February 15 is the final deadline for both Committee grants and sabbatical leave funding grants. Requests received after that date will be considered if the funds are still available.

4. Requests for activities during the academic year may be submitted at any time. Nevertheless, the committee encourages faculty to submit requests as early as possible so that they may be considered in line with the deadlines in the previous paragraphs.

(Revised Spring, 2004)

7.9 Guidelines for Supplemental Research Fund grants (SRFs)

Short-term research opportunities sometimes arise at times that make Academic Support Committee applications impractical. For these occasions, full-time continuing faculty at Allegheny can apply to the Academic Support Committee for Supplemental Research Funds for support at a modest level.

These requests are evaluated by the same standards that obtain with conventional ASC funding applications. Faculty should therefore consult the funding guidelines and recipient responsibilities described in Section 7.8 when applying for SRF funding.

To apply for Supplemental Research Funds, send the following material electronically to the Associate Provost:

- A completed Supplement Research Fund application cover sheet, available on the ASC
- website;
- A brief (1-page) narrative description and rationale for the project for which the faculty
- member seeks SRF funding;
- A brief (1-paragraph) description of the circumstances that require SRF funding, as opposed to a conventional ASC grant application
- An itemized and totaled estimated budget
- A list of previous funding support from ASC
- A brief description of the outcomes of previous work funded by the Committee

The Associate Provost, in consultation with the Committee, will evaluate SRF applications and will typically inform the applicant of their decision within 10 days of the application.

Please note: SRF awards are included in the accounting of an individual faculty member's cumulative ASC allocation (not to exceed the yearly and five-year limits). Also, in any given fiscal year, the Committee may exhaust its entire budget on conventional ASC grant applications, in which case SRF funds will not be available.

7.10 Institutional Mentors

At the beginning of their first year at Allegheny, all tenure-track faculty members are eligible for, but are not required to have, an institutional mentor, a tenured colleague from a department or program other than that of the new faculty member. A candidate post-multi-year review can also request an institutional mentor. Institutional mentors working with first-year colleagues both participate in the New Faculty Orientation program and meet with their mentees individually and routinely, offering confidential, formative feedback about teaching and professional development in a fashion and at a frequency determined by the mentor and mentee in question. Institutional mentors are expected to work with new-faculty mentees for two consecutive years and typically have two mentees from the same cohort of new faculty.

Given the formative, confidential, and supportive nature of this relationship, institutional mentors will not participate in the summative evaluation of their mentees. For this reason, such mentors who also serve on the Faculty Review Committee must recuse themselves from deliberations whenever that person's mentee is up for discussion for pre-tenure review. Since institutional mentoring is most often confined to a mentee's first two years on the tenure track, faculty members who have been institutional mentors and currently serve on FRC will not recuse themselves from FRC discussions of their (former) mentees in years subsequent to the pre-tenure review, including during the time period when their mentees are scheduled for tenure review. On the other hand, an FRC member must recuse him- or herself during a tenure review case if it concerns a colleague who is currently that FRC member's institutional mentee or has been such a mentee within the past two years (i.e., after the mentee's pre-tenure review).

All institutional mentors are remunerated by the Provost and are asked to serve in this role by the Associate Provost of the Faculty.

Faculty members typically entitled to have an institutional mentor:

- Any first-year tenure-track faculty member who wants one
- Any other pre-tenure tenure-track faculty member who either requests one or has one recommended for him or her by the Provost
- Non-tenure track faculty cannot have institutional mentors for resource reasons
- In any one year the availability of institutional mentors is contingent on budgetary considerations

Faculty members qualified to be an institutional mentor (all three criteria must apply)**:**

- Tenured faculty not in the department of the mentee
- Faculty members with considerable institutional experience
- Faculty who *want* to mentor

Expectations for the mentoring arrangement:

- For first-year mentees, a four-semester arrangement
- For mentees farther along the tenure track, the length of the arrangement will vary, depending on the imminence of contract or tenure review and other contingencies
- Mentors will receive a stipend for their work
- What specific activities the mentoring relationship consists of are determined by the mentee/mentor pair
- To assure a mentoring relationship founded on trust and candor, the nature of the mentoring will be *exclusively formative*; no observations, suggestions, or results connected to this relationship will be used in the evaluation of the mentee
- To assure a mentoring relationship founded on trust and candor, no member of the mentee's department(s)/program(s), including his or her department/program chair(s), will be privy to any of the details of the mentoring work
- The Associate Provost, while facilitating the arrangement at the onset, will not be privy to the substance of the mentoring work
- At the end of each semester during the mentoring arrangement, the mentor will send to the Associate Provost a brief summary describing that semester's mentoring work; it will include no details about how the mentee is "doing;" it will simply describe what sorts of interactions the two had (e.g., a half-dozen classroom exchanges, two meetings a month over coffee, the sharing of institutional c.v.s, etc.)
- The fact that a faculty member has a mentor does not imply that he or she is "guaranteed" tenure; nor does a mentee's failure to attain tenure or a positive review imply that the mentor has not fulfilled his or her obligations as a mentor

A faculty member's decision not to have an institutional mentor will hold no evaluative significance during any of his or her contract reviews.

7.11 Course Releases for Advising Senior Projects

Senior projects are the capstone of an Allegheny education, and directing senior projects is a vital component of the teaching done by Allegheny faculty. To recognize the energy and effort that faculty devote to this work, eligible faculty members receive teaching credit for their work on senior projects in one of two ways:

- Teaching a senior project seminar class, in the course of which the enrolled students complete their projects, or
- Receiving "senior project points," which are awarded and used according to the following system:

    1. If students complete their projects as part of a senior project seminar class for which the instructor receives teaching credit, no points are awarded to the first readers for those students' projects (i.e. to the seminar instructors). However, second readers from departments other than the department in which the seminar is taught may receive the usual points awarded to second readers for their work with these students.

2. Each senior project may earn a maximum of four points, regardless of the length of the project (one vs. two semesters) or the number of departments or faculty involved.
3. If a student fails a senior project in which faculty have invested significant time and effort and must enroll for the final semester of senior project a second time, points may be awarded for each of the student's attempts. Requests for points for failed senior projects must be approved by the Provost.
4. For departmental projects, the first reader typically receives three points and the second reader one point. Alternative arrangements may be made with the approval of the Registrar, though the total points awarded for the project must not exceed four.
5. For interdisciplinary projects, the primary reader from each department or program typically receives two points. Alternative arrangements may be made with the approval of the Registrar, though the total points awarded for the project must not exceed four.
6. The distribution of points awarded for a project should reflect, as accurately as possible, the relative contributions of the supervising faculty. Points may not be "given" by one faculty member to another.
7. Point allocations must be made in units of whole or half points.
8. Faculty who have accumulated 44 senior project points are eligible for a course release. Such releases must be approved **in advance** by the Department or Program Chair, who will consider staffing needs in determining the timing of the release, and by the Provost. Faculty should apply for releases using the Senior Project Points (SPP) Course Release Request Form, which is available from the Provost's Office.
9. Course releases should be used as they are earned and may not be accumulated. Under no circumstances may faculty take three senior project point course releases in a single semester.
10. Senior project points are tracked by the Registrar, who will provide a compilation of points earned and used to Chairs twice yearly. Chairs are responsible for providing this information to individual faculty members, who are responsible for identifying inaccuracies in their records and working with the Registrar to correct them. No adjustments will be made for senior projects completed more than two years prior to the most recent distribution of data.

Section 8

Academic Regulations

8.1 Faculty Advising at Allegheny College

Effective faculty advising reinforces and extends the education students acquire in the classroom, helping them to take advantage of curricular and co-curricular opportunities, to understand academic requirements and college policies, and to prepare for career planning and lifelong learning. Research has also demonstrated that successful advising can significantly improve student achievement, retention, and satisfaction. Put simply, advising is a vitally important professional responsibility for all full-time faculty at Allegheny College.

1. Faculty Advisors are expected to:

    a) Encourage students to be responsible for their own education.
    b) Understand Allegheny's graduation requirements and curricular and co-curricular offerings well enough to be able to assist students with academic planning.
    c) Invite students to meet with them at least twice each semester.
    d) Monitor the academic progress of advisees, maintain student folders with current information, contact students who appear to be in academic trouble, and maintain the confidentiality of information about their advisees.
    e) Alert personnel in the Learning Commons about students who appear to be in academic difficulty.
    f) Assist students with learning how to seek help for themselves.

2. Students are expected to:

    a) Recognize that they are responsible for all decisions that they make at Allegheny, that not all things are possible, and that choices carry with them consequences.
    b) Know graduation requirements as they apply to their particular educational plan.
    c) Meet with their advisor at least twice each semester.
    d) Prepare for their meetings as directed by their advisor.
    e) Recognize that their advisor is an important resource, and carefully consider advice received.
    f) Monitor their progress in individual courses and towards graduation, and seek help from their advisor when they encounter difficulties.

g) Seek help from the Learning Commons, Counseling Center, or other student services when it is warranted.

(Revised Spring, 2010)

8.2 Academic Honor System

The Allegheny Student Government and Faculty adopted an honor system in 1960 which, since 1964, has applied to all students admitted to the College. The Honor Code is printed in the College *Catalogue* and is administered by a student Honor Committee. If a faculty member suspects that a student has violated the Honor Code, the following procedure generally will be followed:

1. The instructor should arrange a meeting with the suspected student and describe the instructor's suspicions and the evidence supporting it. After discussing the case freely with the student, the instructor may choose to withdraw the complaint or forward it to the Dean of Students Office, which will then inform the Honor Committee.

2. If the student admits to violating the Honor Code to either the instructor or to the Honor Committee, an expedited review process may be followed. If the instructor, the student, and a representative from the Dean of Students Office agree to an expedited process, and if the student has not previously been found responsible of violating the Honor Code and does not have significant previous conduct history, then a meeting between those parties will be arranged to discuss and resolve the Honor Code violation. The instructor will assign academic course work sanctions, and the representative of the Dean of Students Office, in consultation with the Chair of the Honor Committee, will assign a college sanction. The course and the college sanctions can be appealed by the student to the Honor Committee, which will begin the review process anew.

3. If the student does not admit to violating the Honor Code, or if the student has previously been found responsible of violating the Honor Code or has significant conduct history, or if the instructor, the student, or the representative from the Dean of Students Office does not want the expedited process to be used, then the case will be forwarded to the Chairperson of the Honor Committee by the Dean of Students Office. Please refer to the Student Conduct System, Section 11.11 of this *Handbook*, for a description of the Honor Committee and its procedures. If the Honor Committee determines that it is more likely than not that a violation of the Honor Code has occurred, then the case will be forwarded to the Campus Life and Community Standards Board. If not, the case may be dismissed by the Honor Committee.

4. If the Honor Committee forwards the case to the Campus Life and Community Standards Board, the instructor will be asked to participate in the Campus Life and Community Standards Board. If the accused student is found responsible of violating the Honor Code, the Campus Life and Community Standards Board will recommend an academic course work sanction to the instructor and will assign college sanctions. Please refer to the Student Conduct System, Section 11.11 of this *Handbook*, for a description of the Campus Life and Community Standards Board and its procedures in cases of academic misconduct.

5. If the case is not resolved prior to the end of the semester in which the alleged infraction occurred, the instructor should post an incomplete grade in the course. If the alleged infraction is discovered

after final grades have been posted, the instructor should contact the Dean of Students Office. The instructor should submit a final grade or a grade change once the case is resolved.

Faculty members are encouraged to: participate fully with the Honor Code; notify students at the start of each course of expectations regarding footnoting, citations, use of translations, group study and the like; and not place strain on the honor system by presenting students with unnecessary temptation.

Note: when referring to faculty representatives on the Campus Life and Community Standards Committee and their involvement in reviewing cases of alleged academic misconduct, the section above and also Section 11.11 below name the body reviewing the case the "Campus Life and Community Standards Board." Section 4.2 above, which describes the structure and function of the Campus Life and Community Standards Committee, names the same body the "Academic Integrity Board," a designation that more precisely denotes its function. The composition and role of the Board are identical in each case. In the experience of the Dean of Students Office, using different names for the review boards for alleged academic misconduct ("Academic Integrity Board") and disciplinary infractions ("Community Standards Board"), even though the two boards have the exact same membership, creates confusion among students and parents. Therefore, the Dean of Students Office refers to the two boards collectively as the Campus Life and Community Standards Board in communications to students and families.

8.3 Academic Schedules

Course schedules are established by the Provost with the advice of the department chairperson. It is expected that all classes will be held at the time and place for which they are officially scheduled. Any adjustments of the established schedule should be approved by the Provost. Such notification is not necessary in the case of a faculty member wishing to meet a class no more than once or twice in his or her home. Faculty members are urged to avoid scheduling special meetings that will conflict with such activities as public lectures or music rehearsals. In the event of illness or other special circumstances preventing them from meeting a class, faculty members should inform their department chairpersons and arrange for the classes to be covered.

8.4 Course Size

No classes with an enrollment of less than six students may be taught without permission of the Provost. In the event a course is canceled for lack of sufficient enrollment, its instructor should be prepared to teach another course or take on other responsibilities. Limits should be placed on the maximum size of courses only for an excellent cause and with the approval of the department chairperson and the Provost.

It has been voted by the faculty that "permission of the instructor" may be used as a prerequisite for enrollment in a course for the following reasons:

1. to determine students' academic qualifications for the course;

2. to explain the nature of the course and its requirements to prospective students or to provide material such as reading lists or syllabi;

3. to insure sufficient space for majors in courses required for majors.

Class lists for the current semester are available to instructors on *WebAdvisor* and are automatically updated whenever registration changes are processed. Rosters should be checked frequently against actual attendance. Non-attendance of registered students should be reported to the Learning Commons via Academic Performance Reports (APRs) as soon as the situation comes to the instructor's attention. Attendance by non-registered students should be reported to the Registrar's Office.

8.5 Commencement

Formal Commencement exercises are held once each year in May, although the faculty confers degrees on three separate occasions during the academic year. All faculty are expected to participate in the commencement exercises unless excused in advance by the Provost; faculty members are responsible for procuring appropriate academic costume.

Student Participation in Commencement

Policy

All students "tentatively approved" for graduation by the Faculty will be permitted to participate in the commencement exercises. Tentatively approved students who complete all degree requirements and are approved by the Faculty will receive an Allegheny degree at commencement exercises. Tentatively approved students not completing all degree requirements and not approved by the Faculty will be permitted to participate in commencement exercises but they will receive a blank piece of paper instead of a diploma. Students are permitted only one opportunity to participate in graduation exercises, that being the year in which their name appears on the commencement program. The commencement program will indicate that all degrees are awarded "subject to the completion of all requirements."

Procedure

1. After the conclusion of the drop period for the first semester, the Registrar's Office will prepare a list of all students likely to be able to graduate at the conclusion of the second semester. This list will be sent to all faculty and department chairpersons. They will check their majors and advisee files to see if the students on the list are indeed likely to graduate and to see if any student has been inadvertently omitted. Each student on the list will be notified directly by the Registrar and a notice will be placed in the *Campus* telling students that if they have not received a notice and they expect to graduate to contact the Registrar immediately. The *Campus* notice will indicate that students are responsible for being sure their names are on the tentative list.

   Students participating in approved cooperative (3-1; 3-2; 3-3) programs will be permitted to participate in commencement exercises with the rest of their entering class, although they will not graduate or receive a diploma until the terms of agreement for the cooperative program have been completed satisfactorily; see also Paragraph 6c) below. Cooperative students will continue on that list only if the faculty member who approved the cooperative program and signed the appropriate form certifies that the student is making satisfactory progress at the cooperating institution. The student will submit an official transcript, a listing of courses in which the student is enrolled, and

such other materials as may be agreed upon by the faculty member and the student. The faculty must certify this progress to the Registrar by mid-February. Without this certification, the student's name will be removed from the list of students permitted to participate that the faculty votes on at the end of the second semester.

2. The Registrar's Office will maintain this list. Faculty and students should report any changes in a student's likely graduation date.

3. After the fifth week of the second semester, the Registrar will send to all faculty, as part of the agenda for the March faculty meeting, the list of students to be tentatively approved for graduation. The only students appearing on this list will be those registered to complete all degree requirements by the end of the second semester; students needing additional courses, even if they are planning on taking them in the summer, will be omitted. The Faculty will review, and perhaps amend, this list; it will then become the tentatively approved roster. All students appearing on this list will be permitted to participate in commencement exercises.

4. Students who do not meet the requirements for graduation may petition the department of their major for permission to participate in Commencement. Such requests, which will be granted only under the most extreme of circumstances, must be submitted in writing and must include the endorsement of the student's academic advisor. There is no appeal from a decision of a department to deny a request. Requests from students with joint or double majors must be approved by all departments involved.

   After the approval of the department or departments involved, petitions for permission to participate in Commencement are submitted, in writing, to the Academic Standards Committee. The decision of the Academic Standards Committee in these matters is final. In its periodic reports to the Faculty, the Academic Standards Committee will include data on the number of petitions and their disposition.

5. Following the usual procedure, the Registrar will present a list of graduates to the Faculty at the last faculty meeting of the academic year. Students not on this list, but on the tentatively approved list, will not receive a diploma. Students who have not settled their accounts satisfactorily with the Bursar's Office will not receive a diploma.

6. Tentatively approved students not receiving a diploma will be treated as follows based on the reason indicated:

   a) Accounts not settled: the student will be considered a May graduate as soon as the account is settled, and no additional faculty vote will be required.

   b) Incomplete in one or more required courses: (1) if the Incomplete is made up prior to the following September 1, the student will be considered a May graduate, and no additional faculty vote will be required; (2) if the Incomplete is not made up by the following September 1, the student will be considered for a subsequent graduation; an additional vote will be required.

   c) Documentation from a cooperating 3-2 institution not complete: (1) if work was completed successfully, then the student will be considered a May graduate and no additional action will be

required; (2) if work was not satisfactorily completed by the end of June, then the student will be considered for subsequent graduation and an additional faculty vote will be required.

d) Failing or withdrawing from one or more courses needed for graduation: the student will not be considered a May graduate, s/he will have to take additional course(s), and an additional faculty vote will be required. This rule applies even if the student takes the necessary course(s) during the immediately following summer.

e) Failing to meet a required grade point average: the student will not be considered a graduate for that May, will have to take additional course(s), and an additional faculty vote will be required.

8.6 The Academic Calendar

1. Each semester will contain exactly 70 class days, 14 on each weekday, (Monday through Friday).

2. There will be 4 days allotted for final examinations. The final examination period will be preceded by 2 study days.

   A typical exam schedule is:

	9-12 am	**2-5 pm**	**7-10 pm**
First Day	MWF 9:00-9:50	TR 3:00-4:15	TR 9:30-10:45
Second Day	MWF 10:00-10:50	MWF 2:30-3:20	MWF 8:00-8:50
Third Day	TR 11:00-12:15	TR 8:00-9:15	MWF 1:30-2:20
Fourth Day	MWF 11:00-11:50	TR 1:30-2-45	MWF 12:00-12:50 MWF 3:30-4:20

   It is unlikely that a student will have three examinations scheduled on the same day or two at the same time. However, this is a possibility and faculty should be aware of it and be prepared to make allowances.

3. The following guidelines are used to determine the Academic Calendar for a given year:

FALL CALENDAR GUIDELINES

a) Matriculation will be on a Sunday falling between 8/22 and 8/28 inclusive.

b) The first day of classes will be the Tuesday after Matriculation.

c) Fall Break will be Columbus Day and the Tuesday immediately following.

d) The Fall programming day (“Gator Day”) will be the second Tuesday after Fall Break.

e) There will be no classes the Wednesday, Thursday, and Friday of Thanksgiving week.

f) The last day of Fall classes will be a Tuesday falling between 12/7 and 12/13 inclusive.

g) Finals will begin on the Thursday following the last day of classes. Finals will be held on Thursday, Friday, Monday, and Tuesday.

SPRING CALENDAR GUIDELINES

a) Classes will begin on a Monday falling between 1/12 and 1/18 inclusive unless Martin Luther King Day falls during that week, in which case classes will begin on Tuesday.

b) Classes will not meet on Martin Luther King Day.

c) Spring Break will begin on the Saturday after the first full eight weeks of classes.

d) The Spring programming day ("Gator Day") will be the second Tuesday after Spring Break.

e) The last day of Spring classes will be on the 16th Tuesday after the beginning of classes and will normally fall between 4/27 and 5/4 inclusive.

f) Finals will begin on the Thursday following the last day of classes. Finals will be held on Thursday, Friday, Monday, and Tuesday.

g) Commencement will be on the Saturday following finals and will normally fall between 5/8 and 5/15 inclusive.

See Appendix I for the Academic Calendars for the years 2012–2013 through 2020–2021.

8.7 Student Course Loads: Add/Drop Period

The usual academic load is 16 semester hours in each semester and 32 semester hours for the year. Students may take up to 20 semester hours per semester without special permission. Students must take at least 12 credits in a semester to be considered full time.

Students may add 14-week courses through the first two weeks of the semester. Students may drop 14-week courses through the first five weeks of the semester. Students may add 7-week courses through the first two weeks of the module. Students may drop 7-week courses through the first three weeks of the module. To add or drop available classes during the allowed period, students may adjust their schedules online whenever *WebAdvisor* is open for registration. To Add courses once classes begin, or to Add any course that is full or requires instructor permission, students must submit a completed registration card signed by the instructor to the Registrar's Office. To drop a class after the first two weeks of classes, a completed Drop card signed by the instructor must be submitted to the Registrar's Office. All Add and Drop cards must be submitted by 5 p.m. on the published deadline.

If students wish to take a course on the Credit/No Credit basis, they must inform the Registrar by the end of the second week of classes for fourteen-week courses or, for seven-week modules only, by the end of the second week of the course. Cards for electing the Credit/No Credit option are available from the Registrar and require the signature of the student's academic advisor. Students are cautioned that some courses may not be taken using this option and that no more than four credits per semester (16 credits total for the degree) may be taken on the Credit/No Credit basis. Courses not eligible for the Credit/No Credit system are indicated in the College *Catalogue*.

Students who withdraw from the College between the conclusion of the fifth week of the semester and the last day of classes will receive the grade of "WC" for all courses for which they are registered. This will not affect the grade point average.

8.8 Student Withdrawals

A student who wishes to withdraw from a *course* after the first five weeks of the semester may ask the instructor to grant a Withdrawal. A Withdrawal can only be granted to a student whose performance has been significantly affected by unexpected circumstances beyond the student's control. For example, a Withdrawal may be granted in the event of a prolonged serious illness, or if there is a serious and incapacitating change in a student's family situation. A Withdrawal cannot be granted simply for poor academic performance or failure to attend class. The student is responsible for providing evidence of extraordinary extenuating circumstances to the satisfaction of the faculty member, who has sole authority to grant the Withdrawal. In situations where the faculty member desires more information than the student has provided, the faculty member may consult the student's advisor, the Counseling Center, the Dean of Students office, the Learning Commons, or other appropriate staff. However, the faculty member should understand that these offices may not be able to interpret information from outside providers, and may not be able to release private information without the permission of the student. Furthermore, any information provided by these campus offices should not necessarily be regarded as an endorsement of the student's request for a Withdrawal. The faculty member must take all available information into account and decide whether there are extraordinary extenuating circumstances. When a Withdrawal is granted, the student's transcript will show a grade of "W" and the faculty member is required to describe the circumstances and supporting evidence in an Academic Performance Report. Grades of "W" have no effect on the student's grade point average.

Students desiring to withdraw from the *College* must complete the withdrawal form available in the Office of the Dean of Students. Students may withdraw from the College without grade penalty up until the last day of the final examination period. When a student withdraws from the College during the first five weeks of the semester, the courses will not appear on the official transcript. Students who withdraw between the conclusion of the fifth week of the semester and the last day of classes will receive the grade of "WC" for all courses for which they are registered. Grades of "WC" do not affect the student's grade point average.

When students withdraw or are dismissed from the College, their student status is terminated; they are expected to move out of their College residence facility and to leave campus within forty-eight hours, and they are expected not to frequent College facilities, classes, services, and functions. They are denied those rights and privileges normally afforded to students in good standing. They may, however, consult with College personnel concerning readmission and request letters of recommendation and other related services.

8.9 Academic Costume

Members of the faculty are asked to provide themselves with academic costume for Commencement, Matriculation and other occasions when it is required. Members not owning costumes may arrange to rent them through the Bookstore at least four weeks in advance of the event. Costumes may also be purchased through the Bookstore at cost plus shipping.

Section 9

Instructional Policies

9.1 Class Attendance Policy

1. With the exception of medical excuses (described in Paragraph 6 below), students are permitted to be absent from class only with the approval of the instructor. Unauthorized absences may result in grade penalty or other consequences at the discretion of the instructor. Course instructors are required to state their attendance policy at the outset of the course. Religious holidays and illness or death of a family member are generally recognized as legitimate reasons to miss class, although students should be prepared to provide documentation if asked.

2. On occasion, college-related activities (including athletic events and field trips) will conflict with class meetings. Students participating in these activities should provide advance notice of anticipated absences, take responsibility for completing missed work, and make every effort possible to reduce disruption to the course as the result of their absences. It is the faculty member's prerogative to excuse students for these activities.

3. Sponsors of college-related activities should make every reasonable effort to avoid planning events that will conflict with class schedules. In addition, sponsors of these activities should provide notice to student participants and to faculty of anticipated absences at the earliest possible date. These notices will typically come from coaches in cases of athletic/conflict and from the Dean of Students Office in all other cases.

4. Students should take responsibility for providing advance notice of absences, for acquiring information or course materials distributed during the missed class meeting(s), and for completing make-up assignments.

5. Students should discuss potential conflicts with faculty advisors when planning for course registration and attempt to schedule class times that will not interfere with legitimate college activities whenever possible, keeping in mind that completing required courses is always the most important consideration.

6. Students may be excused from class attendance or other academic requirements if suffering from illness or injury that has been determined by medical authorities to require bed rest for a period of not less than 24 hours, immobilization, or treatment that can only be scheduled in conflict with

class. This precludes excuses based on common complaints such as simple respiratory infections or colds, pulled muscles, headaches, and the like.

7. This policy applies only to medical excuses from academic activities. It does not apply to cases where students are petitioning to drop a course without grade penalty. In the latter case, a review will be conducted by the Health Center staff in consultation with the course instructor to determine whether the student's medical situation has disrupted normal activity to a degree that the student's performance in the course has been adversely affected.

8. Questions about this policy should be referred to the Dean of Students Office.

9.2 Tests, Papers, and Examinations

1. All hour-tests should be scheduled as soon as possible in the semester; they should be announced to classes at least a week before they are given.

2. According to Faculty vote, no hour-test or final examination may be given during the last five weekdays before classes end in any semester. Hour-tests and final examinations may not be given on study days. The only exceptions to this rule are laboratory practicums and oral examinations on senior projects.

3. The following guidelines regarding take-home examinations have been adopted by vote of the Faculty:

    a) Instructors should make clear the ground-rules for take-home tests given during and at the end of the semester, the amount of time allowed for the writing of the examination, whether the examinations are to be taken with open or closed books, and when the examinations are due.

    b) Take-home examinations should not demand more time during the final week of a course than would in-class examinations out of fairness to the student who must allocate study time among several courses.

    c) Take-home finals may be handed out during the last week of classes, preferably toward the end; in no case should an instructor require a student to hand in a take-home examination before the time period originally scheduled for the final examination of that course. If no final examination period has been scheduled, the exam may not be due prior to noon on the second day of examinations. Students may hand examinations in later than this if the instructor permits, but no later than the last day of examinations unless permission for a grade of “Incomplete” has been granted.

4. The schedule of final examinations for the ensuing academic year is included in the Registration Guide published online by the Registrar's Office during the spring semester. Examination periods are three hours in length.

5. After an hour-test or examination has been taken by a student, no re-examination is permitted. This regulation should not be construed as prohibiting the retaking of hurdle examinations under self-paced instructional systems such as the Keller method.

