



Viterbo University

Personnel Policies, Administrative Procedures, and Regulations Handbook

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**SECTION 1: PHILOSOPHY, OBJECTIVES and
ORGANIZATIONAL STRUCTURE**

1.1 IDENTITY STATEMENT, MISSION STATEMENT, AND CORE VALUES

IDENTITY STATEMENT

Founded and sponsored by the Franciscan Sisters of Perpetual Adoration, Viterbo is a Catholic, Franciscan University in the liberal arts tradition.

MISSION STATEMENT

The Viterbo University community prepares students for faithful service and ethical leadership.

CORE VALUES

In keeping with the tradition of our Franciscan founders, we hold the following core values:

Contemplation, as we reflect upon the presence of God in our lives and work

Hospitality, as we welcome everyone we encounter as an honored guest

Integrity, as we strive for honesty in everything we say and do

Stewardship, as we practice responsible use of all resources in our trust

Service, as we work for the common good in the spirit of humility and joy

1.2 STATEMENT OF EDUCATIONAL PHILOSOPHY

The educational philosophy of Viterbo University is expressed in the following beliefs about higher education, our university community, our students, and our programs.

We believe:

- that higher education facilitates the integration of knowledge and values with the whole of life and that this integration should result in a perspective embracing realism, idealism, and faith.
- that higher education fosters the development of self-knowledge, personal competence and values, wholesome relationships, community involvement, and global awareness.
- that higher education is a dynamic and life long process through which students of all ages achieve self-actualization.

We believe:

- that Viterbo University makes a unique contribution to individual students, the La Crosse area, and the larger society of which it is a part, as a small, independent, co-educational Catholic liberal arts university.
- that the Franciscan education offered by our university flourishes in an aesthetic environment and in a believing, caring, and supporting community committed to Christian values.
- that our university gives institutional presence to the Catholic church while it serves students of diverse religious beliefs.

We believe:

- that our students have a God-given dignity and worth, are uniquely endowed with gifts of intellect, imagination, and sensitivity, and are called to develop their potential to the fullest.
- that heterogeneity in our student body, with respect to race, ethnicity, age, religion, and socio-cultural background, enriches our teaching and learning environment.

We believe:

- that our liberal arts program frees one in the quest for truth, leads one to develop creativity, and challenges one to growth in pursuit of the good and appreciation of the beautiful.

- that our educational programs prepare our students for careers of service through professional competency in a variety of disciplines and for leadership roles in social and religious organizations.

Approved by Board of Trustees of Viterbo University on January 2008

1.3 STATEMENT OF PURPOSES

1. To offer baccalaureate liberal arts degree programs along with career and professional opportunities on both a full and part-time basis.
2. To offer opportunities for life-long learning through degree completion programs, specialized professional degree programs, continuing education, as well as selected master's and doctoral degree programs.
3. To develop a total program of studies, adapted to the needs and interests of the students, which will stimulate the fullest possible growth of the intellectual and creative powers of each student.
4. To create an educational environment which will stimulate free inquiry, a search for truth, aesthetic appreciation, intellectual integrity and leadership potential.
5. To foster the integration of knowledge with religious and ethical values.
6. To deepen in the students an appreciation of one's own cultural heritage and traditions, as well as those of others.
7. To facilitate the formation of a Christian community which offers opportunities for religious dialogue, experience and worship, and which manifests mutual care, honesty, respect and love.
8. To maintain a Catholic Christian orientation and a fidelity to the continuance of the traditions of the Catholic Church and the spirit of Franciscanism.
9. To provide a milieu which fosters growth in self-actualization, emotional maturity, religious convictions, and a dedication to the ideals of service.
10. To facilitate integration of the living and learning aspects of Student Affairs.

Approved by Board of Trustees of Viterbo University on January 2008
Revised and approved July 2008

1.4 HISTORY

Viterbo University had its remote antecedents in the early academic endeavors of the Franciscan Sisters of Perpetual Adoration. Its direct predecessor was St. Rose Normal School, fully organized by 1890 for preparing Sisters to teach in elementary schools.

Collegiate courses were introduced in 1923 and steps were taken toward the development of a regular four-year college program. By 1931-1932, St. Rose Junior College had been formally established and approved by the University of Wisconsin at Madison. In 1937 as plans were being made for the erection of a new building, the name of the University was changed from St. Rose College to Viterbo College. Further development followed, and by 1939 the College was approved as a four-year, degree-granting institution for the preparation of teachers for elementary schools. The first commencement exercises were held in 1940. The State Department of Public Instruction certified graduates from the program. Lay women were admitted in 1943; in 1970 men were admitted.

In the 1950s Viterbo expanded its program in the liberal arts and in the preparation of teachers for secondary schools. In 1952, this program received the approval of the University of Wisconsin Committee on College Accreditation.

With its status as a four-year liberal arts college achieved, Viterbo sought accreditation by the North Central Association of Colleges and Secondary Schools and by the National Council for the Accreditation of Teacher Education. Both were attained in 1954. Accreditation was re-confirmed by the National Council for the Accreditation of Teacher Education in 1983, and by the North Central Association in 1979. Full accreditation by both groups has continued uninterrupted. In September 2000, Viterbo changed its name to Viterbo University.

Viterbo University is a Catholic, liberal arts, coeducational university with a proud heritage and distinctive goals. In an era of large educational institutions, Viterbo stands out as small and independent. It is small enough to sustain and nourish a sense of personal belonging, yet it is large enough to provide diversified opportunities for personal and professional development and growth. It is independent enough to attempt new and creative methods of education. It is traditional enough to reverence the heritage and values from which it came, yet it is modern enough to come to grips realistically with problems of the present; it is forward-looking enough to face the ever-changing future.

Viterbo's vision and values are found in the Gospel as reflected in the heritage of St. Francis and the Order of Sisters, which founded the institution. A primary concern of the university is to call students and faculty to a deeper awareness of the Christian Gospel, its meaning, and its significance in today's world.

SECTION 2: VITERBO UNIVERSITY PLAN OF GOVERNANCE

2.1 INTRODUCTION

At Viterbo University, the general principles of academic governance are formed by the institution's religious and ethical traditions. As a Catholic, Franciscan institution of higher learning, Viterbo University requires a governance system founded on such basic virtues as truthfulness, fairness, equity, and justice; respect for the worth of persons and community; self-control, tolerance of differences, and peaceableness. The governance and decision making system should be of such a character that individuals living and working together in the University community would be helped to nurture such qualities, which lie at the center of the University's mission.

The policy formation process at Viterbo University is deliberative and it involves many participants. Similarly, the mobilization of activities to achieve objectives requires much collaborative planning. The complexity of the enterprise demands a process and a structure of governance, of management, and of leadership. All three are essential. The university establishes policy and it mobilizes activities to implement such policies, and in both processes it depends on the exercise of leadership. Governance, management, and leadership are found at all levels of the enterprise. Provision must be made not only for the proper functioning of the system at each level, but also for the integration and coordination of these functions to enhance institutional effectiveness.

At each level of the organization the system of governance must be designed and evaluated from the point of view of its impact on the ultimate purposes of the enterprise. Administration is a means to the achievement of objectives beyond itself, and it must always be judged in terms of its utility in enhancing the productivity of the institution. Thus the functions of governance at Viterbo University include the following:

1. To define, and to promote the widest possible consensus concerning, the mission, values, and purposes of the institution.
2. To formulate, promulgate, clarify, and interpret policies by which programs and activities are conducted and to assure the predictability and equity of actions, decisions, and judgments of university personnel reached under the guidance of institutional policy.
3. To integrate program planning and resource planning, to provide for the effectiveness of comprehensive, systematic institutional planning, and to reduce the impact of ad hoc or fragmentary decision making.
4. To assure the proper scope of participation, consultation, and information sharing in policy formation and decision making, so that the decision making process may benefit from a constructive exchange of perspectives and so that individuals and

groups affected by institutional policies, plans, and decisions may share appropriately in their formation.

5. To identify procedures and time schedules for decision making and to define the responsibilities of individuals, offices, departments, and other groups for various aspects of the decision making process.
6. To provide for the flow of information concerning institutional operations in the forms and at the times needed for responsible planning and decision making.
7. To coordinate planning for resource procurement and allocation, to assure the effective utilization and preservation of resources, and to evaluate patterns of resource utilization in the context of institutional values, goals, and priorities.

The general principles that guide the design, operation, and evaluation of the governance system of Viterbo University include the following:

1. The governance structure and organization must recognize those common purposes and values that guide educational and support programs.
2. The processes of institutional planning and decision making should recognize and utilize the exercise of imaginative problem solving, innovative program design, and responsible judgment by competent professionals.
3. The processes of decision making should utilize a rhythm of decentralized structuring for instruction and research programs, centralized structuring for fiscal affairs and institutional support programs; flexibility and openness for the generation of ideas and plans, tight management for the implementation of plans.
4. The form of organization should be compatible with the requirements of educational and scholarly work, with the structure and inter-relationships of academic disciplines, and with the contractual independence of the faculty.
5. The decision making processes should emphasize the solution of problems rather than the creation of jurisdictions.
6. The structure for governance, management, and leadership should challenge individuals to do their best work and to achieve their highest personal and professional growth.

7. The governance system should establish unmistakable channels for decision making, policy review, and problem solving and clear lines of responsibility and accountability.
8. Decision making should make extensive use of open communication, information sharing, collaboration, consultation, and constructive evaluation.
9. The organization must be capable of producing the quantities and forms of information required for effective decision making.
10. The form of organization should provide effective structures for joint planning among units of coordinated function and size.
11. The decision making system should systematically utilize rigorous and periodic evaluation of performance and program effectiveness, particularly in issues affecting resource allocation decisions.
12. The policy formation and decision making process should be designed so as to create high staff morale through encouragement of hope in the possibility of institutional improvement and reform through individual effort.
13. The institutional environment should be hospitable to the creative and competent individual and should enable individuals to be tied to the institution through the bond of shared values and purposes, a sense of community, commitment to the whole enterprise, and the opportunity to serve.

Viterbo University, though smaller than some colleges and universities, is a complex organization, involving a wide variety of activities and touching a very large number of persons of diverse backgrounds, needs, and perspectives. Accordingly, the problem of governing and managing the enterprise is one of immense difficulty, particularly in times of rapid social change, financial stress, or interpersonal conflict. Still the governance of reason, mutual respect, and goodwill remains appropriate and realistic for a university like Viterbo.

2.2 CORPORATION AND BOARD OF TRUSTEES

Effective August 8, the sponsorship for Viterbo University has changed. The institution is finalizing bylaws and articles of incorporation. The institution is committed to updating all relevant documents by December 31, 201

The governance structure of Viterbo University is derived from the authority vested in the Members of the Corporation and the Board of Trustees under the Articles of Incorporation and the Bylaws. The Corporation and the Board of Trustees are legally empowered to perform any acts which are necessary to carry out the purposes of the University and to provide for its stability and development. The Corporation and the Board are empowered to delegate to other individuals and groups (such as the President, the officers of the university, and the faculty) those functions deemed to be appropriate and necessary for the good of the institution and for the effective carrying out of its mission.

PURPOSES OF THE CORPORATION OF VITERBO UNIVERSITY

The general purposes for which this corporation is organized are the performance of religious and educational activities in accordance with the teachings, discipline, traditions, and Canon Law of the Roman Catholic Church, and the Constitution and Directives of the religious community known as the Congregation of the Sisters of the Third Order of Saint Francis of Perpetual Adoration (herein referred to as FSPA), which activities may be deemed advisable for the advancement of higher education.

The further purpose and purposes of this corporation shall be educational, and particularly to organize, establish, maintain, and conduct a University which shall provide courses of education in all branches of human knowledge, learning and science, to such extent as shall be determined from time to time by the Board of Trustees, and to grant students completing courses such educational degrees as are customarily granted in American institutions of higher learning; and to carry on and conduct such other educational activities as may be considered proper and advantageous in connection with such University.

Subject to such powers as may be reserved to the Members in these Articles or in the Bylaws of this corporation, the corporation shall have all such powers as may be necessary to carry out its purposes.

POWERS RESERVED TO THE MEMBERS OF THE CORPORATION

The following powers are reserved exclusively to the Members of the corporation, and no attempted exercise of any such powers by anyone other than the Members shall be valid or of any force or effect whatsoever:

1. *To change the philosophy, objectives, and purposes of the corporation for which it was and is formed and exists;*
2. *To elect the members of the Board of Trustees;*
3. *To amend, alter, modify, or repeal the Articles of Incorporation;*
4. *To amend, alter, modify or repeal the Bylaws;*
5. *To merge or to consolidate this corporation with another corporation, organization or program, or to affiliate this corporation with another corporation, organization, or program where the affiliation involves in any way the exercise of the powers reserved to the Members under this Article;*
6. *To dissolve or terminate the existence of this corporation and to determine the distribution of assets upon such termination or dissolution;*
7. *To require a certified audit of corporate funds at any time, which audit may be in addition to usual and customary audit examinations ordered by the Board of Trustees.*

[At all times the Members shall consist of those Sisters of the religious community known as the Congregation of the Sisters of the Third Order of Saint Francis of Perpetual Adoration (FSPA), who shall from time to time be elected as the canonical stewards of the congregation and occupy the offices of President, Vice President(s), Secretary and Treasurer of the Congregation.]
congregation and occupy the offices of President, Vice President(s), Secretary and Treasurer of the Congregation.]

Italicized sections are verbatim quotes from the Articles of Incorporation and the Bylaws.

ACTIONS OF THE BOARD OF TRUSTEES REQUIRING APPROVAL BY THE MEMBERS

In addition to such powers reserved to the members in this Article and elsewhere in these Articles of Incorporation, actions initiated by the Board of Trustees on the following matters can be authorized by and shall be effective only upon the prior written assent of a majority of all the Members:

1. *The appointment of the President of the Corporation;*

2. *The acquisition, purchase, sale, lease, transfer, mortgage, pledge, or encumbrance of any real estate or of any substantial part of other assets of the corporation;*
3. *Any increment or additions to the capital debt or any renegotiation, modification, or change to the existing capital debt obligations of this corporation.*
4. *Any borrowing not indicated in the capital or operating budgets of the corporation;*
5. *Any contract of the corporation where the amount of funds to be expended or the obligation incurred is in excess of \$500,000.*

FUNCTIONS OF THE BOARD OF TRUSTEES

Articles of Incorporation

The management of the corporation shall be vested in a Board of Trustees elected by the Members. The number, term, and method of selection of Trustees shall be fixed by the Bylaws of the corporation, which Bylaws may be amended only by the Members.

The Trustees shall manage the affairs of the corporation and shall exercise all powers necessary to carry out the purposes of the corporation except for those powers reserved to the Members in the Bylaws of the corporation.

Bylaws

Except as otherwise provided in the Articles of Incorporation, these Bylaws, or applicable law, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Trustees.

The Trustees shall be elected by the Members at the annual meeting of the Members, except for the filling of vacancies.

The Board of Trustees shall cause an annual report to be sent to the Members no later than 120 days after the close of the fiscal year, which annual report shall present to the Members the progress made during the past year in satisfying the corporation's objectives and which shall present plans for the future and goals for the coming year.

Interpretation and Application

The Board of Trustees is the central agency in establishment of the governance system in several respects: (1) The effectiveness of the governance system is in large part dependent on the effectiveness of the planning, deliberative, and decision making processes of the Board itself. (2) The functions exercised by other individuals and groups in the university are dependent on

their being delegated to them by the Board of Trustees. (3) The Board is responsible for evaluating the functioning of the governance system and for taking such actions as may be necessary to assure the effectiveness of the system and to remedy any breakdowns which may occur in the system from time to time.

The Board of Trustees has the authority, working in close collaboration with the Members of the Corporation, to manage and control the affairs and activities of Viterbo University in accordance with the Articles of Incorporation of Viterbo University and with the applicable provisions of public and canon law. The Board is authorized to recruit, select, and appoint its own members, subject to approval and ratification by the Members of the corporation.

The Board may elect such officers and create such an organization from its own membership as may be deemed necessary and proper for the discharge of its functions. It may also adopt such bylaws (subject to approval by the Members) of the government and for the management of the business and affairs of Viterbo University.

The Board of Trustees is a legislative, not an executive body. Its primary responsibility is the determination of institutional policy. The Board should scrupulously leave the execution of policy in the hands of the President as the Chief Executive Officer of the Corporation and the Board.

The delegated functions of the Board of Trustees are limited only by the provisions of public and canon law and by the requirements of prudence. The Board is the authority under which institutional policy is determined and promulgated. The functions of the Board of Trustees are explicitly delegated to it by the corporation and include, but are not limited to, the following illustrative functions:

1. To safeguard the purposes for which the university was founded and the values by which it continues to be guided; to periodically review the mission and purposes of Viterbo University in the light of educational, economic, and societal change and to make recommendations to the Members of the Corporation for revision of the mission and educational philosophy of the university.
2. To assure the effective operation of educational programs and services so as to carry out the institutional mission; to review and approve proposals for major revision of academic programs and educational support programs in accordance with the university's mission and resources; to confer degrees in accordance with the recommendations of the faculty and the President.
3. To assure the effectiveness of comprehensive, systematic, and mission-based planning; to review, approve, and adopt plans for program development and financial

- development; to review and approve plans for capital and campus development, subject to ratification by the Members; to assure the effective and timely implementation of plans and to monitor the making of short-term plans and decisions in the light of comprehensive, long-term goals for institutional development.
4. To assure the effectiveness of institutional governance, policy formation, and decision making; to establish an appropriate delegation of responsibilities within the organization of the university; and to facilitate effective communications, consultation, and cooperative planning among the various sectors of the university community.
 5. To appoint the President as the chief executive officer of the Board of Trustees and of the University, subject to ratification by the Members of the corporation; to delegate his/her responsibilities, evaluate his/her performance, to provide for his/her leadership and welfare, and to set appropriate conditions of employment, renewal, or termination of the President.
 6. To review and approve policies and procedures bearing on faculty appointment, promotion, tenure, and dismissal; to approve general personnel policies, including policies concerning non-discrimination and due process in employment; to authorize the President to appoint the officers of the university, subject to ratification by the Board, and to appoint the members of the faculty.
 7. To approve the annual operating budget and set tuition and fees; to regularly monitor the university's financial condition and to establish long range plans, financial policies, and investment policies designed to assure the financial strength and stability of the institution.
 8. To assure the effectiveness of comprehensive planning for current and capital fund-raising; to authorize major campaigns for fund-raising and capital development; to participate actively in institutional fund-raising.
 9. To authorize the acceptance of major gifts and bequests in accordance with board policies and public law.
 10. To make recommendations to Members of the Corporation concerning the construction of new buildings and major renovation of existing buildings.

11. To make arrangements for the incurring of indebtedness and the securitization of loans, subject to the limitations stipulated in the Articles of Incorporation and in canon law.
12. To protect the academic community from arbitrary or improper pressure or interference adversely affecting the functions of scholarship, teaching, and learning; to assure the academic freedom of faculty and students.
13. To assure the accountability of the university to fundamental social values and to the aims of the supporting constituency; to facilitate effective communications between the university and its constituencies.
14. To assure due process and regularized appeal procedures in disputes involving faculty, employees, and students and to serve as the final court of appeals in accordance with Board policy.

STANDING COMMITTEES OF THE BOARD OF TRUSTEES

As provided in the Bylaws, Article IX, the Board of Trustees may appoint standing or special committees for any purpose. The Bylaws include general provisions on membership and brief charges to the Executive Committee and the Committee on Trustees.

The standing committees of the Board play an important role in the preparation of items brought to the Board agenda for its action. They also provide an opportunity for individual Trustees to develop special proficiency in dealing with a particular area of Board policy and planning and permit a beneficial division of labor in the conduct of the Board's business. The committees also afford an opportunity for the Board to receive direct communications from administrative officers, faculty, staff, and students concerning issues being presented to the Board.

The functions of the standing committees of the Board of Trustees include the following:

Executive Committee

1. Composition of Committee: The Executive Committee of the Board of Trustees is one of two permanent committees of the Board. Article IX, Section 2 of the Bylaws stipulates the composition and responsibilities of the committee. "The Executive Committee shall be elected by a majority of the Trustees in office and each member of the Committee shall be a Trustee of the corporation. The Executive Committee shall include the University President who shall attend Executive Committee meetings and participate in its deliberations with a vote."
2. University President who shall attend Executive Committee meetings and participate in its deliberations with a vote."

3. **Statement of Responsibilities:** “Between meetings of the Board of Trustees, the Executive Committee shall have and exercise the authority of the Board of Trustees in the management of the corporation, excepting as to matters concerning which the full Board of Trustees is required to act by law, by the Articles of Incorporation or by these Bylaws. The Executive Committee shall have and exercise such specific powers and perform such specific duties as prescribed by these Bylaws or as the Board of Trustees shall from time to time prescribe or direct. Its general duties shall include:
 - a. Ensuring that the board fulfills its responsibilities
 - b. Serving as a sounding board for the University President and administration
 - c. Serving as the Board’s mechanism for overseeing the institutional planning process and progress toward goals and objectives
 - d. Monitoring the University President’s performance, morale, health, and compensation
 - e. Acting on behalf of the full Board in emergencies
 - f. Serving as the court of final appeal on matters determined by the Chairperson of the Board of Trustee
 - g. Performing such other duties as may be assigned to it by the “Board of Trustees.”
4. **Meeting Frequency:** The committee shall meet as necessary to fulfill its mandate, but no fewer than three times per year.

Academic Affairs Committee

1. **Composition of Committee:** The Academic Affairs committee shall have a minimum of three elected trustees, appointed by the chair of the board. The Faculty Council Chair and one elected faculty member serve as ex-officio members. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
2. **Statement of Responsibilities:** The Academic Affairs Committee oversees all activities that support the academic mission of the University. The principal responsibilities and functions of the Academic Committee are as follows:

- a. To review educational programs from the perspective of the institutional mission and goals and to make recommendations to the Board of Trustees concerning development of the curriculum.
 - b. To review proposals for addition or elimination of major educational programs and to make recommendations to the Board of Trustees concerning such proposals.
 - c. To review budgetary and personnel policies including salary and compensation policies from the perspective of academic values and priorities and make recommendations to the Finance Committee and the Board of Trustees.
 - d. To ensure faculty welfare and academic freedom in reviewing faculty utilization plans, policies and procedures.
 - e. To review and approve faculty tenure policies and faculty tenure appointments.
 - f. To review reports concerning the effectiveness of educational programs and services and to make recommendations to the Board concerning improvement of educational program's quality and relevance, and long range development of educational programs to better serve the needs of students.
 - g. To review recommendations for faculty tenure.
 - h. To serve as an agency of direct communication between representatives of the faculty and the Board of Trustees.
 - i. To ensure accreditation compliance and actions are consistent with the strategic plans and goals of the institution.
 - j. Assuming additional responsibilities as may from time to time be assigned by the board's leadership.
3. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, but not fewer than three times per year.

Enrollment and Marketing Committee (Formerly Mission, Admission and Marketing)

1. **Composition of Committee:** The committee shall have a minimum of three elected trustees, appointed by the chair of the board, and ex-officio, the Chair of the Board and the President of the University serve as members of the committee.
2. **Statement of Responsibilities:**
 - a. Review and evaluate institutional policies, procedures, programs, and marketing materials pertaining to admission efforts.
 - b. Monitor enrollment at all levels; review pertinent data, plans for student recruitment and retention.
 - c. Review and evaluate policies and programs to ensure such programs are accessible to students.
 - d. Evaluate current and emerging marketing and communications initiatives for all areas of the university.
 - e. Monitor and receive periodic reports on retention information, which directly impacts overall enrollment.
 - f. Spotlight for further discussion and review, specific programs subject to additional focus.
 - g. Undertake other responsibilities as assigned.
3. **Meeting Frequency:** The committee shall meet as necessary to fulfill its mandate, but no fewer than 3 times per year.

Facilities Committee

1. **Composition of Committee:** The committee shall have a minimum of three elected trustees, appointed by the chair of the board. The preferred composition is to have at least one trustee representing each standing committee. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
2. **Statement of Responsibilities:** The primary responsibility of the committee is the stewardship of the institution's physical assets: land, buildings, and equipment. Its general duties shall include:
 - a. Ensure the adequacy and condition of capital assets
 - b. Develop and periodically review policies

- c. Advocate for new structures and approve project scope of new facilities.
 - d. Rehabilitate or remove older structures that affect the learning, living, and working environment
 - e. Monitor physical plant debt
 - f. Ensure adequate levels of funding for plant operations and maintenance
 - g. Advocate for university projects with the City of La Crosse and with community partners and neighborhood associations
 - h. Monitor and address building safety issues
 - i. Assume such additional responsibilities as may from time to time be assigned by the board's leadership.
3. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, but not fewer than two times per year.

Finance Committee

1. Composition of Committee: The committee shall have a minimum of three elected trustees, appointed by the Chair of the Board. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
2. Statement of Responsibilities: The primary responsibility of the committee is to review proposed policies and Board actions which have significant financial impact, to recommend appropriate action to the Board, and to monitor results. Its general duties shall include:
 - a. To evaluate the financial condition of the university, to prepare summaries of its findings in periodic reports to all members of the Board, and to make recommendations concerning long term operating goals.
 - b. To review proposed operating budgets, capital improvements budget, contractual awards, debt issuance, major fund-raising plans, and other major financial transactions as submitted to the Board by the President, and to make recommendations to the Board concerning such proposed budgets.

- c. To assess the policy implications of proposed annual current fund budgets and capital improvement budgets and to make reports to the Board highlighting these policy implications. Such reports shall be designed to assist members of the Board to identify the assumptions, goals, and priorities in income forecasting and expenditure allocation for purposes of evaluating such budgetary proposals.
 - d. To review and evaluate recommendations of other Board committees concerning the impact of proposed budgets and other major financial transactions on programs.
 - e. To review long-term investments and investment returns, compliance with the University's long-term investment policy, and provide recommendations regarding investment policy and management.
 - f. To review periodically current financial records to assure the flow of cash funds in accordance with Board policies and to recommend corrective action if financial operations should deviate from such policies. Ensure the adequacy and condition of capital assets.
 - g. Assume such additional responsibilities as may from time to time be assigned by the Board's leadership.
3. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, but not fewer than three times per year.

The Finance Committee may appoint the following subcommittees with their respective functions:

Audit Committee

1. Composition of Committee: The committee shall have a minimum of two elected trustees, appointed by the Chair of the Board. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
2. Statement of Responsibilities: The role of the Audit Committee is to assist the Finance Committee and Board in fulfilling its oversight responsibilities for the financial reporting process. Its general duties shall include:
 - a. To review candidates to serve as independent auditors and make recommendations concerning the appointment of the auditor

- b. To review compliance with the system of internal control over financial reporting
 - c. To prepare for and to review the results of the annual audit process, evaluate scope and methodologies of the audit, and report results to the Finance Committee
 - d. To review and recommend approval of IRS form 990
 - e. To review compliance with applicable laws and regulations
 - f. To monitor Board of Trustees' conflicts of interest policy, to assist individual Trustees in avoiding conflicts of interest, and to advise the Board whenever a conflict of interest appears to exist.
 - g. Assume such additional responsibilities as may from time to time be assigned by the Finance Committee or the Board's leadership.
3. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, with at least one meeting prior to the audit engagement and another at the conclusion of the audit engagement.

Compensation/Benefits Committee

- 1. Composition of Committee: The committee shall have a minimum of three elected trustees, appointed by the Chair of the Board. The preferred composition is to have at least one trustee representing each standing committee. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
- 2. Statement of Responsibilities: The role of the Compensation/Benefits Committee is to assist the Finance Committee and Board in determining compensation and benefits for senior administration, faculty, administration, and staff. The responsibilities of the Compensation Committee include:
 - a. To review and approve compensation methodologies, and ensure a structure that is competitive within the appropriate labor market, is aligned with the availability of University resources, and attracts and retains highly skilled and competent employees.
 - b. To review benefits' programs and the funding models for those benefits' programs.
 - c. To recommend salary and wage increases for inclusion into the annual operating budget to the Finance Committee.

- d. Assume such additional responsibilities as may from time to time be assigned by the Finance Committee or the Board's leadership.
3. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, with at least one meeting prior to Board adoption of the annual operating budget.

Institutional Advancement Committee

1. Composition of Committee: The committee shall have a minimum of three elected trustees, appointed by the chair of the board as well as resource representation (non-voting) from administrative assembly, alumni board, institutional advancement, and faculty council. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
2. Statement of Responsibilities: The Institutional Advancement Committee concerns itself with the programs, projects, and activities which affect raising public awareness and funds for the University. Its general duties shall include:
 - a. Ensuring the institutional advancement department is aligned with the mission of the University and planning priorities as approved by the board of trustees
 - b. Monitoring the institution's overall development program through goal setting, examination of trends, and ensuring adequate resources for advancement programs
 - c. Encouraging all trustees to participate in fund raising programs through individual giving goals, active engagement in trustee solicitations, and mobilizing effective participation by individual Trustees in identifying and soliciting prospective benefactors
 - d. Assume responsibility for monitoring alumni relations and alumni programs
 - e. Reviewing institutional and Board policies for fund-raising, gift solicitation, and acceptance of gifts and to make recommendations to the Board of Trustees concerning revisions of such policies
 - f. Recommending to the Board of Trustees concerning the appointment of fund-raising counsel and monitoring the performance and effective use of such counsel

- g. Assume such additional responsibilities as may from time to time be assigned by the Board's leadership
4. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, but not fewer than three times per year.

Student Affairs Committee

1. Composition of Committee: The committee shall have a minimum of three elected trustees, appointed by the chair of the board. The committee shall also include the Viterbo University Student Government President and a representative from each of these groups – staff, faculty and administration – selected by the respective assembly chairperson. The Chair of the Board and the President of the University serve as ex-officio members of the committee.
2. Statement of Responsibilities: The primary responsibilities of the committee are the welfare of the students and quality of student life. Therefore, in recommending policies, the committee will consider the effect these policies have on students' health, safety and satisfaction. The committee's general duties shall include:
 - a. Provide strategic policy and planning guidance for Student Affairs operations
 - b. Address the co-curricular and extra-curricular needs of the student body
 - c. Review reports on current student needs and desires
 - d. Promote the campus as a community
 - e. Focus on long-range concerns and forecasts relating to changing student needs
 - f. Align board policies with students' changing needs
 - g. Maintain communication between the students and the Board
 - h. Assume such additional responsibilities as may from time to time be assigned by the board's leadership.

3. Meeting Frequency: The committee shall meet as necessary to fulfill its responsibilities, but not fewer than two times per year.

Committee on Trustees

1. Composition of Committee: The Committee on Trustees of the Board of Trustees is one of two permanent committees of the Board. Article IX, Section 3 of the Bylaws stipulates the composition and responsibilities of the committee. “The Committee on Trustees shall consist of no less than three (3) Trustees appointed by the Chairperson of the Board of Trustees. In addition, a Member of the corporation designated by the Members shall also serve on the committee. ”
2. Statement of Responsibilities: “This committee shall have the responsibility of maintaining a roster of qualified religious and lay persons for recommendation to the Members of the corporation to serve as Trustees. In addition, the committee shall perform such other duties as may be prescribed by the Board of Trustees. Its general duties shall include:
 - a. Identifying and recruiting prospective Trustees and nominating Trustees for election by the Board of Trustees
 - b. Developing and administering an orientation program for new Trustees
 - c. Planning retreats and other occasions for Board social interaction
 - d. Providing for Board education, evaluation and self-evaluation as circumstances dictate
 - e. Nominating the slate of officers for the Board
 - f. Nominating Trustee Emeriti
 - g. Performing such other duties as may be assigned to it by the Board of Trustees”
3. Meeting Frequency: The committee shall meet as necessary to fulfill its mandate, but no fewer than three times per year.

The Board of Trustees invites campus constituent groups to elect non-voting representatives to standing Board committees as follows:

Academic Affairs

One faculty

Student Affairs

One administrator

One faculty

One student

One staff

Institutional Advancement

One administrator

One faculty

President of Alumni Board

2.3 ADMINISTRATIVE OFFICERS

PRESIDENT

The President is the President of the Corporation of Viterbo University and the Chief Executive Officer of the Board of Trustees and of the university. He/she is responsible for the general direction of all the affairs and activities of the university in accordance with the policies of the Board. The President is an ex-officio Trustee of the corporation with the power to vote and an ex-officio member of all standing committees of the Board of Trustees. The President provides leadership and support to the Board of Trustees in carrying out its functions and responsibilities, and is accountable for the effective implementation of Board decisions and the enforcement of Board policies.

The powers and responsibilities of the President are those explicitly delegated by the Board of Trustees and include, but are not limited to, the following illustrative functions:

1. To perform all acts and execute all documents necessary to make effective the actions of the Board of Trustees or to carry out its intentions and policies.
2. To coordinate the preparation of policies and plans presented for adoption/approval by the Board of Trustees and/or the Members of the Corporation, and to provide the Board of Trustees with the information it requires to meet its policy-making responsibilities.
3. To act for the Board in the execution of deeds and contracts in the name of the corporation and by authority of the Members and/or the Board of Trustees, and to affix the seal of Viterbo University to any such documents.
4. To facilitate collaboration and effective communication between the Members of the Corporation and the Board of Trustees.
5. To foster an academic and campus climate that is consistent with the mission, basic values and purposes of Viterbo University and conducive to the effective carrying out of the mission of the university.
6. To provide effective leadership and support to the faculty in carrying out their responsibilities in teaching and scholarship; to appoint members of the faculty by authority of the Board of Trustees; to serve ex-officio as head of the faculty and to preside over any meeting of the faculty when he/she deems it advisable; to approve

changes in educational policies and programs as adopted by the faculty, except in cases where the bylaws may require approval by the Board of Trustees.

