

ADJUNCT FACULTY HANDBOOK



VILLANOVA
UNIVERSITY

Office of the Provost

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Note: This volume contains the formal University policies for Adjunct Faculty Members. A current electronic version is available on the web at

<http://www1.villanova.edu/villanova/provost/resources.html>

The University ID Card is available at the University Wildcard Office in Dougherty Hall. The *New Faculty Manual*, an informal guide to getting started as a Villanova faculty member,

including resources, services, and hints about effective teaching, is also available on the web at https://www1.villanova.edu/villanova/provost/resources/faculty/new-faculty-manual_secure.html

Please contact the Provost Office (610 519 4520) to receive a printed copy of the *New Faculty Manual*.

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INTRODUCTION

The Office of the Provost, working with the Adjunct Faculty Committee, has produced this Handbook for present and prospective Villanova University adjunct faculty members (a separate handbook applies to full-time faculty members). This Handbook is intended for adjunct faculty members in Liberal Arts and Sciences, Engineering, School of Business, Nursing, and Professional Studies, and it does not apply to faculty members in the School of Law. This handbook only contains those policies which are most relevant to the work of adjunct faculty members.

Although every effort has been made to keep the handbook accurate and up to date, faculty members should also check the pdf version of the Handbook (available at <http://www1.villanova.edu/villanova/provost/resources.html>) for the latest version of the policies. Faculty members who have questions about the policies and their application should consult their department chairs or their program director.

In order to retain necessary flexibility in the administration of policy and procedure, Villanova University reserves the right to revise or delete any of the provisions of this Handbook and to revise, reduce, or eliminate any policy or benefit described in this Handbook, with or without notice, as the University deems appropriate.

ABOUT VILLANOVA

For over a century and a half, Villanova University has been sponsored by the Order of St. Augustine, known as the Augustinians, one of the oldest religious teaching orders of the Catholic Church. The first American foundation of the order within the present limits of the United States was established in 1796 at old St. Augustine's Church in Philadelphia. Villanova University traces its lineage from this foundation and from St. Augustine's Academy, which was opened in Philadelphia in 1811.

In January 1842, the Philadelphia Augustinians took possession of Belle Air, the country estate of the Revolutionary War officer and merchant John Rudolph. In accordance with the Old Catholic custom, the new foundation was placed under the patronage of a saintly hero of the past. As patron of the new Institution, the Augustinians chose St. Thomas of Villanova, a 16th century Spanish Bishop who was a distinguished Augustinian writer and educator. The school soon became known as Villanova and gave its name to the surrounding countryside.

Classes were opened in the old mansion house at Belle Air during the fall of 1843. On March 10, 1848, the Governor of Pennsylvania, Francis R. Shunk, signed the Act of the Legislature incorporating "The Augustinian College of Villanova in the State of Pennsylvania" and conferring on it the right to grant degrees in the Arts and Sciences.

The Liberal Arts College took its first step toward university status in 1905 with the establishment of what is now called the College of Engineering. The Science unit, inaugurated in 1915, is now an integral part of the present College of Liberal Arts and Sciences. In 1918, what is presently known as the College of Professional Studies came into being. The School of Business was founded in 1922 (as the College of Commerce and Finance), the College of Nursing in 1953, and the School of Law in 1953.

Villanova's development over the years into a complex institution of higher education received official sanction when, on November 10, 1953, pursuant to an act of the Legislature of the Commonwealth of Pennsylvania, its charter was amended to permit it to be designated Villanova University.

The University's mission statement provides a summary statement of Villanova's institutional values and aspirations that set the overall tone of the University's collective objectives.

MISSION STATEMENT

Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

ENDURING COMMITMENTS

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

To foster academic excellence, we as a University:

- Create a diverse community of scholars, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

To honor our values and tradition, we as a Catholic University:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine's vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage diverse religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;
- Provide opportunities for students, faculty and staff to seek guidance from Catholic intellectual and moral traditions, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Respect and encourage the freedom proposed by St Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.

To serve our students, alumni and global community, we as an Augustinian University:

- Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;
- Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- Include our alumni as an integral part of the Villanova community;
- Value highly our relationship with neighboring communities.

For more detailed information about Villanova's Mission and Heritage see:

<http://www1.villanova.edu/villanova/mission.html>

UNIVERSITY STRUCTURE

PRESIDENT AND BOARD OF TRUSTEES

Full legal jurisdiction in all that pertains to the University is vested in the Board of Trustees, which is comprised of no fewer than twenty and no more than thirty-five members. Of these, no fewer than nine are to be members in good standing of the Order of Saint Augustine. The President of the University is *ex officio* a member of the Board.

The President is responsible to the Board as the executive head of the University and is responsible for the general direction of its affairs. The President performs all such duties as are provided for in the By-Laws of the Board of Trustees, those assigned by the Board of Trustees, and those which are necessary and proper for the performance of the office. As appropriate, the President delegates certain authority to the Provost and Vice Presidents.

The President, Provost and Vice Presidents serve at the discretion of the Board. All other administrative officers serve at the discretion of the President.

OFFICE OF THE PRESIDENT

The Provost and the Executive Vice President report to the President.

The *Provost* is the University's second highest ranking official and its academic leader who represents the President or the University in President's absence. The responsibilities of this position include all of Villanova's academic programs and all efforts to achieve educational alignment throughout the institution. The Provost will form a strong working relationship with the Vice President for Student Life and the Vice President for Mission and Ministry to ensure greater collaboration and achievement in these important areas. For a detailed description of the Office of the Provost's reporting structure – see below.

The *Executive Vice President* will oversee the University's financial and administrative operations at a highly-strategic level. These operations include: Financial Affairs, Auxiliary Services, Human Resources, Facilities Management, Public Safety, Compliance, and include the administrative operations of the Department of Athletics and University Information Technologies (UNIT). On broader conference and strategic issues, The Director of Athletics and the Vice President for Technology and Chief Information Officer (who leads UNIT) will continue to report to the President. The Vice President for Finance and the Vice President for Facilities Management will report to the Executive Vice President. The Executive Vice President provides critical oversight for administrative functions, ensures alignment with academic priorities, and develop strategies to leverage institutional resources.

The *Executive Council* consist of the President, the Provost and the Executive Vice President. The council's purpose is to ensure continued strategic, focused and streamlined oversight of the University. This council provides critical leadership for the institution while enabling the President to focus more heavily on strengthening Villanova's external reputation, development initiatives and overall global presence. The Executive Council will work directly with the President's Cabinet, which will continue to serve as my leadership advisory group.

OFFICE OF THE PROVOST

The educational work of the University is under the direction of the *Provost*. The college deans and the Dean of Enrollment Management are members of the *Council of Deans* reporting to the Provost.

Colleges and Deans. The various colleges of the University – Liberal Arts and Sciences, Engineering, School of Business, Professional Studies, School of Law and Nursing -- are supervised by the deans who report directly to the Provost. The deans direct their individual colleges, supervise department chairs and program directors in their colleges, and also advise the Provost on policy questions that transcend the work of the individual colleges. Within the colleges and under the supervision of the deans are *Departments* consisting of all those faculty members who are engaged in instructional, administrative, or research work in a given subject under *Department Chairs*. The College of Nursing is organized by programs. A department may serve students registered in more than one college of the University. Other academic and academic support units, including those involved in interdisciplinary studies, are supervised by directors appointed by the deans in consultation with the Provost.

Under the direction of the college deans, department chairs function as leaders of their departments and also as spokespersons for both the administration and for their faculty. They take an active role in planning the future of their departments, and are also responsible for evaluation of the work of their colleagues. In addition to their own teaching and research, they advise students and manage the support staff. Descriptions of the specific duties and functions of the chair are promulgated by the deans of the several colleges (see “Department Chairs – Authority and Responsibility”). Departmental chairs ordinarily are appointed by the President on the recommendation of the Provost and the relevant dean of the school or college following the “Protocol for Periodic Selection of Chairs.” Program directors in the College of Nursing are appointed by the Dean, with approval of the Provost.

The *Dean of Enrollment Management* supervises all matters pertaining to student recruitment, admission, financial aid, registration, and student academic records, and is assisted by the Associate Dean for University Admissions and Financial Assistance and the Associate Dean for Student Information and Registrar.

The Provost’s Council includes the members of the Council of Deans, the Vice Provost for Academics, the University Librarian, the Associate Vice Provost for Diversity and Inclusion, the Associate Vice Provost for Teaching and Learning, the Associate Vice Provost for Research, the Associate Vice President and Executive Director of Office of Planning & Institutional Research, and the Assistant Vice Provost for Finance and Administration.

Reporting directly to the Provost are the Vice Provost for Academics, the Associate Vice Provost for Diversity and Inclusion, the Associate Vice President and Executive Director of Office of Planning & Institutional Research, and the Assistant Vice Provost for Finance and Administration.

Reporting to the Vice Provost for Academics are the Associate Vice Provost for Teaching and Learning, the Associate Vice Provost for Research, the Director of the Honors Program, the Executive Director of the Career Center, and the Executive Director of Online Programs.

The *University Librarian & Director of the Library* reports directly to the Provost and is responsible for the overall administration of Falvey Memorial Library. The Director focuses on the strategic relevance of the library to learning and research in the digital age and works with librarians, library staff, faculty members, the Library Committee, and student advisory groups to develop library collections, services and facilities that extend and enhance the university's commitment to academic excellence and to a rich community intellectual life.

Programs, Institutes, Centers and Offices reporting to the Office of the Provost include:

The *University Honors Program* focuses on the whole person--mind, body, and spirit. The program supports Villanova students' pursuit of excellence in a warm and collegial community. Villanova's Honors students value hard work, patience, honesty, rationality, curiosity, and learning. They are thinkers who do, treating their college years as a proving ground for leadership and success. The Director reports to the Vice Provost for Academics.

The *Office of Diversity and Inclusion* (ODI) supports our community's continuing efforts to create a welcoming and diverse Villanova community at all levels: faculty, administrators, staff and students. ODI partners with colleges, divisions, departments and programs to support the recruitment retention and promotion of faculty and staff from underrepresented groups. ODI collaborates with colleagues and offices throughout the University to support the academic success of all students, acknowledging the importance of retaining and graduating students from underrepresented groups, Pell Eligible students and first generation college students. ODI plans strategically with academic, administrative and other units of the University ways to create a Villanova community where individual differences are acknowledged and appreciated, where what we learn, teach, and research creates grounds for understanding, and where we constantly find better ways to communicate across and through that which previously divided us. Reports to the Associate Vice Provost for Diversity and Inclusion.

The *ICE Institute* is an innovative driver of scholastic, educational, and professional development opportunities in the related areas of creativity, innovation, and entrepreneurship within the Villanova community. The ICE Institute has a multi-disciplinary and cross-college focus and seeks to advance the University's strategy by fostering cross-college learning and embedding entrepreneurial thinking more deeply in the Villanova culture. The Director reports to the Provost.

The *Office of Planning and Institutional Research* conducts studies and offers technical assistance in support of educational excellence, strategic planning, assessment and evaluation. OPIR also manages the CATS data collection/analysis/reporting system including preparing special reports. In addition, OPIR collects certain externally mandated data and data for professional organizations. The Associate Vice President and Executive Director of Office of Planning & Institutional Research oversees this office.

The *Villanova University Career Center* provides vocational counseling and assistance to students, alumni, and other members of the University community. It maintains an extensive library of career fields, graduate and summer employment leads. The Center administers the on-campus interviewing program and provides credentialing service. The Director reports to the Vice Provost for Academics.

The *Villanova Institute for Teaching and Learning* provides and coordinates resources for faculty members who are interested in helping their students become more effective learners. Among the

services offered are confidential consultations and classroom observations, workshops, and mini-grants. A library/resource center contains materials related to teaching and learning. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Office of Education Abroad* provides information and assistance to students who wish to study overseas for summer semester, or year programs in Europe, Asia, Latin America, Africa, Australia, and the Middle East. This office also administers Villanova's summer overseas study programs. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Office of Learning Support Services* works with students diagnosed with learning disabilities, providing appropriate accommodations and support services. The Director also advises faculty members and administrators on appropriate accommodations for students with learning disabilities. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Office of Academic Support for Athletics* provides supplemental athletic support to all Villanova varsity student-athletes. (Primary academic advising is provided by the regular advising system of each individual student-athlete's college). The Academic Support staff acts as a liaison between the academic and athletic communities. The staff also monitors the academic progress of all student-athletes to assure that University and NCAA regulations are being met and that progress is being made toward graduation. The office also supervises tutoring and mentor services for student-athletes. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Villanova Writing Center* offers tutoring assistance to undergraduates, graduate students, faculty, and staff who are engaged in every kind of writing. Students are welcome to come to the Writing Center at any stage of their composing process. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Math Learning Resource Center* (MLRC) provides an environment where students can obtain help with first and second year math classes, work on group projects, study independently, and use computer lab facilities. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Center for Center for Access, Success, and Achievement* (CASA) provides holistic support (including mentoring, counseling, and tutoring) to students with a special focus on traditionally underrepresented students. The Director reports to the Associate Vice Provost for Teaching and Learning.