6. It is understood that all courses, with the possible exception of seminars, independent study courses involving substantial papers, and writing and studio courses, will include final examinations unless specific permission is granted by the Provost to omit the examination.

7. It is normal practice to allow students under the Honor Code to take their examinations to other, presumably quieter, examination rooms within the building in which an examination is being given. This practice does not extend to permission to leave the building. (Please see the full version of the Code published in the *Catalogue*).

8. Faculty are urged to establish clearly announced (preferably in writing) due dates for all term papers, laboratory reports, and other exercises and to make positive note of receipt of these exercises and examination papers when they are handed in. While the burden of proof regarding completion of an exercise or assignment is on the student, a clear record of receipt of the material can reduce the possibility of later controversy. Students should be urged to keep copies of all significant reports and papers, as well as pertinent notes and other documentation, at least until the original copy has been graded and returned by the instructor.

(Revised Spring, 2012)

9.3 Exam Grades

It is an established tradition of the faculty that results of an examination will normally be available to individual students a week after the examination is given and shall be kept available until at least the second week of the next regular semester. Public posting of examination grades for individual students and public dissemination of other evaluations (e.g., leaving a stack of graded papers outside the office door) is not permitted due to Federal privacy law (FERPA).

9.4 Final Examination Guidelines and Rationale

The schedule of final examinations for the ensuing academic year is published in advance on the Registration Web Page. All students are expected to take their final examinations during the officially scheduled period. Students are required to arrange their travel and vacation plans to allow them to be present for all of their scheduled exams. Requests for changes in examination times should only be made in the following situations:

1. The student has three exams scheduled for the same day;

2. The student has a documented disability for which the appropriate accommodation necessitates a change in exam time;

3. Under extraordinary extenuating circumstances.

Students with a documented disability are encouraged to discuss any accommodations to which they are entitled with the course instructor early in the semester. If the need arises to request taking the final examination at a time other than that indicated in the Academic Schedule, students must receive approval from the course instructor and the chairperson of the department in which the student is requesting the time exception. Special examinations shall only be given after careful consideration of

the circumstances presented by the student. All requests for exam changes should be made prior to the last week of classes. Requests for exam changes after this date shall only be considered in cases of unforeseen personal or family emergencies.

Rationale:

1. Undue strain is placed on the Honor Code when multiple examinations are administered at multiple times;

2. Undue pressure is placed on faculty to be available for an additional exam administration and possibly to construct a different version of the exam. In the latter case, consistency in exam difficulty and grading becomes a concern.

3. Inconsistency among individual faculty policies creates real and perceived unfairness in how students are treated, and leniency by one faculty member places pressure on other faculty members to do the same.

4. Some exams are simply not amenable to multiple administrations. (Example: lab practicums, final presentations).

Circumstances Which Are Usually Not Approved:

- Two exams are scheduled for the same day.
- The student is offered a ride home before a scheduled exam time.
- The student claims the need to begin a job or program before a scheduled exam time. In the past, this reason has not been acceptable for the changing of an exam unless the employer wrote or called indicating that the date was a definite factor relative to the employment of the student.

Circumstances Which Have Normally Received Approval:

- Three exams scheduled for the same day.
- Accommodation for documented disabilities.
- Various unique requests relating to physical and mental health. (Example: sickness of mother, father).

9.5 Grade Reports

1. Letter grades are reported on the following scale:

A Excellent	4.00 quality points/semester hour credit
A-	3.70 quality points/semester hour credit
B+	3.30 quality points/semester hour credit
B Good	3.00 quality points/semester hour credit
B-	2.70 quality points/semester hour credit
C+	2.30 quality points/semester hour credit
C Fair	2.00 quality points/semester hour credit

C-	1.70 quality points/semester hour credit
D+	1.30 quality points/semester hour credit
D Passing	1.00 quality points/semester hour credit
F Failing	0.00 quality points/semester hour credit

2. According to the College Attendance Policy, "Unauthorized absences may result in grade penalty or other consequences at the discretion of the instructor."

3. Credit/No Credit grades are reported as CR/NC. Credit, "CR," will be awarded for course performance equivalent to, or higher than, a passing letter grade, D. No credit, "NC," will be awarded for course performance equivalent to a failing letter grade, F.

4. Faculty considering granting a grade of Incomplete (IN) or withdrawal (W) to a student should consult the *Catalogue* and Section 8.8 (above) in the *Faculty Handbook* for rules and procedures related to such a grade assignment.

5. Grades are entered by faculty via *Webadvisor*. By Faculty vote, final course grades are to be reported to students by the Registrar's Office, not by individual faculty.

6. By Faculty vote, grade changes are allowed only in the case of a demonstrable mathematical error in the compilation or recording of a grade; all such grade changes must be made by the Provost.

7. At the conclusion of the fall and spring semesters, course grades become available to students via *WebAdvisor* after all grades have been received and processed by the Registrar's Office.

8. The cumulative quality point average (GPA) is calculated using all courses completed at Allegheny with the following exceptions: a) courses that do not carry academic credit (e.g., some labs) are not included, b) courses taken on a Credit/No Credit basis are not included, and c) when a course has been repeated, only the most recent attempt is included (*exception:* for courses such as Independent Studies for which credit may be earned more than once, all attempts are included in the GPA calculation). Calculation of the cumulative quality point average is done as follows: a) for each course to be included, multiply the number of semester credit hours of the course times the quality points for the grade shown in Paragraph 1 above; b) add the products in *a* to get the total quality points; c) divide the total in *b* by the total number of graded credits attempted.

   The quality point average calculation is illustrated below:

Grade	Credits		Grade Value	Qual. Points
A	4	x	4.00	= 16.00
B+	2	x	3.30	= 6.60
C+	3	x	1.70	= 5.10
Total	9			27.70

   QPA = 27.70/9 = 3.08

9. A cumulative quality point average of at least 2.00 in the major, the minor, and overall is required for graduation from the College.

10. Students in their first semester at Allegheny College who receive a G.P.A. of 1.0 or below are dismissed from the College. Continuing students with two or more consecutive semesters with a cumulative grade point average below 2.0 are also dismissed unless they meet all of the following criteria for the current semester: 1) semester GPA of 2.0 or better; 2) course load of at least 12 credits; and 3) passing grades in all classes.

11. Academic dismissals are initially determined automatically on the basis of academic performance as described in Paragraph 10 above. Students are encouraged to appeal dismissal if they can demonstrate the potential for success at Allegheny. To appeal, students must send statements specifically discussing recent academic performance, trends in grades, and any relevant personal circumstances to the Registrar's Office. All materials related to an appeal of academic dismissal must be received by the date specified in the letter informing the student of the initial dismissal. Late appeals will not be considered. Appeals are reviewed by the Academic Standards and Awards Committee (see Section 3.2). Only the four faculty members of the Academic Standards and Awards Committee vote on whether to grant an appeal of academic dismissal. If one of the four faculty members is unable to be present for a vote, a vote by the Provost or Associate Dean of the College may be substituted.

12. Dismissal is for a minimum of six months for first-year students dismissed at the conclusion of their first semester and is for one calendar year for all other students. Students who are dismissed are prohibited from taking Allegheny courses until they are readmitted to the College.

9.6 Faculty Office Hours

Faculty are expected to post and keep regularly scheduled office hours so as to be available to students, advisees, and colleagues. These hours—at least six per week—must not all fall in the same class-hour sequence.

9.7 Copyright Policy

***Note**: additional guidance on copying for classroom use is available in Appendix II,*

Policy of Fair Use of Copyrighted Works for Research and Education

It is Allegheny College's intention to educate and inform its employees about their fair use rights within copyright regulations—All fair use of copyrighted materials will be in compliance with the federal copyright regulations in Section 107 of Chapter 17 of the United States Code.

Allegheny College will avoid forming or supporting policies that restrict fair use rights—As an educational institution Allegheny College is both a user and producer of intellectual property and is committed to complying with the laws that govern intellectual property. Inherent in that commitment is the full exercise of the rights accorded in the "Fair Use" provision of the law.

Allegheny College will develop tools and procedures to help employees comply with copyright policy—This document addresses the use of copyrighted materials in education and research, with coursepacks as its primary focus. The contents of this packet include tools and information to assist

employees in their good faith efforts to exercise fair use rights in the scope of their teaching and research activities. (See Appendix **Error! Reference source not found.** for resources on determining fair use.")

It is the responsibility of Allegheny College employees to comply with the College's policies in regard to intellectual property—It is expected that all employees who use copyrighted materials will make every good faith effort to use those materials in compliance with federal regulations.

Additional information is available from:

- Coursepack Permissions: Pete LeBar, 814-332-5326, plebar@allegheny.edu
- Fair Use Analysis: Helen McCullough, 814-332-3364, hmccull@allegheny.edu

Fair Use and Higher Education

The terms of the "Fair Use" provisions in the current copyright law have been debated, questioned, and occasionally challenged. The only thing that is certain in the determination of fair use is that reasonable people will differ in their interpretations of what's fair use. The statutory language is vague and there have been no court decisions that have absolutely ruled on the fair use of copyrighted materials in higher education.

Until the matter has been decided through the courts or new legislation, educational institutions must maintain a balance between complying with regulations and making full use of the fair use provisions in the law. To do so calls for responsible decision making and an understanding of copyright law.

The issue of copyright is addressed in Chapter 17 of the *United States Code*. The two relevant sections that apply to the determination of fair use are Section 106 (defines the rights of copyright holders) and Section 107 (provides for the fair use of copyright materials). Sections 106 and 107 are reproduced in their entirety in Appendix II.G.

Fair use is determined on a case-by-case basis and balances the four factors set forth in the statute enacted by Congress. The four factors are:

- The purpose or character of the use;
- The nature of the copyrighted work being used;
- The amount and substantiality of the work being used; and
- The effect of the use on the market for or value of the original.

In the case of coursepacks, each item in the coursepack needs to be evaluated individually in light of these factors. It is likely that some items in a course pack will be fair use and others will need permission from the copyright holder. A more complete explanation of these factors is available in Appendix II/

In general, the courts have favored non-profit educational uses in the application of the four factors. Legal scholars, many colleges and universities, library associations, and other higher education interest groups believe that a robust interpretation and application of the fair use provisions is vital to the educational mission. On the other hand, the American Association of Publishers and other major distributors of copyrighted material have argued for a very restrictive interpretation of the statute.

As the law now stands, it is almost impossible to write a definitive policy for the fair use of copyrighted material. The only attempt to arrive at such a policy was the creation of the *Agreement On Guidelines For Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals* (see Appendix II for the text). These guidelines, also known as "Safe Harbor," represent the minimum interpretation of the fair use provisions.

The guidelines were read into the *Congressional Record*, but they are not the law. In a recent case (*Princeton Univ. Press v. Michigan Document Services*, 1996), the court opinion stated, "The publishers reliance on the Classroom Guidelines is misplaced." The court refused to use the guidelines in place of the statutory language in Section 107.

Until the courts or Congress present a clear directive about fair use to the higher educational community, policies need to remain flexible and avoid unnecessary restrictions. The way most colleges and universities do this is to educate their employees about the nature of fair use and to allow them to make their own good faith judgments in their application of fair use.

Individual responsibility and decision making is highly compatible with the nature of the fair use language, which leaves room for interpretation on a case-by-case basis. This policy makes no specific recommendations about individual interpretations. It does require that each employee acts in good faith and with knowledge of the issues surrounding fair use.

To help assist with these decisions, the College will indemnify and hold harmless all faculty in the event of an infringement violation, provided that a "good faith effort" to comply with the conditions controlling a fair use analysis was made. In plain English, if you comply with the Allegheny policy, and someone alleges that you violated their copyright, the College will pay for your defense. The College or its insurers will provide the counsel of their own choosing.

9.8 Classroom Technology Use

Faculty are responsible for establishing a learning environment appropriate for the content and pedagogical design of the courses for which they are the instructor of record. This responsibility includes the structuring of classroom activities (lectures, discussion, collaborative work, etc.) and in-class assessments (examinations, projects, oral reports, etc.) and extends to the classroom use of technology (computers, hand-held devices, etc.). In particular, faculty have the right to set policies with respect to whether or how mobile computing and communication devices may be used in the classroom.

(Spring, 2009)

9.9 Students in Classes Taught by a Parent, Spouse/Partner, or Other Relative

A situation may arise in which a student wants to enroll in a class taught by a relative. "Relatives" are defined in the College Nepotism Policy (Section 11.14) as spouses/partners, parents, siblings and their spouses, children, stepparents, stepchildren, domestic partners, grandparents, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses, and in-laws, plus roommates and other persons

with whom the employee may have economic and emotional ties. The policy states: “For safety, security, supervision and ethical reasons, except in extreme cases, these individuals will not normally be hired, transferred or otherwise placed into positions where they directly or indirectly supervise or are supervised by another family member.”

In keeping with this policy, faculty are strongly encouraged to dissuade family members from enrolling in their courses when other options – for example, a different section of the same course taught by a colleague – are available. However, when specialized courses are taught by a relative and the relative is the sole specialist in that area at Allegheny, taking a course with a relative may be the only reasonable option for a student to pursue his/her academic interests. In this case, it is incumbent upon the faculty member to avoid not only favoritism but also the appearance of favoritism. These circumstances are rare but can be problematic; therefore, faculty members should inform their department chairs when a relative enrolls in one of their courses. In turn, department chairs should alert the Provost. If the instructor is a department chair, s/he should inform the Provost.

(*Fall 2011*)

Section 10

Honors and Awards

10.1 Honorary Degrees

In conferring honorary degrees, Allegheny College calls attention to those areas of human endeavor that are most central to the College's traditions and values. Candidates for honorary degrees are proposed to the President, who will consider the nominees and consult with Faculty Council before presenting selected nominations to the faculty for a vote. Criteria relevant to the selection process may include one or more of the following:

1. Recognized achievement in those intellectual, artistic, and scientific disciplines that Allegheny College and educated people traditionally respect and honor, or distinguished accomplishment in business or professional life;

2. Significant humanitarian, altruistic, or philanthropic service;

3. Long-standing commitment and service to the local or regional community;

4. Abiding and constructive interest in Allegheny College.

Names of potential candidates for honorary degrees are solicited from members of the faculty, administration, and student body; nominations may be sent to the Chair of Faculty Council.

(*Revised Spring 2012*)

10.2 Phi Beta Kappa

Phi Beta Kappa, a national honorary scholastic society founded in 1776, has had a chapter at Allegheny since 1902, Eta of Pennsylvania. The business of the chapter, including election of new student members, is conducted by the Executive Council, which consists of members of the Phi Beta Kappa Society who are regular members of the faculty and staff of Allegheny College. Eligible faculty members who would like to participate in the activities of the chapter should contact the Chapter Secretary or Office of the Provost.

10.3 Valedictorian Selection

The student selected as valedictorian of the senior class embodies the highest level of academic achievement, scholarship, personal integrity, and ethical character in the tradition of liberal arts at Allegheny College. The valedictorian is selected by the Provost and Dean of the College on the basis of these criteria. Often the student in the graduating class with the highest GPA is chosen to be the valedictorian, but the depth, breadth, and rigor of a student's program, as exemplified by high achievement in a variety of courses taken outside the major field of study, are also important selection criteria. In addition, the Dean of Students Office is consulted to ensure that the student chosen as valedictorian has no Honor Code or significant disciplinary violations. The selection process occurs during the spring semester on the basis of the college record at that point in time. Two or more students may be named co-valedictorians if their records justify it, though this happens only infrequently.

10.4 Teaching Awards

Allegheny pays tribute to excellence in teaching by annually conferring these awards on members of the faculty. The awardees are chosen by the Alumni Council in consultation with representatives from Faculty Council and ASG.

1. *The Julian Ross Award for Excellence in Teaching*

   The Julian Ross Award is given annually to a faculty member who has been at Allegheny College for more than ten years. The award is based on the following criteria for a good teacher: encourages independent thinking; states clearly course goals and objectives; provides sympathetic and constructive assistance; communicates knowledge and abstract ideas clearly; inspires interest and enthusiasm; encourages questions and participation; prepares well for classes; possesses an excellent, up-to-date command of his or her specialties; demonstrates professional and personal integrity; exhibits fairness in devising and grading examinations; prepares appropriate and challenging assignments and examinations; and provides sound and reliable academic advising.

2. *The Thoburn Education Foundation Award for Excellence in Teaching*

   This award is presented to a faculty member who has been at Allegheny College for ten years or less and has demonstrated outstanding teaching as evidenced by innovative pedagogy, creative course development, sustained commitment to student learning, and support from faculty, alumni, and students.

Section 11

General College Policies

11.1 Access to Records

Student Records

Information concerning individual students is maintained by the Office of the Dean of Students. A student's personnel file contains the application form and support materials such as standardized test scores, high school transcripts and the like; an up-to-date transcript of work completed at Allegheny; reports from the faculty, correspondence relating to the student; and interview notes generated by the Offices of the Dean of Students or the Provost. In Honor Code or disciplinary cases, a separate case file is generated containing materials directly related to the individual incident.

Faculty have access to information in the personnel files of students in consultation with the Dean of Students, where the individual faculty member has an educational interest in the material as defined in the Family Educational Rights and Privacy Act of 1974 (FERPA). Disciplinary case files are kept in confidence and may be used only in the course of college judicial procedures.

Under the provisions of the Family Educational Rights and Privacy Act, students have access to all materials in their own records unless specifically excepted by law, or the student voluntarily has waived the right to see the material. When preparing reports on students, faculty should bear in mind that their comments will be shared with the student should the student so request.

Faculty should also bear in mind that it is a violation of the Act to share with any third party confidential information concerning a student unless that student has given written permission to do so.

Faculty having any question about confidentiality requirements or student records are urged to contact the Dean of Students.

Alumni Records

Allegheny College maintains individual records for each alumnus/a. The information stored is used to keep in touch with our alumni. The Alumni Office can provide a locator service for alumni, faculty, and staff to enable people to re-establish contact with each other and with Allegheny College. Allegheny

College has a responsibility to safeguard these records and to restrict use of the information contained in the file according to the needs of the College.

Information contained in alumni files is not considered public information, unless otherwise indicated by signed release of individual alumnus/a. Direct access to records is limited to College personnel and must be requested through the Development Resources Office.

Faculty requiring alumni information should contact the Alumni Office.

Policy on the Privacy of Student Records

Introduction

The Family Educational Rights and Privacy Act of 1974, (FERPA) mandates that educational institutions maintain the confidentiality of student educational records as defined by FERPA. Specifically, FERPA states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The following policy outlines Allegheny College's definitions, policies, and procedures related to access to educational records. Students will be notified of their FERPA rights annually by publication of this policy in *The Compass*.

Educational Records

A. "Educational Records" include records directly related to a student, which are maintained by Allegheny College, such as admissions materials, transcripts/grades, student conduct records, financial records/billing statements, emails, and financial aid information. Educational records do not include: records of instructional, administrative, and educational personnel which in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; law enforcement records of the Security Office; health records of the Health Center and Counseling Center; employment records of full-time employees who are also students; alumni records which contain information about a person after she/he is no longer in attendance at the College and which do not relate to the person as a student. These records are not necessarily available to a student, but health records may be reviewed by health care provider(s) of the student's choosing.

B. No one outside the College community shall have access to, nor will the College disclose, any information from a student's educational records without the written consent of the student, except to persons who are permitted access under the Act. These are: authorized representatives of federal or state agencies for audit, evaluation, enforcement or compliance with federal or state requirements; officials of other institutions in which students seek to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; authorized researchers who provide for confidentiality of the records; parent(s) of students who have established that student's status as a dependent according to federal tax laws; persons in compliance with a court order/subpoena or ex parte court order as determined relevant by law; necessary persons, including parents of an eligible student, in an emergency in order to protect the health or safety of students or other persons; and the alleged

victims of incidents of violent behavior of the outcomes of student conduct proceedings with respect to those incidents. In addition, the U.S. Department of Education recently (January 3, 2012) expanded the circumstances under which education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without a student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to education records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when Allegheny College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to view PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from the student's education records, and they may track the student's participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA allows the release of any information from a student's educational record without the written consent of the student to the parent(s) of a student who have established the student's status as a dependent according to federal tax laws. Information concerning a student who is a dependent, within the meaning of Section 152 of the Internal Revenue Code of 1954, may be released to that student's parent(s). The Internal Revenue Code defines a dependent student as one who has attended an educational institution full time for any five calendar months of a tax year and who was provided more than one-half of his/her support as claimed by the parent(s) on their income tax statement. A student may change his/her status regarding dependency by submitting the proper form and necessary supporting documents to the Student Accounts Office. **For purposes of this policy, the assumption will be that a student is not a dependent within the meaning of the Internal Revenue Code, unless individually certified to the contrary under the criteria above. Regardless of dependency, a student may submit a release form authorizing the College to share information with his/her parent(s).** The submission of such a release is encouraged and can be done by contacting the Dean of Students Office.

C. Within the Allegheny College community, only College officials, individually or collectively, acting in the student's legitimate educational interest are allowed access to student educational records. College officials are persons: employed by the College in academic, administrative, or support staff positions; serving on institutional governing bodies; or contracted by the College to perform certain tasks. A College official has a legitimate educational interest if the information requested is necessary for that official in performing a task that is specified in his/her position description or contract agreement or is performing a task related to the student's education.

Directory Information

A. At its discretion, the College may provide directory information to the public, without prior approval, to include: student name, local and permanent address, photographs, telephone number, email address, date and place of birth, enrollment status, major field of study, date of attendance (including graduation date), degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information includes a student ID number, user ID, or other unique personal identifier used by the student but only if that information cannot be used directly to gain access to educational records. (ID numbers at Allegheny College are used primarily for internal practices and are *NOT* included in any documents such as The Compass (Allegheny student handbook) or student directory.

B. A student may withhold directory information from public disclosure by notifying the Office of Residence Life in writing. Directory information can be withheld at any time of year and once a student requests non-disclosure this will be in effect until the student gives written notice to change their non-disclosure status. A parent or eligible student may not opt out of directory information disclosures to prevent the institution from disclosing or or requiring a student to disclose the student's name, student ID number, or institutional e-mail address in a class in which the student is enrolled. Directory information will be withheld even after graduation until Allegheny College is notified otherwise. At the beginning of each academic year, students who have not already requested a hold on directory information and who want to withhold directory information from the Allegheny student government telephone directory must do so by the end of the add period for Fall classes.

Inspection and Review of Educational Records

A. A student has the right to inspect and review (within forty-five days of request) information contained in his/her educational records (as defined above); to challenge the contents of his/her educational records and to have a hearing, if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in his/her records if they feel the outcome of the hearing is unacceptable.

B. The Dean of Students or designee coordinates the inspection and review procedures for student educational records. Such records are maintained at several locations on the campus; these locations are listed at the end of this policy. A student who wishes to review his/her educational records must make written requests to the offices maintaining the records. If a student is uncertain as to the location of a particular record, the written request should be addressed to the Dean of Students listing the item(s) of interest.

C. A student may have copies made of his/her records unless a financial, academic, or disciplinary “hold” has been placed on the record by an appropriate College official. Such copies will be made at the student’s expense with the exception of a student transcript which should be requested through the Registrar’s Office at a cost determined by that office.

D. A student may not inspect or review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review; or educational records containing personally identifiable information about other students. The institution is not required

to permit a student to inspect or review confidential letters and recommendations placed in his/her file prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Amendment of Educational Records

A. If a student believes that the information contained in his/her educational records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the College amend the record. Such request shall be in writing addressed to the Dean of Students, and shall specify the amendment sought.

B. The Dean of Students or designee shall, within 30 days after receiving the student's request, and after consulting with appropriate College officials, decide whether the record will be amended in accordance with the request and inform the student in writing. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the Dean of Students or designee shall simultaneously advise the student that he/she may request a hearing to challenge the content of the educational records by contacting the Dean of Students in writing.

C. If a request for a hearing is received, the Dean of Students or designee shall request that the President appoint a panel of three College faculty members or administrators to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The President shall designate a chairperson for the panel and shall provide the panel such assistance as deemed appropriate.

D. The chairperson of the hearing panel shall notify the student and the Dean of Students or designee of the date, time and place of the hearing at least five days before the hearing.

E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's educational record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The Dean of Students or designee shall be afforded a like opportunity. The panel shall make its decision solely on the basis of the evidence presented at the hearing.

F. The student may be assisted throughout the process by a Community Support Person. The Community Support Person must be a current student or employee of the College who is chosen by the student to serve in an advisory capacity during the hearing. The primary role of the Community Support Person is to assist the student in preparing for the hearing and to attend the hearing as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in the hearing without approval from the chairperson.

G. The chairperson of the hearing panel shall, within five days after the hearing, inform the student of the panel's decision in writing including a summary of the evidence and the reasons for the decision. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend

the record in accordance with the request, the chairperson shall simultaneously advise the student that he/she has the right to place in the educational record a statement commenting on the records and setting forth the reasons for disagreeing with the College. Such statement shall thereafter be maintained as part of the educational record and thereafter disclosed to any party to whom the contested record is disclosed.

H. If the student believes that their challenge and/or hearing was handled incorrectly or was not in keeping with the requirements of the Act, he/she may direct a written appeal to the President. Furthermore, students who believe that their rights have been abridged, may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605.

For further information or to obtain a copy of FERPA, students may consult the Dean of Students Office.

Location of Student Records:

Academic Records:	Registrar's Office, Bentley Hall
Admissions Records:	Admissions Office, 454 House (pre-matriculation), Dean of Students Office, Reis Hall (post-matriculation)
Campus Police Records:	Security Office, Newton Observatory
Career Planning & Placement Records:	Career Services (ACCEL), Reis Hall
Counseling Records:	Counseling Center, Reis Hall
Employment Records:	Human Resources Office, Bentley Hall (full-time) Financial Aid Office, 454 House (work study)
Enrollment Records:	Registrar's Office, Bentley Hall
Financial Aid Records:	Financial Aid Office, 454 House
International Student Program Records:	International Office (ACCEL), Reis Hall
Learning Common Records:	Learning Commons, Pelletier Library
Student Conduct Records:	Residence Life Office, Reis Hall
Medical Records:	Winslow Health Center, Schultz Hall
Student Accounts Records:	Student Accounts Office, Schultz Hall
Student Athletes Records:	Athletic Department, Wise Center
Student Life Records:	Dean of Students Office, Reis Hall

(Revised Spring 2012)

11.2 Statement of Community

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by

promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

(Spring 2007)

11.3 Discriminatory Harassment and Hate Crimes Policy and Response Protocol

TO REPORT HARASSMENT, DISCRIMATION, OR HATE CRIMES, CALL:

Students:	Dean of Students (814) 332-4356
Faculty:	Provost (814) 332-3393
Staff:	Office of Human Resources (814) 332-2312
Visitors:	Safety and Security Office (814) 332-3357

After Hours: Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel.

PART I. INTRODUCTION

Allegheny College has a no-tolerance policy toward any type of racism, sexism, religious bigotry or other forms of hatred, such as insidious discrimination based on sexual orientation, gender identity or gender expression. Allegheny is dedicated to furthering the potential of each member of its community through education and will confront and respond to all forms of hatred. We advocate a diverse community that is not hampered by intimidation, hostility, or other types of offensive behavior.

Allegheny affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination while supporting freedom of speech is not to be viewed as mutually exclusive; these values are to be considered in tandem when addressing incidents of alleged discriminatory harassment. Consistent with the *Statement of Community,* members of the College will respectfully confront conduct inconsistent with this policy.

The reality for Allegheny students and employees is that discriminatory harassment and hate crimes can occur in their living communities, in their classrooms, at co-curricular activities, in employment situations, and at off-campus College-related activities. The College has policies, procedures and protocols in place to respond to different kinds of incidents, enabling the College to attend to the health and safety of students, manage individual complaints or grievances, and adjudicate possible violations of the College's policies.