7. To organize the administrative services of the university and to appoint administrative officers and other professional staff by authority of the Board of Trustees.
8. In the absence of special bylaw provisions to the contrary, to serve as the official medium of communication between the Board of Trustees and the administration, faculty, staff, and students of the university.
9. To coordinate the preparation of annual and long-range operating and capital budgets and to submit such budgets to the Board of Trustees for review and approval; to keep the Board of Trustees fully informed concerning the financial condition of the university and concerning trends affecting the university's financial strength and stability.
10. To provide for the effective conduct of systematic, long-range, information-based institutional planning and evaluation and to monitor the development of educational and support programs in accordance with the mission, educational philosophy, and central values of Viterbo University.
11. To prepare an annual report on the conditions, needs, and plans of the university and to distribute such report to the Members of the corporation and the Board of Trustees.
12. To assure the effectiveness of communications among internal university constituencies on matters of shared concern and to assure the effectiveness of communications between the university and its external constituencies; to represent the university and the Board of Trustees to the public.

OFFICERS OF THE UNIVERSITY

The officers of the university are appointed by the President, subject to ratification by the Board of Trustees. The officers are supervised in their exercise of their delegated functions by the President, who also determines the terms of their continued appointment or termination, subject to ratification by the Board of Trustees. These officers constitute the President's Cabinet, under the chairmanship of the President, with whom they work closely and supportively in carrying out and administering institutional policies and plans in accordance with the mission of the university and in preparing recommendations and materials for consideration by the Board of Trustees.

The officers of the university are:

- Vice President for Academic Affairs
- Chaplain
- Vice President for Enrollment Management

Vice President of Finance and Administration
Vice President for Institutional Advancement and University Relations
Vice President for Student Affairs

2.4 FACULTY

Gifted and professionally responsible faculty members are an important resource in any university. A major responsibility of the Board of Trustees is to provide for the quality, well-being, and academic independence of the faculty. The Board of Trustees delegates to the faculty certain functions and responsibilities which are exercised primarily through the Schools. The Board is prepared to protect and support these delegated functions and responsibilities. Members of the faculty are appointed by the President, acting on authority of the Board of Trustees. The contractual appointment of the faculty member carries with it certain implied assurances by the Board that it will maintain an educational environment that is conducive to the effective discharge of the faculty member's professional, scholarly, and educational responsibilities.

The delegated responsibilities of each faculty member, which are exercised primarily through the College, include, but are not limited to, the following illustrative functions:

1. To conduct comprehensive planning for the development and quality improvement of the courses and programs, to evaluate their effectiveness, and to make recommendations to the department chair and/or the Dean of the College.
2. To design and conduct courses of instruction for on-campus, off-campus, and on-line education in accordance with the mission of the College, Viterbo University and the policies of the Board of Trustees.
3. To recommend to the Faculty Assembly changes to academic policies and requirements in accordance with the mission of the College, Viterbo University, and the policies of the Board of Trustees.
4. To make recommendations to the Dean of the College concerning policies for the admission of students to major programs
5. To evaluate student academic progress and to recommend candidates for degrees.
6. To support Student Affairs programs and services and to make recommendations for improvements to the College Dean.
7. To contribute to the advancement of knowledge and learning through open inquiry and to foster respect for academic values in the experience of the campus community.

8. To contribute to the organization and implementation of programs and procedures within the respective School.

2.5 THE ASSEMBLIES

The University Plan of Governance is structured around four constituent assemblies:

- Faculty Assembly
- Administrative Assembly
- Staff Assembly
- Student Government Association

General Principles

The individual assemblies are autonomous in matters affecting their own functions. The respective assemblies are advisory to the Board of Trustees through the President on all matters touching institutional planning, policy formation, and resource allocation. The Board of Trustees has authorized the basic constituent groups of the university--the faculty, administrators, general staff, and students--to form their own respective organizations for carrying out their assigned functions. The independence of the respective constituent groups of the university in the area of their assigned responsibilities and jurisdictions is to be respected at all times.

Each assembly brings together persons of similar purpose and function and provides a forum and structure for discussing issues, sharing information, and developing policies. Each assembly will deal with the business that affects the assembly alone.

Each assembly may establish committees other than those defined in the University Plan of Governance to carry out its purposes and functions.

No person may belong to two assemblies unless membership is ex officio or specifically prescribed in the University Plan of Governance.

2.6 FACULTY GOVERNANCE

The following outlines a faculty governance structure that includes two bodies. A Faculty Council is a representative body of the faculty with members appointed by Schools, Departments or other constituents. The Faculty Assembly is composed of all full and part-time faculty members. The purpose, responsibilities and communication processes of each body are detailed below.

Faculty Council

Purpose

Council members represent their respective constituents in a process of shared governance. Governance includes but is not limited to decisions regarding academic policies, procedures, and practices within the University. The Council takes actions on behalf of the faculty to promote the welfare of the faculty and propose policies affecting the university as a whole.

Process

Members of the Viterbo University faculty or administration may introduce an issue or concern for action in the following manner:

1. An individual brings an issue/concern to the appropriate Committee for discussion and possible recommendations. A committee may refer a proposal on the issue to the Faculty Council for action.
2. Alternatively, an individual may bring a proposal to a council member to introduce for discussion at a Council meeting.
3. Each proposal is discussed, research is conducted and a decision is reached on each proposal through a majority vote of Faculty Council members.
4. Faculty Council has the prerogative to refer proposals for decision-making to the Faculty Assembly. This action is referred to as a Referendum.
5. The Faculty Assembly acts on proposals brought to that body by the Faculty Council as referendums

Responsibilities of the Faculty Council

The responsibilities of the Faculty Council include the following:

1. To meet at least four times a semester.
2. To make decisions concerning the academic policies, academic requirements and the general education program and other issues that impact faculty and the learning environment.
3. To consider issues and concerns affecting the faculty and the academic community and to make recommendations toward resolution of concerns to the Vice President for Academic Affairs and/or the President.

Membership and Terms

1. Faculty Council is comprised of 27 voting members:
 - a. Council Chair, elected by the Faculty Assembly
 - b. 24 members as listed in item #2 below .
 - c. 2 At-Large members chosen by the Faculty Assembly to serve as Vice Chair and Secretary of the Faculty Council
 - d. Vice President for Academic Affairs (non-voting member)
 - e. As new departments or graduate programs are added additional Council members may be appointed to represent the Department.
2. Members represent the following:
 - a. Undergraduate Departments: Art, Biology, Business (2), Education, Engineering/Chemistry/Math, English/World Languages, History/Philosophy, Music, Nursing (2), Nutrition and Dietetics, Psychology, Religious Studies, Social Work/Criminal Justice, Theatre and Music Theatre,
 - b. Graduate Departments: Business, Education, Mental Health Counseling, Nursing, and Servant Leadership,
 - c. Adult Learning representative
 - d. Two at-large adjunct members and one alternate adjunct member who serves on behalf of the regular members in their absence.

- i. Eligible adjunct faculty must be in good standing at Viterbo and shall have taught for a minimum of three credits per semester, for at least four semesters, with at least one of these semesters having occurred within the academic year prior to the election. The four semesters taught need not have been consecutive.
 - ii. Adjunct faculty who also serve in a staff or administrative position at Viterbo University, or a full-time position at another college or university are not eligible.
 - iii. An adjunct's Council membership will be terminated should their status on the above criteria change, making them ineligible, during their term.
3. Two or more Departments may share one representative if all Department members agree. The representative of these Departments has one vote on the Council.
4. Members are elected or appointed by their Department for two-year terms. Two additional At-Large members are nominated by members of the Faculty Assembly or oneself and are elected by the Faculty Assembly through established election procedures in the spring semester for membership in the following academic year. Adjunct members are nominated by the adjunct faculty or oneself and are elected by the adjunct faculty body through established election procedures in the fall semester for membership starting that term.
5. The two year terms are staggered to ensure continuity of Council work over time. The Faculty Council will determine how to stagger the terms of the Council.
6. Departments assure that they have representation at each meeting. If a member is unable to attend a meeting the department can appoint a proxy from their faculty. If both an adjunct member and their alternate are unable to attend a meeting, the member can appoint a proxy from among the adjunct or full-time faculty.

Officers of the Faculty Council

The officers of the Faculty Council are the Chair, Vice Chair and Secretary. Officer terms are two years and an officer may serve two consecutive terms. The Council Chair is granted reassigned time each semester. Officers set a meeting schedule at the beginning of each semester. Faculty Council meetings will occur prior to Faculty Forum meetings. Special meetings may be called at the discretion of the Council, President of the University or the Vice President for Academic Affairs.

Responsibilities of the Officers

1. Chair
 - a. To preside at all meetings of the Faculty Council.
 - b. To keep members informed of the proceedings of other governing bodies as they may concern the faculty
 - c. To represent the Faculty Council on the Dean's Council or other committees as may develop.
2. Vice Chair
 - a. To preside at meetings of the Faculty Council in the absence of the Chair.
 - b. To serve as parliamentarian at meetings of the Faculty Council/Faculty Forum.
 - c. To assume the office of Chair in the event of a vacancy.
 - d. To serve on the Nominations and Elections Committee.
3. Secretary
 - a. To record proceedings of the meetings of the Faculty Council.
 - b. To distribute agenda and minutes of meetings and to carry out other communications on behalf of the Council.
 - c. To be responsible for placing accurate records for the Faculty Council and its committees on file in the University archives.

Communication

In the spirit of a Franciscan Learning Community the work of a University presupposes the interdependence among the administration, faculty, staff and students. This relationship calls for effective communication among these groups and a full opportunity for joint planning and decision-making. Therefore, all Council meetings are open to all community members and faculty is invited to attend any or all Council meetings.

Faculty Council communication occurs by:

1. Council holds open meetings with a published agenda, meeting times and place posted at least one week in advance of meeting. Meeting minutes are posted on Moodle within one week of each meeting.
2. Committee Chairs are encouraged to attend Council meetings especially meetings with Council discussion or proposals with a potential impact on the committee.
3. Circulation of memoranda and reports by respective University committees, administration and faculty committees.

4. Joint ad hoc committees or task force for a specific activity or charge.
5. Standing liaison committees
6. Membership of faculty members on Administrative and staff committees and vice versa.
7. Proposals and reports presented to the Council are posted and available to the University community.

Decisions

1. Council members vote on action items after discussion with time prior to each meeting for community member questions, issues or concerns.
2. A quorum of 50% plus 1 will be used to determine whether a vote can be taken.
3. The Faculty Council reports decisions and activities to the Faculty Assembly on line postings and reports at Faculty Forum meetings.
4. The Faculty Council's decisions are forwarded to the appropriate University entity for action two weeks after the decision is made.
5. In turn, the respective university entity reports to the Faculty Council within one month the status of implementation of Council decisions and recommendations.

Reconsideration

After publication of a Council decision, the Faculty Assembly has the right to request reconsideration within two weeks with 20% of the members requesting reconsideration in a written proposal with signatures. At the next Council Meeting the decision will be reviewed, discussed with Faculty Assembly members in light of the reconsideration proposal and voted on a second time or referred to the Faculty Assembly for a vote. Within one week the reconsideration discussion and decision is made available to the Faculty Assembly via on line posting or direct communication.

Faculty Assembly

Purpose

The Faculty Assembly supports the decisions and recommendations of the Faculty Council made on their behalf in a process of shared governance. However, this body is also a venue for all

faculty members to voice their opinion or concerns regarding proposals, decisions or recommendations made by the Faculty Council or other members of the Viterbo community.

Responsibilities

1. Meet at least four times a year, September, November, February and April. These meetings shall be referred to as Faculty Forums.
 - a. Meeting dates are set at the beginning of each semester.
 - b. Agenda is set by Faculty Council based on input from the Council and Faculty Assembly members.
 - c. The meetings are overseen by the Faculty Council officers.
2. Makes decision regarding matters deemed for Referendum of Council actions.
 - a. Referendum are the consideration of issues that the Faculty Council determines the need for discussion or decision making by the Faculty Assembly.
3. Elects faculty representatives to committees.

Membership

1. Vice President for Academic Affairs
2. All full-time faculty
3. All part-time faculty who are at least half-time and have been such for at least one year.
4. All part-time faculty who have been full-time for five years immediately prior to being part-time.

Communication

Faculty Forum meetings are open to all members of the University community. Meetings are organized and conducted by the Officers of the Faculty Council. The officers develop an agenda which is posted in advance and minutes are published within two weeks after the meeting.

Nominations and Elections Committee

1. Functions
 - a. To gather names of nominees according to specific procedures.
 - b. To prepare a slate from recommended nominees and actively solicit acceptance.
 - c. To conduct necessary elections according to specific procedures.

- d. To conduct school deans to determine elected committee members from each school.
 - e. To report results of elections to the Vice President for Academic Affairs by April 30th for the subsequent year.
2. Members
 - a. Vice Chair of the Faculty Council.
 - b. Two members of the faculty appointed by the Faculty Council.
 3. The chairperson shall be elected by the committee.

Definitions

Faculty Assembly:

1. All full-time faculty
2. All part-time faculty who are at least half-time and have been such for at least one year.
3. All part-time faculty who have been full-time for five years immediately prior to being part-time.

Faculty Council:

Council members represent their respective constituents in a process of shared governance. Governance includes but is not limited to decisions regarding academic policies, procedures, and practices within the University. The Council takes actions on behalf of the faculty to promote the welfare of the faculty and propose policies affecting the university as a whole.

Faculty Forum:

Periodic meetings of all Faculty Assembly members.

2.7 ADMINISTRATIVE ASSEMBLY

The functions of the Administrative Assembly include the following:

1. To consider concerns and problems affecting administrative personnel and to make recommendations concerning such concerns to the President.
2. To foster the professional growth of administrative personnel.
3. To elect administrative representatives to committees and councils for consultation and cooperative planning.
4. To forward recommendations that affects only the Administrative Assembly to the President of the university.

Members of the Administrative Assembly

1. All full-time members of the administration, but not including members of the President's Cabinet.
2. All part-time members of the administration who are at least half-time.
3. All part-time members of the administration who have been full-time for five years immediately prior to being part-time.

Officers of the Administrative Assembly

The officers of the Administrative Assembly are the President, Vice President, and Secretary.

The functions of these officers are the following:

1. President
 - a. To call meetings of the Administrative Assembly at least four times a year. Special meetings shall be called if so requested by twenty percent of the members of the Administrative Assembly.
 - b. To preside at all meetings of the Administrative Assembly.
 - c. To keep members informed of the proceedings of other assemblies as they may concern the Administrative Assembly.
 - d. To call meetings of the Executive Committee of the Administrative Assembly.
2. Vice President
 - a. To preside at meetings of the Administrative Assembly in the absence of the President.
 - b. To serve as parliamentarian at meetings of the Administrative Assembly.
 - c. To assume the office of President in the event of a vacancy.
 - d. To serve on the Nominations and Elections Committee.

3. Secretary

- a. To record proceedings of the meetings of the Administrative Assembly and the Executive Committee.
- b. To distribute agenda and minutes of meetings and to carry out other communications to and on behalf of the Assembly.
- c. To be responsible for placing accurate records for the Administrative Assembly and its committees on file in the University archives.
- d. The Vice President will be elected each year to a two-year term, serving year one as Vice President and year two as President. The Secretary will be elected every two years to a two-year term.

Committees of the Administrative Assembly

Executive Committee

The three officers shall constitute the Executive Committee of the Administrative Assembly. The function of this committee shall be to prepare agenda and carry out organizational activities for the Administrative Assembly.

Administrative Concerns and Development Committee

1. Functions

- a. To plan and execute programs, workshops, and seminars for administrative development.
- b. To work in conjunction with human resources in developing compensation policies specifically related to members of the administration.
- c. To make a continuing study of existing policies and recommend new policies concerning the following:
 - Appointment and promotion.
 - Work load and salary.
 - Leaves of absence.
 - Evaluations to promote professional growth and development.
 - Reappointment and non-reappointment.
 - Support for administrative development activities.
 - Other conditions of employment.

2. Members - Five members of the administration, elected from the Administrative Assembly.
3. The chairperson shall be elected by the members of the committee.

Nominations and Elections Committee

1. Functions
 - a. To gather names of nominees according to specific procedures.
 - b. To prepare a slate from recommended nominees and actively solicit acceptance.
 - c. To conduct necessary elections according to specific procedures.
2. Members
 - a. Vice President of the Administrative Assembly.
 - b. Two members of the administration, elected from the Administrative Assembly.
3. The chairperson shall be elected by the committee.

2.8 STAFF ASSEMBLY

The functions of the Staff Assembly include the following:

1. To consider concerns and issues affecting staff and to make recommendations concerning such concerns to the Vice President of Finance and Administration.
2. To foster the professional growth of staff and to foster high morale among staff.
3. To elect staff representatives to committees and councils for consultation and cooperative planning.
4. To forward recommendations that affects only the Staff Assembly directly to the President of the university.

Members of the Staff Assembly

1. All full-time members of the general staff.
2. All part-time members of the general staff who are at least half-time.
3. All part-time members of the general staff who have been full-time for five years immediately prior to being part-time.

Officers of the Staff Assembly

The officers of the Staff Assembly are the President, Vice President, and Secretary. The functions of these officers are the following:

1. President
 - a. To call meetings of the Staff Assembly at least four times a year. Special meetings shall be called if so requested by twenty percent of the members of the Staff Assembly.
 - b. To preside at all meetings of the Staff Assembly.
 - c. To keep members informed of the proceedings of other assemblies as they may concern the Staff Assembly.
 - d. To call meetings of the Executive Committee of the Staff Assembly.
2. Vice President
 - a. To preside at meetings of the Staff Assembly in the absence of the President.
 - b. To serve as parliamentarian at meetings of the Staff Assembly.
 - c. To assume the office of President in the event of vacancy.
 - d. To serve on the Nominations and Elections Committee.

3. Secretary
 - a. To record proceedings of the meetings of the Staff Assembly and the Executive Committee.
 - b. distribute agenda and minutes of meetings and to carry out other communications to and on behalf of the Assembly.
 - c. To be responsible for placing accurate records for the Staff Assembly and its committees on file in the University archives.

The Vice President will be elected each year to a two-year term, serving year one as Vice President and year two as President. The Secretary will be elected every two years to a two-year term.

Committees of the Staff Assembly

Executive Committee

The three officers shall constitute the Executive Committee of the Staff Assembly. The function of this committee shall be to prepare agenda and carry out organizational activities for the Staff Assembly.

Staff Concerns and Development Committee

1. Functions
 - a. To plan and execute programs, workshops, and seminars for staff development.
 - b. To work in conjunction with human resources in developing compensation policies specifically related to the general staff.
 - c. To make a continuing study of existing policies as outlined in the Employee Handbook and recommend new policies when deemed appropriate.
2. Members
 - a. One member from each of the following areas of service: clerical/secretarial, custodial, and maintenance, elected from the Staff Assembly.
 - b. Two additional staff members, elected from the Staff Assembly
3. The chairperson shall be elected by the committee.

Nominations and Elections Committee

1. Functions

- a. To gather names of nominees according to specific procedures.
 - b. To prepare a slate from recommended nominees and actively solicit acceptance.
 - c. To conduct necessary elections according to specific procedures.
 - d. To provide a list of recommended representatives by the last meeting of the academic year for any appointed committees whose membership is not already designated.
2. Members
 - a. Vice President of the Staff Assembly
 - b. Two members of the staff, elected from the Staff Assembly.
3. The chairperson shall be elected by the committee.

2.9 STUDENT GOVERNMENT ASSOCIATION

The functions of the Student Government Association include the following:

1. To carry out the functions and responsibilities of the Student Government Association.
2. To consider concerns and problems affecting students and to make recommendations concerning such concerns to an appointed University Officer and/or the President.
3. To elect student representatives to committees and councils for consultation and cooperative planning.

Members of the Student Government Association

1. Eight returning students elected at large.
2. Three freshmen (elected in the fall).
3. Two sophomore, two junior, and two senior class representatives.
4. Commuter student representative(s).
5. Non-traditional student representative.
6. One Administrative Advisor, non-voting.

Officers of the Student Government Association

1. The officers of the Student Government Association shall be a President, Vice President and Secretary.
2. The officers shall be elected from the student members of the Student Government Association at the first meeting of the academic year.

2.10 UNIVERSITY FORUM

The functions of the University Forum include the following:

1. To receive and discuss periodic reports concerning issues and trends affecting the total university community and to make suggestions to the President concerning such issues and trends.
2. To improve direct communications between the President and the university community and to provide an opportunity for mutual sharing of opinions and viewpoints on matters of general interest to the community.

All university employees are members of the University Forum. Meetings of the Forum are convened by the President. Student representatives may also be invited to attend.

2.11 CONSULTATIVE COMMITTEES AND COUNCILS

The governance system of Viterbo University requires a functional structure and procedure for mobilizing effective communication, consultation, and cooperative planning in policy formation and decision-making. The traditions and values of the university and the history of American higher education create the need for a distinctive approach to institutional governance that is guided by the following principles:

1. The governance system should provide for a consultative structure and procedure which will bring the best professional experience and judgment of the institution to bear in the formation of decisions, policies, and plans.
2. Individuals and groups should have an opportunity to participate, either directly or through representatives, in the formation of policies and decisions affecting their work and interest.
3. There should be an effective network of communications which will provide individuals and groups throughout the university with reliable and timely information sufficient to enable them to understand the rational basis of policy enactments and to intelligently interpret and apply established policy.
4. The processes of policy formation and decision making should be guided by recognition of the worth of persons as the ultimate test for judging the value of institutions and by respect for the competence, integrity, and goodwill of individuals and groups who make up the academic community.

A functional structure of committees and councils is the indispensable means for implementing such principles in the university's governance system. The committee structure must be sufficiently comprehensive to meet the requirements of communications, consultation, and cooperative planning at all levels of the organization. At the same time the structure must avoid redundancy and inefficiency in the use of human resources and time so that morale and participation can be kept high.

The consultative organization and procedures for institutional planning and policy formation operate by delegation from the Board of Trustees. The system of consultative committees, councils, and assemblies created for participation in the processes of policy formation and decision making are advisory to the Board of Trustees through the President in his/her role as the Chief Executive Officer of the Board and of the university. The President is accountable for the effective functioning of this system and for assuring the availability of information and staff support sufficient to enable the respective committees, councils, and assemblies to carry out their delegated responsibilities.

The individual assemblies have their own committee structures as required for carrying out their cooperative planning. In addition, there is a need for a structure of representative university-wide

committees for communication, consultation, and cooperative planning. These groups, operating with appropriate administrative support and coordination, are advisory to the Board of Trustees through the President.

General Information on Committees

1. Appointments and election of faculty, administration, and staff to committees are generally for two year terms, with reappointment possible. If for some reason a term is not completed, an appointment may be made or an election conducted to complete the remainder of a term.
2. After the spring semester a committee preference sheet will be distributed to staff, faculty, and administration whose terms on committees have expired. On this preference sheet the rank order of preference for standing committees will be indicated. The preference sheets shall be used as a guide in making appointments or nominations to committees.
3. Appointments and elections are normally made prior to the beginning of the fall semester by the President of the university, the Vice President for Academic Affairs, or the assemblies. Unless otherwise specified, ad hoc committees are also appointed or elected in the same manner.
4. All members of committees, including the chairperson, are voting members unless otherwise stated.
5. New staff, faculty, and administration generally are not asked to serve on standing committees during their first year. Exceptions to this rule may be made for experienced faculty and administration.
6. Serving on university committees is a responsibility of all professional personnel. To share this responsibility and duty broadly, faculty and administration do not normally serve on more than two standing committees.
7. Committees shall meet a minimum of twice a semester. At the first meeting of the academic year the functions of the committee shall be reviewed and the chairperson shall be elected unless selection of the chairperson is otherwise designated.
8. In addition to committees listed in the University Plan of Governance, special or ad hoc committees may be established by any one of the assemblies, the President, or the Vice President for Academic Affairs.
9. In general, all committee meetings shall be open to members of any assembly, with the exception of the President's Cabinet and the Promotion and Tenure Committee.
10. Agenda for all open meetings shall be posted in advance. In addition, time and place of meetings should be given in the university bulletin.

11. Committees are responsible for keeping minutes of their meetings. These shall be distributed as appropriate to the President of the university, the Vice President for Academic Affairs, the president of the respective assembly, the library, the registrar, or the members of the respective committee.
12. Committees generally assume their responsibilities at the beginning of the academic year.
13. The President of the university is an ex officio member of all committees. He is a non-voting member unless specifically designated as a committee member.

Elections

Guidelines for Elections

The following guidelines shall apply to all elections carried out in the University Plan of Governance:

1. All elections shall take place during the spring semester, with the exception of the election for faculty assembly members of the Board of Review, Representatives to the Board of Trustees and Finance Committee, which shall take place at the beginning of the academic year.
2. The order for elections for the faculty, administrative, and staff assemblies begins with the president/chair of the assembly. The elections for the vice president/chair and secretary of the assembly may be conducted simultaneously. Nominations for all committee members may be sought simultaneously, but the election of the committees shall be done in succession.

Procedures for student elections are defined by the students and published in the Student Government Association Manual.

3. Unless specified otherwise, the faculty eligible to vote in an election are the members of the Faculty Assembly, the staff eligible to vote in an election are members of the Staff Assembly, and the administrators eligible to vote in an election are members of the Administrative Assembly.
4. All elections shall be conducted outside of formal meetings by written or electronic ballots distributed to the eligible voters.
5. Elected persons generally take office with the commencement of the academic year following the election. Faculty members of the Board of Review, Representatives to the Board of Trustees and Finance Committee shall take office immediately upon election.
6. Should a vacancy arise during the term of office of any elected person, the candidate who received the next highest number of votes in the last election shall be considered elected

to complete the remainder of the term, unless other procedures for filling the vacancy are specified.

7. Elected or appointed membership from the faculty, administrative and staff assembly shall be limited to two successive terms. A break of one year will occur before an individual serves on the same committee again.

General Procedures for Elections

The following procedures shall apply to all elections carried out in the total University Plan of Governance, unless otherwise specified:

Prior to each election the appropriate Nominations and Elections Committee shall make available to the eligible voters a list of all persons eligible for the designated office or committee and request nominations. Persons eligible for office or committee are:

1. All full-time employees and permanent half-time employees (with supervisor's approval).
2. A member of the assembly, which they will represent.
3. Employed for at least one year when the duties of the office are assumed.

Each eligible voter may submit in writing to the Nominations and Elections Committee the names of twice the number of persons there are to be elected.

Using the nominations submitted, the Nominations and Elections Committee shall then actively solicit persons to accept nominations. The committee shall then prepare a slate of candidates which includes the names of at least three persons with the highest numbers of nominations who are willing to serve. The entire slate shall be representative of the constituency and generally consists of those candidates most frequently nominated.

The minimum number of candidates to be on the slate shall be twice the number to be elected plus one (possibly more in the event of a tie in the nominations). Officers of the Assembly/Council along with the Nominations and Election Committee can approve a lower minimum number of candidates in the event of a low quantity of nominations.

A ballot shall then be prepared and distributed. Each elector may vote for as many persons as remain to be elected on this and any subsequent ballots. Those persons receiving the highest number of votes shall be considered elected. In the event of a tie, the winner will be determined by the use of a ranked preference ballot in the first election or a second ballot may be prepared to determine the winner. In a second ballot each elector may then vote for as many persons as remain to be elected. Those persons receiving the highest number of votes shall be considered elected. If a second ballot fails to yield a winner the election may be decided by lot.

Nominations committee may employ a ranked ballot system to determine the outcome of elections. In elections where a ranked ballot is used electors will be able to rank more candidates

than are to be elected. The counting method may be determined by the Nominations and Elections Committee in consultation with the Officers of the Assembly/Council.

A full listing of all University committees can be found on the Viterbo website - <http://www.viterbo.edu/human-resources/committee-listing>. One may obtain additional information about the charge or purpose of a particular committee by contacting the Committee Chair or the Cabinet Member with oversight for the committee.

SECTION 3: NON- DISCRIMINATION POLICIES

3.1 AFFIRMATIVE ACTION STATEMENT

Viterbo University is an Affirmative Action/Equal Opportunity Employer and is in compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator and Affirmative Action Officer is the Vice President of Finance and Administration. In light of the university's close historical ties with the Franciscan Sisters of Perpetual Adoration, and the continuing sponsorship by FSPA, Viterbo prefers to fill administrative, faculty and staff vacancies with fully qualified FSPA's when openings occur. Any grievances related to a policy of nondiscrimination should be directed to the Vice President of Finance and Administration.

General Policy

Viterbo University reaffirms its commitment to a policy of affirmative action and equal employment opportunity. The University is committed to taking all reasonable steps to achieve a balanced workforce representing the labor market from which job applicants are recruited. There shall be no discrimination against any student and/or employee, or applicant for admission or employment, because of age, race, religion, color, handicap, gender, physical condition, developmental disability, sexual orientation, national origin, marital status, arrest and conviction record, military reserve duty, and use or non-use of lawful products. This Catholic University agrees, within its system of faith tradition, to take affirmative action to ensure equal employment opportunities. Viterbo University has close historical ties with the Franciscan Sisters of Perpetual Adoration (FSPA), and continues to be sponsored by the FSPAs. Viterbo University prefers to fill administrative, faculty, and staff vacancies with fully qualified FSPAs when openings occur. This policy is more specifically applied relative to the positions of President, Vice President for Academic Affairs, and Vice President for Student Affairs. Viterbo University is committed to providing an educational and work environment free from discrimination and harassment, and to periodically examining all employment practices and procedures, and taking corrective action if such discrimination is discovered. This policy pertains to all persons within the Viterbo University community. The University will seek to match the needs of the University with the most appropriate individual. Any grievances related to a policy of non-discrimination should be directed to the Vice President of Finance and Administration.

Viterbo University is an affirmative action/equal opportunity employer functioning under the aforementioned Affirmative Action Statement. As such, the University bases its employment decisions on bona fide job-related criteria, and ensures that all personnel decisions and actions, responsibilities, and benefits fully comply with the non-discrimination and affirmative action requirements of equal opportunity. These decisions, actions, responsibilities and benefits include, but are not limited to, recruitment, hiring and job assignments. In addition, the University ensures that all educational and auxiliary programs, facilities, and services are accessible to all students on a non-discriminatory basis, and are staffed, developed, and promoted in full compliance with the University's policies.

Viterbo University's policies require the campus, including each department, to implement all affirmative action and equal opportunity policies. Copies of the Affirmative Action Statement are located in campus offices, including the Director of Human Resources Office, the Business Office, and the Library. The Affirmative Action Statement is also posted on the University's Job Announcement Board. National, regional, and local recruiting sources are informed of the University's affirmative action/equal opportunity policy on each position announcement for faculty and academic staff positions. All prospective employees are made aware of the University's policies during the posting and application process.

The President is ultimately responsible for implementation of the affirmative action/equal opportunity policy. He has delegated primary advisory, monitoring, and evaluating responsibilities to the Vice President of Finance and Administration, who is the University's Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer. The Vice President of Finance and Administration reports directly and regularly to the President as a fully integrated member of the President's Cabinet. The Vice President of Finance and Administration, with the cooperation and support of the Director of Human Resources, monitors and evaluates the performance of the plan on an on-going basis. The AA/EEO Officer develops policy recommendations and provides consultative services. Fundamentally, however, all hiring and programming personnel and each University employee has responsibility for the implementation of affirmative action and the guarantee of equal opportunity at the University. They shall provide leadership in implementing affirmative action goals and initiatives. Violations and/or allegations of violations of these policies are directed to the AA/EEO Officer for investigation and corrective action if necessary.

Viterbo University monitors all placements and referral of staff through its hiring processes. All faculty hires, promotions, and terminations are reviewed at the departmental level by the Chairperson, Deans, Vice President for Academic Affairs, and appropriate search and screening committees. The Vice President for Academic Affairs, Vice President of Finance and Administration, and Director of Human Resources ensure compliance with policies via written guidelines provided to departments which are involved in hiring faculty. Terminations are also monitored by the Vice President of Finance Administration and/or Director of Human Resources. The Director of Human Resources is involved in all non-faculty employment decisions during the application selection and interview process, and during the exit interview phase.

Viterbo University shall comply with state regulations and federal laws relating to equal opportunities and affirmative action. The University shall continue to work cooperatively with

government and community organizations to ensure equal opportunity and advancement opportunities.

Process for President, Vice President for Academic Affairs, and Vice President for Student Affairs Search

FSPA Search

The Chairperson of the Board of Trustees (in the case of a presidential vacancy) or the President of the University (in the case of a vacancy of the Vice President for Academic Affairs or the Vice President for Student Affairs), shall notify the Corporate Members of the University to allow them time to seek applicants from the Franciscan Sisters of Perpetual Adoration. FSPA applicants who are willing and qualified shall submit letters of application and resumes to the Search Committee.

The recommendation of the Search Committee is acted upon by the Board of Trustees or the President of the University, as appropriate, in consultation with the Corporate Members. If the FSPA search does not result in an appointment, a national search shall be initiated.

National Search

From the applications received, the Presidential Search Committee will make recommendations to the Board of Trustees who will make the final decision and appointment.

The above policy was passed at the Board of Trustees meeting on September 9, 1991.

3.2 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY DISCRIMINATION

Complaint Procedure

Viterbo University is committed to resolving complaints of illegal discrimination at the earliest and most informal level, conducting internal investigations in a timely and effective manner, adhering to the principles of due process, and providing prompt corrective action if discrimination is found to have occurred. No individual shall be penalized or retaliated against in any fashion by any member of Viterbo University for participating in this complaint procedure.

Purpose/Jurisdiction

This procedure is limited to complaints which allege discrimination on the basis of age, race, religion, ethnic background, handicap, gender (excluding sexual harassment, for which the complaint policy is indicated in another portion of the Personnel Policies, Administrative Procedures, and Regulations Handbook), physical condition, developmental disability, sexual orientation, national origin, marital status, arrest and conviction record, military reserve duty, and use or non-use of lawful products. Aggrieved parties will be referred to as complainants, and persons alleged to have engaged in illegal discrimination will be referred to as respondents. Each employee has responsibility for the guarantee of equal opportunity in the employment and academic environment of the University. Complainants are to bring any concerns regarding discrimination to the AA/EEO Officer for investigation and corrective action as necessary. To facilitate investigation, complaints should be brought forward as soon as possible after the alleged act of discrimination. Individuals also have the right to file complaints of discrimination with the appropriate state or federal agency or a suit in a court with jurisdiction.