The *Office of Research Administration* acts as a liaison between the University and potential funding agencies and coordinates the processing and transmittal of proposals to sponsors. The Director is responsible for facilitating and enhancing the proposal submission process by providing information on funding sources and overseeing the University's compliance with federal, foundation, and corporate regulations. The Director administers the Faculty Summer Research Program, the Human Subjects Committee, the Institutional Animal Care and Use Committee, and the patent and copyright endeavors of the University as well as the day-to-day maintenance of grant and contract accounts. The Director reports to the Associate Vice Provost for Research.

The *Center for Undergraduate Research and Fellowships* (CURF) exists to cultivate the development of intellectual, civic, and cultural leadership among Villanova undergraduates from diverse

backgrounds by providing the opportunity to engage in undergraduate research as well as comprehensive advisement for students who pursue prestigious national scholarship and fellowship opportunities. These include the Truman, Goldwater, Udall, Fulbright, Marshall, Rhodes scholarships, the National Science Foundation Graduate Research Fellowship, the DAAD-RISE international research internships, and National Science Foundation Research Experiences for Undergraduates, among others. The Director reports to the Associate Vice Provost for Research.

The Provost and the Provost's leadership team work with faculty leaders, especially Faculty Congress.

Faculty Congress discusses all matters of interest to the faculty and, where appropriate, passes resolutions expressing its opinion on such matters. While resolutions may be sent to any Administrative Officer, the Faculty Congress has a direct consultative line to the Provost (or designee). The Faculty Congress is responsible for coordinating the activities of the faculty representatives, the Academic Policy Committee and the Faculty Rights and Responsibilities Committee. Those representatives, in turn, will advise the Faculty Congress on relevant matters which come before the governance bodies on which they serve. The Faculty Congress nominates faculty representatives to several committees of the Board of Trustees and conducts elections for faculty positions on various University bodies. The Congress has forty members: seven full-time faculty members elected at-large by the full-time faculty; two adjunct faculty members elected at-large by the adjunct faculty; and one retired faculty member elected by the retired faculty. The remaining thirty members are the members of the Academic Policy Committee and the Faculty Rights and Responsibilities Committee, who are themselves elected by their various constituencies.

The *Academic Policy Committee* has authority to recommend policy in academic matters affecting more than one college of the University, and also has a direct line to the Provost (or designee) for the discussion and resolution of academic issues. The Academic Policy Committee consists of sixteen elected faculty members; six undergraduate students; two graduate students; Provost (or designee); the Deans of the Colleges of Liberal Arts and Sciences, Engineering, Nursing, Business and Professional Studies, as well as the Dean of Graduate Studies in the College of Arts and Sciences.

The *Faculty Rights and Responsibilities Committee* is a committee of the Faculty Congress. It has authority to recommend policy in all major areas of faculty welfare significantly affecting the University as a whole. The *Committee* also has a direct line to the Provost (or designee) for the discussion and resolution of faculty issues. The Committee consists of fourteen elected faculty members and one of whom shall be the Vice Chair of the Faculty Congress. The Provost (or designee) is an *ex officio* member.

UNIVERSITY COMMUNICATION

The Office of University Communication, under the direction of the Vice President for University Communication, promotes the positive image and reputation of Villanova University by communicating the University's messages and achievements to various constituencies. The Office publicizes student, faculty, and alumni achievements to both internal and external communities. University Communication may ask faculty members to speak about areas of expertise with the media and/or with members of our staff.

GENERAL COUNSEL

The *Vice President and General Counsel* supervises the Office of the General Counsel which handles all legal issues affecting the University.

MISSION & MINISTRY

The *Office of Mission and Ministry*, under the direction of the Vice President for Mission and Ministry, works to facilitate Villanova's commitment to living out its mission in every facet of University life. The Office promotes an inclusive vision of the Catholic intellectual tradition; coordinates a variety of initiatives relating to the University's Augustinian heritage and Catholic Social Teaching; encourages programs and research on contemporary problems; ensures that the spiritual and sacramental needs of Catholic students are met; and extends the Augustinian mission and the work of Villanova University in ways which will assure its contribution to the continued social and spiritual transformation of our world.

Campus Ministry serves the University in the expression of Augustinian spirituality and Roman Catholic identity, the development of communal life in an atmosphere of religious faith, the fostering of Christian values within the community and the institution, and the promulgation of an ethic of service. The campus ministry team serves many of the religious and spiritual needs of the faculty through campus liturgies, and service and educational programs.

The *Augustinian Institute* serves "as an agent and resource to support its efforts to give Augustine's thought a vibrant and integral place within Villanova's academic and community life, and allows that voice of Augustine to continue to speak effectively to today's world."

The *Villanova/Catholic Relief Services (CRS) Partnership* is a collaboration that is integrated into the structures of each institution in conformity with each institution's culture. The partnership leads to knowledgeable and empowered constituencies who are formed by Catholic social thought and tradition and who live their faith in solidarity with the poor of the world.

The *Center for Faith and Learning* provides opportunities for students and faculty to explore the vocation of the mind and the depths of the Spirit in the way of Augustine, who searched for knowledge in the context of community. The Center promotes critical inquiry among friends who enter into dialogue dedicated to the integration of faith and learning, the hallmark of Augustinian pedagogy. The Center is rooted in the Catholic/Christian intellectual tradition and is a place where transformative, intellectual life is in dialogue with all faith traditions.

The *Center for Peace and Justice Education* offers an interdisciplinary academic program, informed by the Catholic social tradition, which focuses on issues of social justice and peace. Our [curriculum](#) is challenging and innovative, and attracts some of Villanova's finest [faculty](#) and students.

STUDENT LIFE

The *Vice President for Student Life* administers and supervises functions and activities relative to student co-curricular life.

The *Center for Multicultural Affairs* assists and supports the University in its mission of being a community of people who share common values and whose culture reflects the Augustinian spirit. The Center also engages in collaborative planning and research with all areas of the University, in meeting its commitment to work for peace and justice with the University community and the world.

The *Dean of Students* is responsible for promulgating and upholding community standards for the student community, as well as serving as a liaison with various University constituencies including parents, Public Safety, Residence Life staff, and local township officials and civic associations and coordinating the University's alcohol education and intervention programs. This office also coordinates services for international students and students with physical disabilities.

The *Office for Residence Life* collaborates with a variety of offices to provide residential students with a clean, safe, attractive, and educationally purposeful living environment.

The *Office of Student Involvement* supervises and coordinates co-curricular student activities, emphasizing leadership skills to make co-curricular activity a cooperative factor with study and education, and encouraging self-directed activity giving maximum opportunity for self-realization and growth.

The *Office of Music Activities* promotes, maintains, and supervises the efforts of student performing groups on the Villanova campus and also sponsors concerts on campus.

The *Student Health Center* provides the services of physicians, nurse-practitioners and registered nurses for consultation and treatment each weekday. Nurses are on duty 24/7 when classes are in session during the academic year, except for undergraduate vacation periods.

The *University Counseling Center* with its professional staff of counseling psychologists provides services to help students function optimally with regard to emotional, academic, social and psychological issues. All contacts and conversations are kept confidential except in situations where law or ethics require notification of a family member or other person.

The *Office of Health Promotion* provides campus-wide wellness initiatives. Health Promotion provides education on various topics so that students can make appropriate choices for healthy living. In collaboration with many departments, the Center offers educational programs on issues such as Alcohol and Drugs, Sexual Assault, Sexual Health, Stress Management, Fitness and Nutrition.

UNIVERSITY ADVANCEMENT

The *Senior Vice President for University Advancement* is responsible for directing the University's interaction with many aspects of the external community.

Under the Senior Vice President's direction, the *Office of Alumni Relations* plans and manages a comprehensive program of volunteer engagement, special events, communications, and services to develop lifelong connections with more than 100,000 living alumni. Working with the volunteer leadership of the Villanova University Alumni Association, the Office coordinates the activity of more than 70 regional, academic, professional, fraternal, and class-year based volunteer organizations. The

Office maintains individual profiles on the University's alumni, plans and distributes electronic communications to alumni and parents, and manages the University's annual Homecoming and Reunion Weekend celebrations.

The *Office of University Development* supervises and coordinates all major components of a comprehensive development program. The fund-raising areas include major gifts, planned giving, corporate and foundation giving, and annual giving. The administrative support activities include prospect management, gift and pledge processing, donor research, donor relations, and gift stewardship.

ATHLETICS

The Director of Athletics directs the *Department of Athletics* which provides opportunities for the University community to participate in varsity, intramural, club, and recreational sports programs. In terms of its student athletics programs, the department seeks athletic success without compromising academic standards. The Athletics Department views the academic and personal development of every student-athlete as a primary goal, and it sees athletics programs as complementing classroom experiences by promoting discipline, teamwork, leadership, and a sense of fairness. Faculty members who have questions either about the Athletics program or about student-athletes should contact the Athletic Office.

INFORMATION TECHNOLOGIES

The *Vice President for Technology and Chief Information Officer* directs the *Office of University Information Technologies* (UNIT). UNIT recommends, provides and manages technology tools to support the educational processes of the University. UNIT's areas of responsibility include: providing access to technology tools to advance learning, teaching, research, and operations; facilitating information retrieval and sharing; enhancing operational efficiency and effective management through the use of state-of-the-art technology tools; and enabling and promoting electronic communication within the University and with regional, national, and international communities.

POLICIES

ACADEMIC ADVISING, OFFICE HOURS AND STUDENT ACCESS

The faculty's instructional responsibilities include reasonable availability to students for purposes of answering questions, clarifying issues, offering guidance toward greater comprehension and achievement in the instructor's classes in which the student is enrolled, and academic advising, which entails assisting students to make responsible academic and professional decisions. Although faculty members are not expected to counsel students on personal problems, their ability to make responsible and effective referrals to appropriate University offices is an important skill.

Faculty members therefore are expected to announce to their class and have on file in the department office a list of office hours set aside for student advisement and consultation. Departments and colleges are expected to set policies governing the scheduling of office hours so that office hours are adequate in number and reasonably distributed through the week. Emergency questions regarding

student grades often come up in the weeks immediately following final examinations. Faculty members are obliged to be in contact with their department offices, and available to students, by appointment, through the academic year up until the end of the contract year (typically late May). During the summer months, faculty members are to leave contact information with their chairs and department administrative assistants in case students or University officials need to be in contact with them. Faculty members who will be completely unavailable during the summer are to inform their chairs.

ACADEMIC FREEDOM

As a necessary condition for fulfilling their duties and functions as teacher-scholars, all faculty members (tenured, tenure-track, non-tenure-track full-time, or part-time adjunct) are entitled to full academic freedom in teaching, in research, and in disseminating the products of their scholarship. One's academic freedom is intrinsically linked to one's responsibilities as a scholar and member of the Villanova community, as detailed in this Faculty Handbook.

Because academic freedom is predicated on a degree of scholarly support for one's positions on issues, it does not extend to espousal of propositions that lack any scholarly support. Scholarly discourse on religious matters is protected.

In extramural academic settings such as professional lectures and conferences, when speaking as a member of a learned profession, faculty members enjoy this same freedom of research and dissemination of results as described above.

In the classroom, academic freedom is task-specific, deriving from and governing one's role as an instructor in a given discipline or disciplines. Faculty members are free to present and discuss their subject matter and related issues in accord with relevant academic standards and students' legitimate academic rights and responsibilities. Except when the University explicitly asks them to discuss specific issues of University concern, faculty "should be careful not to introduce into their teaching controversial matter which has no relation to their subject." Faculty members are responsible for upholding the integrity of reasoned inquiry, open discussion, and free expression. Especially when dealing with controversial topics, faculty members are expected to lead students in a scholarly evaluation of the subject matter.