In establishing this policy statement, the College's purpose is two-fold: (1) that no member of our College community shall be subject to any harassment, abuse or violence based on the individual's race, religion, class, color, age, gender, gender identity, gender expression, national origin or ethnicity,

mental or physical disability, or sexual orientation and (2) to provide a means by which the entire College community can be made aware of the deep-seated, corrosive and sometimes hidden nature of racism, sexism, religious bigotry and other forms of group hatred. The College will investigate and respond to any form of alleged discriminatory harassment and/or hate crimes occurring in the College community. Violations of College policy may also constitute infractions of civil and criminal law.

PART II. DEFINITIONS

A. Discriminatory harassment[i] is defined as any verbal, physical, written or symbolic behavior that:

- is directed at an identifiable individual or group and/or their property and is based on that individual's or group's membership (or perceived membership) in a particular demographic group, including race, religion, class, color, age, gender, gender identity, gender expression, national origin or ethnicity, mental or physical disability, or sexual orientation, and
- interferes with a reasonable person's academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes, bullying[ii] or derogatory stereotypes. Forms of discriminatory harassment[iii] can be found in the endnotes section of this policy.

B. Hate crimes[iv] are motivated by discrimination and they include property damage, personal injury, or other illegal conduct. A hate crime is a form of discriminatory harassment that has risen to the level of a violation of criminal statute.

PART III. REPORTING PROTOCOL

A. Immediate Actions/Steps

Regardless of when, where, or how it occurs, individuals or groups who are targets of discriminatory harassment and/or hate crimes are encouraged to take the following action.

1. Get to a safe place. This may mean simply getting *away* from the location of the incident, or seeking support from a friend, Residence Life staff member, or person with whom you are comfortable.

2. If the incident caused physical harm, please seek medical attention immediately. If it was a form of oral/verbal harassment, please write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), please preserve the evidence.

3. Any student, applicant for employment, employee, or campus visitor who feels harassed, or who knows of or suspects an occurrence of discriminatory harassment should immediately contact one of the following offices:

Students:	Dean of Students (814) 332-4356
Faculty:	Provost (814) 332-3393
Staff:	Office of Human Resources (814) 332-2312
Visitors:	Safety and Security Office (814) 332-3357

After Hours: Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel.

4. Additional campus offices may be contacted in case of discriminatory harassment and/or hate crimes:

   - EEO Officer (814) 332-2312
   - Center for Intercultural Advancement (814) 332-3332
   - Office of Spiritual and Religious Life (814) 332-2800

5. Meadville Community Agencies and Resources

   The following are appropriate Meadville community resources to consult for counsel and advice if you have experienced discriminatory harassment and/or hate crimes. The College can provide assistance or accompany any individual seeking to use these resources.

   - Emergency Room-Meadville Medical Center (814) 333-5500
   - Meadville City Police (814) 724-6100 or 911 [emergency]
   - Women's Services Inc. (814) 333-9766 [24 hour hotline]
   - Meadville Crisis Line (814) 724-2732

6. Protocols for filing informal and formal complaints are outlined in Sections B and C of this policy.

Allegheny College recognizes its right and responsibility to respond to discriminatory harassment and/or hate crimes. Therefore, any complaint alleging a violation of the College's policy by students, faculty, administrators, staff, or campus visitors will be investigated by those entrusted to carry out the College's policy. The College will respect the wishes of the victim to maintain confidentiality to the greatest degree possible consistent with the need to investigate the matter. However, there are circumstances in which the College must investigate and report on certain matters.

B. Informal Complaint and Resolution Procedures

Reporting discriminatory harassment and/or hate crimes is important. For the welfare of individuals and our College community, it is critical that anyone who believes they have experienced or observed offensive behaviors or acts should report it.

For assistance and support in reporting discriminatory harassment and/or hate crimes, individuals are strongly encouraged to talk to a professional staff member at the College from the list of offices in Section A, Items 3 and 4 (additional community resources are listed in Item 5). These offices serve as a venue in which to explore, informally, questions about discriminatory harassment and/or hate crimes.

Informal resolution may include, but is not limited to listening and providing an impartial sounding board, suggesting strategies for the individual or group to adopt, meeting informally with the accuser and the accused (individual or group representative) with the intent of bringing about resolution, meeting privately with the accused and acting as intercessor, or advising the alleged victim to file a formal complaint. The College official may arrange meetings with the parties if all are willing. In cases where groups are involved, the College official may require that one or two members of the group be authorized in writing to act on behalf of the group in the informal process; all members of the group are bound by the terms of the informal process.

All consultations are private, with the exception that alleged misconduct which may violate federal, state and/or local law may have to be reported to College officials. During an informal consultation, the identities of the parties involved need not be revealed. Protecting confidentiality at this level allows the accusers to explore their concerns without the detailed information required for formal complaints.

While every effort to protect and assist the accuser will be made, the College official seeks to protect the rights and further the legitimate interests of both the accuser and the accused. The College official will keep confidential records using a standard reporting process and may have to consult with other College officials when appropriate.

Official records of the alleged harassment will be stored in a secure, centralized administrative office within the College in order to protect the privacy and confidentiality, within the limits of the law, of both the accuser and the accused. For students, files will be kept in the Dean of Students Office; for faculty, in the Provost's Office; and for other employees, in the Office of Human Resources.

Normally, complaints raised through the informal process will be resolved within sixty days. The College official may find that some complaints are not appropriate for informal resolution. In such cases, or at any time during or after the informal process, the accuser may make a formal complaint to the appropriate College official (student complaints to the Dean of Students; faculty complaints to the Provost; staff complaints to the Director of Human Resources). When an informal complaint is taken through a formal process, the College official who assisted the accuser in the informal process generally would not be asked by the College to serve as a witness or be required to offer evidence or testimony of any sort during the formal process.

C. Formal Complaint and Resolution Procedures

Any member of the Allegheny community or campus visitor who believes they have been a victim of discriminatory harassment and/or a hate crime may file a formal complaint with the offices listed in Part III, Section A, Items 3 and 4. The formal complaint must be in the form of a signed statement containing the name(s) of the accused, the nature and date(s) of the incidents and an assertion that the signed statement is a formal complaint. The College official receiving the written complaint will follow the standard reporting process once a signed statement is filed as a formal complaint. The following guidelines govern the formal process:

<u>If the accused is a student or visitor,</u> the formal complaint may be submitted to the Dean of Students, the Director of Diversity Affairs, or directly to the Student Conduct Officer for investigation and further processing. If after the investigation, it is determined that disciplinary proceedings should ensue, the formal complaint will be sent (if not already done so) to the Student Conduct Officer, who will initiate the disciplinary process as outlined by the College Student Conduct System published in *The Compass.*

<u>If the accused is a faculty member,</u> the formal complaint will be submitted to the Provost for investigation. If investigation warrants further action, the disciplinary process as outlined in the *Faculty Handbook* will be initiated.

<u>If the accused is an administrator or staff member.</u> the formal complaint will be submitted to the Director of Human Resources for investigation. If investigation warrants further action, the disciplinary process established for administrators or staff as outlined in the *Employee Handbooks* will be initiated.

Any formal complaint filed for violation of this policy by faculty, staff, administrator, student, or visitor will be promptly and impartially investigated by those entrusted to carry out this policy. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from personal advising to an official warning, possible suspension, termination, or expulsion. Disciplinary actions that may result from a finding in favor of the accuser or in favor of the accused will be communicated in writing by the appropriate AEC member. Normally, the above process will be completed within thirty days of the receipt of the initial formal complaint. However, some investigations may not be completed in this timeframe due to the nature and extent of the allegations or other extenuating circumstances.

Persons in a position of authority within the College or an affiliated program are expected to provide an educational and work environment free of harassment. In keeping with the guidelines of the Equal Employment Opportunity Commission and the Office for Civil Rights, the College prohibits any retaliation against an individual for filing in good faith a complaint of discriminatory harassment and/or hate crimes.

Official records of the alleged harassment will be collected using a standard reporting process and stored in a secure, centralized administrative office within the College in order to protect the rights of privacy and confidentiality, within the limits of the law, of both the accuser and the accused. For students, files will be kept in the Dean of Students Office; for faculty, in the Provost's Office; and for other employees, in the Office of Human Resources.

D. Disciplinary Action and Grievance Procedure

Where there is a finding that discriminatory harassment and/or a hate crime has occurred, the College will follow its established procedures as outlined in *The Compass, Faculty Handbook,* or *Employee Handbooks*, including taking appropriate corrective action with applicable due process protections for the accused individual(s), to ensure that the discriminatory harassment ceases. The disciplinary actions taken will depend on the facts and circumstances of the case.

Violations of this policy statement may warrant imposition of sanctions. Continued violations of College policy on discriminatory harassment and/or hate crimes will result in those violations being deemed presumptively willful. Continued, repeated, or multiple violations may result in stronger sanctions. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from advising to an official warning, possible suspension, termination, or expulsion.

For a case in which a student or visitor is accused, the Dean of Students or the Student Conduct Officer will implement sanctions. For a case in which a faculty member is accused, the Provost will implement sanctions. For a case in which a staff member is accused, the appropriate College official will implement sanctions. For a case in which an administrator is accused, the College President will implement sanctions. For a case in which the College President is accused, the matter will be referred to the Chair of the Board of Trustees who will proceed according to Board guidelines.

Both the accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a discriminatory harassment and/or hate crime.

The EEO Officer will be informed of any disciplinary action taken by the College. Those against whom disciplinary action is taken, whether because an allegation has been sustained or because an intentionally false accusation was made, may use the relevant grievance procedure to appeal the disciplinary action imposed.

E. Appeals

Both the accuser and anyone accused may appeal. The failure to appeal within the stipulated time period as specified in *The Compass, Faculty Handbook,* or *Employee Handbooks* shall constitute a waiver of appeal. The appeals process for students, faculty, staff and administrators will follow the established guidelines as outlined in the respective policy documents approved by the College.

PART IV. READY RESPONSE TEAM

The purpose of convening the Ready Response Team (RRT) is not to respond to more private incidents, especially when victims are uncomfortable with a public response, but rather to *deal with more visible incidents that are likely to significantly affect the community in general*. The RRT may only be convened by the Provost, EEO Officer, or Dean of Students.

Members of the RRT include: Provost, EEO Officer, Dean of Students, Co-Chairs of Campus Climate and Offensive Behaviors Diversity Work Group, Director of the Center for Intercultural Advancement, Faculty Council Representative, and Title IX/Sexual Harassment Officer.

a) The RRT will review available information regarding an incident and may implement a strategy to educate and/or engage the campus regarding the issue when necessary or appropriate.
b) The RRT will identify the needs of the affected communities as well as those of the larger Allegheny community. Informing the affected communities and the larger community regarding the incident, as appropriate, will be a major function of the response team.
c) The RRT will be provided with progress reports about the status of the investigation to the extent allowable by law, College policy, and/or the need to preserve the integrity of the investigation. Whenever possible, the team will provide assistance to ensure that all aspects of discriminatory harassment and hate crime activities are examined and that the investigation is handled in a manner that is efficient, effective and culturally sensitive. The intent is to send a clear message that the College has a no-tolerance policy for discriminatory harassment and/or hate crimes and will act in accordance and professionally when such incidents are reported.
d) The RRT will serve in an advisory and consultative role to the President of the College.
e) When notifying the campus community, all appropriate communications will be coordinated through the RRT. Any offensive act or behavior which potentially violates the "Statement of Community" will be addressed swiftly and appropriately. The College is sensitive to anonymity in these circumstances. A two-prong response strategy will be used: first, to alert the campus about the incident; and, second, to offer a follow-up response and concrete actions on how the College is handling the situation.

PART V. EDUCATION, PREVENTION AND CAMPUS SUPPORT

This policy will be published and disseminated to the College community, including in orientation materials for all new students, faculty, staff, and administrators made available through appropriate campus offices. In addition, educational sessions and workshops will be conducted by the College's EEO Officer and other campus offices to 1) inform the campus about identifying discriminatory harassment and/or hate crimes and the problems they cause, 2) advise members of the campus community about their rights and responsibilities under this policy, and 3) train College staff members who are most likely responsible for its implementation and administration of this policy, protocol, and standard reporting procedures.

While we are all charged with the responsibility for providing an environment free of discrimination and hatred, specific individuals and offices have been identified as resources for information and help with concerns related to discriminatory harassment and hate crimes. These concerns may include actions in which individuals have been involved, incidents that they may have witnessed, or discussions of the climate on the Allegheny College campus. Some of these individuals can offer advising and counseling, as requested by the concerned person. Because the law pertaining to matters addressed in this document may evolve over time, this policy will be reviewed regularly and revised as needed.

(*Revised July, 2013)*

ENDNOTES

[i] *"Definition of Discriminatory Harassment,"* is partly adapted from Denison University's Nondiscrimination Policy (from Allegheny College, DSHP, 2009 version)

[ii] For an explanation and reference to "bullying" consult the U. S. Department of Education's Office for Civil Rights *"Educator's Guide to Controlling Sexual Harassment"* at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html

[iii] *Forms of Discriminatory Harassment:*

- Discriminatory *behavior:* conduct that could discomfort, humiliate, or demean an individual or group. Behaviors which include physical violence, such as shoves or kicks, and statements and comments such as questions, jokes or anecdotes that are offensive to a person or group's membership (or perceived membership) in a particular group, including race, class, religion, color, age, gender, gender identity, and/or gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation (Allegheny College, DSHP, 2009 version).
- *Verbal insults:* verbal communication which includes lewd or obscene remarks directed at a person or group because of their–identities (or perceived identities), including race, religion, class, color, age, gender, gender identity, gender expression, national origin or ethnicity, mental or physical disability, or sexual orientation (Allegheny College, DSHP, 2009 version).
- *Written* insults: written or graphic communication that is similarly meant to harass an individual or group. These insults may be in the form of written or electronic means, including printed posters or flyers, electronic mail, internet postings, facsimile documents, wireless communication or similar transmission.

[iv] Pennsylvania's "hate crime" law is called the "Ethnic Intimidation and Institutional Vandalism Act," and it was enacted in 1982. Pennsylvania considers certain crimes to be more serious when motivated by

hatred toward the victims' actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity. When certain crimes are committed (often these are called "underlying offenses") AND it can be shown that a motive for the crime was hatred of the victims' actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity, the additional offense of ethnic intimidation can be charged, subjecting the perpetrator to more severe penalties. *Source*: http://law.onecle.com/pennsylvania/crimes-and-offenses/00.027.010.000.html .

11.4 Sexual Harassment and Sexual Assault Policy and Response Protocol

TO REPORT HARASSMENT, DISCRIMATION, OR HATE CRIMES, CALL:

Students: Dean of Students (814) 332-4356
Faculty: Provost (814) 332-3393
Staff: Office of Human Resources (814) 332-2312
Visitors: Safety and Security Office (814) 332-3357

After Hours: Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel.

PART I. INTRODUCTION

Allegheny College has a no-tolerance policy toward any type of racism, sexism, religious bigotry or other form of hatred, such as insidious discrimination based on sexual orientation, gender identity or gender expression. Allegheny is dedicated to furthering the potential of each member of its community through education and will confront and respond to all forms of sexual harassment and/or sexual assault. We advocate a diverse community that is not hampered by intimidation, hostility, or other types of offensive behavior.

Sexual harassment, which includes sexual assault as well as other gender-biased behavior, limits the individual's options, experience, and opportunity for full achievement. Allegheny College prohibits sexual harassment and assault of or by members of the College community, guests or visitors to the community and all applicants for admission to or employment by the College. Sexual harassment violates, among other things, College policy, Title VII of the Civil Rights Act of 1964 as amended (when the context of harassment is within an employment relationship), and/or Title IX of the Education Amendments of 1972 (when the context of the harassment is within an educational relationship).

Allegheny affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination while supporting freedom of speech is not to be viewed as mutually exclusive; these values are to be considered in tandem when addressing incidents of alleged harassment. Consistent with the *Statement of Community*, members of the College will respectfully confront conduct inconsistent with this policy.

The reality for Allegheny students and employees is that sexual harassment and/or sexual assault can occur in their living communities, in their classrooms, at co-curricular activities, in employment situations, and at off-campus College-related activities. The College has policies, procedures and protocols in place to respond to different kinds of incidents, enabling the College to attend to the health and safety of students, manage individual complaints or grievances, and adjudicate possible violations of the College's policies. Violations of College policy may also constitute infractions of civil and criminal law.

PART II. DEFINITIONS

A. Sexual harassment[i] is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of interfering with an individual's academic and/or work performance or of creating an intimidating, hostile, or offensive situation or environment; or
- Submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Whether a specific act does in fact constitute sexual harassment must be determined on a case-by-case basis in the light of all relevant circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed, and the context in which it occurred. This policy recognizes that sexual harassment may occur when one person has sanctioned authority over another person (e.g. faculty-student, administrator-staff, etc.) or between persons of the same College status (e.g., student-student, faculty-faculty, administrator-administrator, staff-staff). Since an educational institution depends on the free and open exchange of information and views, some of which may be controversial or even offensive, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.

B. Sexual assault and abuse[ii] is any type of sexual activity that you do not agree to. It can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. It can happen in different situations, by a stranger in an isolated place, on a date, or (in the home) where you live by someone you know. (*Source: U.S. Department of Health & Human Services*).

C. Sexual violence is a form of Sexual Harassment. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused.

PART III. REPORTING PROTOCOL

A. Immediate Actions/Steps

Regardless of when, where, or how it occurs, individuals or groups who are targets of sexual harassment and/or sexual assault are encouraged to take the following action.

1. Get to a safe place. This may mean simply getting away from the location of the incident, or seeking support from a friend, person with whom you are comfortable, or a Resident Assistant (RA) on duty or the on-call Residence Life staff member through Security (814) 332-3357.

2. If you believe you are a victim of some form of sexual harassment and/or sexual assault, there are several options available to guide you through all or any steps of this process. Any affected parties may contact the Title IX/Sexual Harassment Officer. Self-blame is common in any type of sexual harassment, but remember, sexual harassment and assault are never the victim's fault!

    - Students: Title IX/Sexual Harassment Officer (814) 332-4356
      Counseling Center (814) 332-4368
      Winslow Health Center (814) 332-4355
    - Faculty: Provost (814) 332-3393
    - Staff: Office of Human Resources (814) 332-2312
    - Visitors: Safety and Security Office (814) 332-3357
    - After Hours: Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel.

3. Additional campus offices may be contacted in case of sexual harassment and/or sexual assault:

    - EEO Officer (814) 332-2312
    - Center for Intercultural Advancement (814) 332-3332
    - Office of Spiritual and Religious Life (814) 332-2800

4. Seek support. The local rape crisis center is provided by Women's Services, Inc. [24 hour hotline: (814) 333-9766]. You can also speak to a counselor at a national center by calling the RAINN hotline [800-656-HOPE]. Telling someone is the first step to healing and will help you re-establish control of the situation. Additional community resources are listed below:

    - Emergency Room-Meadville Medical Center (814) 333-5500
    - Meadville City Police (814) 724-6100 or 911 [emergency]
    - Meadville Crisis Line (814) 724-2732

5. Report the assault. Reporting the crime can be the start of a formal or legal process, but it does not obligate you to follow through on criminal charges. This can be the start of regaining control of the situation, seeking some type of justice, and/or helping to prevent others from becoming victims of your attacker.

    - To the Meadville City Police (911)
      The police will take a statement from you about what happened. You can have a support person or advocate with you when you speak with the police. This support person can be a friend, an RA, a family member, a professional staff member (such as the Title IX/Sexual Harassment Officer) or an advocate from Women's Services Inc. Expect to answer a number of questions, often more than once. This can be a difficult task, but telling your story can help you in your healing process.

- After filing a report, you will meet with a representative of the District Attorney's Office. He/she will explain the legal process and help you decide whether to pursue criminal charges against your assailant. This office will also make the decision on whether there is enough evidence to file criminal charges against the assailant. This can be a challenging process; it can be helpful to have a support person with you from the College or Women's Services, Inc.

6. Protocols for filing informal and formal complaints are outlined in Part III, Sections C and D of this policy.

Allegheny College recognizes its right and responsibility to respond to sexual harassment and/or sexual assault crimes. Therefore, any complaint alleging a violation of the College's policy by students, faculty, administrators, staff, or campus visitors will be investigated by those entrusted to carry out the College's policy. The College will respect the wishes of the victim to maintain confidentiality to the greatest degree possible. However, there are special circumstances in which the College must investigate and report on certain matters.

If the victim of sexual assault is a student, assistance may be offered in changing academic and living situations after an alleged assault incident if so requested by the victim and if such changes are reasonably available.

B. Other Actions/Steps

If the sexual harassment you have experienced involves any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, please consider the following steps, in addition to those listed above in Section A:

1. Do not bathe, shower, douche, or change your clothes. If you have already done so, preserve evidence of the assault by placing clothing in a brown paper bag. Try to avoid eating, drinking, smoking, and urinating until you have sought medical care (although if you have already done these things, evidence can still be collected and it is still very important to receive medical care).

2. Seek Medical Care

   Seek medical care as soon as possible. Medical care is advised for many reasons-you may have a physical injury that you are unaware of, you can be tested and preventatively treated for sexually transmitted diseases, you can explore options for emergency contraception to prevent pregnancy, and evidence can be collected for crime prosecution by a Physical Evidence Recovery Kit (P.E.R.K.). The kind of evidence that supports a legal case against an assailant should be collected within 72 hours of an assault. Having a P.E.R.K. completed does not obligate you to follow through on criminal charges - it just offers you this option. You have the right to refuse the P.E.R.K., and even if you do consent to it, it does not commit you to following through with filing criminal charges against your attacker. However, if it is not collected, you will lose the opportunity for its use should you later decide to pursue criminal charges against the assailant.

   You can expect the following:

   a. A physical exam, including an exam of the area violated (i.e. pelvic exam if vaginally penetrated, rectal exam if anally penetrated). Any bruises or other injuries will be evaluated.

b. Blood work will be offered to test for STIs and HIV. Follow-up testing will be required for these as well (it can take several months for an infection to be detected). You will be offered antibiotics to prevent actual infection in case of exposure.
c. If you suspect that you have been drugged, request urine testing for drugs. Testing for some drugs (such as the date rape drug, GHB) must be done within a short time frame (12 hours) while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight fitting lid, place it in the refrigerator, and take it with you to the medical facility. The sample would not be usable for evidence in this situation, but you would find out for yourself if you were drugged.
d. If you are concerned about the possibility of pregnancy, emergency contraception (EC) may be a good option. EC is medication that works by preventing ovulation or fertilization, and may inhibit implantation. It is available for purchase from a pharmacist (at a pharmacy) without a prescription, and at the Health Center.
e. You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The process can be long (up to two hours), but this just means that the medical team is being thorough in making sure you are physically okay. The medical staff will advise you about follow-up treatment, but you can expect to be encouraged to seek follow-up care six weeks, six months, and twelve months after the attack. At these visits, you will be given follow-up tests for pregnancy, STIs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.
f. You have the choice to either have your health insurance billed for your medical exam or have the payment made through the Pennsylvania Crime Victims Compensation Program. You should receive information on this program if you go to the Emergency Room. If you would like more information, contact the PA Victims Compensation Program (800-233-2339), Women's Services (hotline: 814-333-9766; office: 814-724-4637) or the Title IX/Sexual Harassment Officer (814-332- 4356).
g. The Emergency Room at Meadville Medical Center (751 Liberty Street; 814-333-5500) is a nearby health facility where you can seek medical care. Please be advised that they are required to contact the Meadville Police when a sexual assault is reported to them, but this in no way obligates you to speak with the officer or follow through on criminal charges. The Emergency room will also call in an advocate from Women's Services - the local rape crisis center. This person will simply provide as much support as you want. Transportation to the Emergency Room can be arranged through the Health Center, Security, Residence Life, or the Title IX/Sexual Harassment Officer. The P.E.R.K. can be collected at the Emergency Room of the Meadville Medical Center.
h. The Winslow Heath Center (Schultz Hall, 814-332-4355) or Family Planning Services (747 Terrace Street, 814-333-7088) can provide a medical exam and testing. Family Planning and the Health Center can provide emergency contraception; neither can collect the P.E.R.K. (collected at the ER). Hours are more limited at these locations, and neither is an emergency response center.

C. Informal Complaint and Resolution Procedures

Reporting sexual harassment and/or sexual assault crimes is important. For the welfare of individuals and our College community, it is critical that anyone who believes they have experienced or observed offensive behaviors or acts should report it.

For assistance and support in reporting sexual harassment and/or sexual assault, individuals are strongly encouraged to talk to a professional staff member at the College from the list of offices in Section A,

Items 2 and 3 (additional community resources are listed in Section A, Item 4 and Section B, Items 1 and 2). These offices serve as a venue in which to explore, informally, questions about sexual harassment and/or sexual assault.

Informal resolution may include, but is not limited to: listening and providing an impartial sounding board, suggesting strategies for the individual or group to adopt, meeting informally with the accuser and the accused (individual or group representative) with the intent of bringing about resolution, meeting privately with the accused and acting as intercessor, or advising the alleged victim to file a formal complaint. The College official may arrange meetings with the parties if all are willing. In cases where groups are involved, the College official may require that one or two members of the group be authorized in writing to act on behalf of the group in the informal process; all members of the group are bound by the terms of the informal process.

All consultations are private, with the exception that alleged misconduct which may violate federal, state and/or local law may have to be reported to College officials. During an informal consultation, the identities of the parties involved need not be revealed. Protecting confidentiality at this level allows the accusers to explore their concerns without the detailed information required for formal complaints.

While every effort to protect and assist the accuser will be made, the College official seeks to protect the rights and further the legitimate interests of both the accuser and the accused. The College official will keep confidential records using a standard reporting process and may have to consult with other College officials when appropriate.

Official records of the alleged harassment will be stored in a secure, centralized administrative office within the College in order to protect the privacy and confidentiality, within the limits of the law, of both the accuser and the accused. For students, files will be kept in the Dean of Students Office; for faculty, in the Provost's Office; and for other employees, in the Office of Human Resources.

Normally, complaints raised through the informal process will be resolved within sixty days. The College official may find that some complaints are not appropriate for informal resolution. In such cases, or at any time during or after the informal process, the accuser may make a formal complaint to the appropriate College official (student complaints to the Dean of Students; faculty complaints to the Provost; staff complaints to the Director of Human Resources). When an informal complaint is taken through a formal process, the College official who assisted the accuser in the informal process generally would not be asked by the College to serve as a witness or be required to offer evidence or testimony of any sort during the formal process.

D. Formal Complaint and Resolution Procedures

Any member of the Allegheny community or a campus visitor who believes they have been a victim of sexual harassment and/or sexual assault may file a formal complaint with the offices listed in Part III, Section A, Items 2 and 3. The formal complaint must be in the form of a signed statement containing the name(s) of the accused, the nature and date(s) of the incidents and an assertion that the signed statement is a formal complaint. The College official receiving the written complaint will follow the standard reporting process once a signed statement is filed as a formal complaint. The following guidelines govern the formal process:

If the accused is a student or visitor, the formal complaint may be submitted to the Dean of Students or the Title IX/Sexual Harassment Officer for investigation and further processing. If after the investigation, it is determined that disciplinary proceedings should ensue, the formal complaint will be sent to the Student Conduct Officer, who will initiate the disciplinary process as outlined by the College Student Conduct System published in *The Compass.*

If the accused is a faculty member, the formal complaint will be submitted to the Provost for investigation. If investigation warrants further action, the disciplinary process as outlined in the *Faculty Handbook* will be initiated.

If the accused is an administrator or staff member, the formal complaint will be submitted to the Director of Human Resources for investigation. If investigation warrants further action, the disciplinary process established for administrators or staff as outlined in the *Employee Handbooks* will be initiated.

Any formal complaint filed for violation of this policy by faculty, staff, administrator, student, or visitor will be promptly and impartially investigated by those entrusted to carry out this policy. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from personal advising to an official warning, possible suspension, termination, or expulsion. Disciplinary actions that may result from a finding in favor of the accuser or in favor of the accused will be communicated in writing by the appropriate AEC member. Normally, the above process will be completed within sixty days of the receipt of the initial formal complaint. However, some investigations may not be completed in this timeframe due to the nature and extent of the allegations or other extenuating circumstances.