Responsibility for Implementation

The President has ultimate responsibility for assuring compliance with nondiscrimination laws and regulations. He has delegated primary responsibility to the Vice President of Finance and Administration, who has been designated as Viterbo University's AA/EEO Officer. The AA/EEO Officer receives complaints and requests for clarification on what constitutes illegal discrimination. The Director of Human Resources may also receive complaints, or requests for clarification on what constitutes illegal discrimination. The Vice President for Student Affairs has responsibility for administration of the student conduct system, and for determination of any disciplinary actions against students which might arise from a complaint of student misconduct.

Procedure

Confidentiality is essential in matters involving allegations of illegal activity. Complainants, respondents, and participants in these processes are obligated to treat all information as confidential, and to disclose information about any case only when it is absolutely essential to making determinations involved in this procedure. Violations of confidentiality may be the basis for claims of unprofessional conduct, student conduct code violations, or charges of slander.

1. Informal Resolution

- a. Complainants are urged to discuss with the respondent, or bring to the attention of the respondent any inappropriate behavior in order to make the respondent aware of the matter and to allow for self-correction.
- b. Complainants should also report the matter to the AA/EEO Officer, who is responsible for taking corrective action. The AA/EEO Officer will meet with the complainant and the respondent to determine whether self-correction has occurred to the satisfaction of the complainant and respondent. The matter may be concluded by mutual consent at this point. The AA/EEO Officer will maintain documentation of the matter.

2. Written Complaints

- a. A complainant who is not satisfied with the outcome of the informal resolution process, or believes that self-correction is not a possible solution, may file a written complaint with the AA/EEO Officer. The written complaint will include a description of the alleged discrimination, including times, dates, locations, party(ies) involved, witnesses, etc.
- b. The AA/EEO Officer will determine whether the facts alleged in the complaint fall within the purview of these procedures. If not, the complainant shall be notified in writing. No appeal of this determination may be made internally. A complainant who believes that action is warranted, even though the AA/EEO Officer has found otherwise, may make a complaint externally to an agency such as the Equal Employment Opportunity Commission.
- c. If the AA/EEO Officer determines that the complaint falls within the purview of these procedures, the AA/EEO Officer shall:
 - Provide a copy of the complaint to the respondent.
 - Consult with the complainant and the respondent, either of whom may identify other persons having personal knowledge of the alleged incident and all of whom will be advised of the necessity of confidentiality.
- d. The respondent is encouraged to provide a written response to the claim; however, refusal to answer a charge or participate in an investigation will not prevent the

process from proceeding. Refusal to respond may result in the investigation proceeding solely on the basis of the complainant's testimony and evidence.

e. The AA/EEO Officer will:

- 1) Conduct an investigation, which may include interviews with those identified by the parties having personal knowledge of the alleged incidents and others identified in the investigation whose testimony may clarify the complaint.
- 2) Review written responses as appropriate.
- 3) Prepare a written investigative report and findings which detail the investigation process, lists the persons interviewed or consulted, and summarizes the information obtained.
- 4) Utilize the services of the Director of Human Resources as necessary.
- 5) Provide a copy of the investigative report and findings to the complainant and respondent.
- 6) Allow the complainant and respondent to file written rebuttal statements to the AA/EEO Officer. The AA/EEO Officer may choose to conduct additional investigation upon receipt of a rebuttal statement.
- 7) Determine the appropriate actions to take.

3. Investigative Record

The AA/EEO Officer will maintain the investigative records for complaints filed pursuant to these procedures.

4. Disciplinary Action

Disciplinary actions to be considered can vary in type, intensity, and duration, depending upon the specifics of each case. All discipline, with the exception of termination or dismissal, may include mandatory training sessions. Dismissal procedures will conform to those indicated in the Personnel Policies, Administrative Procedures, and Regulations Handbook.

5. Filing a False Complaint or Retaliating Against Participants in the Process

Filing a false complaint is considered to be serious misconduct, which is subject to disciplinary action. A finding that discrimination did not occur will not in itself be the basis for a charge of false complaint. Similarly, retaliating against participants in these proceedings is serious misconduct, which is subject to disciplinary action. The procedure described in this document will be available to anyone who wishes to allege that a false complaint has been filed or that retaliation has taken place.

3.3 PLAN FOR DIVERSITY

Viterbo University recognizes that a diverse student body and a diverse faculty is an asset to the learning environment. The University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally diverse faculty, staff and student body.

Viterbo defines diversity as differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, age and geographical area. It is the goal of Viterbo University to reflect the diversity of the community in which it is located.

Recruitment and Hiring

The University encourages all qualified individuals to submit an application for any open position. All faculty and staff/administrators involved in these processes will have received appropriate training in recruitment and selection and will be aware of relevant employment legislation. Viterbo University strives to appoint hiring committees with as diverse membership as possible.

Faculty Recruitment and Hiring

Except when prohibited by time, every full-time faculty opening at Viterbo University will be advertised in the most appropriate forum for that discipline and the position available with a special invitation to diverse applicants to apply. Viterbo University will publish faculty openings in media and media locations likely to reach diverse applicants. The Vice President for Academic Affairs will insure that positions are appropriately advertised and will send affirmative action forms and a recruitment monitoring form to all applicants. Information gathered on the recruitment monitoring form will not be used in the selection process and will only be used for monitoring purposes by the Director of Human Resources.

Staff/Administration Recruitment and Hiring

All appropriately qualified applicants will be given equal consideration during the recruitment process and will not be discriminated against on any grounds. Viterbo University will publish position openings in media and media locations likely to reach diverse applicants. The Director of Human Resources will insure that positions are appropriately advertised and will send affirmative action forms and a recruitment monitoring form to all applicants. Information gathered on the recruitment monitoring form will not be used in the selection process and will only be used for monitoring purposes by the Director of Human Resources.

Student Recruitment and Admission

The Viterbo University Office of Admission will actively recruit for diversity. Viterbo will actively recruit qualified student in its recruitment region based on students who have taken the ACT. In addition to the mail and teleconferencing program, Viterbo University will send admission representatives to visit high schools with minority populations.

Viterbo University will also make an effort to recruit international students. The recruitment of international students will be facilitated through the International Admissions. The University will take opportunities to create appropriate agreements with college/universities in other countries to establish exchange programs or to provide opportunities to complete baccalaureate and master degrees.

Retention

University policies and procedures concerning faculty, employees and students are structured to encourage sensitivity to diversity. Viterbo University creates a campus climate that respects the diversity of faculty, staff/administrators, and students to enable individuals to achieve their full potential, significantly contribute their time and talents and derive maximum benefit and enjoyment from being associated with the University.

The University takes into account the needs of the individual members of its community and will not discriminate on any grounds in providing educational opportunities that assist faculty, staff/administrators, and students in implementing the University's diversity policies.

Support

The University is committed to creating and maintaining educational curricula in each of its schools that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the world society. This commitment is congruent with the University's stated mission to prepare and educate ethical leaders and faithful citizens who can function effectively in an evolving, pluralistic and increasing diverse society.

The University further seeks to ensure that student support services, academic support services and co-curricular programs are sufficiently varied to meet the needs of a diverse student body and community. Alumni activities and community networks will also be utilized to promote the goals of diversity.

3.4 FSPA HIRING POLICY

General Policy

The Franciscan Sisters of Perpetual Adoration, the founders of Viterbo University, continue their Franciscan mission in higher education through their sponsorship of the University. They maintain this role in partnership with lay men and women who are convinced of, identify with, and support this mission.

Because of the University's close historical ties with its sponsors, Viterbo University prefers to fill administrative, faculty and staff vacancies with fully qualified FSPA's.

Specific Policies

Because of Viterbo University's close historical ties with its founders, the Franciscan Sisters of Perpetual Adoration, the University makes a special effort to assure that the President and the senior administrators for academic affairs, student affairs and campus ministry are filled by Franciscan Sisters of Perpetual Adoration who possess the required academic and personal qualifications. When a vacancy occurs for these positions, the President of the University shall notify the Corporate Members (Viterbo University, Inc.) to allow them time to seek applicants from the FSPA membership.

In the case of a vacancy in the position of President of the University, the Chairperson of the Board of Trustees shall appoint a Search Committee to conduct a search for a new President. In the case of a vacancy in the senior administrators' positions for academic affairs, student affairs and campus ministry, the President of the University shall appoint a Search Committee to conduct the respective search.

Approved December 4, 1989; Revised July 11, 2008

3.5 COMPENSATION PHILOSOPHY

The purpose of this document is to frame the compensation philosophy of the Board of Trustees that guides compensation policies and their administration at Viterbo University.

Viterbo University, as a Franciscan entity, values its employees. It also values highly the relationships between students and its faculty, administration, and staff. The recruitment and retention of quality personnel are essential to mission fulfillment. Accordingly, employee compensation decisions must be mission effective and reflective of the University's values and vision for the future.

Mission

The Viterbo University community prepares students for faithful service and ethical leadership.

Core Values

In keeping with the tradition of our Franciscan founders, we hold the following core values:

- **Contemplation**, reflecting upon the presence of God in our lives and work
- **Hospitality**, welcoming everyone we encounter as an honored guest
- **Integrity**, striving for honesty in everything we say and do
- **Stewardship**, practicing responsible use of all resources in our trust
- **Service**, working for the common good in the spirit of humility and joy

MUTUAL EXPECTATIONS

Catholic social teaching has constantly upheld the rights and needs of both workers and organizations. The principles of the church's teachings on work respect the individual worker while acknowledging the importance of the organization in meeting its goals.

In the encyclical *On Human Work*, Pope John Paul II notes that work is an essential part of everyone's life and necessary for complete human fulfillment. Indeed, the value and dignity of the human person is reflected in one's work. Therefore, the university will strive to recognize and reward, through monetary and non-monetary means, outstanding achievement, loyal service, competence, performance and accumulated experiences that significantly and positively advance the mission of the University.

Expectations of the Employee: Employees expect the university to treat them with respect and dignity, to value them as individuals, and to value and to reward their efforts and results. They expect the university to provide training, development, and support in fulfilling their work responsibilities. They expect to work in an environment that is safe, and free from hostility, discrimination, and harassment. They expect fair pay and benefits, and the right to privacy with respect to personnel matters.

Expectations of the Employer: The university expects employees to respect, to support, and to advance its mission. It expects employees to abide by rules, to follow policies and procedures, to treat others with courtesy and civility, and to respect and support an environment that enhances learning and development. It expects employees to return a fair day's work for fair pay.

COMPENSATION

Compensation consists of salary/wages paid for service and the benefits accrued by virtue of employment. Thus, total compensation includes salary/wages plus benefits such as health insurance, dental insurance, retirement program, tuition remission for employees and eligible dependents, long-term disability and life insurance.

The Board of Trustees supports a compensation system that reflects the values of the university and is aligned with the availability of university resources. One that:

- A. Allocates compensation in a consistent yet flexible manner.
- B. Encourages and rewards excellent performance.
- C. Supports the attraction and retention of highly qualified employees.
- D. Is internally fair.
- E. Is competitive within the appropriate labor market.

The Board of Trustees charges the administration of the university to administer a compensation system consistent with this philosophy statement. The statement neither defines nor constitutes a contractual employment relationship between employees and the university. The university's **PERSONNEL POLICIES, ADMINISTRATIVE PROCEDURES, AND REGULATIONS** contain the elements, policies and procedures that define the employment relationship.

Effective May 16, 2016

SECTION 4: POLICIES GOVERNING FACULTY

4.1 FACULTY QUALIFICATIONS

Instructors possess an academic degree relevant to the discipline or subfield in which they teach and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. Instructors approved to teach will be evaluated and approved to teach by credentials or by professional experience in field (professionally qualified).

For undergraduate programs:

It is the expectation that the majority of faculty, particularly for transfer/core curriculum courses will be academically qualified by credentials.

Academically qualified (by credentials – either category 1 or 2):

1. The expectation is that individuals who teach at the undergraduate level will typically hold a master's or higher in the discipline or subfield in which they teach.
2. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, the faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Professionally qualified (by tested professional experience must meet one of the categories 1, 2 or 3):

1. If the individual holds a master's degree in a related field, but without 18 credits directly in the subfield they are teaching, the expectation is that the individual will have:
 - a. Professional recognition or achievement appropriate for the master's level as defined and reviewed by the program AND
 - b. At least two years of professional experience in field and demonstrated currency in field within the last five years at the time of appointment (work experience, presentations, publications, licensure, etc.).
2. If the individual holds a master's degree in an unrelated field, and without the 18 credits directly in the subfield they are teaching, the expectation is that the individual will have:
 - a. Professional recognition or achievement appropriate for the master's level as defined and reviewed by the program AND
 - b. At least five years of professional experience in field with demonstrated currency in the field at the time of appointment (work experience, publications, licensure, presentations, or equivalent within the last five years).
3. In rare cases, an individual may be appointed to teach undergraduate courses without a master's degree for non-general education/transfer courses. This type of appointment would be unusual, and only when the individual brings considerable experience

professionally to the instructional setting. The professional experience would be reviewed by the department, the dean and the Vice President for Academic Affairs in these situations through an exception request. Other cases when individuals with a bachelor's degree may be considered for instructional positions include clinicals, labs or similar experiences where an academically or professionally qualified instructor is assigned the role of course design, review, and evaluation throughout the course. However, the preference should be given to individuals meeting the academic or professional criteria.

For graduate programs:

In addition to meeting the degree and credit qualifications, it is expected that faculty teaching in graduate programs should have a record of research and scholarship appropriate for the graduate program. The expectation is that individuals who teach at the graduate level will typically hold a degree one level above that of the courses being taught or developed.

For doctoral programs, the expectations are that the individuals will possess a terminal degree in field. If the terminal degree is in a related field, at least five years of experience in field and evidence of scholarship appropriate for the discipline of appointment is required.

Qualification to teach at the masters level (either by credentials or professionally qualified)

1. Academically qualified (by credentials – a through c must all must be met):
 - a. Degree:
 - The instructor holds a doctoral degree in the subfield or discipline in which they teach OR
 - The instructor holds a doctoral degree in a discipline or subfield other than that in which he or she is teaching, the faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. An ABD will be considered in this category.
 - b. Scholarship appropriate to the degree program.
 - c. Meet the additional qualifications of the program.
2. Professionally qualified
 - a. Degree and experience (a through d must all be met)
 - Master's degree within the discipline or terminal degree outside of the discipline AND

- Professional recognition or achievement demonstrating skills and knowledge appropriate for the graduate level as defined and reviewed by the program AND
 - At least five years of professional experience in field and demonstrated currency
- b. Evidence of continued education and professional development
 - c. Scholarship appropriate for the degree program
 - d. Meet the additional qualifications of the program

At the time of appointment, the program will indicate that the individual meets the requirements for academically qualified or professionally qualified –with a brief explanation. Fields reviewed for will be determined at the time the form is filled out. The approval form will be filled out by the Chair/Program Director/Coordinator and approved by the Dean. The form sent to the Vice President for Academic Affairs office, and either academically or professionally qualified will be entered into Ellucian. The paper copy will be kept in the file in the Vice President for Academic Affairs office. Current CVs and transcripts must be received and accompany the paperwork. Paperwork without CVs and transcripts will not be accepted. Contracts will not be issues without the faculty approval form being completed.

4.2 FACULTY RESPONSIBILITY

Faculty members will support the mission and the philosophy of the university, assist in achieving the objectives of the university, maintain high professional standards in fulfilling their assignments at the university, and observe the norms of a professional person in their contacts with the administration, their colleagues, the students, and the community.

All full-time faculty members will attend meetings called by the President of the University, Vice President for Academic Affairs, Chair of the Faculty Council, Deans, and department chairperson. Faculty members will accept membership on committees as the need arises.

For the successful functioning of university and student activities, the cooperation and support of the faculty are necessary. Faculty members should be willing to assist with the various activities.

General Description of Faculty Positions

The position description for faculty has four components: teaching, advising, scholarly and professional attainment, and university and community service. The faculty have the responsibility to design and update courses, conduct courses of instruction for on and off campus programs, provide quality instruction for on and off campus programs, provide quality instruction in the classroom and to participate in educational planning. Faculty members also have the responsibility to insure that sufficient time is made available to serve students in advising and provision of academic and career guidance in a manner that befits the mission of Viterbo University. The faculty has a responsibility to continue to grow and develop professionally. In addition, faculty has a responsibility to contribute to that part of the educational mission of a small liberal arts university that is carried out through the service faculty provides through committee work, community service activities, and in other efforts in support of the mission, institutional goals and objectives.

Specific Responsibilities

Each school shall maintain a general description for each position in the school. This shall be in accord with the general position description for all faculty. At the beginning of each year, a specific position description for each faculty member shall be prepared as a result of consultation with the faculty member and the department chairperson. This shall outline the specific instructional assignments, as well as the activities related to advising, institutional service, professional development, committee work, and other professional responsibilities which the faculty member will undertake for that year.

Standard for Faculty Loads

The workload for a faculty member is the equivalent of 16 semester hours. The normal teaching load will be the equivalent of 12 semester hours devoted to instructional activities; the equivalent

of 4 semester hours is to be given to other professional activities (e.g., to advising, institutional service, scholarly and creative activities, professional development, and community service activities). Variations in the actual numbers of semester hours being taught will occur depending upon the number of sections of the same course being taught, the number of laboratory or clinical hours involved, the number of separate course preparations needed, and the size of the class. Similarly, private studio teaching, faculty performance, and the directing of performances, as well as duties of department chairpersons and other professional activities may be taken into consideration. Guidelines will be developed by College Deans and approved by the Vice President for Academic Affairs.

Faculty responsibilities as delineated above are consistent with expectations for full time faculty commitment. Overload teaching should be considered very carefully and done only when necessary to meet the needs of students or carry out the mission of the university. When necessary and approved, overload teaching should not exceed two courses per year or its equivalent.

Evaluations

Since faculty performance is a crucial factor in the level of excellence in a quality educational program, regular evaluations of each faculty member's total performance is necessary for continued growth of the individual and of the university as a whole. Performance evaluations shall be carried out through multiple means, including evaluations by the individual, peers, department chairs, Deans, and students. Specific procedures for faculty evaluations shall be defined and periodically revised under the leadership of the Faculty Concerns and Development Committee.

Outside Employment

Full-time faculty members may not accept regular employment outside the institution during the academic year without special permission from the Vice President for Academic Affairs and President.

Teaching at other institutions must be approved by the Vice President for Academic Affairs and President, similar to all other outside employment.

4.3 FACULTY APPOINTMENTS

1. The President of the University is authorized, as the delegate of the Board of Trustees, to make initial appointments of full and part-time faculty to positions not involving tenure and to reappoint non-tenured faculty. The contracts defining the terms of the appointments must have the approval of the Board of Trustees.
2. In the appointment of new faculty, the administration will explain the mission of the university to the applicant in order to determine if the candidate will respect and support the mission and is willing to operate within the religious dimension of the university. The norms for determination of rank and promotion (See Policy 4.3 Faculty Rank and Promotion) will generally be followed by the President in assigning rank upon initial appointment of faculty members. The President has the prerogative of considering professional experience in lieu of university teaching experience when an initial appointment is made.
3. Every appointment of a faculty member shall be made by the President of the University, and the terms of the contract are binding on both the faculty member and the university. The President may consult with the Vice President for Academic Affairs, College Dean, and the department chairperson before agreeing to the contract. A signed copy of the contract shall be given to the faculty member.
4. The initial contract includes the following: beginning and final dates of the appointment, faculty rank, salary, fringe benefits to which the new faculty member is entitled (this may be done by making reference to the Personnel Policies, Administrative Procedures, and Regulations Handbook), and, if applicable, the costs assumed by the university for moving expenses.

Annual renewals will include a statement of the period of appointment and salary. In cases where the responsibilities of the faculty member differ significantly from those stated generally in the Personnel Policies, Administrative Procedures, and Regulations Handbook, such responsibilities shall also be stated. A copy of the standard annual renewal shall appear in the Personnel Policies, Administrative Procedures, and Regulations Handbook.

5. Full-time faculty are offered an annual appointment which shall be for a nine-month period corresponding to the academic year as listed in the university catalog. Appointments may be to tenure track positions or in special cases, to non-tenure track, annually renewable positions. Faculty in annually renewable, non-tenure positions may apply for promotions in rank according to stated policies. An appointment as an adjunct instructor is always for a specified period, usually a semester.
6. Renewal of annual appointments for full-time faculty members shall be presented by the President by February 15 of each year. Release from such an appointment shall be

considered reasonable up to May 1st. Annual salary statements shall be issued after official enrollments have been compiled on the Fall semester census date, and after a determination by the administration that budget goals have been met.

7. Contracts for teaching in the summer session shall be a matter of separate agreement between the Vice President for Academic Affairs and the faculty member.

Department Chairperson

The chairperson of a department shall be appointed for a four-year term by the President of the University on the recommendation of the Vice President for Academic Affairs and the College Dean. Department chairpersons will be appointed in spring and take office at the end of the spring term.

College Deans

College Deans, like all faculty, are appointed by the President in consultation with the Vice President for Academic Affairs. The deans hold faculty status with administrative responsibilities for directing the activities of the College. Appointment of Deans is by indefinite appointment.

4.4 FACULTY RANK AND PROMOTION

Rank

1. All full-time faculty members who possess at least a Master's degree or its equivalent shall be assigned to one of the four ranks: instructor, assistant professor, associate professor, professor.
2. Faculty members possessing a Bachelor's degree only shall not be assigned rank but shall be termed assistant instructors.
3. Faculty with continuing contracts who work at least half time, are part-time faculty and given rank but are not eligible for tenure.
4. Faculty members who are employed on a per credit basis shall be adjunct faculty. Adjunct faculty are not eligible for rank or tenure. Adjunct faculty may not teach more than 9 credit hours per semester. 9 credit hours per semester is considered to be a .56 FTE load, or the equivalent of 22.5 hours/week, and therefore adjunct faculty are not eligible for benefits.
5. The president of the university, in consultation with the Vice President for Academic Affairs and the Promotion and Tenure Committee, may under special circumstances consider part-time for eligibility for promotion and tenure.

Criteria for Promotion

Decisions regarding promotion will be based on the individual's performance in four areas of professional activity.

1. Effectiveness as a Teacher. Knowledge of subject matter; ability to keep current in new developments of subject matter and to relate subject matter to broader perspectives; ability to facilitate learning effectively and to interest and motivate students; using various teaching strategies; participation in instructional planning and organization; effectiveness in establishing rapport, communicating with students and colleagues and providing academic counseling; participation in curricular development and instructional improvements; integrity in maintaining academic standards.
2. Scholarly and Professional Attainment. Preparation and training in one's discipline; length of service; continued scholarship of a creative nature as evidenced by curriculum development publications, presentations of papers at scholarly meetings, artistic productions and exhibitions, and the like; continuing professional growth; participation in professional activities.

3. University and/or Community Service. Cooperation in fulfilling the mission and in achieving the goals of the university; participation in the work of the department; effectiveness in committee work; contribution to community and civic life.
4. Advising students.

Norms for Appointment and Promotion

These norms and criteria are offered as guides in two senses: first, to the individual faculty member so that he may be aware of what the university expects; second, to all those who evaluate, advise, and decide regarding promotions, so that their judgment will encompass the stated norms and criteria.

To Instructor:

1. Effectiveness as a teacher: Evidence of satisfactory teaching performance at the undergraduate level and/or recommendations of candidate's teaching potential from those qualified to evaluate.
2. Scholarly and professional attainment
 - Master's degree
 - Evidence of professional activities
3. University and/or community service: Evidence of university service at the undergraduate level and/or evidence of potential participation in university service.

To Assistant Professor:

1. Effectiveness as a teacher: Evidence of successful teaching performance.
2. Scholarly and professional attainment
 - a. Professional academic preparation
 - In those disciplines in which the doctorate is the prevailing degree, a master's degree plus additional graduate work in one's discipline (i.e., a minimum of 24 graduate credits beyond the master's degree or the equivalent) is required.
 - In those disciplines in which the doctorate is not the prevailing highest degree of professional persons engaged in higher education, the person shall meet these expectations:
 - 1) Academic qualifications accepted as standard for teaching in that discipline.
 - 2) Demonstration of satisfying other criteria for promotion to a high degree and beyond the minimum.

- b. For appointment, normally at least three years of university teaching. A candidate with the doctorate may qualify with less than three years.
 - c. For promotion, at least four years of experience as an instructor. A person with the doctorate may qualify with less than four years.
 - d. Evidence of achievement in scholarship and/or involvement in professional activities.
 - e. Potential for continued professional growth.
3. University and community service
- a. Evidence of willingness and potential to effectively contribute to fulfilling the mission of the university and the achievement of department, school and university goals.
 - b. Expected participation in committee work and/or community service.

To Associate Professor:

- 1. Effectiveness as a teacher
 - a. Evidence of a high level of teaching performance
 - b. Contributions to the development of the educational mission of the university and department; e.g., development of new courses, workshop planning, curriculum revision, etc.
- 2. Scholarly and professional attainment
 - a. Possession of a doctorate, terminal degree, or prevailing highest degree of professional persons engaged in higher education. If a person does not possess the doctorate, it is expected that the range and intensity of one's training and accomplishment (foreign study, research, professional experience, creative activity, etc.) will be comparable to the doctorate.
 - b. A minimum of five years of experience as an assistant professor
 - c. Evidence of creative scholarship; e.g., research, published articles, presentation of papers to scholarly groups, exhibitions, artistic productions.
 - d. Active involvement in learned and professional societies
- 3. University and community service
 - a. Contributions toward the fulfillment of the mission of the university and the achievement of the department, school and university goals.
 - b. Active involvement in committees, administrative assignments, and/or significant community service.

To Professor:

1. Effectiveness as a teacher
 - a. Distinguished performance as a teacher
 - b. Leadership in the development of the educational mission of the university and the department.
2. Scholarly and professional attainment.
 - a. Possession of doctorate or terminal degree. If a person does not possess the doctorate it is expected that the range and intensity of one's training and accomplishments (foreign study, research, professional experience, creative activity, etc.) will be comparable to the doctorate.
 - b. Minimum of six years' experience as an associate professor.
 - c. Evidence of creative scholarship; e.g., research, published articles, presentation of papers to scholarly groups, exhibitions, artistic productions.
 - d. Evidence of professional stature as indicated by ongoing participation in scholarly and professional activities.
3. University and community service
 - a. Initiative and sense of responsibility to fulfill the mission of the university and in developing and achieving the goals of the department, school and the university.
 - b. Leadership in committee and administrative assignments and/or significant community service.

Procedure for Promotion

Application towards promotion must be initiated by the individual faculty member who is seeking promotion. Persons seeking promotion shall complete the application form and present representative student evaluations from a number of courses. The Vice President for Academic Affairs shall present to the Promotion and Tenure Committee the evaluations since the last promotion.

The faculty member shall present this material to the College Dean who will add his/her comments in the form of a letter. The Dean's letter and faculty member's portfolio is sent to the Vice President for Academic Affairs by the deadlines indicated in the Vice President's office. The Vice President for Academic Affairs presents the file to the Promotion and Tenure

Committee for review. This committee shall then make its own recommendation on promotion to the Vice President for Academic Affairs.

In the event of a favorable decision for promotion, the committee makes a recommendation to the Vice President for Academic Affairs who submits the favorable recommendation to the President who grants the promotion and sends a congratulatory letter to the faculty member. This process is completed prior to the issuance of contracts for the coming academic year.

In the event of an unfavorable decision for promotion, the Chairperson of the Promotion and Tenure Committee will send a letter to the faculty member explaining the reasons for denial. There is no process for an appeal of the Promotion and Tenure Committee's decision; however, the faculty member may resubmit materials for consideration the following year, with expanded evidence/information as requested by the Promotion and Tenure Committee to support the application for promotion, or the faculty member may apply again in the future.

4.5 FACULTY RANK WITH ADMINISTRATIVE DUTIES

Faculty with administrative duties and designated administrative positions have faculty rank based on the definitions below.

Faculty with Release for Administrative Duties

Regular faculty members with administrative responsibilities that are not a permanent part of their position. Faculty members with this status:

- Retain all faculty rights and responsibilities relating to voting, committee assignments, eligibility for sabbatical, promotion and faculty development funds, and are subject to the policies of the faculty handbook;
- Are reviewed using the faculty process, with a supplemental form on administrative duties;
- May relinquish their administrative duties and retain faculty status, normally at the end of the contract stating their release.

Faculty Hired with Administrative Duties

Faculty members hired with classroom duties and specific administrative duties that are a permanent part of their position. Faculty members with this status:

- Retain all faculty rights and responsibilities relating to voting, committee assignments, promotion and faculty development funds, and are subject to the policies of the faculty handbook;
- Are eligible for sabbatical if administration approves of a plan for coverage of administrative tasks;
- Are reviewed using the faculty process, with a supplemental form on administrative duties;
- May relinquish their administrative duties and retain faculty status if a position is available in their program, administrative duties are satisfactorily reassigned within their program, and they receive approval from their Dean and Vice President for Academic Affairs.

Administrators with Faculty Rank

Administrators who are closely involved in leading the development of curriculum and teaching at the university. Classroom teaching is not expected of those who hold this status. This status is tied to the position itself, not the individual holding the position. Administrators with this status:

- May vote with either faculty or administrative assembly as designated at their appointment by the Vice President for Academic Affairs. If voting with faculty assembly, they are eligible to serve on faculty committees with the exception of promotion and tenure, faculty concerns, faculty council and board of trustees;
- Are subject to the policies of administrative employees, except in the evaluation of their rank;
- Are not eligible for sabbatical or tenure;
- May apply for promotion in rank, but will not receive a pay raise as administrative pay is not benchmarked by faculty rank;
- May apply for faculty development funds according to the application criteria for scholarly work;
- Are reviewed using the administrative process, but may complete the faculty end-of-year report for scholarship and service activities;
- May not retain their faculty status if their position changes, as the faculty status is tied to the position.

Deans

May be faculty appointed to the Dean position or hired as Dean with or without tenure. Deans:

- May vote with faculty assembly, but may not serve on faculty council or faculty committees except as ex-officio;
- May apply for promotion in rank, but will not receive a pay raise as administrative pay is not benchmarked by faculty rank. Eligible for tenure if designated in their appointment letter;
- May apply for faculty development funds according to the application criteria for scholarly work, but are encouraged to utilize college funding if available;
- Are not eligible for sabbatical unless designated in their appointment letter;
- Are reviewed using the administrative process, but may complete the faculty end-of-year report for scholarship and service activities;
- May relinquish their administrative duties and retain faculty status if tenured.

4.6 TENURE POLICY

Tenure is a system within the university to promote academic freedom with accountability. It is granted to a full-time faculty member who has been appointed to a tenure eligible position and has shown and continues to demonstrate creditable work in his/her assignment, and who has shown him/herself to be in accord with the mission, aims and purposes of the institution. Viterbo University has established a desired threshold of no more than 75% of the full-time faculty university-wide holding tenure. Administrators holding tenure are not to be calculated in the threshold count.

1. Guidelines for administering the tenure system are:
 - a. At the completion of the probationary period, every faculty member is evaluated for tenure in the usual way. Evaluation is by the Promotion and Tenure Committee, which makes its recommendation to the Vice President for Academic Affairs; the Vice President for Academic Affairs makes a recommendation to the President, who presents candidates to the Board of Trustees for the awarding of tenure. Only the Board of Trustees can confer tenure.
 - b. If the Board of Trustees approves the candidate for tenure, the President will advise the faculty member in writing of the Board's approval of tenure.
 - c. The Promotion and Tenure Committee advises the President on matters pertaining to exceptions to the tenure policy.
 - d. Appeals to the Board of Review may be made in accord with the usual procedure.
 - e. This policy is effective with all contracts offered and accepted after approval by the Board of Trustees.
2. Standards and Procedures for Applying for Tenure
 - a. Members of the faculty who achieve tenure while full-time teachers and who later undertake full- or part-time administrative assignments retain tenure as faculty members but not as administrators.
 - b. The probationary years spent at Viterbo shall be consecutive and immediately precede the granting of tenure. Although a leave of absence does not count as probationary time, it does not interrupt continuity. Time spent on leave as visiting professor shall count as probationary time.
 - c. Application for tenure shall be made by the faculty member to the Promotion and Tenure Committee. The application must include a recommendation from his/her College Dean. The completed application will be submitted to the College Dean for review who will forward the application to the Vice President for Academic Affairs, who will present the application to the Committee.

- d. Tenure for faculty members shall begin the seventh year of teaching at Viterbo University. An evaluation by the Promotion and Tenure Committee shall be made during the third and fifth year, and a decision concerning tenure shall be made during the sixth year. Faculty members shall be informed in writing concerning the results of the evaluations during the third and fifth year. The decision concerning tenure shall be given in writing to the faculty member no later than November 15 during the sixth academic year of his/her employment.
- e. An untenured faculty member who experiences a significant life event that may limit the ability of the faculty member to progress at a satisfactory rate towards tenure (e.g., scholarship, service to the institution and community) may apply for an extension of the six-year pre-tenure period.

Examples of life events may include: becoming the parent of a newborn or newly adopted child, serious illness or death of an immediate family member, or serious illness of the faculty member themselves.

Specific duties of the faculty member will be individually negotiated with the Vice President for Academic Affairs (in consultation with the dean and department chair). Faculty members who extend the length of their pre-tenure period would be evaluated under the same criteria as faculty members who do not take an extension during the pre-tenure track period at the time of review.