Student performance should be evaluated solely on an academic basis, not on opinions or conduct unrelated to academic standards. Students should be free to take reasoned exception to the information or views offered in any course of study and to reserve judgment about matters of opinion, but students are responsible for learning the content of the course of study in which they are enrolled, including matters with which they disagree. The validity of their ideas, theories, arguments and views should be measured against the relevant academic standards.

Academic freedom per se does not extend to public statements that are unrelated to one's faculty status and academic expertise. Faculty members are free to exercise their constitutionally-protected freedom of expression, but in exercising that freedom, they will take care not to claim or suggest that the views so expressed are sanctioned by, or necessarily related to their faculty status at, Villanova. This is especially important in view of the fact that the public may judge their profession and Villanova University by their utterances.

ACADEMIC INTEGRITY

STATEMENT OF PURPOSE

Academic integrity is vital to any University community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority does so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are plagiarizing or cheating. In effect they are lying. Such dishonesty, moreover, threatens the integrity not only of the individual student, but also of the University community as a whole.

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

DEFINITIONS AND EXAMPLES

Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a Villanova education. Examples of academic dishonesty include: cheating, fabrication of information, assisting in or contributing to academic dishonesty, plagiarism, submission of the same work for more than one class, unsanctioned collaboration, misrepresentation, forgery, taking credit for work done by others, stealing or damaging library books, or unlawfully copying computer software.

PENALTIES

A. Individual Course Penalty.

The academic penalty will be determined by the student's instructor. Typically, a student who violates the academic integrity code in a course will receive an F for the course, or, at the discretion of the instructor, a less severe penalty. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes. Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity.

B. University Penalty.

Students who violate the code of Academic Integrity are also referred to their dean for a University penalty. Two kinds of penalty are available. A full academic integrity violation is a Class I violation. Typically a student with two Class I violations will be dismissed from the University. In some cases, the dean may choose to treat a violation of the Academic Integrity Code as a Class II violation. Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. Typically a student may receive only one Class II violation during his or her four year career as an undergraduate. All subsequent violations are treated as Class I violations. Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student's college dean, to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the dean, and within the timelines specified by the dean, will have a

hold placed on their transcript until the program has been completed.

POLICY

A. Jurisdiction.

This policy covers all cases where graduate or undergraduate students are alleged to have committed academic dishonesty at Villanova University in the Colleges of Liberal Arts and Sciences, Engineering and Nursing, Professional Studies or School of Business. This policy does not apply to students solely in the School of Law, which has its own policy.

B. Procedures.

If a faculty member believes that a student has committed an academic integrity violation, the faculty member shall, under normal circumstances, notify the student, allowing the student an opportunity to respond. Faculty members who have questions about whether an incident constitutes an academic integrity violation are urged to consult with their chair, dean, or with the chair of the Academic Integrity Board. If the faculty member continues to believe that a violation has occurred, the faculty member assigns an appropriate grade, typically an F for the course, an F for the assignment, or some other grade that the faculty member judges appropriate (in the School of Business, all faculty members assign a grade of zero to any work in violation of the Code). At the sole discretion of the faculty member, the faculty member may also offer the student an opportunity to redo the work or complete an alternate or additional piece of work. The faculty member must report in writing to his or her chair or program director that an academic integrity violation has occurred. A form is available for reporting violations or faculty members may write a letter. The letter should give a brief account of the matter and, where appropriate, should include copies of the assignment and other documentary evidence. The faculty member may also make a recommendation as to whether the violation should be treated as a Class I violation or as a Class II violation. Typically, violations of the Academic Integrity Code are treated as Class I violations, but in cases which are less serious or where there are mitigating circumstances, the violation may be treated as a Class II violation.

In cases that are particularly complex, the faculty member may also recommend that the matter be referred to the Board of Academic Integrity. If the department chair has questions, the chair may refer the matter back to the faculty member or ask for further clarification from the faculty member. Unless the faculty member wishes to withdraw the case, the chair sends a copy of the faculty member's report to the faculty member's dean.

When the faculty member's dean receives the report, the dean reviews the case. If the dean has questions about the case, the dean may request further consultation with the student, the faculty member, or the chair. Unless the faculty member wishes to withdraw the case at this point, the faculty member's dean makes a determination of the level of the violation (whether Class I or Class II), giving serious weight to the recommendation of the faculty member and chair. If a student has previously received a violation, (either Class I or Class II), then all subsequent violations will normally be held to be Class I violations.

The faculty member's dean sends a hard copy or e-mail letter (using the official University e-mail system) to the student informing the student that the student is being charged with having committed an academic integrity violation, and indicating the level of the violation. The letter to the student should include a copy of the academic integrity policy. Copies should also be sent to all parties (defined as follows): the faculty member; the student; the student's dean (if different); the faculty member's chair; the faculty member's program director (if different); and the chair of the board of academic integrity. The student shall respond in writing to the faculty member's dean within five business days of receipt of the notice of complaint (excluding public and University holidays), either

admitting the violation or asserting innocence. Failure to respond will be construed as admission that a violation has occurred. The faculty member 's dean will send copies of the student 's letter to all of the parties indicated above. If the student admits that a violation has occurred but asserts that there are extenuating circumstances, the student should explain this in the letter to the dean. The dean may, at any point in the proceedings, change the level of the violation from Class I to Class II. If the student denies that an academic integrity offense has occurred, the dean will refer the matter to the Chair of the Board of Academic Integrity, with notification of this to the other parties.

Upon receiving notice from the dean, the chair of the Board of Academic Integrity will assemble a panel consisting of faculty and student members of the Board of Academic Integrity. The panel will make a determination (based on a preponderance of the evidence) of whether academic dishonesty has occurred and will convey its finding to the dean, who will advise the student and faculty member of their rights of appeal. If several students are involved in one case, the dean may request that the panel consider the situation of all involved students, even if one or more do not deny having committed an academic integrity offense. If the panel finds that no violation has occurred, the faculty member's dean will advise the faculty member to re-grade (on the premise that no violation has occurred), and notification will be sent to all parties. The Chair of the Board of Academic Integrity may make informal recommendations to the dean on issues relating to the level of the violation, but the purpose of the panel is to consider whether an academic integrity violation has occurred. The panel does not make recommendations on issues such as mitigating circumstances or the severity of the punishment.

If the panel determines that a violation has occurred, the original grade assigned by the faculty member will stand. If a student believes that the grade assigned is inappropriate, the student may appeal the grade through the normal procedure for handling complaints concerning grades. As usual in such cases, the instructor's stated policy regarding grading and academic integrity will be taken into account and given great weight. The complaint process will only consider the grade, and will not review the panel 's decision that an academic integrity violation has occurred.

Once it has been determined that a violation has occurred (either by admission of the student, or by a decision of the panel) the faculty member 's dean sends a notification to all parties. At this point, the case is turned over to the student's dean. The student's dean will supervise a program of education and reflection on the meaning and importance of academic integrity. This may include any or all of the following: written exercises; participation in an academic integrity educational program supervised by the college; or community service. If this program is not carried out within the timelines specified by the dean and to the dean's satisfaction, the dean will impose a judicial hold on the student's records (and inform the student that such a hold has been placed). This will prevent the student from registering for courses or graduating until the conditions imposed by the dean have been satisfied. The student 's dean may also impose or recommend additional disciplinary penalties.

A student who has two Class I violations of the academic integrity code will be reviewed by his or her dean. The dean will review the student's file and also consult with other academic deans if one or more of the cases occurred in another college. Absent extenuating or mitigating circumstances, the student will be dismissed from the University and a record of the reason for the dismissal will be retained in the student's permanent file and will appear on the student's official transcript. At the sole discretion of the dean, the student may be suspended or put on probation instead of dismissed, with or without a permanent indication on the transcript.

Materials on academic integrity violations will be retained in the files until the student graduates or otherwise severs all relationship with the University. If there is no indication of an academic integrity violation on the student's transcript, the files will be removed and destroyed. If there is an

indication on the student's transcript, the files will be retained.

Students who believe that an integrity violation has occurred should report the suspected violation to the faculty member. If the faculty member does not act on the report, the student may also report the matter, in writing, directly to the faculty member's chair or dean, who will then make a judgment as to whether an academic integrity violation has occurred, and, if so, will follow the process described above.

Summary of Procedure

1. The Office of the Provost appoints the Chair of the Board of Academic Integrity and a panel of faculty members and students representing all four undergraduate colleges.
2. The Chair assembles hearing panels for individual cases. The panel will include six individuals: the chair (non-voting), three faculty members (with at least one from the faculty member's college), and two students. The student presents evidence to the panel. The faculty member may attend but is not required to do so.
3. The panel makes its decisions by majority vote.
4. The Chair of the Board may also make recommendations on the level of the violation (Class I or Class II).
5. Appeals are to the faculty member's dean, and are only permitted in the case of defects in the process or new evidence.

Complete information on and explanations of academic integrity and further information on the policy are available on the Office of the Provost website:

<http://www1.villanova.edu/villanova/provost/studentservices/policies/integrity.html>

ADJUNCT FACULTY COMMITTEE

The Adjunct Faculty Committee provides adjunct faculty with a University-wide organization to address their concerns. The AFC has been created by adjunct faculty members as a way to provide support and information to all adjunct faculty at Villanova University and to represent their interests to the administration. Adjunct faculty members who have questions or concerns should contact any member of the AFC. The Vice Provost for Academics serves as the liaison to the Adjunct Faculty Committee.

AUDIT PRIVILEGES AT OTHER INSTITUTIONS

Villanova makes it possible for faculty members to audit arts and science courses at other institutions on a non-tuition basis, assuming that there is room in the class or seminar. The individual faculty member will be responsible for any fees for either registration or transcripts if such should be necessary. All courses are to be taken on an audit basis.

The following institutions are participating in the program: Cabrini College; Haverford College; Holy Family University; Immaculata University; LaSalle University; Rosemont College; Saint Joseph's

University; Temple University; University of Pennsylvania; Villanova University.

Faculty members who are interested in the audit program should communicate with the Office of the Provost.

AWARD, TEACHING

The Pohlhaus-Stracciolini Award for Teaching Excellence is presented to an adjunct faculty member who demonstrates a commitment to the life of the mind and to the well-being of students through teaching that is intellectually stimulating, challenging, and accessible, with efforts extending beyond the classroom. The University President solicits nominations for this award annually. The Awards Subcommittee of the Faculty Rights and Responsibilities Committee evaluates these nominations. This award is presented to the selected faculty member during commencement exercises in May.

CLASS ATTENDANCE

Class and laboratory attendance for first-year students is mandatory. A first-year student will receive a grade of "Y" (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

For students beyond the first year, attendance policies are determined by the instructors of the various courses. The instructor's class attendance policy must appear in the syllabus and at a minimum must allow for the University's excused absences listed below. Enforcement of such attendance policies lies with those instructors. If the instructor thinks a student has too many absences (total of excused and unexcused), then the instructor should discuss the student's attendance with the appropriate Assistant or Associate Dean of the instructor's college in order to determine if the student should withdraw or receive an incomplete.

Where possible, students should inform their instructors if they plan to be late or absent from class. In all cases, students should be prepared to provide documentation to petition for excused absences to the appropriate Assistant or Associate Dean of their college. Excused absences do not count toward a failure in the course for first year students. Absence from class does not release the student from work assigned. Students who miss an in-class obligation (exam, presentation, etc.) due to an excused absence will not be penalized - the instructor may offer a make-up test, arrange an alternative time for a presentation, exempt a student from the assignment, or provide another arrangement.

The University's list of excused absences for all students includes the following:

- participation in NCAA athletic competitions
- participation in special academic events (e.g., conferences, field trips, project competitions)
- participation in official university business (e.g., student representatives attending meetings related to university governance)
- attendance at significant events involving the immediate family (e.g., funerals, weddings)
- religious holidays - see the University's policy on Religious Holidays
- college-approved participation in placement activities (e.g., job interviews, graduate school interviews, attending job fairs)

- documented serious illness or disability (see below how to document)

If instructors want to verify that the absence qualifies as an excused absence under the university list, or verify that the student is permitted to participate in the activity, they should contact the designated Assistant or Associate Dean of the student's College.

The College of Professional Studies has separate attendance policies for FastForward courses and the online degree programs. The College of Nursing has a separate attendance policy for the online RN to BSN program.

Documenting a Serious Illness or Disability

The Student Health Center does not provide notes to excuse absences for students missing class due to their visit to the Student Health Center, or to excuse class absences due to most common illnesses. The Student Health Center will also not provide notes to excuse absences for medical conditions that were not treated at the Student Health Center. The purpose of this policy is to eliminate unnecessary visits from students whose sole purpose is obtaining class absence notes for their professors.