Persons in a position of authority within the College or an affiliated program are expected to provide an educational and work environment free of harassment. In keeping with the guidelines of the Equal Employment Opportunity Commission and the Office for Civil Rights, the College prohibits any retaliation against an individual for filing in good faith a complaint of sexual harassment and/or sexual assault. Official records of the alleged harassment will be collected using a standard reporting process and stored in a secure, centralized administrative office within the College in order to protect the privacy and confidentiality, within the limits of the law, of both the accuser and the accused. For students, files will be kept in the Dean of Students Office; for faculty, in the Provost's Office; and for other employees, in the Office of Human Resources.

E. Disciplinary Action and Grievance Procedure

Where there is a finding that sexual harassment and/or sexual assault has occurred, the College will follow its established procedures as outlined in *The Compass, Faculty Handbook,* or *Employee Handbooks*, including taking appropriate corrective action with applicable due process protections for the accused individual(s), to ensure that the harassment ceases and does not recur. The corrective actions taken will depend on all the facts and circumstances of the case.

Violations of this policy statement may warrant imposition of sanctions. Continued violations of College policy on sexual harassment and/or sexual assault will result in those violations being deemed presumptively willful. Continued, repeated, or multiple violations may result in stronger sanctions. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from advising to an official warning, possible suspension, termination, or expulsion.

For a case in which a student or visitor is accused, the Dean of Students or the Student Conduct Officer will implement sanctions. For a case in which a faculty member is accused, the Provost will implement sanctions. For a case in which a staff member is accused, the appropriate College official will implement sanctions. For a case in which an administrator is accused, the College President will implement sanctions. For a case in which the College President is accused, the matter will be referred to the Chair of the Board of Trustees who will proceed according to Board guidelines.

Both the accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

The EEO Officer will be informed of any disciplinary action taken by the College. Those against whom disciplinary action is taken, whether because an allegation has been sustained or because an intentionally false accusation was made, may use the relevant grievance procedure to appeal the disciplinary action imposed.

F. Appeals

Disciplinary decisions may be appealed by either the accuser or the accused. The failure to appeal within the stipulated time period as specified in *The Compass, Faculty Handbook*, or *Employee Handbooks* shall constitute a waiver of appeal. The appeals process for students, faculty, staff and administrators will follow the established guidelines as outlined in the respective policy documents approved by the College.

PART IV. READY RESPONSE TEAM

The purpose of convening the Ready Response Team (RRT) is not to respond to more private incidents, especially when victims are uncomfortable with a public response, but rather to *deal with more visible incidents that are likely to significantly affect the community in general*. The RRT may only be convened by the Provost, EEO Officer, or Dean of Students.

Members of the RRT include: Provost, EEO Officer, Dean of Students, Co-Chairs of the Campus Climate and Offensive Behaviors Diversity Work Group, Director of the Center for Intercultural Advancement, Faculty Council Representative, and Title IX/Sexual Harassment Officer.

a) The RRT will review available information regarding an incident and may implement a strategy to educate and/or engage the campus community regarding the issue when necessary or appropriate.
b) The RRT will identify the needs of the affected communities as well as those of the larger Allegheny community. Informing the affected communities and the larger community regarding the incident, as appropriate, will be a major function of the response team.
c) The RRT will be provided with progress reports about the status the investigation to the extent allowable by law, College policy, and/or the need to preserve the integrity of the investigation. Whenever possible, the team will provide assistance to ensure that all aspects of sexual harassment and/or sexual assault activities are examined and that the investigation is handled in a manner that is efficient, effective and culturally sensitive. The intent is to send a clear message that the College has a no-tolerance policy for sexual harassment and/or sexual assault and will act in accordance and professionally when such incidents are reported.

d) The RRT will serve in an advisory and consultative role to the President of the College.
e) When notifying the campus community, all appropriate communications will be coordinated through the RRT. Any offensive act or behavior which potentially violates the "Statement of Community" will be addressed swiftly and appropriately. The College is sensitive to anonymity in these circumstances. A two-prong response strategy will be used: first, to alert the campus about the incident; and, second, to offer a follow-up response and concrete actions on how the College is handling the situation.

PART V. EDUCATION, PREVENTION AND CAMPUS SUPPORT

This policy will be published and disseminated to the College community, including in orientation materials for all new students, faculty, staff, and administrators made available through appropriate campus offices. The Dean of Students Office in conjunction with other campus offices, including but not limited to the Counseling Center, the Health Center and the Office of Residence Life, provides educational programs for the campus on relevant topics such as date/acquaintance rape, sexual assault prevention and response, and personal safety. During New Student Orientation, information about date/acquaintance rape, and sexual assault education and prevention programming is offered to first year students. Sexual assault education, prevention and response training is provided regularly to the peer leaders (Resident and Community Advisors) in the Office of Residence Life. In addition, educational sessions and workshops will be conducted by the College's EEO Officer and other campus offices to 1) inform the campus about identifying sexual harassment and/or sexual assault and the problems it may cause, 2) advise members of the campus community about their rights and responsibilities under this policy, and 3) train College staff members who are most likely responsible for the implementation and administration of this policy, protocol, and standard reporting procedures.

While we are all charged with the responsibility for providing an environment free of sexual harassment and sexual violence, specific individuals and offices have been identified as resources for information and help with concerns related to sexual harassment and/or sexual assault. These concerns may include actions in which individuals have been involved, incidents that they may have witnessed, or discussions of the climate on the Allegheny College campus. Some of these individuals can offer advising and counseling, as requested by the concerned person. Because the law pertaining to matters addressed in this document may evolve over time, this policy will be reviewed regularly and revised as needed.

PART VI. CONSENSUAL RELATIONSHIPS

Allegheny College does not interfere with choices regarding personal relationships when these relationships do not conflict or interfere with the goals, policies, or mission of the College. However, even consensual relationships in which one party retains a supervisory or evaluative role over the other party hazard a basic violation of professional ethics and responsibility.

Therefore, Allegheny College strongly discourages such relationships and requires employees to disclose immediately, to the appropriate administrative supervisor, any romantic or sexual relationship with a person over whom he/she holds supervisory or evaluative power. Furthermore, decisions and evaluations concerning the person of lesser authority must be conducted by someone other than the employee so involved.

In addition, Allegheny College prohibits romantic or sexual relationships between non-student employees and students, unless the relationship existed prior to the employee's date of hire or an adult student's matriculation. Non-student employees who violate this policy will be subject to disciplinary action that will be determined on a case-by-case basis. Violation of this policy may result in suspension or termination.

(*Sexual Harassment and Sexual Assault Policy and Response Protocol Revised July, 2013*)

ENDNOTES

[i]*Forms of Sexual Harassment:*

- Sexist remarks and behavior: behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation; a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that could discomfort, humiliate, or demean a reasonable individual. Behaviors include comments of a sexual nature or sexually explicit questions; sexually suggestive remarks; jokes or anecdotes; visual conduct such as leering at a person's body; displaying obscene materials in publicly shared spaces; and unwanted physical advances (Allegheny College, DSHP, 2009 version).
- Written insults: written communication or graphic communication, including electronic communication, which is meant to harass an individual or group based on gender, gender identity or sexual orientation and/or which has the effect of doing so (Allegheny College, DSHP, 2009 version).
- Unwelcome advances or propositions for dating, social engagements, or sexual liaison, with or without a promise of reward or punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance (Allegheny College, DSHP, 2009 version).

[ii]*Forms of Sexual Assault and Abuse:*

- Non-consensual sexual contact: the intentional touching of another person's body in a sexual manner without his/her consent (Allegheny College, DSHP, 2009 version).
- Sexual exploitation: taking non-consensual sexual advantage of another for one's own benefit or to the benefit of anyone other than the one being exploited. Examples include but are not limited to: videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him or her to an STI or HIV; inducing incapacitation of another, through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his or her knowledge, with the purpose of having sex with the other person (this is exploitation regardless of whether sexual activity occurs; if the incapacitation results in unwanted sexual activity, it is a violation of multiple policies) (Allegheny College, DSHP, 2009 version).
- Non-consensual sexual intercourse: unwanted vaginal, oral, and/or anal intercourse using any part of the body or an object (Allegheny College, DSHP, 2009 version).
- Unwanted sexual contact with victim unable to give consent: taking non-consensual advantage of another when a person knew or reasonably should have known that the other person was unable to give consent due to voluntary or involuntary intoxication from drugs and/or alcohol (Allegheny College, DSHP, 2009 version).

11.5 Statement of Principles Regarding Research on Human Participants

All research at Allegheny that involves human participants must be approved in advance by the Institutional Review Board (see Section 3.10 above) and be conducted in accord with the principles outlined in the "The Belmont Report," which is available on the US Department of Health and Human Services (DHHS) website and on the Allegheny College IRB website:
http://sites.allegheny.edu/committees/about/institutional-review-board/

(Revised Spring 2012)

11.6 Policy for Dealing with Possible Misconduct in Scientific Research Under External Grant or Contract Funding

The integrity of scholarly activity depends upon adherence to high ethical and moral standards. Allegheny College expects such adherence from all engaged in research at Allegheny. In the event that some dishonesty or misconduct occurs that involves a faculty member, the procedures described in the *Faculty Handbook*, under Section 5.2, Faculty Appointments, Paragraph 52 will be followed. This paragraph details the procedures for inquiry and investigation into allegations of dishonesty in research. In cases involving external funding, if the policy guidelines of external funding agencies conflict with these policies, all requirements of the external agencies supersede the policies of the *Faculty Handbook*. The policy outlined here describes some such additional requirements, with particular reference to the National Science Foundation (NSF) and department of Health and Human Services (including Public Health Service (PHSS), and National Institutes of Health (NIH). For fuller details, see PHS document 6315, "Initial assurance regarding procedures for dealing with and reporting possible misconduct in science;" Code of Federal Regulations 42 C.F. R. Part 50, Subpart A; 45 C.F.R. 689; and NSF-OIG document 911, "Dear colleague letter on misconduct."

1. Misconduct may include the following:

The NSF defines misconduct in scientific research as:

a) fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results from activities funded by NSF; or
b) retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.

The PHS uses the following definition:

Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. Misconduct does not include honest error or honest differences in interpretation or judgement of data.

2. When allegations of misconduct are reported, the Provost shall ascertain whether the alleged misconduct affects or involves externally funded personnel or projects.

3. If externally funded activities are involved, and if the Provost and the tenured members of Faculty Council have determined that a *prima facie* case exists, then the Provost will initiate and maintain contact with the appropriate funding agency as required in federal or state regulations. The Provost will keep the agency informed during any investigations and provide a final report. In the event that there is a reasonable indication of possible criminal violations, the Provost shall notify the agency within 24 hours.

4. The Provost shall take appropriate interim actions to protect Federal funds and ensure that the purpose of the Federal financial assistance is being carried out.

5. The College shall seek to protect, to the maximum extent consonant with policy outlined in the *Faculty Handbook*, the privacy, positions and reputations of those persons who, in good faith, make allegations of scientific misconduct. The College will also protect and make efforts to restore the reputations and positions of those who have been the object of allegations found to be false.

6. The Provost's Office shall maintain detailed documentation of all inquiries and investigations for at least three years. These documents are to be made available to authorized individuals from the funding agencies.

11.7 Allegheny College's Responsible Conduct of Research Plan

[**Note:** This section is written in the second person and is directed towards undergraduates conducting scientific research at Allegheny.]

The following plan was prepared in response to Chapter IV.B. of the National Science Foundation Proposal and Award Guide, a new section of the guide published in October 2009 that provides NSF's implementation of Section 7009 of the America COMPETES Act regarding responsible conduct of research (RCR). This new addition to the guide took effect on January 4, 2010. Although NSF's implementation of the plan is specific only to NSF grant submissions on or after January 4, 2010, the College elected to implement the following policy on a pilot basis beginning in January 2010, regardless of source of funding.

Beginning on January 4, 2010, Allegheny College undergraduate students participating in paid research that involves human or animal subjects, supported either by the college with internal funding sources or by external sources such as grants, must participate in training in the responsible conduct of research. At a minimum, students must complete one of the following free courses offered by the Collaborative Institutional Training Initiative (CITI). The basic course options are:

1) Biomedical Sciences Responsible Conduct of Research Course, Basic Course
2) Social and Behavioral Sciences Responsible Conduct of Research Course, Basic Course
3) Humanities Responsible Conduct of Research Course, Basic Course
4) RCR for the Sciences

Faculty serving as research mentors may recommend additional modules as appropriate. It is anticipated that the basic course, which consists of between 5 and 10 modules, will take approximately 10 hours to complete. It is not necessary to complete all modules at once. Students are able to save

their work and return to it later. Students may complete this portion of their training on their own schedule, either prior to initiating the paid research work or in the early weeks of conducting the paid research work. For paid research conducted in the summer, the RCR modules must be completed by June 15.

Prior to initiating their training, students should consult with their faculty research mentor about which basic course to take. To begin:

1. Go to https://www.citiprogram.org/
2. Click on **Register Here.** When asked for your institutional affiliation, use the pull down menu to select Allegheny College. After completing Sections 2, 3, and 4 (optional), click on the **Submit** button.
3. The next page requests information used by Allegheny for record keeping. Please note that only the starred information is required, although you may choose to provide additional optional information. Using the pull down menu, please identify your major role in research. At Allegheny, the major roles are principle investigator, undergraduate student researcher, or IRB member. Please click on **Submit** once you have completed this page.
4. The next page will determine which modules you need to complete for your RCR training. For question 1, click on the appropriate learner group based on your role and the type of any human subjects activities you will conduct. If you are not conducting human subject research, you should leave question 1 blank.
5. Next, in response to question 2, click on the RCR Course that you plan to complete: Biomedical RCR, Social and Behavioral RCR, Humanities RCR, or RCR for the Sciences. The Responsible Conduct of Research Courses contain a series of modules identifying ethical dilemmas for a variety of types of research. You do not have to finish the course in one sitting. The program recommends that you spend about an hour and a half on the course at a time.

To receive certification of successfully completing the RCR training modules, you must have an overall score of 85%. You may retake a module as often as you wish. Once you have completed the certification, you will have the option of printing a certificate. CITI will notify the Allegheny administrator when you have been certified and the date of certification. Please note that individual scores and number of attempts will NOT be reported to the Allegheny administrator.

If you have questions, please consult with your faculty research mentor.

(*Spring, 2011*)

11.8 Students with Disabilities

When requested, faculty members should make reasonable accommodations to meet the needs of students with disabilities and be prepared to make reasonable modifications to procedures and requirements to assist qualified students whose disabilities require such flexibility.

If a student makes a request for such an accommodation, the faculty member should refer the student to the Student Disabilities Services Coordinator in the Learning Commons to evaluate the student's request and coordinate the appropriate assistance and/or accommodations.

11.9 Guidelines and Procedures Regarding Disability Accommodation for Students

Procedures for Requesting Accommodation for Disability

Allegheny College is committed to providing qualified students with disabilities with the opportunity to take full advantage of the College's programs, activities, services and facilities. The Student Disabilities Services Coordinator oversees the College's efforts to arrange specific accommodations for students with disabilities. The Coordinator (in consultation with other members of the College community as necessary) and the student will work together to identify appropriate academic adjustments, auxiliary aids and services, and/or other reasonable accommodation which may be warranted under the particular circumstances. For the College to respond appropriately to requests for accommodation, students are expected to follow certain guidelines and assume certain responsibilities, including the following:

1. Students seeking accommodation must document that they are a person with a disability by providing the following information: the nature and extent of the disability, the functional limitations resulting from the disability, and the accommodation requested. Students must put the request in writing to the John Mangine, Student Disabilities Services Coordinator, Box 6 at Allegheny College. Students are responsible for cooperating with the Student Disabilities Services Coordinator in an interactive process to identify the appropriate accommodation.

2. Students should provide current documentation describing how the disability affects the individual's ability to partake of the College's programs and activities. In some cases, it may be necessary for the College, with student permission, to contact the medical or health professional providing the report to obtain further information or clarification. While documentation from professionals may include specific recommendations for accommodation, the College reserves the right to determine what accommodation is reasonable and appropriate within the College setting and within technical and academic requirements of the program.

3. The College will carefully review information and documentation provided by a student, analyze each student's individual needs, and engage in an interactive process with the student to determine what accommodation may be reasonable and appropriate under the circumstances. In evaluating and coordinating requests for accommodation, the Student Disabilities Services Coordinator may consult with other members of the College Community if and as necessary.

4. The College need not provide accommodation that would fundamentally alter the essential characteristics or nature of a program. Likewise, the College need not provide the exact accommodation requested by the student. The College may provide alternate accommodations as long as they are reasonable and appropriate to make the College's programs, activities, services and facilities accessible to that individual.

5. The College has the right to establish qualifications and other essential standards and requirements for its courses, programs, activities, and services. All students are expected to meet these essential qualifications, standards and requirements, with or without reasonable accommodation.

Implementation of an Approved Accommodation

Once the College has approved the accommodation, the student is responsible for sharing an accommodation letter, if needed, with his/her instructors and meeting with them to discuss the implementation of the accommodation. The student is not obligated to identify or discuss the specifics of the disability. The student should inform the Student Disabilities Services Coordinator when the accommodation is not being implemented, when it is not effective or necessary, when it might need to be adjusted, or when it is no longer being utilized. Further, the student should follow through and be on time with any accommodation that affects the schedules of other individuals such as tutors, readers, signers, test administrators, aides. If an accommodation needs to be cancelled, the student should inform all affected individuals with adequate notice.

Accommodations are not retroactive; that is, they do not have any effect on tests or work completed prior to the student's submission of medical documentation and the College's determination of any necessary accommodation.

Students with disabilities have the same responsibility as other students to meet the College's academic and behavioral standards and to follow the College's general policies and guidelines regarding standards of conduct.

Appeals

Allegheny College has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging violations of Section 504, the ADA, or other aspects of its non-discrimination policy. Students may use this grievance procedure to appeal the College's decisions regarding requests for accommodation. To file a grievance or to otherwise lodge an internal complaint regarding an alleged violation of the College's non-discrimination policy, students should contact the Dean of Students. Contact information for the Dean of Students is as follows:

Joseph DiChristina
Allegheny College
520 North Main Street
Meadville, PA 16335
814-332-4356
joseph.dichristina@allegheny.edu

For more information about services for students with disabilities, contact John Mangine at 814-332-2898 or john.mangine@allegheny.edu, or visit the Student Disability Services Web page at http://sites.allegheny.edu/disabilityservices.

(Spring 2007)

11.10 Equal Employment Opportunity

It is the policy of Allegheny College to provide equal employment opportunity to all employees. The College does not discriminate, and will not tolerate discrimination, on the basis of race, color, religion,

creed, national or ethnic origin, ancestry, sex, sexual orientation, age, or handicap or disability as those terms are defined under applicable law.

Harassment is also a form of discrimination. It includes verbal, physical, or visual conduct that has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive working environment. Our goal is to create a campus culture where diversity is valued, encouraged, and respected. We encourage everyone to take responsibility for being a positive role model to this end.

Allegheny's EEO policy applies to all employees and applicants for employment in connection with recruitment, hiring, transfer, promotion, training, discipline, termination, compensation, benefits, or other terms and conditions of employment.

Inquiries concerning compliance with this policy should be addressed to the EEO Officer (consult the Human Resources Office for contact information).

11.11 Allegheny College Student Conduct System

*Note: the conduct code below is that published annually in Allegheny's student handbook (*The Compass*). When referring to faculty representatives on the Campus Life and Community Standards Committee and their involvement in reviewing cases of alleged academic or other misconduct, the code names the body reviewing the case the "Campus Life and Community Standards Committee." Section 4.2 above, which describes the structure and function of the Campus Life and Community Standards Committee, names the same body the "Academic Integrity Board" for cases of alleged academic misconduct and the "Community Standards Board" when the alleged infraction is disciplinary. The membership of the Board is identical in each case. In the experience of the Dean of Students Office, using the two different names creates confusion among students and parents. Therefore, the Dean of Students Office refers to the two boards collectively as the Campus Life and Community Standards Committee (or Board) in communications to students and families.*

Article I: Purpose

Section 1: Philosophy of Allegheny College's Residential Learning Community

As members of Allegheny College's residential learning community we strive to develop lives rich in meaning and purpose. Students, faculty, staff and administrators are all valued as responsible citizens of both the campus and the surrounding community. By forming connections with our diverse backgrounds we have the opportunity to expand our understanding of the world we live in, which is shaped through active citizenship, respect for diversity and a commitment to environmental responsibility.

As a community we hold each other accountable for our actions, and value dialogue and reflection as necessary agents of conflict resolution and personal transformation. Trust and mutual respect are critical to the vitality and health of our community, to which we all contribute. As members of this community we understand that a commitment to excellence, integrity, and ethical judgment must inform the choices we make for they are always reflected in our actions.

To that end, these values are promoted and upheld by the College policies which are designed to encourage personal responsibility for one's actions and knowledge of the greater impact those actions have upon others. As community members, we agree to abide by the Honor Code and the College policies. Allegheny College values each student as an adult and expects students to be honest while they participate in informal or formal aspects of the Student Conduct System. The conduct system reflects the College's mission, the Statement of Community, and the Philosophy of Allegheny College's Residential Learning Community.

Section 2: General Process of the Student Conduct System

The student conduct system is educational in nature and is designed to provide a process to determine a student's responsibility and, when appropriate, assign sanctions for violation of College policy. The College Student Conduct process is distinct from the civil or criminal law legal process. A student's specific rights and responsibilities are outlined in each Article of this code.

There are two parts to our Student Conduct System, one for matters related to academic integrity (Article III) and one for non-academic matters (Article IV). All disciplinary decisions related to the Student Conduct System are based on a review of relevant information and facts. Decisions made by the Student Conduct Officer or designee, the Honor Committee, and the Campus Life and Community Standards Committee will use the standard of proof that it is more likely than not a violation of Allegheny College policy occurred. This means there is substantial information indicating it is more probable than not that a student violated College policies and therefore sanctions are assigned.

Article II: College Authority

Section 1: Jurisdiction

A. Generally, the jurisdiction of the College shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. Decisions about whether to assert College jurisdiction over matters occurring off campus shall be made by the Dean of Students (or designee) in consultation with the Student Conduct Officer. This decision shall be final. Any student found in violation of the Honor Code or College policies is subject to disciplinary action according to the procedures outlined in this student conduct system. This includes misconduct during EL Seminars, Study Abroad experiences, entertainment groups, and off campus gatherings.

B. College inquiry may be initiated if a student is charged with a violation of a law, which also is in violation of College policy. The College may take separate disciplinary action prior to, during, or after the disposition from a civil or criminal law legal process.

C. The College will cooperate fully with federal, state and/or local authorities and other agencies in the enforcement of civil or criminal laws. If the alleged offense is also being considered for action within this conduct system, the College may inform off-campus authorities of how such matters will be handled within the College community.

D. A student who takes a leave of absence or withdraws from the College while disciplinary action is pending, or who is involved in an alleged violation after a leave of absence or withdrawal, is subject

to disciplinary review before permission to re-enroll is granted. In such cases, the College retains the right to investigate and to decide responsibility regardless of whether the student elects to participate in the process.

Section 2: Interim Suspension

The Dean of Students (or designee) may impose an interim suspension prior to a student conduct decision if the Dean of Students and Student Conduct Officer believe that the student presents a threat to any member of the community, including himself or herself. During this suspension, the student may be denied access to any or all of the Colleges facilities, activities, or privileges granted to students.

Section 3: Extraordinary Circumstances

This conduct system may be temporarily altered if warranted by extraordinary circumstances. The Dean of Students (or designee) and the Student Conduct Officer will consult each other prior to any change.

Section 4: Withholding Degrees and Diplomas

The College has the right to withhold the awarding of a degree and diploma pending the conclusion of the student conduct process.

Section 5: Authorization for Search

The members of the Dean of Students Office and/or Security Officers may search a student room, athletic locker, or other College property in use by a student when it appears that College policies may have been violated. In such cases, the Dean of Students (or designee), or professional Residence Life staff (non-students), upon hearing the initial facts, will authorize the search.

Once authorization is given, the designee may enter a student room without permission of the residents when conduct in the room violates state law or College policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, safety concerns, suspicion of illegal activity, loud and boisterous conduct which can be heard outside the room).

Article III: Academic Conduct

Any member of the College community may report an alleged violation of the Honor Code. Such reports shall be prepared in writing and directed to the Honor Committee. Reports should be submitted as soon as possible after the alleged violation occurs.

Section 1: The Honor Committee

A. The Honor Committee is the first level of inquiry in all cases of alleged violations of the Allegheny College Honor Code.

B. The Honor Committee is composed of twelve students: four seniors, four juniors, four sophomores. Selection of new members and a chairperson will be conducted in accordance with the Honor Committee Constitution.

C. The Honor Committee will appoint members to serve as a Review Panel for each alleged violation in accordance with the Honor Committee Constitution.

Section 2: The Honor Committee Review Panel

A. The Review Panel will conduct an inquiry of the alleged violation(s), including meetings with the accused student. This inquiry will be conducted in accordance with the Honor Committee Constitution.

B. The panel will report the results of its inquiry to the full Honor Committee. If the Honor Committee determines that there is a reasonable likelihood that a violation of the Honor Code occurred, it will refer the alleged violation to the Campus Life and Community Standards Committee.

C. If the accused student voluntarily acknowledges that he or she violated the Honor Code prior to the full Honor Committee vote, the case may proceed as outlined in Article IV, Section 5 of the Honor Committee Constitution.

Section 3: Campus Life and Community Standards Committee

A. The Campus Life and Community Standards Committee is the hearing committee for cases of alleged violations of the Honor Code.

B. The Campus Life and Community Standards Committee consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of the College, and six full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the committee. Additionally, student members who are on Probation during the time of service will not be eligible to serve on the committee.

C. At the start of Fall Semester, the Campus Life and Community Standards Committee members elect a chairperson from among the faculty members of the committee to serve for one year. If unable to serve for a particular meeting, the chair person appoints a substitute chairperson from among the faculty members.

D. At least six members of the committee must be present to conduct a hearing. An equal number of student and faculty members must be present. If a sufficient number of the committee cannot be present to conduct a hearing, faculty substitutes may be appointed by the chairperson of Faculty Council and student substitutes by the ASG president.

E. If a member of the committee feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused. If the accused student believes that a member of the committee is unable to render an

impartial decision, the student may request that the committee member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

F. The Assistant Dean of Students coordinates the administrative functions of the Campus Life and Community Standards Committee conduct hearings.

Section 4: The Campus Life and Community Standards Committee Hearings

A. The Honor Committee informs the Assistant Dean of Students of its intention to refer the alleged violation to the Campus Life and Community Standards Committee. Within 5 calendar days, the Assistant Dean of Students will inform the accused student of the following as they relate to the hearing:

- the time, date and place of the hearing;
- the specific section(s) of the Honor Code that has allegedly been violated;
- that the student is permitted and encouraged to choose a Community Support Person that will accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for hearings and to attend hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/ hearings without approval. A Community Support Person must be a current student or employee of the College.
- that the student is permitted and encouraged to meet with a College staff member to discuss the hearing. During this meeting, the student will be accorded reasonable access to the Honor Committee Report. The Honor Committee Review Panel develops the Honor Committee Report, after the Panel meets with the student. The Report will be reviewed and retained only in the Dean of Students office;
- that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the committee;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.

B. The committee will conduct a hearing to consider relevant facts about the alleged violation, to discuss the alleged violation, to determine whether the Honor Code has been violated, and to determine sanctions, if appropriate.

C. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal.

Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

D. During the hearing, members of the committee, the Honor Committee representative, the accused student and Community Support Person will be present and may respond to any statements or questions made by participants. The Assistant Dean of Students will also be present.

The committee will listen to all relevant information and facts from:

- The accused student;
- The Honor Committee representative;
- Any witnesses, including the course instructor or teaching assistants, if appropriate.

E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The committee may determine the relevance of information and reasonably limit the participation of the witness accordingly.

Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the committee.