Faculty should request approval each semester from the Vice President for Academic Affairs (in consultation with the dean and department chair) to extend the tenure review period.

- f. In special cases, faculty members who had previous full-time university teaching experience may advance more quickly in the tenure process. Evaluations shall be made by the Promotion and Tenure Committee, and tenure shall begin according to the following:

Two years of previous university teaching:

- Two years evaluation
- Four year evaluation
- Decision concerning tenure shall be given by November 15 of the fifth academic year. Tenure begins with the sixth year at Viterbo.

Three or more years of previous university teaching:

- Two year evaluation
- Three year evaluation

- Decision concerning tenure shall be given by November 15 of the fourth academic year. Tenure begins with the fifth year at Viterbo.
- g. The President, may, in exceptional cases after consultation with the Promotion and Tenure Committee, recommend to the Board of Trustees that tenure be granted before the probationary period is complete.
 - h. Evaluations of non-tenured faculty on annual appointment shall be made by the faculty member's College Dean (See Section G).
 - i. Post-tenure review and evaluation of a person's performance in the areas of professional activity (effectiveness as a teacher, advising, scholarly and professional attainment, and university and/or community service) shall be made at least every three years by the College Dean and forwarded to the Vice President for Academic Affairs for review. This review shall be discussed by the Dean with the tenured faculty member. Through this review and a goal-setting process, the faculty member shall endeavor to meet the professional expectations commensurate with his/her academic rank.
 - j. Causes which may bring about termination of a tenured faculty member are the following:
 - 1) serious professional incompetence
 - 2) grave moral delinquency
 - 3) willful neglect of duty
 - 4) serious misuse of academic position or of time allotted for teaching
 - 5) incapacity
 - 6) lack of support and participation in the fulfillment of the mission of the university and achievement of the objectives of the university
 - k. Faculty members may be considered for promotion to any rank without being considered for tenure at the same time.

4.7 POST TENURE REVIEW

Post tenure review and evaluation of a person's performance in the areas of professional activity commensurate with his/her academic rank (effectiveness as a teacher, advising, scholarly and professional attainment, and university and/or community service) shall be made at least every five years. The primary purpose of post-tenure review is to benefit the faculty member. The post-tenure review process should encourage development of professional goals, connect faculty to resources, and strengthen relationships with peers and administration. The post tenure review may be completed in two ways: a full review by the promotion and tenure committee for the purposes of being considered for promotion or by the process described below. A full-review by the promotion and tenure committee will "re-set" the clock for the post tenure review. Substantial deficiencies identified as part of the post tenure process may result in a more comprehensive review with the dean, programs of improvement, or other actions. Deans may initiate a separate periodic review from this formal process where substantial and continuing deficiency in the previous evaluation has not been remedied. Faculty members holding full-time administrative assignments are to be evaluated by their administrative supervisors. They are exempt from post tenure evaluation as faculty while serving as full-time administrators.

The outlined post tenure review process begins during the 5th year after tenure or last full review. The Vice President for Academic Affairs' office will notify the dean by September 15 of the review year. The review must be completed by May 30 of the review year.

Steps of the Post Tenure Review Process:

1. Faculty Self-Assessment:

Annual reports are collected for all years since last promotion or post-tenure review. A short narrative is prepared that includes a reflection of goals from last peer review and a summary of accomplishments and future goals (5 years) in teaching, service and scholarship (Post-Tenure Self-Assessment Form). The scholarship section may align with one or more areas of Boyer's model of scholarship.

2. Review by Committee of Peers:

A committee of three faculty members is constructed consisting of:

- Committee Leader. The committee leader may be the faculty member's, Department Chair, Assistant Dean, Program Director or another person in a closely-related discipline appointed by the Dean. The committee leader is selected by the Dean in consultation with the faculty member.
- A peer selected by the faculty member from their department or a closely-related discipline. May be tenured or non-tenured.
- A peer approved by the Committee Leader. Must be tenured.

The faculty member will make the self-assessment available to all members of the Committee of Peers. The committee of peers will meet with the faculty member to review the self-assessment. The Committee Leader will prepare a Committee Report (Post Tenure Review Report) summarizing the meeting between the faculty member and the committee of peers.

Focus of the Committee Review:

- a. The review process should be formative, not summative, with useful feedback toward professional development being the main goal.
- b. A committee of peers was preferred to a university-wide committee because it provides an opportunity to work closely with a faculty member's colleagues. An intimate knowledge of a faculty member's professional development plan is required for useful feedback and to allow the process to be more aligned with department goals.
- c. The committee report and discussions are private and will not be shared with individuals who are not formally part of the review process.

3. Dean Review/Consultation

The Committee Report will be sent to the faculty member's Dean and the faculty member being reviewed. The Dean will then meet with the faculty member to discuss the submitted materials, the summary report prepared by the committee, teaching evaluations and other information pertinent to the professional activity of the individual. The dean will then submit a summary of the conversation along with the committee report to the faculty member.

4. Faculty Response

The faculty member may attach a response to the report within 15 business days to the dean.

The dean will send the Committee Report, the Deans summary, and the faculty member's response (if submitted) to the Vice President for Academic Affairs and the faculty member by May 30 of the academic year of the review.

4.8 EVALUATION OF FACULTY AND DEANS

The purpose of the evaluation process is to encourage continuing personal and professional growth and development of the faculty member. Although the primary purpose of the evaluation is as stated above, it may be used for purposes of promotion in the academic ranks and for tenure.

Faculty Evaluation by the College Dean and Faculty Member

The faculty member evaluates his/her own performance using the guidelines supplied by the university. It is to be understood that a university needs a faculty possessing a variety of gifts. Therefore, not all faculty members will be expected to excel to the same degree on all the various points of the guidelines.

The evaluation of the faculty member will be conducted by the Deans in the second and fourth years and for the post tenure reviews. In the third, fifth, and sixth years, faculty will complete the pre-tenure and tenure reviews, which will be sent to the Promotion and Tenure Committee through the Deans and Vice President for Academic Affairs.

The following are the evaluation guidelines to be used:

1. Ability to meet the demands of the job description as established by the faculty member's respective School's department.
2. Effectiveness in teaching.
 - a. Quality of actual course content
 - b. Effectiveness in the teaching process as measured by the attainment of the course objectives
 - c. Level of effort to achieve competence in teaching
 - d. Creative potential in relation to teaching and meeting the course objectives.
3. Interpersonal relationships with:
 - a. Faculty members in the respective department
 - b. University administration
 - c. University faculty
 - d. Students
 - e. Staff
4. Willingness to support the mission and philosophy of the university, school and the department.
5. General overall growth in the present position.

Faculty member and the College Dean meet in conference to discuss the faculty member's evaluation and share perceptions which each has about the faculty member's performance. Emphasis should be placed upon a mutual sharing and understanding of the faculty member's level of development and areas of strengths and limitations.

The College Dean and the faculty member try to come to a mutual understanding of the faculty member's level of performance.

The College Dean writes the evaluation.

Major areas of disagreement which were not resolved by the above process should be put into writing and attached to the evaluation.

The evaluation in its final form is shared with the faculty member. To indicate that this has occurred, the faculty member will affix his/her name and date to the evaluation form. Copies of this evaluation are sent to the Vice President for Academic Affairs. If there is disagreement with the evaluation and that there is a need for further clarification, he/she will ask the faculty member to meet with him/her. After this meeting, if either party so decides, a note may be attached to the evaluation. To insure that both parties are aware of this addition, they will be asked to indicate this by affixing their signature and date. A copy of this will be submitted to the College Dean and the respective faculty member.

4.9 ADJUNCT FACULTY EVALUATION

Adjunct faculty will be evaluated regularly by their department chair, program director, or college designee. New adjuncts will be evaluated in their first semester of teaching, and then no less than every six semesters.

The following are the evaluation guidelines to be used:

1. Effectiveness in teaching.
 - a. Quality of actual course content
 - b. Effectiveness in the teaching process as measured by the attainment of the course objectives
 - c. Level of effort to achieve competence in teaching
 - d. Creative potential in relation to teaching and meeting the course objectives.
2. Interpersonal relationships with the department and their students.
3. Willingness to support the mission and philosophy of the university, school and the department.

Evaluation of Classroom Instruction through Student Evaluations

The Vice President for Academic Affairs shall coordinate the regular administration of the student evaluation questionnaires. It should be understood that such evaluations constitute but one of the tools which can be useful in improving and appraising the quality of instruction.

1. Process for Student Evaluations
 - a. Evaluations will be administered through an online system, and distributed to students via their Viterbo University email address.
 - b. All faculty and adjuncts will be evaluated every semester that they teach.
 - c. Generally, evaluations will be conducted seven times per year to coincide with accelerated, full semester, and May term classes.
 - d. Course enrollment data is generally harvested from VitNet four weeks before the end of an academic period for upload into the course evaluation system. Courses with an end date that fall within an academic period will be evaluated during the last two weeks of that period.
 - e. Evaluations will be conducted during the last two weeks of every academic period, excluding finals week for full-semester classes.

- f. Faculty and adjuncts must inform students when evaluations are open. Instructors will be notified via their Viterbo University email address when evaluations are available to students.
- g. Faculty, Deans and the Vice President for Academic Affairs will have access to course evaluations approximately ten days after final grades are due for the academic period being evaluated.
- h. Faculty are responsible for downloading and archiving a copy of their responses. A copy of all evaluations will be held in the Vice President for Academic Affairs Office.

2. Exceptions

- a. Electronic evaluations will not be conducted for classes in which fewer than five students are enrolled. An alternate method of evaluation may be devised by the instructor and the Vice President for Academic Affairs.
- b. Cross listed undergraduate courses are evaluated as one course. Cross listed graduate/undergraduate courses are evaluated separately, as graduate and undergraduate forms differ. If cross listed graduate/undergraduate classes have less than five students of one type, that type of student will not receive an electronic evaluation for that class.
- c. Courses with multiple instructors will get one evaluation with a class evaluation section and a section for each instructor.
- d. Evaluations will not be conducted for “instructor of record” classes for clinical or experiential learning when the site supervisor/instructor of the course differs from the individual listed in VitNet. Deans are responsible for communicating these courses to Instructional Design prior to four weeks before the end of each academic term.

Evaluation of Academic Advisor

Academic Advising is evaluated every three years, using the form which is included in the appendix.

Evaluation of College Deans

- 1. Annually the Dean will evaluate his/her own performance using as guidelines his/her formal job description and/or annual goals and specific goals agreed upon with the Vice President for Academic Affairs. This document will be sent to the Vice President for Academic Affairs.

2. The evaluation documents will be reviewed by the Vice President for Academic Affairs and the Dean and the two will come to a mutual understanding about the Dean's performance.
3. The Dean and Vice President for Academic Affairs will establish goals for the next year.
4. The Vice President for Academic Affairs will prepare a written evaluation which will be discussed and signed by both parties.
5. Every four years the Vice President for Academic Affairs will ask the faculty members in each school to complete an evaluation survey. These surveys will be collected by the Vice President for Academic Affairs.

4.10 NON-RENEWAL OF FACULTY APPOINTMENTS AND FACULTY DISMISSAL

Faculty non-reappointment and the dismissal of tenured faculty have serious implications for the welfare of the individual faculty member as well as for the institution. The careful administration of the policies on faculty appointments, non-reappointment of annual appointments, and the dismissal of tenured faculty should safeguard the rights of the individual faculty member as well as faculty as a whole.

1. Non-Reappointment of Faculty on Annual Appointment

- a. A teacher who has been engaged on an annual appointment (non-tenured) or tenure-track, shall be given written notice of his/her non-reappointment for another year in advance of the expiration of his/her appointment. Such notice of non-renewal should be given no later than February 1st, and shall be sent by certified mail to verify the date of notice. Notice should be provided as early as possible and preceded by a conference with the faculty member whenever possible.
- b. For initial appointments made during an academic year, the above policies shall be applied in the following manner. If initial full-time appointments are made during but not at the beginning of the first semester, notice of non-reappointment shall be given at the same time as appointments made at the beginning of the term. For initial full-time appointments made at the beginning or during the second semester, notice of non-reappointment shall be given at the same time as appointments beginning the following fall. According to this policy, notice is to be provided via the United States Postal Service. Such notice is considered provided, and effective, according to the postmark date.

2. Termination of Appointment by Faculty Members

- a. Appointments may be terminated by mutual agreement.
- b. Appointments may be terminated by faculty through resignation given in writing by March 15th and effective at the end of the academic year.
- c. A faculty member who for serious reasons wishes to terminate his appointment before the end of the academic year should present his/her request for a release from his/her contract a minimum of two months before he/she wishes to withdraw from the institution.

3. Termination of Faculty Appointments by the Institution

- a. Appointments may be terminated by mutual agreement.
- b. In cases of financial exigency, or bona fide discontinuance of a program or department of instruction, or a decided reduction in enrollment in a given area, in

which the faculty member's field is affected, non-renewal notices for non-tenured faculty will be given by February 1st to be effective at the end of the term. For tenured faculty, notice of termination of appointment for the above reasons shall be given no later than thirty days after the opening of the academic year preceding the termination of appointment. Reasonable efforts shall be made to incorporate the affected faculty members into other academic areas or administrative positions where feasible.

4. Dismissal Procedures

Dismissal of a faculty member with or without tenure, before the end of the specified term will be preceded by the following:

- a. Discussions between the faculty member and the appropriate administrative officers looking toward a mutual settlement.
- b. If no mutually satisfactory settlement of the case is reached and if the President wishes to proceed with the dismissal, the following procedures shall be observed.
 - 1) The President or his delegate shall prepare a statement of charges.
 - 2) The individual shall have a right to a hearing by the Board of Review. If a hearing is desired, the individual shall present his/her statement in writing with any necessary documentation to the Board of Review within 30 calendar days of being provided with the statement of charges.
 - 3) A copy of the grievance (apart from supporting evidence and documentation) shall be presented to the Vice President for Academic Affairs by the Board of Review within five working days. The Vice President for Academic Affairs shall in turn present in writing a response with any necessary documentation to the Board of Review within five working days.
 - 4) At the time that the parties submit their initial written statement to the Board of Review, each shall also submit the names of one person whom they have chosen to be a member of the Board of Review. All written statements and documentation shall be made available to both the complainant and the respondent by the chairperson of the Board of Review.
 - 5) After studying the written documentation, the Board of Review may hold separate meetings first with the complainant, then the respondent, and, if need be, with the complainant for rebuttal. However, if the Board of Review believes the written documentation contains sufficient information upon which to base a recommendation, and that a meeting is unlikely to reveal further relevant information, the Board of Review may issue its recommendations based solely on the written documentation. If a meeting is to be held, it shall convene within 20 working days after the Board of Review is notified of the dispute by the complainant. If the Board of Review decides

not to hold a meeting, it shall so advise the parties and allow them an opportunity to file written statements as to the need for a meeting. The Board of Review chairperson shall schedule the meeting room and ensure a tape recorder is available. The chairperson shall notify members and distribute documentation as appropriate. The chairperson may contact the office of the Vice President for Academic Affairs to assist with these arrangements.

- 6) If desired, either or both parties may have legal or other counsel in attendance at meetings, in an advisory capacity only; other than advising his/her client, counsel shall not play a participatory role in the meetings.
- 7) All proceedings in these meetings shall be made on an official tape recording as a formal record of the meeting. The tape shall be kept for at least one year in the office of the Vice President for Academic Affairs, and shall be made available to both parties at their request. The tapes shall be retained in conformance with the records' retention policies of the University.
- 8) After hearing both sides of the dispute, the Board of Review shall decide either to gather more information in further separate meeting, or it can decide to have a joint meeting with both parties of the dispute present to answer questions and clarify issues.
- 9) Cross examination as such shall not take place. All clarification and further comments shall be directed to the Board of Review.
- 10) After hearing both sides of the dispute, and if necessary after a joint meeting involving both parties, the Board of Review shall meet by itself to issue its recommendation as to whether the Administration acted appropriately. The Board of Review must render its recommendation within 40 working days after the Board of Review is notified of the dispute by the complainant.
- 11) Voting shall be by secret ballot, unless otherwise agreed upon, with a simple majority deciding vote. Only official members of the Board of Review (as defined above) are eligible, but all are required to vote. Abstentions are not considered a vote.
- 12) Ordinarily the meetings shall be private. The Board of Review, in consultation with the complainant and the respondent, may decide otherwise.
- 13) Upon issuance of its recommendation to the President, the Board of Review will report in writing to both parties of the dispute within three working days of reaching its recommendation.
- 14) Since the purpose of the Board of Review is to issue a recommendation to the President, its recommendation is not legally binding
- 15) The President shall review the recommendation of the Board of Review and render a decision, which is final. In the event the President, at his/her own discretion, believes that he/she cannot be objective or if the appellant, for good cause supported by

objective evidence of bias requests the President's recusal, the President shall recuse himself/herself from the final decision and the Chair of the Board of Trustees shall decide the dispute.

- 16) Until the final decision concerning the termination of an appointment has been reached, the faculty member may be suspended or assigned other duties in lieu of suspension. Suspension is only appropriate pending a hearing; a suspension which is intended to be final is a dismissal and shall be dealt with as such. Salary shall continue during the period of suspension.

Reference: "1968 Recommended Institutional Regulations on Academic Freedom and Tenure" from Policy Documents and Reports of the American Association of University Professors.

4.11 ACADEMIC FREEDOM

Viterbo University adheres to the statement on academic freedom made by the American Association of University Professors and the Association of American Colleges and set forth in Association of American Colleges Bulletin, March, 1940, Volume XXVI.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

1. 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 institution.
2. 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 appointment.
3. 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 the 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, at all times, he/she should 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 spokesperson.

The following is a statement to clarify the intent of Viterbo University in regard to section "2" above:

Although Viterbo University is a Catholic, Franciscan University, neither faculty nor students are limited to members of the Catholic Church. A Roman Catholic will be engaged as university chaplain. The university will promote a strong campus ministry program under the direction of the university chaplain. It will also encourage bible study and the formation of denominational and interdenominational groups whenever the desire and needs of the students indicate this. Ministers who can direct these activities will be engaged whenever the number of students

warrants it. As part of the orientation for new students at the opening of the academic year, the university chaplain will assist students making contact with the church of their choice in the city of La Crosse.

The university recognizes religious freedom, and it is expected that this same freedom will be extended by faculty and students to one another and that the convictions of each person will be respected. The religious dimension of the university should be manifest in the manner in which all members of the university community relate to one another. Mutual concern, honesty in dealing with others, and respect for persons should be evident in all interpersonal relationships.

4.12 SABBATICALS

Eligibility

A tenured faculty member is eligible for a sabbatical leave after seven years of full-time service with the institution. He/she shall be above the rank of instructor.

Term

The eligible faculty member may apply for a full academic year's sabbatical at half pay*, one semester at full pay, or in exceptional cases three summers at pay equal to half the salary received during the last academic year before the summer sabbatical is begun. In the latter case, one-third of the total payment is received each of the three summers.

** Benefits (e.g. Life, LTD, retirement, etc.) are based on the half pay salary.*

Application

1. Each applicant shall submit in writing to his/her College Dean and the Vice President for Academic Affairs his/her plans for study, research, writing, travel or whatever creative activity he/she intends to pursue*. The applicant shall also suggest a plan for handling his teaching assignment. This written plan shall constitute the formal application for a sabbatical and shall normally be submitted one year prior to the requested sabbatical semester, year, or summers.

Proposals should be designed to develop knowledge and expertise in areas of strategic importance to Viterbo University and are likely to have direct positive input on the learning of Viterbo students.

2. The applicant shall agree to return to the service of the university for at least one academic year following his/her sabbatical leave.
3. An applicant must not be within two years of retirement.
4. A written report of work accomplished during the sabbatical leave shall be submitted to the College Dean and the Vice President for Academic Affairs within two months of the academic year of his/her return.
5. The decision to grant a sabbatical leave is made by the President of the University.
6. The applicant shall be notified of the President's decision no later than one semester after formal application has been submitted.

4.13 NON TENURE TRACK REASSIGNMENT

The following conditions apply to reassignment for non-tenure track full-time faculty for scholarly activities.

Eligibility

A non-tenure track faculty member is eligible for a sabbatical leave after seven years of full-time service with the institution.

Term

The eligible faculty member may apply for a reassignment of up to one half of the faculty member's normal load for one academic semester.

Application

1. Each applicant shall submit in writing to his/her College Dean and the Vice President for Academic Affairs his/her plans for study, research, writing, travel or whatever creative activity he/she intends to pursue*. The applicant shall also suggest a plan for handling his teaching assignment. This written plan shall constitute the formal application for the reassignment and will be submitted in the fall of the preceding academic year by the stated deadline.

*Proposals should be designed to develop knowledge and expertise in areas of strategic importance to Viterbo University and are likely to have direct positive input on the learning of Viterbo students.

2. The applicant shall agree to return to the service of the university for at least one academic year following his/her reassignment.
3. An applicant must not be within two years of retirement.
4. A written report of work accomplished during the semester reassignment shall be submitted to the College Dean and the Vice President for Academic Affairs within two months of the academic year of his/her return.
5. The decision to grant a reassignment is made by the President of the University.
6. The applicant shall be notified of the President's decision no later than one semester after formal application has been submitted.

4.14 BOYER'S MODEL STATEMENT

Because of its history and mission, Viterbo University promotes a teacher-student model of scholarship. Scholarly and artistic work advance disciplinary knowledge, practice, and teaching. Scholarly and artistic work include all four categories of the Boyer model: discovery, integration, professional application, and teaching and learning. In all four categories, scholarly and artistic work must be public and peer reviewed. Achievement in one of these categories is an expectation for faculty retention, tenure, and promotion.

4.15 RETIREMENT

1. Upon retirement, the President of the University may designate a faculty member as Professor Emeritus. This designation is usually requested by the College Dean of the retiring faculty member or the Vice President for Academic Affairs. In order to be so designated, the retiring faculty member must meet the following criteria:
 - a. Possess the rank of Professor or Associate Professor at the time of retirement.
 - b. Have completed at least ten years of full-time service or its equivalent at the university.
 - c. Have made a substantial contribution to the university through teaching and/or other professional activities.
2. Upon retirement, the President may designate an administrative officer as Emeritus. In order to be so designated, the retiring administrative officer must meet the following criteria:
 - a. Be an administrative officer of the university at the time of retirement.
 - b. Have completed at least ten years of full-time service or its equivalent as an administrative officer at the university.
 - c. Have made a substantial contribution to the university through his/her administrative service and professional leadership.
3. Faculty members, upon retirement, continue to enjoy certain privileges of membership in the university community. A Professor Emeritus is entitled to the following:
 - a. All privileges of retired employee.
 - b. Inclusion of his/her name with the faculty on the faculty roster.
 - c. Use of available university facilities to continue scholarly activities.
 - d. Attendance at faculty assembly meetings (without vote).
 - e. Participation in all formal academic functions of the university.

4.16 ATTENDANCE AT CONVENTIONS AND WORKSHOPS

When faculty members are requested by the university to represent the institution at a convention, conference, professional meeting, or other important occasion, the Vice President for Academic Affairs shall pay the cost of the following: travel, registration fees, hotel expenses, and meals.

Faculty members are encouraged to attend professional meetings and participate as an officer in an organization, or to present and appear on the program. These activities may be supported by the Faculty Development Committee awards as determined by that Committee, based on the faculty member application and Committee policies.

Whether expenses are paid by the university or by the faculty member, arrangements made for classes missed because of attendance at conventions are to be approved by the College Dean.

4.17 MEMBERSHIP IN LEARNED SOCIETIES

Faculty members are encouraged to hold memberships in learned societies. In cases where the membership enrolls the institution as a whole, for example, Association of Collegiate Registrars and Admissions Officers, or where a faculty member is asked to be a liaison member for an association, the institution will underwrite the cost of membership. In other cases where the membership is a personal one, faculty members shall assume responsibility for the cost of their own memberships.

4.18 GRANTS FOR ACADEMIC PROGRAMS

Monies from grantee agencies are potential sources of revenue to support the academic programs. These monies can supply "seed" money to start new programs move programs to maturity, or introduce innovative procedures. It is essential for the viability and quality of the academic programs that the university continues to seek these monies; however, it is important that grant dollars do not determine the direction of the institution, or move it away from its essential mission.

The Grants Office, located within Academic Affairs, supports faculty and staff who seek funding for university related programs and projects. The Grants Office works with faculty in many different ways including: providing guidance on project design and match to prospective sponsors; editing proposals; developing budgets and working with government, corporate and foundation program officers; and post award project management.

All grant applications and contracts for grand funds on behalf of Viterbo University must come through the Grants Office for review and approval. The first step, once an idea has been conceptualized and a funding source identified, is to complete a Grant Initiation Form.

The completed form, which should be accompany all grant request made to external granting entities is submitted to the appropriate Dean or immediate supervisor for approval. That party's signature, as well as the signatures for the Vice Presidents and President, is required for each grant. Only after the Grant Initiation Form is completed, and the grant request authorized, will the grant proposal be submitted to the external granting entity. The Grants Office will notify the grant initiator of approval of the grant request and maintain a copy of the request on file, or will notify the grant initiator of disapproval with rationale for such decision.

Upon notification from the granting entity of approval of the grant, the grant initiator will notify the Vice President of Finance and Administration, and will provide him/her with a copy of the grant approval. At the time, the grant initiator shall meet with the Vice President of Finance and Administration, and a decision will be made as to which party is responsible for all record-keeping and reporting requirements according to the grant document. Regardless of which party receives such responsibility, copies of all correspondence, reports, and requests which are made or required by the grant document shall be provided to the Vice President of Finance and Administration.

The Vice President of Finance and Administration shall maintain a complete file of all documents relative to any approved grant.

**SECTION 5: ADMINISTRATIVE AND STAFF PERSONNEL
POLICIES**

NOTICE OF PURPOSE OF HANDBOOK

This disclaimer is applicable to administrators and hourly general staff.

The Viterbo community cultivates an environment that includes the Franciscan values of diversity, respect, reflection, service, hospitality, and stewardship in our interactions with each other. Viterbo believes that its personnel are endowed with the gifts of intellect, imagination, and sensitivity and are called upon to share and develop these gifts to their fullest potential. In addition to these beliefs, Viterbo University is responsible for maintaining fiscal viability, adhering to civil laws and retaining a quality workforce.

These employee policies have been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the university or the employee. This handbook supersedes all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written. This handbook may only be modified by an authorized representative of the university in writing.

5.1 ADMINISTRATIVE AND STAFF DEFINITION

The administrative personnel of the university consist of the administrative officers and the administrative personnel.

Administrative Officers - The President, Vice Presidents, and those persons immediately responsible to the President for one of the seven major areas of university affairs: academics, student life, finance, enrollment management, mission and ministry, communications and marketing, and institutional advancement. As administrative officers, they facilitate activities within their areas of responsibility, and actively and directly assist the President in overall university administration.

Administrative Personnel - Salaried employees in business, administration, academic support and student services. Their function is administration specific to their area of responsibility. They are subject to the decisions of the administrative officer to whom they report, as well as to the directives of the plan of governance.

Staff Personnel – Hourly wage employees in support of the University services. They are subject to the decisions of the administrative officer or personnel to whom they report, as well as to the directives of the plan of governance.

5.2 GENERAL RESPONSIBILITIES

The policies governing the administrative and staff personnel, which are stated below, supplement those established for the faculty. Since the administrative personnel function in an administrative capacity, the conditions governing their appointment, vacations, and office hours differ from the faculty.

All administrative staff personnel have the same responsibility as the faculty to support the mission, philosophy, goals, and policies established for the governance of this university as outlined in the Personnel Policies, Administrative Procedures, and Regulations Handbook and the University Catalog, and as passed by the University Forum.

5.3 POSITION DESCRIPTIONS

A detailed description approved by the institution for each employee at the university must be filed in the Human Resources Department. It will be the responsibility of the department supervisor to compose the position description for each employee supervised. No employee will be hired, transferred, or promoted until a complete position description exists. The description should include the duties, responsibilities, and authority of the position, as well as the qualifications necessary for the position.

5.4 CONDITIONS OF APPOINTMENT

Appointments of persons serving in an administrative or staff capacity shall be by indefinite appointment. Annual salary and wage rate statements shall be issued after official enrollments have been compiled on the Fall semester census date, and after a determination by the administration that budget goals have been met. This salary or wage rate statement does not constitute a contract for the succeeding year.

When new positions are added, the President, together with the appropriate Vice President and Director of Human Resources, shall determine in which of the capacity the individual is to serve.

The degree of responsibility of a member of the administrative personnel with respect to the administration of the institution suggests the salary, the office hours, or non-reappointment.

1. Administrative Officers

An administrative officer is expected to carry out his/her functions efficiently and to set his/her office hours accordingly.

2. Administrative Personnel

The administrative personnel generally have office functions and are expected to be in their office from eight to five, five days a week. Because of the diversity of administrative personnel positions and the constituencies they serve, actual working hours may vary. Administrative offices will try to coordinate their hours to be mutually available to each other as well as to Viterbo personnel and students. If their responsibilities require evening or weekend university responsibilities, a reasonable substitution of time from office hours may be taken. This is agreed upon at the beginning of the year with the major administrative officer to whom they report.

3. Staff Personnel

Because of the diversity of positions, office hours may vary. Full-time employees are expected to work eight hours per day. Administrative offices will try to coordinate their hours to be mutually available to each other as well as to Viterbo personnel and students

The customary two week notice is given for intent to resign or termination of appointment by the institution.

5.5 EVALUATIONS

Each member of the administrative and staff personnel shall be evaluated annually. The evaluations shall be completed during July 1 through December 1 using the forms supplied through the human resources office.

Staff personnel will have the first evaluation at the end of the first 90 days of employment.

Job descriptions for members of the administrative and staff personnel shall be reviewed and revised as necessary each year during the evaluation period.

Procedures for Evaluation

1. Evaluation of Administrative Personnel

- a. The member of the Administrative Personnel being evaluated shall evaluate his/her own performance using as guidelines his/her formal job description and list of preset specific goals.
- b. Upon the completion of this self-evaluation he/she will meet with his/her immediate supervisor to discuss the evaluation and to share perceptions concerning his/her performance.
- c. The immediate supervisor and the person being evaluated try to come to a mutual understanding of the person's level of performance.
- d. Letters of evaluation are optional, but may be solicited and submitted by either the evaluator or the evaluatee.
- e. The two parties at this time will mutually review and revise the job description and establish goals for the next year.
- f. The immediate supervisor writes out the evaluation.
- g. Major areas of disagreement which were not resolved by the preceding process should be put into writing and attached to the evaluation.
- h. The evaluation in its final form is to be shared with the person being evaluated. To indicate that this has occurred, the two shall affix their names and date to the evaluation form.
- i. Copies of this evaluation are sent to the administrative officer for that area of responsibility. If he/she disagrees with the evaluation or needs further information, he/she will meet with the person being evaluated. Major areas of disagreement which were not resolved by the above process should be put into writing, attached to the evaluation, and signed by all parties.

2. Evaluation of Administrative Officers

- a. The administrative officer shall, in writing, evaluate his/her own performance using as guidelines his/her formal job description and the annual goals agreed upon by the administrative officer and the President. This document (Annual Report) shall be sent to the President of the University.
 - b. The evaluative documents will be reviewed by the President and the two will come to a mutual understanding of the administrative officer's level of performance.
 - c. At this time the President and the administrative officer will establish goals for the next year.
 - d. The President will prepare a written evaluation which will be discussed and signed by both parties.
3. Evaluation of the President of the University
- a. The President shall, in writing, evaluate his/her own performance using as guidelines his/her formal job description and list of preset specific goals. He/she may, at his/her option, share this with the President's Cabinet.
 - b. All members of the President's Cabinet shall submit evaluation letters to the President. The President may share the content of these letters and discuss his/her evaluation if he so chooses.
 - c. The President will prepare a list of specific goals for the next year and share this information with the President's Cabinet.
4. Evaluation of Staff Personnel
- a. The member of the Staff Personnel being evaluated shall evaluate his/her own performance using as guidelines his/her formal job description.
 - b. Upon the completion of this self-evaluation he/she will meet with his/her immediate supervisor to discuss the evaluation and to share perceptions concerning his/her performance.
 - c. The immediate supervisor and the person being evaluated try to come to a mutual understanding of the person's level of performance.
 - d. The two parties at this time will mutually review and revise the job description.
 - e. The immediate supervisor may share shares the supervisor evaluation.
 - f. Major areas of disagreement which were not resolved by the preceding process should be put into writing and attached to the evaluation.
 - g. The evaluation in its final form is to be shared with the person being evaluated. To indicate that this has occurred, the two shall affix their names and date to the evaluation form.

- h. Copies of this evaluation are sent to the administrative officer for that area of responsibility. If he/she disagrees with the evaluation or needs further information, he/she will meet with the person being evaluated. Major areas of disagreement which were not resolved by the above process should be put into writing, attached to the evaluation, and signed by all parties.

All evaluations will be sent to Human Resources to be placed in the employee's personnel file.

5.6 TERMINATION

If an employee resigns, is dismissed, or laid off, as much notice as possible (at least two weeks) should be given, in writing, to the other party. The last day actually worked will be considered the employee's termination date and will be used to calculate vacation pay or insurance coverage dates.

All employees must subscribe to Viterbo University's mission, performance, and behavior standards. Dismissal is infrequent; however, the University reserves the right to discharge employees at its sole discretion.

Non-compliance with the following policies, which are not all-inclusive, shall be cause for reprimand and/or dismissal:

1. Unauthorized use of university records, or disclosure of information contained in such records, to unauthorized persons.
2. Falsifying work records or time reports for oneself or another.
3. Misappropriation or unauthorized possession of property belonging to the University, another employee, a student, or a visitor.
4. Repeated absences, tardiness, or premature departure.
5. Disregard of established safety, housekeeping, or sanitary conditions.

Employees should bear in mind that they are members of the university community. Activities which will lessen the effectiveness of their work or have a negative impact on the university are to be avoided.