Some illnesses may legitimately prevent a student from attending classes, but are not serious enough to require evaluation and treatment from the Student Health Center. Students often provide self-care, which is very appropriate for many common illnesses such as cold, viral infection, or uncomplicated flu. Students should inform their instructors if they are missing class for a common illness. Instructors have the discretion to decide if the absence due to a common illness is excused. If a student wishes to appeal the instructor's decision, the student may do so by contacting the instructor's Department Chair or Program Director, who will consult with the appropriate Assistant or Associate Dean of the instructor's college, before deciding the outcome of the appeal.

If in the judgment of the Student Health Center staff, the student will be out of class due to a serious illness or medical condition, as opposed to a common illness, the Student Health Center staff will contact the appropriate Assistant or Associate Dean, who will then contact the instructor. The Student Health Center communication to the Assistant or Associate Dean will serve as the documentation needed by the Dean (see below). If the student is seeing an off-campus health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

Examples of serious illnesses may include (but are not limited to):

- Mononucleosis, which may require bed rest and/or removal from campus
- Hospitalization and/or surgery
- Highly contagious diseases (e.g., chicken pox, measles)

Mental Health Concerns. The University Counseling Center will use clinical judgment as to whether there is a legitimate need for the student to miss class for reasons related to mental health. If in the judgment of the University Counseling Center staff, the student should be out of class due to a mental health condition, the Counseling Center staff will request a written release of information from the student. With a signed release, the Counseling Center staff may then contact the faculty member or the appropriate Assistant or Associate Dean, who may contact faculty accordingly. The University

Counseling Center will not typically validate the legitimacy of a student having missed classes for mental health reasons retroactively, before the student has been to the Counseling Center. The fact that a student is in treatment at the Counseling Center or with an off campus mental health provider will not, in itself, justify the student missing classes. The recommendation for missing classes will occur only when the mental condition necessitates it. If the student is seeing an off-campus mental health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

If the duration of the absence due to serious medical illness or mental health concern undermines the student's ability to complete the academic work required, the appropriate Assistant or Associate Dean will encourage the student to pursue a Medical Leave of Absence – see policy on *Medical Leaves of Absence*.

Documenting Disabilities. Students who are registered with Learning Support Services (LSS) or the Office of Disability Services (ODS) must provide accommodation letters from those offices to their instructors (in advance of absences) in order for subsequent disability-related absences to be considered excused. Students who are newly struggling should be encouraged to register with the appropriate office for any future concerns. Accommodations are not typically retroactive. Students with learning disabilities, other neurologically-based disorders, and those disabled by chronic illnesses are encouraged to contact [Learning Support Services](#) (LSS). Students with physical disabilities, including but not limited to visual impairments, hearing loss, and mobility limitations, are encouraged to contact the [Office of Disability Services](#) (ODS). Depending on the type of disability, there are different processes for disclosing and documenting the disability with the University.

- For students with learning disabilities, neurologically-based disorders, and disability due to chronic illness, these guidelines, as well as certification forms for certain specific disabilities, can be found [here](#).
- For students with physical disabilities, these guidelines can be found [here](#).

COMMENCEMENT AND CONVOCATION

The University has an annual graduation ceremony and occasional other academic convocations that include a formal procession of the faculty in their academic regalia. Adjunct faculty members are welcome and encouraged to attend these ceremonies and to join with the members of their department in the formal academic processions. Adjunct faculty are not, however, required to attend these ceremonies as part of their employment. The University Shop office can advise on rental or purchase of academic regalia, which are necessary for those who wish to participate in the formal academic processions.

COMMUNICATIONS

For all official communication with its faculty, Villanova uses either electronic or hard copy communication methods, or both, depending on the circumstances. Faculty members are responsible for receiving, reading, and, as required and appropriate, acting upon all such communications. Faculty members using other email systems will need to forward University messages to those systems.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) places a number of restrictions on faculty members regarding what information about a student must be made available to that student and what cannot be disclosed to others. In general, if a faculty member is unsure about the application of FERPA to a specific instance, s/he should contact the department chair or the college dean. In difficult cases, the chair or dean should contact the Office of the General Counsel.

Faculty members should be familiar with Villanova's official FERPA notice regarding its Student Records Policy, published in the catalog:

<http://www1.villanova.edu/villanova/provost/studentservices/policies/disclosure.html>. There is also available a more extensive discussion of FERPA, prepared by the General Counsel's Office, *A Guide to the Family Education Rights and Privacy Act*:

<http://www.villanova.edu/generalcounsel/practice.htm>. The Guide discusses common compliance issues and provides a more detailed explanation of FERPA, some Frequently Asked Questions and additional FERPA resources. While this *Faculty Primer on Confidentiality of Student Records* is intended to provide a helpful introduction and handy reference regarding the privacy of student records, faculty members should still carefully review the Student Records Policy and the Guide.

A. Brief Explanation of FERPA

The general idea underlying FERPA is that student education records are confidential and may not be disclosed to third parties except under certain circumstances. An education record is, with limited exceptions, any information maintained by Villanova about an individual who is currently or who previously matriculated at Villanova. This information may be in written form, or it may exist only in electronic form. This includes student grades, graded tests or assignments, and information about student academic performance. Here are some exceptions and qualifications that describe limited circumstances under which the University may (but is not required to) release certain education records:

1. The University is permitted to release "directory information" about a student, including full name, address (including e-mail), major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, awards, honors, and degrees, and participation in officially recognized University activities. However, there are some students (including students who feel they are being stalked) who have requested privacy even for directory information. As a general practice, if faculty members are asked to release directory information about a student, the faculty member should refer the caller to the Office of the Registrar, who shall consult with the Office of the General Counsel, as is necessary.
2. Faculty members may release confidential records to University officials who have a legitimate educational purpose for receiving the information. This could include faculty colleagues and department chairs who have a legitimate need for the information (e.g., those who teach, advise, or coach that student).
3. Faculty members may not seek access to student records or discuss student progress with other individual faculty members unless there is a legitimate need for them to do so. The law discriminates between educational interest, and personal or private interest;

determinations are made on a case-by-case basis.

4. Faculty members may keep private notes on students. Notes shared with other faculty members are not private, but rather are education records. Students do not have a right to see private notes. Students do have access to other confidential records.

B. Communication with parents of students.

One area where FERPA issues frequently come up has to do with dealing with inquiries from students' parents. In general, Villanova tries to be responsive to parents, whenever it is possible to do so, but, at the same time, it is often not appropriate to talk to parents about their sons or daughters. In some cases the University is not permitted to divulge education records to a student's parents, in other cases the University is permitted to divulge information to one parent but not to the other. Often a faculty member does not know whether a parent does, in fact, have permission to know a student's educational records, and – especially in phone conversations -- a faculty member does not always know that the person who is requesting information is, in fact, the student's parent. This means that faculty members should always be polite and appropriate with parents, but should proceed with care. These are, after all, not only University policies but also federal law. Here are some guidelines for faculty members:

1. If you are in anyway uncomfortable or unsure about speaking to a parent, you may always say that you know that there are regulations concerning release of information and you are very sorry that you cannot release information about the student without authorization. You may then refer that person either to your department chair or to the Office of the Dean of the student's college.
2. Often when parents call, they are interested in telling you something. You may always listen politely to whatever they have to say. So you might say, "While I can't comment on any individual student's grades, I would be happy to hear your perspective." You may also give out general information about your course, if you think it is appropriate to do so. You might say, for example, "Although I cannot comment on any individual student, I can say that the mid-term counted for only 20% of the final grade, and it is possible that a student could fail the mid-term and still pass the course." You may also speak in a general way about the student, without disclosing educational records. So, for example, you could say, "I feel that your son or daughter has great motivation and wants to do well, and I hope that he or she will come to my office hours for additional help, and do well on the next test."
3. In some cases you may feel that it would be helpful to have a more specific conversation with a parent. In that case you might say, "My procedure is not to discuss student progress with parents without seeking consent of the student. If you like, I can ask permission of your son or daughter to speak to you about this matter." At that point, you could send the student an e-mail explaining that the parent has requested permission to speak to you about the student's grade and education records and that the student will need to send you an e-mail authorizing you to do so. A sample letter is included below.

C. Letters of recommendation.

When students request letters of recommendation for job applications or graduate school, the letters typically include a preprinted disclosure provision and a line for the student's signature. If there is a question about the specific language on the form, please contact the Office of the General Counsel. In some cases, there is no preprinted form and faculty members are just asked to send a letter to a certain address.

Generally speaking, faculty members who are writing letters of recommendation *may not* disclose student educational records (such as grades) unless the student has specifically given the faculty member permission to do so. *Merely asking a faculty member to write a letter of recommendation does not constitute such a request.* In writing a letter of recommendation, then, a faculty member has two choices:

1. The faculty member may write the letter without mentioning specific grades, and limiting the recommendation to observations of the student. There is no problem with saying things such as the following: "works hard, brilliant, analytical mind, one of the brightest students I have seen in years, etc." However, it would not be appropriate for the faculty member to reveal specific educational records, by saying things such as: "received an A, got the highest possible score on all examinations, had the highest grade in the class, etc."
2. If the faculty member feels that he or she must disclose specific grades to give a full picture of the student's work, the faculty member should seek permission from the student. See sample form letter below.

D. Things to avoid. To avoid violations of FERPA rules DO NOT:

- Make individual student grades available in a way that allows anyone other than the student to see them
- at any time use any portion of a student's Social Security Number or Villanova student number in a public (including class) posting
- leave graded tests or papers in a stack for students to pick up by sorting through the papers of all students
- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- provide anyone with lists of students enrolled in your classes for any commercial purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

E. Language for release forms.

1. *Sample letter* giving permission to a faculty member to discuss a student's educational records with a parent or third party. These letters may be sent as an e-mail, using the

Villanova University e-mail system.

I give permission to Professor _____ (list name) to discuss with and release my education records, including without limitation full disclosure of my courses, credit hours and grades, to the following inquiring party _____ [list all names for whom you are giving permission to speak; if the reference is for a company, list the name of the company.] You may reach the inquiring party at the following telephone numbers _____. This permission is valid until _____ (specify a date, or enter “until further notice.”)

Signed: _____

Dated: _____

2. *Sample letter* granting permission to release student records in a letter of recommendation or conversation with a prospective employer or graduate or professional school:

I give permission to Professor _____ [list name] (“Professor”) to release my education records, including without limitation full disclosure of my courses, credit hours and grades, in a letter of reference to or conversation with _____ [list all names and addresses of the individuals or organizations to whom the letters may be sent] (“Inquirer”). Professor has my permission to discuss my education records with Inquirer or in the letter. I may revoke this permission in writing, but I acknowledge that such revocation will not apply to any disclosure that occurs prior to Professor’s receipt of my notice of revocation.

I (check one)

waive

do not waive

my right to review a copy of the letter of reference at any time in the future.

Signed: _____

Dated: _____

CONFLICT OF INTEREST

Faculty members should avoid conflict of interest and potential conflict of interest situations, including but not limited to the following:

1. Faculty members who wish to take graduate or undergraduate courses for academic credit in their own departments must obtain permission from their college deans.
2. A spouse or dependent of a faculty member may not take courses taught by that faculty member for credit. Where possible, faculty members should not be the teacher for credit of relatives or close friends; when it is not possible to avoid these situations the faculty member must inform the department chair that a potential conflict may exist.

3. In situations wherein a faculty member's spouse, civil union partner, parent, child, or other family member, including in-laws and step-family members, comes before a committee on which that faculty member serves, the faculty member will recuse himself or herself from the decision making process in that case.
4. In situations wherein a faculty member reports to or is supervised or evaluated by a spouse, civil union partner, parent, child, or other family member, including in-laws and step-family members, normal supervisory and evaluative activities should pass either to an appropriate committee of senior faculty in the department or to the supervisor's supervisor, as determined by the faculty member's dean. For example, in cases of annual faculty evaluations, if a faculty member's spouse is his or her department chair, the departmental rank and tenure committee and/or the appropriate assistant or associate dean would be responsible for the evaluation.
5. Faculty members engaged in consulting or other professional relationships with outside corporations, agencies, or other commercial or non-profit entities may not engage in any activities with those entities that conflict with their obligations to Villanova University or would otherwise present a conflict of interest or appearance of conflict of interest.