F. When the committee has heard all relevant information and facts, they will enter executive session when only committee members may be present. After reviewing all substantial facts, the committee will decide whether the Honor Code has been violated and will assign sanctions, if appropriate. The committee's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Honor Code. All decisions of the committee are by simple majority vote. In the case of a tie vote, the matter will be considered to be concluded.

G. After a decision has been reached, the committee will reconvene the hearing to inform the student of the decision. Additionally, the committee will report the outcome to the Assistant Dean of Students who will notify the accused student of the decision in writing within 5 calendar days from the date of the hearing.

H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 5: Appeal to the President

A. The decision of the committee may be appealed to the President of the College by the accused student within 5 calendar days from the date of the letter notifying him/her of the decision.

Such appeals shall be in writing and delivered to the President, with a copy to the Assistant Dean of Students.

B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrategrounds for the appeal. Appeals may be made on the following grounds:

- New facts not available at the hearing. If the facts were withheld at the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal;

- A violation of the process as described in this student conduct system that significantly and materially affected the student's ability to present complete information to the Campus Life and Community Standards Committee.

C. The President may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce or retain any sanction.

D. The decision of the President is final.

Article IV: Non-Academic Conduct

Any member of the College community may report an alleged violation of College policies. Such reports shall be prepared in writing and directed to the Student Conduct Officer. Reports can be submitted as soon as possible after the alleged violation occurs, by submitting an Incident Report form (accessible from the Dean of Students webpage) or by filing a report with the Office of Safety and Security.

The Student Conduct Officer or the Dean of Students (or designee), will conduct inquiries and determine sanctions for nonacademic matters.

Section 1: Disciplinary Conferences

A. Students accused of non-academic offenses are subject to a disciplinary conference with the Student Conduct Officer, or designee who is an employee of the College. During a disciplinary conference, the student(s) is permitted to have access in the office to the information related to the incident, to respond to the information and call relevant and necessary witnesses. Incident reports and information related to the conference cannot be duplicated or removed from the office. This disciplinary conference is to be used as a dialogue to find resolution to the incident. Resolutions for students found to be responsible for violating College policy can include sanctions found in Article VI. Sanctions will be assigned by the Student Conduct officer or Dean of Students (or designee). For incidents in which the behavior would not result in suspension or expulsion, a decision may be rendered without a disciplinary conference. In these cases, the student, upon reviewing the preliminary decision may request a conference to discuss the incident or decision. If the student chooses not to request a conference after reviewing the decision, the student will not be allowed to appeal the decision.

B. During a disciplinary conference, the student is permitted to be accompanied by a Community Support Person. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system.

   The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval from the convener. A Community Support Person must be a current student or employee of the College.

C. Any student failing to attend or reschedule a scheduled disciplinary conference with the Student Conduct Officer or designee does so with the understanding that the disciplinary conference may be

held in his/her absence and that the student may be additionally charged with a violation of General College Policy #18a (Failure to attend disciplinary conference).

D. For behavior that may result in suspension or expulsion, the student will be notified in writing about the date and time of the disciplinary conference. The notice will also include the nature of the specific alleged violations of College policy.

Section 2: Appealing the outcome of Disciplinary Conferences

Any student wishing to appeal the outcome of a disciplinary conference may do so by notifying the Student Conduct Officer, in writing, within 5 calendar days of the date of written notification of the decision. An appeal of the findings established during a disciplinary conference will be referred to the Campus Life and Community Standards Committee.

Section 3: The Campus Life and Community Standards Committee

A. The Campus Life and Community Standards Committee consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of the College, and six full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the committee. Additionally, student members who are on Probation during the time of service will not be eligible to serve on the committee. The Assistant Dean of Students (or designee) will provide administrative support to the Campus Life and Community Standards Committee conduct hearings.

B. Appointment and training of new board members will be facilitated by the Student Conduct Officer and the Assistant Dean of Students.

C. Quorum shall consist of four members (an equal number of students and faculty or staff).

   The hearing committee chair shall be a college employee selected by the Assistant Dean from the committee board members on a case-by-case basis. If a sufficient number of committee members cannot be present to conduct a hearing, substitutes may be appointed by the Assistant Dean.

D. If a member of the committee feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused with the approval of the chairperson. If the accused student believes that a member of the committee is unable to render an impartial decision the student may request that the committee member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

Section 4: The Campus Life and Community Standards Committee Hearing

A. Once an official appeal has been referred to the Campus Life and Community Standards Committee, the Assistant Dean of Students will appoint a chair for the hearing. Within 5 calendar days, the Assistant Dean of Students will contact the accused student and inform the student of the following as it relates to the hearing:

- time, date and place of the hearing;
- specific College policies that have allegedly been violated;
- that the student is permitted and encouraged to have a Community Support Person accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.
- that the student is permitted and encouraged to meet with a College staff member to discuss the hearing process and to be accorded reasonable access to the disciplinary file, which will be reviewed and retained in the Dean of Students office;
- that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the committee;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.

B. The committee will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether College policy has been violated, and to determine sanctions, if appropriate.

C. These notes are maintained by the committee as a record of past proceedings. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal.

   Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

D. During the hearing, members of the committee, the Complainant (conduct officer), the Respondent (accused student) and Community Support Person will be present to hear all information and facts related to the disciplinary issue. The Assistant Dean of Students will also be present. The committee will listen to all relevant information and facts from:

   - The complainant;
   - The accused student;
   - Any relevant or necessary witnesses to the incident.

E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The committee may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply

in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the committee.

F. When the committee has heard all relevant information, they will enter executive session when only committee members may be present. After reviewing all substantial facts, the committee will decide whether College policy has been violated and will assign sanctions, if appropriate. The committee's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code. All decisions of the committee are by simple majority vote. In the case of a tie vote, the student will be found not responsible.

G. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the committee will report the outcome to the Assistant Dean of Students, who will notify the accused student of the decision in writing within 5 calendar days from the date of the report from the committee.

H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 5: Appeal to the President

A. The decision of the committee may be appealed to the President of the College by any party to the case (excluding college employees and student witnesses who did not file the original complaint) within 5 calendar days from the date of the letter notifying the student of the decision of the Campus Life and Community Standards Committee. Such appeals shall be in writing and delivered to the President, with a copy to the Student Conduct Officer and the Assistant Dean of Students.

B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate the grounds for the appeal. Appeals may be made on the following grounds:

- New facts not available at the hearing. If the facts were withheld during the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal.
- A violation of the process as described in this student conduct system that significantly and materially affected the student's ability to present complete information to the committee.

C. The President may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce or retain any sanction.

D. The decision of the President is final.

Article V: Organizational Conduct

A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.

B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories:

- When a member is in violation of College policy and other members who are present, by failing to discourage such activity, tacitly condone the violation;
- When the violation is directly related to the organization's activities or an environment created by the organization.

C. Alleged violations will be adjudicated as outlined in Article IV of this process.

D. The following sanctions may be imposed upon student organizations found to have violated College policy:

- The sanctions of Warning and Probation plus other Educational Sanctions as outlined in Article VI of this process;
- Deactivation which entails loss of privileges, including College recognition and funding, for a specified period of time.

E. Fraternities and Sororities must follow all provisions of the "Allegheny College Greek Supplement" located at http://sites.allegheny.edu/studentinvolvement/ . Any violation of these policies may be enforced under College Policy #19, prohibiting the violation of other published College policies.

Article VI: Sanctions

For academic and non-academic conduct matters, the following sanctions may be assigned:

A. Restrictions and Loss of Privileges: In addition to, or instead of a formal disciplinary sanction, "Loss of Privileges or Restriction" sanctions may be invoked. Examples include, but are not limited to, restriction from visiting a specific residence hall or other specific areas on campus; restrictions from attending extracurricular activities, Greek formals, athletic events, concerts, or other campus programs. Students might lose off campus housing privileges. A copy of the restriction sanction is placed in the student's file and copied to the appropriate college officials. Notification may be given to parents or guardians.

B. Warning: Warning is notice that the student's behavior is unacceptable to the College community and that further misconduct may result in more severe penalties. Warning is for a specified period of time not to extend beyond two years and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. After the Warning period, the Warning will not be externally reported outside the College community as part of the student's disciplinary record. In certain instances parents (guardians) or advisors may be notified.

C. Probation: Probation is notice that the student is no longer in good standing with the College community. Probation may accompany conditions including but not limited to restrictions on activities or the requirement that specific activities be performed. Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Probation is

considered grounds for further action, including Suspension. At the conclusion of the Probation period, the student is returned to good standing. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In general, and in accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is placed on probation. The student's academic advisor is notified when a student is placed on probation.

D. Suspension: Suspension encompasses exclusion from the campus and from all activities related to the College, whether on or off campus, for a specified period of time including the activities of College-recognized or sponsored organizations. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other educational sanctions have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future violations. In accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is suspended. The student's academic advisor is notified when a student is suspended.

E. Expulsion: Expulsion encompasses permanent separation from the College. Expulsion means that a student may not enroll at the College nor participate in College activities whether on or off campus. If the expelled student fails to honor the Expulsion, legal action may be instituted to enforce it. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents. In accordance with our policy regarding Parental Notification in Student Conduct situations, parents are notified when a student is expelled. The student's academic advisor is notified when a student is expelled.

F. Notations on Transcripts: Sanctions are not typically placed on a student's transcript. Due to certain circumstances, if a conduct officer or committee determines that a sanction should be placed on a student's transcript, then notation of the sanction will appear on the transcript and in the Dean of Students Office file.

G. Other Educational Sanctions: Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: financial restitution, community restitution (programming requirements or community service hours), being barred from residence halls and/or other campus buildings, being restricted from participation in College-sponsored or College-recognized activities or organizations, or being prohibited from or limited in College employment. The student will be given specific deadlines for the completion of these activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the Dean of Students Office and are taken into account in the event of future incidents.

H. Academic course work: The following sanctions are recommendations to an instructor who may assign them only after the decision of the conduct committee:

    1. Redo the work in question with or without credit;
    2. Fail assignment in question;
    3. Fail the course.

Article VII: Disciplinary Records

Section 1:

Disciplinary records are maintained in the Dean of Students Office. Please refer to the Policy of the Privacy of Student Records for details about access to disciplinary records.

Section 2:

Records of Suspension and Expulsion from the College are permanent. Records of Probation are maintained until graduation or two years after permanent withdrawal from the College. Records of Warning are maintained until graduation or two years after permanent withdrawal from the College but are not externally reported as a part of the disciplinary record after the Warning period has elapsed. Records of other educational sanctions are maintained until graduation or two years after permanent withdrawal from the College but are not externally reported as a part of the disciplinary record unless they accompany Probation, Suspension, or Expulsion.

Section 3:

All potential recipients of Summa Cum Laude, Magna Cum Laude, Cum Laude will be screened for Honor Code violations. The sanctions of Probation, Suspension, or Expulsion received for academic violations will disqualify a student from consideration for Latin honors.

Article VIII: Interpretation and Revision

Section 1: Interpretation

Any questions about the administration or interpretation of this system shall be referred to the Dean of Students for final determination.

Section 2: Revision

This system shall be reviewed periodically and at least every three years under the direction of the Student Conduct Officer and the Dean of Students Office. ASG and the Campus Life and Community Standards Committee will be consulted when the student conduct system is reviewed. Any amendments to the disciplinary system require a simple majority vote of the ASG Senate and the Allegheny faculty and the approval of the President.

11.12 Travel Policy

Automobile Usage Policy

The College maintains a limited number of vehicles for use by its employees while they are engaged in College business. In addition, an employee may use his/her own car for College business, if necessary, in accordance with the guidelines below.

Automobile Usage Guidelines

A limited number of vehicles will be maintained in a motor pool for use by individual employees as needed. When no College vehicles are available, or other circumstances warrant it, an employee may use his/her own car for business purposes.

Employees are not permitted to use College vehicles for non-business purposes under normal circumstances.

Every employee who drives a vehicle on College business must be at least 18 years of age, possess a valid driver's license and, where applicable, maintain at least the minimum amount of insurance required by law. In addition, no employee is permitted, under any circumstances, to operate a College vehicle (or a personal vehicle for College business) when any physical or mental impairment because of illness, medication, or intoxication causes the employee to be unable to operate a vehicle safely or legally. Additionally, all motor pool vehicles are non-smoking.

Any employee driving on College business may claim reimbursement for parking fees and tolls actually incurred, and employees driving College vehicles may claim reimbursement for gasoline and other vehicle expenses directly incurred for business purposes. When using College vehicles, employees are to use the College gasoline credit card. An employee who uses his/her personal car for business purposes will receive a mileage allowance for such usage to cover the cost of gasoline, oil, depreciation, maintenance and insurance. Mileage driven between home and work is not reimbursable. The current IRS allowance will determine payment. Claims for mileage allowance and other travel expenses must be approved by the employee's supervisor and submitted to the Financial Services Office for payment.

Employees using College vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the supervisor of the motor pool. Permanently assigned vehicles must be returned to the motor pool for maintenance as scheduled. Additionally, each employee is responsible for removing personal possessions and any trash from the vehicle prior to turning the car back to the motor pool.

Employees must report to the supervisor of the motor pool any accident involving College vehicles or personal vehicles used on College business regardless of the extent of damage or injuries. Such reports must be made as soon as possible but no later than within forty-eight hours of the accident. Employees are expected to cooperate fully with the authorities in the event of an accident.

Travel Expense Policy

College employees are frequently called upon to travel or entertain guests on College business. Travel and entertainment budgets have been established for these purposes and we encourage faculty and staff to use them in accord with their professional judgment. The purpose of these guidelines is to ensure consistent use of funds across campus departments.

The College reserves the right to reject and deny any reimbursement requests which are unreasonable, excessive, or not properly documented.

The following guidelines show the maximum reimbursable amounts. Actual reimbursement may be less if departmental budget funds are not available. Travel expense reporting forms are available in the Financial Services Office.

Travel Expense Guidelines

1. Allowable Expenses

Airfare: Coach travel only. Utilize discount fares whenever possible and practical. Avoid using services that charge an excessive (above $25) booking fee (such as travel agents); comparison shopping is encouraged. Include one copy of ticket and airline itinerary/receipt with expense report.

Auto Rental: When justified by economic or business purpose. Standard-size vehicles for individuals or an appropriate size for a group are covered expenses. Luxury and/or sports vehicles are not permitted. Include one copy of signed rental agreement with expense report. Prior to leaving Meadville or signing rental agreement, employee should obtain a College insurance card from the Purchasing Office (814-332-4799, Schultz Rm. #213). Decline insurance coverage offered by rental companies. *NOTE*: If a rental car will be your primary means of transportation, check with the College Security department on the availability of a College motor pool car prior to renting a vehicle from an outside vendor.

Gasoline: Gasoline reimbursement is available for rental vehicles only. Submit receipts for any gasoline purchase made that is not included in rental agreement. Gasoline reimbursement for personal vehicle is included in the mileage reimbursement.

Taxi: Utilize free or discounted airport/hotel shuttles whenever practical. Include taxi, shuttle, or limousine service receipts with expense report.

Mileage, Parking, Bridge and Road Tolls: Mileage for College business is reimbursable in accord with federal guidelines. The Financial Services Office will publish the current reimbursement rate. Include parking and toll receipts with expense report.

Frequent Flyer Bonuses: Miles accrued through College business travel may be used for College or personal travel, as preferred by the employee.

Lodging: College business only. Detailed receipt is mandatory and must be attached to the employee expense report.

Meals: Reasonable expense based on current costs in area of travel. Include detailed, itemized receipts with expense report. When meal expenses include individuals other than the employee, a *Report of Business Entertainment Expenses* form must be completed and submitted with the expense report. *NOTE*: Snacks are allowable only if consumed in place of a meal.

Business meals or other business entertainment: Reasonable expenses based upon the location of travel/entertainment. Detailed receipts are required and must accompany expense report. In addition, a *Report of Business Entertainment Expenses* must be completed and must include the following details: date, name and location of establishment where business entertainment took place, purpose and duration of business conducted, names and business relationship of guests to the College. Attach additional explanation where necessary. Omission of these details as required by the IRS will delay approval and reimbursement (where applicable) and could result in taxable income charged to the individual.

Room Service: Allowable when justified by location or time constraints.

Business Postage, telephone, fax transmission, office supplies and other miscellaneous expenses: As required to conduct College business. Receipts must accompany expense report. Good judgment is your guide.

Tips: Percentage considered reasonable for the location and quality of service provided; not to exceed 20%.

Traveler's Checks: Cost of purchase. Receipt must be provided and accompany expense report.

Credit Cards: Personal credit card bills will not be paid directly by the College, even if charges are for College business. The employee must submit a request for reimbursement for business expenses charged on personal credit cards, and payment to the credit card company is the responsibility of the employee.

Travel Insurance: The College carries travel (death and dismemberment) accident insurance for all College employees while traveling on behalf of the College. Additional coverage purchased by the employee is not an allowable expense.

Personal Telephone Calls: The College will reimburse employees for 2 personal calls home, of up to 10 minutes each, for each 3-day College business trip away from home.

Employee Entertainment: College- or department-wide activities may be held from time to time to recognize employees for their work. AEC members should approve all such expenditures.

Expenditures without supporting receipts: Receipts are required for all expenses. If receipts are missing, please attach an explanation to the expense report. The College reserves the right to reject expenses not documented by a receipt.

Travel Advances: Travel advances need to be cleared with a report of expenses prior to receiving the next travel advance, whenever possible. Students will not receive an advance except through an employee who is responsible for obtaining itemized receipts or student signatures, where meal allowances are given by the advisor-employee or coach. (See also Section 4, below.)

Approvals: All expense reimbursement and payment requests must include approval signatures of immediate supervisors as well as the individual employee along with the account(s) to be charged.

2. Non-Allowable Expenses

Personal entertainment and other personal expenses: examples include movies, headset rental, personal reading materials, laundry or dry cleaning services, shoe shining, medications, between-meal snacks/beverages, water dispenser refills (except as allowable as noted above under "Business meals or other business entertainment"*).*

Airline or other trip insurance (including automobile rental)

Employee Spouse/Partner or other non-employee expenses: Generally not acceptable. Exceptions must be approved by the employee's supervisor or department head prior to travel or event. A brief explanation, signed by the employee and supervisor/department head must accompany the expense report.

Theft, loss, or damage to any personal effects or luggage

Traffic and parking fines

Employee gifts: Examples include (but are not limited to) employee thank-you gifts, birthday or holiday celebrations/gifts, Administrative Professional Day gifts/meals, gifts for retiring or departing employees, flowers or plants given in acknowledgement of the death or illness of an employee or employee's family member, and mileage to attend a funeral or visit an ill employee. Employees generally use personal funds for non-business matters. Exceptional circumstances should be discussed with the supervisor or department head in advance.

Clothing: In general, employees should not use College funds to purchase clothing, unless Allegheny clothing is required as part of the employee's position (e.g. Security Officers, coaches).

(Revised Spring 2009)

3. Travel Arrangements

The College does not have an in-house travel department. An employee planning a trip will need to make his or her own arrangements including airline, hotel and rental car arrangements. Some local travel agents may be willing to bill the College directly for airline tickets, etc. Advance payment or deposits on hotel rooms may be made by requesting a check from the Financial Services Office (allow 7-10 days for processing).

4. Travel Advances

If anticipated travel expanses exceed $1500, faculty may request a travel advance. Requests should be approved by the Associate Provost or appropriate supervisor and submitted to the Financial Services Office, if possible 7-10 days in advance of date of the business trip. Advances of less than $1500 will not be approved. All prior advances and travel expenses must be cleared before a new travel advance can be obtained. Special exceptions will be made for frequent travelers.

A regular travel expense report needs to be completed at the end of each trip even if an advance has been made to cover the travel expenses. Excess funds advanced must be repaid to the College when the travel expense report is submitted.

All outstanding advances must be cleared or refunded to the College before December 31st of each year to avoid the outstanding advance from being included in the employee's taxable income.

11.13 Telecommuting Policy & Guidelines

Telecommuting may be an option under one of two conditions: 1) for a job where the responsibilities are primarily located in another region or 2) for a limited short-term arrangement based on an extraordinary circumstance.

AEC will review each request on a case by case basis. AEC will focus primarily on how the institution can benefit from an arrangement and if the employee's characteristics are suited to accomplishing the College's objectives where the employee is working in a location other than the College's premises.

For long-term arrangements such as regional representatives, AEC will review each request on a case by case basis. AEC will ensure that the College benefits from an arrangement where the employee works from a home office and that the employee's characteristics are suited to working from home. This type of employment arrangement will be evaluated annually by AEC and the supervisor for renewal and will be included as part of the annual salary letter if renewed.

When granted for reasons other than regional, each case will be temporary and reviewed on six month intervals and may be terminated at any time if determined by AEC and the supervisor that the arrangement is no longer in the best interests of the College.

(*Effective 11/1/2010*)

11.14 Nepotism

The College permits the employment of spouses, domestic partners, or other relatives provided that no employee participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, evaluation, salary or working conditions of their spouse or partner, partner, or other relatives.

In a case where the employment of a spouse or partner, partner, or other relative results in a conflict of interest as described above, the relative who serves as supervisor must notify the appropriate member of the AEC of this conflict. The AEC member, or other persons appointed by the AEC member, will be responsible for making all decisions that affect the working conditions of the relative being supervised. (AEC members are identified in Section 4.1 of the Faculty Handbook.)

For purposes of this policy, a relative is defined as spouse or partner, parent, siblings and their spouses, children, stepparent, stepchildren, domestic partner, grandparent, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses, and in-laws. Relatives also include roommates and other persons with whom the employee may have economic and emotional ties. For safety, security,

supervision and ethical reasons, except in extreme cases, these individuals will not normally be hired, transferred or otherwise placed into positions where they directly or indirectly supervise or are supervised by another family member.

(Revised Fall 2005)

11.15 Consensual Relationships

Please see Section 11.4, "Sexual Harassment and Sexual Assault Policy and Response Protocol," Part VI, "Consensual Relationships"

11.16 Employee Consulting

It is recognized that limited consulting or other employment can be a valuable way in which a faculty member can develop professionally. However, it is necessary to ensure that both the College's and faculty member's needs and interests can be met and that the consulting or other employment does not interfere with the faculty member's responsibilities at the College.

This policy is not intended to impede a faculty member's professional development. For instance, if a faculty member is offered a stipend for speaking at a professional conference, this will not be considered a "consulting" arrangement. Also, if a faculty member performs a service that is typically expected in his or her profession (e.g., participating in an external review process for another institution), such activity will not be considered a consulting arrangement. In order to strike an appropriate balance between the College's needs and the faculty member's needs, the following guidelines will govern consulting or other employment arrangements:

- If an Allegheny faculty member wants to enter into or to continue a consulting arrangement related to his or her professional role at the College or enter into an employment arrangement outside of Allegheny College, he or she must seek prior approval from the Provost and Dean of the College, who must report such arrangements to the President. This includes such activities as running a clinical practice, which would be approved by the Provost in most instances but only for a limited number of hours.

- For approval, a written request should be submitted to the Provost and Dean of the College with the following information: the number of days of consulting work; the dates when the faculty member expects to be away from campus; confirmation that the consulting client is not a competitor of Allegheny College; and that the consulting or other employment will not interfere with the faculty member's responsibilities at the College.

- Faculty members who are engaged in consulting arrangements cannot use personnel, supplies, materials, or equipment belonging to Allegheny College in their consulting roles.

- In a limited number of cases, the College may ask faculty members to consult with or contract for the College. Faculty members with special skills or those who are asked to engage in tasks that go far beyond their job descriptions may have their pay supplemented for these special, one-time tasks.

- Faculty members may not represent themselves as acting in the capacity of a College faculty member when conducting consulting or other paid professional activities or while engaging in other employment. The College bears no responsibility for any actual or implied obligation or

liabilities incurred by the faculty member resulting from a consulting or other paid professional activity.

- No outside obligation should result in any conflict of interest involving the individual's responsibilities to the College or to its programs, policies, and objectives.
- Approval of requests is not guaranteed.
- All approved consulting or other employment arrangements must be submitted to the Office of Human Resources to be filed in the faculty member's personnel file.

(Revised October 2012)

11.17 Solicitations and Fund Raising

Any project or program which seeks funds through solicitations, sales, or advertising, or which seeks to solicit all or a segment of the Allegheny College constituency, as such, must be approved by the Vice President of Development.

The Annual Fund for Allegheny College urges giving on the part of Allegheny's constituency for current operations or special projects, and this ongoing program might possibly be a vehicle by which an approved proposal can accomplish its goal. The Office of Development is responsible for working with the faculty and administrators on all matters requiring funding from outside private sources, and encourages members of the faculty to consult with the Development staff about current and future needs.

11.18 Campus Solicitation Policy

Allegheny College prohibits unauthorized solicitation on campus property. We require prior approval for any group or individual looking to provide information or sell products on campus.

In general, for-profit organizations are not permitted to solicit on campus. For example, credit card, phone card, and cell phone companies are not permitted on campus. Other solicitors looking for permission to be on campus must seek approval through the office of Student Activities. If granted permission then authorized solicitors (e.g. organizations selling class rings or photos for seniors) will only be permitted in the Henderson Campus Center. The purpose of this process is to maintain an environment that supports the academic objectives of our community.

Off-campus religious or faith groups wishing to visit campus must first be invited by a recognized student organization or College department. The College department or organization must receive authorization from the Spiritual & Religious Life Office before the off-campus group may come to Allegheny College. Authorized groups or individuals will be hosted in the Henderson Campus Center unless prior permission is granted to visit other facilities or grounds. The purpose of this process is to establish a campus environment that is free of coercion and proselytization.

(Revised Spring, 2005)

11.19 Events Involving Candidates for Political Office

All events featuring or actively including candidates for elected political office will adhere to the Event Registration and General Event Guidelines, as noted above.

Other than small organizational meetings or class sessions, all events held on the Allegheny College campus that are attended by candidates for public office and are part of the candidate's general effort to build support for candidacy shall be open to the general College community.

An open event is defined as one for which no fewer than one-half the available seats or spaces are available to the general college community based on a non-biased distribution of tickets on a first-come, first-served or other suitable basis.

Candidates are required to contact the College with sufficient time prior to an event for appropriate planning and announcements.

(Spring, 2007)

11.20 Parking

Employees are allowed to park on campus in "Gold" designated lots when displaying a parking sticker on their vehicles. These stickers are available in the Security Office, upon submission of a completed vehicle registration form.

Vehicles without Allegheny parking permits or vehicles parked in improper areas will be ticketed the current fee for a parking violation. Unpaid fees will result in the loss of parking privileges.

(Revised Spring, 2009)

11.21 Standards of Conduct

Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner.

The following conduct is prohibited and will not be tolerated by Allegheny College. Written standards, however, can be guidelines only; they cannot be all-inclusive. Hence, the list of prohibited conduct below is not intended to be all-inclusive. Rather, each employee is expected to conform to common and accepted standards of behavior and job performance as well as to written standards. Questions regarding acceptable standards of behavior within a department should also be addressed to the Provost.

1. Falsification of College records, including employment applications, time or medical records, or the recording of anyone's time but your own, or granting permission to another employee to record your time.

2. Insubordination.

3. Deliberate destruction or defacing of College property, a student's property or the property of a fellow employee.

4. Fighting or provoking a fight while on College premises or while conducting College business.

5. Assaulting, threatening, intimidating, coercing or interfering with supervisors, employees, students, or visitors.

6. Possession of weapons while on College premises.

7. Unauthorized removal or alteration of College records or release of confidential information.

8. Theft or misappropriation of College property.

9. Illegal, immoral or indecent conduct.

10. Gross negligence.

11. Harassment.

12. Use of abusive language on College property or while conducting College business.

13. Poor performance and willful misconduct.

14. Violation of any College policy.

15. Unauthorized use or possession of College-owned property.

11.22 Keys

As a new employee, you may obtain keys required for your job by contacting the Physical Plant Office. To obtain keys, you will need to present an authorization form from your supervisor. Duplication of keys is prohibited and may result in discipline up to and including discharge. All keys must be surrendered your building coordinator prior to the last day of employment.