5.7 OVERTIME

Overtime for staff personnel will be paid at 1-1/2 times the employee's hourly wage for hours **worked** in excess of forty during a one-week period (beginning on Sunday and ending on Saturday) and must be approved before working by the department supervisor.

SECTION 6: BENEFIT ADMINISTRATION

6.1 PAY PERIODS

Viterbo University employees are paid twice monthly, on the 10th and 25th of each month. When payday falls on a weekend or holiday, the checks will be issued on the closest working day. The normal pay period begins on the 1st and 16th of each month. New employees must have a completed W-4 and I-9 form on file in the payroll office before a payroll check can be processed.

6.2 LEAVES OF ABSENCE

Notification of Absence

Employees who must be absent from their jobs for any reason must notify their supervisor immediately. If possible, employees are asked to notify their supervisor in advance of an absence. If the absence is due to illness and is of three or more days' duration, a doctor's statement may be requested by the supervisor. The habitually tardy and habitually absent employee is subject to dismissal.

Sick Leave

Sick leave will be determined for full-time (40 hours/week) employees as follows:

- First through third year of employment: 3.33 hours per pay period to a maximum of 80 hours (10 work days)
- Fourth through seventh: 5.00 hours per pay period to a maximum of 120 hours (15 work days)
- After seventh year: 6.67 hours per pay period to a maximum of 160 hours (20 work days)
- Sick leave may be accumulated to a maximum of 480 hours (60 work days).

Sick leave will be determined for permanent, part-time (20 - 35 hours/week) employees as follows:

- First through third year of employment: 1.67 hours per pay period to a maximum of 40 hours (5 work days)
- Fourth through seventh year: 2.50 hours per pay period to a maximum of 60 hours (7.50 work days)
- After seventh year: 3.33 hours per pay period to a maximum of 80 hours (10 work days)
- Sick leave may be accumulated to a maximum of 240 hours (30 work days).

Sick pay may be taken after earned, but only up to the amount of time accumulated as of that date.

Upon retirement, 480 hours of accumulated sick leave may be exchanged for two months of continued family, or five months of continued single health insurance, if the employee is covered under the university's plan. For accumulations of less than 480 hours, this benefit will be applied in a pro rata fashion.

Among absences considered eligible for sick leave payments are the following:

- Employee's personal illness or injury

- Emergency or acute illness in the employee’s immediate household or family (“family” includes: spouse, children, and parents in accord with the FMLA definition of immediate family)
- Doctor or dental appointments of the employee or the employee’s immediate household or family (as defined above) which cannot be scheduled outside working hours
- Sick leave for other than personal illness or injury must be approved in advance and will not ordinarily exceed 3 days.

Attempts to obtain sick leave for any reason other than those absences designated above are grounds for dismissal.

Compassionate Leave

Permanent full-time employees will be provided up to three days of compassionate leave to attend the funeral of their spouse, parent, step-parent, parent-in-law, guardian, child, step-child, brother, step-brother, sister, step-sister, brother-in-law, sister-in-law, grandparents and grandchildren. If additional time is needed, the employee may request and use two sick days to attend such funerals and make arrangements for additional time with their supervisor and the Director of Human Resources to use accrued vacation time.

Family Medical Leave

You will be qualified for a Family and Medical Leave after twelve months and a minimum of 1,000 hours of employment (Wisconsin Guidelines) or twelve months and 1,250 hours of employment (Federal guidelines). The leave laws in Wisconsin and under federal law differ in many ways. Viterbo University's obligations under the Wisconsin and Federal leave acts run concurrently, to the extent possible.

An eligible employee may take unpaid leave for any reason or combination of reasons listed below:

- a. The birth or care of a newborn son or daughter, newly adopted child or foster child.
- b. The care of a spouse, parent, step-parent, parent-in-law, son or daughter with a serious health condition.
- c. An employee's own serious health condition where such condition makes the employee unable to perform his or her job duties.

Generally, under the federal law, qualified employees may take up to twelve (12) weeks of leave in a calendar year for any reason or combination of reasons identified in the preceding paragraph.

However, if you fall only under the Wisconsin law, qualified employees are entitled to the following minimum leave standards in a calendar year:

- a. An employee may take up to a combined total of six (6) weeks in a calendar year in the event of the birth of the employee's son or daughter, placement for adoption of a child, or foster child, with the employee.
- b. Any employee may take up to a combined total of two (2) weeks in a calendar year to care for the employee's spouse, parent, step-parent, parent-in-law, son or daughter who has a serious health condition.
- c. An employee may take up to a combined total of two (2) weeks in a calendar year in the event the employee has a serious health condition where such condition makes the employee unable to perform his or her duties.

Partial leave, intermittent leave, or leave on a reduced leave schedule basis may be available when medically necessary. The employee must attempt to schedule such leave in consultation with the employer.

It is imperative that the employee inform the Director of Human Resources if Family and Medical Leave is being requested. If the employee knows in advance that leave will be required as much advance notice as possible must be given. Reasonable advanced notice of leave is required. If an emergency occurs, the employee, or, in rare cases, someone on his or her behalf, must give the required notice as soon as possible after the emergency.

A certification from a health care provider will be necessary when leave is requested for the serious health condition of the employee or his or her spouse, parent, or child. This certification must be provided within fifteen calendar days of the request for leave. If it is not possible to provide such statement with fifteen days, the employee must so notify the Director of Human Resources. Failure to provide a timely and complete statement may result in the leave being delayed or termination of employment.

If the returned certification is unclear or incomplete, the certification may be returned to the employee for further information or a request may be made to allow Viterbo University to contact your health care provider directly. It is important that the certification is accurately and completely filled out. Viterbo University reserves the right to request a second opinion (at the university's expense) if there is any question on the status of a serious health condition.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition involving:

- a. Inpatient care in hospital, hospice or residential medical care facility; or
- b. Continuing treatment by a health care provider.

An employee may substitute certain accrued paid leaves afforded by Viterbo University for this unpaid leave under the Family and Medical Leave Act. Any substitution of accrued paid leave should be indicated when the employee requests leave. Please consult with the Director of Human Resources to determine what leave is available.

For leaves of an extended nature, such as leave lasting the entire available time, or if the nature of the leave indicates uncertainty as to the ability of the employee to perform his or her duties, the employer may request the employee to obtain certification from the health care provider that the employee is able to return to resume their former duties. Such certification should be provided at least two weeks prior to the end of the leave or scheduled return to work. Failure to provide such certification will result in delays in restoration to the former position or termination from the position.

Upon return to work, an employee generally will be reinstated to the position held by the employee at the time leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

Group health insurance and other applicable benefits will continue under the same conditions as if the employee had worked continuously during the leave, provided any normally required employee contributions are made during the period of leave. If employee premium payments are more than thirty days late, insurance coverage may be terminated.

Both the Wisconsin and Federal Family and Medical Leave Acts are subject to amendments and interpretation by the courts and administrative agencies. This policy is only intended to be a brief summary of these laws. If this summary conflicts with these laws in any way, the law will control the actions of Viterbo University. Please see the Director of Human Resources if you have any questions.

The FMLA Final Regulations implement two important new military family leave entitlements for eligible specified family members:

- a. Up to 12 weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation, and
- b. Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

Military Leave

A full-time employee returning from active service in the United States Armed Forces will be re-employed in accordance with whatever laws that apply in each case. A full-time employee who is a member of the U.S. Military Reserves and who attends the regular military training camp will be given time off without pay.

Jury Duty

A full-time employee who is absent because of jury service, shall be paid regular earnings for each scheduled day of absence less the amount paid in court stipend. Advance notice of the jury services and duly authorized court papers must be presented to the Payroll Office.

6.3 EMPLOYMENT INSURANCE PLANS

HEALTH INSURANCE is available to full-time employees after one full calendar month of employment. Viterbo University pays a portion of the monthly premium for the basic plan for all participating full-time employees. Payroll deductions are made in the month prior to the effective coverage date. Insurance protection may be continued under a direct pay conversion COBRA program with the insurance company. Additional information on the various options available may be obtained from the Human Resources office.

TERM LIFE INSURANCE is available to full-time employees on the 1st of the month following a 30 day employment waiting period. Viterbo University pays 100% of the monthly premium for all participating full-time employees who take long-term disability insurance. Payroll deductions are made in the actual month of coverage.

LONG-TERM DISABILITY is available to full-time employees on the 1st of the month following a 30 day employment waiting period. The employee pays 100% of the monthly premium. Payroll deductions are made in the actual month of coverage.

WORKERS' COMPENSATION is provided for all personnel at no cost to the employee. To insure protection and compliance with state laws, employees must immediately report every accident, no matter how minor, to the department supervisor and to the Business Office. A report is completed by the Business Office and filed with proper authorities.

6.4 RETIREMENT PLAN

Viterbo University participates in and offers, to employees, the Teachers Insurance Annuity Association (TIAA) under the following conditions:

1. Full-time and part-time employees may join during the first year of service without matching funds by Viterbo University.
2. After completion of one year, the university will match up to 5% of the individual's eligible gross, base salary for full-time employees. Permanent part-time employees who have worked 1,000 hours in a consecutive calendar year will also be eligible for the university match.

The Human Resources office should be contacted for additional information.

6.5 TUITION REMISSION AND EXCHANGE BENEFIT

Tuition Remission General Description

Tuition for full-time employees, their spouses and dependent children who attend undergraduate classes at Viterbo University during the regular academic year (August through May) is eligible for remission. All charges and fees other than tuition are the responsibility of the employee. For any Viterbo University program for which instruction is delivered by a contracted cooperating institution (e.g. Technology Education Program, etc.), all direct program charges paid by Viterbo University to the contracted institution will be assessed to, and be the responsibility of, the employee. Only the employee is eligible under this plan to attend summer classes (May through August) tuition free. Employees must notify their supervisor of intent to attend a class and obtain necessary approval to minimize disruption of regular duties.

1. Eligibility

The employee may use this benefit from the employment start date. Dependent children are eligible for the exchange program the first full semester (Fall or Spring) following the start date of the employee. The child must be a legal dependent of the employee as defined by the Internal Revenue Service Code.

2. Application Process

The student must meet the conditions of admission to Viterbo University. The employee and student must complete the financial aid application process for any state, federal or private grants for which they may be eligible. Failure to complete this process will result in the student being responsible for the billed tuition.

3. Financial Process

The tuition remission plan will forgive tuition left owing after application of all monies received from any state, federal and/or private grants and scholarships from other than Viterbo University sources. The value of tuition remission as well as any Viterbo University academic scholarship, when combined with state, federal and/or private grants and scholarships from other than Viterbo University sources, shall not exceed the cost of tuition. All charges and fees other than tuition are the responsibility of the student.

4. Termination of Eligibility

a. Resignation or Dismissal

This benefit ends immediately upon termination of full-time continuous university employment by dismissal or on the effective date of a resignation. An enrolled employee, spouse and/or dependent child may continue their education at Viterbo University after the employment termination date, but would be responsible for the tuition due for the balance of the then current semester. The amount of tuition for

which the student would be responsible would be determined by prorating the remitted portion of the tuition bill for the class days (including final exam week) remaining in the semester.

b. Death, Total Disability, Layoff or Retirement Before Five Years Total Continuous Full-Time Employment

In the event of employee death, total disability, layoff or retirement, prior to the end of the fifth year of continuous full-time employment at Viterbo University this benefit ends at the close of the semester in which the death, total disability, layoff or retirement occurs.

c. Death, Total Disability, Layoff or Retirement After Five Years Total Continuous Full-Time Employment.

In the event the death, total disability, layoff or retirement of the employee occurs after the end of the fifth full year of continuous full-time employment at Viterbo University, the spouse and/or dependent children may use this benefit for a period not to exceed four years from the end of the academic year in which the employee death, total disability, layoff or retirement occurred.

For the benefit of dependent children only, the employee may accumulate credits at the rate of one year of credit for each two years of full-time continuous employment beyond the base of five years. The credit(s) are applied in such a manner as to allow a dependent child who may not be of university age at the time of the employee's death, total disability, layoff or retirement to enjoy full or partial use of this benefit.

For example: The employee-parent works a total of 15 years full-time. This means a total credit of 5 years has accumulated. The parent retires. The dependent child is in 7th Grade. The dependent child is able to use the tuition remission plan to attend Viterbo University upon graduation from high school and would have four years to complete his or her degree before the benefit is terminated. If the dependent child was in 6th Grade the benefit would cover only three years of tuition. If in the 5th Grade then two years of tuition would be covered, etc.

The employee who retires, is laid-off or is totally disabled after five years of full-time continuous employment at Viterbo University will be allowed to attend regular credit courses during the academic year (August to May) without tuition cost for a period not to exceed four years after the end of the academic year in which retirement, total disability or layoff occurred.

d. Certain procedures are required to obtain the above benefit, including a financial aid application and completion of financial needs analysis. Any student eligible for tuition remission must seek all federal and state tuition funds for which he/she is

eligible. The financial aid office will determine the amount of tuition remission due after the federal and state portions are determined.

The effective date of this policy is July 1, 1985. For employees whose effective start date (date on which work for pay began) is prior to July 1, 1985 the Tuition Remission Benefit shall be interpreted to permit legal children, regardless of dependency, to use this program. This exception from the new policy applies only to the issue of dependency. All other requirements of the new policy must be met.

Updated 5/12/16

Tuition Remission for Master's Degree Programs

Viterbo University full-time employees are eligible for limited tuition remission benefits for its graduate degrees at the master's level as outlined below. Dependents are not eligible for graduate tuition remission.

1. Tuition charges only are subject to this remission policy. All fees are the responsibility of the employee.
2. The tuition remission will be for one hundred (100) percent of usual tuition charges.
3. Employees will be permitted to enroll in master's degree classes on a space available basis only and will register at the close of the recruitment cycle for the classes.
4. Classes or cohort groups must be sufficiently enrolled with full tuition paying students in order for classes to be held.
5. Employees must notify their supervisor of intent to enroll and obtain permission to attend to minimize any disruption to the work schedule.
6. The benefit ends immediately upon termination of employment by dismissal or on the effective date of a resignation. The amount of tuition for which the student would be responsible would be determined by prorating the remitted portion of the tuition bill for the class days (including Final Exam week) remaining in the semester.
7. The value of tuition remission for graduate education is considered taxable income. The taxable income will be included in the employee payroll at the end of each academic term for which tuition remission is awarded, and will be subject to federal and state taxes.
8. Viterbo may revise its graduate tuition remission policy should conditions necessitate such action.

Tuition Remission for Doctor of Nursing Practice Programs

Viterbo University full-time Nursing faculty are eligible for limited tuition remission benefits for the University's Doctor of Nursing Practice degree programs as outlined below. Dependents of nursing faculty are not eligible for Doctor of Nursing Practice degree program tuition remission.

1. Nursing faculty must notify the Dean of the College of Nursing, Health, and Human Behavior of desire to enroll and complete a Doctor of Nursing Practice degree, and obtain approval to attend classes to minimize any disruption to the work schedule and/or the delivery of any of its academic programs to its students. Viterbo University reserves the right to deny eligibility for tuition remission benefits to any Nursing faculty member if enrollment in a Doctor of Nursing Practice degree program compromises the ability of the University to deliver any of its academic programs to its students.
2. Nursing faculty will be permitted to enroll in Doctor of Nursing Practice degree program classes on a space available basis only, and will register at the close of the recruitment cycle for the classes. Unless the President or Vice President for Academic Affairs authorizes an exception, classes or cohort groups must be sufficiently enrolled with full tuition paying students in order for classes to be held.
3. A faculty member who is a Viterbo DNP student needs written approval from the Dean to enroll in courses in which other graduate students concurrently taught by that faculty graduate student are enrolled.
4. As a condition of receiving tuition remission benefits, nursing faculty will be required to obtain a Doctor of Nursing Practice degree and serve in a full-time faculty position at Viterbo University for three years after completion of the degree requirements. A Nursing faculty member who terminates employment from the University for any reason prior to meeting the three-year service requirement shall be required to repay any tuition remission benefits received on a prorated basis. A Nursing faculty member who fails to complete the degree requirements and be granted a Doctor of Nursing Practice degree shall repay 100% of the tuition remission benefits received.
5. Nursing faculty will sign an agreement with the Dean of the College of Nursing, Health, and Human Behavior agreeing with terms of the arrangement (e.g. faculty course load, faculty committee service requirements, number of courses to be taken in a given term, post-degree service requirements, etc.) before any tuition remission benefits are granted.
6. Tuition charges only are subject to this remission policy. All fees are the responsibility of the employee and shall be paid in accord with University policy.
7. The tuition remission will be for one hundred (100) percent of usual tuition charges.
8. The value of tuition remission for graduate (masters and doctoral) education is considered taxable income. Any taxable income will be included in the employee payroll at the end of each academic term for which tuition remission is awarded, and will be subject to federal and state tax withholding.
9. Viterbo may revise or terminate its Doctor of Nursing Practice program tuition remission policy at any time should conditions necessitate such action.

Tuition remission for nieces, nephews, grandnieces, grandnephews, and godchildren of full-time FSPA employees

The effective date of this policy is January 1, 2009.

Updated 5/12/16.

Tuition for nieces, nephews, grandnieces, grandnephews, and godchildren who attend undergraduate classes at Viterbo University during the regular academic year (August through May only) is eligible for remission. All charges and fees other than tuition are the responsibility of the student. For any Viterbo University program for which instruction is delivered by a contracted cooperating institution (e.g. Technology Education Program, etc.), all direct program charges paid by Viterbo University to the contracted institution will be assessed to, and be the responsibility of, the student.

1. A Niece, nephew, grandniece, grandnephew, or godchild of the FSPA employee can become a student under this plan the first full semester (Fall or Spring) following the start date of the FSPA employee. The student must be a legal dependent of his/her parent(s) as defined by the Internal Revenue Service Code.

2. Application Process

The student must meet the conditions of admission to Viterbo University. The student must complete the financial aid application process for any state, federal or private grants for which they may be eligible. Failure to complete this process will result in the student being responsible for the billed tuition.

3. Financial Process

The tuition remission plan will forgive tuition left owing after application of all monies received from any state, federal and/or private grants and scholarships from other than Viterbo University sources. The value of tuition remission as well as any Viterbo University academic scholarship, when combined with state, federal and/or private grants and scholarships from other than Viterbo University sources, shall not exceed the cost of tuition. All charges and fees other than tuition are the responsibility of the student.

4. Termination of Eligibility

- a. Resignation or Dismissal

This benefit ends immediately upon termination of full-time continuous university employment by dismissal or on the effective date of a resignation. An enrolled niece, nephew, grandniece, grandnephew, or godchild may continue his or her education at Viterbo University after the employment termination date, but would be responsible for the tuition due for the balance of the then current semester. The amount of tuition for which the student would be responsible would be determined by pro-rating the remitted portion of the tuition bill for the class days (including final exam week) remaining in the semester.

- b. Death, Total Disability, Layoff or Retirement Before Five Years Total Continuous Full-Time Employment.

In the event of employee death, total disability, layoff or retirement, prior to the end of the fifth year of continuous full-time employment at Viterbo University this benefit ends at the close of the semester in which the death, total disability, layoff or retirement occurs.

- c. Death, Total Disability, Layoff or Retirement After Five Years Total Continuous Full-Time Employment.

In the event of the death, total disability, layoff or retirement of the employee occurs after the end of the fifth full year of continuous full-time employment at Viterbo University, the nieces, nephews, grandnieces, grandnephews, and godchildren may use this benefit for a period not to exceed four years from the end of the academic year in which the employee death, total disability, layoff or retirement occurred.

For the benefit of nieces, nephews, grandnieces, grandnephews, and godchildren, the employee may accumulate credits at the rate of one year of credit for each two years of full-time continuous employment beyond the base of five years. The credit(s) are applied in such a manner as to allow a niece, nephew, grandniece, grandnephew, or godchild who may not be of university age at the time of the employee's death, total disability, layoff or retirement to enjoy full or partial use of this benefit.

For example: The employee works a total of 15 years full-time. This means a total credit of 5 years has accumulated. The employee retires. The niece, nephew, grandniece, grandnephew, or godchild is in 7th Grade. The niece, nephew, grandniece, grandnephew, or godchild is able to use the tuition remission plan to attend Viterbo University upon graduation from high school and would have four years to complete his or her degree before the benefit is terminated. If the niece, nephew, grandniece, grandnephew, or godchild was in 6th Grade the benefit would cover only three years of tuition. If in the 5th Grade then two years of tuition would be covered, etc.

- d. Certain procedures are required to obtain the above benefit, including a financial aid application and completion of financial needs analysis. Any student eligible for tuition remission must seek all federal and state tuition funds for which he/she is eligible. The financial aid office will determine the amount of tuition remission due after the federal and state portions are determined.

Tuition remission for part-time employees

The effective date of this policy is July 1, 2001.

This program allows tuition forgiveness for part-time employees who attend Viterbo University. The following conditions apply:

For the most current list of participating institutions, employees should refer to the exchange web sites. Applying to the same institution under each exchange is permitted.

1. Only tuition for undergraduate classes at Viterbo University during the regular academic year (August to May) is eligible for remission. All charges and fees other than tuition are the responsibility of the employee student.
2. The employee may use this benefit from the employment start date, and must be employed when the class eligible for tuition remission begins. Spouses, legal children, and dependent children of the employee are not eligible for the tuition remission benefit.
3. While an employee may enroll in several classes in a given semester, only three credit hours per semester are eligible for tuition remission. The employee student will be responsible for any tuition charges which exceed the tuition charge for the first three credit hours.
4. The employee may enroll in courses eligible for tuition remission only during drop/add week, to ensure that paying students receive priority for enrollment at Viterbo University.
5. The employee student must meet the conditions of Admission to Viterbo University, and will complete the appropriate tuition remission application form available in the Financial Aid Office before any tuition remission will be applied to the employee student account. Failure to complete this process will result in the student employee being responsible for the billed tuition.
6. Employees must notify their supervisor of intent to attend a class, and obtain approval to minimize disruption of regular duties.
7. This benefit ends immediately upon termination of employment by dismissal or on the effective date of a resignation. The amount of tuition for which the employee student would be responsible would be determined by prorating the remitted portion of the tuition bill for the class days (including final exam week) remaining in the semester.

Tuition Exchange Program

Tuition exchange grants are available to dependent children of full-time employees through participating exchange institutions. Employees who seek to participate in these programs are advised that participation in the programs is not assured until final written approval by the participating institution and verification is made. Therefore, regardless of any other written

summaries or unwritten understandings to the contrary, employees and family members should not rely on the ability to participate in the tuition exchange programs until such time as they are finally approved in writing.

The exchange programs in which Viterbo University currently participates are:

- The Catholic College Cooperative Tuition Exchange Program (CCTE) www.cccte.org
- Council of Independent Colleges Exchange (CIC) <http://www.cic.org>
- Tuition Exchange, Inc. (TEP) <http://www.tuitionexchange.org>

For the most current list of participating institutions, employees should refer to the exchange web sites. Applying to the same institution under each exchange is permitted.

1. Eligibility

Dependent children are eligible for the exchange program the first full semester (Fall or Spring) following the start date of the employee. The child must be a legal dependent of the employee as defined by the Internal Revenue Service Code.

2. Application Process

Employee must complete a tuition exchange application with Human Resources to verify eligibility with Viterbo University. On the application, each employee will need to list the institution of interest. Viterbo's liaison officer will submit the application to each institution requested.

Each exchange institution sets its own policies for evaluating exchange applications. They may also vary in the amount/percentage of tuition that is awarded as well as any deviation from the traditional academic year. Employees should contact directly the specific institution for answers to these questions. Institutions generally will not consider an exchange application unless the student has been admitted to that same institution; therefore it is highly recommended that the student be accepted to the college or university of choice before completing the tuition exchange application. Acceptance at a college or university does not guarantee availability of benefit.

In instances when more than one employee wishes to apply for the tuition exchange benefit for his/her dependent at a specific institution, and the number of available spaces at that institution is limited, participation and eligibility will be determined by a number of factors including:

- a. Number of tuition exchange positions available
- b. Longevity of employee at continuous full-time status
- c. Date the application is received by Human Resources

3. Approval Process

Each institution will inform Viterbo's liaison officer of their decision on each exchange application. The timeframe for responses varies from institution to institution.

Once an employee has been granted an exchange award, it remains in effect, so long as the employee maintains eligibility, for up to eight semesters; however, the tuition exchange benefit must be reapplied for annually and the student must continue to meet the academic and conduct standards of the exchange institution. Students enrolled part-time may receive tuition benefits at the host institution's discretion. The employee is responsible for completing the application for each year of the tuition exchange program.

4. Termination of Eligibility

Upon termination of full-time continuous university employment, regardless of reasoning, participation in the tuition exchange program terminates at the end of the current academic term.

Updated 5/12/2016

6.6 VACATION

Full-time, 12-month employees accrue vacation benefits at accrual rates that are based on longevity. Employees in nine and ten-month positions do not accrue vacation time.

1. Administrative officers accrue vacation time at a rate of 6.67 hours per pay period to a maximum of 160 hours (20 work days).
2. Full-time Administrative personnel accrue vacation at a rate of:
 - a. First through third year of full-time employment, 5.00 hours per pay period to a maximum of 120 hours (15 work days).
 - b. After 3 full years of employment, 6.67 hours per pay period to a maximum of 160 hours (20 work days).
3. Full-time Staff personnel accrue vacation at a rate of:
 - a. First through third year of full-time employment, 3.33 hours per pay period to a maximum of 80 hours (10 work days).
 - b. Fourth through seventh year of full-time employment, 5.00 hours per pay period to a maximum of 120 hours (15 work days).
 - c. After seven full years of employment, 6.67 hours per pay period to a maximum of 160 hours. (20 work days)

Vacation time need not be taken on successive days, but may be spread over a period of one or more days, provided approval has been given by the department supervisor. Vacation requests should be submitted in writing to the department supervisor no later than one week before the requested starting date, indicating the last work day before and first work day after the desired time off.

At the time of termination or retirement, any accrued vacation, to a maximum of 20 days, which was earned but not taken will be paid.

6.7 HOLIDAYS

Viterbo observes up to 13.5 paid holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
 - If Independence day falls on a Tuesday, the Monday before will be given as a holiday
 - If Independence day falls on a Thursday the Friday after will be given as a holiday
 - If Independence day falls on a Monday, Wednesday or Friday, no additional days will be provided.
- Labor Day
- Thanksgiving
 - Half day before Thanksgiving, Thanksgiving Day, and Friday after Thanksgiving
- Christmas Eve through New Year's Day

If the holiday falls on a Saturday or Sunday, the holiday will normally be celebrated the day before or the day after at the discretion of the University.

If a holiday falls within the employee's scheduled vacation, it is not counted as a vacation day. The holiday must fall during the full-time employee's period of normal employment to be considered a paid holiday.

General staff employees asked to perform work on what would normally be considered a paid holiday will be reimbursed for hours worked on a time and one-half basis and will, in addition, be granted a like amount of paid time off. This paid time off must be taken within the next pay period whenever possible.

Permanent part-time (20-35 hours/week) staff will receive a pro-rated holiday benefit, based on their typical work schedule, and subject to the holiday policy requirements noted above.

6.8 INTERVIEW AND MOVING EXPENSES

Interview expenses for prospective employees will be reimbursed as follows: Travel and lodging accommodations will ordinarily be reimbursed in full. If the prospective employee's personal automobile is used, mileage will be paid at the prevailing University reimbursement rate.

Moving expenses

1. Faculty-Moving expenses for new faculty will be reimbursed using prevailing U-Haul rates for truck/mileage expenses and will be negotiated based upon relocation distance, and will include the cost of truck, mileage, box package for a 3-bedroom house, and meal per diem.
2. Administrators/Staff-Moving expenses for new administrators/staff will be reimbursed at one half of actual cost up to a maximum of \$500 for the services of a moving company or for the cost of a rental truck or trailer. No allowance is given for mileage, meals, or lodging while en route. The maximum moving allowance is \$500.
3. All moving expense reimbursements will be paid to the employee via payroll, and will be subject to tax. The Human Resources and Vice President for Academic Affairs offices will complete a check request, with attached receipts. Moving expenses are taxable to the new employee, whether the reimbursement is made to the employee directly or paid to a vendor on behalf of the employee. Therefore, for ease of processing, the employee should pay all moving expenses. Viterbo will not pay moving expenses directly to a moving company.

SECTION 7: ACADEMIC REGULATIONS AND POLICIES

7.1 STANDARDS OF INSTRUCTION

Faculty members engaged in teaching are expected to teach the courses as outlined in the University Catalog and to confer with the department chairman concerning the syllabi to be followed. They are to conduct each class as scheduled unless special arrangements have been made with the Vice President for Academic Affairs.

Classes should begin and end promptly. They may be opened with prayer. Faculty members are free to select the type of instructional procedure desired. They are urged, however, to evaluate and to update their instructional procedures constantly in order that instruction of a collegiate level may be maintained. Visits to other campuses and the exchange of ideas with other colleagues are suggested. Formal student evaluations of classes are required for non-tenured faculty and periodically for tenured faculty; informal student evaluations at other times are recommended. Student participation in class through discussion furthers the mastery of the subject matter of the course. It is highly recommended that the textbook(s) used for a course be supplemented by requiring students to do reference and related reading.

Each instructor is responsible for keeping the syllabus up to date or for preparing one if the course has not been taught previously. A copy of the syllabus is to be filed with the Vice President for Academic Affairs and the department chairperson.

An instructor who is to be absent from class should report the anticipated absence to the department chairperson and to the Vice President for Academic Affairs and make proper arrangements for the classes. If on account of illness or for any other emergency an instructor cannot meet a class, he/she shall notify the Vice President for Academic Affairs as soon as possible, who in turn shall notify the department chairperson.

7.2 CLASS ATTENDANCE

Expectations for Students

- Viterbo University challenges students to be learners who assume responsibility for being a part of a community of scholars. Student presence and participation in the classroom is an important component of this challenge. Furthermore, as part of its mission, Viterbo University offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork. Students who are absent from class miss opportunities to contribute to the learning environment of the classroom and are developing patterns that will not be tolerated in the professional workplace.
- In light of the above, students are expected to attend all classes and notify instructors beforehand of all foreseen absences.
- Absence from class may result in the loss of financial aid, including federal financial aid, and may lead to the requirement to repay financial aid funds to Viterbo University.
- If absence from class is unavoidable due to illness, emergency, jury duty, etc., the student will contact the course instructor or the Director of Student Success. The instructor may ask for documentation.
- A student who is not able to attend classes due to military obligations should refer to the Military Deployment policy.
- Regardless of the reasons for absence, the student is responsible for any coursework missed and for any assignment the course instructor may give to make up for the absence.

Expectations for Faculty and Other Viterbo University Officials

- Each faculty member will establish a reasonable attendance policy, which will be stated in the course syllabus and shared at the beginning of the course. If the course requires the student to complete any activity, in or out of class time, that can be performed only at the time specified in the syllabus, the instructor will inform the student of this by the end of the second week of the course.
- Faculty will keep a weekly record of attendance for each student to comply with federal financial aid guidelines.
- A course instructor may issue a failing grade to a student who has missed more than 15% of the classes for the course, and will notify the student of this decision. Absences caused by attending required co-curricular or extracurricular activities or officially representing Viterbo University in another capacity will not be counted towards this 15%. The Viterbo University official responsible for the student's activity during such events will notify the instructor from whose class the student will be absent of known required absences by the end of the second week of the course.

Online Attendance

Attendance is expected in all online courses. Student attendance in an online class is defined as active participation in the course as described in the course syllabus

Guidelines for Online Attendance

- A student who has not logged into their online course during the first three days may be dropped from the course.
- Instructors in online courses are responsible for providing students with clear instructions of the active participation requirements for the class. Instructors will state on the syllabus the specific expectations for active participation.
- Completion of assignments is expected on a weekly basis. If a student has not logged into their online class for a period of seven days or longer, they may receive a failing grade or be administratively dropped from the course.
- Faculty will report students who are not actively participating in their online course through the Starfish Early Alert System.
- Students not able to participate in classes due to military obligations should refer to the Military Deployment policy.

7.3 EVALUATION OF STUDENT PROGRESS

Each instructor at the beginning of the course will inform his/her students of the methods of evaluation to be used. Examinations are one form of evaluation; however, the instructor may decide upon other means of determining how well the student has met the course objectives.

Examinations, if properly used, can contribute toward encouraging a high level of scholarship among students. The primary value of examinations should accrue to students who through serious preparation for them will master, synthesize, and integrate the subject matter presented in the course. Good results from examinations, whether periodic, midterm, or final, require that faculty members administer and grade examinations in a professional manner and guide students to look upon them as a valuable means of learning.

Although no grades are filed in the office of the registrar at midterm, an evaluation of each student's work is to be made in each course by the end of the first half of the semester. It is the responsibility of the instructor to inform the student of his/her progress at this time. For a student earning D or F in a course, faculty members shall complete a form and submit it as requested through the Vice President for Academic Affairs' office.

Faculty is expected to adhere to the final examination schedule. If the instructor wishes to use some form of evaluation other than the written examination, the final meeting of the class shall be held during the time scheduled for the final examination.

7.4 GRADING POLICY

The University Catalog gives a description of the grading system at Viterbo. Faculty members are responsible for being acquainted with the standards set forth there. Both mid-term and final grades are collected.

Evaluation of student work in terms of the final grade for a course should be done with care so that the grade assigned is a reasonably fair estimate of the quality of the student's achievement. Knowing the students in one's class affords valuable insight into the progress of individual students and assists the teacher in making a fair judgment of the work being done. Faculty members are free to determine to what extent class participation, assigned tasks, periodic examinations, and midterm and final examinations are to be counted in establishing the final grade. A final grade, however, should not be based solely on one or two examinations.