COURSE AND CLASS REGULATIONS

- All courses are to be taught in accordance with guidelines established by the department and/or the dean of the college, as college policy may determine.
- All class periods are to begin and close at the appointed time to permit students to be prompt in attendance.
- If it is necessary for a faculty member to miss a class (for emergencies, religious holiday, illness, and University-related obligations such as professional conferences, external lectures, etc.), s/he must as soon as possible inform the department chair and, if possible, make other arrangements for the class. Faculty members should, if possible, notify the students of canceled classes by e-mail or voice mail, and they should make every effort to limit missed classes to a reasonable number.
- If a faculty member is more than ten minutes late for class without a notice, the students may rightfully assume that the faculty member will be absent; students who leave may not be marked absent for that class, should it be conducted.
- No student is to be admitted to any class who is not on the official class list. Faculty members need to be attentive to the class lists and report discrepancies to their chairs and/or the Registrar.
- The instructor is required, however, to take record and report attendance for all classes as directed by the Registrar. Refer to the section on **CLASS ATTENDANCE** in this *Handbook*.

COURSE AND TEACHER SURVEY (CATS)

The University administers a Course and Teacher Survey (CATS). The survey instruments are distributed to faculty members at the end of the fall and spring semesters, and they are to be administered at the beginning of a class session, with due care to insure that the faculty member neither sees nor handles the completed surveys. The packets include instructions for how the survey is to be administered. CATS is only administered for summer courses if requested by the College Dean. The results are tabulated by the Office of Planning and Institutional Research (OPIR). The full individual reports are made available to faculty members at a later date. The results of the surveys are sent to department chairs and deans, and may be used as part of faculty evaluation. Summaries of the CATS reports are also sent to faculty members, via their chairs, for inclusion in applications for promotion and/or tenure. Faculty members who wish to do so may also make their reports public, so that the reports are available to anyone who has a legitimate Villanova ID and password. Further information on the CATS process and a copy of the instrument itself is available in *CATS: A guide for Faculty Members*. This publication is available on the web at: <https://vsites.villanova.edu/provost/SitePages/CATS%20Guide.aspx>.

COURSEPACKS AND COPYRIGHTS

Recognizing the balance between fostering creativity and protecting ownership, Villanova University expects and requires all Villanova community members to comply with applicable copyright laws and this policy.

Copyright Act. The Copyright Act is a federal law that provides protection in the United States for creative works (termed “original works of authorship”) in the form of copyright. Copyright infringement, which is a violation of the Copyright Act, generally occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the copyright owner’s permission.

Copyright General Subject Matter. Copyright protection arises in original works of authorship that are “fixed in any tangible medium of expression” (e.g., written or typed on paper, stored in a computer, recorded in an audio or video format, etc.). Works of authorship include the following categories: (1) literary works; (2) musical works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works; (6) motion pictures and other audiovisual works; (7) sound recordings; and (8) architectural works.

Discipline and Penalties. Copyright infringement is a violation of law that carries substantial penalties for the infringer. The general minimum statutory penalty is \$750 per act of infringement. Infringement need not be willful, but penalties for willful infringement are more severe at up to \$150,000 per act of infringement. Criminal liability and even prison sentences of up to 5 years may be imposed on first time offenders who willfully infringe a copyright “for purposes of commercial advantage or private financial gain.” In addition to being illegal, copyright infringement is a violation of University policy and can result in the imposition of University discipline up to an including dismissal for faculty and staff and expulsion for students.

Educational Materials Regarding Copyright. The old adage, “ignorance of the law is no excuse” is particularly apt in the area of copyright. Villanova University students, staff and faculty are expected to have a basic understanding of copyright law in order to ensure compliance with the law and this policy. Copyright Educational Materials are available at <http://www.villanova.edu/generalcounsel/copyright/edumaterial/>. Important topics covered by these materials include: Copyright General Subject Matter; Infringement, Discipline and Penalties; Compilations And Derivative Works; Exclusive Rights Of the Copyright Holder; Copyright and Plagiarism; Public Domain; Fair Use Exception; Exceptions For Libraries; Exceptions For Nonprofit Educational Institutions; Persons With Disabilities; Distribution Of Copyrighted Materials; Coursepacks; Graphic Services; Distance Learning And The TEACH Act; Face-to-Face Teaching; Instructor Responsibilities; Obtaining Permission To Use Copyrighted Works; Frequently Asked Questions; and Other Resources.

Villanova University Resources. Students with questions about copyright should consult their instructors, department chairs, or UNIT. Faculty with questions about copyright should consult their department chairs, other administrators, or UNIT. Administrators with questions about copyright should consult UNIT or the Office of Vice President and General Counsel.

Fair Use and Coursepacks. Faculty members are expected to follow the copyright laws in their teaching practice. Unless the “fair use” provision applies, as described below, faculty members are not permitted to distribute copyrighted materials for which copyright clearances have not been obtained, and faculty members should not require or suggest that students buy such materials. Faculty members may make limited use of portions of a copyrighted work (without the copyright owner’s permission) under the “fair use” provision of the copyright law (see below). The University Shop assists faculty members in the preparation of “coursepacks” or customized textbooks. The University Shop will obtain the appropriate copyright clearances from the copyright owners, arrange to have the coursepacks printed through Graphic Services, and include the costs of this process in the eventual sale price of the coursepack.

Faculty members may, if they choose, make up their own coursepacks and secure the copyright permissions themselves. These coursepacks should also be printed by Graphic Services and sold through the University Shop. Faculty members will be required to show appropriate evidence that copyright clearances have been obtained.

Coursepacks and other locally produced course materials should, with limited exceptions, be sold in the University shop. Faculty members are not permitted to sell course materials directly to students, either in class or out of class. The department chair may, if he or she wishes, authorize the sale of course materials in the department office. Refer to the section on **SALE OF TEACHING MATERIALS WRITTEN BY FACULTY MEMBERS** in this *Handbook*.

Fair Use is defined as follows in: Section 107 of Title 17, United States Code regarding Copyright Law: “Notwithstanding the provisions of section 106 and 106a, the fair use of a copyrighted work, including such use by reproduction in copies or phonograph records or by any other means specified by that section for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all of the above factors.

Faculty members should also consult *Circular 21: Reproduction of Copyrighted Works by Educators and Librarians*, which may be found at: <http://www.copyright.gov/circs/circ21.pdf>. *Circular 21* provides minimum safe harbor guidelines for copying that safely falls within "fair use." Copying that goes beyond these guidelines may still constitute a fair use under U.S. Copyright laws. To insure compliance with this code, the University's Department of Graphic Services requires that all requests for multiple copies sent to *Graphic Services* have a certification signed by the requester, certifying that appropriate laws have been complied with. Rubber stamps are invalid. Failure to comply will result in the return of the job for compliance. It should be noted that circumventing this requirement by use of an office copier in no way avoids compliance with copyright laws. Certification forms are available from the Copy Center. Questions concerning the application of the copyright laws in specific situations should be addressed to the Office of the Vice President and General Counsel. Further information can be found on General Counsel's website at <http://www.villanova.edu/generalcounsel/copyright/edumaterial/>.

DEPARTMENT CHAIR

The authority and responsibilities of department chairs includes:

- I. Department chairs are appointed by the President of the University and are delegated such authority necessary for the fulfillment of their duties and responsibilities. In all they do except sensitive and confidential matters, chairs are to consult the members of their department.
- II. Department chairs are accountable to their deans and, through their deans, to the Provost for the proper functioning of the department and the establishment of goals and long-range plans.

Other duties and responsibilities may be assigned or delegated by the dean or the Provost or recommended by the department's faculty. The College of Nursing and the College of Professional Studies are not organized under a departmental system, but some of the responsibilities outlined below are delegated to program directors.

DISABILITIES, FACULTY WITH

Villanova University strives to provide a supportive environment for the faculty and to that end complies with all pertinent provisions of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. The University makes every effort to assist faculty members and prospective faculty members who need and request reasonable accommodations to assist in performing the essential functions of their positions. The faculty member is an integral part of the accommodation process. Should an accommodation be necessary, the faculty member should provide a written request of need to his/her department chair or dean, who will, if the concern lies outside the academic area, refer it to other appropriate University officials.

DISABILITIES, STUDENTS WITH

Villanova University strives to provide an environment for personal and intellectual growth of all its students, and also complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. In order to meet these commitments, Villanova offers educational opportunities and reasonable academic accommodations for the needs of qualified students with disabilities. The standards for academic credit should not be modified for students with disabilities. Students with disabilities have fulfilled the same entrance requirements, have the same range of backgrounds and experiences as other students at Villanova, and should be fully capable of meeting Villanova's standards. The University's goal is to provide access and reasonable accommodations in helping the students achieve those expectations.

Physical Disabilities. Services for students with physical disabilities are coordinated through the Office of Disability Services. Additional information is available at <http://www.villanova.edu/studentlife/disabilityservices/>

Other disabilities (including learning disabilities). Services for students with learning disabilities, other neurologically based disorders, and those disabled by chronic illnesses that impact learning are provided by various offices and coordinated by Learning Support Services (LSS). Many students with these disabilities do not ask for accommodations at all. Other disabled students choose to self-identify and ask for appropriate accommodations. If students do want accommodations, they must complete a registration process with LSS. This process involves providing current documentation and meeting with the LSS Coordinator to discuss appropriate accommodations. Guidelines for acceptable documentation are available on the [LSS webpage](#). Each term the student must fill out a [Request for Accommodation](#) form and then LSS can provide a letter detailing the appropriate accommodations. The student is responsible to deliver these letters to their professors. LSS asks students to meet with their professors at the beginning of each semester to discuss all accommodations. Students who have not registered with LSS will sometimes approach professors to ask for accommodations. These students should be referred to LSS, so that appropriate accommodations can be worked out in conjunction with LSS. Instructors should not make special accommodations for students who have not registered with LSS.

All faculty members should announce on the first day of class the desire to speak confidentially with any student with special needs as soon as possible, and course syllabi should include a statement about students with disabilities. A sample statement might read:

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. If you are a person with a disability please contact me after class or during office hours and make arrangements to register with the Learning Support Office by contacting 610-519-5176 or at <http://www1.villanova.edu/villanova/learningsupport.html> as soon as possible. Registration is needed in order to receive accommodations.

The following are some basic guidelines for students with disabilities. Please refer to the faculty pages on the [LSS webpage](#) or by calling 610-519-5176.

- Support from the faculty is critical to ensuring that students with disabilities receive accommodations necessary to reach their potential. It is important to remember that accommodations are not advantages, but are a means of providing each student with full access to Villanova's programs.
- Standards for academic credit should not be modified for students with disabilities. They may need accommodations in testing, but the content should not be changed.
- It is not necessary to rewrite a course to accommodate students with disabilities; simply modifying the presentation of materials may make it fully accessible. Many modifications will benefit all students.
- If one student with a particular type of disability had difficulty with a specific task, do not assume that the next student with the same type of disability will experience similar problems.
- Some textbooks are available in other formats -- such as large print versions, e-books, or media with closed captioning -- that may be more accessible for students with disabilities. Faculty are encouraged to select texts that are available in alternate formats. E-text can be helpful to most students, and not just those with disabilities.
- Students with disabilities are frequently sensitive about their disabilities, so faculty members should make every effort to treat these issues sensitively and confidentially.

Please visit the webpage <http://www1.villanova.edu/villanova/learningsupport.html> or contact the LSS office with any questions or concerns at 610-519-5176.

DISCIPLINE OF STUDENTS

Students should become acquainted with and understand the responsibilities set forth in the *Student Handbook*, especially those in the sections on Policy and Regulations. Adherence to University regulations is expected and required for successful completion of the program of studies. Enforcement within the classroom of policies regarding classroom behavior is the responsibility of the faculty member. All other discipline problems are to be referred to the Dean of Students.

DISCRIMINATION AND HARASSMENT POLICIES

- A. **Non-Discrimination Policy:** Villanova University is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, student, or applicant for employment or admission on any basis prohibited by law, including race, color, national origin, religion, sex, sexual orientation, gender identity, age, veteran status, or disability. This non-discrimination policy applies to all educational policies and

programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions, and termination.

- B. Non-Harassment Policy:** It is the University's policy that all employees and students should be able to enjoy and work in an educational environment free from harassment of any nature. Therefore, harassment based on personal characteristics such as race, color, national origin, religion, gender, sexual orientation, gender identity, age, veteran status or disability violates this policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that
1. has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment; or
 2. has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

Anyone making a report, filing a complaint or participating in the investigation or resolution of an allegation of discrimination or harassment is protected by law and this Policy from retaliation. Procedures for filing and resolving complaints about harassment or discrimination are available with the [Department of Human Resources](#).