11.23 Employee Identification Cards

An Allegheny College identification (ID) card is issued to each new employee. You can get your ID card from the Security Office located in Newton Observatory. Arrangements can be made to have this done through the Office of Human Resources at the time of your new employee orientation. Your employee ID card will provide you with privileges at the Bookstore, Library and the Wise Center, Allegheny's recreation/sports facility.

You can also receive discounts at participating Meadville businesses when you present your ID card. A list of participating businesses can be found on the Allegheny Web site. Also, coupons are available in

the student telephone directory for additional savings. Allegheny College also offers a meal plan at Brooks Dining Hall that employees can purchase and have coded onto their ID card; contact Human Resources for more information. ID cards for employee and spouse/dependents must be surrendered to your building coordinator prior to the last day of employment.

11.24 Procedure for Reporting Concerns Regarding Auditing, Accounting, Financial Internal Controls, or Compliance Matters

Allegheny College has a responsibility for the stewardship of College resources and the private support that enables it to pursue its mission. The College is committed to compliance with the laws and regulations to which it is subject and to promulgating College policies and procedures to interpret and apply these laws and regulations in the College setting.

The College's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities. The College has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the College.

The Audit and Evaluation Committee of the Board of Trustees shall address all reported concerns or complaints regarding College accounting practices, finances, internal controls, auditing or standards of conduct relative thereto.

It is the responsibility of all College employees, students, parents, alumni, and other individuals to report violations or suspected violations in accordance with this "whistle-blower policy." No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment or academic or educational consequence. Additionally, the American Recovery and Reinvestment Act's (ARRA) statutory provisions prohibit non-Federal employers receiving covered funds from taking actions against employees in reprisal for whistle blowing. The ARRA notice of rights and remedies is posted in the Office of Human Resources.

Individuals wishing to report violations or suspected violations may do so in writing by sending a sealed envelope addressed to the Chair of the Audit and Evaluation Committee, Allegheny College Board of Trustees. This report should be sent to the Office of the Executive Vice President or to the President's Office (sealed envelopes sent to the College are to be delivered intact to the Chair of the Audit and Evaluation Committee for review), or directly to the Chair of the Audit and Evaluation Committee. The Chair of the Audit and Evaluation Committee will inform and consult with the Executive Vice President or the President as is prudent concerning these matters brought to the Committee so that an internal investigation can begin and a report be rendered expeditiously to the Committee concerning remedial action that has been or will be taken to ameliorate the situation. The Executive Vice President will subsequently write in confidence to the reporting party the explanation for or the resolution of the violations or suspected violations.

Anonymous reports will be handled in the same manner as signed reports, however, no response will be sent. The Executive Vice President will maintain a file for the purpose of documenting resolution to reported violations or suspected violations.

At all times names of persons involved and the situations will remain confidential and a professional, no-threatening procedure to resolve these matters will be adhered to by all concerned.

(Spring 2006; revised Fall 2009)

11.25 Intellectual Property Created at Allegheny College

Terms:

- **"Copyright"** shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.

- **"Patent"** shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute "any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof" or other discoveries and processes as defined by the United States Patent and Trademark Office.

I. Ownership of Copyright in Works Created by Faculty

Traditionally, faculty scholarly work has not been considered work-for-hire. "It has been the prevailing academic practice to treat the faculty member as the copyright owner of works that are created independently and at the faculty member's own initiative for traditional academic purposes" (*AAUP Statement on Copyright*). In addition, AAUP policy holds that for faculty work to be considered work-for-hire, it requires use of extraordinary resources. Use of traditional resources "such as office space, supplies, library facilities, ordinary access to computer and networks, and money," are not sufficient to make faculty work into work-for-hire.

Allegheny College recognizes the following categories of scholarly work for which the College will waive any ownership interest in favor of the faculty member: textbooks, class notes, research findings, research proposals, classroom presentations and instruction, research articles, research monographs, computer software created for teaching purposes or intended as open source programs, student theses and dissertations, paintings, drawings, sculpture, audiovisual works, musical compositions and performances, dramatic works and performances, choreographic works and performances, poetry, and popular fiction and nonfiction.

II. Intellectual Property Products

A. **Copyrighted Materials**

Allegheny College will consider a faculty member who produces traditional scholarly works in the categories listed above (Item I) to be the sole owner of those materials and the copyrights in such materials if they are produced without assistance over and above the traditional resources normally provided by the College for the routine use of its faculty. When a faculty member's effort in developing a work (whether copyrightable or not) is significantly assisted by the use of College facilities, resources, or personnel, beyond the traditional resources normally provided by the College for the routine use of its faculty, or if the College has contributed to a "joint work" as defined under the Copyright Act, then the College shall be a joint owner of the work itself as well as in any and all copyrights in the work.

For the purpose of determining ownership of the copyright in scholarly or artistic works created by faculty, exceptional, extraordinary, and significant resources (resources considered more than the traditional resources normally provided by the College) may include the following:

- release time
- development money
- exemptions from standard, customary fees for equipment or facilities
- staff support beyond customary secretarial support.

Traditional resources normally provided by the College include, but are not limited to, the following:

- sabbatical leaves
- pre-tenure leaves
- course release for divisional teacher/scholar chair
- course release for advising of Senior Projects
- Demmler grant funding
- Academic Support funding
- travel-to-conference funding
- summer paid research interns
- work-study students.

The College shall make the determination in its reasonable discretion whether it has contributed to a joint work, or contributed services and facilities to the production of the work that go beyond the traditional resources normally provided to faculty members.

In order to avoid disputes over the ownership of works created at Allegheny College, faculty who anticipate using significant College resources in the creation of scholarly materials should contact their Department Chair and the Provost to negotiate terms of ownership in advance.

B. **Patented Materials**

The ownership of patents pursued by faculty using College resources (such as facilities, equipment, or funds controlled by the College) is determined on a case-by-case basis. A patent application may

be filed when a new and useful process, machine, manufacture, or composition of matter is conceived or developed, or when unusual, unexpected, or non-obvious research results are obtained. A faculty member who decides to apply for a patent must notify the Provost in compliance with Item II.D below. Upon disclosure of the faculty member's intent to file a patent application, the Provost will determine whether the College is entitled to an ownership interest in the invention or discovery and any patent that may issue covering such invention or discovery.

If the College is entitled to an ownership interest and chooses to apply for patent protection, it will fund the upfront fees and legal costs incurred in the patent application process. In consideration of its investment, Allegheny College will recoup the aforementioned costs from the initial profits of the invention, in addition to half of all subsequent shares in the profit.

In cases where the Provost determines that the College is not entitled to an ownership interest or decides not to pursue co-ownership of the patent, the College will confirm/release ownership of the invention or discovery to the faculty member, who will have the right to pursue the patenting and/or commercialization of the invention at his or her own expense.

C. **Procedure for Disclosure of Copyrightable Works**

Faculty members wishing to pursue copyright registration of works that do not fall under the category of scholarly works as described in Item I, or which comprise scholarly works that are produced using significant College resources beyond the traditional resources normally provided by the College, must make prompt disclosure to the Provost, in writing, of their intent.

The Provost will consult with the faculty member to ascertain the nature, purpose, and genesis of the works and determine the extent to which the College has contributed as a joint author, or that College resources have been used in creation of the works. The Provost shall make a determination as to: a) Allegheny College's right to joint ownership of the work and any associated copyrights; b) Allegheny College's intention to pursue copyright registration for the work; and c) Allegheny College's desire to be involved in commercialization or enforcement of the copyrights in the works.

D. **Procedure for Disclosure of Patent Application**

Faculty members who intend to apply for a patent must make prompt disclosure to the Provost, in writing, of their intent.

Upon receiving a disclosure, the Provost will consult with the faculty member to ascertain the nature and purpose of the invention or discovery to be patented and determine the extent to which College resources have been used in its creation. The Provost shall make a determination as to: a) Allegheny College's claim to joint ownership of the invention or discovery and any associated patents; b) Allegheny College's intention to pursue patent protection for the invention or discovery; and c) Allegheny College's desire to be involved in commercialization or enforcement of the patent.

If the Provost determines that the College is not entitled to an ownership interest or that the College has no intention of pursuing patent protection for the invention or discovery, all ownership of the invention or discovery shall be confirmed/released to the creator of the invention or discovery.

E. **Intellectual Property Created Using Grant Support**

The ownership of intellectual property created at Allegheny College using grant or sponsor funds shall be determined by the terms of the granting agency's contract.

F. **College and Community Interests**

Although individual faculty may own in their entirety certain of the scholarly works described in Item I above, the College community has interests in being able to use such works for educational and administrative purposes. Faculty members should keep these purposes in mind when creating and disseminating instructional materials and scholarly works. When publishing scholarly works, faculty creators are encouraged to provide rights for use for the College community.

The College shall at all times have and/or retain the right to use, display, distribute, perform, copy, and modify faculty-created teaching materials (such as syllabi, assignments, tests, and other course content) for administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions, and for educational purposes at the College including in its internally administered programs of teaching, research, and service on a perpetual, non-terminable, royalty-free, non-exclusive basis.

Likewise, the College shall at all times have a non-exclusive right to make and use, solely for internal purposes, any invention or discovery made by using College resources.

III. Works Produced by Non-Faculty Employees

Works produced by non-faculty employees in the scope of their employment are generally considered works-for-hire, and as a consequence, are the property of Allegheny College. There may be circumstances where non-faculty employees make substantial creative contributions to an intellectual property project. The College may choose to share ownership with the employees involved. In such a case, the College and the employee should create a specific agreement clarifying ownership of the intellectual property in question. The College does not claim ownership of works created by non-faculty members at their own initiative, outside the scope of their employment, and without the use of exceptional, extraordinary, and significant College resources.

IV. Works Created by Students

A. **Student Materials**

In general, student initiated research and creative work – including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements – remain the physical and intellectual property of the creator. Student materials that are assigned and completed in support of faculty initiated research – including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements – become the physical property of the school, although the creator retains all rights to the intellectual property contained within the material unless (i) the student received financial support from the College in the form of wages, salary, stipend, or grant funds for the research, (ii) the student made significant use of College resources (including College-administered funds or College-funded time, facilities, or

equipment) in connection with the research, or (iii) the research was funded by a sponsor pursuant to a grant or sponsored research agreement or is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation that restricts ownership of Intellectual Property.

The school assumes no responsibility for the safeguarding of such material and may, at its discretion, retain such material, return it to its creator, or discard it. Ordinarily, material of current students will not be discarded without giving the student a chance to reclaim it.

B. **Senior Projects**

The College shall have, as a condition of the degree award, the royalty-free right to retain, use, and distribute a limited number of copies of the senior thesis, together with the right to digitize it for archival use.

V. Resolution of Disputes

In cases where there is a dispute over ownership, and its attendant rights, of intellectual property, an ad-hoc committee comprised of one individual selected by the Provost, one individual selected by the creator of the intellectual property, and one individual agreed to by both parties, will be appointed. The committee members will have knowledge about the particular field or intellectual property issue and will have no personal interest in the matter. The committee shall make an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. It will make its recommendation to the Provost for a final decision.

VI. Credit

Notwithstanding any of the above, at the College's request, the creator of any intellectual property created at the College, or by a College employee using College resources, will give the College appropriate credit on every copy of the work.

VII. Trademarks

The College retains the exclusive right to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

(January, 2008)

11.26 Background Check Policy

Purpose

Allegheny College desires to provide a safe, secure environment and reasonable protection for the campus community and the financial assets of the College and is committed to hiring and retaining the most suitable candidates for college positions. In addition to the normal screening process for applicants (interviewing, checking references, contacting previous employers and verifying education

records and professional licenses), College policy is to conduct criminal background checks on all new hires. Employee background checks may also include credit history check, social security verification, or motor vehicle record search at the College's expense.

Policy

Criminal background checks and social security verification will be conducted for all new Faculty, Administration, and Support Staff, including adjunct, visiting, and temporary employees. For employees hired into an executive-level position (AEC Member), a director-level position, or a position with significant financial responsibility, a credit history check will also be conducted. A motor vehicle record search will be conducted for employees, student workers, or independent contractors who will regularly transport students and/or drive college-owned or leased vehicles.

Background checks as described in the preceding paragraph may also be conducted where a current employee is a final candidate for a transfer or promotion into one of the above-listed groups. Departments may also identify student and/or independent contractor positions that may be subject to background checks as well.

Definition of Searches to be Conducted

- Criminal Search—this search includes all federal, state, local and criminal convictions or guilty pleas (including pleas of no contest)
- Credit History Check—this search will provide type of creditor, origination dates, current status, transaction amount, current balance, bankruptcy, and delinquent account information
- Social Security Verification—this search verifies and analyzes social security numbers to match previous address information and potential alias
- Motor Vehicle Record Search—this search will provide current license class, status, restrictions, and violations reported by the state's Department of Motor Vehicles

Procedures

A completed Authorization Form authorizing a background check will be obtained by the Director of Human Resources from the individual prior to conducting the background check.

The College will use Allegheny's Office of Security and/or a third-party vendor to conduct background checks and will comply with the Fair Credit Reporting Act (FRCA) where applicable.

Background check reports will be kept in a confidential file in the Office of Human Resources, separate from the employee's personnel file. Reports will be shared only on a strict need-to-know basis. If a report contains item(s) of potential concern for a staff position, the report will be reviewed with the Executive Vice President, AEC member, and/or immediate supervisor. Where it pertains to a faculty position, the information will be reviewed with the Provost and the Department Chair.

A prior conviction does not necessarily make an individual ineligible for employment, promotion to a significantly different position, or transfer. The record will be evaluated for relevance to the specific responsibilities of the position, and each situation will be reviewed on a case-by-case basis, considering, but not limited to, the following factors:

- Date of conviction(s) and time elapsed since conviction(s)
- The relevance of the conviction(s) to the position for which the employee has been hired or promoted to a significantly different position;
- Pattern of criminal activity for which the employee has been convicted
- Length of service and performance history at the College (for transfer or promotion to a significantly different position)
- Potential opportunity in the position to cause financial or property loss or to create a risk to the health, safety and welfare of Allegheny employees, students, and/or property
- Positive, credible references from former employers since the conviction
- Failure to disclose a conviction on employment application or on authorization forms to conduct a background check

The applicant/employee will be notified of the adverse information and given an opportunity to submit information disputing the accuracy or completeness of the report before a final decision is made regarding continued employment, promotion to a significantly different position, or transfer. If an adverse employment decision occurs, the applicant/employee will be notified in writing, provided a copy of the report and a summary of the FCRA dispute process.

The College may also periodically renew background checks for current employees with significant financial responsibility or who have unrestricted access to residence halls.

(*Effective 11/1/2010*)

Section 12

Communication

12.1 Telephone System

The College telephone system offers the opportunity to leave messages, transfer and save messages, along with many other options.

Office telephones provide the user with the ability to receive and place calls on or off campus. A department code is required for placing long-distance calls after 5 p.m. Questions can be directed to the campus Telephone and I.D. Coordinator.

This telephone service is provided to each office or department for the conduct of College business. Therefore, personal calls should be kept to a minimum and made only when absolutely necessary and conversation should be as brief as possible. Employees are required to reimburse the College for personal long distance calls.

A telephone directory of employee telephone extension numbers is provided to all employees by the Office of Human Resources through Google Documents. The directory is updated monthly.

12.2 Computing Resources

The College provides a variety of computing resources for College-related work. These include electronic mail and access to the Internet. Use of these resources is governed by the College's computing policies, which can be found on-line at:
http://sites.allegheny.edu/computingservices/policies/

12.3 "My Allegheny" Website

The "My Allegheny" Web page is one of the ways that College community members can learn of news, events, policy changes, etc. It is updated Monday through Friday by the Office of Campus Communications and can be viewed at http://sites.allegheny.edu/my/ . Interested individuals may also subscribe to the page to receive a daily update with the latest postings. Any member of the community may submit an item to be posted on My Allegheny by completing the online form, which can be accessed via a link on the My Allegheny home page. Postings are reviewed for content and relevance to the campus community.

12.4 Allegheny College Cellular Telephone Policy

Employee-Owned Cellular Telephone Services for Business Use

The College will pay an allowance to employees that meet the criteria establishing that use of a cell phone is an integral part of their job. The reimbursement will occur through payroll, to reimburse them for the anticipated business use on their cellular telephone service. This taxable monthly allowance will be paid in cases of approved College-related need as described later in this policy. Once approved employees will arrange for their own service plans and equipment and receive and pay their own bills.

College-Owned Cellular Telephones

The College will maintain a small inventory of cellular telephones for departmental and travel needs. These phones will be provided on a limited basis when programs warrant the need (RA's, Athletics, Motor Pool, Physical Plant, and off-campus study programs).

Infrequent Business Related Telephone Expense

Those individuals who are not on a College approved cellular telephone reimbursement plan are generally discouraged from using personal cellular service on a regular basis to conduct College business. However, in the event that use of personal cellular telephone for College business is unavoidable, an employee may be reimbursed for such use.

ROLES AND RESPONSIBILITIES

AEC Member:

- Determine which individuals, if any, within the department have a legitimate need for a cellular telephone and meet the approved criteria establishing eligibility for a cell phone. The AEC member will sign a request form and forward the request to the Associate Vice President for Finance and Planning. When approving business needs AEC members will consider or base their decisions on the "Guidelines for Determining and Approving Cellular Telephone Service Monthly Allowance" in Appendix I of the Exempt Employee Handbook located on the Human Resources website at http://sites.allegheny.edu/hr/employee-handbooks/exempt-employee-handbook/
- AEC members must sign off on the request form identifying business need and approving employees to receive the stipend.
- The form should be submitted to the Office of Financial Services.

Office of Financial Services

- Consider and approve requests as appropriate.
- Forward the request to the Department of Human Resources.
- Assist users with finding a plan and/or service provider.
- Provide users with information regarding rights and responsibilities under the policy.
- Maintain this policy.

Office of Human Resources

- Set up the employee record so that allowance amounts are properly included in the employee's pay.
- Ensure that all individuals being provided with a cellular telephone allowance complete and sign a Statement of Confirmation and maintain same in personnel file. The Statement of Confirmation is appended to Appendix I in the *Exempt Employee Handbook* located on the Human Resources website at http://sites.allegheny.edu/hr/employee-handbooks/exempt-employee-handbook/
- Maintain a file to include at a minimum:
    - Statement of Confirmation
    - Listing of those receiving an allowance, amount and cellular telephone number
- Make sure that tax consequences for employees receiving an allowance are properly reported to the appropriate taxing authorities and to the employee (Form W-2).

Employee

- Provide cellular telephone number to your supervisor and others that need to communicate with you in the normal course of business.
- Keep your cellular telephone turned on and adequately charged during assigned business hours, and at other times that it is expected you will be available.
- Notify your supervisor immediately if you cancel or otherwise change your cellular service. This is especially important if you opt for a plan at a lesser cost than the allowance provided.
- Agree to use cellular telephones in a responsible, informed and safe manner; conform to network etiquette, customs and courtesies; and observe all applicable laws or regulations.
- Attest to the fact that the policies have been read, understood and are being applied.

PROCEDURES

General

The College will not own cellular telephones for the use of individual employees on a regular basis. Employees that have provided evidence and/or demonstrated that a cellular telephone is an integral part of their job, that they could not perform their job effectively without it, and have been approved by their AEC member and the Associate Vice President of Finance, will be provided an allowance. This allowance is to assist with the overall cost of owning a cellular telephone and to help compensate for increased use, since it is generally understood that most employees already own a cell phone. The payment, which will be in the form of a cellular telephone allowance, will be paid at least monthly based on the payroll schedule and is expected to cover business-related costs. Only in situations where a cellular telephone satisfies a clear and substantial need of a job will it be supported and paid for by the College. (See College-Owned Cellular Telephone section below.)

Monthly Allowance Plan

Employees who are approved for a monthly allowance are responsible for obtaining a cellular telephone and a service plan in their names. Employees must sign a statement confirming that they have read and

understand this policy and that they agree to comply with it. (The Statement of Confirmation is appended to Appendix I in the *Exempt Employee Handbook* located on the Human Resources website at http://sites.allegheny.edu/hr/employee-handbooks/exempt-employee-handbook/). The monthly allowance is $50 and it is intended to offset a portion of the cost of the selected communication device and service.

The determination as to the employee's right to receive an allowance can be revoked at any time for cause or inappropriate use, or because the AEC member or supervisor determines that the device is no longer a job-related necessity.

Infrequent Business Related Expenses

Those individuals who can perform their jobs effectively without a cellular telephone, and who have not demonstrated that a cellular telephone is an essential part of their job on a day-to-day basis, are discouraged from using personal cellular service to conduct College business. However, in the event that use of personal cellular telephone for College business is unavoidable, an employee may be reimbursed for such use. Only actual, verifiable costs attributable to College business may be reimbursed. A copy of the employee's phone bill must be attached to the reimbursement request. The IRS substantiation requirements must be met and include the following:

- Amount of the expense
- Time and place of the expense
- Business purpose of the expense
- Business relationship to the other party
- Approval – each reimbursement must be approved by the departmental budget director or AEC member and include a signed statement that the cellular telephone was not operated in a manner that violates the College's cellular telephone policy.

College-Owned Cellular Telephones that are assigned to a Department and/or Pool of Employees

In certain cases it may be more appropriate for a department to obtain a cellular service/telephone(s) to be available for a pool of employees. The most common example will be a shared phone that is turned in by each employee at the end of his/her shift. The use of cellular telephones in these instances must be strictly for business purposes, as personal use leads to a taxable fringe benefit to the employee. This program is to be funded entirely by the Department that has identified the need.

OTHER

Taxability and Reporting

Employees qualifying for and receiving a cellular telephone allowance are in receipt of taxable income and, as such, amounts paid will be subject to payroll tax withholdings with each pay. The total amount received will be included as taxable earnings on Federal Form W-2.

Allegheny College has corporate accounts with some local vendors. All individuals related to Allegheny College, employees and students alike are entitled to a corporate discount on their cellular service plan. The individual need not carry the plan in the name of Allegheny College; they just need to identify their relationship to the College.

In-Service Calling

It is important to note that many cellular service plans do not charge a fee or incur minutes that are potentially billable for calls made from one cellular telephone to another within the same service (such as Verizon, Sprint, Nextel, AT&T, etc.). As employees consider their individual plan options, they should carefully consider the effect of their in-service calling. The College will not consider an increased allowance, or a submission for reimbursement for costs arising for business calls that are from one service to another.

RESOURCES

Guidelines for determining and approving monthly allowances for cellular telephone service are available from the Office of Human Resources.

Section 13

Employee Safety

13.1 On-Campus Emergencies

The Security Office, the unit responsible for safety, security and coordination of emergency services at the College, is located in the Newton Observatory. Security may be reached twenty-four hours a day by dialing ext. 3357 from any on-campus phone or by dialing 814-332-3357 from a private phone. A switchboard operator will relay your request to a Security Officer. Officers are available to respond to service calls and patrol the campus seven days per week, 24 hours per day.

In the event of a life-threatening situation, call 911 directly, and then notify Security afterward. There are four emergency Call Boxes located on campus for emergency use. The locations of the four Call Boxes are as follows:

1. Sidewalk on the West side of Reis Hall

2. Brooks Walk East, behind the Campus Center

3. Ravine Parking Lot #1, base of stairs from Edwards

4. Robertson Field, Tennis Court parking lot on building

In addition, there are public call boxes with one-button emergency access to security on the front doors of all residence halls.

13.2 Accident Reporting

Any employee injured in the course of employment is required to report the accident to his/her supervisor immediately, and to complete and deliver to the Human Resources Office an Accident Report within 24 hours, if possible. Accident reports should be completed even if there is no injury in the event complications arise at a later date. Timely reports of workplace accidents are necessary to ensure eligibility for workers compensation benefits. Accident report forms are available from the Office of Human Resources. If you witness an accident or an injury, please report it to the Campus Security Office.

13.3 Substance Abuse Policy

Allegheny College is committed to providing a drug-free, healthful, safe, and secure work environment. Use or abuse of alcohol or any other drug in a manner that affects or impairs an individual's ability to carry out his or her job responsibilities is prohibited. In addition, the Drug-Free Workplace Act of 1988 requires that federal grant recipients take several very specific steps to ensure a drug-free workplace.

Allegheny's Drug-Free Workplace Policy is attached as Appendix IV.

13.4 Smoke-Free Workplace

Allegheny College is a smoke-free workplace. In consideration for others, and consistent with the College's commitment to providing a healthy working, living, and learning environment, smoking is prohibited in all College buildings or College vehicles and at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. There are no designated smoking areas within campus buildings.

13.5 Children in the Workplace

Allegheny College values family life and has worked to develop employment policies and benefits that are supportive of families. The College recognizes that from time-to-time and especially in cases of emergency, children are brought into the workplace. This practice, however, should be the exception to the rule and, in these exceptional cases, children should be under adult supervision at all times when present on campus. This policy is not intended to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit.

There are safety, health, and environmental concerns for children in the workplace. Children should not be allowed in areas where dangerous equipment is operated and/or chemicals are stored or used. There are also potential workplace atmosphere issues when children are at work. Common sense should be used and if questions arise, either from the parents or from their colleagues who may have concerns, they should be addressed to the department chair or Associate Provost for faculty, or to the immediate supervisor or AEC officer for staff.

(Revised Spring 2010)

13.6 Pets on Campus

To maintain an environment that shows respect and courtesy for the entire community, and reduces the potential of health risk and facility damage, pets are not allowed in campus buildings with the exception of service animals that have been individually trained and certified to do work or perform tasks for the benefit of an individual with a disability. Owners of service animals are responsible for the safe conduct of their pets regarding members of the college community and for cleaning up after their pets. For the safety of the college community, the service animal must be under the handler's control at all times.