Extremes in grading, such as seldom giving an A or giving many A's when the group is not an unusual one, is not sound practice. Because screening of students goes on during the first two years of university, there will be a greater percentage of D's and F's given to students in the freshman and sophomore years than to those in the junior and senior years. Also, as students begin to specialize in their majors and minors, they will be expected to achieve at a higher level; therefore, it is legitimate that there be fewer grades of D and F in upper division than in lower division courses.

A grade of Incomplete should be given infrequently and only under unusual circumstances, which cause a delay in a student's completion of a course. These unusual circumstances normally are such that they are beyond the student's control, such as serious illness or death in the family or unanticipated complications in an original research project. A grade of Incomplete should not be given as a result of inadequate planning, the student carrying too heavy a program, or failure to take a final exam without sufficient reason. The student must be doing passing work before an Incomplete may be given.

The student must make specific arrangements with the instructor for the completion of the course and complete a formal written Request for Grade of Incomplete prior to the assignment of grade as Incomplete. The form to request a grade of incomplete is available from the Registrar's office. This form must be completed and returned to the Vice President for Academic Affairs by the Thursday before finals week. The removal of an incomplete grade is the responsibility of the student. If the incomplete is not removed and the replacement grade from the instructor is not on file in the Office of the Registrar by Monday of the 11th week of the following semester, it is recorded as a failing grade.

Instructors are given directives at the close of each semester for reporting grades to the registrar's office.

7.5 WORK TO BE COMPLETED DURING THE SENIOR YEAR

During the senior year a student may be required to undertake some special integrating effort in the major field. Departments are encouraged to direct this experience so that the student will be provided with an opportunity for creative application of the knowledge gained from the individual courses he/she has taken in his/her major. According to the nature of the discipline, this experience may be one of the following: a recital, an exhibit, comprehensive examinations, a research project, and/or the presentation of a paper.

7.6 EXAMINATION FOR ADVANCED PLACEMENT OR CREDIT

Faculty members are encouraged to consider the use of advanced placement examinations for introductory courses and/or credit by examination for courses in which a student claims competence. The examinations should be so designed as to serve as an evaluation of the student's knowledge in terms of that which would be required in a recognized university course.

A trend in the administration of challenge examinations is the development of modules, which pertain to a section or a unit or a course. A student may challenge the content of a module in lieu of attending the classes which cover this section or unit. Faculty members are urged to use innovative measures to meet the challenges resulting from changes in society and in education programs.

7.7 STUDENT ADVISING AND REGISTRATION

Freshmen, sophomores and first-semester transfer students will all have two advisors: an academic advisor and a faculty advisor in their major. Freshmen will work more with the academic advisor their first year, with three meetings a semester, and begin the transition to working with the faculty advisor the second year. In the second year, students will meet with their academic advisor twice a semester and the faculty advisor once a semester, for registration. Transfer students will transition to the faculty advisor after one or two semesters with the academic advisor.

Academic advisor: Professional Academic Advisors meet regularly with students, hold workshops and group advising sessions to share information with students and work with students experiencing difficulty.

Professional advisors -

- Academic Support – Assist students experiencing academic difficulty
- Information – Provide workshops for students
- Transition – Help with transition to life at Viterbo
- Options – Clarify majors, minors and career options
- Resume – Assist in the development of the resume
- Technology – Teach students to use VitNet, Student Planning, Moodle, and Starfish
- Time Management – Assist with development of a schedule

Faculty advisor: Faculty Advisors are the experts in their discipline. They are important resources for students throughout their time at Viterbo.

Faculty advisors -

- Mentor – Mentor and engage with students in their major
- Roadblocks – Help students with major-specific concerns and struggles
- Answer Questions – Answer discipline specific questions
- Careers – Explain career options for the major
- Grad School – Discuss graduate school options
- Research – Aid students in locating research opportunities
- Internships – Help students find internships

Both advisors:

- Answers – Find policy and procedure answers
- Connect – Encourage community involvement
- Goals – Help students identify strengths and develop goals
- Review – Review program requirements
- Support – Help students get resources and support
- Registration – Assist with course registration or adjustments
- Plan – Help students develop their four-year graduation plan

The advisor should be cognizant of the information contained in the University Catalog in assisting students. Of particular importance is the Core Curriculum requirements, the general requirements for graduation, and academic regulations such as the policies on Add/Drop, Credit/No Credit courses, academic probation, and credit for previous preparation in a foreign language.

Students who plan to pursue a minor in a particular department are to confer with that department chairperson relative to the sequence of courses for the minor. Arrangement and supervision of registration are the responsibility of the registrar who also arranges the class schedule for each semester and assigns rooms for instruction. Changes in the class schedule and rooms are to be arranged with the registrar.

7.8 IMPLEMENTATION OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Department of Health, Education, and Welfare has published the final regulations regarding implementation of the Family Educational Rights and Privacy Act of 1974. In light of these regulations Viterbo University has adopted the following policy.

1. Students are entitled to review those records, files, documents, and other materials which contain information directly related to them which are maintained by the university. Not included are the following:
 - a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are not accessible or revealed to any person.
 - b. The records and documents of law enforcement units which are kept apart from education records, maintained solely for law enforcement purposes, and are not made available to persons other than law enforcement officials of the same jurisdiction.
 - c. Records on a student made or maintained by a physician, or psychiatrist, psychologist, or other recognized professional or paraprofessional which are used only in connection with the provision of treatment to the student, except such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
 - d. Records which contain only information relating to a person after that person is no longer a student at the university.
2. Student access and review of education records are subject to the following conditions.
 - a. A request to review an education record must be made in writing to the office maintaining the record.
 - b. The university has 45 days to comply with the request.
 - c. After reviewing the records, the student may request the unit maintaining the record to remove or modify information which the student believes to be inaccurate, misleading, or otherwise in violation of his/her rights. If his/her request is refused, the student may insert into his/her records a written explanation respecting the contents objected to, or he may file an appeal with the President's Office and be granted a hearing by a person or committee designated by the President.
3. Viterbo University maintains the following education records:
 - a. Vice President for Academic Affairs's Office - Vice President for Academic Affairs
Grade reports, entrance test results, official communications relating to students, computer print outs, probation and dean's lists and registration schedules.

- b. Admissions Office – Director of Admission
Admission applications, high school and university transcripts, letters of recommendation, and college entrance test scores. Applications, high school and university transcripts are forwarded to Registrar’s Office upon acceptance. Grade point average, test scores, and class rank summary used for Admissions Committee meetings.
 - c. Business Office – Director of Student Billing/Accounts Receivable - Name, address, account numbers and Accounts Payable Promissory Note.
 - d. Vice President for Student Affairs
Personal interest sheet, communications from faculty and administration pertinent to student affairs.
 - e. Health Services – Nurse
Physical examination report submitted upon acceptance.
 - f. Placement Office - Director of Career Services
Personal data sheet, summary of courses completed, letters of recommendation, and any other items that students wish made part of his/her placement file.
 - g. Registrar's Office
Permanent academic record, admission application, high school and university transcript, entrance test scores, letters of recommendation, computer print outs, registration schedules, official correspondence, continuing education records, independent study contracts, CLEP, AP, and Challenge Exam results, withdrawal from university records, and INS forms.
 - h. Advisers - Grade reports, transfer evaluations, degree audit, registration schedules.
4. Students may obtain copies of education records maintained by the university. Fees for such copies are at current costs.
 5. Viterbo University declares the following information to be directory information which is available to the public without prior written consent of the student: Name; address (home, local/campus, and email) telephone listings; date of birth/age; major/minor field of study, participation in officially recognized activities and sports; weight and height of members of athletic team members; dates of attendance; full time/part time status; photograph; registration course schedule; class level; academic level; degrees/academic recognitions/awards received; name/address/ occupation of parent/guardian/spouse; and educational institution or agencies attended. Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the second week of each semester and the first week

of summer school. Forms requesting the withholding of “directory information” are available through the Office of the Registrar.

Viterbo University assumes that failure on the part of any student to request specifically the withholding of “directory information” indicates individual approval for disclosure.

6. Any information other than the directory information listed above will not be released to anyone outside of the university without the specific written permission of the student. Within the university, personally identifiable information will be released only to school officials who have a legitimate educational interest.
 - a. School officials include any of the administrative personnel of the university.
 - b. Those having a legitimate educational interest must be acting in an advising, counseling, decision-making, or recommending capacity.
7. Viterbo University may, at its discretion, release non-directory information to the parents of a student who is declared as a dependent on the parents’ most recent Federal Income Tax form. Viterbo University will ask students at the beginning of each academic year to disclose whether or not he/she is a claimed dependent. No information shall be released without such a disclosure by the student, unless the parents provide a copy of their most recent tax document, accompanied by the Parental Request for Academic Information form.

Students have the right to file complaints with The Family Policy Compliance Office concerning alleged failures by the university to comply with the Act.

7.9 VITERBO UNIVERSITY GRADUATE PROGRAMS

The curriculum content of all graduate programs is developed, controlled and supervised by the respective Schools/Institute under the direction of the College Dean/Director. College Deans/Director/Program Directors are responsible for the assignment and supervision of program faculty. Each College shall develop its own policies, procedures and other documents for faculty and students as appropriate for each program.

Graduate Program Faculty

Faculty are assigned by the Program Director to teach graduate courses based on qualifications of faculty members, appropriateness of degree and/or special expertise in the area of study.

Duties of the Graduate Program Directors

1. Program development and evaluation.
2. Student recruitment and retention.
3. Faculty selection, assignment and supervision.
4. Admissions and record evaluation.
5. Oversee registration of students.
6. Advising of students.
7. Approval of candidates for graduation.
8. Other duties as necessary.

7.10 ONLINE PROGRAM POLICIES AND PROCEDURES

Mission

The mission of online education at Viterbo University is to expand the availability of educational opportunities to students, whose access is limited by location or time constraints. Using technology, Viterbo University provides high quality, accessible educational experiences that are responsive to student needs and carry out the University's overall mission.

Viterbo Online Program Development Guidelines

New online programs are developed when a need for the program has been established and when the new program is consistent with the mission of Viterbo University. New online programs should address the following when being developed:

- The program is consistent with faculty and staff expertise.
- The outcomes of the program are clearly identified.
- The program includes a clearly articulated program assessment plan that includes assessment of program outcomes identified in program development.
- The program includes a plan for regular review, including a plan to update and/or improve the program.
- Online programs are overseen by administrators who are knowledgeable about the issues related to online learning. When needed, the university provides training opportunities to administrators who need additional support.
- Completion of the program of study will result in students meeting graduation requirements.
- Viterbo University commits to the allocation of resources necessary for program operation and continuation in financial resources, human resources, and technology resources.
- All required approvals are secured.

Viterbo Course Design and Development Guidelines

Definition of online courses: At Viterbo University, “online” courses refer to courses with 99% or more of teaching and delivery in an online format, and “blended” courses refer to courses with 70-99% of teaching and delivery in an online format. Use of the course management system (Moodle) in a face-to-face course does not constitute an online or blended course.

New online and blended courses that are developed must be consistent with the academic standards of all Viterbo University courses. New online and blended courses should address the following when being developed:

- Academically qualified faculty develop online and blended courses.
- The development of a new online or blended course must be approved by the department chair/program director and dean of the college in which the course resides. If the

program requesting the course is housed in a college different from the one in which the course is housed, both deans must approve the development of the course.

- The curriculum development and instructional design are appropriate to online programs of study and consistent with current best practices.
- The proposed course includes a plan for assessment appropriate to online courses and consistent with Viterbo's institutional assessment plan.
- Course delivery fosters community by incorporating interaction, utilizing technologies appropriate to the program and students. Courses provide for both instructor-student interaction and student-student interaction as appropriate to the curriculum.

Faculty Qualifications and Administrative Support for Online Programming

All instructors who teach online at Viterbo University must be qualified and approved to teach an online or blended course before being assigned as an instructor in VitNet. There are two ways to obtain approval to teach online at Viterbo University:

- 1) Those new to online teaching must take the [Online Teaching Best Practices Course](#). This is a two-week online course offered three times per year (August, December, and April) that focuses on using Moodle to teach an online course and effective pedagogy for teaching online.
- 2) Experienced online instructors who do not complete the two-week online teaching course are required to complete the [Faculty Application for Online Teaching](#) before teaching online for the first time at Viterbo. The online application can be found on the Instructional Design and Online Teaching website: <http://www.viterbo.edu/instructional-design-and-online-teaching>

Those with online teaching experience but new to Viterbo's LMS (Moodle) are asked to complete Modules 2 and 3 of the Online Course Design Modules (self-paced and SEPARATE from online teaching course. See the Online Teaching website for more information: <http://www.viterbo.edu/instructional-design-and-online-teaching>

Expectations of Faculty Teaching Online: Course Design and Pedagogy

Courses taught in an online or blended format adhere to the same expectations and are consistent with the academic standards of face-to-face courses. Online and blended courses should achieve the same learning outcomes as their face-to-face counterparts.

Due to the unique environment in which online and blended courses are delivered, certain duties of an online instructor are different from those of a traditional classroom instructor. Online courses often require more work and preparation time for delivery than do face-to-face courses. To ensure online and blended course quality and best instruction practices, instructors should adhere to the following expectations for course design, pedagogy, and the course syllabus:

- Instructors clearly communicate their expectations for student success at the beginning of the course including: time commitment, course components and requirements, and appropriate online etiquette.

- Instructors are actively involved in all aspects of the course (e.g., discussion boards, assignments, projects, etc.) through direct dialogue, formative feedback, summative feedback, and by demonstrating a guiding presence on discussion forums.
- Instructors maintain weekly contact with updates and encouragement via announcements and/or class emails.
- Instructors develop and support an online social presence by including either instructor voice narration or instructor video
- Formative feedback to students is done promptly (no more than 2 weeks after submission) and time expected for feedback is communicated to students, especially for assignments that build on one another throughout the course.
- Rubrics or grading guides are posted for evaluation of discussion boards, assignments, papers, etc. before the assignment is due.
- The course syllabus outlines appropriately rigorous time expectations for students per week of the course for instructional time and outside work time that meet the required hours for the course type and length as outlined in the online syllabus template.
- Grades, feedback, and completed rubrics are posted in the Moodle grade book.
- The course includes multiple forms of instruction (e.g., interactive discussions, writing assignments, and testing) to address multiple styles of student learning.
- The course requires that students interact regularly with each other and the instructor on course material via avenues such as discussion board questions, group discussions, or informal discussion forums.
- The course page is easy to navigate and follows the VU Moodle course template.
- There are no violations of copyright. Copyright guidelines for online courses are more restrictive than face-to-face courses (see section below for copyright guidelines for online classes and blended classes).
- The instructor ensures that all course links are active and that course content is updated each time the course is taught.

Expectations of Faculty Teaching Online: Course Syllabus

- The course syllabus includes all information required by the Viterbo University academic online syllabus template.
- The course syllabus includes course learning outcomes and shows how they align with the department, program, and/or core curriculum outcomes. Syllabus communicates specific course assessments and aligns these with course learning outcomes.
- The course syllabus includes course description, course prerequisites, and textbook or supplemental text information.
- The course syllabus includes contact information for course instructor and response policy that articulates responding to emails within 24 hours on weekdays and within 48 hours on weekends.
- The course syllabus includes a clear grading policy, including grading scale, late policy, and grading distribution.

- The course syllabus outlines appropriately rigorous time expectations for students for activities in the course separated into instructional time and outside work time that meet the required hours for the course type and length as outlined in the online syllabus template.
- The course syllabus includes course topics and a detailed schedule of deadlines for assignments, quizzes, project, etc. for the entire course.
- Book orders for online and blended courses should be provided to the bookstore using the same deadlines as for face-to-face courses.
- The first time the course is taught, the syllabus should be provided to department chair/program coordinator and dean for review and approval at least three weeks before the course begins.
- The course site on Moodle is made available, including posting of the syllabus, at least one week before the course begins. Instructors (especially for blended classes) who have expectations about student preparation for the first week of classes should email the class with specific expectations before the class begins.

Student Support Services for Online Study

- Viterbo provides students access to or information on how to access Library Services, the Help desk for general technology assistance, and the Academic Resource Center for course assistance or disability accommodations.
- Viterbo provides students with student Moodle tutorials explaining how to use the basic aspects of Moodle (e.g., using the discussion board, accessing the grade book, submission of assignments, etc.). The instructor should ask students to review these resources prior to taking an online or blended course. These resources are provided via a URL on every Moodle course page.
- Viterbo provides online policies and procedures via a link in every online and blended Moodle course page (<http://www.viterbo.edu/online-student-resources/online-course-policies-and-procedures>).

Development of Online Courses: Intellectual Property

- If the university asks a faculty member to develop a new online course, that faculty member is offered a stipend for such development. The development work includes a master course template with content on Moodle and a master course syllabus that is provided to all instructors of the course.
- Courses developed according to this payment agreement become the property of Viterbo University, and the course design may not be used by the faculty member at another institution. The University shall be the sole owner of all intellectual property when the faculty member receives a stipend for developing the course, meaning the course package is property of Viterbo and cannot be used at another institution.
- Should a faculty member wish to maintain her or his rights to the intellectual property of the course design, that faculty member must develop the course without accepting the stipend payment.

- Faculty who develop online and blended courses are given the first opportunity to teach those courses when offered. If the faculty member is unable (due to other departmental teaching needs) or unwilling to teach the course when needed, Viterbo may assign that course to another qualified instructor using the course package (syllabus, tests, quizzes, assignments, presentations, activities, etc.) if the developer was compensated for its design.
- If the faculty member has been compensated for their development work, they are expected to make any necessary modifications to the master course template on Moodle and to the master course syllabus (e.g., if a new textbook edition is available) after teaching the course.

Offering Online Courses

- Online and blended courses are considered a part of a faculty member's normal workload if taught during the fall or spring semester.
- Sections have minimum and maximum enrollments as established by the academic program or as approved by the Vice President for Academic Affairs.

Evaluation of Courses and Programs

- Deans and department chairs or program coordinators oversee the quality and integrity of instruction and course content for undergraduate and graduate online programs and courses in their school or department.
- The Committee on Online Learning evaluates blended and online courses on a five-year rotating basis. Two members of the committee visit a course for a one-week period and provide formative feedback to the instructor on the course design, course syllabus, and teaching strategies. Instructors respond to their evaluation by completing a response form, and discussing modifications with their department chair. Instructors showing major deficiencies in their evaluation are subsequently evaluated by the chair of the Committee on Online Learning in order to sustain online teaching approval. Details on the evaluation process can be found on the Instructional Design and Online Teaching webpage: <http://www.viterbo.edu/instructional-design-and-online-teaching>.
- Deans and department chairs or program directors ensure that faculty teaching online or blended courses are engaging in the appropriate amount of instructor-student and student-student interactions according to federal and HLC guidelines.
- Consistent with the guidelines for face-to-face courses, student evaluations are required for all instructors teaching online and blended courses. The students use the online Viterbo evaluation used for all traditional face-to-face courses.
- Periodically, the quality of online and blended courses is assessed within the HLC standards to ensure that courses taught in online and blended formats achieve the same student learning outcomes as those taught in the face-to-face formats. Instructors may be asked to regularly submit assessment materials from their online and blended courses to their respective chair and/or program director as part of ongoing university assessment work.

Administrator Access to Moodle

As with traditional face-to-face courses, administrators (dean, department chair, or program director) are given access to all course Moodle sites in areas they oversee.

Copyright Guidelines for Online Courses

Online courses and blended classes must follow the copyright guidelines for online courses and use of digitized/streamed media. See the [library website](#) for the copyright guidelines and information regarding making a digitized media request, or contact the library director with any questions (reference@viterbo.edu).

7.11 EDUCATIONAL PROGRAMS WITH THE UNIVERSITY OF WISCONSIN-LA CROSSE

Cooperative Program with the University of Wisconsin-La Crosse

Students at Viterbo University may enroll in selected courses and programs of study at the University of Wisconsin-La Crosse (UW-L) as a result of an inter-institutional cooperative agreement. Through this program, students of both institutions have access to wider educational opportunities, and the resources of the institutions can be utilized more fully.

The conditions of the inter-institutional agreement are as follows:

- a. Enrollment of any student in any program shall be contingent upon the written permission of both institutions.
- b. In courses where enrollments are limited, priority shall be given to students from the home institution.
- c. Payment of general tuition and fees shall be made at the institution in which the student carries the greater number of credits.
- d. Any special course fees, i.e., for laboratories, physical education, etc., shall be paid at the institution in which the course is taken.

The cooperative program is for the academic year and not for the summer session.

Exceptions under certain conditions may be made through the Registrar.

Specific Conditions for Viterbo Students

Students at Viterbo University may take courses at UW-L with Viterbo assuming the tuition under the following conditions:

- a. The student must be a full-time student paying full tuition at Viterbo University.
- b. The course the student wishes to take at UW-L should be a required course or a course which the department chairperson feels is important for the student's academic program and is not being taught at Viterbo University. Ordinarily scheduling problems should be worked out, and only in exceptional cases should a student take a course at UW-L because of a conflict in schedule.
- c. A student wishing to take a minor program at UW-L which is not offered at Viterbo may do so with the approval of the Vice President for Academic Affairs.
- d. The student must complete a special form from the Registrar's office prior to registration dates and follow the registration procedure and other directives outlined by the Registrar.

7.12 CONTINUING EDUCATION

Philosophy

Continuing education is education for professionals who have already achieved a basic degree or diploma in their field but who require or may desire further training to refresh, update, or expand their knowledge. It is thus different from ordinary academic courses that establish the basic and general knowledge and skills in a field. Continuing education is usually intensive and specific in nature, focusing in on a single aspect of a discipline.

Continuing education at Viterbo University consists of specific learning experiences designed to enlarge the knowledge and skills of individuals. As distinct from education toward an academic degree, continuing education activities have a more specific content applicable to the individual's immediate goals, are generally shorter in duration, and are generally sponsored by a university, universities, professional organizations or community agencies, such as industry, business and health. Courses may be conducted in a variety of settings.

As an educational institution, Viterbo University accepts its responsibility to assist individuals seeking continuing education, by supplying, whenever possible, such continuing education courses as may be planned by individual departments to meet specific needs.

Viterbo University endorses the concept of continuing education as a necessity for all professional people and supports the belief that the ultimate responsibility for continuing education rests upon the individual.

Objectives

1. To offer individuals the opportunity to keep their knowledge and skills current for competent practice.
2. To provide the individual with a block of learning experiences deliberately designed to overcome a recognized deficiency in his work as a professional.
3. To grant Continuing Education Units to individuals who complete continuing education courses for the purpose of certification or licensure.

Policies

1. The student enrolled in the program cannot apply Continuing Education Units toward an academic degree.
2. Due to the unique nature of Continuing Education Units, the same course cannot be offered for both CEU and ordinary undergraduate credit.

3. Prerequisites, if any, for courses in continuing education are to be determined by the department.
4. All courses granting Viterbo CEU, both those originating from inside and from outside the institution, must be approved by the Vice President for Academic Affairs.
5. Ten hours of contact in directed, meaningful activity equals one Continuing Education Unit.
6. Records will be maintained by the registrar of Viterbo University.
7. Continuing education programs shall be self-sustaining, independent of Viterbo University budgets in terms of personnel, facilities, and equipment.
8. In all CEU granting courses which are sponsored by an outside agency but where Viterbo University grants the CEU and maintains the permanent records, Viterbo shall receive a fee for each student registered for CEU. The fee to each student taking CEU courses wholly sponsored by Viterbo shall be determined for each CEU course offering.

Procedures for Continuing Education Courses

The following procedures are established for registering, collecting fees, and record keeping for CEU courses.

1. Pre-registration forms and money are sent by the student to the course instructor.
2. The instructor turns in the money to the Business Office and receives receipts for each student, which is given to the student at the First class.
3. Each student completes an official registration card (available from the Registrar's office), which is kept by the instructor throughout the duration of the course.
4. At the end of the course the instructor turns in to the Registrar only the cards of those students who have successfully completed all the requirements of the course.
5. The instructor also turns in to the Registrar a formal syllabus or description of the course.
6. The Registrar issues by mail to each eligible student a certificate of completion, and also maintains a permanent record of the course and of all those who completed it.

7.13 EDUCATIONAL SERVICES

Library

The Viterbo University Library provides facilities for study and research for faculty, students and other members of the Viterbo Community. The Todd Wehr Memorial Library, located on the first floor of Murphy Center, has a collection of over 200,000 volumes including reference works, books for general circulation, bound periodicals, microforms and materials in other formats-including records, CDs, videos, digital discs, and music scores. Three computer labs are available for student use of educational software and Internet resources. Equipment is available to view and/or reproduce resources in print, video, audio, microform and digital formats. Thousands of items in all formats are added each year. The library received about 500 periodical subscriptions. Many more copyrighted journals are available through subscriptions to full text online databases.

Instructional and Information Technology (IIT)

The university offers support for the computers and the software that is used on these computers through the Department of Instructional Information Technology (IIT). The departmental offices can be found on the second and third floors of Murphy Center.

Academic Resource Center

The mission of the Academic Resource Center is to provide services and assistance to support students in the development of skills necessary for their effective performance in and positive adjustment to the learning environment.

Each department listed above shall develop its own policies, procedures and other documents for faculty and students as appropriate and may be listed under their webpage at www.viterbo.edu.

7.14 THE AWARDING OF HONORARY DEGREES

The honorary degree has been awarded by institutions of higher learning in the United States to honor persons who have made a contribution to society by devoting their lives to the public good, or by dedicated service, personally or financially, to higher education. Viterbo University proposes, therefore, to award honorary degrees to individuals who merit this recognition because of their contribution to society and higher education in general, or to Viterbo University in particular. In awarding honorary degrees, Viterbo University will be mindful of its Christian dimension; consequently, this award will be conferred on persons who have an attitude in harmony with the objectives of the university. Through these awards, the university hopes to give public recognition to worthy individuals.

Types of Honorary Degrees

The honorary degrees awarded shall not have the same tides as ordinarily given to earned degrees. Four types of honorary degrees will be awarded, according to the area of expertise in which the individual made his major contribution.

1. Doctor of Laws: Awarded to individuals who have expertise in business, industry, government, and public office.
2. Doctor of Humane Letters: Awarded to those who have excelled in scholarship, creative arts, education, and similar areas.
3. Doctor of Science: Awarded to those who have excelled in science, the medical and health professions, and technology.
4. Doctor of Humanities: Awarded to those who have excelled in social service.

Procedure for Selecting Candidates

1. Any person from the Board of Trustees, Board of Advisers, administrative personnel and student body may recommend candidates to the President of the University for Honorary Degrees. These nominations shall be submitted in writing with a statement outlining the individual's qualifications for an honorary degree.
2. The nominations approved by the President's Cabinet and Deans Council shall be presented to the faculty for approval. A two-thirds majority of votes cast will be required.
3. Candidates approved by the faculty shall be submitted by the President of the University to the Board of Trustees for approval. A two-thirds vote of this body is required.

Procedures for Awarding Honorary Degrees

1. Ordinarily, honorary degrees shall be awarded at commencement or on some other formal occasion; such as a dedication of a building or a jubilee celebration.

2. Ordinarily, honorary degrees shall not be given in absentia. If the individual appreciates the honor, he/she should be willing to be present for the conferring of the degree.
3. The individual shall be presented with the university diploma, carrying the appropriate title of the degree, a carefully prepared citation indicating the reasons for the award, and a doctoral hood bearing the colors of the university.

7.15 POSTHUMOUS DEGREE

A posthumous degree may be awarded to a student who has died while enrolled (registered) as a student at Viterbo University. The degree must be requested by the dean of the college of the student's major, on behalf of the family of the student. (A student who becomes deceased while on a valid and filed leave of absence may also be recommended for a posthumous degree.)

- The registrar will complete a degree evaluation, including a final GPA to determine eligibility.
- The student must have completed at least 85 percent of the credits required for the major and degree, including those of general education, major, and final degree requirements. Note: this is 85 percent of actual requirements, not 85 percent of the 120 credits required.
- The student must have a accumulative GPA of at least 2.0 for undergraduates and at least 3.0 for graduate students.
- Approval must be made by the Dean and the Vice President for Academic Affairs.
- Grades for in progress courses are awarded as appropriate, dependent on the completion of coursework, i.e. may be noted as "CR" if most of the required work has been completed successfully, or may be noted a "W" in all other cases. The registrar will determine which is appropriate.
- The degree is posted to the transcript as "Degree awarded posthumously."
- A letter of notification of the award is sent, under cover of the president, to the next of kin and includes a diploma, diploma cover, and final transcript.
- Presentation to the next of kin may occur in a private meeting, or at the earliest commencement ceremony, whichever is comfortable for the family. If presented at the commencement ceremony, the award will be presented after all other degrees are awarded and conferred. It is customary for the family or family representative to come forward to receive the diploma.

7.16 THE GRANTING OF TWO DEGREES

A student may receive a double major provided he/she has earned the minimum number of semester hours of credit required for the degree and has met the requirements for each respective major.

A student may receive two degrees provided all specified requirements for both degrees are met and provided also that the curriculum offered for the second degree includes at least thirty semester hours of credit which are not counted for the other degree.

A student who has earned a Bachelor's degree from another accredited college or university may receive a second degree, this degree being from Viterbo University, provided he/she has met all requirements for the degree and has earned at least 30 semester hours of credit from Viterbo University.

7.17 TEACHER EXCHANGE PROGRAM

A program in which a faculty member would exchange positions with a faculty member from another college or university is viewed as a means of professional growth and enrichment for the individuals involved and for their institution.

Guidelines for participation in a teacher exchange program are as follows:

1. Actual exchange of person for person should be in a comparable area; i.e., department for department; subject matter for subject matter.
2. Academic responsibilities at each institution would have to be carried out completely, competently, and willingly.
3. Each person would continue to receive his/her salary, with contract benefits, from his/her own institution.
4. Responsibilities would be assumed full time for at least one term (semester, trimester, quarter, etc.) or up to a full academic year.

SECTION 8: GENERAL POLICIES

8.1 MEETING ATTENDANCE POLICY

It is a privilege as well as a duty to serve the university by actively participating in governance and committee work. All eligible participants can make valuable contributions to university governance through active participation in that process and through committee work. All contributions by all constituents are equally valued regardless of employment position.

Any employee's regular work load is the primary responsibility and participation in governance and committee work is secondary. It is also understood that the work load may not be neglected in favor of participation and should be completed as agreed upon by the employee and the supervisor in a timely manner. Forethought and cooperation should make attendance possible without undue inconvenience for anyone, nor should employees be penalized by making up work time lost to participation in governance or committee work. Participation is a privilege as well as a duty; therefore, employees should not be paid for participation that occurs outside of the regular work day.

8.2 CLASS ATTENDANCE POLICY FOR EMPLOYEES

Employees may choose to further their education by taking classes at Viterbo or another institution. Should an employee request to attend classes meeting during regular work hours, the employee must receive approval from his/her supervisor to minimize disruption of regular duties. It is understood that the work load may not be neglected in favor of class attendance and should be completed as agreed upon by the employee and the supervisor in a timely manner. Forethought and cooperation should make class attendance possible without undue inconvenience for anyone.

8.3 INCLEMENT WEATHER PLAN

Viterbo University's inclement weather plan is invoked only in the most serious times when conditions make travel to and from campus dangerously imprudent or other events cause serious safety concerns. However, in cases of severe weather, conditions throughout the region vary significantly. Individuals should exercise prudence in determining the safety of a commute from their respective location. If the condition warrants, suitable arrangements between instructor and students will be made to make up for the absence.

- Individual class cancellations: Faculty are asked to post their class cancellations using Moodle to notify students.
- In the event that classes are cancelled, the Office of Communications will notify the media.
- In the event that classes are cancelled, those responsible for directing a special event (i.e. fine arts performance, athletic contest, music lesson), may or may not determine to hold or cancel the planned event. The responsible party is required to provide appropriate notification to participants.
- When conditions warrant (dangerous temperatures, snow, ice, wind or rain) or other events (e.g. electrical failure, chemical spill), a decision will be made in consultation or upon the authorization of the President or his designee to determine if classes are cancelled. Based on changing conditions, the plan can be implemented at any time.

Hourly employees who do not report to work, report late, or leave work before the end of the work day because of weather conditions, will be allowed to make up lost time during the remainder of the work week, as much time as is beneficial to the office and university. Leave without pay or vacation pay, if preferred, may be used to cover the absence. In the case of a salaried employee, the immediate supervisor should work out an arrangement to make up for lost time in a manner consistent with the employee's work assignment.

8.4 GRIEVANCE PROCEDURE

All employees of Viterbo University have the right to request a review of personnel practices through the appropriate channels without prejudice being shown by the University as a result of the employee's action. Matters involving alleged discrimination or sexual harassment shall not be considered under these grievance procedures. Complaints of discrimination or sexual harassment should follow the procedures specifically provided for those matters.

The Grievance Procedure is as follows:

1. The employee will meet with his/her supervisor to discuss the problem(s). The supervisor then has an obligation to give a written response within five working days.
2. If the employee is dissatisfied with the results of Step 1, he/she then has five working days within which he/she may elect to take the matter to the Director of Human Resources. A written response from the Director of Human Resources may be expected within five working days.
3. If the employee, supervisor, and Director of Human Resources are unable to reach an agreement, the employee has the right to request consideration by the Vice President of Finance and Administration. Such request must be in writing and submitted within five working days subsequent to the response by the Director of Human Resources. A written response from the Vice President of Finance and Administration may be expected within five working days.
4. If the employee is dissatisfied with the response from the Vice President of Finance and Administration, the employee's final administrative recourse is an appeal to the President. The employee must submit a written request for reconsideration to the President within five working days subsequent to the response by the Vice President of Finance and Administration. The President will review the request and render a decision in a reasonable period of time. The decision of the President shall be considered final; no additional recourse is available to the employee.

8.5 CHANGES IN PERSONAL DATA

To insure complete and accurate records, employees should notify the Director of Human Resources of any change in name, address, telephone number, and emergency number, or tax exemptions.