Please refer to the section on **SEXUAL HARASSMENT** in this *Handbook*.

E-MAIL

The University maintains and supports an e-mail system. All Villanova faculty, staff and students are expected to read e-mail on a regular basis. An e-mail message regarding University matters sent from an administrative office, faculty or staff member is considered to be an official notice. Faculty, staff, or students who choose to use another e-mail system are responsible for receiving University-wide broadcast messages and personal mail by checking the University's official email system, newsgroups, and the University's World Wide Web Homepage. Faculty members who prefer to use another e-mail address should configure their Villanova e-mail account so that messages are automatically forwarded to them.

EMPLOYMENT AGREEMENTS

Adjunct faculty members receive a letter of appointment from the Provost when they are first hired, but normally receive no other written notification of continued employment from the Provost thereafter. (Individual departments typically notify the faculty member of courses the adjunct faculty member is being asked to teach.) The department chair has the initial responsibility for recruiting and then supervising adjunct faculty members, subject to the approval of the college dean and, ultimately, the Provost (or designee). Some departments have departmental committees to assist the chair in reviewing adjunct faculty member performance. There is no university-wide evaluation of adjunct faculty members. The University has no contractual obligation to adjunct faculty; accordingly, their employment can be terminated or reduced at any time. While department chairs make every effort to treat adjunct faculty fairly and compassionately, and while Villanova respects loyalty and longevity-based teaching experience, adjunct faculty have no right to be hired, retained, or given any particular

teaching assignment. The department chair is obliged to assign courses first to faculty members who are serving with a contract.

EVALUATION OF FACULTY

Adjunct faculty members are evaluated by their department chairs or program directors, and evaluation systems vary from department to department. Most departments ask adjunct faculty members to submit syllabi and tests, and in many cases adjunct faculty members are observed by other members of the department. The results of the *Course and Teacher Survey* (CATS) are also reviewed.

FINAL EXAMINATIONS AND FINAL WEEK OF CLASSES

Faculty members recognize their obligation to provide timely interim and final assessments of student performance in their classes. This may be done in a variety of ways, to be determined by each instructor. The assessment methodology should be spelled out clearly in the syllabus, with an explanation of the relative weight each item will contribute to the final grade.

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar's website early in the semester, so students should have adequate time to make travel plans. It is permissible to omit the final examination, provided that other equivalently comprehensive assessment techniques are employed. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and dean.

In order to balance student workload during the final week of classes the following describes prohibited times for administering examinations or other assessment instruments in undergraduate courses only.

Reading days: No exams or assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on designated reading days.

Final day of class: With the exception of oral presentations or laboratory assessments, no exams or other student performance assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on the final day of class. Faculty may administer the Course and Teacher Survey.

Other days of the final week of classes: No final examinations may be administered, and no take-home exams may be due, during the final week of classes. Other major examinations and tests may be administered only with the explicit written consent of the dean of the college (quizzes and minor assignments are permitted). No paper or other assignment may be due on other days of the final week of classes unless clearly scheduled for that week in the course syllabus that is distributed at the outset of the course.

The below section refers to both graduate and undergraduate courses.

*Tests or student learning assessment mechanisms are to be employed periodically. In the interest of fairness, faculty members should take steps to avoid situations where some students have access to previous examinations while others do not. This can be done in several ways: faculty members may

collect examination papers from students so that these cannot be circulated in later semesters, or faculty members may make previous examinations available to students either electronically or by other means. Copies of semester examinations are to be filed with the chair of the department and/or the dean of the college.

*Occasionally students will encounter conflicts in the examination schedule such that two of a student's examinations are scheduled at the same time or three examinations are scheduled on the same day. In the event of such a conflict, the student must notify the instructor at least seven days in advance of the scheduled exam. The instructor will make alternative arrangements for the student to complete the examination. In resolving conflicts, multiple section exams should take precedence over exams for a single section, and courses in the major should take precedence over non-major courses. Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the dean of the student's college.

*If a student is absent from a final examination for any reason other than a conflict, he or she must contact the instructor within 24 hours of the scheduled beginning of the examination to request permission from the instructor to take a make-up examination. The instructor may, if he or she wishes, arrange a make-up examination at a mutually convenient time. If the faculty member has reservations about the legitimacy of the student's reasons for missing the examination, the faculty member may refer the student to the office of the college dean, who will evaluate the student's request for a make-up. If the office of the dean approves the request, the faculty member will arrange a make-up examination for the student or assign other work in place of the final examination. If the student does not contact the faculty member within 24 hours, the student must receive permission from both the office of the dean and the faculty member before being allowed to take a make-up examination.

*Faculty members should attend the administration of the final examination in order to answer any questions and ensure high standards of academic integrity. When they are unable to do so, department chairs are to see that sufficient proctors are provided for each examination room. Where there is a shortage in any department, assistance should be requested from other departments.

*Faculty members must retain in their possession all final exams and other unclaimed exams, papers, and student course projects and materials for a period of twelve months following the end of the semester in which they were used to establish grades.

Please refer to sections on **GRADES AND ASSESSMENTS** and **SYLLABI** in this *Handbook*.

FACULTY CONGRESS

Two adjunct faculty members serve on the Faculty Congress, an organization constituted by the faculty of Villanova University for the purposes of discussing all matters of interest to the faculty and, where appropriate, passing resolutions expressing the faculty's consensus opinion on such matters. In representing the interests of the faculty, the Faculty Congress will be responsible for coordinating the activities of the faculty representatives on the Academic Policy Committee and the Faculty Rights and Responsibilities Committee. Those representatives, in turn, will advise the Faculty Congress on relevant matters which come before the governance bodies on which they serve. For more information please see: <http://www1.villanova.edu/villanova/facultycongress.html>

GRADE APPEALS AND PERFORMANCE COMPLAINTS ABOUT FACULTY

The purpose of these Guidelines is to provide a mechanism for the review of student grade appeals and complaints regarding faculty performance within the framework of existing University, college and department policies and rules. For this reason those policies and rules may not themselves be the proper subject matter of a complaint under these Guidelines.

Normally, the resolution of grade appeals or complaints will proceed by the following route: (1) to the chair of the department (program director of the program in the College of Nursing) involved, then if necessary, (2) to the committee constituted to handle complaints, and finally if necessary, (3) to the dean of the college or where appropriate the Graduate Dean of Liberal Arts and Sciences. The University, however, believes that each student and faculty member deserves to be treated as an individual with courtesy and respect. Consequently, it is impossible to develop a policy that will govern or control every situation. The following procedures were created to apply in most situations that may occur; however, where the faculty member, dean and the Provost (or designee) believe that the circumstances may require special consideration, e.g. where the complaint is of a very personal and sensitive nature, the procedures may not be followed or used in every respect. In no event, however, shall a deviation from these procedures be permitted with respect to the obligation of the committee under section III to rely in its decision making only upon information which has been communicated to the faculty member, thus permitting the faculty member the opportunity to respond. These procedures may be modified at the University's discretion according to the University's norms and procedures.

In the sequel, "chair" shall also imply program director and "dean" shall likewise imply Graduate Dean of Liberal Arts and Sciences where appropriate. These procedures apply to student grade appeals and complaints. Individuals who are not University students may not use these procedures.

A. Faculty Performance Complaints

1. Student complaints concerning an instructor's handling of a class, classroom presentation, professional demeanor, or course policies should be directed to the chair of the faculty member involved. If the complaint is against the chair, these procedures shall be modified such that the dean shall undertake the responsibility as the chair under the Guidelines and the Provost (or designee) shall undertake the responsibilities of the dean under these Guidelines. Normally, such complaints should be made within six months of the end of the course in which the complaint arose.
2. Identified Complaints: When a person makes a complaint and provides his or her name, the chair will advise the individual to approach the faculty member. The chair's goal will be to arrange a meeting of the parties to permit the issue to be resolved at the local level if at all possible. This also permits the faculty member the opportunity to address the matter directly with the student, which may eliminate the possibility that simple misunderstandings have contributed to the problem. If the Complainant does not agree to a joint meeting, the chair will advise the faculty member of the details. If the Complainant requests that his or her identity remain confidential or the chair considers it appropriate, the identity of the Complainant will remain confidential. The chair will inform the Complainant of the results of the meeting with the faculty member. For cases

involving potential sexual harassment, please refer to the section on **SEXUAL HARASSMENT POLICY** in this *Faculty Handbook*.

3. Anonymous Complaints: The chair should express displeasure with any anonymous complaint and point out that such complaint (if made by telephone) will not be accepted. If an anonymous written complaint arrives, the chair should inform the faculty member of the details of the complaint.
4. The faculty member shall be presumed to have acted appropriately unless otherwise determined in accordance with these guidelines.
5. The chair shall make reasonable efforts to mediate the complaint. The chair may consult with others in connection with his or her review of the complaint. In the event that the complaint cannot be amicably resolved in the chair's judgment, the chair may make such disposition of the complaint as the chair deems warranted. The chair shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.
6. If either the student or the faculty member is dissatisfied with the chair's disposition of the complaint, she or he may contact the department committee constituted to handle complaints. This elected or appointed standing committee of the department should be duly constituted following the department's own policy. If a department has too few members to reasonably form such a committee the department, less the faculty member involved, shall constitute a committee of the whole. The student or faculty member should present her or his complaint via a formal written and signed statement to the committee within seven days of the chair's disposition of the matter. The committee shall consider the complaint in accordance with the procedures described in Section III below.

B. Grade complaints

1. Student complaints concerning a grade should be directed to the chair of the faculty member involved. The chair shall normally require, but do no less than urge, a student who brings a complaint about a grade in the first instance to try to resolve the matter with the course instructor. That failing, the chair should attempt to resolve the issue between the student and instructor. The chair may consult with others in connection with his or her review of the complaint. Such complaints should be made according to the following deadlines:
 - Spring and Summer Semester grade complaints: Last Friday in August
 - Fall Semester grade complaints: Last Friday in January
2. If the complaint is against the chair, it should be directed to the dean and these procedures shall be modified such that the dean shall undertake the responsibilities of the chair under these Guidelines and the Provost (or his or her designee) shall undertake the responsibilities of the dean under these Guidelines.

3. In the event that the complaint cannot be amicably resolved in the chair's judgment, the chair may make such disposition of the complaint as the chair deems warranted. The chair shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.
4. In a particularly difficult case the chair may elect to refer the matter to the departmental committee for fact finding and recommendations. The committee shall consider the chair's referral of the matter in accordance with the procedures described in Section III and send its recommendations in writing to the chair. The chair shall be guided in his or her determination by widely accepted professional norms of academic freedom which normally recognize the instructor as the authority in determining grades. The chair shall communicate his or her determination of the complaint to the dean, the faculty member involved, and the Complainant. In general, the formal procedures described below will only take place after a final course grade has been given.

C. Department or College Committee

Upon a referral from the chair in the case of a grade complaint or upon a written complaint from a student or faculty member dissatisfied with a chair's disposition of a faculty performance complaint, the committee shall meet within a reasonable time to determine how best to handle the review of the particular matter. The committee may convene hearings appropriate in its judgment to the particular situation presented. The committee procedures may include by example and not by limitation, individual interviews, closed hearings, and review of documentation. The committee is not bound, however, by formal rules of evidence. All interviews and hearings shall be conducted in appropriate University facilities designated by the committee and shall be closed to the public. Every committee member need not attend every interview or hearing session. The University does not permit legal counsel to participate in hearings or interviews of the committee on behalf of the student or faculty member. Only information which has been communicated to the faculty member, thus permitting the faculty member an opportunity to respond thereto, shall be relied upon by the committee in reaching its conclusions. The committee shall reach its decision by majority vote.

In the case of a grade complaint, the Committee shall provide its findings of fact and written recommendations to the chair for consideration in the chair's determination of the matter. In making its recommendation to the chair, the committee shall base its decision on clear and convincing evidence and on the principle that the locus of authority in determining grades normally is placed with the instructor, especially in those cases where the instructor is acting in accordance with principles that have been clearly delineated in the course syllabus. In the case of a faculty performance complaint, the committee shall provide its findings of fact and written decision to the student, faculty member and chair. The Committee shall make its decision based on the preponderance of evidence it has reviewed.