(*Fall 2011*)

Appendix I: Academic Calendars

2013-14:

Fall Semester 2013

Matriculation	Sunday, August 25
Classes Begin	Tuesday, August 27
Fall Break	October 12-15
Gator Day – no classes	Tuesday, October 29
Thanksgiving Break	November 27 – December 1
Classes End	Tuesday, December 10
Final Exams	December 12-13, 16-17

Spring Semester 2014

Classes Begin	Monday, January 13
MLK Day – no classes	Monday, January 20
Spring Break	March 15-23
Gator Day – no classes	Tuesday, April 1
Classes End	Tuesday, April 29
Final Exams	May 1-2, 5-6
Commencement	Saturday, May 10

2014-15:

Fall Semester 2014

Matriculation	Sunday, August 24
Classes Begin	Tuesday, August 26
Fall Break	October 11-14
Gator Day – no classes	Tuesday, October 28
Thanksgiving Break	November 26-30
Classes End	Tuesday, December 9
Final Exams	December 11-12, 15-16

Spring Semester 2015

Classes Begin	Monday, January 12
MLK Day – no classes	Monday, January 19
Spring Break	March 14-22
Gator Day – no classes	Tuesday, March 31
Classes End	Tuesday, April 28
Final Exams	April 30-May 1 May 4-5
Commencement	Saturday, May 9

2015-16:

Fall Semester 2015

Matriculation	Sunday, August 23
Classes Begin	Tuesday, August 25
Fall Break	October 10-13
Gator Day – no classes	Tuesday, October 27
Thanksgiving Break	November 25-29
Classes End	Tuesday, December 8
Final Exams	December 10-11, 14-15

Spring Semester 2016

MLK Day – no classes	Monday, January 19
Classes Begin	Tuesday, January 20
Spring Break	March 19-27
Gator Day – no classes	Tuesday, April 5
Classes End	Tuesday, May 3
Final Exams	May 5-6, 9-10
Commencement	Saturday, May 14

2016-17:

Fall Semester 2016

Matriculation	Sunday, August 28
Classes Begin	Tuesday, August 30
Fall Break	October 8-11
Gator Day – no classes	Tuesday, October 25
Thanksgiving Break	November 23-27
Classes End	Tuesday, December 13
Final Exams	December 15-16, 19-20

Spring Semester 2017

MLK Day – no classes	Monday, January 16
Classes Begin	Tuesday, January 17
Spring Break	March 18-26
Gator Day – no classes	Tuesday, April 4
Classes End	Tuesday, May 2
Final Exams	May 4-5, 8-9
Commencement	Saturday, May 13

2017-18:

Fall Semester 2017

Matriculation	Sunday, August 27
Classes Begin	Tuesday, August 29
Fall Break	October 7-10
Gator Day – no classes	Tuesday, October 24
Thanksgiving Break	November 22-26
Classes End	Tuesday, December 12
Final Exams	December 14-15, 18-19

Spring Semester 2018

MLK Day – no classes	Monday, January 15
Classes Begin	Tuesday, January 16
Spring Break	March 17-25
Gator Day – no classes	Tuesday, April 3
Classes End	Tuesday, May 1
Final Exams	May 3-4, 7-8
Commencement	Saturday, May 12

2018-19:

Fall Semester 2018

Matriculation	Sunday, August 26
Classes Begin	Tuesday, August 28
Fall Break	October 6-9
Gator Day – no classes	Tuesday, October 23
Thanksgiving Break	November 21-25
Classes End	Tuesday, December 11
Final Exams	December 13-14, 17-18

Spring Semester 2019

Classes Begin	Monday, January 14
MLK Day – no classes	Monday, January 21
Spring Break	March 16-24
Gator Day – no classes	Tuesday, April 2
Classes End	Tuesday, April 30
Final Exams	May 2-3, 6-7
Commencement	Saturday, May 11

2019-20:

Fall Semester 2019

Matriculation	Sunday, August 25
Classes Begin	Tuesday, August 27
Fall Break	October 12-15
Gator Day – no classes	Tuesday, October 29
Thanksgiving Break	November 27 – December 1
Classes End	Tuesday, December 10
Final Exams	December 12-13, 16-17

Spring Semester 2020

Classes Begin	Monday, January 13
MLK Day – no classes	Monday, January 20
Spring Break	March 14-22
Gator Day – no classes	Tuesday, March 31
Classes End	Tuesday, April 28
Final Exams	April 30 – May 1, May 4-5
Commencement	Saturday, May 9

2020-21:

Fall Semester 2020

Matriculation	Sunday, August 23
Classes Begin	Tuesday, August 25
Fall Break	October 10-13
Gator Day – no classes	Tuesday, October 27
Thanksgiving Break	November 25-29
Classes End	Tuesday, December 8
Final Exams	December 10-11, 14-15

Spring Semester 2021

MLK Day – no classes	Monday, January 18
Classes Begin	Tuesday, January 19
Spring Break	March 20-28
Gator Day – no classes	Tuesday, April 6
Classes End	Tuesday, May 4
Final Exams	May 6-7, 10-11
Commencement	Saturday, May 15

Appendix II: Guidelines for Classroom Copying

Allegheny's policy on the use of copyrighted information is given in Section 9.7.

This Appendix contains specific information to help you determine whether your use of copyrighted material in coursepacks and Sakai is considered "fair use" or whether you must seek permission to include some items. The tools and procedures outlined here were developed by the Library and Instructional Technology Committee. Additional information and guidance is available from:

- Coursepack Permissions : Pete LeBar, 332-5326, plebar@allegheny.edu
- Fair Use Analysis: Helen McCullough, 332-3364, hmccull@allegheny.edu

The resources in this Appendix include:

A. Step-By-Step Checklist for Fair Use Determination
B. Public Domain
C. "Safe Harbor"
D. Agreement on Guidelines for Classroom Copying
E. Checklist for Fair Use
F. Fair Use: Overview and Meaning
G. U.S. Copyright Law
H. Using Copyrighted Materials in Sakai
I. Creative Commons Licenses

A. Step-by-Step Checklist for Fair Use Determination

Use this checklist to help with your fair use determination.

1. Is the work in the public domain?

   YES—permission not required.

   NO—continue to step 2.

   Uncertain—see Section B below, *Public Domain*

2. Does the work fall into the "Safe Harbor" guidelines (Section C)?

   YES—permission not required. (Note: Each item in a coursepack must include a notice of copyright.)

   NO—continue to step 3.

   Uncertain—see Agreement On Guidelines For Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals (Section D below)

3. Is the intended use of the work fair use?

   YES—permission not required. (Note: Each item in a coursepack must include a notice of copyright.)

   NO—continue to step 4.

   Uncertain—see *Fair Use: Overview and Meaning for Higher Education* (Section F) and the Fair Use *Checklist* (Section E).

4. Obtain permission.

B. Public Domain

Works in the public domain include:

1. **Uncopyrighted published works**—Any work published in the United States before January 1, 1978 without a copyright notice.

2. **Published work with expired copyrights**—All works published prior to 1923. Copyrights from 1923 and later may also have expired, but making determinations about their status is sometimes difficult. For more information see *When Works Pass into the Public Domain* (below; also available online at http://www.unc.edu/~unclng/public-d.htm) and the Copyright Right Office publication *How to Investigate Copyright Status of a Work* (http://www.copyright.gov/circs/circ22.pdf).

3. **United States government publications**—Examples of government publications include: opinions of courts in legal cases, Congressional Reports on proposed bills, testimony offered at Congressional hearings, and reports of government employees. Some government publications may be works prepared by outside authors on contract to the government and might be protected by copyright. As with other publications, check for copyright notification. In the absence of copyright notice in such works, it would be reasonable to assume they are in the public domain.

4. **Works that are not eligible for copyright protection**—The Copyright Office publication *Copyright Basics* (www.copyright.gov/circs/circ01.pdf) list several categories of works that are not eligible for protection. These include:

    a) 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);

    b) Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents;

    c) Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration;

    d) 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).

WORKS IN THE PUBLIC DOMAIN MAY BE REPRODUCED WITHOUT RESTRICTION.

PUBLIC DOMAIN CHECKLIST

Publication Date	Published w/Copyright Notice	Copyright Renewed‡	Effect
Before 1923	N/A	N/A	In public domain
1923-1977	No	N/A	In public domain
1923-1963	Yes	No‡	In public domain
1923-1963	Yes	Yes‡	Not in public domain, copyright expires 95 years from publication date
1964-1977	Yes	N/A	Not in public domain, copyright expires 95 years from publication date
Created before 1-1-1978, but not published	N/A	N/A	Enters public domain 70 years after death of creator, or 12-31-2002, whichever is greater
Created before1-1-78 but published between then and 12-31-2002	N/A	N/A	Enters public domain 12-31-2047 at the earliest

‡Determining the renewal status of works published between 1923 and 1963 is a challenge. See Univ. of Pennsylvania's *Information about the Catalog of Copyright Entries*:

http://onlinebooks.library.upenn.edu/cce

Or try this database to search records for 1923-1963 Class A (BOOK) renewals:

Stanford University's Copyright Renewal Database:

http://collections.stanford.edu/copyrightrenewals/bin/page?forward=home

WORKS NOT ELIGIBLE FOR COPYRIGHT PROTECTION

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 illustrations

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)

WHEN WORKS PASS INTO THE PUBLIC DOMAIN

By Lolly Gasaway
University of North Carolina

DATE OF WORK	PROTECTED FROM	TERM
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years[1](or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation[2]
Published before 1923	In public domain	None
Published from 1923 - 63	When published with notice[3]	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964 - 77	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047 whichever is greater

[1]Term of joint works is measured by life of the longest-lived author.

[2]Works for hire, anonymous and pseudonymous works also have this term. 17 U.S.C. § 302(c).

[3]Under the 1909 Act, works published without notice went into the public domain upon publication. Works published without notice between 1-1-78 and 3-1-89, effective date of the Berne Convention Implementation Act, retained copyright only if, e.g., registration was made within five years. 17 U.S.C. § 405.

Notes courtesy of Professor Tom Field, Franklin Pierce Law Center

Available online: http://www.unc.edu/~unclng/public-d.htm

C. "Safe Harbor"

This section contains rules of thumb (a "safe harbor) for those who are hesitant about applying or determining fair use guidelines. However, it has been argued that the agreement is too restrictive for use in an academic setting. In a number of instances more extensive copying than that quantified below will qualify as fair use. Faculty are urged to consult *The Agreement On Guidelines For Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals* (Section D) for additional guidance.

1. Limit coursepack materials to

    - single chapters
    - single articles from a journal issue
    - several charts, graphs or illustrations
    - other similarly small parts of a work.

2. Include

    - any copyright notice on the original
    - appropriate citations and attributions to the source.

3. Obtain permission for materials that will be used repeatedly by the same instructor for the same class.

The material above is adapted from:
Harper, Georgia K. "Fair Use of Copyrighted Materials." *Copyright Crash Course*. 2001.
University of Texas System.
11 April 2002. http://copyright.lib.utexas.edu/copypol2.html

D. Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals

The purpose of the following guidelines is to state the **minimum** and not the **maximum** standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying may not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

I. Single Copying for Teachers

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

A. A chapter from a book;

B. An article from a periodical or newspaper;

C. A short story, short essay or short poem, whether or not from a collective work;

D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies For Classroom Use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty giving the course for classroom use or discussion, *provided that***:**

A. The copying meets the following tests of brevity and spontaneity as defined below; *and***,**

B. Meets the cumulative effect test as defined below; *and***,**

C. Each copy includes a notice of copyright

Definitions

Brevity

i. Poetry:

a) A complete poem if less than 250 words and if printed on not more than two pages, or,
b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose:

a) Either a complete article, story or essay of less than 2,500 words, or,
b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times

for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

i. The copying is at the instance and inspiration of the individual teacher, and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions As To I And II Above

Notwithstanding any of the above, the following shall be prohibited:

A. Copying may not be used to create or to replace or substitute for anthologies, compilations or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:

1. substitute for the purchase of books, publisher's reprints or periodicals;
2. be directed by higher authority; or
3. be repeated with respect to the same item by the same teacher from term to term.

D. No charge may be made to the student beyond the actual cost of the photocopying.

The information above comes from page 7 and 8 of *Copyright Office Circular 21: Reproduction of Copyrighted Works by Educators and Librarians*. The entire document is available online at http://www.loc.gov/copyright/circs/circ21.pdf

Please note: The agreement above was written by representatives of the educational community and publishers in 1976 and made part of the Congressional Record, but was not codified into law. The guidelines provide a safe harbor for those who are hesitant about applying or determining fair use guidelines. It has been argued that the agreement is too restrictive for use in an academic setting. In a number of instances more extensive copying than that quantified above will qualify as fair use.

"There are no legal rules permitting the use of specific number of words counts, a certain number of musical notes, or percentages of a work. Whether a particular use qualifies as fair use depends on all the circumstances."

> Answer to Frequently Asked Questions, U.S. Copyright Office Web page, http://www.copyright.gov/help/faq/

E. Checklist for Fair Use

1. Purpose "the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes"	
Favoring fair use	Opposing fair use
Teaching, research, scholarship, criticism, parody, transformative (changes the work for a new use)	Commercial use, profiting from use, entertainment
2. Nature "the nature of the copyrighted work"	
Favoring fair use	Opposing fair use
Published work, factual or nonfiction	Unpublished work, fiction, highly creative, consumable material (workbook, answer sheet, etc.)
3. Amount "the amount and substantiality of the portion used in relation to the copyrighted work as a whole"	
Favoring fair use	Opposing fair use
Small quantity relative to the entire work, portion used is not central or significant to the entire work	Large portion, portion used is central or "heart of the work"
4. Effect "the effect of the use upon the potential market for or value of the copyrighted work"	
Favoring fair use	Opposing fair use
No significant effect on the market, copies made from a lawfully acquired copy, reasonable attempts made to get permission	Could replace sale of copyrighted work, impairs market or potential market for the work or a derivative, repeated or long term use, reasonably affordable/available licensing mechanism for use of the copyrighted work

The next page shows a form that can be used in making decisions about whether specific classroom materials qualify as “fair use.”

CHECKLIST FOR FAIR USE ANALYSIS

This checklist is a tool to assist you as you apply the balancing test for determining whether you may make or distribute copies of works protected by copyright without having to obtain the permission of the copyright holder. Although fair use analysis is never entirely certain, the four factors below will help you determine whether each circumstance favors or disfavors fair use based on the work in question and your intended use. If fewer than half the circumstances favor fair use, you should seek permission to use the work, or consider using an alternative work.

It is recommended that you complete and retain a copy of this form in connection with each "fair use" of a copyrighted work.

Class: _____ Date: _____

Title of work: _____

Portion to be used: _____

FACTOR ONE – PURPOSE OF THE USE

Favoring Fair Use	**Disfavoring Fair Use**
☐ Educational • Teaching (including multiple copies for classroom use) • Research • Scholarship • Criticism • Comment	☐ Commercial, entertainment or other use
☐ Transformative or Productive use (changes the work to serve a new purpose)	☐ Verbatim or exact copy, not transformative
☐ Nonprofit use	☐ Profit generating user

FACTOR TWO – NATURE OF THE COPYRIGHTED MATERIAL

Favoring Fair Use	**Disfavoring Fair Use**
☐ Factual, nonfiction, news	☐ Creative or consumable work (Art, music, feature film, fiction; workbook, case study, or test
☐ Published work	☐ Unpublished work

FACTOR THREE – AMOUNT COPIED

Favoring Fair Use	**Disfavoring Fair Use**
☐ Small quantity used (*e.g.* single chapter or journal article, other short excerpt, less than 10-15% of the whole work)	☐ Large portion or entire work
☐ Portion used is not central to work as a whole	☐ Portion used is central or the "heart" of the work
☐ Amount is appropriate to the educational purpose	☐ Includes more than necessary for educational purpose

FACTOR FOUR — EFFECT ON THE MARKET FOR THE ORIGINAL

Favoring Fair Use	**Disfavoring Fair Use**
☐ No significant effect on the market or potential market for the copyrighted work	☐ Cumulative effect of copying would be to substitute for purchase of work
☐ One or few copies made and/or distributed	☐ Numerous copies are made and/or distributed
☐ No longer in print; absence of licensing mechanism	☐ Reasonably available licensing mechanism for obtaining permission exists (CCC license or off-prints for sale)
☐ Restricted access (Limited to students in a class or other appropriate group	☐ Copy will be available on the web or otherwise broadly distributed
☐ One-time, spontaneous use (no time to obtain permission)	☐ Repeated or long-term use

Revised from the "Checklist for Fair Use," a project of the IUPUI Copyright Management Center, directed by Kenneth D. Crews, Associate Dean of the Faculties for Copyright Management.

F . Fair Use: Overview and Meaning for Higher Education

By Kenneth D. Crews

Purpose

Congress favored nonprofit educational uses over commercial uses. Copies used in education, but made or sold at a monetary profit, may not be favored. Courts also favor uses that are "transformative," or that are not mere reproductions. Fair use is more likely when the copyrighted work is "transformed" into something new or of new utility, such as quotations incorporated into a paper, and perhaps pieces of a work mixed into a multimedia product for your own teaching needs or included in commentary or criticism of the original. For teaching purposes, however, multiple copies of some works are specifically allowed, even if not "transformative." The Supreme Court underscored that conclusion by focusing on these key words in the statute: "including multiple copies for classroom use."

Nature

This factor examines characteristics of the work being used. It does not refer to attributes of the work that one creates by exercising fair use. Many characteristics of a work can affect the application of fair use. For example, several recent court decisions have concluded that the unpublished "nature" of historical correspondence can weigh against fair use. The courts reasoned that copyright owners should have the right to determine the circumstances of "first publication." The authorities are split, however, on whether a published work that is currently out-of-print should receive special treatment. Fair use of a commercial work meant for the educational market is generally disfavored. Courts more readily favor the fair use of nonfiction, rather than fiction. Commercial audiovisual works generally receive less fair use than do printed works. A consumable workbook will most certainly be subject to less fair use than would a printed social science text.

Amount

Amount is measured both quantitatively and qualitatively. No exact measures of allowable quantity exist in the law. Quantity must be evaluated relative to the length of the entire original and in light of the amount needed to serve a proper objective. One court has ruled that a journal article alone is an entire work; any copying of an entire work usually weighs heavily against fair use. Pictures generate serious controversies, because a user nearly always wants the full image, or the full "amount." On the other hand, a "thumbnail," low-resolution version of the image might be an acceptable "amount" to serve an education or research purpose. Motion pictures are also problematic, because even short clips may borrow the most extraordinary or creative elements. One may also reproduce only a small portion of any work, but still take "the heart of the work." This concept is a qualitative measure that may weigh against fair use.

Effect

Effect on the market is perhaps even more complicated than the other three factors. Some courts also have called it the most important factor, although such rhetoric is often difficult to validate. This factor means fundamentally that if you make a use for which a purchase of an original theoretically should have occurred—regardless of your personal willingness or ability to pay for such purchase—then this

factor may weigh against fair use. "Effect" is closely linked to "purpose." If your purpose is research or scholarship, market effect may be difficult to prove. If your purpose is commercial, then adverse market effect is often presumed. Occasional quotations or photocopies may have no adverse market effects, but reproductions of software and videotapes can make direct inroads on the potential markets for those works.

For more information about fair use, see A Fresh Look at the Fair Use Checklist by Kenneth Crews at: http://copyright.columbia.edu/copyright/2012/03/23/a-fresh-look-at-the-fair-use-checklist.

G. Copyright Law of the United States of America:

excerpts from Title 17, chapter 1 of the *United States Code*.

The law in its entirety is available online at: http://www.loc.gov/copyright/title17 .

§ 106. Exclusive rights in copyrighted works

Subject to Sections 107 through 121, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:

(1) to reproduce the copyrighted work in copies or phonorecords;
(2) to prepare derivative works based upon the copyrighted work;
(3) to distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
(4) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted 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, to display the copyrighted work publicly; and
(5) in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of Sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include-

(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
(2) the nature of the copyrighted work;
(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
(4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

H. Using Copyrighted Materials in Sakai

Allegheny College expects that all employees who use copyrighted materials will make every good faith effort to use those materials in compliance with the federal copyright regulations in Section 107 of Chapter 17 of the United States Code. The guidelines provided here are intended to help you determine whether your use of material in Sakai is considered legal ("fair use") or whether you must seek permission to include some items in your Sakai course site.

The principles of copyright law make no distinction between digital course content and paper-based content. In practice, this means that materials posted in your Sakai course site require the same adherence to copyright as their non-digital counterparts such as coursepacks. If permission would be required for a print use, it will be required for an analogous digital use.

Sakai, Allegheny's web-based learning management system, limits access to course sites because it provides secure access to the system only to students currently enrolled in the course. Sakai's course sites are available only while the course is being taught, and are unpublished at the end of each semester. The following information applies to course sites which limit access in this way.

The following materials may be legally used in Sakai:

- Public domain material may be used without restriction. See *Public Domain* (Section B) for more information.
- Creative Commons licensed material that permits others to share, remix, or use works. See Section I for more information about Creative Commons licenses.
- Works to which you own the copyright.
- Material provided by text book publishers that is specifically licensed for use in a learning management system.

For materials available on-line that are protected by copyright:

- Include links to resources that are freely available on the Web.
- Do not place copies of journal articles from databases licensed by Pelletier Library in your course site; link to them instead.

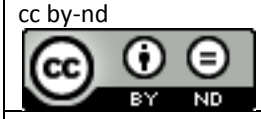
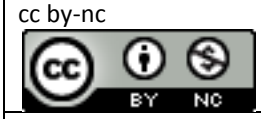
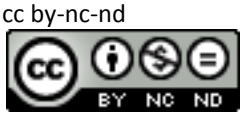
For all other materials protected by copyright:

- Apply a fair use analysis to determine whether the material qualifies as a fair use. (See Section E.)
- If relying on fair use, be sure to properly cite the material and include a copyright notice.
- If permission is needed, see the Bookstore for assistance in obtaining clearance from the Copyright Clearance Center.
- Copies of published worksheets, workbooks, or other materials intended as "consumables" by students should not be placed in Sakai without the publisher's permission.
- If using material in a course for more than one semester, seek permission from the copyright holder.

I. Creative Commons Licenses

The Creative Commons is a no-profit organization that works to increase the amount of creativity (cultural, educational, and scientific content) in "the commons" — the body of work that is available to the public for free and legal sharing, use, repurposing, and remixing. Creative Commons defines the spectrum of possibilities between full copyright and the public domain. Creative Commons licenses help authors/creators keep their copyrights while allowing certain uses of their works.

A work published with a Creative Commons license usually lists one of the following ways in which the work may be used.

Attribution cc by 	This license lets others distribute, remix, tweak, and build upon a work, even commercially, as long as they credit the author/creator for the original creation. This is the most accommodating of licenses offered, in terms of what others can do with works licensed under Attribution.
Attribution Share Alike cc by-sa 	This license lets others remix, tweak, and build upon a work even for commercial reasons, as long as they credit the author/creator and license their new creations under the identical terms. This license is often compared to open source software licenses. All new works based on the original will carry the same license, so any derivatives will also allow commercial use.
Attribution No Derivatives cc by-nd 	This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to the author/creator.
Attribution Non-Commercial cc by-nc 	This license lets others remix, tweak, and build upon a work non-commercially, and although their new works must also acknowledge the author/creator and be non-commercial, they don't have to license their derivative works on the same terms.
Attribution Non-Commercial Share Alike cc by-nc-sa 	This license lets others remix, tweak, and build upon a work non-commercially, as long as they credit the author/creator and license their new creations under the identical terms. Others can download and redistribute the original work just like the by-nc-nd license, but they can also translate, make remixes, and produce new stories based on the original work. All new work based on the original will carry the same license, so any derivatives will also be non-commercial in nature.
Attribution Non-Commercial No Derivatives cc by-nc-nd 	This license is the most restrictive of the six main licenses, allowing redistribution. This license is often called the "free advertising" license because it allows others to download works and share them with others as long as they mention the author/creator and link back to the author/creator, but they can't change them in any way or use them commercially.

Appendix III: Leave Policies

A. Salary Continuation and Short-Term Disability Leave Policy

Full-time employees who are medically disabled and unable to perform their duties due to a non-occupational illness or injury may be eligible for up to six months of paid leave and benefits within any rolling 12-month period measured back from the start date of the disability leave. If a disability leave is approved, 100% of salary will be continued for up to six (6) months from the date disability was approved.

All regular full-time employees with at least six months' service with the College are eligible for salary continuation under the Short-Term Disability Leave Policy if they are unable to work due to disability. Faculty members are exempt from the six-month service requirement due to the unique nature of their association with the College prior to their starting date.

Qualification for paid leave and benefits under this policy is subject to written medical certification by a licensed physician and authorization by the College's designated third party administrator who will recommend eligibility for benefits and reserves the right to recommend other medical opinions and to deny or terminate such benefits.

Employees with anticipated disabilities should promptly notify the College of the anticipated date of disability in order to plan staffing during the disability leave.

The College will continue salary and benefits pursuant to the short-term disability policy. During the disability leave, employees will continue to pay for any elected benefits requiring a contribution (i.e. medical, dental, vision). Vacation leave will not accrue during the period of disability.

If an employee is unable to return to work due to disability for more than six consecutive months, employment with the College ends at the conclusion of the six months; and the employee may be eligible for long-term disability benefits. Application should be made during the fourth or fifth month of disability in order to allow adequate processing time. For further information on the Long-Term Disability Plan, please refer to Section E below.

Disability Leave Due to Childbearing (*Revised March 1, 2012*)

Periods of disability related to pregnancy and/or childbirth are treated like any other disability. Generally, an employee who gives birth without complications would be eligible for at least six weeks of paid disability leave with benefits and salary continuation at 100%.

Should medical complications arise before or after the birth, the employee would be eligible for additional paid disability leave under the Short-Term Disability Leave Policy for reasons of medical necessity as determined by a licensed physician, not to exceed six consecutive months. In determining

disability due to pregnancy and/or childbirth, the employee's doctor's medical opinion will govern both before and after delivery.

Faculty who give birth are also entitled to receive a three-course reduction in teaching responsibilities with no loss of pay or benefits. If the timing of disability requires that a faculty member take the three-course teaching reduction during that semester of disability, a complete reduction of duties (such as advising, departmental service, and committee work) will be granted to the faculty member for the entire semester.

If the three-course reduction is taken all at once and during the semester following birth, faculty have the option, wholly at their discretion, of extending complete reduction of duties for the entirety of the semester in which the course releases occur. This option will entail a commensurate reduction in salary of 20% for the semester (either from the September through February paychecks for the fall semester or from the January through August paychecks for the spring semester).

Faculty members who anticipate disability due to pregnancy should promptly notify the Provost and Department Chair of the anticipated disability date. A written plan for staffing the period of leave must be formulated in consultation with all three parties and approved by the Provost, and should be formulated and approved in advance of the semester in which the birth is anticipated to occur. The Office of the Provost shall maintain a file with these plans for reference and to ensure consistency over time.

B. Unpaid Leaves of Absence

Allegheny College provides full-time employees with the following leaves of absence without loss or interruption of continuous service but without pay or benefits or continued benefit accrual (unless otherwise required by law):

1. *Personal Leave* – At the sole discretion of the College, employees may be granted an unpaid leave of absence to attend to personal matters as provided in the respective employee handbook for faculty, administrative or staff employees. Certain fringe benefits may be maintained during a leave without pay, at the employee's expense. Employees are eligible for a personal leave after completion of one year of employment with Allegheny.

2. *Military Leave* – A full-time regular employee who leaves the College to enter active duty in any of the armed forces of the United States for a period of not more than five (5) years will receive military leave without pay and reinstatement to the same or similar position upon satisfactory completion of military service. The application for reinstatement to College employment must be made within ninety (90) days following separation from active military duty. Allegheny College will continue to comply with all applicable laws regarding the reemployment of veterans.

3. *FMLA* Leave – The College will comply with the provisions of the federal Family and Medical Leave Act (FMLA). The College's FMLA Policy is included in Section F to this policy.

C. Other Paid Leaves of Absence *(Revised March 1, 2012)*

In addition to the Short-Term Disability Leave program described above, Allegheny College provides eligible employees with the following leaves of absence without the loss of pay or benefits:

1. *Jury Duty* – Allegheny College will pay each eligible employee's regular salary when an employee must and does serve as a juror. This will apply no matter how long the trial lasts. Proof of service will be required. To qualify for jury duty pay and leave, an employee must immediately notify the College after receiving initial notice that he or she is to serve as juror. The employee must also return to work no later than the day following termination of service as a juror. Time off for jury duty leave shall not count as hours worked for overtime calculation purposes.

2. *Military Reserve Leave* – Members of the National Guard or a reserve branch of the U.S. Military Service will be given a leave of absence with pay, not to exceed fifteen (15) days in one calendar year, to attend authorized training.

3. *Bereavement Leave* – In the event of the death of a member of an employee's immediate family, the employee is eligible for up to three consecutive days leave with pay. Additional working days with pay may be granted where circumstances require travel out of the surrounding area or if it is demonstrated that an earlier return would cause a hardship for the employee. Any such requests for extended leave time require approval by the department chair and the Provost. Immediate family includes spouse, domestic partner, brothers and sisters, children, grandchildren, parents, parents-in-law, grandparents, grandparents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-children, or step-parents. Time off without pay may be arranged to attend the funeral of a close friend or relative not specified.

4. *Childcare Leave* – An employee whose spouse or partner gives birth during the semester is entitled to five class days of leave immediately following the birth with no loss of pay or benefits. Continued absence after five class days will be unpaid and covered by the College's Family and Medical Leave Act Policy (Refer to item F below for the FMLA Policy).

5. *Adoption/Foster Care Leave* – Adoptions and foster placements may have unpredictable timing, and so faculty members planning these placements should notify the Provost and Department Chair of their intentions well in advance of placement, preferably at the beginning of the process. A written plan for staffing the period of leave must be formulated in consultation with all three parties and approved by the Provost. The Provost must also approve in advance the duration of such leave. To be eligible and qualify for leave under this provision, the faculty member on leave must be the primary caregiver and complete a form certifying that he/she is the primary caregiver. Leave taken under this provision will run concurrently with FMLA leave. The Office of the Provost shall maintain a file with these plans for reference and to ensure consistency over time.