8.6 POLICY ON REPORTING SUSPECTED FRAUDULENT OR ILLEGAL ACTIVITY

All employees and students are responsible for reporting suspected fraudulent, or illegal conduct (e.g. theft or misappropriation of University assets, personal use of University tax exempt status, violation of state or federal laws, etc.) involving University employees or resources. Such reporting should be made initially to the Vice President of Finance and Administration according to applicable University policy as identified in the PERSONNEL POLICIES, ADMINISTRATIVE PROCEDURES, AND REGULATIONS HANDBOOK, and should reference the policy or regulation that has been violated. If a situation is not addressed by existing University policy or if the Vice President of Finance and Administration fails to act on such a report according to University Policy, a complainant may report the matter to the President of the University.

This Policy prohibits retaliation against an employee or student of the University (referred to hereafter as the “complainant”) who reports an activity that the complainant reasonably believes to be fraudulent or illegal conduct involving University employees or resources. University employees may not retaliate against a complainant with the intent or effect of adversely affecting the terms or conditions of employment or enrollment. If the complainant makes a confidential report, the University will exercise reasonable care to keep the complainant’s identity and the report confidential, unless (1) the complainant agrees to the disclosure; (2) disclosure is necessary to allow University or law enforcement officials to investigate or respond effectively to the report; (3) disclosure is required by law; or (4) the person(s) accused of violations by the complainant are entitled to the information as a matter of institutional due process in disciplinary proceedings.

Complainants who reasonably believe that there has been retaliation by another University employee for reporting fraudulent or illegal conduct involving University employees or resources may file a written complaint to the President. If the President finds retaliation has taken place, the retaliating employee(s) are subject to appropriate disciplinary actions or remedies provided in law, including dismissal. The prohibition against retaliation is not intended to shield employees from supervision, nor prohibit managers or supervisors from exercising legitimate supervisory responsibilities in the usual scope of their duties and based on other institutional policies and valid performance-related factors.

8.7 SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT POLICY (TITLE IX)

Viterbo University strives to provide an educational environment which reflects its Catholic and Franciscan heritage and mission and which preserves the safety and dignity of each member of its community. The university prohibits all forms of sexual harassment, sexual violence, sexual misconduct, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. When an allegation of sexual harassment, sexual violence, sexual misconduct, sexual assault, sexual exploitation, domestic violence, dating violence, and/ or stalking is reported to the university and a violation of this policy is found, the university will take prompt corrective action and will impose appropriate sanctions so that the learning and employment opportunities of students, staff, faculty and employees are not further affected. The university complies with federal, state, and local laws, including reporting crimes to law enforcement authorities.

Full Title IX policy and procedures including definitions related to sexual harassment, sexual violence, sexual misconduct, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking can be found at <http://www.viterbo.edu/sexual-misconduct/sexual-misconduct-policy-and-sanctions>

The University strongly encourages all students to report to the University Title IX team all incidents of sexual misconduct or relationship violence.

Responsible employees including but not limited to all supervisors, all employees that interact directly with students, and all employees that students might reasonably believe have some authority to take action must report to the University Title IX team all incidents of sexual misconduct or relationship violence.

Title IX Coordinator, Deputy Title IX Coordinator, and Title IX Team

Title IX Coordinator

Todd Ericson, Vice President for Finance and Administration, is Viterbo's Title IX Coordinator and can be reached at the Business Office at 214 Murphy Center, by telephone at 608-796-3856, or by email at tmericson@viterbo.edu.

Deputy Title IX Coordinator

Assisting the Title IX Coordinator with his duties is Heather Butterfield, Director of Human Resources, who serves as Viterbo's Deputy Title IX Coordinator and can be reached at 200 Murphy Center, by telephone at 608-796-3930, or by email at hmbutterfield@viterbo.edu.

Title IX Team

- Todd Ericson, Senior Vice President for Finance and Administration, Title IX Coordinator -Business Office, 214 Murphy Center, 608-796-3856, tmericson@viterbo.edu.
- Heather Butterfield, Director of Human Resources, Deputy Title IX Coordinator - 200 Murphy Center, 608-796-3930, hmbutterfield@viterbo.edu.
- Richard Trietley, Vice President for Student Affairs - 2 Student Affairs Center, 608-796-3801, rctrietley@viterbo.edu.
- Tracy Stewart, Vice President for Academic Affairs - 230 Murphy Center, 608-796-3801, tmstewart@viterbo.edu.
- Adam Malin, Director of Campus Safety - 5 Student Affairs, 3911 if using a Viterbo phone, or 608-796-3911 if using a non-Viterbo phone, ammalin@viterbo.edu.

8.8 PROHIBITION ON CONSENSUAL RELATIONSHIPS WITH STUDENTS

Viterbo University seeks to maintain a professional and ethical educational environment. Actions of university employees (faculty members, including adjuncts, staff members, and administrators) that are unprofessional are inconsistent with the university's educational mission.

A consensual dating or sexual relationship between any university employee and a student is deemed unprofessional and is therefore prohibited, unless the two persons are married.

A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct. In the event that a prohibited consensual relationship between an employee and a student is in existence at the time this policy is adopted, the employee must disclose the relationship to his/her supervisor or the Vice President for Academic Affairs and initiate arrangements to address any conflict of interest issues.

Approved 9/7/11

8.9 REPORTING OF CHILD ABUSE AND NEGLECT

Viterbo University prioritizes safety and strives to provide a safe learning environment for everyone. Children under the age of 18 come into contact with Viterbo University employees and volunteers through various programs, camps, and events.

All Viterbo University employees must report if an employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. This includes abuse or neglect that occurs off campus and/or at a child's home, if a Viterbo University employee observes or learns about it in the course of his or her employment.

A person with knowledge of child abuse or neglect must report to the county department of human/social services or to law enforcement (county sheriff or the police department of the city, village, or town). A verbal or written report must be made as soon as possible, but no later than 24 hours after learning of the incident.

The employee should also report the incident to the Vice President for Academic Affairs, Vice President for Student Affairs, Human Resource Director, or the Vice President of Finance and Administration as soon as possible. The Vice President for Academic Affairs, Vice President for Student Affairs, Human Resource Director, or the Vice President of Finance and Administration shall, in turn, report the incident to the President as soon as possible. The official repository for all incident reports will be with the Vice President for Academic Affairs.

These reporting requirements are mandatory, and are not optional. Any Viterbo University employee who fails to report suspected child abuse or neglect in violation of this policy is in violation of this requirement and may also be found to be in violation of other applicable and related work rules. Those who fail to comply with this reporting requirement may be subject to disciplinary action up to, and including, termination of employment.

All Viterbo University employees should treat information regarding suspected abuse or neglect as sensitive and confidential and share it only with appropriate individuals, such as the agencies to whom reports are to be made and appropriate University officials.

A Viterbo University employee making a report of child abuse or neglect in good faith may be not be discharged from employment, disciplined or otherwise discriminated against in regard to employment, or threatened with any such treatment because that employee made a report in good faith.

Any Viterbo University employee who is a mandatory reporter under Wisconsin, Minnesota, and/or Iowa state statutes must comply with the requirements of a state mandatory reporter law.

All questions or concerns regarding this matter should be directed to one of the named administrators listed above.

Approved 11/14/12

8.10 ALCOHOL, TOBACCO, AND OTHER DRUGS

Introduction

Viterbo University is committed to providing a safe and healthy learning environment free of illicit drugs and the unlawful use or abuse of alcohol. The University recognizes that the use or consumption of alcohol, tobacco and other drugs can adversely impact academic achievement, personal development, health and safety. Individuals who violate university policy, local, state or federal regulations are subject to arrest and/or disciplinary sanctions including, but not limited to, required assessment, treatment, restrictions or expulsion.

Smoking and Tobacco Policy

Viterbo University became a wholly smoke free campus on July 1, 2014. Viterbo University helps ensure a healthy campus environment by prohibiting the use, sale, advertisement, and distribution of smoking and tobacco products including, but not limited to cigarettes, chewing tobacco, cigars, e-cigarettes, etc. Smoking and tobacco products are prohibited in university facilities, on university grounds, on sidewalks on and adjacent to university property, in university parking lots, at university-sponsored events, and in university vehicles. Policy violations may be reported in writing to campus safety, the Fine Arts Center staff, human resources, or residence life. Persons violating this policy may be subject to disciplinary action.

Students and employees interested in smoking cessation are encouraged to contact Wisconsin Quit Line at 1-800-QUIT NOW or <http://www.ctri.wisc.edu/quitline2.html>.

The Wisconsin Quit Line is available 24/7 and provides free medications, live coaching, and Web forums. Viterbo health services is also available for assistance.

Policy on Alcohol and Other Drugs

The Viterbo University Code of Student Conduct includes the following as proscribed (prohibited) behaviors:

1. Use, possession, sale, manufacturing, or distribution of alcoholic beverages, marijuana, heroin, narcotics, prescribed drugs, or other controlled substances.
2. Violation of any federal (USA), state (Wisconsin), or local law (City of La Crosse or La Crosse County). When off-campus incidents come to the attention of university officials, the officials may follow up with disciplinary action.
 - a. Alcohol and/or other drug intoxication regardless of age. Indicators of alcohol and/or other drug intoxication may be blood/breath alcohol concentration above the legal limit of 0.08, bloodshot or glassy eyes, blurred vision, confusion, chills or sweating, irrational conversation, mood swings, rapid eye movement, slurred

speech, strong odor of alcohol or other drugs, unsteady walk or gait, or other actions that signify poor judgment.

- b. Inability to exercise care for one's own safety and/or the safety of others due to intoxication.
 - c. Behavior that encourages or contributes to excessive alcohol consumption by any student.
 - d. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
3. Use, sale, advertisement, or distribution of tobacco products (i.e., cigarettes, chewing tobacco, cigars, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicles.

These stipulations are also University policy:

1. Serving alcohol to an individual who has not reached 21 years of age is prohibited on Viterbo property and at university-sponsored events.
2. Moderate amounts of alcohol are permitted and may be consumed in the privacy of on-campus apartments and theme houses when all occupants and/or guests present in the room are 21 years of age or older. In such cases, the doors should be closed and all other policies governing noise and other common courtesies must be followed.
3. Individuals and groups are responsible for and will be held accountable for their choices and behaviors related to alcohol and other drugs. If an individual or group exhibits alcohol and/or drug intoxication and unruly behavior, the individual and/or group may be sanctioned for both the intoxication and the disruptive behavior.
4. When off-campus incidents come to the attention of university officials, the officials may follow up with disciplinary action. This may occur following parties, study abroad, travel for university-sponsored events, team travel, etc.
5. All occupants of a residence hall room or apartment are subject to disciplinary action if a guest or someone in the unit is violating alcohol, tobacco and other drug policies.
6. Alcohol, controlled substances and/or related paraphernalia are not permitted in the corridors, stairwells, or floor lounges of any campus facility.
7. Alcohol, controlled substances and/or related paraphernalia are not permitted in these facilities: Bonaventure Hall, Marian Hall, the Hawk's Nest, or the Student Union.
8. No large quantities of alcohol will be permitted in university housing facilities or on travel associated with the university. Providing large quantities of alcohol to others puts the community and its members at risk.

9. Common source containers of alcohol (i.e. punch bowls, trashcans, water coolers, etc.) and/or containers holding more than 1.75 liters of alcohol whether empty or full, tapped or untapped (i.e. beer balls, kegs, party balls, pony kegs, etc.) are not permitted on university property, at university-sponsored events or on travel associated with the university. Jell-O shots containing alcohol, pre-mixed punches, spiked punch, “garbage can punch” and other mixtures are considered to be excessive and are prohibited on university property, at university-sponsored events or on travel associated with the university regardless of alcohol content.
10. Drinking games and other activities which promote excessive consumption of alcoholic beverages are prohibited on university property, at university-sponsored events and on travel associated with the university. Any paraphernalia associated with such activities, including but not limited to beer pong tables, funnels, and shot glasses will be confiscated and not returned.
11. Display of beer cans, liquor bottles and/or other alcohol or drug paraphernalia is prohibited on university property.
12. The possession or use of alcohol paraphernalia, tobacco paraphernalia or drug paraphernalia is prohibited in campus housing. For the purpose of this policy, paraphernalia is defined as items typically used to dispense alcohol, or to dispense or ingest tobacco or illegal drugs (i.e. bongos/funnels, hookahs, kegs, roach clips, shot glasses, etc.).
13. Any person found in violation of these policies will have alcohol and/or drugs and related paraphernalia confiscated. Such confiscated items will not be returned.
14. Alcoholic beverages are not permitted at events planned for students and/or students’ families (such as athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.) unless approved by the Director of the Fine Arts Center and/or the Vice President for Student Affairs. Use of alcoholic beverages is prohibited at all other university-sponsored events unless approved by the president.
15. The service and/or sale of alcoholic beverages is not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm.
16. University employees may not store alcohol in offices or use alcoholic beverages on university property.
17. Alcoholic beverages are prohibited at university sponsored athletic events on and off-campus.
18. Alcohol or other drug impaired driving on university property is strictly prohibited and may result in disciplinary action.

19. Drivers or passengers in university fleet vehicles or vehicles rented/utilized for university travel may not possess or consume alcohol beverages.
20. Grain alcohol (also known as ethanol or ethyl alcohol) is prohibited on university property, at university-sponsored events or on travel associated with the university except when used in a supervised classroom laboratory.
21. On-campus advertisements that indicate alcohol as the primary focus of the event are not permitted.
22. Viterbo Campus Safety personnel may request a voluntary breathalyzer test of: (a) individuals who are visibly intoxicated to help assess the need for medical treatment, (b) individuals to demonstrate that they have not been drinking. Persons may request the breathalyzer test to demonstrate that they have not been drinking. When a breathalyzer is requested by Campus Safety, persons have the right to refuse it. Individuals may not refuse being transported to the hospital when incapacitated. At Viterbo, breathalyzers are used only by members of the La Crosse Police Department.

Application For Service Of Alcoholic Beverages At Events Planned For Students And/Or Students' Families

1. To serve alcoholic beverages at a university-sponsored event planned for Viterbo students or with Viterbo students in attendance, one must complete an application. Examples of such events are: athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.
2. Only Viterbo students who are members of a registered Viterbo student organization or Viterbo employees may apply for service of alcoholic beverages at an event planned for Viterbo students and/or students' families.
3. Completion of the application is required at least two weeks in advance of the event.
4. Upon completion, the application will be approved or denied by the Director of the Fine Arts Center or the Vice President for Student Affairs.
5. The applicant will agree to abide by the following stipulations when completing the application form.
 - a. Alcohol is not the main focus of the event.
 - b. The majority of those present at the event will be 21 years of age or older.
 - c. The event will be no longer than 3 hours in duration.
 - d. No alcoholic beverages will be served during the last half hour of the event.
 - e. One full-time staff or faculty member will be present for the duration of the event.

- f. There will be no reference to the availability of alcohol in invitations to or advertisement of the event.
 - g. Alcoholic beverages and servers at on-campus events will be supplied by Aramark or the current food service provider. Service of alcoholic beverages at Viterbo University-sponsored events held off-campus and attended by students is permitted only at banquet facilities with licensed servers.
 - h. Student consumption of alcoholic beverages for on-campus events will be monitored by the licensed servers provided through Aramark or the current food service provider. Said monitoring will be provided by the banquet facilities' licensed servers at university-sponsored events held off-campus. (The event planner must inform banquet facility personnel of this monitoring responsibility when negotiating facility arrangements or contract.)
 - i. The only alcoholic beverages that will be served at the event are beer and wine.
 - j. Sufficient quantities of non-alcoholic beverages must be available.
 - k. Sufficient quantities of food must be served.
 - l. Violations of university policy including the Viterbo University Alcohol, Tobacco and Other Drugs policy, the Code of Student Conduct, and/or local, state or federal law may result in disciplinary action.
6. Series performances (such as the Bright Star and NexStar) with refreshments available for sale in the Fine Arts Center lobby are exempt from this policy. Departmental events with only a few students present are exempt from this policy.
7. Alcoholic beverages will not be served to students at events occurring when traveling out of the country.

Student Athletes

Student athletes are responsible for adherence to policy outlined in the Code of Student Conduct; the Viterbo University Policy on Alcohol, Tobacco and Other Drugs; local, state and federal regulations; and standards imposed by the coach. In addition, all Viterbo student athletes regardless of age are required:

- 1. To refrain from the consumption of alcoholic beverages for 48 hours prior to any University-sponsored competitive event.
- 2. To report their own on-and off-campus alcohol or drug violations to the team coach and the Director of Athletics.

Typically, these sanctions are imposed by the team coach and the Director of Athletics in addition to the sanctions imposed by University personnel responsible for the enforcement of the Code of Student Conduct. These sanctions may carry forward to the following year.

- a. First Violation – Suspended 10 percent of team’s NAIA allowable contests or dates.
- b. Second Violation – Suspended an additional 20 percent of team’s NAIA allowable contests or dates.
- c. Third Violation – Suspended one calendar year of athletics competition.
- d. Fourth Violation – Permanently suspended from all further athletic participation at Viterbo University.

Medical Emergencies: Alcohol and drug consumption can result in a medical emergency. Students and staff should request help with such an emergency immediately by visiting a hospital emergency room or by contacting 911, Campus Security, Health Services or a member of the Residence Life staff.

Good Samaritan Guidelines: Each member of the campus community is encouraged to immediately seek help from a Resident Assistant, Campus Security or a local hospital emergency room for students whose health and well-being may be at risk due to consumption of alcohol and/or drugs. Helping a student in need will always be viewed favorably in any follow up to an incident, including those incidents where the “Good Samaritan” and/or person in need of emergency assistance may have violated university policy.

Self-Help Guidelines: When a student recognizes that she or he has difficulty with substance abuse and agrees to voluntary withdrawal to participate in a comprehensive substance abuse treatment program at his or her own expense, penalties incurred for disruptive behavior resulting from the use of alcohol or a controlled substance may be waived.

SANCTIONS

Viterbo University Sanctions: Disciplinary sanctions for violation of University regulations may include warning, disciplinary probation, discretionary or educational assignments, fines, parental notification, referrals, restitution, restrictions or loss of privileges, residence unit suspension, residence unit expulsion, temporary suspension, suspension from the University, or expulsion from the University. Under federal law, the University may notify the parents of alcohol and drug violations if the student is under the age of 21 at the time of notification. While the sanction(s) imposed depend upon the severity of the offense and the history of offenses (if any), disciplinary sanctions typically follow this pattern.

1. First Offense – \$75 Fine and a mandatory education program. Parental notification for students under the age of 21 is possible.
2. Second Offense – \$150 Fine, discretionary assignment, payment for and completion of and compliance with a chemical dependency assessment, and/or candidate for residence unit expulsion. Parents may be notified if a student has not yet reached 21 years of age.

3. Third Offense – \$225 Fine, discretionary assignment, payment for and completion of and compliance with a chemical dependency assessment, and/or candidate for residence unit expulsion. Parents may be notified if a student has not yet reached 21 years of age.

Illegal substances including marijuana, prescribed drugs, Cocaine and Heroin, hashish and synthetic derivatives are prohibited in university facilities, on university property and/or at university-sponsored events. Any student found responsible for the use or possession of marijuana or other illegal substance may face possible criminal charges. Violations of the drug policy may result in disciplinary action. In addition, the university may require a student who possesses or uses illicit drugs or is found with drug paraphernalia to participate in an approved drug rehabilitation program (at the expense of the student) and to provide the university satisfactory evidence of successful completion of the program and of being drug free.

When it is not possible to determine who within a group of students is responsible for the use, possession, manufacture, sale or distribution of drugs, responsibility for the offense will fall on the occupant in whose room, vehicle or social gathering the violation occurs unless another individual within the group accepts responsibility.

While the sanctions imposed depend upon the severity of the marijuana or other drug offense and the history of offenses (if any), disciplinary measures typically follow this pattern:

1. First Offense – a \$100 minimum penalty, a mandatory education program, and a warning that another violation may result in suspension or eviction from university housing facilities. Parental/guardian notification is possible.
2. Second Offense – a \$200 penalty, a mandatory alcohol and drug assessment, compliance with treatment outlined in the assessment (if any), and a warning of probable suspension or eviction from university housing facilities with another violation. Parental/guardian notification is possible.
3. Third Offense – \$300 penalty and referral to Director of Residence Life for additional penalties which may include suspension or removal from housing facilities. Parental/guardian notification is possible.

Community Sanctions: Viterbo students are subject to sanctions imposed by officials in their local and/or home communities as well as those imposed by the University. Fines typically imposed on those found to be drinking alcoholic beverages under the age of 21 are shown below. Sanctions usually involve payment for and the completion of an alcohol assessment in addition to the prescribed fines.

Underage Possession or Consumption, Underage Attempt or Procurement, Attempt or Entering Tavern, Possession of False ID

First Offense	Second Offense	Third Offense
\$250 Fine	\$407.50 Fine	\$565 Fine (\$691 –Offense, \$817 for 5 th and up offense)

Other Penalties

Public Alcohol Consumption	\$114 Fine
Disorderly Conduct	\$177 Fine
Selling Alcohol to a Minor	\$303 Fine
Public Intoxication	First Offense – Warning; Second Offense – Citation, \$240 Fine, and possible assessment; Third Offense – Citation, \$542 Fine and assessment
Selling Alcohol without License	\$1,626 Fine
First Offense – Operating Motor Vehicle while Intoxicated	\$731 Fine and 6 month revocation, plus \$400 alcohol assessment
Unregistered keg in the City of La Crosse	\$1,311 Fine

The Uniform Controlled Substances Act, Chapter 961, of the Wisconsin Statutes regulates controlled substances and details the penalties for violations. An individual convicted for first-time possession of a controlled substance may receive a sentence of up to \$5,000 and one year in prison. A person convicted for manufacturing, delivering or possessing a controlled substance with the intent to manufacture or deliver may be imprisoned for up to 30 years and be fined up to \$100,000.

Federal legal sanctions for other drug violations include imprisonment for up to six (6) years for possession of a small amount including less than 250 grams of marijuana. Possession of more than five (5) grams of cocaine with the intent to deliver may result in the penalty of 10 to 16 years imprisonment. A life sentence may be the result of conviction of possession of a controlled substance that results in bodily injury or death. Other sanctions for possession of a controlled substance include fines up to \$ 250,000, forfeiture of property, confiscation of property, community service, denial of federal benefits including student loans and financial aid, fines, imprisonment, mandatory assessment, suspension of driver’s license, and/or probation. The severity of the disciplinary action depends upon the amount and type of controlled substance, the number of previous offenses, and the site and nature of the criminal activity.

Drug-Free Workplace Policy Statement

Viterbo University is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on University premises and at University work sites. Use of alcoholic beverages at University events is prohibited except when approved by the director of the Fine Arts Center, the Vice President for Student Affairs or by the President as appropriate.

Employee violation of this policy may be cause for action including, but not limited to, referral to appropriate agency or agencies for evaluation and to determine the appropriate treatment or rehabilitation, participation in a drug rehabilitation program, separation from University duty, termination of employment, and/or referral for prosecution. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect employees from disciplinary action for substandard job performance. Students who violate this policy will be governed by the University’s Code of Student Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution.

Under the requirements of the Drug Free Workplace Act of 1988, an employee who is convicted of any criminal drug offense must notify his or her supervisor within 5 days. When notified of an employee conviction for an offense occurring in the workplace by an employee working on a federal grant or contract, the University will inform the granting or contracting federal agency within 10 days.

RESOURCES FOR PREVENTION, TREATMENT AND ASSISTANCE

Health Services	3 Student Affairs Center	608-796-3806
Counseling Services	4 Student Affairs Center	608-796-3808
24/7 Crisis Line	Great Rivers 211	211 or 608-775-4344
Wisconsin Smoking Quit Line	www.ctrl.wisc.edu/quitline.html	1-800-784-8669
AA Intergroup Answering	217 7 th St. S., La Crosse	608-784-7560
Coulee Council on Addiction	921 West Ave. S., La Crosse	608-784-4177
Mayo Franciscan Healthcare Behavioral Health	212 S. 11 th St., La Crosse	608-791-9555
Gundersen Behavioral Health	1900 South Ave., La Crosse 123 16 th Ave. S., Onalaska	608-775-2287 608-775-8646
La Crescent Counseling	33 S. Walnut, La Crescent, MN	507-895-6666
www.alcoholscreening.org	www.bacchusgamma.org	www.couleecouncil.org
www.smokefree.gov	www.health.org	www.lungusa.org

HEALTH RISKS ASSOCIATED WITH USE OF DRUGS AND ALCOHOL

This is a partial list of drugs and the results of their usage. The evidence is clear that alcohol and drugs are harmful to one’s health and one’s learning environment. Drugs can obstruct learning processes and cause disruption for the user and others. Early diagnosis of and treatment for alcohol and drug abuse is in the best interest of the student and the campus community.

Alcohol

- Is a mind-altering drug because it contains ethanol and the chemical ability to depress the nervous system.
- As a depressant, alcohol affects motor coordination, speech and vision even at low levels of blood alcohol.
- Great amounts can affect respiration and heart rate. Death may result when blood alcohol exceeds 0.40 %.
- Prolonged use can lead to alcoholism, malnutrition, cirrhosis, and increased risk of cancer of the esophagus, stomach, pancreas, liver and heart.

Tobacco

- Smoking is addictive and is the cause of bad breath, yellowed fingers, foul smelling clothing, shortness of breath, and decreased athletic performance.
- Smoking is associated with coronary heart disease, stroke, ulcers, respiratory infections, lung cancer (as well as cancer of the larynx, esophagus, pancreas, stomach and uterine cervix), bronchitis, emphysema, early menopause and stillborn and premature children. Tobacco causes 30% of all cancer deaths. One in three smokers will die prematurely from tobacco use.
- Exposure to secondhand smoke causes respiratory diseases in children, including pneumonia, asthma exacerbation, and middle ear infections.
- Smokeless tobacco is the cause of addiction to nicotine, bad breath, unhealthy eating habits, stained teeth, inflamed gums, receding gums leading to tooth loss, tooth decay, frequent sores and precancerous patches in the mouth.

Marijuana and Hashish

- Are harmful to health and impair short-term memory and the comprehension of the user.
- Alter the sense of time and reduce the ability to perform tasks requiring concentration and coordination.
- Increases heart rate and appetite. Users risk chronic bronchitis, lung cancer, paranoia and psychosis.
- Cannabis products are usually inhaled as unfiltered smoke and have more cancer-causing agents than tobacco.

Methamphetamine – Meth, Crank, Crystal and Speed

- Is a powerfully addictive central nervous system stimulant.

- Immediate effects may be agitation or violent behavior, insomnia, decreased appetite, irritability, anxiety, nervousness, convulsions or heart attack.
- Chronic use can cause paranoia, hallucinations, repetitive behavior, delusions of parasites crawling under skin, psychosis, aggressive behavior, stroke and death.

Cocaine or Crack

- Stimulate the central nervous system and are extremely and rapidly addictive.
- Can cause physical and psychological dependency that may lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia and seizures.
- Can cause death by disturbing the brain's ability to control heart functions and respiration.

Ecstasy

- Is a stimulant and a hallucinogen.
- Side effects include memory or coordination loss, dizziness, fainting, depression, sleep problems, chills or sweating, slurred speech, dehydration, hypertension, loss of control over voluntary body movements, tremors, reduced appetite, kidney failure, heart attack, stroke, seizure, an increase in body temperature.
- Ecstasy use can be fatal, especially when combined with alcohol and other drugs.

Hallucinogens – LSD, PCP, Mescaline, Psilocybin and Peyote

- Interrupt brain messages that control the intellect and keep instincts in check.
- Because the brain's pain sensors are stopped, hallucinogens may result in self-inflicted injury.
- Large doses can cause convulsions, coma and death.
- Prolonged users report memory and speech difficulties up to a year after usage.

Inhalants -Gas, Aerosols, Glue, Nitrates, White-Out

- Use of inhalants is a very high risk activity.
- Permanent brain, liver and kidney damage, bronchitis, heart arrhythmia, seizures, coma and death can occur even with the first usage.

Narcotics

- Drugs such as morphine, codeine or heroin, are very addictive. Their usage leads to loss of appetite, extreme drowsiness, mental impairment and slowing of reflexes.
- An overdose of narcotics may lead to convulsions, coma or death.

Steroids

- Steroids are injected or taken orally. Some common names of steroids are testosterone, nandrolone and oxymetholone.
- Use of steroids is associated with liver disease, cancer, growth problems, bone fusion, sexual dysfunction and aggressive behavior.

Stimulants and Amphetamine

- Can have the same effect as cocaine and cause increased heart rate and blood pressure that can result in a stroke or heart failure.
- Symptoms include dizziness, sleeplessness and anxiety.
- Use can also lead to psychosis, hallucinations, paranoia, and even physical collapse.

8.11 AMERICAN WITH DISABILITIES ACT (ADA) POLICY

Policy and Guidelines Applying to Nondiscrimination on the Basis of Disability Policy
Statement: It shall be the policy of Viterbo University to comply with the Rehabilitation Act and American with Disabilities Act and regulations issued there under to the extent applicable to Viterbo University.

A complete copy of the *VITERBO UNIVERSITY STUDENT DISABILITY SERVICES* can be referred at <http://www.viterbo.edu/academic-resource-center>

8.12 LATEX ALLERGY POLICY

1. Use of latex gloves is prohibited.
2. Use/display of latex balloons is prohibited.
3. Educational material on latex allergies will be provided to students/employees on an annual basis.
4. If necessary, employees will be shown proper skin protection techniques for working with students who are sensitive or allergic to latex.
5. Identify existing items on campus that contact latex.
6. As existing equipment is replaced, non-latex equipment will be purchased, if available. If non-latex materials are not available, skin contact precautions will be utilized with anyone who has a latex allergy or sensitivity.

8.13 ARTISTIC EXPRESSION

Viterbo University is a Catholic Franciscan institution of higher learning which serves a diverse community of learners. Its educational programs embody Catholic values and embrace an ecumenical Christian community that fosters ethical development. As an institution of higher education, which exists for the common good, Viterbo supports the free and open search for truth and its free expression while being respectful of its mission and various constituencies. Art and artistic expression have been vital to Viterbo since its founding by the FSPA.

While Viterbo University reserves the right to designate appropriate uses for its display and performance spaces, individuals may disagree with the appropriateness of a particular work of art or the appropriateness of the space chosen for the display of works or performances. When disagreements occur, the President of Viterbo University will convene and preside over an ad hoc committee. This committee will include the President, the Vice President for Academic Affairs, President of the Faculty Assembly, President of Student Government Association, and the Dean from the area involved and representation from the department or group sponsoring the exhibit, performance or activity. This committee will advise the President, who will make a decision that best reflects and respects the mission of the university. Whenever possible, works of art or performances should not be removed until the committee has met to advise him or her on appropriate actions to take.

8.14 ENVIRONMENTAL RESPONSIBILITY STATEMENT

St. Francis and St. Clare of Assisi regarded all of creation as a community to which we belong. This guiding principle affirms our commitment to environmental justice and stewardship.

Viterbo University will practice environmental responsibility by:

- Raising awareness of Viterbo University's environmental impact, activities, and performance and promoting individual good practices that affect our education, daily lives, and health.
- Encouraging conservation, recycling, and other sustainable practices as a component of planning and decision-making.
- Continually seeking alternative practices and procedures to minimize negative impacts on the environment and improve our environmental performance by periodically reviewing our environmental policy.
- Committing to lead by example and to integrate environmental awareness and responsibility through the curriculum and community.

8.15 ENGAGEMENT OF POLITICAL ACTIVITIES AND IDEALS

PREAMBLE: THE ROLE OF THE UNIVERSITY

As an institution of higher learning, Viterbo University is committed to the free expression of political views by members of the Viterbo community and the value of discourse and debate as an essential underpinning of a liberal education. An academic environment is an excellent place to examine critically ideas, to confront conflict and to make informed decisions. Viterbo, a Catholic, Franciscan institution, offers its students, staff, and the greater community, a supportive faith, values-based environment that is also dedicated to the importance of critical thinking and reasoning.

The exploration of ideas within the political environment shares some philosophical underpinnings with the freedom and responsibilities implied in artistic expression. In the Viterbo School of Fine Arts, the following pertinent passage is included within the mission:

“We will create an interdisciplinary, intercultural, Catholic and ecumenical community that fosters creativity, collaboration and open discussion, and that encourages the exploration of the values of human dignity and respect for the world through the arts.”

Still, extending hospitality within the context of a political environment, while staying within the legal, ethical, and civil boundaries, is not an easily definable task.

THE RESPONSIBILITIES OF THE CATHOLIC UNIVERSITY

In his *Catholic Universities: Ex Corde Ecclesiae* the late Pope John Paul II wrote: “By means of a kind of universal humanism, a Catholic University is completely dedicated to the research of all aspects of truth, in their essential connection with the supreme Truth, who is God. It does this without fear but rather with enthusiasm, dedicating itself to every path of knowledge, aware of being preceded by him who is ‘the Way, the Truth, and the Life’...”

Pope Benedict XVI shares a broader perspective for members of the Church who seek to promote Catholic Social Teaching:

"The Church...cannot and should not replace the State. Yet at the same time she cannot and must not remain on the sidelines in the fight for justice. She has to play her part through rational argument and she has to reawaken the spiritual energy without which justice, which always demands sacrifice, cannot prevail and prosper."

Benedict XVI (*Encyclical letter Deus Caritas Est. #26, 2006*)

Likewise, the Wisconsin Catholic Conference has published guidelines which equally calls for discourse”. Regarding the teachings of the Church and the responsibilities of its members are encouraged to:

- Analyze issues for their moral and social dimensions;

- Measure policies against the values of the Gospel;
- Participate with other citizens in the debate over public policies; and,
- Speak out with courage, skill, and concern on issues involving human rights, social justice, and the life of the Church in society.