D. Appeals Process

In the extraordinary case when a student or faculty member is unwilling to accept the decision of the chair with respect to a complaint or the departmental complaint committee with respect to a faculty performance complaint, she or he may appeal the decision in writing to the dean within seven days of that decision but only on the following basis:

1. material procedural defect in the Committee, or
2. material procedural defect in the chair's handling of the matter, or
3. new material evidence not reasonably available at the time of the committee or chair's review of the matter.

All written deliberations concerning the complaint shall be forwarded to the dean to aid in the decision. In the course of his or her review of the appeal, the dean may, but shall not be required to, consult with others, interview the Complainant, faculty member, chair, committee members, or others. The decision of the dean shall be final.

E. Complaints Involving Discrimination and Harassment

For cases of grade complaints or faculty performance complaints which may involve sexual harassment or discrimination in violation of University policies. Please refer to the sections on **SEXUAL HARASSMENT POLICY and DISCRIMINATION AND HARASSMENT POLICIES** in this *Faculty Handbook*.

GRADES AND ASSESSMENTS

Faculty members provide a series of graded assignments or assessments throughout the semester. In undergraduate classes, faculty members normally must assign enough graded work so that they can give a meaningful mid-term grade. If faculty members do not judge that a mid-term grade is appropriate for their courses, they should consult with their department chairs, providing a brief explanation of their decision. All courses that contain a significant number of freshmen must include a meaningful midterm grade. Faculty members are expected to give students timely feedback on all graded assignments, so that students can know how they performed and how they may improve in the future. All mid-term and final grades are to be posted on the University's Novasis system within the time limits specified by the Registrar. Please refer to sections on **FINAL EXAMINATIONS** and **SYLLABI** in this *Faculty Handbook*.

The grade report at the end of the semester is part of the student's permanent record. Any inaccuracy on this record must be reported to the Registrar according to the following deadlines; otherwise, the record will stand as it is:

Spring Semester grade errors: Last Friday in June
Summer Semester grade errors: Last Friday in August
Fall Semester grade errors: Last Friday in January

Faculty members are responsible for maintaining the integrity of the evaluation and grading system. Presented below is the *Undergraduate* Grading System; the *Graduate* Grading System may be found in each college's Graduate Catalog:

A is the highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade indicates that the student works independently with unusual

effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

A-

B+

B is a grade that denotes achievement considerably above acceptable standards. Good mastery of course material is evident and student performance demonstrates a high degree of originality, creativity, or both. The grade indicates that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.

B-

C+

C indicates a satisfactory degree of attainment and is the acceptable standard for graduation from college. It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, works independently at an acceptable level and completes all requirements in the course.

C-

D+

D denotes a limited understanding of the subject matter, meeting only the minimum requirements for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for the course. Performance is deficient in analysis, synthesis, and critical expression; there is little evidence of originality, creativity, or both.

D-

F indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.

N Incomplete: course work not completed.

S Satisfactory: Assigned in Satisfactory/Unsatisfactory courses (work must be equivalent to C or better).

SP Satisfactory Progress.

T Transfer grade

WX Approved withdrawal without penalty.

W Approved withdrawal with penalty.

U Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses.

AU Audit.

Y Unofficial withdrawal from course (or for freshmen, failure for excessive absences.

NG (Or Blank): no grade reported.

All grades are permanent, except N and NG, which are temporary grades used to indicate that the student's work in a course has not been completed. An N or NG grade must be removed and a grade substituted by the instructor according to the following schedule:

For the Fall Semester: Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar's Office by the second Friday in February

For the Spring Semester: Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar's Office by the second Friday in July

Students should check the academic calendar for actual dates. NOTE: if a change is not reported, the N or NG grade automatically becomes an NF.

Without the approval of the instructor, the department chair, and the dean, no grade higher than C may replace the N.

The grade WX indicates an authorized withdrawal with the grade not considered in the calculation of the quality-point average. The grade W also indicates an authorized withdrawal, but the grade is calculated as an F in determining the quality-point average. Authorization for WX and W may be given only by the student's dean. The grade Y is given when a student unofficially withdraws from a course. It is reflected in the average as an F.

Required courses carrying a final grade of F must be repeated unless the student transfers to another college of the University where the course for which an F grade was received is not a requirement for the degree. The reasons for student deficiencies are reported by the faculty member at mid-semester and at the end of the semester to the dean of the student's college.

When a student who has failed in a course presents evidence of subsequently passing a like course in another institution, the University reserves the right to withhold credit for the course until the student shall have passed a qualifying examination given by the Faculty from which a degree is sought.

Students should recognize that failure in one course or more will usually make it impossible for them to graduate with the class in which they matriculated.

LANGUAGE USE: WRITTEN AND ORAL COMMUNICATION

All written and oral communications of administrators, the faculty, staff, and students should be consistent with the University's belief that all persons are sacred. Language used on campus should respect the dignity and inherent worth of every individual regardless of age, ethnic or racial identification, gender, mental or physical ability, religious persuasion, sexual orientation, and social class. To be encouraged is language which does not perpetuate stereotypes or unfairly characterize any individuals on the basis of group identification.

MEDIATION POLICY FOR ADJUNCT FACULTY MEMBERS

The University has an Adjunct Faculty Mediation Process as a way to facilitate amicable resolution of substantive University-related disputes between adjunct faculty members and department chairs, faculty, administrators, or staff members of Villanova University. The policy calls for the appointment of a mediator (ombudsman). This mediator will not have legal or mandated authority to enact changes or redress grievances, but shall proceed through negotiation and moral suasion.

Grievance: Ombudsperson Process

The University strongly endorses the Adjunct Faculty Ombudsperson Process as a way to facilitate amicable resolution of substantive University related disputes between part-time faculty members and department chairs, faculty, administrators, or staff members of Villanova University.

- A. The Office of the Provost and the Adjunct Faculty Committee shall jointly agree on a list of five full-time faculty members who agree to serve as possible ombudspersons.
- B. A grieving adjunct faculty member shall first take informal steps to resolve the matter through the department chair, unless that chair is the perceived problem. In that case the grievant may approach his or her dean. If such effort is unsuccessful, the grievant may initiate the ombudsperson process by contacting either the Office of the Provost or a member of the Adjunct-Faculty Committee. This must be done within sixty (60) days after the event(s) leading to the complaint occurred or were discovered.
- C. The parties in dispute shall jointly choose an ombudsperson from the prepared list within fourteen (14) days; if they fail to agree, the Adjunct Faculty Committee and the Office of Provost shall jointly make the choice.
- D. The Ombudsperson does not have legal or mandated authority to enact changes or redress grievances, but shall proceed through negotiation and moral suasion. Acting, in effect, as a go-between, the ombudsperson shall seek through communication with all affected persons to understand all positions, translate all positions, and attempt a resolution. The ombudsperson may, as necessary, confer with others. For example, if sex, age or race discrimination are raised, discussion with General Counsel, Human Resources, or Sexual Harassment Officer might be in order.
- E. Upon resolution of the dispute, the Ombudsperson shall give written notice of the outcome to the parties involved and to the Office of the Provost, where it shall be placed on file. If, in the ombudsperson's judgment, no mutually acceptable resolution can be achieved, the ombudsperson shall so inform the parties and the Office of the Provost.
- F. This University policy is intended as an internal governance document and is not intended to create contractual rights. This policy may be changed from time to time in consultation with the Adjunct Committee.

MISCONDUCT IN RESEARCH

Villanova University relies on its faculty to establish and maintain the highest standards of ethical practices in academic work including research. All individuals engaged in research at Villanova University are responsible for adhering to the highest standards of intellectual honesty. Faculty members and supervisors of research personnel (including graduate students) have a special obligation to set an example and create an environment that encourages absolute intellectual integrity.

Any form of fraud, falsification, cheating, plagiarism, intellectual dishonesty, or misuses of funds in the conduct of research undermines basic academic goals and serves to diminish the credibility established by the University in its constituents. Villanova University condemns misconduct in research and is obligated to establish procedures to investigate allegations of misconduct as set out in this Policy.

Adjunct faculty members with questions about research misconduct should consult with their chairs, program directors, or Office of Research

PARTICIPATION IN DEPARTMENTAL AFFAIRS

Normally adjunct faculty are welcome to attend department meetings (in certain professional programs, this may be a condition of employment). Adjunct faculty may not vote at these meetings. Adjunct faculty are eligible to serve on departmental committees as full-voting members, if they are appointed or elected according to the policy of the University, college, or department. Such participation would be completely voluntary on the part of the adjunct faculty member, and would not be required as an extension of teaching responsibilities.

PATENT POLICY

Villanova University recognizes that significant inventions or discoveries have been made and are likely to continue to be made in the normal course of activities at the University. It is deemed to be in the best interest of the public, the individual inventors, and the University itself that such University-related inventions and discoveries be recognized, disclosed and made available for use under the protections afforded by the United States Patent System. It is therefore very important that University policy with respect to such inventions and discoveries be set forth. The Villanova University Patent Policy is as follows:

1. Any invention or discovery which is conceived or reduced to practice by a person affiliated with the University (whether such person is so affiliated on a full-time, part-time, permanent or temporary basis), and which is conceived or reduced to practice at least in significant part in the course of employment or engagement by the University, or in the course of any University related academic or research activity of a student, or through the uncompensated use of University facilities or property, or otherwise at University expense or with the aid of funds administered by the University, shall, as between the University and each such inventor, belong exclusively to the University, and shall be governed exclusively by this policy. The University shall be entitled to a prompt and full disclosure of every such invention or discovery, and to an assignment of all right, title and interest therein, including the right to secure patent protection thereon throughout the world.
2. Any invention or discovery which is conceived or reduced to practice by a person affiliated with the University, but which is not conceived or reduced to practice at least in significant part under any of the circumstances described in Part A of this policy, shall, as between the University and each such inventor, belong exclusively to the inventor, and shall be outside the scope of this policy; provided, however, that the University shall be entitled to receive prompt notification of every such invention or discovery, including a general description of its nature and function, and a full statement as to the circumstances under which it was conceived or reduced to practice; and provided further, that the University may, in the exercise of its sole discretion, accept a voluntary assignment of any such invention or discovery in which event such invention or discovery shall belong exclusively to the University and thereafter be governed exclusively by this policy.
3. With respect to each invention or discovery which it acquires and retains under this policy, the University shall cause to be made an evaluation as to whether the invention or discovery

is likely to qualify for commercially significant patent protection in the United States. On the basis of such evaluation, the University may cause to be filed and prosecuted such applications for patent in the United States, and in countries foreign to the United States, as the University, in the exercise of its sole discretion, may elect.

4. The University undertakes to exercise its ownership over any patent on an invention or discovery which it acquires under this policy, for the good of the public, the University and the inventor or inventors. To this end, the University shall make, or shall cause to be made, efforts which in its sole opinion are reasonable in order to promote the commercial development and utilization in the United States of every invention or discovery which enjoys commercially significant patent protection in the United States, and the University may make such arrangements for the licensing or sale of any invention or discovery patented in the United States or elsewhere as, in the sole opinion of the University, will reasonably serve the interests of the public, the University, and the inventor or inventors. The University, in the exercise of its sole discretion, may take such action as it deems appropriate in order to enforce or defend any patent on an invention or discovery which it acquired under this policy, and any such action, including the conduct and any settlement thereof, shall be subject to the University's exclusive control. The inventor or inventors shall participate in the net patent revenues (i.e., net revenues including royalties from licensing, proceeds from sale, and/or recoveries from enforcement) actually realized by the University from the sale, licensing and/or enforcement of his, her or their patented invention or discovery, such participation to be at a total level, in the aggregate for all inventors and all patents associated with a particular patented invention or discovery and any improvements therein, as follows:
 - 50% of the first \$200,000 of net patent revenues distributed to the inventor(s);
 - 25% of the next \$800,000 of net patent revenues will be distributed to the inventor(s);
 - 15% of the next \$4,000,000 of net patent revenues will be distributed to the inventor(s); and
 - 10% of net patent revenues in excess of a total of \$5,000,000 will be distributed to the inventor(s); or, in the case of inventions which are voluntarily assigned to the University by the inventor or inventors, fifty per cent (50%) of the net patent revenues from such an invention.
5. The University in the exercise of its sole discretion and at any time may elect to waive or relinquish and transfer, to the inventor or inventors, any, some or all of the University's rights with respect to any invention or discovery governed by this policy, including without limitation the right to apply for patent on such invention or discovery in one or more countries, and any right under any patent granted on such invention or discovery in one or more countries, in which event any such right or rights so waived or relinquished and transferred shall revert back to and vest in the inventor or inventors and the University shall have no further interest therein; provided, however, and notwithstanding any such waiver or relinquishment and transfer, that in every such case the University shall retain and hold no less than an irrevocable, non-exclusive and royalty-free right and license worldwide, to use or practice the invention or discovery that is the subject of the right or rights so waived or relinquished and transferred, and any patent thereon, solely for the University's own purpose; and provided further, that the University may condition any such waiver or relinquishment and transfer, on its being reimbursed in full by the inventor or inventors for all of the

University's prior and related costs and expenses. In cases where the Dean of the applicable College has confirmed that the College has no interest in retaining rights to a particular invention or discovery, the decision to waive the University's rights may be made by the Provost, acting in consultation with the Vice President and General Counsel.