D. Occupational Illness/Injuries – Workers Compensation

For work-related illnesses or injuries, Allegheny College, at its expense, provides coverage to employees pursuant to the Pennsylvania Workers' Compensation Law. The amount of benefits is determined by state law. All employees are covered from date of hire, including part-time and temporary employees.

To the extent that an employee suffers a job related accident or illness, he/she must notify the Human Resources Office as soon as possible so that necessary reports and claim forms may be completed and submitted to the insurance company on the employee's behalf.

E. Long-Term Disability Insurance Benefit *(revised October 1, 2009)*

The College provides Long-Term Disability Insurance for eligible full-time employees. Full-time employees will be enrolled in the Long-Term Disability Insurance Plan on the 1st of the month following hire date.

Eligibility for benefit payments are determined by the insurance carrier. Please view your Certificate of Coverage for more detailed information.

Medical continuation coverage under COBRA will be offered to the disabled employee effective the date of permanent disability. The College will continue to pay its portion of the premiums for the disabled employee's health insurance coverage during the period of COBRA coverage, and the employee will be responsible for his/her portion of the premium under the same terms as offered to Allegheny employees.

F. Family and Medical Leave Policy

This policy is intended to comply with the Family and Medical Leave Act of 1993 (FMLA) and shall be construed consistently with the Act and any applicable regulations.

Eligibility

Employees are eligible for unpaid family and medical leave ("FMLA leave") under this Policy if they have been employed by Allegheny College for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave, measured back from the date the leave commences.

Coverage- When Leave Can be Taken

The Act provides to eligible employees up to twelve (12) workweeks of unpaid leave within a twelve-month period for reasons #1 to 4 below and up to twenty-six (26) workweeks of unpaid leave for reason #5 below:

1. The birth or adoption of a child, or the foster care placement of a child;
2. To attend to the serious health condition of a spouse/partner, child or parent;
3. To attend to employee's own serious health condition;
4. To attend to a qualifying exigency arising out of the employee's spouse, child or parent's active duty or impending call to active duty status in the Reserves or National Guard in support of a contingency operation (an action or operation against an opposing military force); or
5. To attend to the care of a spouse, child, parent, or next of kin (nearest blood relative) of a covered service member (current member of the Armed Forces, National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is

otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty (Caregiver Leave**).

A "serious health condition' is defined as an illness, injury, impairment, or physical or mental condition that involves either: 1) inpatient care in a hospital, hospice, or residential care facility, or 2) continuing treatment by a health care provider. A health care provider is defined as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the Secretary of Labor to be capable of providing health care services.

Duration of Timing of Leave

The College will grant an eligible employee unpaid FMLA leave up to 12 weeks for reasons 1 – 4 above and up to 26 weeks for reason 5 above in any 12-month period measured backward over the prior year from the date in which the FMLA leave is to commence. This is known as the "rolling look back year" leave basis.

Caregiver Leave (#5 above), when combined with other FMLA qualifying leave, may not exceed 26 weeks in any 12-month period noted above.

Because leave under the Family and Medical Leave Act is an entitlement by Federal Law, the Human Resources Office will be responsible for tracking of family leave for all employees.

The right to such a leave for reasons of the birth or adoption of a son or daughter expires at the end of 12 months following the birth or placement. In case of leave to care for a sick family member or a leave necessitated by a serious health condition, the leave may be taken intermittently or on a reduced leave schedule when medically necessary subject to the above limit of 12 workweeks and to the certification requirements of this Policy.

Spouse Working for the College

In the event that an employee and spouse/partner are both employed by the College, the leave available for birth, adoption, foster child placement, care for a family member, or family member's call to active duty will be limited to a combined 12-week period of time; and is limited to a combined 26-week period of time for Caregiver Leave or Caregiver Leave taken in combination with the other forms of eligible FMLA leave previously noted in this paragraph.

Caregiver Leave

For purposes of Caregiver Leave, next of kin is the nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority:

1. Blood relatives who have been granted legal custody of the service member by court decree or statutory provisions.
2. Brothers and sisters.
3. Grandparents.
4. Aunts and Uncles.
5. First cousins.

If the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Caregiver Leave, that family member will be deemed next of kin. In such circumstances, only that designated next of kin may take FMLA leave to care for the covered service member. When a covered service member does not make such a designation, and there are multiple family members with the same level or relationship to the covered service member, all such family members shall be considered the covered service member's next of kin. The College requires the employee to provide reasonable documentation of the family relationship.

Intermittent Leave

Intermittent or reduced schedule FMLA leave will be granted if medically necessary for a serious health condition of an employee, or employee's spouse/partner, child, or parent. FMLA leave may also be taken intermittently or on a reduced hour's basis for reasons relating to a family member's military active duty or when an employee needs to care for a family member who has incurred an injury or illness while on active duty. The following certifications will be required for intermittent or reduced schedule FMLA leave:

- Where the leave is for planned medical treatment, the College will require certification from the attending health care provider of the medical necessity for an intermittent or reduced schedule leave and of the treatment's anticipated duration;

- Where the leave is for ill family members, a physician's statement that this type of leave is necessary for the care of the family member, or will assist in a family member's recovery, and the expected duration and schedule of the intermittent or reduced schedule leave will be required.

- When intermittent leave is needed to care for an immediate family member of the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the College's operations.

- Where intermittent or reduce schedule FMLA leave is requested, and is based on a foreseeable schedule of planned medical treatment, the College reserves the right to temporarily transfer an employee to an available alternate job which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

Compensation During FMLA Leave (*Revised July 1, 2011)*

A faculty member who anticipates being out consecutively for 12 weeks within a semester or intermittently within a semester or academic year is eligible for FMLA leave. This leave would be without pay as provided in the Act, provided that the required certification from a health care provider is completed. The FMLA leave options would be as follows:

- One course off within a 12-month period in the academic year at 5/6 pay;
- Two courses off within a 12-month period in the academic year at 2/3 pay;
- Three courses off within a 12-month period over two semesters at half pay; or
- Three courses off within one semester at no pay.

Continuation of Benefits

Allegheny College will maintain group health insurance coverage, life insurance, and long-term disability insurance for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Any employee required contributions to benefits must be maintained by the employee during the leave time. This may be accomplished in one of several ways:

a) The employee may pay monthly; or
b) The employee may authorize the College to pre-deduct the contributions from the last paycheck prior to the scheduled leave.

If option (a) is selected, payment will be due on the 1st of the month and must be received within 30 days of the due date in order to avoid cancellation of coverage.

Allegheny College may recover premiums it paid to maintain health insurance, life insurance, and long-term disability coverage for an employee who fails to return to work from FMLA leave for reasons other than continuation, reoccurrence, or onset of a serious health condition, or any circumstance beyond the control of the employee.

Job Restoration

Upon return from FMLA leave, an employee will be restored to the position held when FMLA leave began, or to an equivalent job with equivalent pay, benefits, seniority, and other terms and conditions of employment. However, Allegheny College reserves the right to withhold restoration of employment when allowed by law. This may occur when, for example, an employee would not otherwise have been employed at the time reinstatement is requested or, for salaried employees who are among the highest paid 10% of employees, when restoration to employment will cause substantial and grievous economic injury to the College's operations.

In all cases where the employee's FMLA leave is for personal medical reasons, the employee may return to work only after providing a medical certification stating that the serious health condition which necessitated the FMLA leave no longer renders the employee unable to work.

Failure to return to work at the end of an approved leave of absence may be considered a voluntary resignation.

Procedure for Requesting Family and Medical Leave

Leave request forms are available in the Office of Human Resources. Failure to comply with the provisions may result in the delay of leave or denial of leave.

- ***Foreseeable Leave***. Where leave is foreseeable, you must make a request for leave at least 30 days in advance. Where the leave is for reasons relating to a family member's military active duty and such leave is foreseeable, the employee must give notice as soon as is reasonable and practicable and provide a copy of the family member's active duty orders or other reasonable documentation.

- ***Unforeseeable Leave***. Where advance notice of the need to leave is not possible (such as where there is an emergency need for medical treatment), then notice must be provided as soon as reasonably practicable with written documentation to follow.

- ***Scheduling Leave***. Leave must be scheduled in such a fashion that it does not unduly disrupt the College's operations.

- ***Medical Certification and Examinations***. Where leave involves a serious health condition for an employee's own health condition or for a family member, including a covered service member, the College requires a medical certification from the health care provider on a timely basis and on the form provided from the U.S. Department of Labor. The certification form is available in the Office of Human Resources or on the Human Resources Web site. Failure to provide the certification in a timely manner may result in denial of the leave until the certification is received.

  The College reserves the right to require a second opinion. If requested, the College will pay for the examination. If the two opinions conflict, a third opinion by a mutually agreed upon health care provider will be considered. This opinion will be final and binding and paid for by the College.

- ***Qualifying Exigency Certification***. Each time an employee first requests leave for one of the qualifying exigencies, certification by the employee is required. The certification process will include, but may not be limited to, providing a copy of the covered military member's active duty orders or other military documentation showing active duty status or notification of an impending call to active duty.

- ***Reporting While on Leave***. While you are on leave, the College may require you to report periodically on your status and intent to return to work.

- ***Fitness for Duty Report***. If you have taken medical leave of more than 5 consecutive days as a result of your own serious health condition, then you must provide a fitness for duty certificate before returning to work.

- ***Designation of Leave***. If you apply for FMLA leave, the College will notify you in writing as soon as possible whether the leave qualifies as FMLA leave. If the leave does qualify as FMLA leave, you will also receive a Notice of Eligibility and Rights & Responsibilities as required by the U.S. Department of Labor.

There may be times when you are absent under circumstances that would qualify as FMLA leave, and you have not specifically applied for FMLA leave. The College has the right to designate such absences as FMLA leave.

FMLA leave will run concurrently with all FMLA qualifying leaves, including but not limited to, workers' compensation and short-term disability.

Administration

The College is the sole administrator of this policy and, as such, is the exclusive interpreter of its terms. All provisions of this policy will be consistent with the Family and Medical Leave Act of 1993. The College reserves the right to amend or change this policy at any time consistent with the rules and regulations of the Family and Medical Leave Act of 1993. This policy does not grant or create any employment rights to any individual other than that which is stated in this policy or subject to interpretation from the Family and Medical Leave Act of 1993.

Appendix IV: Drug-Free Policy

In 1989, Congress passed the Drug-Free Schools and Communities Act Amendments (P.L. 10–226) to the higher Education Act of 1965. Those amendments require that—as a condition of receiving funds or any other form of financial assistance under any Federal program after October 1, 1990—all institutions of higher learning must certify that they have adopted and implemented a program to prevent the use, of illicit drugs and the abuse of alcohol by students and employees. This notice is provided to all members of the Allegheny College community in compliance with that law.

Federal regulations require that this notice include a description of:

- The standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Allegheny College property or as part of any of its activities;

- The applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

- The health risks associated with the use of illicit drugs and the abuse of alcohol;

- The drug and alcohol counseling, treatment, rehabilitation, and re-entry programs available to Allegheny community members; and

- The College sanctions for violation of the standards of conduct.

If you have any questions about this law or related matters, please feel free to call the Human Resources Department. All inquiries will be handled confidentially unless otherwise directed.

A. Standards of Conduct Related to Drugs and Alcohol

It is the policy of Allegheny College that the unlawful possession, manufacture, consumption, dispensation, use, or distribution of illicit drugs and alcohol by employees on College property or as part of any of its activities is strictly prohibited.

The College will impose disciplinary sanctions on employees for violations of this Policy, based on the severity of the violation, up to and including termination of employment and referral for prosecution consistent with local, state and federal law.

As a condition of employment or continued employment with the College, all employees will be required to: (a) abide by the terms of Allegheny College's policy statement and (b) notify Allegheny College in writing within five calendar days after receiving notice of any criminal drug statute conviction for a violation occurring in a workplace.

Allegheny College is committed to the education of students, faculty, and staff regarding the dangers of alcohol and other drug abuse.

B. Legal Sanctions

Alcohol

Allegheny College adheres to the laws and the regulations that the state has mandated through the Pennsylvania Crimes Code and Act 31 (enacted March, 1988). The College does not tolerate or condone the misuse or abuse of alcoholic beverages. Any person violating the specific offenses outlined in the Pennsylvania Crimes Code is subject to external prosecution through the criminal justice system.

The specific criminal offenses and penalties include:

6309 Representing that a minor is of age. Misdemeanor of the third degree and carries a minimum of $300 fine for a first time violation.

6310 Inducement of minors to buy liquor or malt or brewed beverages. Misdemeanor of the third degree and carries a minimum of $300 fine for a first time violation.

6310.1 Selling or furnishing liquor or malt or brewed beverages to minors. Misdemeanor of the third degree and carries a minimum $1,000 fine and a $2,500 fine for a second offense. These fines are levied on a per person basis. Ten underage drinkers at a party could result in $10,000 in fines for each person listed on the lease.

6310.2 Manufacture or sale of false identification cards. Misdemeanor of the second degree and carries a minimum of $1,000 fine and $2,500 for subsequent offenses. Maximum Penalties are $5,000 in fines and two years in prison.

Other Penalties

- Drunk driving is a serious crime that results in serious penalties. A first offense is $300 - $5,000 in fines, 48 hours - 2 years in prison, and a mandatory 12-month license suspension.

- Public drunkenness may result in a maximum fine of $300 and 90 days in prison.

- Other violations may include bringing alcoholic beverages into the state without paying Pennsylvania taxes and selling or offering for sale alcoholic beverages without a liquor license. Violations of these laws can result in fines, imprisonment and confiscation of vehicles.

Drugs and Controlled Substances

Allegheny College supports Act No. 64 (effective June 13, 1972) from the Pennsylvania Crimes Code which states that an individual(s) is in violation of the law if he/she manufactures, uses, sells, delivers, possesses and/or transfer controlled substances. Any employee in violation of any part of this Act is subject to prosecution.

Controlled substances include:

Schedule I - Drugs that have a high potential for abuse and no medical use in the U.S., such as LSD, Heroin, Mescaline, Quaaludes, and Marijuana.

Schedule II - Drugs having a high potential for abuse, but which are used medically and cause moderate dependency.

Schedule III - Drugs with less potential for abuse than those in Schedules I and II. These drugs are used as medicine and are said to cause moderate dependency.

Schedule IV - Drugs with less potential for abuse than those in Schedules I, II and III, which are also used medically and are said to cause limited dependency.

Schedule V - Drugs with a potential for abuse which are also used medically.

Schedule I drugs may not be dispensed, possessed or used legally under any circumstances. These are all contraband. Schedule II drugs may be used in an emergency when prescribed by a physician. Schedule III, IV and V drugs may be dispensed on a written or oral order of a physician and may be refilled a maximum of 5 times within 6 months of issue.

The penalties for the manufacture, delivery, possession with intent to manufacture or deliver any controlled substance by an unlicensed person are as follows:

Schedule I and II drugs (defined as narcotics) - Felony; up to 15 years and/or $250,000 fine.

Schedule I, II or III drugs (other than narcotics) - Felony; up to 5 years and/or $15,000 fine.

Schedule IV drugs - Felony; 3 years and/or $10,000 fine.

Schedule V drugs - Misdemeanor; 1 year and/or $5,000 fine.

C. Health Risks Associated with Alcohol and Other Drugs

Alcohol

Although many people do not think of it as such, alcohol is a powerful, mood-altering drug. It is a central nervous system depressant that falls into a class of drugs known as sedative-hypnotics.

Like all drugs, alcohol's effects depend upon dosage. With alcohol, dosage is measured in terms of standardized drinks or "drink equivalents". A "drink" is defined as a 12 ounce beer, a 5 ounce glass of wine, a standard-sized mixed drink, or one shot of hard liquor. All these contain approximately the same amount of alcohol. The tables below describe the effects of varying dosages of alcohol.

Predictable Effects on Behavior and Mental State

0.02 - 0.03% Few obvious effects; possible mild lightheadedness; mild relaxation; slight loosening of inhibitions; slight loss of shyness, mild intensification of existing mood.

0.05 - 0.06% Slight sedation; feelings of warmth and relaxation; mild euphoria; loss of shyness; emotion and behavior may become exaggerated; deficits in fine motor skills and increased reaction times begin to appear at this level; there may or may not be recognition of these deficits. Driving is risky. (A commonly used term for this condition is “a little buzzed.”)

0.08 - 0.09% Feeling of euphoria; motor skills are clearly impaired; mild speech impairment may become noticeable; balance may be affected; sight and hearing acuity are reduced; judgment is impaired and decisions about further drinking are problematic; ability to evaluate or respond to sexual situations is similarly impaired (warning-legally, impaired consent is the same as no consent); recognition of cognitive and motor deficits is lost, and the drinker believes he/she is functioning better than he/she actually is; depression, if present, may become more pronounced. Driving is dangerous - in Great Britain, 0.8% is the level at which a driver can be cited for “driving while intoxicated.” (Common terms: “pretty buzzed,” “feeling no pain.”)

0.1 - 0.12% Euphoria; motor skills are markedly impaired; lack of coordination and balance; memory and judgment are markedly impaired; recognition of impairment is lost; people often forget how many drinks they have had; inhibitions are gone; impotence can occur; emotions are exaggerated; increasing belligerence in some; “play” becomes increasingly louder. Driving is extremely dangerous - at 0.10% and beyond, a driver in Pennsylvania can be cited for “driving while intoxicated” (Common term: “faced.”)

0.14 - 0.17% Major impairment of all mental and physical functions; euphoric (pleasant) feelings are beginning to give way to dysphoric (unpleasant) feelings; difficulties in walking, talking, and standing; severe deficits in judgment and perception; “play” becomes increasingly violent; risk of accidental injury to self and others increased; impotence is likely; blackouts (periods of amnesia for all or part of a drinking episode) occur for some at this level; significant loss of control over behavior. (Common term: “hammered.”)

0.20% Dysphoria predominates; the individual feels confused and dazed; movement requires assistance from others; physical harm to self often goes unnoticed or is ignored; the person has the appearance of a “sloppy drunk”; nausea and vomiting may occur; gag reflex is affected and choking can occur if the individual vomits; blackouts are likely; standing upright is difficult. (Common terms: “blotto,” “trashed.”)

0.30% Stuporous; little comprehension of the environment; loss of consciousness can occur; difficult to arouse.

0.35% This is the level of surgical anesthesia; death due to respiratory arrest can occur in a few cases at this level.

0.40% Comatose; absence of perception; death due to respiratory arrest is more likely.

> 0.40% Deep coma and death due to anesthesia of nerve centers controlling respiration and heartbeat.

NOTE: The effects on an uninitiated drinker may be somewhat greater than those listed in the chart. Conversely, the effects on a heavy drinker will be modified somewhat by the drinker's tolerance level.

Approximate Blood Alcohol Levels

Body Weight (lb)

# of Drinks	100	120	140	160	180	200	220	240
1	0.04%	0.03%	0.03%	0.03%	0.02%	0.02%	0.01%	0.01%
2	0.08	0.05	0.05	0.05	0.05	0.03	0.03	0.03
3	0.11	0.10	0.08	0.08	0.06	0.05	0.05	0.04
4	0.14	0.13	0.11	0.10	0.08	0.07	0.07	0.05
5	0.18	0.15	0.14	0.13	0.10	0.09	0.08	0.08
6	0.22	0.18	0.16	0.15	0.13	0.11	0.10	0.10
7	0.25	0.21	0.19	0.18	0.15	0.15	0.13	0.12
8	0.29	0.25	0.21	0.20	0.18	0.16	0.15	0.14
9	0.33	0.28	0.24	0.22	0.20	0.18	0.17	0.15
10	0.37	0.30	0.26	0.24	0.22	0.20	0.19	0.17
11	0.39	0.33	0.29	0.27	0.23	0.22	0.20	0.19
12	0.43	0.36	0.31	0.29	0.25	0.23	0.22	0.21
13	0.47	0.39	0.34	0.32	0.28	0.25	0.24	0.23
14	0.50	0.42	0.37	0.35	0.30	0.28	0.26	0.25
15	0.54	0.45	0.40	0.38	0.33	0.30	0.28	0.27

Note: This table assumes that all drinks are consumed in 1 hour. If drinking takes place over a longer period, subtract 0.02 from the chart for each additional hour. For example, if a person were drinking over a 3-hour period, subtract 0.04 from the chart reading to correct for the additional two hours.

Table IV.1: Blood Alcohol Concentrations (BAC) by Consumption

D. Long-Term Health Risks and Other Medical Problems

Other medical problems and long-term effects of excessive alcohol consumption can include elevated blood pressure, increased risk of heart attack, pancreatitis, cancer of the mouth and throat, cancer of the digestive system, and cirrhosis of the liver. In males, chronic heavy usage is associated with testicular atrophy and breast enlargement. Women should be aware that consumption of as little as one drink per day sharply increases the risk of breast cancer. Women who drink while pregnant risk the occurrence of fetal alcohol syndrome (FAS) in their unborn children. Fetal alcohol syndrome is associated with birth defects and mental retardation. Another side effect of alcohol consumption is unwanted weight gain. A standard service of alcohol has between 75-150 calories, depending on the type of drink, and merely adding one glass of wine a day to one's diet can result in a weight gain of ten pounds in a year.

"By the Numbers"

David Hunnicutt, Ph.D.
Robert C. Schroeder, M.A.
Maggie Mann, B.S.

Setting Limits

How do you know when enough is enough? How can you reduce your risks for experiencing alcohol-related problems? The decision to drink should never be made without first considering your history with alcohol, your family history, and the current situation. In addition to figuring your BAC, you can use the following formula to determine how you can reduce your risks for alcohol-related accidents.

- No more than one drink per hour.
- No more than two drinks per day for men; one for women.
- No more than four days per week.

Research indicates that if you exceed these recommendations, you increase the likelihood for experiencing an immediate impairment-related problem, a longer term health problem, or both.

Other Drugs

Mood-Altering Substances – One of the major problems with the use of mood-altering substances is that tolerance and/or dependence may develop. Tolerance means that a drug becomes less effective with repeated use and higher doses are needed to achieve its pleasurable effects. Use of the higher doses may have serious or catastrophic consequences. Dependence may be psychological or physiological. Dependent persons cannot, or feel that they cannot, function without the drug. When individuals are physiologically dependent, they experience withdrawal symptoms when they do not take the drug. All of the following substances, except LSD, have the potential for development of tolerance and dependence.

Narcotics – (opiates) are drugs which relieve pain and induce sleep. Some examples of narcotics are heroine, morphine, opium, codeine, meperidine, and methadone. The effects of narcotics use include shallow breathing, a reduction of appetite, thirst and sex drive; and drowsiness; brief euphoria; lethargy; heaviness of limbs; apathy; loss of ability to concentrate; and loss of judgment and self control. Some hazards of abuse include tolerance and physical and psychological dependence. Withdrawal is very painful. Overdose can cause coma, convulsions, respiratory arrest, and death. Risks from long-term use include malnutrition, infection, and hepatitis. Sharing of needles increases the risk of contracting AIDS.

Performance-Enhancing Drugs – The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.

The Abuse of Prescription and Over-the-Counter Drugs – Individuals should follow the instruction of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

Marijuana

Methods of Use	Smoked in joints or eaten
Short-Term Effects	A "high" or happy feeling; faster pulse rate; reddened eyes; quietness; sleepiness
With Larger Doses and Longer Use	Distorts time; sharpens or distorts senses; impairs short-term memory, thinking, ability to perform complex tasks; combining with alcohol increases effects on thinking, behavior, muscle control
Long-Term Effects	Loss of energy; ambition; risk of bronchitis, lung cancer; reduced sex hormones; impaired judgment; decrease in immunity; psychological dependence and moderate tolerance
Withdrawal Symptoms	Possible insomnia; irritability; appetite loss; anxiety

Ecstasy

Methods of Use	Oral; inhaled; injected
Short-Term Effects	Increased alertness, heart rate; dilated pupils; dry mouth; nervousness; muscle tension
With Larger Doses and Longer Use	Possible overdose; hyperthermia; liver damage; exhaustion; anxiety; delusions; paranoia

Stimulants:
Amphetamines, Cocaine, Benzedrine, Nicotine, Caffeine

Methods of Use	Oral; smoked; injected
Short-Term Effects	Enhanced mood; increased energy; talkativeness; alertness; restlessness; reduced appetite; rise in heart rate and blood pressure; dilated pupils
With Larger Doses and Longer Use	Excitability; sense of power; aggression; delusions and hallucinations; violence; high blood pressure; dry mouth; fever; sweating
Long-Term Effects	Malnutrition; emaciation; susceptibility to infections; kidney damage; lung problems; strokes; tolerance; and psychological dependence
Withdrawal Symptoms	Long, troubled sleep; ravenous hunger; depression; sometimes suicidal

Depressants:
Barbituates, Tranquilizers, Methaqualone

Methods of Use	Oral; sometimes injected
Short-Term Effects	Small dose produces mild "high"; dizziness; lethargy; drowsiness; impaired short-term memory; nausea; abdominal pain; with large doses effects similar to alcohol; mood swings; risk taking; bad judgment; lower blood pressure, heart rate, and breathing
With Larger Doses and Longer Use	Unpredictable; extreme behavior; severely impaired thinking, coordination; distorted perceptions; sleep or unconsciousness; extremely dangerous when combined with other depressants; possible death from overdose
Long-Term Effects	Impaired memory, thinking; hostility, depression; mood swings; impotence; chronic fatigue; menstrual irregularities; rapid tolerance and dependence
Withdrawal Symptoms	Temporary sleep disturbances; trembling; anxiety; weakness; seizures; delirium; hallucinations; high temperature

LSD and Other Hallucinogens

Methods of Use	Oral; sniffed; injected
Short-Term Effects	Rapid pulse; dilated pupils; arousal; raised temperature; distortions of perception; exhilaration, or anxiety, panic; sense of power; violent behavior; occasionally convulsions
With Larger Doses and Longer Use	Anxiety; panic; paranoid delusions; occasional psychosis; injury or accidents due to delusions; tolerance develops rapidly/disappears quickly
Long-Term Effects	May include muscle tenseness; "flashbacks'" (brief, spontaneous recurrence of prior hallucinations); panic; profound depression
Withdrawal Symptoms	Possible flashbacks; anxiety

Bomb Squad: Use with Booze and Lose

Drug Class Trade Name(s)	Effects with Alcohol
Anti-Alcohol Antabuse	Severe reactions to even small amounts
Anti-Depressants Elavil, Prozac, Tofranil, Nardil	Increased central nervous system (CNS) depression, blood pressure changes. Combination use of alcohol with MAO inhibitors can trigger massive increase in blood pressure, resulting in brain hemorrhage and death.
Depressants Valium, Ativan, Halcion	Dangerous CNS depression, loss of coordination, coma. High risk of overdose and death.
Narcotics Heroin, Codeine, Darvon	Serious CNS depression. Possible respiratory arrest and death.
Stimulants Amphetamine, Cocaine	Masks depressant action of alcohol. May increase blood pressure, physical tension. Increases risk of overdose.

E. Where To Go For Help or More Information

Several resources exist, both on and off campus, for students and employees to receive counseling, consultation, information, and programming resources related to alcohol and other drug use.

Area	**Location**	**Phone**
Counseling Center	Reis Hall	814-332-4368
Dean of Students Office	Reis Hall	814-332-4356
Residence Life	Reis Hall	814-332-3865
BACCHUS	Red House	814-332-2232
Student Athlete Mentors	Athletics	814-332-3351
Crawford County Drug and Alcohol Commission	898 Park Avenue	814-724-4100
Crisis Line		814-724-2732
Alcoholics Anonymous		814-337-4019
Stepping Stones	Meadville Medical Ctr.	814-333-5810
Emergency Numbers: *call **911** for serious emergencies*		
Security	Newton Observatory	814-332-3357
Meadville Medical Center	Emergency Room	814-333-5500
Winslow Health Center	Schultz Hall	814-332-4355