VITERBO GUIDELINES FOR POLITICAL ACTIVITIES

The following guidelines and statement of philosophy are intended to provide direction, rather than absolutes, in dealing with political activities on campus.

Viterbo University as a tax exempt institution is not permitted to sponsor campaign events for candidates for public office on campus or elsewhere. A "campaign event" is any event at which individuals are solicited to support a candidate for public office. Viterbo University is committed to activities that promote voter education and this institution not only permits, but welcomes non-partisan voter registration activities on campus.

Depending on certain facts and circumstances, candidates may appear at Viterbo without jeopardizing the institution's 501(c)(3) tax exempt status if the university:

- Provides an equal opportunity to other political candidates seeking the same office.
- Has appropriately designated facility space, which is available at the designated time and date. Established rental fees will be assessed; any waiver will require approval of the university president.
- Does not indicate any support of or opposition to any candidate.
- Does not permit political fundraising to occur in conjunction with the speech.
- Strongly encourages appearances will be open to the general university community.
- Verbally or in written form, discloses the following: "The views expressed here today are solely those of the speaker and not of Viterbo University. The use of Viterbo facilities does not constitute an endorsement of any candidate for public office or of the views expressed. No fundraising is permitted at this event."

All political candidates, their supporters, and members of the campus community are asked to conduct themselves and their activities with a civility, respect, and hospitality consistent with the mission Viterbo promotes throughout the year in all the activities that take place on the Viterbo campus.

Examples of other permitted activities could include:

1. Preparing and distributed a compilation of voting records/guides.
2. Circulating unbiased questionnaires to all candidates.
3. Conducting a public opinion poll with respect to issues rather than candidates.
4. Participating in non-partisan voter registration activities.
5. Conducting institution-sponsored public forums.
6. Inviting candidates to appear in non-candidate capacity.
7. Conducting genuine curricular activities aimed at educating students.
8. Allowing established student groups to use institutional facilities.

Examples of prohibited activities include:

1. Endorsements—expressed or implied.
2. Commenting on specific actions, statements or positions taken by candidates.
3. Coordinating voter registration activities with campaign events.
4. Sponsoring events to advance the candidacy of an individual.

Questions regarding this policy may be directed to the Office of Communications, 608-796-3041.

Our thanks: Aspects of Viterbo guidelines regarding political activities has benefitted from correspondence and published material from the following groups and organizations.

American Council on Education, Washington D.C.

Wisconsin Catholic Conference, Madison

Allegheny College, Meadville PA.

Luther College, Decorah, Iowa

Lawrence University, Appleton

St. Norbert, College De Pere

Marquette University, Milwaukee

Wisconsin Association of Catholic Colleges and Universities, Madison

Viterbo University School of Fine Arts

Adopted August 2008

8.16 POLICY FOR PROVISION OF FOOD AND BEVERAGE

The purpose of this policy is to offer safe and healthy practices related to food and beverage and to be in compliance with health regulations, contractual agreements, university policy and the university liquor license. Viterbo University holds exclusive contractual agreements with food and beverage contractors. The campus dining contractor, Aramark, provides food service and catering for Viterbo. Pepsi provides beverages in vending machines, beverage dispensers and at soda fountain sales. Stansfield Vending, Inc. fills vending machines on-campus including packaged food. Dominoes Pizza provides pizza for intercollegiate athletics concessions. Non-adherence to any of the following stipulations, damage to facilities and/or facilities left unkempt may result in loss of the privilege to use campus facilities.

Provision of Food

1. At on-campus events (i.e. banquets, conferences, receptions, socials, etc.) that are open to the public, food and beverage must be catered through the campus dining contractor, Aramark.
2. Catering for on-campus events (i.e. banquets, conferences, receptions, socials, etc.) must be provided by Aramark, the only catering service or vendor authorized to provide food at such events.
3. The kitchen adjacent to the board room is to be used only for events occurring in the board room and/or president's office.
 - a. Scheduling the board room and adjacent kitchen is available via the Fine Arts Center. Event coordinators must let the Fine Arts Center staff know when to unlock and lock the board room and adjacent kitchen.
 - b. If a function planned for the Board room is not catered by Aramark, it is the event coordinator's responsibility to provide all necessary supplies, to remove food items, cleaning and leaving kitchen in proper order immediately after the event. (Items stored in the kitchen adjacent to the board room are not to be used for functions that are not associated with Aramark or the President's Office.)
 - c. It is the responsibility of the event sponsor to clean the board room and/or adjacent kitchen after usage. Persons using the dishwasher must empty it and put items away after usage.
4. When preparing potentially unsafe foods, follow these guidelines. (Potentially unsafe foods include meat, poultry, fish or uncooked or partially cooked eggs, and foods that must be heated or refrigerated. It is advised that Aramark is used to prepare potentially unsafe food.)
 - a. Keep hamburger, chicken and other perishable food on ice until ready to cook.

- b. Cook hamburgers to 155F/68C. To check the temperature, insert the thermometer probe for 15 seconds in the center of the burger at a 45 degree angle.
 - c. Cook poultry to 165F/74C. Place the thermometer in the thickest part of the meat for 15 seconds.
5. These stipulations apply to food sold at campus fundraisers. The Assistant Director of Student Engagement must approve any exceptions.
 - a. Potentially unsafe foods are not to be sold at fundraisers.
 - b. Fundraisers are permitted only when the proceeds support charities, campus clubs and /or campus organizations.
 - c. No student or employee may schedule a fundraiser on campus for personal profit.
 - d. All food items sold at bake sales must be wrapped or pre-packaged.
 - e. A list of ingredients for all items sold must be made available if requested.
6. It is the responsibility of the event coordinator(s) to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

Provision of Beverage

1. All events, activities, meetings and fundraisers must be in compliance with these stipulations from university policy on alcohol.
 - a. Use of alcoholic beverages is prohibited except at university-sponsored events approved by the president.
 - b. The service and/or sale of alcoholic beverages are not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm unless approved by the president.
 - c. Alcoholic beverages are not permitted at student, club, or team events on or off campus unless approved by the vice president for Student Affairs.
 - Recognized student organizations, teams, etc. must apply to the Vice President for Student Affairs for service of alcoholic beverages.
 - The service of alcoholic beverages may be approved by the Vice President for Student Affairs when it can be shown in advance that the majority of students in attendance will be 21 years of age or older.
 - d. Alcohol is permitted in residence hall rooms only when all room occupants and all individuals present in the unit are 21 years of age or older.
2. The university's liquor license permits the selling and serving of alcohol beverages for public and private events (i.e. banquets, conferences, receptions, socials, etc.) in these

venues only: Fine Arts Center lobby and hospitality suite on first floor; the Reinhart Center board room, first floor lobby and garden level commons.

3. It is the responsibility of the event coordinator(s) to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

Approved 11/11/10

8.17 POLICY ON FIREARMS, WEAPONS AND EXPLOSIVES

The possession or use of firearms, weapons, fireworks or explosives is strictly prohibited in all Viterbo campus buildings and on all campus property. The prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. This policy also prohibits employees from bringing visitors to university property who violate this policy.

1. All Viterbo students and employees are prohibited from possessing or using weapons, fireworks or explosives on property owned or controlled by Viterbo University and/or in the course of any university program or employment. This includes carrying weapons on their person, in their clothing, a purse, backpack, locker, or office.
2. Employees are also prohibited from carrying weapons anytime they are acting in the course and scope of employment such as business travel, attendance at seminars, traveling to and from meetings, and during off-campus meetings, etc.
3. A weapon shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property; an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. A weapon may include, but is not limited to: any firearm; air soft gun; BB gun; paint gun; pellet gun; ammunition; bow and arrow; cross-bow; slingshot; cross-knuckles; club; knuckles of lead, brass or other metal; any bowie knife, dirk, dagger or similar knife; switchblade or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance.
4. Exceptions:
 - a. This prohibition does not apply to a Viterbo employee (excluding all students and student employees) who is licensed to carry a concealed weapon when the weapon remains inside an attended or locked motor vehicle parked in a Viterbo campus parking lot and the weapon is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.
 - b. This prohibition does not apply to authorized security or law enforcement personnel.
 - c. This prohibition does not apply to authorized items used as intended in classroom, cafeteria or physical plant work settings.
 - d. This prohibition does not apply to weapons covered in the Viterbo University Theatrical Firearms Use Guidelines for Theatrical Productions.

The safety and security of all students, staff and faculty is of paramount importance to the university. The university reserves the right to search for weapons, fireworks or explosives while located on university premises or at a university-sponsored event. Violations of this policy will result in discipline up to and including immediate termination of employment.

If you are aware that an individual possesses a firearm, or other weapon or explosives in violation of this policy, call Campus Safety (608-796-3911) immediately.

Approved 11/1/11

8.18 TRAVEL POLICY

General

1. Viterbo employees must inform the immediate supervisor of travel for university business or university-related travel no less than 24 hours prior to departure.
2. All international travel must be pre-approved in writing by the supervising dean and/or vice president.
3. All student travel must be pre-approved in writing by the supervising dean and/or vice president in advance of travel for classes, conferences, athletic competitions, student organization activities. (These directors also pre-approve travel for specific student groups: Director of Athletics pre-approves student athlete travel, Assistant Director of Student Engagement pre-approves student organization travel, and Director of Recreational Sports pre-approves intramural and sports club travel.)
4. An employee or student is in university travel status when traveling on Viterbo-related business whether or not expenses will be reimbursed by the University.
5. For the purpose of this policy, an individual's principal relationship with Viterbo University is the applicable status. (For example, employee status is principal for part-time and full-time employees. For a student with a Viterbo work-study position, the student status would be the principal relationship.)
6. Supervising deans, vice presidents and/or the president reserve the right to cancel, modify or substitute any student or employee travel.
7. Any exception(s) to this policy must be approved in writing by the supervising dean, vice president, and/or president.

Reservations

Use the following procedure when making reservations for group travel. Individuals may use the following procedures for individual flight arrangements.

1. The traveler will call the Travel Leaders at 800-657-4528 or 791-8375 to receive travel information, pricing, and book reservations.
2. The traveler will prepare a purchase order, and obtain appropriate supervisor authorization.
3. The Business Office will verify budget availability and supervisor authorization.
4. The Business Office will call Travel Leaders with a purchase order number, indicating the traveler, destination, and range of dates. The reservation will be guaranteed.

5. Travel Leaders will not guarantee a reservation without a current TRAVELER PROFILE on file and a Viterbo Business Office purchase order number. An invoice will be sent to Viterbo's Business Office.
6. Travel Leaders will contact Viterbo University daily with booked reservations that have not been guaranteed because they lack an authorized purchase order number or TRAVELER PROFILE.
7. For air travel accommodations, Viterbo University does not permit first class travel, unless there is no differential in fare in comparison with coach.

Reimbursements

1. Please see the Viterbo University Travel Policy located on the Business Office webpage for the most up to date reimbursement rates.
2. The maximum reimbursement for long-distance telephone calls while traveling is \$5.00/day. As such, travelers are encouraged to purchase prepaid phone cards or to use cell phones to minimize telephone expenses.
3. Viterbo University will reimburse employees for meal expenses incurred for out-of-town travel. Such travel must be for an approved University purpose, and must be properly documented in regard to date, time, place, and purpose. The Travel Expense Report (TER), obtained in the Business Office, should be utilized to request reimbursement, and should be authorized by the appropriate budget officer.
4. These reimbursement rates should be indicated on the appropriate line of the TER. University employees are not required to substantiate actual meal expenses (i.e. meal receipts are not required to be submitted with the expense reimbursement form) under the per diem plan. However, employees may desire to minimize the impact of per diem reimbursements on their department budget by electing reimbursement for actual meal expenses only, not to exceed the per diem rates. If actual expense reimbursement is desired, indicate actual expenses on the appropriate line of the travel expense report.
5. To be eligible for breakfast reimbursement, departure for out-of-town travel must occur prior to 7:00 a.m. To be eligible for lunch reimbursement, departure for out-of-town travel must occur prior to 11:30 a.m. To be eligible for lunch reimbursement, arrival from out-of-town travel must occur after 12:30 p.m. To be eligible for dinner reimbursement, arrival from out-of-town travel must occur after 7:00 p.m. No claim may be made for meals provided as part of a business conference.
6. Employees will be reimbursed mileage for personal auto use at a rate of \$.50 per mile. Mileage will not be reimbursed for miles driven to commute to work either within or outside of the employee's normal working hours.

Transportation

1. Drivers and passengers traveling on university business and/or with university funds are required to:
 - a. Comply with applicable traffic laws and regulations
 - b. Use seat belts when the vehicle is in motion
 - c. Remain seated when the vehicle is in motion
 - d. The following activities are prohibited for all drivers when driving:
 - Driving while under the influence of impairing drugs or alcohol.
 - Use of radar/laser devices
 - Use of cell phones, headphones or earphones
2. Use of personal vehicles for business travel is not covered by Viterbo University's insurance policy, and individual staff and faculty assume the risk for any damage or injuries that arise when using personal vehicles as part of their work for Viterbo University. Employees using personal vehicles for university business must carry personal auto insurance as Wisconsin state law states "drivers and owners of motor vehicles are required to show proof of insurance at traffic stops/accidents if requested by law enforcement" (Wisconsin Department of Motor Vehicles web site).
3. Employees of Viterbo University are advised not to transport students in personal vehicles. Viterbo employees and students must be aware that Viterbo University's insurance will not pay for any property damage, injury or other claims arising from the transportation involving personal vehicles for University business.
4. Viterbo is not responsible for providing transportation for students to internships, jobs, cultural/educational/social events, clinical and practicum experiences, research experiences, student teaching, home athletic practices and competitions, (but may choose to do so). This also includes other activities that are selected by the student and not required by the university.

In situations listed above in item (#4):

- a. Students are responsible for making their own travel arrangements, and students are expected to assume the risk associated with travel.
- b. Faculty, administrators and staff serving as trip leaders must submit required materials including their own information for their protection, even if transportation is not provided.

- c. For all travel including repeated travel occurring in one class or clinic, each student must complete and submit a Student Participant Assumption of Risk and Release of Liability Form online.
 - 1.) The student need not complete and re-submit the form each time he or she is involved in authorized Viterbo student travel. Once the form has been completed and submitted, it will serve as an assumption of risk and release of liability for subsequent authorized Viterbo student travel.
 - 2.) Those serving as trip leaders are not required to complete and submit the Student Participant Assumption of Risk and Release of Liability Form. However, those serving as trip leaders must submit emergency and medical information through Vit Net.
 - 3.) Trip leaders who are not Viterbo employees must undergo a background check and submit emergency and medical information on paper.
- 5. Fleet Vehicles – Viterbo University maintains a limited number of fleet vehicles. Policies for vehicle reservation and use can be found at: <http://www.viterbo.edu/physical-plant/fleet-vehicle-policy>
 - a. Personal use of fleet vehicles of any kind is prohibited.
 - b. Children 16 years of age and younger are not permitted in university vehicles.
 - c. Pre-approval from the Vice President of Finance and Administration must be granted before family members travel in a university fleet vehicle with a Viterbo employee or student. If pre-approval is granted, the family members must also complete a waiver form.
 - d. Transportation of individuals who are not Viterbo employees or students in University vehicles is restricted to travel within 5 miles of the Viterbo campus and related to university business (e.g. prospective students and their parents, guardians).
 - e. Generally, two drivers are required when traveling more than 450 miles total in one day with a university fleet vehicle.
 - f. Pre-approval is needed from the supervising dean and/or vice president for fleet vehicle travel over 300 miles one way or 600 miles roundtrip.
 - g. Operation of a Viterbo University vehicle without authorization may result in disciplinary action and may be liable for the damages and injuries resulting from any accident.
 - 1.) Only Viterbo employees with a valid driver's license are permitted to operate a Viterbo University vehicle.

- 2.) In rare cases student drivers may be pre-approved by the Vice President of Finance and Administration (e.g. a student employee working in the library traveling to UW-L for interlibrary loan documents).
 - a.) Student drivers must be approved in writing by the Vice President of Finance and Administration prior to the planned travel.
 - b.) Student drivers must have a valid driver's license.
 - c.) Student drivers must be pre-approved in writing by the physical plant office.
- h. Mini-Buses -- Viterbo owns two minibuses with seating for 13 or 14 passengers.
 - 1.) Priority is given to approved science lab and intercollegiate athletic trips for scheduling and use of the minibuses.
 - 2.) Only Viterbo employees may drive the minibus.
 - 3.) All drivers of the minibus must go through training by the Physical Plant Office a minimum of a week prior to checking out the minibus.
 - 4.) Work study students or other students employed by Viterbo do not qualify as employees eligible to drive the minibus.
 - 5.) The minibuses are generally intended for trips within 5 miles of the Viterbo University campus, except for approved science lab and intercollegiate athletic trips.
6. Vehicle Rental – If an employee of Viterbo leases a vehicle for authorized Viterbo business, the vehicle and driver/passengers shall be covered under Viterbo's auto insurance policy as long as the employee informs the rental agency that the vehicle will be used for business purpose, supplies the rental agency with a certificate of insurance (<http://www.viterbo.edu/business-office/forms>) and pays for the rental with their Viterbo corporate credit card. (If the employee does not have a Viterbo credit card, payment may be made with personal credit card.)
 - a. If an employee leases a vehicle without following the aforementioned procedures, his or her personal insurance shall be the primary insurance carrier with Viterbo's auto insurance being subordinate.
 - b. Acceptance of the rental agency's insurance must be approved by the Vice President of Finance and Administration, 608-796-3856.
 - c. The rental or use of a 15-passenger van poses a safety risk, and is prohibited. Hertz / Enterprise Corporate Car Rental Agreement –Viterbo has established business accounts with Hertz Rental Car Company (608-782-6183) and Enterprise Rental-A-Car (608-785-7400).

- 1.) The agreement allows Viterbo employees to receive a discount of 5% to 20% percent off of car rental rates. This discount is available for business or personal use.
- 2.) To obtain a discount, provide the agent with Viterbo's account number (Hertz CDP number 1780621) or (Enterprise a/c # N64155). They will then quote you a rate based on our discount.
- 3.) Neither company will bill Viterbo. The employee will pay for the rental and request appropriate reimbursement. The Business Account only provides us a discount and a way to track our car rental usage.
- 4.) If you are renting for business purposes, please inform Hertz or Enterprise that the vehicle will be for business use, supply them with a certificate of insurance (<http://www.viterbo.edu/business-office/forms>) and use your Viterbo issued corporate credit card to pay for the transaction.
 - a.) This will insure that Viterbo's auto insurance will be the primary insurance carrier.
 - b.) You are not required to use Hertz or Enterprise for university-related travel; however we would suggest comparing quotes with our discount.
 - c.) If you have any questions, please contact the Assistant Vice President of Finance and Administration.

Requirements for Student Travel

1. Field experiences and travel are a vital part of student learning at Viterbo. The purpose of the student travel policy statements is to provide guidelines to increase the safety and to lessen the risk to the university and for faculty, staff and students who are engaged in Viterbo University activities that involve travel off-campus. While no policy statement can cover all imaginable circumstances, and no rule can substitute for common sense and a disposition to act responsibly and safely, the highest priority for Viterbo University is the safety and security of students and all personnel, and provision of an effective learning environment. These student travel policy requirements are considered to be a minimum standard; offices and departments may mandate additional procedures.
2. All student travel (including optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus) must be pre-approved in writing by the supervising dean and/or vice president. The Online Student Travel Request form will assist persons planning student travel with submitting the following information:
 - a. Purpose of the trip, destination, duration and trip activities

- b. Name of the trip leaders
 - c. Mode of Transportation to the destination, including carrier name if any
 - d. Transportation during the stay at the destination, including carrier
 - e. Information on overnight accommodations, including hotel names
 - f. Itinerary including schedule of travel, meals and activities including options for free time activities
 - g. A budget including trip expenditures and cost to participants
 - h. Description of any significant concerns related to the trip
 - i. For international travel, State Department information on the location
 - j. For international travel, such proposals must also be presented to the Director of Study Abroad.
3. For trips requiring travel of distances more than 5 miles from the Viterbo campus, all student and employee travelers must journey to and from the destination(s) as a group. Exceptions to this policy will be rare and must be approved in writing by the supervising dean and/or vice president in advance of travel with students.
 4. A non-Viterbo service providing a non-Viterbo driver and a non-Viterbo vehicle/method of transportation is required for:
 - a. Student group travel of 24 persons or more and/or
 - b. Student group travel over 300 miles one way or 600 miles roundtrip.
 5. Two drivers are required when traveling with students more than 450 miles total in one day with a university or a rented fleet vehicle.
 6. Students are not permitted to drive vehicles used for student travel (i.e. student travel other than that outlined previously in this document in #4 or #5G in the section on transportation).
 7. Trip Leaders and Chaperones
 - a. Generally, two Viterbo employee trip leaders/chaperones are required to travel out-of-town with students. Any exceptions must be approved in writing by the supervising dean and/or vice president in advance of travel with students. Examples of possible exceptions include:
 - 1.) Student groups of 7 or less traveling by van for distances of less than 450 miles total in one day.
 - 2.) Students pre-approved in writing by the supervising dean and/or vice president for travel to attend and/or present at a conference or workshop.

- b. Only Viterbo employees may serve as trip leader/chaperones for student travel requiring overnight accommodations
 - c. In the event that a campus organization's advisor cannot attend the function with the student group, another Viterbo employee may attend in place of the student organization advisor.
 - d. Exceptions to this policy must be discussed with and approved in writing by the supervising dean and/or vice president in advance of travel with students.
 - e. Trip leaders and/or chaperones for student travel requiring overnight accommodations must include a Viterbo employee of each gender unless otherwise approved in writing by the supervising dean and/or vice president.
 - f. Trip leaders and/or chaperones must provide Emergency and Medical Information through Vit Net prior to departure. This information is to be provided to the Director of Campus Safety, trip leader and supervising dean and/or vice president a minimum of 48 hours in advance of departure.
 - 1.) *Only student travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus will be exempted from full completion, submission, and verification of completion of the Student Participant Assumption of Risk and Release of Liability Form and the Emergency Contact and Medical Information Form.*
 - 2.) *However, person(s) planning the trip may elect to require these forms for travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus.*
 - g. For reasons of health and safety, Viterbo employees and/or other trip leader/chaperones are permitted in a room occupied by students or rooms joined by a common entrance occupied by students only for emergencies, to give brief instructions and/or to check occupancy. Students are permitted in a room or rooms joined by a common entrance and occupied by Viterbo employees and/or other trip leader/chaperones only for emergencies and/or to give brief instructions. Most necessary communications may be handled by phone.
 - h. Employees are prohibited from sleeping in the same room (or suite of rooms adjoined by a common entrance) as students.
8. Student and employee travelers are permitted in rooms occupied by persons of the opposite gender (i.e. women in men's rooms, men in women's rooms) only for emergencies and to give brief instructions. Most necessary communications may be handled by phone.

9. Students and employees traveling must conduct themselves according to trip leader expectations and university policy including, but not limited to those outlined in student handbook (i.e. Code of Student Conduct, Alcohol, Tobacco and Other Drug Policy, etc.)
 - a. Any student behavioral misconduct occurring during travel or any university-sponsored activity must be reported to the Vice President for Student Affairs for follow up in accordance with the Code of Student Conduct.
 - b. Behavioral misconduct during any university-sponsored activity may result in disciplinary action.
10. If an emergency occurs in the course of a trip, the trip leader is responsible for contacting the supervising dean and/or vice president immediately to describe the emergency and to discuss plans to address the problem. The supervising dean and/or vice president may choose to:
 - a. End any trip immediately,
 - b. Send personnel to the location for assistance,
 - c. Contact local authorities in the location of the group, and/or
 - d. Otherwise take action to protect the safety and interests of students, staff and Viterbo University.
11. If any activity raises concerns about the ability of Viterbo University or its agents to conduct the experience within reasonable bounds of safety and security, then the activity will not occur and an alternative learning experience will be planned.
 - a. Students must never be put in a situation in which they do not have the appropriate training or skills to execute an activity that entails risk (i.e. students who cannot swim must not be expected to take canoe trips with an environmental science class).
 - b. If a trip requires a physical activity that might be challenging for students, students need to know that ahead of time and have the opportunity to opt out or the trip leader may provide an alternative activity. In no case may a student be forced to participate in a field activity that poses a danger that the student feels the student cannot negotiate.
 - c. On occasion, students may refuse to travel to a particular destination or to engage in a particular activity because of a public safety threat. Faculty and staff may take reasonable steps to accommodate student concerns.
 - 1.) At the same time, students may not unreasonably use safety concerns to avoid assignments.

- 2.) For example, a student teacher may not completely opt out of student teaching, but the student must discuss her concerns with her supervisor and work through a solution that completes the requirement while also lessening her concerns.

12. When planning international travel experiences for groups of students those coordinating travel must follow these guidelines:

- a. Faculty members planning trips must meet with the appropriate Department Chairperson, Dean and the Director of Study Abroad no less than two months before the proposed trip.
- b. Potential trip leaders must begin discussion with the Study Abroad Office and their supervisor no less than two months before course embedded trips. The Office of Study Abroad has established procedures for process for short term cross-cultural study courses.
- c. Trip leaders will meet with the Vice President or Assistant Vice President of Finance and Administration to present a budget and discuss the best way to pay for and collect monies associated with the trip. Faculty must have conversations no less than two months before the trip with their dean, and the Vice President or Assistant Vice President of Finance and Administration must be notified of approved course fees prior to the course being added to the course schedule.
- d. Viterbo University reserves the right to refuse approval for an international group trip for any reason.
- e. All international travel for Viterbo must be approved in writing by the supervising vice president and registered with the Office of Study Abroad.
- f. Checklist for Student Travel:

Having access to current information is an essential factor in the University's ability to effectively respond to a critical incident involving Viterbo students. To ensure the appropriate individuals have the information needed, students are responsible for completing the following steps prior to travel:

- 1.) Read the entire Travel Policy carefully. If you are in need of clarification, ask the supervising dean and/or vice president.
- 2.) Submit an Online Student Travel Request Form for student travel to the appropriate university official a minimum of two weeks in advance of student travel.
- 3.) **A minimum of 48 hours* in advance of trip departure, the university official approving the trip or designee must**

email/send electronically the following four documents to these four individuals: (1)) the trip leader, (2) Student Affairs Administrative Assistant, (3) Director of Campus Safety, and (4) the supervising dean or vice president:

- a.) A **List/Roster of Trip Participants** including names and cell phone contact information for students and trip leader(s),
- b.) A **Travel Itinerary** including days, dates, times, locations, phone numbers for all venues and hotels,
- c.) **Emergency Contacts and Medical Information Report*** including contact and information for all trip participants including the trip leader(s), and
- d.) **Written verification that all student trip participants have completed the Student Participant Assumption of Risk and Release of Liability Form*.**

**Only student travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus will be exempted from full completion, submission, and verification of completion of the Student Participant Assumption of Risk and Release of Liability Form and the Emergency Contact and Medical Information Form. However, person(s) planning the trip may elect to require these forms for travel to optional/non-mandatory activities held at locations within 5 miles of the Viterbo campus.*

- e.) Weather reports for travel areas must be reviewed prior to departure. If weather reports indicate advisories, alerts, warnings, etc.; the person(s) planning the trip must discuss this with the supervising dean and/or vice president to determine if trip plans should be modified in any manner.
- 4.) When university fleet or rented vehicles are utilized for student travel, the trip leader or person(s) planning the trip must inspect the vehicle(s) used to ensure that it is equipped with:
- Cell phone
 - First aid kit
 - Fire extinguisher
 - Maps needed for the trip
 - Traffic control devices (road side reflectors, flare)

Updated 7/16/14

8.19 PURCHASING AND BUDGETS

Purchase orders are to be used for all University purchases, including orders for supplies, equipment, rentals, etc. Check Requests are used for travel advances, travel reimbursements, stipends, or any item for which a check is required. Purchase Order/Check Request forms can be obtained in the Business Office. You must check either the “PURCHASE ORDER” or “CHECK REQUEST” box so the Business Office is able to properly process the request.

1. All requests on these forms should contain the appropriate general ledger budget account number, the signature of the responsible budget officer, the name and address of the vendor, item(s) purchased, part number, and cost. For payments made to an individual, the individual’s social security number must also be included to facilitate tax reporting. A notation should also be included on the Purchase Order/Check Request in the “Special Instructions for Business Office” section if special handling is desired.
2. If the requisitioner wishes to pick up the ordered item personally, he/she should indicate that the purchase order should be returned to him/her.
3. If a check must be enclosed with the order, this fact should be noted.
4. Completed Purchase Orders/Check Requests should be sent to the Business Office.
5. A copy of the approved Purchase Order is sent back to the department. This copy should be verified to determine that the order has been placed as submitted, and should be retained until the order has been completed and invoiced. If the order has not been received within a specific time, you should contact the vendor.
6. All orders received via mail, UPS carrier or vendor's truck are checked by the Copy Center and delivered to the proper departments.
7. If there is a problem with the order---parts missing or incorrect items sent---please report this to the vendor.
8. After the vendor invoice is received in the Business Office, it is sent to the budget officer for payment approval. The invoice should be approved as stamped (date order received, approved with your signature, and general ledger budget account number). Payment should be approved and invoices returned to the Business Office as soon as possible, so that service charges are not added to the bill. If the order does not arrive in satisfactory condition or the price is questioned, do not approve the invoice until the issue is resolved.

Purchase Orders and invoices are processed on a daily basis. Checks are run once a week on Wednesdays for all check requests and approved invoices that are provided to the Business Office prior to noon on Tuesdays.

Please note: Viterbo University is not responsible for any charges incurred without an approved Viterbo University purchase order. Suppliers may be instructed to invoice the person placing any authorized order.

8.20 UNIVERSITY CARS

1. University cars are available for university business only and are signed out at the front desk of the Physical Plant, 727 Winnebago, or call X3920. A car requested for a specific time should be signed out in advance.
2. A mileage form must be filled out for all trips. The form may be obtained at the Physical Plant front desk or in each vehicle. Mileage is charged to the departments.
3. When it is necessary for students to drive a university car, a permission slip must be obtained from the Physical Plant. The request must be signed by the responsible faculty or staff member. The request form should then be turned in at the Physical Plant before obtaining the car keys. A University employee must accompany any vehicle driven outside of the La Crosse area.
4. Two or three credit cards are in each key case. Fuel receipts are turned in with the keys.
5. Drivers are reminded to lock all cars and fill the gas tank when the car is returned. Please be prompt in returning the car at the specified time.
6. Reserve a Viterbo University Fleet Vehicle through the following procedures:
<http://www.viterbo.edu/physical-plant/fleet-vehicle-reservation-information>.

8.21 PHYSICAL PLANT

1. Repair Requests - All requests regarding building maintenance, cleaning, furniture moves, plumbing or heating problems, elevators, automobiles, or the like which will involve our maintenance personnel are to be entered as a work order and directed to the Physical Plant Office. Go to the online work order system--

<http://www.viterbo.edu/physical-plant/work-order-request-information>

Problems with telephones, typewriters, vending machines should be listed separately and reported to the Business Office. Verbal requests should not be made to the maintenance/custodial personnel. All requests for service will be processed and placed into the work schedule of the maintenance/custodial staff.

2. Purchases of plant equipment - Necessary plant equipment should be requested as part of the annual budget process. Approved purchases will be made through the Physical Plant Director. A similar process should be followed for physical plant improvements within a department.
3. Keys/Access Cards - Whenever a new employee joins the faculty or staff, the department chairperson should send a written request to the Director of Physical Plant listing the keys to be issued to the individual. Keys may then be picked up one or two days after the request is made. Full policy regarding keys and access cards are found -
4. Damage to Property - Any accident involving Viterbo University property or personal injury should be reported to the Business Office as soon as possible. Accidents involving personal injury are considered below.

Every accident involving any student on campus, any employee at work, or any Viterbo person on official university business, which results in injury must be reported immediately to the immediate supervisor and to the Business Office. This report is mandatory, even for minor injuries, to provide appropriate care, as well as to insure the right to compensation and insurance payments. An Accident Report form may be found at <http://www.viterbo.edu/business-office/forms>

5. Pets on Campus
 - a. Pets are allowed, on occasion, on campus on a leash held by a person.
 - b. Pets are not allowed in any building on the Viterbo University campus.
 - c. Each pet on campus will be required to wear an ID tag on its collar so that unregistered pets may be readily identified.
 - d. County Regulations and State Health Regulations - These regulations are being instituted due to requests of pet owners and others. A great majority of campus

personnel agree that unattended pets create an impossible situation. Everyone's cooperation will insure success to these procedures.

- e. **NOTE:** A service animal, used by a disadvantaged individual, would be the only exception to this policy.

8.22 USE OF CAMPUS FACILITIES

The use of Campus Facilities for employees for work or personal use are regulated through each department. For specific policies regarding each department, please visit each webpage at www.viterbo.edu.

[Academic Resource Center](#)

[Copy Center](#)

[Fine Arts Center](#)

[Information Technology Services](#)

[Library](#)

[Mathy Center](#)

[San Damiano Chapel](#)

8.23 PRAYER AND CONTEMPLATION POLICY

In order to make visible and intentional the university's commitment to its core value of contemplation, employees may be excused from work assignments for approved functions sponsored by the mission effectiveness committee listed below.

1. First Friday Prayer Service: Employees may be excused from work assignments the first Friday of each month for an all faith prayer service beginning at 8:00 a.m. and concluding no later than 8:45 a.m. If the first Friday of the month occurs when the university is not in session, the mission effectiveness committee may schedule an alternate date.
2. FSPA Perpetual Adoration: Employees may be excused from work assignments the first Monday of each month to participate for one hour in perpetual adoration with the FSPA from 4:00 – 6:00 p.m. at the adoration chapel in St. Rose Convent.

Employees are expected to request permission from supervisors in order that work areas and/or work assignments are managed appropriately during the employee's absence.

Approved for pilot academic year 2015/2016 - March 9, 2015