6. Consent to and compliance with this policy by a person affiliated with the University may be deemed by the University to constitute a condition to such affiliation or continued affiliation, as the case may be, and the University may require that such consent by any person affiliated with the University be expressed in writing.
7. Anything contained in this policy to the contrary notwithstanding, the University, in the exercise of its sole discretion and under circumstances it deems appropriate, may enter into an agreement with any person or entity, or pursuant to its prior consent in writing, may permit any person affiliated with the University to enter into an agreement with any entity or other person, containing one or more terms which are at variance with this policy. In any such event, but only to the extent of any such inconsistency, the provisions of this policy shall be subject to the terms of that agreement with respect to any invention or discovery which is conceived or reduced to practice at least in significant part in the performance of that agreement, and which otherwise would be governed by this policy.

The President of the University may establish an organization and guidelines and procedures to implement and administer this policy, and shall undertake to have any such guidelines and procedures promulgated to all persons from time to time affiliated with the University.

PAY SCHEDULE

Adjunct faculty teaching the fall semester are paid each month from September through December; in the spring adjunct faculty members are paid each month from January through May.

PUBLIC RELATIONS

Villanova University takes pride in its image and reputation. The Office of University Communication's mission is to promote and further that image by communicating the University's messages and achievements to broad-ranging constituencies. Among other functions, the office of University Communication highlights these accomplishments by promoting and celebrating the faculty to both internal and external communities, using such vehicles as publications, media, the web, and advertising.

At certain times, University Communication may ask faculty members to assist in its endeavors by speaking about areas of expertise with the media and/or with members of our staff. When approached directly by the media, faculty members are requested to contact the Director of Media Relations (9-6508) in the Office of University Communication before speaking to the media or responding to an interview request.

University Communication may also periodically seek to use pictures of faculty members for publication in various media, including internet websites. Faculty members shall be deemed to have granted their consent to the use of their picture and likeness; if any faculty members do not wish to

give such consent, they shall notify the Provost and the Vice President of University Communication in writing.

RELIGIOUS HOLIDAYS

As a Catholic and Christian University, Villanova seeks to respect and support the diverse religious traditions of the members of the University community. Thus the University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University's obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of religious holidays should discuss the matter with their professors as soon as possible, normally at least two weeks in advance of such a day. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. Faculty members, if possible, should try to accommodate students with make-up tests or exams if the absence falls on a day when these tests are being administered and/or provide students with reasonable alternative opportunities to complete their academic assignments.

For implementation, please refer to section on COURSE AND CLASS REGULATIONS in this *Faculty Handbook*. Should a disagreement arise over the implementation of this policy, the matter should be taken to the chair of the department or the program director having jurisdiction over the class in question. If no resolution is reached at that level, the issue will be resolved by the dean of the college having jurisdiction over the class, and his/her decision shall be final.

RESEARCH

Adjunct faculty are normally not expected to do academic research as part of their work at Villanova. The Office of Research Administration administers research issues such as the proper use of animals in research. Adjunct faculty members with questions about research should consult with their chairs, program directors, or Office of Research Administration.

SALE OF TEACHING MATERIALS WRITTEN BY FACULTY MEMBERS

Faculty members may include material that they have written in "coursepacks" which are reproduced by Graphic Services and sold at the University Shop, and they may prepare their own materials for sale in the University Shop. These materials must be approved for sale by the department chair through the normal process of textbook approval. Because of the issues of possible conflict of interest, faculty members and departments are not permitted to charge royalties for course materials they have written themselves except as provided below for commercially produced books. Course materials sold by other vendors other than the University Shop must also be approved through the normal process of textbook approval, and faculty members are also not permitted to charge royalties for these materials.

A faculty member who believes that there is a justification for receiving royalty fees for materials s/he has generated must write to his/her chair, explaining how much royalty is to be charged, who will receive it, and what the justification for the royalty is. The chair reviews the request and, if approval is given, sends the request on to the dean. If approval (which is only given in extraordinary cases) is given by both the chair and the dean, the faculty member may receive royalties for the sale of these materials. This policy also covers faculty members who self-publish their own textbooks. The

University Shop is not permitted to pay royalties to a faculty member without receiving copies of the approval from the chair and the dean.

This policy also applies to course materials sold at vendors other than the University Shop.

If departments seek royalties on materials, they must seek approval from the dean.

The policy described above does not cover commercially published textbooks written by Villanova faculty members. Those texts are handled by the normal process of textbook approval and are sold through the University Shop in the normal way and the publishers may pay royalties to the authors without the dean's approval. Used copies of textbooks written by faculty members should be sold in the University Shop in exactly the same way that used texts of non-faculty books are handled. No royalties will be paid to faculty members for the sale of used texts.

Please refer to the section on **COURSEPACKS AND COPYRIGHTS** in this *handbook*.

SEXUAL HARASSMENT POLICY

It is the policy of Villanova University to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment.

Consistent with applicable federal and state laws, the University endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions.

- Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or,

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

- Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
- Unwelcome behavior of a sexual nature by a faculty member, coach or other staff person directed towards a student, a colleague, or other community member;
- A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome

- behavior of a sexual nature or will be denied for refusal to engage in sexual activity;
- Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;
 - Displaying or showing pictures, cartoons, or other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance;
 - Exposing the private parts of one's body to another person, or in public forums.

Sexual harassment will not be tolerated at Villanova University, and employees or students who engage in such conduct are subject to the full range of the University's disciplinary policies.

Anyone making a report, filing a complaint or participating in the investigation or resolution of an allegation of sexual harassment is protected by law and this Policy from retaliation.

Procedures for filing and resolving complaints about harassment or discrimination are available at: http://www1.villanova.edu/villanova/hr/policies/university/discrimination_harassment.html

Refer to the section on **SEXUAL AND ROMANTIC RELATIONS BETWEEN FACULTY, STUDENTS, AND STAFF** in this Handbook.

SEXUAL AND ROMANTIC RELATIONS BETWEEN FACULTY, STAFF AND STUDENTS

Villanova seeks to maintain an educational atmosphere wherein students, staff, and faculty members inter-relate in appropriate professional and pedagogic ways. In keeping with this goal, faculty members are not permitted to have romantic or sexual relationships with students who are enrolled in their classes, who are majors, minors, concentrators, or graduate students in their departments or programs, or over whom they exercise any other type of supervision or academic/professional judgment. In addition to the potential for abuse of power in such relationships, sexual and romantic relationships between faculty members and students place the faculty member in an unethical and unprofessional conflict of interest, and hence are unacceptable. Although it is recognized that the student may be a full and willing participant in such a relationship, both the responsibility for adhering to this policy and the consequences for violating it fall upon the faculty member rather than the student in such situations. The sanction imposed for violation of this policy will necessarily depend on the facts and circumstances of the case, including whether the faculty member/student assistant voluntarily reported the relationship, and may range from a reprimand to termination of appointment.

Faculty members who for whatever reason find themselves in a romantic or sexual relationship with such students are required to report the relationship immediately to their department chairs (or to the Dean in the College of Nursing). The chair should also notify the appropriate dean and the University's Sexual Harassment officer. The department chair is charged with taking appropriate action, in consultation with other appropriate University officials, to eliminate both the substance and appearance of conflict of interest or abuse of power. Department chairs and other officials who deal with these situations are expected to do so in ways that do not penalize or stigmatize the student, and, when possible, are expected to keep these matters confidential.

Graduate teaching assistants, lab assistants, and undergraduates who act as teaching assistants (for the purpose of this policy, known as "student assistants") are not permitted to have sexual or romantic

relations with students who are enrolled in their classes or over whom they exercise any other type of supervision or judgment. The prohibition against romantic or sexual relationships with other students who are graduate students, majors, minors, or concentrators in their department or program does not apply unless the student assistants have some supervisory relationship to those students. Otherwise, the same principles apply to student assistants as apply to faculty members.

Even in the absence of the conditions described in paragraph one, faculty-student relationships are strongly discouraged. Faculty members are expected to act so as to insure an educational atmosphere free of any pressures on employees and students relating to sexual harassment and to avoid the appearance of impropriety.

Certain relationships may arise in the work environment that have the potential for compromising or appearing to compromise the fairness and objectivity of a supervisor, in relation to subordinates, and which may result in a conflict of interest. The University recognizes that all individuals are entitled to freely choose their personal associations and relationships. However, when a faculty member enters into a romantic and/or sexual relationship with an employee (faculty or staff member) whom he or she supervises, a power differential may exist which can compromise an individual's exercise of such choice in personal relationships. Others may also perceive such a relationship as one of preferential treatment that may be detrimental to themselves or others. Thus romantic and/or sexual relationships between faculty members and employees (faculty or staff) under their supervision – even though consensual – are discouraged. If such relationships are entered into, they should be approached in a sensitive manner and with an understanding of how they may be perceived by others. Similarly, relationships among individuals on the same level, even where there is no component of supervisory authority or influence, may be misinterpreted by others and should be approached in a sensitive manner. If a faculty member is engaged in a romantic and/or sexual relationship with a subordinate employee (faculty or staff member), the faculty member is required to notify his/her department chair (or Dean in the College of Nursing) and to make alternative arrangements for supervision of the subordinate employee, including especially decision making regarding any employment action pertaining to the subordinate employee. Please refer to the section on **SEXUAL HARRASSMENT** in this *Handbook*

SMOKING POLICY

All work spaces and common areas inside University buildings have been designated as "smoke free." The University smoking policy can be found at <http://www1.villanova.edu/villanova/hr/policies/employmentpractices/smoking.html>

SYLLABI

Departments should have on file a course description and guidelines for all courses that are taught on a regular basis. These guidelines should describe in a general way what the course is about. For each course, the instructor must prepare a specific syllabus explaining how the course will be taught during the semester. Copies of the syllabus should be distributed in hard copy or electronically to students on or before the first day of class, and copies should be submitted to the department chair at the time specified by the chair. The syllabus provides the basic expectations for the course. It should be consistent with the general guidelines specified by the department. The syllabus should also include at

least the following elements: instructor's name, office number and telephone, E-mail address, and office hours; course objectives; assigned texts; attendance policy; examination policy; explanation of grading system; and weighting of assignments. The syllabus will also include a brief discussion of academic integrity and indicate that students seeking accommodations for learning disabilities must first register with the Learning Support Office. Please refer to the section on **DISABILITIES, STUDENT** in this *Handbook*.

TUITION REMISSION AND OTHER BENEFITS

An adjunct faculty member, spouse or dependent child is eligible for tuition remission. In order to learn more about your tuition remission benefit, please visit the Human Resources website at <http://www1.villanova.edu/villanova/hr.html> or call 610-519-7900. The HR website has a schedule showing the benefit earned based on the number of years of continuous service, as well as other eligibility requirements and restrictions.

For information about benefits, please see the benefit section on the web at <http://www1.villanova.edu/villanova/hr.html> or contact the Benefit Office at 610-519-7900 and ask for a benefits representative familiar with the particular area of benefits you are inquiring about (medical, tuition, etc.).

USE AND MISUSE OF FACULTY STATUS

Adjunct Faculty members should not publicize or make use of their faculty status in connection with any commercial venture or enterprise, or any endeavor that may bring discredit on the University or the educational purposes and ends for which it stands.

USE OF UNIVERSITY'S NAME AND TRADEMARK

The faculty, staff and students of Villanova University may not use their University status or the University's name, trademarks, seal, emblem, insignia, or facilities in any print, video, or electronic announcement, advertising or promotional material, publication, correspondence or commercial which could in any fashion be construed as implying University endorsement of any product, project or service.

Exceptions to the general prohibition on the use of the University's name or faculty/staff/student status may be granted for faculty members at the discretion of the Provost; for staff at the discretion of the Vice President for Administration and Finance; and for students at the discretion of the Vice President for Student Life, all in consultation with the Vice President for University Communications and the University's Vice President and General Counsel.